

# **Town of Hector, New York**

## **Emergency Management Plan**

*Created 2018: Revised: 2022, May 2023*

### **I. GENERAL**

#### **A. Purpose**

The purpose of this plan is to cite the authority, formulate the procedure and provide the guidance for coordinated action in the event of a natural or man-made disaster. The Town of Hector may see a variety of incidents that would require the activation of an Emergency Operations Center (EOC) in accordance with this Emergency Management Plan (EMP). Disasters most likely affecting our community are: floods, severe weather storms, forest fires, hazardous materials release, active shooter and pandemic. For an itemized risk assessment, see the Schuyler County Hazard Mitigation Plan.

#### **B. Basis**

This Town of Hector Emergency Management Plan (EMP) is based on the Schuyler County Emergency Management Plan, NYS Defense Emergency Act, the NYS Comprehensive Emergency Management Plan (CEMP), and the National Incident Management System (NIMS).

#### **C. Legal Authority**

The Town of Hector is within Schuyler County, and Schuyler County is within the State of New York which falls under federal assistance. This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act
3. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

#### **D. Acronyms**

1. CEMP: Comprehensive Emergency Management Plan
2. EMP: Emergency Management Plan
3. EOC: Emergency Operations Center
4. EOM: Emergency Operations Manager
5. FEMA: Federal Emergency Management Agency
6. NIMS: National Incident Management System
7. PIO: Public Information Officer
8. VOAD: Volunteer Organization Active in Disaster

## II. ASSIGNMENT OF RESPONSIBILITIES

Various positions in the government may play a role in the emergency management response depending on the emergency. The NIMS provides for a coordinated response and a clear chain of command for safe and organized operations. It is recognized that throughout an incident it may be necessary for the organization and assignment of responsibility to change based on current needs.

### A. Town Supervisor

1. Activates the Town's Emergency Operations Center (EOC).
2. Delegates EOC duties which default to the Deputy Supervisor if the Supervisor is unavailable.

### B. Emergency Operations Manager (EOM)

1. Coordinates and organizes all Town EOC operations and communications.
2. Appointed by the Supervisor (if not the Supervisor).
3. Assigns a single point person to communication roles as deemed necessary.

#### a. Scribe

Records in writing all EOC communications and actions.

#### b. Command Post Point Person

A communication liaison between the Town's EOC and the First Responder Command Post.

#### c. Public Information Officer (PIO)

A communication liaison to residents and media outlets who is appointed internally or may be requested from Schuyler County Emergency Management

#### d. VOAD Point Person

Communication liaison between EOC and VOADs (if they are activated).

4. Other resources that follow chain of command protocol.

#### a. Town Clerk

Maintains and makes available records, documents, plans and other written materials.

#### b. Department Heads

Keep track of all applicable hours and expenses and files them with the Town Clerk.

Coordinates actions within the responsibility of individual departments.

#### c. Board Members

## III. SEQUENCE OF ACTION

### A. Summary of how emergencies unfold

911 receives call → First Responders activate → if First Responders exhaust resources → Schuyler County Emergency Management activates → Schuyler County Emergency Management informs Town Supervisor to activate EOC → if Schuyler County Emergency Management exhausts resources → NYS Response System activates.

## **B. EOC Activation**

### **1. INFORMED TO ACTIVATE**

Schuyler County Emergency Management informs Supervisor to activate EOC (either before or after the NYS Response System is activated depending on immediate needs).

### **2. ASSEMBLE**

Supervisor, Town Clerk, department heads and board members assemble at EOC.

### **3. LOCATION**

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

### **4. ORGANIZATION & FUNCTION**

- a. Supervisor appoints EOM. EOM organizes EOC & assigns roles.
- b. The function is to create a central hub in order to coordinate, communicate and support the emergency operations of the First Responders.
- c. Specific functions for the EOC shall include, but not be limited to:
  - coordinates communications;
  - facilitates the restoration of vital services;
  - assesses damage and recovery needs (both short and long term).

## **C. First Responder Command Post Activation**

First Responders will assess the emergency, determine actions to take and may set up a separate EOC or “Command Post” for themselves, Schuyler County Emergency Management and the NYS Response System.

## **IV. COMMUNICATION SYSTEM**

An organized communication system is key to a successful response during an emergency and afterwards in recovery.

### **A. Communications can be summarized within three categories:**

1. EOC Communications
2. First Responder Communications
3. Residents and Media Communications

### **B. Tips for Residents and Media Communications**

1. Phone # for non-emergency calls should be a different phone # than the one used for EOC Communications.
2. Messages stay consistent and regular.
  - a. PIO to give rotating updates every 2 hours.
  - b. Only Town social media should be used. No personal social media pages.

## **V. 211 (NON-EMERGENCY) CALL CENTER and VOADS**

### **A. 211 (non-emergency) call center**

211 is a 3-digit non-emergency number for information and referrals. It acts as a resource during disasters to connect residents with social services and other assistance. An EOC appointee should connect with the local 211 call center so that resident calls are channeled properly for a most efficient response.

### **B. VOADS**

Various VOADS (Volunteer Organizations Activated in Disaster) may activate during a disaster depending on the nature and location of the disaster and whether they have staff available. VOADS have their own internal organization and although their intent is to be helpful, a disconnect between government operations and VOADS can disrupt an efficient response. It is imperative for a point person to make a connection with activated VOADS to maintain streamlined communications and assistance to residents and to prevent possible imposters and corruption.

## **VI. DECLARATIONS & ORDERS**

The Town Supervisor is responsible for state of emergency declarations and orders.

### **A. State of Emergency Declarations**

#### **1. DEFINITION**

A Local State of Emergency Declaration grants the municipality additional powers to authorize orders and regulations, suspends various legal requirements, and activates pre-established emergency provisions to facilitate their ability to obtain additional resources and respond more quickly. It is a prerequisite for requesting state or federal assistance.

#### **2. TIMEFRAME**

- a. Once declared, a state of emergency declaration may remain in effect for no more than 30 consecutive days. Should a state of emergency be required for a longer period of time, extensions can be filed for up to an additional 30 days. A state of emergency may be amended or terminated as necessary.
- b. 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.

### **B. State of Emergency Orders**

#### **1. DEFINITION**

An Emergency Order allows specific temporary authority by law or regulation without prior notice or adjudicatory process in order to respond to an emergency and maintain public safety. An example might be establishing a curfew, travel restriction or an evacuation order.

#### **2. TIMEFRAME**

- a. Once declared, a state of emergency order 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.

- b. 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.

## **VII. MITIGATION**

Mitigation refers to all activities which aim to reduce or eliminate long-term risk from disasters by avoiding or lessening the impact a disaster might have upon families, homes, communities and economy. The Town of Hector Emergency Management Mitigation Plan is delegated to the Schuyler County Mitigation Plan which is a FEMA adopted plan.

## Local State of Emergency Declaration

**Purpose:** A Local State of Emergency declaration grants the municipality additional powers to authorize orders and regulations, suspends various legal requirements, and activates pre-established emergency provisions to facilitate their ability to obtain additional resources and respond more quickly. It is a prerequisite for requesting state or federal assistance.

**Timeframe:** Once declared, a state of emergency declaration may remain in effect for no more than 30 consecutive days. Should a state of emergency be required for a longer period of time, extensions can be filed for up to an additional 30 days. A state of emergency may be amended or terminated as necessary.

**Send to:**

Schuyler County Emergency Mgt.	cell: 607-483-2903	ph: 607-535-8200	fx: 607-535-8201
Schuyler County Clerk		ph: 607-535-8133	fx: 607-535-8130
Schuyler County Sheriff		ph: 607-535-8222	fx: 607-535-8216

A State of Emergency is hereby declared in \_\_\_\_\_ (municipality) effective at \_\_\_\_\_ (date) on \_\_\_\_\_ (time). 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 Executive of \_\_\_\_\_ (municipality),

I, \_\_\_\_\_ (name) exercise the authority given me under Section 24 of 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 \_\_\_\_\_ (municipality). I hereby direct all departments and agencies of \_\_\_\_\_ (municipality) to take whatever steps necessary to protect life and property, public infrastructure and provide such emergency assistance deemed necessary.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## Local Emergency Order

**Purpose:** An Emergency Order allows specific temporary authority by law or regulation without prior notice or adjudicatory process in order to respond to an emergency and maintain public safety. An example might be establishing a curfew, travel restriction or an evacuation order.

**Timeframe:** Once declared, a state of emergency declaration 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.

**Send to:**

Schuyler County Emergency Mgt.	cell: 607-483-2903	ph: 607-535-8200	fx: 607-535-8201
Schuyler County Clerk		ph: 607-535-8133	fx: 607-535-8130
Schuyler County Sheriff		ph: 607-535-8222	fx: 607-535-8216

This local emergency for is for \_\_\_\_\_ (municipality). I, \_\_\_\_\_  
\_\_\_\_\_(name), the Chief Executive of  
\_\_\_\_\_(municipality), in accordance with a declaration of a State of  
Emergency issued on \_\_\_\_\_(date), 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):

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This order shall take effect \_\_\_\_\_ and shall remain in effect for 5 days unless  
descended 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 \_\_\_\_\_(date) of \_\_\_\_\_(month), 20\_\_\_\_\_, at \_\_\_\_\_(time),  
in, \_\_\_\_\_(municipality), New York.

## Emergency Management Damage Report - Instructions

**Purpose:** 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.

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

**Send to:** By email, by fax or verbally convey information to the EOC.

The table at the top of the report must be filled out for each report. (See sample below.)

<b>Report Number:</b> 1	<b>Event Name:</b> Meads Creek Flooding
<b>Date / Time of Event:</b> Aug 10, 2014      (24hr) 1730 or 5:30pm	<b>Date / Time of Report:</b> Aug 11, 2014      (24hr) 0800 or 8:00am

### Form directions step by step:

1. Municipality and person reporting
2. Contact information
3. Summary of incident
4. Clarifies amount of assessment completed. Do not need to be at 100% assessment to submit.
- 5-8. Fill in if information is available, otherwise leave blank.
9. 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.



## Emergency Management Damage Report

<b>Report Number:</b>	<b>Event Name:</b>
<b>Date / Time of Event:</b>	<b>Date / Time of Report:</b>

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	Electric	Gas
5. Out of Service					
6. Damaged					
7. Destroyed					

8. Rough Estimate of Cost of Damages: \_\_\_\_\_

9. Special Information / Concerns:

## Local Emergency Evacuating Order

### Send to:

Schuyler County Emergency Mgt.	cell: 607-483-2903	ph: 607-535-8200	fx: 607-535-8201
Schuyler County Clerk		ph: 607-535-8133	fx: 607-535-8130
Schuyler County Sheriff		ph: 607-535-8222	fx: 607-535-8216

I, \_\_\_\_\_ (*name*), the \_\_\_\_\_  
(*title*), in accordance with a State of Emergency Declaration 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 \_\_\_\_\_ (*date*) of \_\_\_\_\_ (*month*), 20\_\_\_\_ (*year*) at \_\_\_\_\_ (*time*),

in \_\_\_\_\_ (*municipality*), New York.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: \_\_\_\_\_

## **VOLUNTEER ORGANIZATIONS ACTIVE in DISASTER (VOADs)**

American Baptist Men of NYS (ABMen)

American Red Cross

Catholic Charities

Food Bank of the Southern Tier

Lutheran Disaster Response

Mennonite Disaster Services

Presbyterian Disaster Assistance

Samaritan's Purse

Southern Tier Baptist Convention Disaster Relief

Team Rubicon

United Methodist Church (UMCOR)

PUBLIC COMMUNICATIONS / MEDIA		
<b>TOWN WEBSITE</b>		<a href="https://www.hectorny.us/">https://www.hectorny.us/</a>
<b>SOCIAL MEDIA - FACEBOOK</b>		
Town of Hector page		<a href="https://www.facebook.com/TownofHectorNY">https://www.facebook.com/TownofHectorNY</a>
Hector Has it All		<a href="https://www.facebook.com/groups/1447027335566054">https://www.facebook.com/groups/1447027335566054</a>
Mecklenburg NY Community Connection		<a href="https://www.facebook.com/groups/336703036958092">https://www.facebook.com/groups/336703036958092</a>
Hi Lites Community Paper on Facebook		<a href="https://www.facebook.com/profile.php?id=100031013577060">https://www.facebook.com/profile.php?id=100031013577060</a>
<b>ON-LINE NEWSPAPERS</b>		
Odessa Files	607-742-2772	<a href="mailto:publisher@odessafile.com">publisher@odessafile.com</a>
Ithaca Times	607-277-7000	<a href="mailto:editor@ithacatimes.com">editor@ithacatimes.com</a>
<b>RADIO STATIONS</b>		
<b>WRFI/WINO/WSKG Community Radio</b> 89.7FM, 88.1FM in Ithaca, 91.9FM in Watkins Glen	607-319-5445 607-441-9734	<a href="mailto:news@ithacaradio.org">news@ithacaradio.org</a>
<b>WFLR Finger Lakes Daily News</b> 96.1FM, 96.9FM, 101.9FM, 1570AM	607-243-7158	<a href="mailto:closings@flxlocalmedia.com">closings@flxlocalmedia.com</a> (school closings, etc.) <a href="mailto:News@flxlocalmedia.com">News@flxlocalmedia.com</a> (any news)
<b>Q Country</b> 103.7	607-257-9769 607-257-6400	<a href="mailto:psa@cyradiogroup.com">psa@cyradiogroup.com</a>
<b>TV Stations</b>		
WENY Channel 36	607-739-3636	<a href="mailto:news36@weny.com">news36@weny.com</a>
WETM Channel 18	607-733-8658	<a href="mailto:WETMNewsWriters@wetmtv.com">WETMNewsWriters@wetmtv.com</a>

CONTACTS LIST			
<b>FIRE DEPARTMENTS</b>	<b>Phone</b>	<b>Fax</b>	
Burdett Fire	607-546-2266 (o)	607-546-4466	
Mecklenburg Fire	607-387-5644 (o)	607-387-5644	
Odessa Fire	607-594-2157 (o)	607-594-2469	
Trumansburg Fire	607-387-7131 (o)	607-387-7141	
Valois-Logan-Hector (VLH) Fire	607-546-8269 (o)		
<b>TOWN OF HECTOR</b>			
Town Hall	607-546-5286 (o)	607-546-5200	NON EMERGENCY #
Supervisor	607-546-5286 (o)		<a href="mailto:supervisor@hectorny.us">supervisor@hectorny.us</a>
Town Clerk	607-703-1161 (c)		<a href="mailto:townclerk@hectorny.us">townclerk@hectorny.us</a>
Highway Superintendent	607-279-6745 (c)		<a href="mailto:highway@hectorny.us">highway@hectorny.us</a>
Highway Superintendent Deputy	607-279-2044 (c)		
Code Enforcement	607-280-1040 (c)		<a href="mailto:codes@hectorny.us">codes@hectorny.us</a>
Water Superintendent	607-280-4030 (c)		<a href="mailto:waterdistrict@hectorny.us">waterdistrict@hectorny.us</a>
<b>VILLAGE OF BURDETT</b>			
Village Mayor (Dale Walter)	607-546-4549 (p)		
Village Clerk (Charlotte Jaynes)	607-546-2266 (o)	607-546-7373 (p)	<a href="mailto:BurdettVillageClerk@gmail.com">BurdettVillageClerk@gmail.com</a>
<b>SCHUYLER COUNTY</b>			
Schuyler County Emergency Mgt.	607-483-2903 (c) 607-535-8200 (o)	607-535-8201	<a href="mailto:emo@co.schuyler.ny.us">emo@co.schuyler.ny.us</a>
Schuyler County Clerk	607-535-8133 (o)	607-535-8130	
Schuyler County Sheriff	607-535-8222 (o)	607-535-8216	
<b>HECTOR BOARD MEMBERS 2023</b>			
John White	607-279-3048 (c)		<a href="mailto:supervisor@hectorny.us">supervisor@hectorny.us</a>
Mike Bergen	607-275-7115 (c)		<a href="mailto:mikebergen@hectorny.us">mikebergen@hectorny.us</a>
Ben Dickens			<a href="mailto:bendickens@hectorny.us">bendickens@hectorny.us</a>
Liz Martin	607-689-2191 (c)		<a href="mailto:lizmartin@hectorny.us">lizmartin@hectorny.us</a>
Jessica Rodgers	607-273-2555 (c)		<a href="mailto:jessicarodgers@hectorny.us">jessicarodgers@hectorny.us</a>

