

EMERGENCY RESPONSE PLAN

FOR THE

TOWN OF READING

COUNTY OF SCHUYLER

Date: 2/14/2007

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TOWN OF READING

COMPREHENSIVE EMERGENCY RESPONSE PLAN

PREFACE

A wide variety of emergencies caused by nature or man may result in loss of life or property to our citizens.

The Town of Reading, government must provide the leadership and direction to Prevent, mitigate and respond to these emergencies and disasters.

The Town of Reading, to meet this responsibility, will implement this plan in the event of an emergency or disaster.

It shall be the responsibility and duty of the senior elected official, or his designee, to declare the existence of such an emergency condition.

CERTIFICATION

Patricia Redick, Clerk of the Town of Reading hereby certifies that on the 14th day of February 2007, the foregoing was adopted by a majority vote of the Town Board of the Town of Reading, Schuyler County.

Patricia Redick

February 14, 2007

EMERGENCY RESPONSE PLAN

TOWN OF READING

PURPOSE

The purpose of this plan is to minimize disasters or potential disasters and their effects, provide for effective local responses when disasters occur, and facilitate local recovery.

AUTHORITY

New York State Executive law Article 2-8, amended July 1994, under this law, the Town of Reading is authorized to prepare a Disaster Plan to enable it to deal effectively with potential disaster situations.

Statutory authority is given to the Town Supervisor to designate and be responsible for an emergency occurring in or affecting the Town of Reading.

The Town Supervisor or his designee is the only person who may request assistance from the next higher level of government which is the County Government. A line of succession shall be set up to designate who shall act as the agent for the town when the Town Supervisor is unavailable or his arrival constitutes an unacceptable delay.

Town Supervisor: **Marvin Switzer**

Designee 1: **Gary Conklin**

A list of the order of designees for disaster declaration and emergency management will be on file in the Town Hall, and with the Schuyler County Emergency Management Office. Said Designee may, under those conditions where the Town Supervisor is unavailable or his arrival constitutes an unacceptable delay, issue a declaration of emergency which shall be followed by the steps required by Article 2-8 amended July 1994.

PREPAREDNESS

The Town Supervisor shall, in consultation with others who he deems appropriate, make such plans as he deems necessary to prevent and minimize the effects of disaster. These steps shall include, but need not be limited to” (1) identify potential disasters and disaster sites; (2) recommend disaster prevention projects; (3) suggest revisions and additions to building and safety codes and other land use programs; and (4) take such other measures as reasonably can be taken to prevent or mitigate their impact.

MOBILIZATION

The Emergency Operations Center will be the Reading Town Hall located at 3914 CR 28 Reading Center, NY. The Alternate Emergency Operations Center will be the Schuyler County Emergency Management Office located at 106 10th Street-Unit 36, Watkins Glen, NY. The Emergency Operations Center to be used will be determined by the Town Supervisor or his designee at the time of the emergency.

The Town Supervisor shall assess all information received from and/or all town departments, the Schuyler County Sheriff’s Department of the New York State Police, town board members and the Schuyler County Office of Emergency Management Services.

The Town Supervisor may declare an Emergency Declaration after all information is assessed.

RESPONSIBILITIES

1. TOWN SUPERVISOR

The Town Supervisor is responsible for the conduct of disaster operations within his political supervisions.

The Town Supervisor shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster.

The Town Supervisor shall direct the activities of all agencies within the political subdivision against the effects of the emergency. The Town Supervisor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

The Town Supervisor may appoint an Emergency Coordinator to coordinate the operation of the Emergency Operations Center and to coordinate emergency response.

2. TOWN BOARD

The Town Board shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans.

3. FIRE CHIEF

The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings, disaster sites, and flooded areas. The local Fire Chief may call upon the Director of Emergency Management Services for advice and/or assistance concerning fire-related emergencies and relief operations. The Fire Department also adopts, incorporates, and shall participate in any Fire Mutual Aid Plan and the Schuyler County Hazardous Materials Response Plan or any other plan deemed in the best interest of the residents of the Town of Reading.

4. PUBLIC INFORMATION OFFICER

The Public Information Officer appointed by the Town Supervisor, shall direct the local dissemination of emergency information and issue news reports to the public.

5. LAW ENFORCEMENT

The Town Supervisor shall request that the County Sheriffs Office and the State Police assign their personnel to maintain order, prevent looting, direct traffic and also to direct the injured to medical installations.

6. HIGHWAY SUPERINTENDENT

The Highway Superintendent will be responsible for maintaining essential public facilities and services, including the maintenance of street, highways, bridges, public buildings and other vital community services. He will cooperate with all other departments of the Town of Reading to restore and maintain essential services.

7. HIGHWAY SUPERINTENDENT

The Building Inspector of the Town of Reading will be responsible for safety inspection of damaged buildings before evacuees are allowed to reoccupy such buildings.

SEQUENCE OF ACTION

The Town Supervisor, Town Board Members, Highway Superintendent, the Town Clerk and other Town Personnel as designated will assemble with the Town Supervisor upon notification of an emergency. Emergency notification list is kept on file with the Town Clerk.

The Town Supervisor, or designee, is responsible for making the formal declaration and proper notification of a disaster. This includes:

A letter to the Town Clerk, the Schuyler County Clerk, and the Secretary of State within seventy two (72) hours.

A copy of this letter will be sent to Schuyler County Emergency Management Services.

A telephone call or letter to the official town newspaper.

The Town of Reading will contact Schuyler County Emergency Management Office for assistance only after all local or mutual aid resources are exhausted. Requests for outside aid must be first approved by the Town Supervisor.

When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community.

DOCUMENTATION

The maintaining of logs by the Emergency Operations Center staff and all town departments documenting personnel time, materials, and equipment utilized to respond to the situation should be retained.

STAFFING FLOW CHART

Town Supervisor

1. Marvin Switzer

Deputy Supervisor

1. Gary Conklin

Town Board

1. Gary Conklin
2. William Anderson
3. Robert Everett
4. Patrick Gill

Attorney

1. Thomas Reed III

Liaison to County Emergency Management Office

1. Marvin Switzer
2. Gary Conklin

Fiscal Officer

1. Marvin Switzer

Highway Department

1. Martin Roberts
2. Walter Thompson

Public Information Officer

1. Marvin Switzer
2. Gary Conklin

Law Enforcement

1. Schuyler County Sheriff's Dept
2. New York State Police

Town Clerk

1. Patricia Redick

Deputy Clerk

1. Rita Osborne

Building Inspector

1. Hank Wodarski

Code Enforcement Officer

Hank Wodarski

Fire Department

1. Watkins Glen Fire Dept.
2. Dundee Fire Dept.

Emergency Medical Services

1. Schuyler Ambulance
2. Dundee Ambulance

Town of Reading

CALL DOWN LIST

Position	Name	Work Phone	Home Phone
Town Supervisor	Marvin Switzer	535-7459 ext.103	(607) 535-4966
Deputy Town Supervisor	Gary Conklin		(607) 535-4266
Town Board Member	Gary Conklin		(607) 535-4266
Town Board Member	Robert Everett		(607) 535-4877
Town Board Member	William Anderson		(607) 535-4796
Town Board Member	Patrick Gill		(607) 535-0125
Town Attorney	Thomas Reed III	(607) 937-5597	
Town Clerk	Patricia Redick	535-7459 ext.100	(607) 535-2100
Deputy Town Clerk	Rita Osborne	535-7459 ext.100	(607) 535-2620
Planning Board Chairman	Gordon Wright		(607) 535-2371
Code Enforcement Officer	Hank Wodarski	535-7459 ext.102	(607) 703-9191
Building Inspector	Hank Wodarski	535-7459 ext.102	(607) 703-9191
Highway Superintendent	Martin Roberts	535-7459 ext. 104	(607)228-7450
Dpty. Highway Supt.	Walter Thompson	535-4204	607) 279-3332
Schuyler County Sheriff	William Yessman	535-8222	
Watkins Glen Fire Chief	Dominick Smith	535-8222	

**CALL DOWN LIST
(Continued)**

Dundee Fire Chief	Tracey Miller		1. (315) 536-3000
Public Information Officer	Marvin Switzer	535-7459 ext.103	2. (315) 536-3003 (607) 535-4966
Watkins Glen DPW (Water/Sewer)	Mark Specchio	535-2736	(607)535-9320

Emergency Operations Staff

The EOC Staff is not limited to those listed below nor are all those listed required.

NAME/TITLE

1. Marvin Switzer - Town Supervisor
2. Gary Conklin - Deputy Town Supervisor / Board Member
3. Robert Everett - Town Board Member
4. William Anderson - Town Board Member
5. Patrick Gill - Town Board Member
6. Thomas Reed III - Town Attorney
7. Patricia Redick - Town Clerk
8. Rita Osborne - Deputy Town Clerk
9. Gordon Wright - Town Planning Board Chairman
10. Hank Wodarski - Building Inspector / Code Enforcement Officer
11. Martin Roberts - Town Highway Superintendent
12. William Yessman - Schuyler County Sheriff
13. Dominick Smith - Watkins Glen Fire Chief
14. Tracey Miller - Dundee Fire Chief
15. Marvin Switzer - Public Information Officer

The Town Supervisor has the responsibility for supplying the Schuyler County Emergency Management Office with the following information when requesting additional aid:

- a. Assessment of damage to the town.
- b. Information regarding extent of disaster response by the town or village.
- c. The special need of the town.

