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December 21, 2007

Richard A. Martinkovic
Sullivan County Office of Emergency Management/
Homeland Security
Sullivan County Government Center
P.O. Box 5012
Monticello, New York 12701

RE: Village of Woodridge -
Emergency Management Plan

Dear Mr. Martinkovic:

Please be advised that I serve as attorney for the Village of Woodridge. In response to a letter received from you addressed to Mayor Katz, I am enclosing a copy of the Emergency Management Plan passed by the Village and made part of the Village's Code in 1995.

After you have had an opportunity to review the same, if you feel that there are areas that require modification, please do not hesitate to contact me so that we can discuss the same.

Very truly yours,



JEFFREY KAPLAN

JK:jeh
Enclosure
cc: Village of Woodridge

EMERGENCY MANAGEMENT PLAN

Chapter 5

EMERGENCY MANAGEMENT PLAN

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Figure 1: List of Potential Disasters

Figure 2: Staffing Flow Chart

[HISTORY: Adopted by the Board of Trustees of the Village of Woodridge 2-7-1995. Amendments noted where applicable.]

ARTICLE I General Provisions

§ 5-1. Purpose.

The purpose of this plan is to minimize disasters or potential disasters and their effects, provide for effective local responses when disasters occur and facilitate local recovery.

§ 5-2. Authority; line of succession.

- A. New York State Executive Law Article 2-B, dated July 25, 1978. Under this law, the village is authorized to prepare a disaster plan to enable it to deal effectively with potential disaster situations.
- B. Statutory authority is given to the Mayor to designate and be responsible for an emergency situation occurring in or affecting the village. The Mayor, or his or her

successor, is the only person who may request assistance from the next higher level of government. For the village, the next higher level of government is the county government.

- C. A line of succession shall be set up to designate who shall act as the agent for the village when the Mayor is unavailable or their arrival constitutes an unacceptable delay. Mayor Designee No. 1: Deputy Mayor; Designee No. 2: Village Clerk. Said designee may, under those conditions where the Mayor is unavailable or his or her arrival constitutes an unacceptable delay, issue a declaration of emergency which shall be followed by the steps required by Article 2-B, dated July 25, 1978.

§ 5-3. Preparedness.

The Mayor shall, in consultation with others which he or she deems appropriate, make such plans as he or she deems necessary to prevent and minimize the effects of disaster. These steps shall include but need not be limited to:

- A. Identification of potential disasters and disaster sites (see Figure 1¹).
- B. Recommend disaster prevention projects.
- C. Suggest revisions and additions to building and safety codes and zoning and other land use programs.
- D. Take such other measures as reasonably can be taken to prevent disasters or mitigate their impact.

§ 5-4. Emergency operation center; declaration of emergency.

- A. The Emergency Operations Center (EOC) will be the Richard J. Elliott Municipal Building located on Green

¹ Editor's Note: Figure 1 is located at the end of this chapter.

Avenue. The Alternate Emergency Operations Center (AEOC) will be the Woodridge Ambulance Building, located on Maurice Rose Street.

- B. The EOC to be used will be determined by the Mayor or his or her successor at the time of the emergency. The Mayor shall assess all information received from any or all village departments, Village Police, New York State Police, Town of Fallsburg Police, any and all Village Board members and the Sullivan County Emergency Management Office. The Mayor may declare an emergency (disaster) after all information is assessed.

§ 5-5. Responsibilities.

- A. The Mayor is responsible for the conduct of disaster operations within his or her political supervision.
- (1) The Mayor shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster (see Figure 2²).
 - (2) The Mayor shall direct the activities of all agencies within the political subdivision against the effects of the emergency (see Figure 2³). The Mayor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations. The Mayor may appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.
- B. The Village Board shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this

² Editor's Note: Figure 2 is located at the end of this chapter.

³ Editor's Note: Figure 2 is located at the end of this chapter

and other emergency preparedness plans. The EOC staff is not limited to those listed below, nor are those listed required.

- (1) Mayor.
- (2) Emergency Coordinator.
- (3) Board of Trustees.
- (4) Attorney.
- (5) Village Clerk.
- (6) Village Planning Board Chairman.
- (7) Code Enforcement Officer.
- (8) Highway CEO.
- (9) Police.
- (10) Fire Chief.
- (11) Public utilities.
- (12) Communications.
- (13) Public information.

§ 5-6. Sequence of action.

- A. The Mayor, Village Board members, Highway CEO, Village Clerk and other village personnel as designated will assemble at the EOC upon notification of an emergency. The emergency notification list will be kept on file with the Village Clerk.
- B. The Mayor or designee is responsible for making the formal declaration and proper notification of a disaster. This includes:
 - (1) A letter to the Village Clerk, the Sullivan County Clerk and the Secretary of State within seventy-two (72) hours.

- (2) A copy of this letter will be sent to the Sullivan County Emergency Management Office.
- (3) Telephone or letter to the official village newspaper. The village will contact the Sullivan County Emergency Management Office for assistance only after all local or mutual aid resources are exhausted. Requests for outside aid must first be approved by the Mayor or designee.
 - (a) When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible. The Sullivan County Emergency Management Office will automatically notify the Red Cross to open a shelter when notified. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community: the Village of Woodridge.
 - (b) The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings, disaster sites and flooded areas. The local Fire Chief may call upon the County Fire Coordinator for advice and/or assistance concerning fire-related emergencies and relief operations. The Fire Department also adopts, incorporates and shall participate in any Fire Mutual Aid Plan and the Sullivan County Hazardous Materials Response Plan and any other plan deemed in the best interest of the residents of the village.
- (4) The Public Information Officer, appointed by the Board and under the direction of the Mayor, shall direct the local dissemination of emergency information, the issuance of news reports to the public and notify the County Emergency Services on

the status and development of emergency measures, using all media of public communications.

- (5) The Mayor shall request that the County Sheriff's Department, Village Police and New York State Police will assign their personnel to maintain order, prevent looting, direct traffic and also to direct the injured to medical installations.
- (6) The Highway CEO will be responsible for maintaining essential public facilities and services, including the maintenance of streets, highways, bridges, public buildings and other vital community services. He or she will cooperate with all other departments of the village to restore and maintain essential services.
- (7) The Code Enforcement Officer of the village will be responsible for safety inspection of damaged buildings before evacuees are allowed to reoccupy such buildings.
 - (a) Names, addresses and telephone numbers of all village personnel will be available at the Village Hall.
 - (b) A list of the order of designees for disaster declaration and emergency management will be on file in the Village Hall and with the County Emergency Management Office.

§ 5-7. Information to be supplied to county.

Those persons designated have the responsibility for supplying the Sullivan County Emergency Management Office with the following information when requesting additional aid:

- A. Assessment of damage to the village.
- B. Information regarding extent of disaster response by the village.
- C. The special need of the village.

§ 5-8. Documentation.

The maintaining of logs by EOC staff, and all village departments documenting personnel time, materials and equipment utilized to respond to the situation.

**ARTICLE II
Standard Operating Procedures****§ 5-9. Mayor.****A. Responsibility.**

- (1) The Mayor of the Village of Woodridge is responsible for the conduct of the disaster operations within the Village of Woodridge. The Mayor of the village shall use any and all facilities, equipment, supplies, personnel and other resources of the Village of Woodridge in such a manner as may be necessary to cope with the disaster.
- (2) The Mayor shall direct the activities of all agencies within the Village of Woodridge against the effects of an emergency in conformance with the approved plans for the rescue and relief of the people, the recovery and the rehabilitation of the community of Woodridge. The Mayor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

B. Checklist.

- (1) Upon receiving notification of a potential emergency or an emergency in progress:
 - (a) Decide whether or not to activate EOC, and its location.
 - (b) If not activated:
 - [1] Notify key staff.

- [2] Brief on emergency.
- [3] Monitor emergency.
- (c) If EOC is activated:
 - [1] Go to EOC.
 - [2] Notify key staff to report.
 - [3] Brief staff when they arrive.
 - [4] Monitor emergency.
 - [5] Conduct periodic briefings.
- (d) When emergency is over:
 - [1] Collect all logs, memos, messages, etc.
 - [2] Return EOC to pre-emergency status.
 - [3] Release staff.
- (2) Pre-emergency:
 - (a) Ensure that the Village of Woodridge has a current Emergency Operations Plan.
 - (b) Ensure that the EOP is reviewed and updated annually.
 - (c) Ensure that key staff have been trained on their portions of the EOP.

§ 5-10. Call-down list.

The call-down list shall be as follows:

Position	Name	Telephone	
		Office	Home
Mayor	Bruce W. Gerson	434-5061	434-5106
Deputy Mayor	Nat Kagan	434-4334	434-6097
Trustee	Ivan Katz	434-7030	434-4654
Trustee	Arlene Messina	434-3000	434-5542

Position	Name	Telephone	
		Office	Home
Trustee	Louis Saperstein	434-5560	434-7133
Clerk-Treasurer	Diane Sennett	434-7447	434-7023
Code Enforcement	Steve Proyect	434-8810	434-8864
Police Lieutenant	Eugene Ackerley	434-6644	985-2367
Fire Chief	William Harris		434-6063
Highway CEO	Carl Garritt	434-6712	434-7023
Medical Officer	Renu Jerath	434-6333	
Public Information Officer	Diane Sennett	434-7447	434-7023
Resource Officer	Irvin Newmark	434-2426	434-4967
Communications	Diane Sennett	434-7447	434-7023
Emergency Officer	Eugene Ackerley	434-6644	985-2367

§ 5-11. Procedures for a local state of emergency declaration.

- A. Once an emergency has been proclaimed, local emergency orders can be issued. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in the news of general circulation in the area affected by such order. Such orders shall cease to be in effect five (5) days after promulgation or upon declaration by the Chief Executive that the state of emergency no longer exists, whichever occurs sooner.
- B. The Chief Executive may extend such orders for additional periods not to exceed five (5) days each during the pendency of the local state of emergency. Local emergency orders shall be executed in triplicate and shall be filed within seventy-two (72) hours, or as soon thereafter as practicable, in the Office of the Clerk of the

governing board of the county, the Office of County Clerk and the Office of the Secretary of State.

C. The local state of emergency or proclamation declaration shall read as follows:

LOCAL STATE OF EMERGENCY OR PROCLAMATION DECLARATION

A State of Emergency is hereby declared in the Village of Woodridge for a period of time beginning at _____ hours on the date of _____ and continuing in effect for a period not to exceed five (5) days and ending at _____ hours on the date of _____.

The State of Emergency has been declared due to emergency conditions produced by:

Such conditions threaten or imperil the public safety of the citizens of: _____

As Chief Executive of the Village of Woodridge, I, _____

have exercised the authority given to me under New York State Executive Law, Article 2-B, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being and health of the citizens of the community.

I hereby direct the Department(s) of _____ to take whatever steps necessary to protect life and property, public infrastructure and other such emergency assistance as deemed necessary.

Signed: _____

Title

Date

§ 5-12. Village Board.

- A. Purpose. The Village of Woodridge Board of Trustees, as the elected body of the people, shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans.
- B. Checklist.
- (1) Pre-emergency:
- (a) Ensure that the village has a current EOP.
 - (b) Ensure that the EOP is reviewed and updated annually.
 - (c) By resolution, approve the EOP.
- (2) During an emergency:
- (a) Receive notification and briefing on the emergency.
 - (b) Respond as directed.
 - [1] Review EOP.

§ 5-13. Village Clerk.

- A. Responsibility. The Village Clerk is responsible for the maintenance and availability of essential records, documents and other materials required during the emergency.
- B. Checklist.
- (1) Pre-emergency:
- (a) Ensure that there is a sufficient supply of the following forms:
 - [1] Time sheets.
 - [2] Vouchers.

- [3] Supply/materials requests (purchase orders).
 - [4] EOC log forms.
 - [5] Message forms.
 - [6] Other.
- (b) Ensure that EOC can be established with the least delay.
 - (c) Ensure that all call-down lists are current (update quarterly, if necessary).
- (2) Receive notification and briefing from Mayor Gerson.
 - (3) Report to EOC.
 - (4) Perform designated duties.
 - (5) Be prepared to brief Mayor on developments.

§ 5-14. Emergency Coordinator.

A. Responsibility.

- (1) The Emergency Coordinator appointed by the Mayor directs the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the Mayor.
- (2) Also, under the direction of the Mayor, the Emergency Coordinator coordinates the emergency operations of the Emergency Operations Center, prepares estimates of the situation, advises the CEO of operational priorities and recommends requests for assistance from the Sullivan County Emergency Management Office.

B. Checklist.

- (1) Upon notification by the Village of Woodridge Mayor, activate the EOC and its location.

- (2) Report to the EOC.
- (3) Establish communications with county and key agencies.
- (4) Monitor emergency.
- (5) Ensure that EOC staff receive periodic briefings.
- (6) Ensure that staff receive and understand their Standard Operating Procedures.
- (7) Be prepared to brief Mayor.
- (8) At the termination of the emergency, or when directed, return the EOC to its pre-emergency status.
- (9) Ensure that all logs, memos and messages are collected when emergency is terminated.

§ 5-15. Village Fire Chief.

A. Responsibility. The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings and flooded areas. The local Fire Chief may call upon Harold Kronenberg, the County Fire Coordinator, or the County Civil Defense, under mutual aid, for advice and/or assistance concerning fire-related emergencies, relief operations and coordination of emergency shelter and feeding operations.

B. Checklist.

- (1) Upon notification by the Village Mayor, respond as directed:
 - (a) Standby status:
 - [1] Notify key fire personnel.
 - [2] Monitor potential emergency.

(b) If directed, report to the EOC:

- [1] Notify all fire personnel.
- [2] Review your SOP.
- [3] Monitor the emergency.
- [4] Respond as needed.

- (2) At the termination of the emergency, return to pre-emergency status.
- (3) Turn in all logs, memos and messages.
- (4) Assist in returning the EOC to pre-emergency status.

C. Telephone list.

Name	Position	Telephone No.
Local Fire Company Line of Succession		
County Fire Company/Department Coordinator		

§ 5-16. Chief of Police.

A. Responsibility. The Local (Acting) Chief of Police may designate a Traffic Control Officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The local police will direct all action to maintain order, prevent looting and help alleviate panic; direct injured to medical installations, and assist handicapped persons by obtaining transportation and directing them to the nearest reception shelter. The Police Chief may call upon

the Sullivan County Sheriff, Joseph Wasser, and/or other police agencies for advice and/or assistance.

B. Checklist.

- (1) Upon notification by the Village of Woodridge Mayor, respond as directed:
 - (a) Standby status:
 - [1] Notify key police personnel.
 - [2] Monitor potential emergency.
 - (b) If directed to report:
 - [1] Notify all fire personnel.
 - [2] Review your SOP.
 - [3] Review special need list and transportation needs.
 - [4] Monitor the emergency.
 - [5] Be prepared to brief.
 - [6] Respond as needed.
- (2) At the termination of the emergency, return to pre-emergency status.
- (3) Turn in all logs, memos and messages.
- (4) Assist in returning the EOC to pre-emergency status.

C. Telephone list.

Name	Position	Telephone No.
Police Department Line of Succession		

Staff

County

New York State Police Contact

D. Special needs list.

Name	Address	Telephone Number	Type of Assistance Required
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

§ 5-17. Highway Superintendent.

A. Responsibility. The Local Superintendent/Director of Highways (CEO) is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. The Superintendent will direct action to check, restore and maintain essential public facilities and services, such as streets, bridges, public buildings and other vital community services, calling upon all public works and engineering services of Sullivan County for such assistance. The Highway Superintendent will work in conjunction with the utility companies

or authorities in the restoration of various essential services.

B. Checklist.

(1) Upon notification by the Village of Woodridge Mayor, will respond as directed:

(a) Standby status.

[1] Notify key highway personnel.

[2] Monitor potential emergency.

(b) If directed to report:

[1] Notify all highway personnel.

[2] Review your SOP.

[3] Monitor the emergency.

[4] Be prepared to brief CEO.

[5] Respond as needed.

C. Telephone list.

Name	Position	Telephone No.
Village Line of Succession		
Staff		

County contact

§ 5-18. Building Inspector.

- A. Responsibility. The Building Inspector of the Village of Woodridge will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.
- B. Checklist.
 - (1) Upon notification by the Village Mayor:
 - (a) Standby status:
 - [1] No response.
 - (b) If EOC is activated:
 - [1] If directed, report to the EOC.
 - [2] Monitor emergency.
 - [3] Be prepared to brief CEO.
 - [4] Respond as requested.

§ 5-19. Public Information Officer.

- A. Responsibility. The Public Information Officer, under the direction of the Mayor of the Village of Woodridge, coordinates the local dissemination of emergency information, the issuance of news reports to the public and notifies the County Emergency Management Office on the status and development of emergency measures, using all media of public communication.
- B. Checklist.

(1) Upon notification by the Village Mayor:

(a) Standby status:

- [1] Monitor potential emergency.
- [2] Develop an action plan for activation.

(b) If EOC is activated:

- [1] Review your SOP.
- [2] Establish a media area.
- [3] Monitor emergency.
- [4] Prepare news release as directed.
- [5] Be prepared to brief CEO.

C. Telephone list.

Call Letter	Point of Contact	Telephone No.
Radio Station:		
EBS Station:		
Newspapers:		

§ 5-20. Communications Officer.

A. Responsibility. The Communications Officer or staff supervises, directs, arranges and restores communications for all emergency purposes using available communication means and methods. Maximum use of all available forms of communications will be

planned by all departments to aid the communications staff in carrying out their duties.

B. Checklist.

(1) Upon notification by the Village Mayor, respond as directed:

(a) Standby status.

[1] Monitor potential emergency.

[2] Develop action plan for activation.

(b) If EOC is activated:

[1] Review your SOP.

[2] Establish communication links.

[3] Maintain all communication modes.

[4] Manage message flow.

[5] Monitor emergency.

C. Radio procedures.

D. Radio date sheet.

Name	Position	Telephone	Radio Frequency
State			
Agencies:			

County
Agencies:

Local
Agencies:

Other:

ARES:

RACES:

§ 5-21. Health Officer.

A. Responsibility. The Health Officer directs all action to render health and medical services to the community. The officer or staff should alert hospitals and ambulances in the area regarding anticipated medical needs.

B. Checklist.

(1) Upon notification by the Village Mayor, respond as directed:

(a) Standby status.

[1] Notify hospital and ambulances of a potential emergency.

[2] Notify staff; place on standby.

[3] Monitor potential emergency.

(b) If activated:

[1] Report to your duty station.

[2] Complete actions in Subsection B(1)(a) above.

[3] Review your SOP.

[4] Monitor emergency.

[5] Be prepared to brief the CEO.

[6] Assist as directed.

§ 5-22. Resource Officer.

A. Responsibility.

(1) The Resource Officer (Resources and Logistics) carries out measures necessary to the emergency handling of all local resources.

(2) Manpower directs the assignment of personnel to the various emergency services as requested.

§ 5-23. Transportation Officer.

A. Responsibility. The Transportation Officer carries out measures necessary to the utilization of all transportation modes for support and rescue operations.

§ 5-24. School Representative.

A. Responsibility. The School Representative directs the action related to care for school students in school during an emergency situation.

EMERGENCY MANAGEMENT PLAN

Figure 2 Staffing Flow Chart

Following is a suggested flow chart illustrating various positions which should be considered when developing an emergency preparedness plan.

		Chief	1.		
		Executive	2.		
		Officer	3.		
Attorney	1. 2. 3.	City Town or Village Board or Council	1. 2. 3.	City Town or Village Clerk	1. 2. 3.
State and Federal Agencies	County Emergency Management	Emergency Coordinator	1. 2. 3.		
Fire	1. 2. 3.			Police	1. 2. 3.
Highway Department	1. 2. 3.			Communications	1. 2. 3.
Medical	1. 2. 3.			Production and Resources	1. 2. 3.
Transportation	1. 2. 3.			Manpower	1. 2. 3.
Public Information	1. 2. 3.			Building Inspector	1. 2. 3.
School Representatives	1. 2. 3.			Fiscal Officer	1. 2. 3.
Chaplain	1. 2. 3.			Secretaries and Clerks	1. 2. 3.
Others	1. 2. 3.			Chief of Supplies	1. 2. 3.

NOTES:

1. One (1) person may occupy one (1) or more positions.
2. A three-tiered listing should be considered, using more than one (1) person to contact if necessary.
3. Personnel are listed separately in agency SOP's.