Town & Village of New Paltz

New Paltz, NY 12561

Emergency Preparedness Plan

Revised: January 2007

Initial Adoption: August 24, 2000

Latest Revision: January 1, 2007

Plan revisions and maintenance are the responsibility of the Local Emergency Planning Committee (LEPC). This Plan is compliant with the National Incident Management System (NIMS). Copies may be requested through the Town of New Paltz Supervisor Office (854) 255-0604. Any changes to this Plan should be sent to the LEPC through the Town of New Paltz Supervisor or Village Mayor.

Prepared by: Glenn Phillips
LEPC Chair

Purpose

The purpose of this plan is to cite the authority, formulate the procedure and provide the guidance for coordinated action in rendering assistance to citizens within the Town & Village of New Paltz, New York in the event of a disaster. A disaster is described as a major incident threatening the health and safety of the community, which requires a coordinated response from a number of agencies. The New Paltz community may potentially see a variety of incidents which would require the activation of the emergency preparedness plan. Potential natural community emergencies include blizzard, drought, flood, forest fire, hurricane and tornado. Other potential emergencies include structural collapse, power or energy failure, transportation accidents, aircraft accidents, civil disturbances, fire, highway accidents, water emergency and hazardous materials incidents.

Basis

Disaster planning is based on the New York State Defense Emergency Act, the regulations and orders of the State Defense Council and the State Civil Defense Commission; the Emergency Plan for the Natural Disaster of the State of New York; and the National Plan for Natural Disaster Mobilization.

Declaring a State of Emergency

It will be the responsibility of the Supervisor and/or Mayor to Declare a State of Emergency in accordance with Article 2B of the New York State Executive Law after assessing the degree of a situation in consultation with the appropriate *agencies* (police, highway, fire department, rescue squad, town attorney, etc.).
When possible, the Town & Village should consult about such a declaration. Prior to declaring a State of Emergency the Supervisor and/or Mayor shall determine the purpose of the declaration. Although this plan incorporates both the Village and Town of New Paltz, it is jointly understood that the Town and Village of New Paltz may act independently.

The specifics of the state of emergency shall be determined upon such declaration and may include such special orders as; curfew, sale and consumption of alcohol, road closures, the suspensions of certain local laws, vehicular traffic, etc..

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 each. A state of emergency may be amended as necessary at any time.

Once declared the Supervisor and/or Mayor will notify the New Paltz Police Department Communications Bureau who will make verbal notification to:

- Ulster County Emergency Communications Center & Emergency Management Office
- New Paltz Fire Department
- New Paltz Rescue Squad
- Town of New Paltz Highway Department
- Village of New Paltz Department of Public Works
- University Police
- New York State Police

In order to effectively disseminate information regarding the State of Emergency the Supervisor and/or Mayor (or designee) shall notify:

- area radio stations (list attached)
- area daily newspapers
- Local TV channels
- New Paltz School District
- Red Cross Chapter in Kingston
- Salvation Army

If necessary

- CH Energy Group
- Verizon

Within 72 hours the Town shall file such declaration with the Town Clerk, County Clerk and the Secretary of State. The Ulster County Emergency Management Office will forward the declaration to the County Clerk and Secretary of State.

Emergency Operations Center

It is recognized that the Emergency Services operating within the Town & Village of New Paltz operate efficiently and in concert with each other on a daily basis. Often the command post of a major incident is at the scene of an emergency and adequately addresses the needs of the community. This plan is not intended to affect the manner or method by which our Emergency Services handle day-to-day operations. This plan is developed to be used in times of community wide emergencies, such as blizzard, drought, earthquake, flood, forest fire, hurricane, tornado, explosions, hazardous materials incident, prolonged community power failure, etc. where the scope of the emergency taxes the capabilities of local emergency services and where the community remains at risk.

When deemed necessary the Supervisor and/or Mayor will initiate the activation process of the Emergency Operations Center (EOC). The EOC will function only at the direction of the Supervisor and/or Mayor and once staffed will remained staffed until so relieved or no longer needed.

The primary EOC for the Town and Village of New Paltz will be in Town Hall, 1 Veterans Drive, New Paltz, NY. If for any reason the Town Hall cannot be used for the E.O.C., the Service Building on the State University Campus or the New Paltz Rescue Squad Headquarters, 74-78 North Putt Corners Road will be utilized.

The following, by position (or designee), may be represented at the E.O.C.

Level 1 Operation:

Town of New Paltz, Supervisor
Village of New Paltz, Mayor
Town of New Paltz, Highway Superintendent
Town of New Paltz, Managing Supervisor of Buildings and Grounds
New Paltz Police Department, Police Chief
New Paltz Fire Department, Fire Chief
New Paltz Rescue Squad, Captain
Village of New Paltz, Superintendent of Public Works
State University of New York at New Paltz, Police Chief
State University of New York at New Paltz, President
New Paltz Central School District, Superintendent of Schools
State University of New York at New Paltz, Vice President Facilities and Management
Local Emergency Plan Chair
New York State Police

Level 2 Operation:

County of Ulster, Emergency Management Coordinator
CH Energy Group, Representative
Verizon, Representative
American Red Cross, Representative
Salvation Army, Representative

Communications

In order to enhance inter-agency communications all Town-wide emergency service and government agencies are encouraged to obtain and maintain the capability to communicate on the Town-wide repeater (153.800). (*This section may be revised when all agencies have incorporated the system).*

Functions of the E.O.C.

The function of the E.O.C. will be to provide for the coordination, communication and resource support to effectively handle the disaster. The specific functions shall include, but are not limited to:

- Assessing the emergency situation and making decisions on what actions should be taken.
    - Includes countermeasures to minimize the effects of the hazard: sandbags, generators, snow removal, tree removal, shelter activation etc..
- Public warning and emergency information
    - Designation of a Public Information Officer (PIO) and the dissemination of information.
- Public protection activities to assist people.
    - Includes activating shelter(s)
    - Evacuations
    - Transportation
    - Crowd Control
    - Maintain Order
- Continual updates from the members of the E.O.C. on the status of all departments involved.
    - Hourly reports from field personnel to E.O.C. representatives.
    - Hourly briefing reports by E.O.C. representatives.
- Emergency care for victims.
- Restoring Vital Services
    - Power
    - Water
    - Transportation
    - Telephone
- Damage Assessment
- Recovery
    - Short term
    - Long term

The E.O.C. will be responsible for the coordinated flow of communication among all departments involved. The E.O.C. will forward all warnings, directives, and information, etc. to their appropriate agencies for action and dissemination.

Physical requirements of the E.O.C.

- Functioning telephone service with the capability of effectively handling multiple phone calls simultaneously.

- Electricity.
- Heat / Air conditioning.
- Two way radio communications with the disciplines involved in the emergency.
- Secure facility, isolated from direct public contact.
- Sanitary facilities.

Essential Emergency Operations Records

The Town Clerk, functioning at the Town Hall, shall be responsible for the maintenance and availability of records, documents, plans and other written materials required during an the course of any declared emergency.

Sequence of Action

Members of the Town and Village Boards will all assemble as soon as possible at the Village Hall. The respective Boards will be used to facilitate the needs of the E.O.C. and act as a liaison to the community.

Town &/or Village employees will be expected to report to their designated work location for assignment. Department heads are responsible for notifying members of their department, as needed. Each department head is responsible for assuring maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Town's and/or Villages responsibilities. Each department head will retain control of the assigned department and implement orders received from the E.O.C.

Responsibilities and Functions

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 with 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. Personnel involved in this plan should receive training in the NIMS.

<u>Town Supervisor and/or Village Mayor</u> – is responsible for the conduct of disaster operations within the Town/Village. The Supervisor/Mayor shall use any and all facilities, equipment, supplies, personnel and other resources of the Town/Village in such a manner as may be necessary or appropriate to cope with the disaster.

The Supervisor/Mayor shall direct the activities of all agencies within the Town/Village 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 New Paltz. The Town Supervisor / Village Mayor will utilize services of the E.O.C. and its staff for the implementation of necessary measures to achieve emergency operations.

The Town Supervisor / Village Mayor will be responsible for filling the roles of Public Information Officer, Transportation Coordinator, Shelter Coordinator, and Personnel Coordinator. These duties may be delegated as deemed necessary.

Public Information Officer – under the direction of the Supervisor/Mayor, directs the dissemination of emergency information, the issuance of news reports to the public and notifies the County on the status and development of emergency measures. This person shall be the sole person providing such information. During times of Emergency it is essential that all communications be forwarded and handled through the Public Information Officer.

The Public Information Officer will additionally be responsible for establishing and staffing an “Information Line” for residents to use in order to obtain additional information pertaining to the emergency. The “Hotline” phone number shall be communicated to the public via public radio and provided to the dispatchers at the New Paltz Police Department Communications Bureau.

Transportation Coordinator – is responsible for developing a method to transport community members to the shelter(s) and other transportation needs that arise.

Shelter Coordinator – is responsible for providing the necessary services required for the shelter. This includes ensuring the maintenance of basic services – safety, heat, food, water, rest room facilities, electricity, communications, shelter attendance, cots, etc.. They will be in charge of shelter operations until relieved by the American Red Cross or a government agency.

Personnel Coordinator – coordinates the many personnel needed to effectively carry out this plan. This includes the use of volunteer personnel to assist with shelter duties, Town & Village employees, etc..

Town Clerk / Village Clerk- is responsible for the maintenance and availability of essential records, documents and other materials required during the emergency.

Town Board / Village Board- shall be responsible to the residents of the Town and Village of New Paltz by ensuring the maintenance of essential services or providing adequate protection and substitute accommodations until the emergency situation is resolved. The Town Board / Village Board shall serve as a resource to the Town Supervisor / Village Mayor and the E.O.C.

Emergency Coordinator / Incident Commander – appointed and directed by the Supervisor and/or Mayor

1. Implements the comprehensive plan for the E.O.C.
2. Coordinates the emergency operations of the E.O.C.
3. Periodically briefs the status of the situation to the E.O.C.
4. Advises the supervisor of operational priorities and recommends assistance required.
5. Maintains the order in the E.O.C.
6. New York State Defense Emergency Act, Article 3, Section 22, Part 2 allows the Emergency Management Coordinator to appoint Deputy Directors as necessary.
7. The Ulster County Emergency Management Coordinator has appointed the Chief Elected Officials of each municipality as deputy emergency management coordinators.

New Paltz Fire Department – will be responsible for the direction of all action to contain and extinguish fires resulting from emergencies, removal of trapped and injured persons from damaged buildings and flooded areas, maintaining the general safety of the public from fire, downed wires, flooded areas, and when possible provide traffic control and emergency lighting, etc.. The Fire Department may call upon assistance from neighboring Fire Departments to provide supplemental services as may be necessary. The Fire Department may call upon the Ulster County Bureau of Fire and/or Ulster County Emergency Management for assistance.

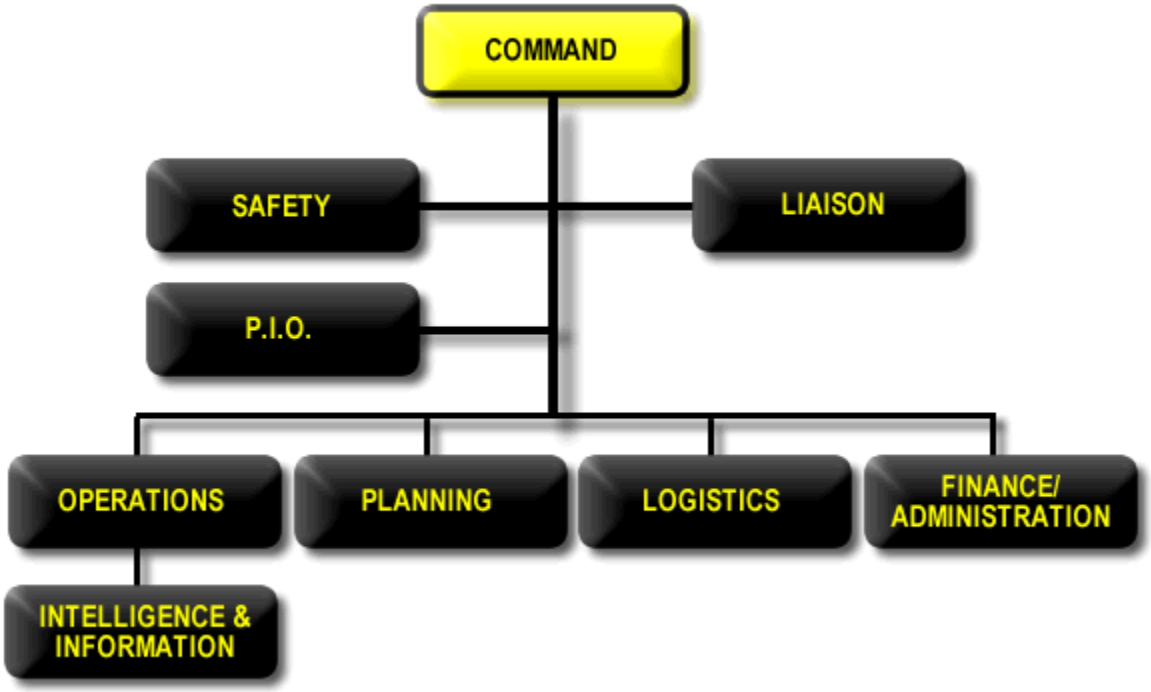
New Paltz Police Department – will direct all action to maintain order, prevent looting, help alleviate panic, direct injured persons to medical assistance, oversee the flow of traffic and respond to the needs of the public. The Police Department may call upon the services of other Law Enforcement agencies as may be deemed necessary.

New Paltz Rescue Squad – will be responsible for the treatment and transportation of the sick and injured to appropriate medical facilities. When there is an incident involving multiple casualties or when a shelter is established the Rescue Squad shall provide Emergency Medical Services (EMS) in the form of a field hospital. This field hospital shall be used to triage patient conditions and make transportation decisions. The Rescue Squad may call upon assistance from neighboring EMS agencies as may be necessary.

Highway Department – is responsible for the maintenance of streets, bridges, highways and all Town owned trucks, cars and equipment. The Highway Department will also ensure that fuel is available for all Town vehicles. The Highway Superintendent directs action to check, restore and maintain streets, bridges, and highways. The Highway Department may call upon assistance from neighboring Highway Departments, CH Energy Group, Verizon or other local utilities as may be necessary.

Buildings & Grounds – is responsible for the maintenance of essential public facilities, public buildings and other vital community services and facilities.

Building Inspector – is responsible for safety inspections of damaged homes and businesses before evacuees are allowed to re-occupy such buildings.



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.
- **General Staff:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- **Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.
- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Shelter

Locations:

The SUNY New Paltz Athletic and Wellness Center is designated as the primary shelter in times of need. Before activation of this shelter, coordination between the E.O.C. and the SUNY President (or designee) must be done. This is to ensure proper procedures for transportation of residents and transportation routes are accomplished before shelter activation.

The alternate shelter site is the New Paltz Central High School. When emergency power is required at this shelter a portable generator will need to be acquired.

Should the SUNY New Paltz Athletic and Wellness Center, and the New Paltz High School not be available for use, the New Paltz Central Middle School will become the primary shelter.

Activation Procedures:

Once the need for a shelter is identified, the American Red Cross will be immediately notified. The Shelter Coordinator as designated by the E.O.C will open and maintain control of the shelter until arrival of the ARC. The American Red Cross is generally recognized as the agency responsible for disaster relief and shelter coordination. Sometime after shelter activation (usually 24 – 72 hrs.) the American Red Cross will assume control of the shelter and its operation. After the Red Cross has assumed control the Shelter Coordinator will assist them in an advisory capacity until shelter deactivation. When deactivation of the shelter occurs, the Shelter Coordinator will ensure all deactivation procedures are completed before returning the Event Center to SUNY New Paltz. If the designated Shelter Coordinator is an ARC trained shelter manager then upon initial activation the Shelter will be designated a Red Cross Shelter.

The Ulster County American Red Cross (ARC) provides its own staff to manage and staff the shelter for the entire time that it is open. The ARC requests that a SUNY New Paltz (Athletic and Wellness Center used) or school district representative (High School/Middle School used) accompanies them on their initial opening site inspection of the facility as well as the closing site inspection. The E.O.C. Shelter Coordinator will also accompany the ARC. The ARC is responsible for all costs incurred by the operation of the shelter. This includes any supplies and food owned by SUNY or the school district which are used, as well as utility costs that are incurred as the result of the operation. Additionally, the ARC assumes liability for any insurance issues as a result of the shelter operation (once they have taken control of the shelter operation).

The ARC will supply workers to staff the shelter, cots and bedding and food. The local chapter of the ARC has approximately 300 blankets and 100 cots available within 24

hours and significantly larger numbers available later in the incident. SUNY New Paltz also has a number of cots available for use.

The local American Red Cross chapter can extend natural disaster relief assistance to individuals and families and can assume administrative and financial responsibility in providing such assistance. The Ulster County Chapter of the American Red Cross can be contacted at 21 O'Neil Street, Kingston, NY 12401, (845) 338-7020.

A separate area of the shelter needs to be established to accommodate the needs of those residents with special medical and psychological needs.

Attachments

New Paltz Rescue Squad – Multiple Causality Incident Plan, Pandemic Response Plan
Paltz Fire Department – Mutual Aid Plan
Village of New Paltz Emergency Preparedness Plan
State University of New York at New Paltz Emergency Preparedness Plan
Emergency Contact List
New Paltz Central School District – Emergency Plan

Available resources / supplies

Fuel - New Paltz Central School District

Diesel – 10,000 gallons Gasoline – 5,000 gallons

- Town of New Paltz Highway Department

Diesel – 3,000 gallons Gasoline – 2,000 gallons

- Ulster County Highway Department (available on fuel truck)

Diesel – 1,000 gallons Gasoline – 1,000 gallons

- State University of New York at New Paltz

Diesel – 2,000 gallons Gasoline – 1,000 gallons

Generators – State University of New York at New Paltz

- Need to learn capacity

Buildings with Generator Capability

New Paltz Town Hall
New Paltz Police Department
New Paltz Rescue Squad
State University of New York
- Athletic and Wellness Center
- Service Building
- Haggerty Administration Building
- Student Union Building
- Coykendall Science Building
- Student Health and Counseling Center
- Hasbrouck Dining Hall
- Wooster Science Building
- Resnick Engineering Hall
- Jacobson Faculty Tower
- Parker Theatre
- Senator Charles Cook Children's Center
- All residence halls
- Fueling Station

Local State of Emergency or Proclamation Declaration

A State of Emergency is hereby declared in the of New Paltz for a period of time beginning at hours on the date of and continuing in effect for a period not to exceed (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 of New Paltz, 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: