

**LAKE PLEASANT
EMERGENCY OPERATIONS PLAN**

To all Recipients:

Effective Date: June 4, 2007

Transmitted herewith is the new integrated Emergency Operations Plan for Lake Pleasant. This plan supersedes any previous emergency management/civil defense plans promulgated by the Town for this purpose. It provides a framework in which the departments within the town can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all departments within Lake Pleasant.

While this plan is recommended, it is understood that the plan is merely advisory in nature. This plan is not intended to replace the scope or range of judgment expected to be exercised by those individuals implementing the plan given the particular circumstances of any disaster or emergency. Rather, this plan is intended to provide a range of recognized guidelines which are uniform and which may or may not be appropriate given any specific occurrence. In the final analysis, however, the success of any plan remains in the firm discretion and judgment of participants. With this in mind, the Emergency Operations Plan is offered as the advisory framework within which recommended actions may be considered by emergency operations personnel when deciding an appropriate response to the task at hand.

The Town of Lake Pleasant is subject to a variety of hazards, natural and man-made. Any one of these hazards can cause a disaster, which would result in the disruption of social processes, endangering lives, and destroying property.

Effective emergency operations are dependent upon the coordination and cooperation of all of the various public and private agencies that may be called upon to perform duties in conjunction with the occurrence. Each incident may differ by type, area, location, number of persons affected, and extent of damage but the basic responsibilities of involved agencies remain the same.

Toward this end, in the event of a proclamation of a local state of emergency pursuant to §24 of the Executive Law, the Supervisor may implement this recommended and recognized plan in the Town and/or promulgate local emergency orders or take other measures pursuant to §25 of the Executive Law to bring the emergency situation under control.

This plan attempts to be all inclusive in combining the four phases of Emergency Management, which are (1) Mitigation: Those activities which eliminate or reduce the probability of disaster; (2) Preparedness: Those activities which government, organizations, and individuals develop to save lives and minimize damage; (3) Response: To prevent loss of lives and property and provide emergency assistance; and (4) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

Town of Lake Pleasant

In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

This plan is in accordance with existing Federal, State and local statutes. It has been approved by the Lake Pleasant Town Board and the New York State Emergency Management Office. It will be revised and updated as required. All recipients are requested to advise the Lake Pleasant Town Supervisor of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

Frank Mezzano
Supervisor

Gary O'Rourke
Deputy Supervisor

Robert C. Peck
Councilman

Nancy Germain
Councilwoman

Dean A. Lane
Councilman

DISTRIBUTION

Copies of this Emergency Operations Plan will be distributed as follows:

TO:	NO. OF COPIES
Town Supervisor	1
Offices of the Town Board Members	4
Town Highway Superintendent	1
Town Emergency Management Planner	1
Director, New York State Emergency Management Office	1
NYS Department of Environmental Conservation Police	1
NYS Police	1
Forest Rangers	2
Office of the Hamilton County Sheriff	1
Hamilton County Emergency Management Office	1
Hamilton County Public Health Department	1
Hamilton County Department of Social Services	1
Village of Speculator	1
Lake Pleasant Fire Department	1
Speculator Fire Department	1
Speculator Volunteer Ambulance Corps	1
Lake Pleasant Central School District	1
American Red Cross, Adirondack-Saratoga Chapter	1
Administrator, Nathan Littauer Hospital	1
Administrator, St. Mary's Hospital	1
Amateur Radio Emergency Service	1

TOTAL COPIES: 25

CHANGE SUBMISSION FORM

TO: Mr. Frank Mezzano
Lake Pleasant Supervisor
P.O. Box 799
Lake Pleasant, New York 12108

Recommended changes, Corrections, Additions, and Deletions to the Emergency Operations Plan

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Town Supervisor, at the above address, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

CHANGE:

SHOULD READ:

Submitted by: _____
Name

Date: _____

Phone Number: _____

EMERGENCY TELEPHONE LISTINGS

Fire Department	911 or 548-6603
Emergency Medical Services	911 or 548-5300
County Sheriff's Office	911 or 548-6111
Town Supervisor	518-548-3625 x3
New York Emergency Management Duty Officer	518-402-2227
County Office of Emergency Management	518-548-6223
National Grid	800-642-4272 (Customer Service) 800-867-5222 (Outages)
Frontier	800-921-8101
American Red Cross	518-792-6545
Nathan Littauer Primary Care Center	518-548-8155
Nathan Littauer Hospital	518-725-8621
County Social Services	518-648-6131
County Coroner's Office	548-6111
Forest Ranger	518-548-4132 (Thomas Eakin) 518-548-5794 (John Seifts)
DEC Base Dispatch Center	518-897-1300
Hamilton County Public Health Department	518-648-6497
Lake Pleasant Central School	518-548-7571
NYS Department of Environmental Conservation Police	518-548-4137 (Peter Buswell)
NYS Police	518-783-3211
A.R.E.S.	518-548-8352

**EMERGENCY OPERATIONS CENTER
ALERTING LIST**

1. Supervisor: Frank Mezzano
Work Phone: (518) 548-3625 ext. 3
2. County Sheriff: Doug Parker
Work Phone: (518) 548-3113 (non-emergency)
3. Lake Pleasant Volunteer Fire Department:
Work Phone: (518) 548-3760
4. Emergency Medical Services: Phil Mulleedy
Work Phone: (518) 548-5911
5. Speculator Volunteer Fire Department:
Work Phone: (518) 548-4561
6. Administrator/Clerk: Charlotte Smith
Work Phone: (518) 548-3625 ext. 1
7. Highway Superintendent: John Vodron
Work Phone: (518) 548-3625 ext. 4
8. Comptroller: Nancy Seifts
Work Phone: (518) 548-3625 ext. 5
9. Zoning Officer: Fred Slack
Work Phone: (518) 548-7638
10. Building Inspector: Vicki Buyce
Work Phone: (518) 548-3625 ext.6
11. State Emergency Management Office: 24/7 Hotline
Work Phone: (518) 457-2200
12. Hamilton County Emergency Management Coordinator
Work Phone: (518) 548-6223
13. National Grid
Work Phone: 1-800-642-4272
14. Frontier Repair Services
Work Phone: 1-800-921-8104
15. Amateur Radio Emergency Service: Peter Weaver
Home Phone: 518-548-8352
Email mapleleaf@caplital.net
16. New York State Department of Environmental Conservation – Dispatcher
Work Phone: 518-897-1300
17. Sunmount Developmental Disabilities Services Office - Joseph Colarusso, Director
Work Phone: 518-359-3311
18. New York State Department of Transportation, Indian Lake
Work Phone: 518-648-5551
19. Lake Pleasant Central School
Office Phone: 518-548-7571

**Town of Lake Pleasant
Staff Personnel**

Town Supervisor:	Frank Mezzano	Cellular Phone Number: Home Phone Number: Work Phone Number:
Animal Control Officer	Michael Peck	Cellular Phone Number: Home Phone Number: Work Phone Number:
Assessor	Vicki Buyce	Cellular Phone Number: Home Phone Number: Work Phone Number:
Bldg. Inspector & Code	Vicki Buyce	Cellular Phone Number: Home Phone Number: Work Phone Number:
Comptroller	Nancy Seifts	Cellular Phone Number: Home Phone Number: Work Phone Number:
Highway Superintendent:	John Vodron	Cellular Phone Number: Home Phone Number: Work Phone Number:
Town Clerk/Tax Collector:	Charlotte Smith	Cellular Phone Number: Home Phone Number: Work Phone Number:
Fire Captain:	Arvin Aird	Cellular Phone Number: Home Phone Number: Work Phone Number:

The following information is kept in a secure location and is in the possession of the Town Supervisor and/or his/her designee. The Town does not desire to make public, personal cellular phone numbers and home phone numbers of Town Staff. During an emergency situation this information is available when deemed required.

I. PURPOSE

- A. This Plan sets forth the basic requirements and general approach to managing emergencies in the Town of Lake Pleasant.
- B. The objectives of the Plan are:
 - To identify, assess and prioritize local vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 - Address linkages to other emergency operations plans developed for specific incidents.
 - To provide for the efficient utilization of all available Town resources during an emergency and assign responsibility for emergency tasks.
 - To provide for the utilization and coordination of local government, county, state, and federal programs to assist disaster victims and to prioritize the response to the needs of the elderly, disabled, and other groups which may be affected.

This plan has been developed to provide a comprehensive, all-hazard emergency management program for the Town of Lake Pleasant. It seeks to mitigate the effects of hazards, identify processes with which to identify potential hazards and mitigate their effects, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system in order to return the town to its normal state of affairs.

This plan attempts to define who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents and other major incidents/hazards. The plan's guidelines are consistent with the accepted standards of the National Incident Management System (NIMS) as well as emergency planning guidelines developed by the Federal Emergency Management Association (FEMA) as adopted by the Town of Lake Pleasant.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. **Geography** - Lake Pleasant is located in south central Hamilton County within the Adirondack Park and approximately 90 miles northwest of Albany, NY. The Town of Lake Pleasant's land area covers approximately 188.08 square miles. The Village of Speculator lies entirely within the Town boundaries.
2. **Current Population** - The 2000 census of population for Lake Pleasant was 876. The Town population per square mile is 4.66 people. During peak tourism season this population has been estimated to increase by 11X.
3. **Hazard Potentials** - The Town is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which may occur in or around the Town include, but are not limited to floods, wind storms, winter storms, civil disorder, earthquakes, HAZMAT incident-fixed facility, HAZMAT incident-highway, long term power failure, ice storms, subsidence, mass casualty bus accidents, fires, wildland/forest fires, disease outbreak and pandemic, critical infrastructure disruption and acts of terrorism.

B. Assumptions

1. Lake Pleasant will continue to be exposed to the hazards identified above. Others may develop in the future as well.
2. Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
3. When properly implemented, this plan may reduce or prevent disaster related losses.
4. Effective emergency operations require that all potentially involved personnel and agencies thoroughly familiarize themselves with this plan, including the need for regular training and exercising.
5. Outside assistance or help may to a Town-wide disaster may not be readily available and as a result the Town and local emergency service providers should continue to work towards self-reliance to respond to Town-wide disasters.

III. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of government to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.
2. Local government, because of its proximity to emergency events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance from the county or adjacent municipal departments will be requested. If necessary from there, the NYS Emergency Management Office (SEMO) will be notified. The federal government will provide assistance and resources to the state where needed. Federal assistance usually is extended to aid in recovery from major disasters. The Local government will continue to develop resources to be as self-reliant as practical for emergency events.
3. Day-to-day functions, which do not contribute directly to response actions to an emergency, may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.
4. A comprehensive emergency management plan is concerned with all types of hazards, which may develop in the community. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.
5. The Town of Lake Pleasant will utilize the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response.
6. It is impossible for the government to do everything to protect the lives and property of our residents. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in a way that will aid the government in management an emergency. The Town will assist our citizens in carrying out those responsibilities by providing appropriate and timely information prior to or during emergency situations.

B. Phases of Management

1. *Mitigation*

Mitigation activities are those, which eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions, which lessen the undesirable effects of unavoidable hazards.

2. *Preparedness*

Preparedness actions serve to develop the response capabilities essential equipment and facilities needed in the event an emergency should arise. Planning, training and exercises are among the activities conducted under this phase.

3. *Response*

Response is the actual providing of emergency services during a crisis. These actions help to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and similar operations.

4. *Recovery*

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and to provide the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital government services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

C. Actions that the town should consider as this municipal plan is activated during a Town-wide crisis:

1. The Town Supervisor, with the assistance and advice of Town employees, emergency service providers and others as may be needed, will assess the nature and scope of the emergency.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.

- a. The Town Supervisor may coordinate all emergency response actions or appoint an Emergency Management Planner. In the absence of an appointed Emergency Management Planner for the Town, the Town Supervisor is responsible for carrying out all of this positions stated responsibilities.
 - b. Forward the local state of emergency declaration to the County's Emergency management office and notify the Emergency Operations Center Alert List.
 - c. The Town Supervisor will coordinate efforts to establish a municipal Emergency Operations Center (EOC). This primary facility is located at the Lake Pleasant Municipal Building, Route 8, Lake Pleasant. The alternate site is located at the Lake Pleasant Volunteer Fire Company building.
 - d. The Town Supervisor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - e. Notify the public of the situation and appropriate actions to take.
 - f. Keep the County Emergency Services Director informed of the situation and actions taken.
3. If municipal resources become exhausted or if special resources are required, request assistance from adjacent municipalities and if still necessary, request county assistance through the Hamilton County Emergency Management Department.
 4. If assistance is requested from the County, the Hamilton County Emergency Management Department will assess the situation and makes recommendations.
 5. The County will respond (to the extent appropriate and capable):
 6. If municipal and county resources are exhausted, the County Emergency Management Planner can request state assistance through the New York State Emergency Management Office (SEMO).
 7. If state assistance is requested, the SEMO Administrator in conjunction with the SEMO Regional Director, County Coordinator and Municipal Emergency Management Planner or Town Supervisor assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

8. After completing the assessment, the SEMO Regional Director immediately notifies the State SEMO Administrator.
9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
10. If state assistance is granted, procedures will be followed as stated in the New York EOP and the County EOP.

IV. MITIGATION AND PREPAREDNESS

A. Designation of Town Hazard Mitigation Coordinator

1. The Town Highway Department Superintendent has been designated by the Town Supervisor as the Town Hazard Mitigation Coordinator for hazards listed below.
2. The Town Hazard Mitigation Coordinator is responsible for coordinating Town efforts in reducing hazards in Lake Pleasant.

B. Identification and Analysis of Potential Hazards

1. The Emergency Management Planner will assess based on feedback from Department Heads, Governmental Agencies, and Emergency Services Providers:
 - a. Potential hazards in the Town.
 - b. The probable impact each of those hazards could have on people.
 - c. Geographic areas affected by potential hazards.
3. Potential hazards include:
 - Flood
 - Wind
 - Winter Storms
 - Earthquake
 - Power Failure
 - Forest Fire

C. Risk Reduction Policies, Programs and Reports

1. Town government should make every effort to:
 - a) Promote policies, programs, and activities to reduce hazard risks in their area of responsibility.
 - b) Examples of the above are:
 - i) Periodically review, update and if necessary adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that

are cognizant of and take into account significant hazards in the Town.

- ii) Promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e.g. building and fire codes, flood plain regulations.
- iii) Adopt hydraulic standards to guide drainage improvement projects to reduce flood damage risks.
- iv) Encourage the NYS DOT and local highway department's to address dangerous conditions on roads used by hazardous materials carriers.

2. Training of Emergency Personnel

a) Heads of Emergency Services will continue to:

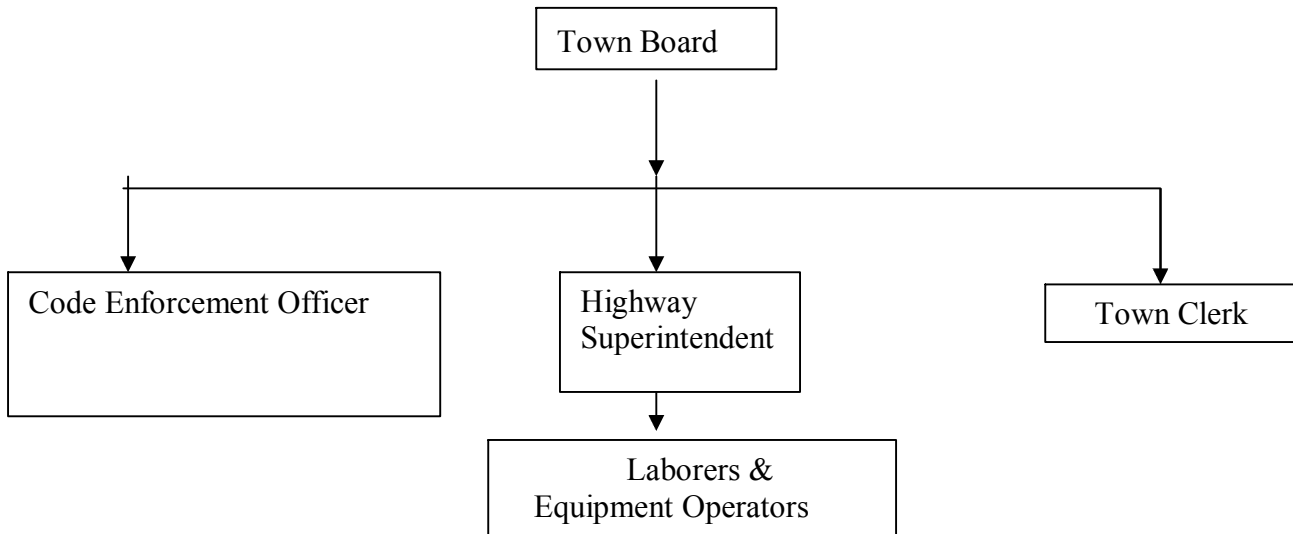
- i) Arrange and provide, with the assistance of the County Emergency Management Department and SEMO, training programs for emergency response personnel.
- ii) Provide essential NIMS training to all emergency personnel including:
 - (1) Information in the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures and available resources.
 - (2) Incident Command System (ICS) training, focusing on individual roles.
 - (3) Conduct meetings as needed with appropriate personnel from town and county agencies concerning disaster interface with other agencies..
 - (4) Develop training courses and exercises specific to mitigation, response and recovery from identified hazards.

b) ICS training is required for everyone who has a role in this plan including all town personnel and officers, up to the appropriate level.

- 3) Monitoring of Identified Hazard Areas.
 - a) Emergency Service Providers will develop, with the necessary assistance of other departments and emergency service providers, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
 - b) As a hazard's emergence is detected, this information is to be immediately provided to the Town Supervisor or the 911 Communications Center, as appropriate.
 - c) Monitoring tasks include measuring rising water levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, flood conditions and the National Weather Service's Skywarn program.
 - d) All monitoring activity will be coordinated with and make use of other local agencies and departments, including private industry, the school district, and utility companies if necessary.

V. TASK ORGANIZATION AND RESPONSIBILITIES

Town of Lake Pleasant Organizational Chart



A. GENERAL

Most of the departments within local government have emergency functions in addition to their normal duties. Consequently, each department must, at least annually, review its assigned emergency management functions and develop and maintain its own standard operating policies and procedures (or Standard Operating Guide) required to fulfill these emergency responsibilities.

B. TASK ASSIGNMENTS AND RESPONSIBILITIES

1. Town Supervisor is:
 - a) Ultimately responsible for all Town emergency response activities.
 - b) May assume personal oversight of the personnel management of Town staff and direction of the response and recovery operations.

- c) Controls the use of all Town owned resources and facilities for disaster response.
- d) May declare a local state of emergency and may promulgate emergency orders and waive local laws, ordinances, and regulations.
- e) May request assistance from other municipalities or other emergency service providers, the county or state when it appears that the incident will escalate beyond the capability of town resources.
- f) May authorize Town mutual aid assistance to others at the request of other local governments.
- g) May direct and coordinate activation of the EOC.
- h) All parts of this plan may be activated by the Town Supervisor or, in his/her absence, the Deputy Supervisor.

2. Emergency Management Planner is responsible for:

- a) Coordination of all phases of emergency management and recommends to the Town Supervisor to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively.
- b) Notifies and briefs Town Departments, agencies and other organizations involved in emergency response.
- c) EOC communication capability.
- d) Public information and education.
- e) EOC operation.
- f) Comprehensive emergency management planning.
- g) EOC staff training.
- h) Warning system planning.
- i) Damage assessment planning.

3. County Sheriff/Law Enforcement is traditionally responsible for:
 - a) Maintaining law and order.
 - b) Traffic control.
 - c) Access control of restricted areas.
 - d) Security of vital facilities.
 - e) Communication system support.
 - f) Liaison with other law enforcement agencies.
 - g) Search and rescue operation support, when appropriate.
 - h) Warning and Evacuation Support.

4. Fire Department is traditionally responsible, either directly or through mutual aid agreement, for:
 - a) Fire suppression.
 - b) Fire prevention and education.
 - c) Search and rescue operations.
 - d) Hazardous materials decontamination.
 - e) Hazardous materials operations.
 - f) Assisting in damage assessment.
 - g) Assisting in traffic control.
 - h) Providing EMS support operations.
 - i) Providing warning and evacuation support.
 - j) Warning and evacuation support.
 - k) Assign traffic control.

5. Town Highway Department is responsible for:
 - a) Debris clearance.
 - b) Emergency drainage repairs.
 - c) Coordinating engineering advice.
 - d) Maintaining Town owned roads and bridges.
 - e) Assisting with damage assessment of public property.
 - f) Assisting in decontamination operations.
 - g) Assisting with EOC activation activities and mechanisms.
 - h) Warning and Evacuation Support.

6. The Superintendent of Schools, for the disaster location, is responsible for:
 - a) Providing public shelters, as per an existing mutual aid agreement.
 - b) Providing buses for transportation during disaster relief or evacuation operations, to be developed through a written agreement with the Town.

7. County Coroners are responsible for:
 - a) Collecting, identifying and coordinating interment of deceased victims caused by disaster.

8. Hamilton County Public Health Department and/or NYS Health Department, is traditionally responsible for:
 - a) Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter or disaster relief operations.
 - b) Coordinating medical support and epidemic control.
 - c) Inspecting food and water supplies.
 - d) Providing public health education.

9. State and Federal Support, when committed, are traditionally responsible for supporting local efforts related to:
 - a) Public welfare assistance.
 - b) Resources.
 - c) Law enforcement.
 - d) Health and medical.
 - e) Debris clearance.
 - f) Public information and education.
 - g) Wildland Search & Rescue Operations provided by Encon Forest Rangers.

10. American Red Cross, when committed, is traditionally responsible for:
 - a) Providing reception, care, food, lodging and welfare assistance throughout the Town of Lake Pleasant.
 - b) Coordinating all personnel relief activities for any type disaster.
 - c) Operating shelters for disaster relief.
 - d) Providing damage assessment of private property.
 - e) Providing First Aid Support and blood supply to disaster relief medical operations.
 - f) Providing counseling service.

11. Ministerial Alliance/Church Volunteer Groups are traditionally responsible for:
 - a) Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
 - b) Assisting with reconstruction efforts.
 - c) Providing volunteer manpower.
 - d) Providing counseling service.

12. Medical Service Providers are traditionally responsible for:
 - a) Pre-hospital emergency medical care for disaster victims.
 - b) Health care.
 - c) Crisis counseling.

13. The Amateur Radio Emergency Service (A.R.E.S.) of Hamilton County:

Has a primary responsibility to furnish communications for Hamilton County in the event of a natural disaster, when regular communications fail or are inadequate.

14. The Town Clerk:

Has a responsibility for town administrative duties as per the Town Code.

15. The Town Comptroller:

Has a responsibility for fiscal duties.

16. The Town Attorney:

Is assigned all responsibilities of providing legal counsel to the Town Board during emergency situations.

17. All other Town Agencies, Officers and Employees of the Town of Lake Pleasant Government will support and implement this plan as directed by the Town Supervisor.

VI. DIRECTION AND CONTROL

- A.** The final responsibility for all emergency management belongs to the Town Supervisor, pursuant to article 2-B of the New York State Executive Law. The Supervisor as authorized by the Town Board has final decision making authority for all policy level decisions and is the executive head of the emergency service coordinators and EOC staff.
- B.** The Town Emergency Management Planner, or in the absence of this appointed position, the Town Supervisor is responsible for coordinating the emergency management program. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The Town Emergency Management Planner also acts as liaison with other local, county, state and federal emergency management agencies.
- C.** Specific persons in Town departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department Supervisors will retain control of their employees and equipment during response operations. Standing operating procedures are required of each department having responsibilities in this plan. These SOPs must include:
 - 1. Recall of personnel during non-duty hours.
 - 2. Prioritization of tasks to guide recovery work.
 - 3. Procedures to be followed which deviate from normal.
 - 4. Specific emergency authorities that may be assumed by the designated successor during emergency situations.
- D.** During some periods of an emergency, Department Supervisors will be required to remain in the EOC and direct their departments from that facility. During any large-scale emergency, the EOC will in fact become the seat of town government for the duration of the crisis.
- E.** In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.
- F.** The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

VII. CONTINUITY OF GOVERNMENT

A. Succession of Leadership

The line of succession for Continuity of Government (COG) for the Town of Lake Pleasant is as follows:

1. *Town Supervisor*

- a) Deputy Town Supervisor
- b) Highway Superintendent
- c) Town Clerk

2. Line of succession for the Town Emergency Management Planner will be the Town Supervisor or his/her designee.

3. Line of succession for each agency/department head is according to the department rules and/or standing operating procedures established by each department.

4. Continuity of Operations will be ensured by identifying alternate locations for each EOC and department command post. Procedures will be developed for the process to determine when to relocate, what staff and equipment is needed and what documentation will be transferred or duplicated.

B. Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records will be protected accordingly in the local safety deposit vaults when deemed necessary. The Town Clerk will make a request for emergency Assistance funds for preservation of vital records to the New York State Archives and Records Administration when directed by the Town Supervisor. The Town Clerk is ultimately responsible for the preservation of government records.

VIII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

Should town resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understanding will be entered into by duly authorized officials and will be formalized in writing whenever possible. In a declared emergency, the Planning Section of the ICS is responsible for all such emergency agreements

B. Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at Town Hall. Once the EOC is disbanded the Town Clerk shall maintain and possess of all records and reports pertaining the emergency. The Town Clerk in accordance with the New York State Archives Records and Retention Schedule MU-1 shall only carry out destruction and removal of these records.

C. Relief Assistance

All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the New York State Emergency Management Office and those Federal agencies providing such assistance.

D. Management of Manpower (Paid and Volunteer)

The Emergency Management Planner and Town Department Heads will manage manpower, both paid and volunteer, as appropriate. An appointed Town Emergency Management Planner will be responsible for establishing and maintaining a system for credentialing and training of volunteers.

E. Preservation of Historic Properties

The New York State Emergency Management Office will notify the New York State Historical Preservation Officer (SHPO) when the Governor declares that a state of emergency exists as the result of a disaster. The Director, New York State Emergency Management Office, will arrange for the SHPO to identify any existing historic properties within the designated disaster area.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A.** The contents of this plan must be known and understood by those people responsible for its implementation. The Town Emergency Management Planner is responsible for briefing staff members and Town Officials concerning their roles in emergency management and the contents of this plan in particular.
- B.** Department Heads are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOPs and/or SOGs.
- C.** The Town Board will ensure all officials involved in its execution conduct an annual review of this plan. The Town Emergency Management Planner will coordinate this review and any plan revision and distribution found necessary.
- D.** The plan will be tested annually in the form of a simulated emergency exercise in order to provide practical, controlled experience to those emergency managers tasked within the plan.

X. AUTHORITIES AND REFERENCES

A. Legal Authority

1. Federal

- a) Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended.
- b) Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
- c) Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).
- d) Homeland Security Act of 2002, Pub. L. 107-296.
- e) Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act
- f) Homeland Security Presidential Directive/HSPD-5
- g) Homeland Security Act of 2002, Public Law 107-296

2. State of New York

- a. New York State Executive Law, Article 2-B
- b. New York State Defense Emergency Act, as amended

B. References

FEMA 20, Publications Catalog

FEMA L-136, Radio Amateur Civil Emergency Service (RACES)

ATTACHMENTS

ATTACHMENT ONE – National Interagency Incident Management System (NIIMS) Incident Command System Position Description

ATTACHMENT TWO – Incorporation of National Response Plan

ATTACHMENT THREE – Community Maps

ATTACHMENT ONE

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) INCIDENT COMMAND SYSTEM POSITION DESCRIPTION

The National Incident Management System (NIMS) is the adopted method and organizational structure for managing emergency response operations in the field. The Town of Lake Pleasant has chosen to use the Department of Home Land Securities (DHS) NIMS. In the case of larger incidents, the NIMS structure will be extended and supported by the Incident Management Team (IMT) in the field, when the Incident Commander deems a unified command structure necessary. The chief first responder on scene will assume the position of Incident Commander and Operations and pass the responsibilities on, as appropriate, to more qualified personnel as the incident evolves and develops

NIMS establishes common procedures and terminology, a requirement for uniform personnel qualifications, and equipment and communications standards necessary for interoperability and compatibility. The NIMS incorporates best practices for incident management at all levels of government and functional disciplines, and is founded on six major components: Command and Management; Preparedness; Resource Management; Communications and Information; Supporting Technologies; and Ongoing Management and Maintenance.

Homeland Security Presidential Directive 5 (HSPD-5) requires all federal departments and agencies to adopt the NIMS and to use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as in support of those actions taken to assist state, tribal, or local entities. The directive also requires federal departments and agencies to make adoption of NIMS by state and local organizations a condition for federal preparedness assistance beginning in 2006.

The Town of Lake Pleasant Emergency Operations Plan is based upon the NIMS organization as well as the National Response Plan (NRP).

The National Incident Management System (NIMS) is a management system that is designed to establish lines of authority and formal reporting relationships. The Town of Lake Pleasant has officially adopted the National Incident Management System (NIMS). It is developed from the time an incident begins until all operations are completed. The Chief of Operations is a title that can be assigned by the Incident Commander to the most qualified person on the scene of an incident, regardless of the type of service he/she represents. The structure of the NIMS can be expanded or contracted, depending upon the changing needs of the incident. NIMS is intended to be staffed and operated by any member of any public safety agency involved in the incident. As such, the system can be utilized for any type or size of emergency, ranging from a minor situation involving only a few people to a major event involving numerous agencies. The NIMS allows agencies of varying types to communicate using common incident management terminology. The system is designed to control personnel, equipment, supplies and communications involved in an incident with direction and supervision following established organizational lines at all times.

Following is a description of NIMS position and responsibilities:

Municipal Emergency Operations Center
Sets objectives and priorities, has overall responsibility for the incident.

<p style="text-align: center;"><u>Command</u> Provides overall management of the incident including safety, public information activities, and is used to direct, control or order resources, including equipment and personnel.</p>



<p style="text-align: center;"><u>Operations</u> Conducts tactical operations to carry out the Incident Action Plan, directs all resources.</p>	<p style="text-align: center;"><u>Planning</u> Develops the action plan to accomplish the objectives, collects and evaluates information, maintains resource status.</p>	<p style="text-align: center;"><u>Logistics</u> Provides support to meet the incident needs, provides resources and all other services needed to support the incident.</p>	<p style="text-align: center;"><u>Finance/Admin</u> Monitors costs related to an incident, provides accounting, procurement, time recording, and cost analyses.</p>
--	---	---	--

ATTACHMENT TWO INCORPORATION OF NATIONAL RESPONSE PLAN

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property.

The National Response Plan (NRP) is designed to address the consequences of any disaster or emergency situation in which there is a need for national response assistance. Copies of this plan are maintained at the State Emergency Operations Center and are available on the www.fema.gov website.

The plan describes the basic mechanisms and structures by which the Federal government will mobilize resources and conduct activities to augment State and local response efforts. To facilitate the provision of Federal assistance, the plan uses a functional approach to group the types of Federal assistance under fifteen Emergency Support Functions (ESFs). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the particular functional area.

The plan has been incorporated into the State Emergency Operations Plan with State agencies assigned the task of cooperating with the appropriate Federal and local agencies in the coordination and implementation of the plan.

Local department and agencies should review the NRP to better understand support that may be provided by federal agencies during an incident.