

Emergency Management Plan

Town of Hector, New York

Revised 2022

I. GENERAL

A. Purpose of the Emergency Management Plan (EMP)

The purpose of this plan is to cite the authority, formulate the procedure and provide the guidance for coordinated action in giving assistance to citizens within the Town of Hector, New York in the event of a disaster. A “disaster”, as defined by NYS Executive Law Article 2B, §20(2)(a) is

...the occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident, water contamination, bridge failure or bridge collapse.

The Hector community may see a variety of incidents that would require the activation of an Emergency Operations Center (EOC) in accordance with the EMP. Natural emergencies most likely to affect our community include flood, winter storm and forest fire; whereas manmade emergencies are power or energy failure, transportation accidents, water emergency and hazardous materials incidents.

For an itemized risk assessment, see the Schuyler County SEPA and Hazard Mitigation Plan.

B. Basis for the EMP

Emergency management planning is based on the NYS Defense Emergency Act, the NYS Comprehensive Emergency Management Plan (CEMP), the National Incident Management System (NIMS) and the Incident Command System (ICS).

C. Government Jurisdiction

The Town of Hector is within Schuyler County, and Schuyler County is in the State of New York, which falls under federal assistance.

II. DECLARING A STATE OF EMERGENCY

A. Responsibility

The Town Supervisor is responsible for declaring a state of emergency and initiating action after assessing the degree of a situation in consultation with the appropriate agencies (highway, sheriff, fire department, attorney for the town, etc.).

Declarations and Local State of Emergency Orders should be sent to:

Schuyler County Emergency Management ph: (607) 535-8200 fx: (607) 535-8201

Schuyler County Clerk's Office ph: (607) 535-8133 fx: (607) 535-8130

Schuyler County Sheriff Department ph: (607) 535-8222 fx: (607) 535-8216

B. Time Frame

1. Once declared, a state of emergency may remain in effect for no more than 5 consecutive days. Should a state of emergency be required for a longer period of time, extensions can be filed for up to an additional 5 days. A state of emergency may be amended or terminated as necessary.
2. Within 72 hours of the emergency, the Town shall file a declaration with the Hector Town Clerk who will forward the declaration to the Schuyler County Emergency Management Office.

III. EMERGENCY OPERATIONS CENTER (EOC)

A. Activation

When deemed necessary, the Town Supervisor will initiate the activation process of the EOC which will function only at the direction of the Supervisor, and once staffed, will remain staffed until so relieved. In his absence, this authority will be directed to the Deputy Supervisor.

B. Location

The primary EOC for the Town of Hector will be the Hector Town Hall, located at 5097 NY-227, Burdett, NY. If for any reason it cannot be used, a secondary location will be determined and utilized.

C. Function

To coordinate, communicate and support in order to effectively handle the emergency. The specific functions shall include, but are not limited to:

3. Assess the emergency and determining actions taken;
4. Emergency care for victims;
5. Coordinate all communications (warnings, directives and information) to departments involved and the public;
6. Facilitate the restoration of vital services;
7. Assess damage and recovery needs (both short and long term).

IV. SEQUENCE OF ACTION

A. Town Board members assemble at Emergency Operations Center or a location otherwise specified by the Town Supervisor.

B. Communication of emergency status to necessary entities:

8. Superintendent of Town Highways
9. Schuyler County Emergency Services

10. Schuyler County Sheriff's Department

11. Residents: social media, the town website, email list, local radio stations,
daily online newspapers and TV channels

C. Call of action to Schuyler County

When it is determined that local resources will be inadequate, the EOC will alert the Schuyler County Office of Emergency Management.

V. JOB ACTIONS

This plan shall follow the State of New York Executive Order Number 26, which outlines establishing a management system for Emergency Response, and the National Incident Management System (NIMS). This system utilizes the nationally recognized Incident Command System (ICS) with a unified command. The Incident Command System provides for coordinated response and a clear chain of command for safe operations. It is recognized that throughout such an incident it may be necessary for the Incident Commander to change based on current needs.

- A. **The Town Supervisor** — is responsible for the conduct of emergency operations within the affected area, and use of any and all facilities, equipment, supplies, personnel and other resources of the Town in such a manner as may be necessary. He or she shall direct the activities of all jurisdictional agencies against the effects of the emergency in conformance with the approved plans for the rescue and relief of the people, and the recovery and rehabilitation of the community of Hector. These duties may be delegated as deemed necessary and fall to the Deputy Supervisor if the Supervisor is unavailable.
- B. **Emergency Operations Manager** — if not the Town Supervisor, is appointed and directed by the Supervisor and coordinates operations, communications and maintains order within the EOC.
- C. **Town Board** — shall be responsible to the residents of the Town of Hector by ensuring the maintenance of essential services, efficient communications and adequate protection until the emergency situation is resolved. The Town Board shall serve as a resource to the Town Supervisor and the EOC, and will follow chain of command protocol.
- D. **The Town Clerk** — is responsible for appointed communications and the maintenance and availability of records, documents, plans and other written materials required during the course of any declared emergency.
- E. **Department heads** — are responsible for keeping track of all applicable hours and expenses and shall file them with the Town Clerk.
- F. **Highway Superintendent** — is responsible for coordinating all actions of the Highway Department which is responsible for the maintenance of streets, bridges, highways and all Town owned trucks, cars and equipment. The Highway Superintendent will also ensure that fuel is available for all Town vehicles and may call upon assistance from neighboring highway departments or other local utilities as may be necessary.

- G. The Fire & Rescue Squad Departments** will be responsible for the direction of all action to maintain the general safety of the public from fire, downed wires, flooded areas, and when necessary provide traffic control and emergency lighting, etc. It is anticipated that the Fire Department may call upon assistance from neighboring fire departments to provide supplemental services as may be necessary.
- H. Schuyler County Sheriff's Department** – will direct all action to maintain order, prevent looting, and help alleviate panic, direct injured persons to medical assistance, oversee the flow of traffic and respond to the needs of the public. The Sheriff's Department may call upon the services of other law enforcement agencies as may be deemed necessary.
- I. Code Enforcement** — is responsible for ensuring that buildings are safe for habitation, posts buildings that cannot be occupied, assists in determining evacuation areas and is responsible for safety inspections of damaged homes and businesses before evacuees are allowed to re-occupy such buildings.

VI. MITIGATION

Mitigation refers to all activities which aim to reduce the loss of life and property from disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.

The Town of Hector Emergency Management Mitigation is delegated to the Schuyler County Mitigation Plan which is a FEMA adopted plan.

Phone List 2022

BURDETT VILLAGE / MAYORS OFFICE

ph: (607) 546-2266 fx: (607) 546-4466

FIRE DEPARTMENTS

| | | |
|------------------|--------------------|--------------------|
| Burdett Fire | ph: (607) 546-2266 | fx: (607) 546-4466 |
| Mecklenburg Fire | ph: (607) 387-5644 | fx: (607) 387-5644 |
| Odessa Fire | ph: (607) 594-2157 | fx: (607) 594-2469 |
| Trumansburg Fire | ph: (607) 387-7131 | fx: (607) 387-7141 |
| VLH Fire | ph: (607) 546-8269 | fx: none |

SCHUYLER COUNTY

| | | |
|----------------------|--------------------|--------------------|
| Emergency Management | ph: (607) 535-8200 | fx: (607) 535-8201 |
| Sheriff Dept. | ph: (607) 535-8222 | fx: (607) 535-8216 |

TOWN OF HECTOR

o: (607) 546-5286 fax: (607) 546-5200

Town Supervisor: Alvin White

c: (607) 703-1372 o: (607) 546-5286 fax: (607) 546-5200

Deputy Supervisor: Justin Boyette

c: (607) 546-7205 o: (607) 387-1045

Highway Superintendent: Randy Rappleye

c: (607) 279-6745 o: (607) 546-5288 fax: (607) 546-5200

Deputy Highway Superintendent: Richard Bump

c: (607) 279-2044 o: (607) 546-5288 h: (607) 307-3796

Town Clerk: Jane Ike

cell: (607) 703-1161 o: (607) 546-5286 ext. 221 fax: (607) 546-5200

Town Board Members

| | | |
|-----------------|-------------------|-------------------|
| Bob Mahaney | c: (607) 342-1578 | |
| Liz Martin | c: (607) 689-2191 | h: (607) 546-4535 |
| Mike Bergen | c: (607) 275-7115 | |
| Jessica Rodgers | c: (607) 273-2555 | h: (607) 546-2337 |

Code Enforcement: Jason Santobianco

c: (607) 280-1040 o: (607) 546-5286 ext. 227 fax : (607) 546-5200

Water District Superintendent: Robert Stapleton

c: (607) 280-4030 o: (607) 546-5286 fax: (607) 546-5200

Public Communications / Media List

Social Media:

Town of Hector Facebook page

<https://www.facebook.com/TownofHectorNY/?ref=settings>

Town Website:

<https://www.hectorny.us/>

On-line Newspaper:

Odessa Files:

<http://www.odessafile.com/>

(607) 742-2772

publisher@odessafile.com

Radio Station:

WRFI: <https://www.wrfi.org/>

Studio: (607) 441-9734

WFLR: <http://www.fingerlakesdailynews.com/>

Dundee Office: (607) 243-7158

TV Stations:

WENY (Channel 36-Elmira)

<http://www.weny.com/>

(607) 739-3636

WETM (Channel 18 - Elmira)

<http://www.mytwintiers.com/>

WETMNewsWriters@wetmtv.com

(607) 733-5518

Local State of Emergency Declaration

A State of Emergency is hereby declared in _____ effective at _____ on _____.
(time) (date)

This State of Emergency has been declared due to this situation that threatens the public safety:

_____.

This State of Emergency will remain in effect until rescinded by a subsequent order. As the Chief Elected Official of _____, I, _____ exercise the authority given me under Section 24 of the New York State Executive Law, 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 this _____. I hereby direct all departments and agencies of _____ to take whatever steps necessary to protect life and property, public infrastructure and provide such emergency assistance deemed necessary.

Signature _____

Name _____

Title _____

Date _____

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Local Emergency Order

Local emergency for _____:
(municipality or area affected)

I, _____, the Chief Executive of _____,
in accordance with a declaration of a State of Emergency issued on _____, 20____, and
pursuant to Section 24 of the New York State Executive law, do hereby order:

(describe the action ordered, the area affected and the reason for the order)

This order shall take effect _____ and shall remain in effect for 5 days unless de-
scended earlier by order of the Chief Executive. This order may also be renewed in 5-day increments.

Failure to obey they order is a criminal offense, punishable by law under New York State Executive Law 24(5).

Signed this the _____ of _____, 20____, at _____ o'clock, in,
(date) (month) (year) (time)

_____, New York.
(municipality)

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Town of Hector Emergency Management Damage Report Instructions

Objective of the Report – This report provides a situational awareness of a given area or jurisdiction. Combined with other area/jurisdiction reports, the EOC can use these reports to assess scope of the area affected, current status, if additional impacts can be expected and additional resources will be required.

Do Not Delay this report for lack of data. The report can be updated as information becomes available or more accurate.

Submit form electronically (email), by fax or verbally convey information to the Town Emergency Management Committee.

The top part of the must be filled out for each report. See sample below

| | |
|--|---|
| Report Number: 1 | Event Name: Meads Creek Flooding |
| Date/Time of Event: Date: Aug 10 2014 Time (24 hr): 1730 | Date/Time of Re- port: Date: Aug 11 2014 Time (24 hr): 0800 |

Items 1 & 2

Must be filled out to have clear information as to name of jurisdiction and person filling out report, contact information should clarification of report content be required.

Items 3

Provides the overview of the incident

Item 4

Is to give an understanding of amount of assessment completed. You do not need to be at 100% to submit report

Item 5-10

Fields should only be filled in if information is available. If there is nothing to report for a specific field, it should be left blank

Item 11

A brief description should be provided regarding ongoing actions, outside assistance being provided or sought, and immediate needs and resource requirements. Descriptions of ongoing concerns based on current situation and planning assumptions may also be listed in this section.

Town of Hector Emergency Management Damage Report

| | |
|--|---|
| Report Number : | Event Name: |
| Date/Time of Event: _____ Date: _____ Time (24 hr): _____ | Date/Time of Report: _____ Date: _____ Time (24 hr): _____ |

1. Municipality: _____ Person Submitting: _____

2. Phone: _____ Email: _____

3. Briefly Describe Emergency and Area Affected (Hamlets, Roads, homes, etc.):

4. Percent of Initial Assessment Completed: ____ 25% ____ 50% ____ 75% ____ 100%

| Critical Infrastructure | Roads | Bridges | Water | Sewer | Electric | Gas |
|-------------------------|-------|---------|-------|-------|----------|-----|
| 5. Out of Service | | | | | | |
| 6. Damaged | | | | | | |
| 9. Destroyed | | | | | | |

10. Rough Estimate of Cost of Damages: _____

11. Special Information / Concerns:

Local Emergency Evacuating Order

I, _____, the _____
(name) (title)

in accordance with a declaration of a State of Emergency issued on _____, 20____, and pursuant to

Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following locales:

_____.

This evacuation is necessary to protect the public from _____.

This order is effective immediately and shall apply until removed by order of the Town Supervisor. Failure to obey this order is a criminal offense.

Signed this _____ of _____, 20____ at _____ o'clock, in _____, NY.
(date) (month) (year) (time) (municipality)

Signed: _____ Title: _____

Witness: _____ Title: _____

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