

**Town of Inlet**  
**EMERGENCY OPERATIONS PLAN**

To all Recipients:

Effective Date: Jan 12.2018

Transmitted herewith is the new integrated Emergency Operations Plan for the Town of Inlet NY. 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 the Town of Inlet.

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 Inlet 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 Inlet

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 Inlet 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 Inlet Town Supervisor of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

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John B Frey  
Supervisor

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Herbert W Schmid  
Deputy Supervisor /Emergency Manager

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Dan Levi  
Councilman

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Tim Brownsell  
Councilman

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John Townsend  
Councilman

**DISTRIBUTION**

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

<b>TO:</b>	<b>NO. OF COPIES</b>
Town Supervisor	1
Town Board Members	4
Town Highway Superintendent	1
Town of Inlet Police Department	1
Town Emergency Management Planner	1
Town of Inlet Volunteer Ambulance Squad	1
Town of Inlet Volunteer Hose Company	1
Town of Inlet Common School District	1
Hamilton County Sheriff	1
Hamilton County Emergency Management Office	1
Hamilton County Public Health Department	1
Hamilton County Department of Social Services	1
Herkimer County 911 Dispatch	1

TOTAL COPIES: 16





Town of Inlet

**CHANGE SUBMISSION FORM**

TO: Mr. John B Frey  
Town of Inlet Supervisor  
P.O. Box 174  
Inlet, New York 13360

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**

Inlet Vol.Hose Company or Ambulance Squad	911 or 315-357-6601
Inlet Police Department	911 or 315-357-5091
Herkimer County Dispatch	911 or 315-866-0974
Hamilton County Sheriff's Office	518-548-6111
Town Supervisor	315-357-2204
County Office of Emergency Management	518-548-6223
New York Emergency Management Duty Officer	518-402-2227
National Grid	800-642-4272 (Customer Service) 800-867-5222 (Outages)
Frontier Communications	800-921-8101
American Red Cross	518-792-6545
Town of Webb Professional Offices	315-369-6619
County Social Services	518-648-6131
County Coroner's Office	518-548-6111
Forest Ranger	315-354-4611 (Raq Lk ) 315-376-8030 ( Stillwater )
DEC Base Dispatch Center	518-897-1300
Hamilton County Public Health Department	518-648-6497
Inlet Common School School	315-357-3305
NYS Department of Environmental Conservation Police	877-457-5680 <b>xxx-xxx-xxxx</b> (KC Kelly)
NYS Police	518-783-3211

**EMERGENCY OPERATIONS CENTER  
ALERTING LIST**

1. Supervisor: John Frey  
Work Phone: (315) 357-2204
2. Police Chief: Andrew Kalil  
Work Phone: (315) 357-5091 (non-emergency)
3. Inlet Volunteer Emergency Services:  
Work Phone: (315) 357-6601 (non-emergency)
4. Inlet Fire Chief : Don Townsend  
Work Phone: (315) 357-4541
5. Inlet Ambulance Captain: Matt Miller  
Home Phone: (315)-357-3418
6. Highway Superintendent: Shawn Hansen  
Work Phone: (315) 357-4541
7. Zoning & Codes Officer: Aimee Vanwie  
Work Phone: (315) 357- 5726
8. Inlet Parks & Recreation: Mitch Lee  
Work Phone: (315)-357-5501
9. Inlet Town Clerk: Yvonne (Bonnie) Lutz  
Work Phone: (315)-357-5771
10. County Sheriff: Carl Abrams  
Work Phone: (518) 548-3113 (non-emergency)
11. Hamilton County Emergency Management Coordinator : Don Perdy  
Work Phone: (518) 548-6223
12. Herkimer Emergency Services Director: Matthew Palumbo  
Work Phone: (315) 867-1212
13. Hamilton County Highway: Tracy Eldridge  
Work Phone: (518)-548-7141
14. National Grid  
Work Phone: 1-800-642-4272
15. Frontier Repair Services  
Work Phone: 1-800-921-8104
16. State Emergency Management Office: 24/7 Hotline  
Work Phone: (518) 457-2200
17. New York State Department of Environmental Conservation – Dispatcher  
Work Phone: (518)-897-1300
18. New York State Department of Transportation, Indian Lake  
Work Phone: (518)-648-5551
19. Inlet Commom School  
Office Phone: (315)-357-3305



Town of Inlet

**Town of Inlet  
Staff Personnel**

Town Supervisor:	John Frey	Cellular Phone Number: 315-369-8699 Home Phone Number: 315-357-5174 Work Phone Number: 315-357-2204
Police Chief	Andrew Kalil	Cellular Phone Number: 315-269-7130 Home Phone Number: 315-357-4329 Work Phone Number: 315-357-6699
Assessor / Code Enforcement	Aimee Vanwie	Cellular Phone Number: 315- Home Phone Number: 315- Work Phone Number: 315-357-5726
Highway Superintendent:	Shawn Hansen	Cellular Phone Number:315-338-1470 Home Phone Number: 315-357-2978 Work Phone Number: 315-357-4541
Town Clerk:	Yvonne ( Bonnie) Lutz	Cellular Phone Number: Home Phone Number: Work Phone Number: 315-357-5771
Fire Chief:	Don Townsend	Cellular Phone Number: 315-334-3951 Home Phone Number: 315-357-3005 Work Phone Number: 315-357-4541
Ambulance Captain:	Matt Miller	Cellular Phone Number: 315-369-5432 Home Phone Number: 315-357-3418 Work Phone Number: 315-357-6026
Town Parks & Recreation:	Mitch Lee	Cellular Phone Number: Home Phone Number: Work Phone Number: 315-357-5501

\*\*\*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 Inlet.
- 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 Inlet NY. 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 Inlet NY.

## II. SITUATION AND ASSUMPTIONS

### A. Situation

1. **Geography** - Inlet is located in west central Hamilton County within the Adirondack Park and approximately 60 miles northeast of Utica, NY. The Town of Inlet's land area covers approximately 66.4 square miles. Most of the Land is State Owned.
2. **Current Population** - The 2010 census of population for Inlet was 284. The Town population per square mile is 4.27 people. During peak tourism season this population has been estimated to increase by 15X.
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. Inlet 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 Inlet 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 Town of Inlet Municipal Building, Route 28, Inlet. The alternate site is located at the Inlet Emergency Services Building, 1 Limeklin Lake Rd, Inlet.
  - 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.

## Town of Inlet

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 the Town of Inlet.

### **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:

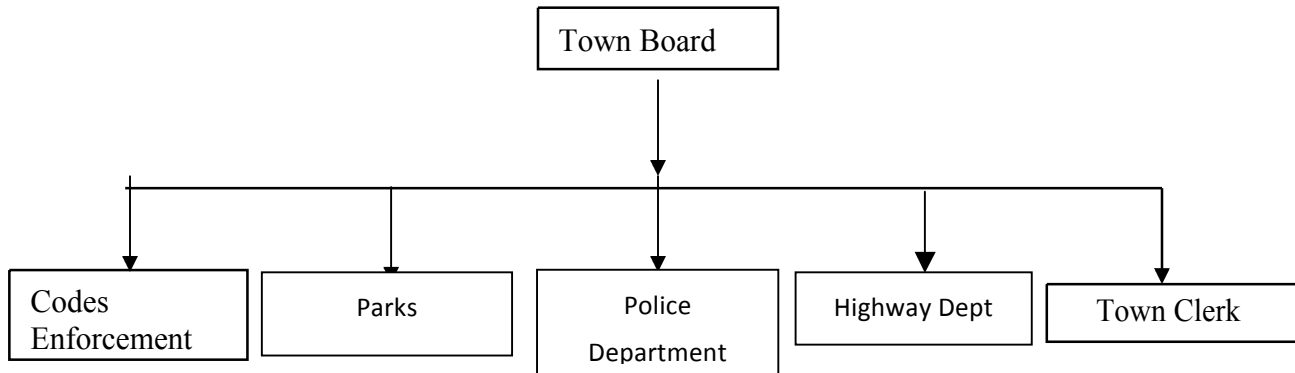
- i) Arrange and provide, with the assistance of the County Emergency Management Department and SEMO, training programs for emergency response personnel.
- ii) Provide essential NIMS training to all emergency personnel including:
  - (1) Information in the characteristics of hazards and their consequences 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 Inlet 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. Inlet Police/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. Inlet Emergency Services 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. County Coroners are responsible for:
  - a) Collecting, identifying and coordinating interment of deceased victims caused by disaster.
  
7. 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.

8. 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.
  
9. Community/Church Groups, are traditionally responsible for:
  - a) Providing reception, care, food, lodging and welfare assistance throughout the Town of Inlet.
  - b) Providing volunteer manpower. .
  - c) Operating shelters for disaster relief.
  - d) Providing damage assessment of private property.
    - e) Assisting with reconstruction efforts
    - f) Providing counseling service

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

Has a responsibility for town administrative duties as per the Town Code.
  
12. The Town Budget Officer:

Has a responsibility for fiscal duties.
  
13. The Attorney for the Town:

Is assigned all responsibilities of providing legal counsel to the Town Board during emergency situations.
  
14. All other Town Agencies, Officers and Employees of the Town of Inlet 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 Inlet is as follows:

#### **1. *Town Supervisor***

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