

TOWN OF COLONIE EMERGENCY OPERATIONS PLAN

PREFACE

This is the recommended Emergency Operations Plan for the Town of Colonie. Once adopted by the Town, it will serve as the suggested basic Operations Plan upon which all Town and Village Agencies and Departments may base their respective plans, since the Plan is likely to be implemented by the Supervisor, in whole or in part, during a declared emergency pursuant to Article 2-B of the NYS Executive Law. It is based generally on lines advocated by the New York State Executive Law Article 2-B.

PURPOSE: The Emergency Operations Plan sets forth a recommended course of action which may be readily implemented by the Supervisor during a declared emergency and which will assist in minimizing hazards to life and property. It is recognized that the Town has limited preparedness and recovery options. The Town must be prepared for initial response alone until outside assistance is requested and mobilized.

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

8/00

of any plan remains in the firm discretion and judgment of the 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 Colonie 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.

EMERGENCY OPERATIONS PLAN
TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TOPIC</u>	<u>PAGE</u>
I.	OVERVIEW	1
II.	DISASTER PLAN	3
A.	Disaster Prevention	3
1.	Hazard Analysis	3
a.	High Hazard Occurrence Potentials	4
b.	Moderately High Hazard Occurrence Potentials	5
c.	Moderately Low Hazards	6
d.	Low Hazards	7
B.	Preventative Measures, Coordination, Integration, and Implementing Responsibilities	7
C.	Response Plans	13
1.	Emergency Operations Center	13
2.	Concept of Operations	13
3.	Plan Activation	15
4.	Continuity of Government	15
5.	Mission Assignment	16
6.	Emergency Calls and Disaster Reports	16
	i.	8/00
7.	Emergency Facilities and Equipment	18

D.	Coordinating Actions	18
E.	Supporting Agencies	19
F.	Recovery	19
	1. Post Disaster	20
	2. Relocation (Recovery) Period	20
III.	ADMINISTRATION SECTION ANNEX	23
IV.	POLICE SERVICE ANNEX	25
V.	FIRE SERVICE ANNEX	27
VI.	EMERGENCY MEDICAL SERVICES ANNEX	30
VII.	DEPARTMENT OF PUBLIC WORKS - Division of Highway.....	32
VIII.	TOWN COMPTROLLER’S ANNEX	34
IX.	DEPARTMENT OF HUMAN RESOURCES	36
X.	CHAPLAIN SERVICE ANNEX	39
XI.	CONCLUSION	40

A.	Summary of Pertinent Sections of Article 2-B NYS Executive Law- State and Local Natural and Man-made	
	Disaster Preparedness	A-1 - A-4
B.	Emergency Management Organizational Chart	B-1
C.	Continuity of Town Government (Chapter 11 Town Code)	C-1

ORGANIZATION FOR EMERGENCY OPERATIONS

I. OVERVIEW

An Emergency Management Coordinator for the Town of Colonie shall be named by, and serve at the pleasure of, the Town Supervisor of the Town of Colonie. In the absence of a named Emergency Management Coordinator, the Supervisor, or his/her designee, shall serve as such coordinator. The Emergency Management Coordinator is responsible for coordinating all Disaster Preparedness and Emergency Management within the Town. The Emergency Management Coordinator shall act *under* the direct authority and control of the Supervisor, reporting directly to the Supervisor.

In an emergency, the Town Supervisor/Emergency Management Coordinator acts under the provisions of Article 2-B of the Executive Law (§20 et seq.) relating to disaster preparedness. The Town Supervisor/Emergency Management Coordinator shall be responsible for the direction and control of emergency operations and the organization of personnel, resources, and facilities. The Town Supervisor/Emergency Management Coordinator will coordinate the activities of Emergency Operations in all Townwide emergency operations. To assist the Emergency Management Coordinator in a time of a recognized and declared disaster or large-scale emergency, there is an incident-based system. This system provides clearly defined areas of responsibility and accountability in the areas of public safety, support services, and public works. A Coordinator has been assigned to each of these areas and reports directly to the Town Emergency Management Coordinator (see Town of Colonie Emergency Management Organizational Chart. Appendix B-1). The Incident Command System is hereby designated as the disaster control procedure for the Town.

disaster and emergency functions in their respective agencies and departments to the extent such personnel may be specifically trained and assigned such duties.

All Town agencies and departments not specifically assigned missions in the plan will be expected to provide support to their Town government for emergencies covered by the plan, as may be directed by authorized personnel and within their perspective capabilities and training.

The Town of Colonie Emergency Management Committee shall serve in an advisory capacity to the Town Supervisor/Emergency Management Coordinator by providing advice and making recommendations on all emergency preparedness matters, including the formulating of all policies affecting disaster preparedness and the management of emergencies. The Town Emergency Operations Plan Review Committee shall meet at least annually to review and make recommendations on this Emergency Operations Plan.

The Town Emergency Management Coordinator is responsible for an evaluation of the emergency and advising the Town Supervisor with recommendations of actions to be taken including, but not limited to:

1. Alerting agencies, departments, and individuals who have been assigned responsibility in this plan.
2. Emergency data dissemination.
3. Emergency Operations Center staffing and functioning.
4. Communications coordination.

5. Radiological defense.
6. Hazard analysis.
7. Development of the shelter system.

8. Emergency public information.
9. Warning system coordination.
10. Coordinating outside assistance.
11. Coordinating emergency operations control and use of resources.
12. Development of identification and pass system.

Mutual aid agreements in effect at the time of the emergency will be implemented to the extent it may be feasible. It is not possible to predict disaster emergency situations with any degree of accuracy. Nevertheless, disasters do occur and may occur at any time, with or without advance warning.

This plan is designed to incorporate three (3) phases:

- A. Prevention.
- B. Response.
- C. Recovery.

II. DISASTER PLAN

A. DISASTER PREVENTION

1. Hazard Analysis

The Town of Colonie, in conjunction with the New York State Emergency

Management Office, conducted a hazard analysis using an automated program, HAZNY (Hazards New York). This is an interactive spreadsheet that asks specific questions on potential hazards and evaluates the responses to these questions. The process includes historical and expert data on

selected hazards. Each hazard is evaluated using the following criteria.

- Area of potential impact
- Frequency of incidents
- Hazard duration
- Cascade effects
- Onset
- Recovery time
- Impact

A group of 18 individuals representing Police, Fire, EMS, and local governments assembled to conduct this hazard analysis. The group analyzed 30 potential hazards that could affect the Town. The values were categorized as follows:

- 321 – 400 High Hazard
- 241 – 320 Moderately High Hazard
- 161 – 240 Moderately Low Hazard
- 44 – 160 Low Hazard

a. High Hazard Occurrence Potentials

1) Hazardous Materials in Transit – 349.8

- a) The potential for a catastrophic hazardous material release apparent throughout the Town due to the large quantities of

-4-

8/00

populated areas.

2) Transportation Accidents – 322.2

- a) The potential for a large-scale transportation accident is extremely high. There are many heavily traveled interstates, state routes and

rail lines that dissect the Town, and the continuous air traffic at the Albany International Airport.

b. Moderately High Hazard Occurrence Potential

1) Fire – 307.8

a) Large scale past events in the Town such as Tobin Packing Plant, Stork Diaper Facility, and most recently, Adirondack Tire.

2) Terrorism – 303.5

a) Potential targets of terrorist acts throughout the Town were identified, including many public facilities, abortion clinics, shopping malls, and the Albany International Airport.

3) Hazardous Materials at Fixed Sites – 303.2

a) Many sites throughout the Town have significant chemical storage areas including Pepsi, AquaClear, Air Products, and the Town's water treatment plant.

4) Ice Storm – 261.8

-5-

8/00

5) Wildfire – 259.2

6) Structural Collapse – 252.8

7) Winter Storm (Severe) – 245.2

c. Moderately Low Hazards

1) Flood – 218.5

a) The Town encounters flooding in isolated areas on a regular basis,
most recently from Tropical Storm Floyd.

- 2) Power Failure – 239.2
- 3) Windstorm – 236.2
- 4) Tornado – 225.2
- 5) Extreme Temperatures – 224.8
- 6) Epidemic – 216.2
- 7) Ice Jam – 196.8
- 8) Radiological in Transit – 195.8
- 9) Infestation – 191.2
- 10) Earthquake – 180.8
- 11) Dam Failure – 168.2
- 12) Water Supply Failure – 166.5

d. Low Hazard

- 1) Drought – 132.8
- 2) Fuel Shortage – 122.2

-6-

8/00

- 3) Air Contamination – 117.2
- 4) Civil Unrest – 113.8

B. PREVENTATIVE MEASURES, COORDINATION, INTEGRATION, AND RESPONSIBILITIES

The Town of Colonie has many facilities, utilities, and industries which serve not only the Town of Colonie, but national and international markets as well. Such a Town must take

preventative steps to avert disaster. Such preventative steps should include a role for each of the Town's agencies.

Responsibilities of the various Town Departments, in case of an emergency, shall be defined as those within the normal range of their duties. Equipment, work force, facilities, and resources shall be utilized as needed and deemed appropriate given the disaster. As it may be deemed appropriate, Town Department records shall be maintained relative to each Department's disaster preparedness capabilities.

When the aforementioned personnel must report for duty, emergency notifications pursuant to Local Law for Continuity of Government as authorized by Section 27, Article 2-B of the NYS Executive Law shall be through use of the information lists provided by departments and agencies as prescribed in the Resource Manual maintained at the Emergency Operations Center.

It is recommended that regularly scheduled practice drills be conducted so that all affected personnel will become familiar with their respective emergency duties. Such drills may be called by the Emergency Management Coordinator, upon approval of the Supervisor.

In order to keep departmental lists current, an updated file of all Town Departments is to be maintained in the Emergency Operations Center for easy reference. This file should be furnished

-7-

8/00

and updated in January and July by each department head. (See Resource Manual on file in the Emergency Operations Center.)

It is recommended that the Supervisor and members of the Town Board become aware of the Town's facilities and its disaster preparedness capabilities. A listing and maps of all facilities, utilities, industries, waterways, and transportation systems should be maintained within the Emergency Operations Center.

Maintenance of records, lists of materials, and lists of occupancies containing hazardous materials will be kept by Fire Prevention and Investigation.

A map showing the census tracts within the Town should be posted in the Emergency Operations Center and current population figures within each tract should be compiled and indicated on said map. Population figures should be updated as often as changes within the area occur in order that the numbers of persons that may be potentially affected by any hazard can be ascertained.

It is recommended that Fire Prevention and Investigation maintain, in their offices, immediately available information regarding industries within the Town that use and store hazardous substances and equipment. As may be required by law, or by voluntary cooperation, inspections of those industries should be conducted annually, at which time, the lists of their inventories should be updated. As may be required by law, or by voluntary cooperation, those industries should develop in-house disaster preparedness plans that should be requested to be forwarded to the Town and made an attachment to the Town's Emergency Operations Plan.

Town of Colonie Fire Prevention, with assistance from the Town of Colonie Police and the

local fire departments, on a regular basis should conduct safety or fire drills at schools and at public and private buildings, to the extent such entities wish to cooperate. It is advised that the building management should instruct residents of multiple dwellings in proper prevention and emergency escape procedures. Fire and safety drill records should be kept by the Town of Colonie

Department of Fire Prevention and Investigation and forwarded to the Coordinator on a regular basis.

The following actions are recommended: Inspect all bridges and waterways regularly to ensure they are operable and capable of functioning in an emergency situation. Inspect all sewers to ensure they are operable and capable of functioning in an emergency situation. Monitor waterways to ascertain water levels to take steps necessary to avert overflow and flooding. Check the drinking water supply and develop a plan for a course of action for meeting water demands in an emergency. A plan should be developed to meet sewer needs in an emergency. A plan should be developed for moving groups of people, large or small, if an emergency arises; which also should become part of the Town's Emergency Operations Plan. Where there are legal impediments to implementation of the above procedures, the Town Attorney should be responsible for interpretation of the laws and presentation of legislation aimed at removing the impediments. It is recommended that each department and individual responsible for fulfilling a role either in prevention, in response to an occurrence, or in recovery should be required to read and keep readily available a copy of the Town's Emergency Operations Plan.

While duties and responsibility of all Town departments are briefly outlined above and in the Town Department Directory, specific responsibilities for the following departments are

covered in Articles III to X of this Plan, as noted below:

- III. Administration
- IV. Police Service
- V. Fire Service
- VI. Emergency Medical Service
- VII. Department of Public Works - Division of Highway
- VIII. Town Comptroller

IX. Human Resources Department

X. Chaplain Service

Responsibilities of agencies and organizations outside of the jurisdiction of the Town, i.e., the school districts, the Salvation Army, the hospitals, the local chapter of the American Red Cross, etc., should be defined by prior execution of joint statements of understanding in order to be operable in case of emergency. Should the emergency be deemed greater than that which can be handled by the Town, the Supervisor may contact the County Executive. The County Executive may then deem it necessary to call upon the services of the Albany County Office of Emergency Management, or other appropriate agency or governmental unit.

Further escalation of the emergency may result in the summoning of state and federal services and offices with those contacts being made by the Albany County Office of Emergency Management through an already established network system. Whatever the emergency, the Supervisor/Emergency Management Coordinator should immediately assess the magnitude, assemble key personnel in the Emergency Operations Center, establish priorities dependent upon

-10-

8/00

the circumstances, and pinpoint resources, both primary and secondary, that are needed, as it shall be deemed appropriate. The Supervisor may delegate responsibilities, keeping free of specific duties, in order to give full attention to overall decision making.

It is recommended that the departmental representatives assembled would have decision-making authority during immediate response in keeping with their regular areas of responsibility, unless otherwise directed by the Supervisor or other authorized individual.

Colonie Police and Fire Departments should initiate primary safety controls. The New York State Police and National Guard shall be used as deemed appropriate.

Communications links should be maintained with the press and with other governmental levels. The Supervisor or his/her designee should be the sole source of information, unless otherwise authorized. Where there are injuries, the EMS Coordinator should coordinate all provision of Emergency Medical Services, including interaction with area hospitals.

Should persons need to be evacuated, buses or other available means should be used. The North and South Colonie School District Transportation authorities will assist in coordinating the operation, as long as the school districts agree (See: Op. Atty. Gen. 80-19). Where circumstances necessitate the evacuation of residents to or from adjoining communities beyond the Town, the Supervisor or Emergency Management Coordinator may contact the Albany County Office of Emergency Management to set in motion Red Cross coordination of evacuation procedures. Streets to be blocked off should be determined by the Police Department on instructions from the Supervisor, Emergency Management Coordinator or designee, as deemed appropriate. Barricades will be installed at assigned locations as they may be requested.

-11-

8/00

Damage to public facilities shall be evaluated and plans for repair shall begin as soon as practical with assistance and cooperation from outside resources if necessary.

The Supervisor or Emergency Management Coordinator should require a constant alert by key personnel and periodic updating progress reports from them of the situation. Changes in the situation may require action changes.

VEHICULAR RESTRICTIONS

During a declared disaster, certain travel and parking restrictions may be enacted, where necessary, upon direction of the Supervisor or Emergency Management Coordinator.

EXEMPTIONS

Persons engaged in or traveling to or from the following activities may be exempt from the travel restrictions:

1. Commercial, Industrial and Governmental Security and Maintenance
2. Health and Hospital Services
3. Medical, Pharmaceutical, and Hospital Suppliers
4. Wholesale and Retail Food Distributors
5. Public Utility Services
6. General Distribution Print and Broadcast Media
7. Police and Fire Protection
8. Publicly Owned or Publicly Contracted Tow Trucks, Wreckers, Snow Plows, and Snow Removal Equipment
9. Mass Public Transport

-12-

8/00

10. Fuel Supply Activity
11. US Postal Delivery
12. Red Cross
13. Salvation Army
14. Other exemptions as deemed necessary

C. RESPONSE PLANS

1. EMERGENCY OPERATIONS CENTER

In most small-scale emergencies, it is more efficient to exercise command and control from a mobile headquarters at the scene of the incident. However, when the emergency is widespread, or a major emergency occurs requiring use of the

total resources of the Town, or the magnitude of the emergency exceeds the Town's ability to provide resources, it is recommended that control be exercised from the Town of Colonie Emergency Operations Center located at the Town of Colonie Public Operations Center, 347 Old Niskayuna Road, Latham, NY.

* See floor layout of EOC (Appendix B-2 & B-3)

2. CONCEPT OF OPERATIONS

Increased Readiness means intensified activities in varying degrees of time span, from minutes to weeks, in preparation of conducting emergency actions.

Emergency Phase including disaster operations, means actions commencing with or without warning. This involves the following actions by the Town of Colonie, to

-13-

8/00

the extent some may be deemed appropriate.

- a. Centralized use of resources, work force, and services utilizing existing organizations and lines of authority.
- b. Locate, procure, process, transport, store, maintain, distribute and use of materials, facilities, and services.
- c. Warn populations who are or may be endangered.
- d. Arrange for activating local and volunteer forces.
- e. Establish communication priorities and liaison with county, state, federal, and private facilities.
- f. Plan for coordinated evacuation procedures, including the establishment of temporary housing and other necessary facilities.

- g. Establish priorities in the restoration of vital services and debris removal.
- h. Provide for training of local government and volunteer personnel in disaster response operations.
- i. Provide public information.
- j. Care for the injured.
- k. Identify and dispose of the dead.
- l. Control ingress and egress to and from a disaster area.
- m. Assist with coordination of county, state, federal disaster assistance.

3. PLAN ACTIVATION

- a. All or part of this plan may be activated by the Town Supervisor or, in his/her absence, the Deputy Supervisor.

-14-

8/00

- b. In the event of a disaster or in the event of the imminence thereof, the Town Supervisor may proclaim that a State of Emergency exists pursuant to §24 of the Executive Law. In doing so, the Supervisor shall sign a Town of Colonie State of Emergency or Proclamation Declaration.

(See Appendix A-4)

- c. The Villages shall be responsible for implementing this plan, as it shall be deemed appropriate, for the safeguarding of all people and properties within their boundaries, to the limits of their resources.
- d. Under current operational concepts, emergency operations will be carried out principally by local forces, supported by County and State forces when available.

4. CONTINUITY OF GOVERNMENT

- a. For continuity of government, the Emergency Management Coordinator serves as an aid to the Town Supervisor in carrying out duties assigned by the Supervisor. The responsibility remains with the Supervisor or the Supervisor's successors as determined by local law.
- b. The Supervisor or the Supervisor's successors shall be the head of the Emergency Operations Center.
- c. The Supervisor shall be responsible for all operations and decisions relating to the emergency, as provided by law.
- d. The Supervisor may delegate authority to select subordinates.

-15-

8/00

- e. In the absence or incapacity of the Supervisor, the continuity of government shall be as prescribed pursuant to Chapter 11 of the Code of the Town of Colonie. (See: Appendix C, list showing continuity of government)

5. MISSION ASSIGNMENT

The following common tasks are recommended for all agencies and departments:

- a. Pre-emergency training of personnel in all aspects of the ICS (Incident Command System).
- b. Development of a system for alerting personnel.
- c. Develop plans for the department regarding emergency duties and responsibilities of personnel and lines of succession.
- d. Development of a department resource list.
- e. Protection of vital records.

6. EMERGENCY CALLS AND DISASTER REPORTS

- a. Emergency calls and disaster reports will be received by the Town's Police and Emergency Dispatchers at the Town's Communication Center via 911. Calls of a non-emergency nature will be received at the Town's Communications Center at 783-2811 or other non-emergency published number.
- b. As deemed appropriate, the responsible dispatcher will notify Town of Colonie officials in the order listed below:

-16-

8/00

- i. Town Supervisor, or
 - ii. Deputy Supervisor.
 - iii. Emergency Management Coordinator.
- c. As deemed appropriate, the dispatcher making the calls will advise the persons reached concerning:
 - i. Details of the actual or imminent emergency or disaster.
 - ii. Severe weather warnings (not watches) such as tornado or flood.
 - iii. Radiation accidents after having notified County and State Health officials.
 - iv. In the event of a severe weather warning, keep in touch with the State Warning Point to determine if an emergency actually develops. If so, broadcast of the message should be attempted over all means possible without further delay.
 - v. In the event of a radiation accident, attempt to ascertain whether

representatives of the County and State Health Departments have been notified.

vi. Public Information

Local radio, television, and print media should be contacted for assistance if required and for delivering public information. A list of media contact numbers is to be kept current and readily available at the Communications Center.

7. EMERGENCY FACILITIES & EQUIPMENT

a. EMERGENCY OPERATIONS CENTER

The Town of Colonie Emergency Operations Center (EOC) is located at 347 Old Niskayuna Road in the Town of Colonie (See Appendix B). The Emergency Operations Center has communications and telephone capabilities for fire, EMS, police, and other town agencies. The “Voice” of emergency communications facilities and systems will be the Emergency Broadcast System (EBS). The Communications Division will activate the EBS through the PIN Network System.

D. COORDINATING ACTIONS

1. Coordinate with all local, county, state, and federal agencies with monitoring responsibilities.
2. Coordinate with Communications to insure disaster intelligence is gathered and disseminated.
3. Assist all agencies with monitoring requirements needed for their operations.

4. Coordinate all response actions that are required.

E. SUPPORTING AGENCIES

1. County, state, and federal emergency management and disaster agencies
2. Sheriff's Department
3. Civil Air Patrol

-18-

8/00

4. US and State Departments of Agriculture
5. Federal Aviation Agency
6. US and State Departments of Commerce
7. State and County Health Departments
8. American Red Cross
9. Salvation Army
10. State and County Departments of Social Service
11. NYS Division of Military and Naval Affairs
12. NYS Office of Fire Prevention and Control
13. NYS Police

F. RECOVERY

This plan is intended to provide guidance in addressing all identified types of disasters with

the exception of a radiological incident. Responsibility for this particular potential disaster is by law, because of the specialized knowledge and resources required, the function of Local and State Health Departments.

1. Post-Disaster Recovery

During the post-emergency period, citizens may need to be sheltered, fed, clothed, given financial support, ministered with their religious needs, reunited with their families, etc. These activities will require a combined effort on the part of all Town

-19-

8/00

agencies. Recovery from the effects of a disaster is presented as the opportunity to restructure and redevelop all aspects of a community. Planning should attempt to avoid similar disasters in the future if possible.

2. Relocation (Return) Period should include the following steps:

- a. Notify and advise agency and department personnel of situation.
- b. Release equipment and personnel from the risk area.
- c. Return to normal work shifts and operations.
- d. Assess losses or gains of resources in terms of numbers and cost.

There are four general steps in Recovery following a disaster of any type.

STEP 1. ATTENDING TO THE NEEDS OF PEOPLE PLACED IN TEMPORARY

HOUSING, shall proceed as follows:

The Town Supervisor or Supervisor's designee acting as Housing and Shelter Coordinator should be prepared to accept disaster victims and assign them to areas already chosen. Those areas should be designated in advance. Other responsibilities would also include coordination of Salvation Army and/or Red Cross for food distribution.

Counseling by qualified social service personnel should be made available to persons who are

emotionally upset, frightened, angry, or suffering from any distress caused by the disaster. Agencies like Family Services, Albany County Department of Social Services, etc., should be contacted to provide such services if ever needed.

Finances for immediate supplies (medical or general) may initially be available from the Town of Colonie under coordination of the Comptroller. Reimbursements shall be sought from appropriate state,

-20-

8/00

county, and federal agencies as provided by law.

STEP 2. CALCULATION AND INSPECTION OF THE SCOPE OF THE TOWN AREA

AFFECTED shall be implemented as soon as reasonably possible following the disaster occurrence. The Building Department Director as may be authorized by law, should coordinate the recovery phase and the inspection team after communication with the police, fire, and emergency management officials, and begin a thorough inspection of the disaster area using preplanned procedures. Each member of the inspection team should be properly equipped with identification badges, hard hats, flashlight, tools, inspection forms, and materials for posting the condition of structures and grounds.

Damage inspection reports should be returned to the Emergency Operations Center promptly so that a determination may be made by the Building Department Director, with consultation from the Emergency Operations Center, regarding the necessity for rebuilding or demolition of structures, as may be appropriate and authorized.

Food and water supplies at the disaster scene should be examined by health officials for contamination. Food distribution should be under the direction of the Red Cross, Salvation Army, or other similar agency.

STEP 3. REINSPECTION AND GEARING FOR REBUILDING AND CLEAN UP shall

proceed as soon as reasonably possible after the initial inspection. Re-inspection of structures in order to

determine exact damage and what may be done by Town employees should be conducted by the Building Department Director and inspection team. Posting by card or sticker should be implemented in order to warn of dangers and to assure care in rebuilding. A contractor may be employed as a backup to Town forces as authorized by law, if deemed necessary. Citizens and property owners should be informed of

-21-

8/00

legal procedures (such as permits, finances, responsibilities for clean up).

Removal of hazardous debris should be done by qualified personnel only and subsequent reimbursement shall be provided as authorized by law. Reimbursements should be sought by the Town when available and appropriate. Accurate records should be maintained at all levels of responsibility, as it is deemed appropriate.

STEP 4. REASSESSMENT OF ALL WORK DONE RELATIVE TO THE DISASTER

shall proceed in a reasonably prompt manner to help assure that all possible human and structural needs have been met and to provide information for future disaster planning. A formal reassessment session including all Emergency Operations Center and other key personnel should be held within two (2) weeks or as soon as is reasonably practical after primary recovery has been completed.

ADMINISTRATION SECTION ANNEX

I. RESPONSIBILITIES

Provide for the physical maintenance of the Town of Colonie Emergency Operations Center and its provisioning, to include food, lodging, and other necessities to sustain the health and life of the occupants and furnish the supplies, equipment, and transportation necessary for operations.

II. PREPARATION/MITIGATION

Operational requirements and available resources will be reviewed and necessary steps taken to arrange equitable distribution of all resources. All general supplies should be centrally stored, inventoried, and secured. During a declared emergency, rescue and relief operations will be conducted from the Emergency Operations Center as deemed appropriate.

The Town Supervisor, members of the Town Board, the Emergency Management Coordinator, other key Town officials, and private agency liaison personnel will locate at the Emergency Operations Center as deemed appropriate. The Emergency Operations Center should be able to function on a self-sustaining basis for at least one (1) week. Operations from the Emergency Operations Center will continue for an indefinite period of time pending the recovery and rehabilitation of the economic, political, and social structure of the Town, as determined by the Supervisor and as may be authorized by

law.

III. RESPONSE

When the Town Supervisor declares a state of emergency, the Emergency Management Coordinator, upon advice and consent of the Supervisor, will implement this plan to the extent same may be deemed appropriate in his/her judgment and attempt to accomplish the following functions:

1. All Emergency Operations Center physical plant equipment should be checked for operability.
2. All food and lodging resources should be inventoried and safeguarded.
3. Inspection should be made to ensure that all measures related to the protection and security of the Emergency Operations Center and its occupants, including screening procedures for the admission of personnel, are placed in effect.

IV. CONTROL

The Emergency Management Coordinator will implement this plan to the extent it may be deemed appropriate in his judgment, upon the advice and consent of the Supervisor. The chain of command is:

1. Town Supervisor Preparedness Coordinator
2. The Emergency Management Coordinator; and
3. The Assistant Emergency Management Coordinator.

POLICE SERVICE ANNEX

I. RESPONSIBILITIES

The Police Chief has major responsibility for:

1. Maintenance of law and order and protection of life and property.
2. Control of traffic and aid to the movement of military equipment, Emergency Management forces, evacuees, and essential supplies.
3. Protection of vital installations.
4. Controlling and limiting access to the scene of emergency and patrolling areas to prevent and detect crime and apprehend criminals.
5. Providing special vehicles – tow wagon, prisoner vans, buses, etc.
6. Coordinating operations between State and local police for preventing, controlling, and restoring order in civil disorders.
7. Emergency communications.
8. Assist with technical role in establishing and activating the EOC.

II. PREPARATION/MITIGATION

Under disaster conditions, the police are vital to the welfare of the Town. Initial responsibility to form response plans for any specific disaster potential rests, in large part, with the local police organizations. After a disaster potential has been established, several factors should be considered in

advance for mitigation purposes, as follows:

-25-

8/00

1. Disaster areas – establish a command post and possible staging area.
2. Traffic control – designate use of highways to and from the scene.
3. Morgue – establish a morgue location and identification system.
4. Logistics – list of available emergency equipment.
5. Communications – to and from the disaster scene with the Emergency Operations Center.

III. EMERGENCY RESPONSE

When the Chief of Police or his designated alternate is notified that the Emergency Operations Center is to be activated, the Chief should assign necessary staff to the Emergency Operations Center as deemed appropriate, to act as advisor in Police matters and in manning the operations table. The assignment should remain in effect on a 24-hour basis until otherwise released by the Town Supervisor or his/her designee.

IV. CHAIN OF COMMAND

1. Police Chief
2. Police Chief designee

V. ORGANIZATION

The Police Service is organized around regular police units within the Town. The listing of all police units and personnel in the Town should be available at the Emergency Operations Center.

FIRE SERVICE ANNEX

I. RESPONSIBILITIES

The Fire Service has the major responsibility to:

1. Direct, coordinate, and control Townwide fire service activities.
2. Contain and suppress fires.
3. Search for and rescue persons trapped in structures or vehicles.
4. Aid in the recovery and protection of critical materials, supplies, and equipment from areas affected by fire.
5. Communications from fire vehicles to the Emergency Operations Center.
6. Radiological monitoring for their personnel, as deemed appropriate, and for reporting of data control centers.
7. Prepare and keep current the Fire Mutual Aid Plan and invoke the plan if necessary.

II. PREPARATION/MITIGATION

The initial responsibility to form response plans for any specific disaster potential rests in large part with the local fire organization. After a disaster potential has been established, several factors should be considered in advance for mitigation purposes –

1. Disaster area – Command post and staging area.
2. Traffic control – Designate use of highways to and from the scene.
3. Communications to and from the scene with the Emergency Operations Center.

4. Logistics – List of emergency equipment.

-27-

8/00

III. RESPONSE

When the Fire Coordinator (Car 1) or his designated alternate is notified that the Emergency Operations Center is to be activated, the Coordinator should immediately assign one Deputy Coordinator to advise the Emergency Management Coordinator in fire emergency matters. He should also assign two (2) Deputy Coordinators to assist in manning the Emergency Operations table. The assignment should remain in effect on a 24-hour basis until otherwise released by the Town Supervisor.

IV. CHAIN OF COMMAND

1. Town Fire Coordinator
2. Seven (7) Deputy Coordinators (listing is maintained at the Emergency Operations Center)

Alerting: After the fire service is advised of a disaster, the recall, if needed, from any off-duty status will be in accordance with all present rules and regulations and initiated by the Chain of Command.

Mobilization: Personnel will mobilize at their usual workstation unless ordered to proceed to a staging area near the disaster.

Response: Assignment of personnel and/or mobile units to the disaster scene will be made in the usual manner by the officer in charge or by the above-mentioned Chain of Command, which is standard operating procedure.

Field Operations: Will be headed by the Senior Officer at the scene and his location will be the Staging Area if the disaster is of such magnitude to warrant such action.

Reconnaissance of the Disaster Scene will be accomplished by the first officer on the scene. The officer will report back to his station or officer in charge, the kind and extent of damage, injuries, and deaths, if any.

Assistance from other local departments may be requested through the Town or County Fire

Mutual Aid Agreement in effect with input from the highest officer in command at the scene. This will

be

accomplished in the usual manner (radio and/or telephone).

V. ORGANIZATION

A listing of the 12 departments and fire districts, along with the fire departments' incident command system should be available at the Emergency Operations Center.

EMERGENCY MEDICAL SERVICES ANNEX

I. RESPONSIBILITIES

The Emergency Medical Services Department has the general responsibility to:

1. Direct, coordinate, and control Townwide emergency medical activities.
2. Work in cooperation with police and fire officers.
3. Assist in the rescue of persons trapped in structures or vehicles.
4. Attempt initial scene stabilization and medical treatment appropriate to the situation.
5. Assist the situation and provide report to the Emergency Operations Center.
6. Keep current Multiple Casualty Incident Plan and invoke the plan if necessary.

II. PREPARATION/MITIGATION

The initial responsibility to form a response plan for any specific disaster potential rests in large part with the Director of Emergency Medical Services. After a disaster potential has been established, several factors should be considered in advance for mitigation purposes.

1. Disaster area - command post and staging area.
2. Traffic control – designate use of highways to and from the scene.
3. Communications to and from the scene with the Emergency Operations Center.
4. Logistics – list of EMS equipment.

III. RESPONSE

When the Director of EMS is notified that the Emergency Operations Center is to be activated, the director should immediately respond or assign personnel to advise the Emergency Management Coordinator, as he shall deem appropriate, and to assist in manning the Emergency Operations table. The assignment should remain in effect on a 24-hour basis until otherwise released by the Town Supervisor.

IV. CHAIN OF COMMAND

1. Director of Emergency Medical Services
2. Deputy Director of Emergency Medical Services

DEPARTMENT OF PUBLIC WORKS - DIVISION OF HIGHWAY ANNEX

I. RESPONSIBILITIES

1. Direct and coordinate Townwide operations to provide emergency replacement for essential facilities such as streets, highways, bridges, gas, electricity, and public buildings, as deemed appropriate and authorized by law.
2. Regulate the use of the Town highway system in emergencies.
3. Mobilize publicly owned construction equipment and construction and sanitation personnel, as appropriate.
4. Integrate, if necessary, privately owned construction equipment and personnel and to contract for their services in emergency situations beyond the capabilities of the department, as may be authorized by law.

II. PREPARATION/MITIGATION

Under disaster conditions, Department of Public Works personnel are vital to the welfare of the community.

1. Disaster Potential – each DPW foreman should constantly be on the alert for any potential disaster with his area.
2. Public Works personnel should advise the local Office of Emergency Management of any threatening conditions that might require action and coordination.
3. Personnel should maintain communication and liaison with other county, city, town or village representatives to ensure the cooperation and coordination of agencies during a disaster.

III. RESPONSE

When the Town Supervisor or designee declares a state of emergency, the Commissioner of Public Works or his designee should implement the Emergency Operations Plan to the extent same may be deemed appropriate in his judgment, and the department should be prepared to accomplish the following:

1. Clear streets and highways to allow free flow of vehicles.
2. Assist in rescue to the Fire Services.
3. Maintain repair of roads.
4. Salvage operations.

IV. ORGANIZATION

The department is organized to cope with disaster and emergency situations by putting into effect the emergency call-out procedure.

V. CONTROL

The Commissioner of Public Works will implement this plan as deemed appropriate. The chain of command is:

1. The Commissioner of Public Works
2. The Commissioner of Public Works Designee
3. The DPW Divisional Department Heads

TOWN COMPTROLLER'S ANNEX

I. RESPONSIBILITIES

Provide financial assistance in accordance with authorized expenditures as designated by the Town Board during and following a natural or man-made disaster that may occur at anytime with little or no warning.

II. PREPARATION/MITIGATION

The Comptroller is organized to provide normal funding procedures and, thereby, could provide technical and financial advice during and after disaster situations.

III. RESPONSE

When the Town Supervisor announces or declares a disaster emergency, the Office of the Comptroller should:

1. Alert his second-in-command and necessary staff.
2. Implement this Emergency Plan and be prepared to accomplish the following:
 - a. Provide financial assistance as dictated by the emergency.
 - b. Negotiate for equipment and contractual services on a purchase or loan basis within limitations prescribed by law.
 - c. Keep accurate records of payrolls and expenditures for the above mentioned activities for possible reimbursement from State and Federal funds should the disaster be declared by the Governor and/or the President of the United States and an audit is requested.

III. ORGANIZATION

The Comptroller's Office is organized to handle financial matters in its daily activities. An emergency call-out procedure should be initiated to advise his executive staff of a major disaster.

V. CONTROL

The Town Comptroller will implement this plan, as deemed appropriate. The chain of command is:

1. The Comptroller
2. The Deputy Comptroller

DEPARTMENT OF HUMAN RESOURCES ANNEX

I. RESPONSIBILITIES

The Human Resources and Civil Service Departments are responsible in large part for the overall management of work force resources within the Town.

II. PREPARATION/MITIGATION

The Human Resources and Civil Service Departments have the capability to help in survival and recovery in the event of disaster. Initial responsibility to form response plans for disaster potential rests in large part within the departments. Several factors should be considered in advance for mitigation purposes, as follows:

1. Development of an information center capable of processing job requirements into “job placements” from the existing Townwide work force.
2. Establish a job code listing which could be utilized by local agencies, departments, and the civilian businesses, as they require essential workers.
3. Coordinate job placement activities with the work force resource pool.
4. Coordinate the dissemination of work force information requirements to the general public.
5. Establish and maintain contingency plans for administrative procedures for processing, assigning, and paying the temporary work force.
6. Establish procedures for control of the “Essential/Special Workers” identification cards for designated workers from the work force resource pool.

III. EMERGENCY RESPONSE

When the Town Supervisor announces or declares a disaster emergency, the Supervisors of the aforementioned departments will:

1. Alert their next in command and necessary staff.
2. Implement this Emergency Plan and be prepared to accomplish the following:
 - a. Support the Emergency Operations Center with staff to coordinate the dissemination of the work force.
 - b. Furnish advice to essential workers and management concerning employment situations.

IV. ORGANIZATION

The Supervisors of the aforementioned departments will implement this plan, as deemed appropriate. The chain of command is:

1. The Departmental Supervisors
2. Assistants, as may be deemed necessary

CHAPLAIN SERVICE ANNEX

I. RESPONSIBILITIES

Provide counsel and comfort to the people and to satisfy their spiritual needs, minister to the dying, bereaved, homeless, and emotionally distressed.

II. PREPARATION/MITIGATION

A natural or man-made disaster may occur at anytime with very little or no warning. This would impose unprecedented demands upon the religious resources in the Town. Clergyman of all faiths will be required to provide religious ministrations to people under unparalleled stress. The uncertainties, tensions, fears, and insecurities caused by death or injury of close relatives, the breaking up of families, the loss of homes and the relocation of individuals will make the ministrations of the clergy important in recovery operations. The Chaplain Service should maintain a current roster of participating ministers and make the roster available at the Town Emergency Operations Center.

III. RESPONSE

When the Town Supervisor or the Supervisor's designee declares a state of emergency, the Chief of the Chaplain Service should implement this Emergency Operations Plan, and the service should be prepared to accomplish the following primary functions:

1. Report to the Town Emergency Operations Center.
2. Determine and assess the Town's emergency situation as related to the service responsibilities.
3. Coordinate any necessary readjustment of Chaplain Service strength and resources.

IV. CONTROL

The Chief of the Chaplain Service will implement this plan. The chain of command is:

1. Chief of Chaplain Services
2. Assistant Chief of Chaplain Services

TOWN OF COLONIE EMERGENCY OPERATIONS PLAN

CONCLUSION

As noted in the Preface, “the purpose of this plan is to minimize the effects of disasters by (1) identifying appropriate local measures to prevent disasters, (2) developing mechanisms to coordinate the use of local resources and work force for services during and after disasters and the delivery of services to aid citizens and reduce human suffering resulting from a disaster, and (3) providing for recovery and redevelopment after disasters”.

In keeping with the above objectives and, in the interest of providing a plan for coordination of resources for the safety and well-being of the Town of Colonie residents, this plan was originally prepared by the Town of Colonie Disaster Preparedness Review Committee in 1992.

The Plan has since been modified by the Town of Colonie Emergency Management Committee.

APPENDIX “A”

SUMMARY OF PERTINENT SECTIONS OF ARTICLE 2-B EXECUTIVE LAW
STATE AND LOCAL NATURAL AND MAN-MADE DISASTER PREPAREDNESS

NEW YORK STATE EXECUTIVE LAW – ARTICLE 2-B

CHIEF EXECUTIVE

Responsibilities:

Initiate planning for community prevention/mitigation, response, and recovery

Local Emergency Operations Plan (Executive Law 2-B, Section 23):

Each county and each city is authorized to prepare Emergency Operations Plan. The Emergency Management Committee shall provide assistance and advice for the development of such plans.

DECLARATION OF A STATE OF EMERGENCY

Local state of emergency: local emergency order by Chief Executive (Executive Law 2-B, Section 24):

Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, rioting, catastrophe, or similar public emergency within the territorial limits of any county, city, town, or village, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the Chief Executive thereof, that the public safety is imperiled thereby, such Chief Executive may proclaim a local, state of emergency, within any part or all of the territorial limits of such local government.

TOWN OF COLONIE EMERGENCY OPERATIONS PLAN

Following such proclamation and during the continuance of such local state of emergency, the Chief Executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control.

UTILIZATION OF LOCAL RESOURCES

Use of local government resources in a disaster (Executive Law 2-B, Section 25)

1. Upon the threat or occurrence of a disaster, the Chief Executive of any political subdivision is hereby authorized and empowered to and shall use any and all facilities, equipment, supplies, personnel, and other resources of his/her political subdivision in such manner as may be necessary or appropriate to cope with the disaster or any emergency resulting therefrom.
2. Upon the threat or occurrence of a disaster, a Chief Executive may request and accept assistance which is coordinated and directed by the County Chief Executive, as provided in Section 26 of this article.
3. A Chief Executive may also request and accept assistance from any other political subdivision and may receive therefrom and utilize any real or personal property or the service of any personnel thereof on such terms and conditions as may be mutually agreed to by the Chief Executives of the requesting and assisting political subdivisions.

COORDINATION

Coordination of local disaster preparedness forces and local Emergency Management forces in disasters

(Executive Law 2-B, Section 26)

Upon the threat or occurrence of a disaster, the Chief Executive of a county may coordinate responses for requests for assistance made by the Chief Executive of any political subdivision within the county.

LINE OF SUCCESSION

Continuity of local governments (Executive Law 2-B, Section 27)

Every county, except those wholly contained within a city, every city, every town and village, shall have power to provide by local law, and every other public corporation, district corporation or public benefit corporation shall have power to provide by resolution, for its continuity and that of its elective and appointive officers, including members of its legislative or governing body when, in the event of a disaster and the emergency conditions caused thereby, any of such officers is unable to discharge the powers and duties of his office or is absent from the political subdivision.

STATE OF EMERGENCY OR PROCLAMATION DECLARATION

A State of Emergency is hereby declared in the Town of Colonie, New York, beginning at _____ hours on the date of _____, and continuing in effect for a period not to exceed _____ days, and ending at _____ hours on the date of _____.

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

_____.

Such conditions threaten or imperil the public safety of the citizens of the Town of Colonie.

As Chief Executive of the Town of Colonie, 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 all Town agencies to take whatever steps necessary to protect life and property, public infrastructure, and other such emergency assistance as deemed necessary.

Signed: _____
Chief Executive

Date