

EMERGENCY OPERATIONS PLAN
FOR THE
TOWN OF MINA
COUNTY OF CHAUTAUQUA

DATE:

March 23, 2010

PREFACE

1. A wide variety of emergencies caused by nature, or man, may result in loss of life or property to our citizens.
2. Mina Town government must provide the leadership and direction to prevent, mitigate and respond to these emergencies and disasters.
3. The Town of Mina, to meet this responsibility, will implement this plan in the event of an emergency or disaster.
4. **It shall be the responsibility and duty of the Mina Town Supervisor who is the senior elected official, or his/her successor, to declare the existence of such an emergency condition.**

EMERGENCY OPERATIONS PLAN

Town of Mina

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-B, Section 24. Under this law, the Town of Mina 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 situation occurring or affecting the Town. The Town Supervisor, or his/her successor, is the only person who may request assistance from the next higher level of government.

PREPAREDNESS

The Town Supervisor shall, in consultation with others that he/she deems appropriate, make plans as he/she deems necessary to prevent and minimize the effects of disaster. These steps shall include, but need not be limited to:

- (1) identification of potential disasters and disaster sites (see attachment 1);
- (2) recommend disaster prevention projects;
- (3) suggest revisions and additions to building and safety codes and zoning and other land use programs; and
- (4) take such other measure as reasonably can be taken to prevent disaster or mitigate their impact.

MOBILIZATION

The Emergency Operations Center will be at the Findley Lake Fire Department, located at 10372 Main Street, Findley Lake. The Alternate Emergency Operations Center will be the Mina-Findley Lake Community Center, located at 2883 North Rd, Findley Lake. The EOC to be used will be determined by the Town Supervisor or his/her successor at the time of the emergency. The Town Supervisor shall assess all information received from any/or all Town Departments, and the Chautauqua County Emergency Management office. The Town Supervisor may declare an Emergency (Disaster) after all information is assessed.

RESPONSIBILITIES

1. The Town Supervisor is responsible for the conduct of disaster operations within his/her political supervision. 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 emergency. The Town Supervisor shall direct the activities of all agencies within the political subdivision against the effects of the emergency. The Town Supervisor may utilize Emergency Operations Center and its staff for implementation of necessary measures to conduct emergency operations. The Town Supervisor may appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.

2. 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. The EOC staff is not limited to those listed below nor are all those listed required for all incidents.
 - a. Town Supervisor
 - b. Deputy Town Supervisor
 - c. Police Chief
 - d. Fire Chief
 - e. Town Clerk
 - f. Deputy Town Clerk
 - g. Highway Superintendent

SEQUENCE OF ACTION

The Town Supervisor and Town Clerk shall instruct EOC personnel to assemble at the EOC upon notification of an emergency. The emergency notification list will be kept on file with the Town Clerk. The Town Supervisor or designee is responsible for making the formal declaration and proper notification of an emergency. This includes:

1. A letter to the Chautauqua County Clerk, and the Secretary of State within seventy-two (72) hours.

2. A copy of this letter will be sent to the Chautauqua County Emergency Services Office.

3. Telephone or letter to the official area newspaper. The town will contact the Chautauqua County Emergency Services Office for assistance only after all local or mutual aid resources are exhausted. The Town Supervisor or designee must first approve requests for outside aid. When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible. The Chautauqua County Emergency Services Office will notify the Red Cross to open a shelter when notified. If this mechanism is not used, then the community may assume the burden of expense of sheltering and feeding. 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 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 Chautauqua County Hazardous Materials Response Plan and any other plan deemed in the best interest of the residents of the Town of Mina.

4. The Public Information Officer appointed by and under the direction of the Town Supervisor, shall direct the local dissemination of emergency information, the issuance of news reports to the public, and notify the County Emergency Services on the status and development of emergency measure, using all media of public communications.
5. The Town Supervisor, shall request that the County Sheriffs Department, City police and the State Police will assign their personnel to maintain order, prevent looting, direct traffic and also to direct the injured to medical installations.
6. 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/She will cooperate with all other departments of the city to restore and maintain essential services.
7. The Building Inspector of the city will be responsible for safety inspection of damaged buildings before evacuees are allowed to re-occupy such buildings. Names, addresses and telephone numbers of all city personnel will be available at City Hall. A list of the order of designees for disaster, declaration and emergency management will be on file in the Clerk's office, and with the County Emergency Services Office.

DOCUMENTATION

The maintaining of logs by EOC Staff, and all city departments documenting personnel time, materials and equipment utilized to respond to the situation.

STANDARD OPERATING PROCEDURES
(SOP'S)
FOR THE
TOWN OF MINA
COUNTY OF CHAUTAUQUA
DATE:
MARCH 23, 2010

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STANDARD OPERATING PROCEDURE

TOWN SUPERVISOR

Responsibility

The Town Supervisor of the Town of Mina is responsible for the conduct of emergency operations within the town and has the option to appoint a local Emergency Coordinator and Public Information Officer to assist in managing the incident. The Supervisor of the Town shall use any and all facilities, equipment, supplies, personnel, and other resources of the town in such a manner as may be necessary to cope with the emergency.

The Town Supervisor shall direct the activities of all agencies within the town against the effects of an emergency in conformance with the approved plans for the rescue and relief of the people, the recovery and the rehabilitation of the community of the Town of Mina. The Town Supervisor may utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

CHECKLIST

1. Pre-Emergency

- a. Ensure the town has a current EOP.
- b. Ensure the EOP is reviewed and updated annually.
- c. Ensure updated plan is forwarded to Director of Emergency Services
- d. Ensure key staff has been trained on their portions of the EOP

2. Upon receiving notification of a potential emergency or an emergency in progress:

- a. Decide whether or not to activate EOC.
- b. If not activated:
 - 1) Notify key staff
 - 2) Brief on emergency
 - 3) Monitor emergency
- c. If EOC is activated:

- 1) Go to EOC
- 2) Notify key staff to report
- 3) Brief staff when they arrive
- 4) Monitor emergency
- 5) Conduct periodic briefings

d. When emergency is over:

- 1) Collect all logs, memos, messages, etc.
- 2) Return EOC to pre-emergency status
- 3) Release staff

STANDARD OPERATING PROCEDURE

TOWN BOARD

Purpose:

The Town Board as the elected body of the people, shall take all appropriate steps to prepare for any emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans.

CHECKLIST

1. Pre-Emergency
 - a. Ensure the Town Board has a current EOP.
 - b. Ensure the EOP is reviewed and updated annually.
 - c. Ensure the updated EOP is forwarded to Director of Emergency Services.
 - d. By resolution approve the EOP (see page 2 of the plan).
2. During an Emergency
 - a. Receive notification and briefing on the emergency.
 - b. Respond as directed
 - 1) Review EOP

STANDARD OPERATING PROCEDURE

TOWN CLERK

Responsibility

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

CHECKLIST

1. Pre-Emergency
 - a. Ensure there is a sufficient supply of the following forms:
 - 1) Forms
 - 2) Other Time Sheets
 - 3) Vouchers
 - 4) Supply/Materials Request
 - 5) EOC Log Forms
 - 6) Message
 - b. Ensure EOC can be activated with the least delay.
 - c. Ensure all call lists are current (update if needed quarterly).
2. Receive notification and briefing from the Town Supervisor.
3. Report to EOC.
4. Perform designated duties.
5. Be prepared to brief the Town Supervisor.

STANDARD OPERATING PROCEDURE

EMERGENCY COORDINATOR

Responsibility

The Emergency Coordinator directs the implementation of the comprehensive plan for the Emergency Operations Center. The Emergency Coordinator coordinates the emergency operations of the Emergency Operations Center, prepares estimates of the situation, assesses the operational priorities and recommends requests for assistance from Chautauqua County Emergency Preparedness.

CHECKLIST

1. Upon Notification by the responsible person, the Town Supervisor shall activate the EOC at the Mina-Findley Lake Community Center.
2. Report to the EOC.
3. Establish communications with county and key agencies.
4. Monitor emergency.
5. Ensure EOC staff receives periodic briefings.
6. Ensure staff receive and understand their SOP'S.
7. Be prepared to brief the Town Supervisor.
8. At the termination of the emergency or when directed, return the EOC to its pre-emergency status.
9. Ensure all logs, memos, and messages are collected when emergency is terminated.

STANDARD OPERATING PROCEDURE

FIRE CHIEF AND FIRE OFFICERS

Responsibility

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 and flooded areas. The local Fire Chief may call upon the County Director of Emergency Services, under mutual aid, for advice and/or assistance concerning fire related emergencies, relief operations, and coordination of emergency shelter and feeding operations.

CHECKLIST

1. Upon notification by the Town Supervisor, respond as directed:
 - a. Stand by status:
 - 1) Notify key fire personnel.
 - 2) Monitor potential emergency.
 - b. If directed, report to the EOC:
 - 1) Notify all fire Personnel.
 - 2) Review your SOP
 - 3) Monitor the emergency.
 - 4) Respond as needed.
2. At the termination of the emergency return to pre-emergency status.
3. Turn in all logs, memos, and messages.

4. Assist in returning the EOC to pre-emergency status.

STANDARD OPERATING PROCEDURE

LOCAL POLICE OFFICER

Responsibility

The Local Police Officer may designate a Traffic Control Officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The local police will direct all action to maintain order, prevent looting, and help alleviate panic, direct injured to medical installations, and assist persons with disabilities by obtaining transportation and directing them to the nearest Reception Shelter. The Local Police Officer may call upon other police agencies for advice and/or assistance if necessary.

CHECKLIST

1. Upon notification by the Town Supervisor responds as directed:
 - a. Stand-by Status:
 - 1) Notify all fire personnel
 - 2) Monitor potential emergency.
 - b. If directed to report:
 - 1) Notify all fire personnel.
 - 2) Review your SOP
 - 3) Review special need list and transportation needs.
 - 4) Monitor the emergency.
 - 5) Be prepared to brief
 - 6) Assist in returning the EOC to pre-emergency status.

STANDARD OPERATING PROCEDURE

HIGHWAY SUPERINTENDENT

Responsibility

The Mina Highway Superintendent is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. The Highway Superintendent will direct action to check, restore and maintain essential public facilities and services, such as streets, bridges, public buildings and other vital community services, calling upon all Public Work, and Engineering Services of Chautauqua County for such assistance. The Highway Superintendent will work in conjunction with the utility companies or authorities in the restoration of various essential services.

CHECKLIST

1. Upon notification by the Town Supervisor, respond as directed:
 - a. Stand-by Status:
 - 1) Notify key highway personnel.
 - 2) Monitor potential emergency.
 - b. If directed to report:
 - 1) Notify all highway personnel.
 - 2) Review your SOP.
 - 3) Monitor the emergency.
 - 4) Be prepared to brief CEO.
 - 5) Respond as needed.

STANDARD OPERATING PROCEDURE

PUBLIC INFORMATION OFFICER

Responsibility

The Public Information Officer under the direction of the Town Supervisor, using all media of public communication, directs the local dissemination of emergency information, the issuance of news reports to the public and notifies the County Emergency Services Office on the status and development of emergency measures.

CHECKLIST

1. Upon notification by the Town Supervisor:
 - a. Stand-by Status:
 - 1) Monitor potential emergency.
 - 2) Develop an action plan for activation.
 - b. If EOC is activated:
 - 1) Review your SOP
 - 2) Establish a media area.
 - 3) Monitor emergency.
 - 4) Prepare news release as directed.
 - 5) Be prepared to brief the Town Supervisor.

STANDARD OPERATING PROCEDURE

PUBLIC INFORMATION OFFICER

TELEPHONE LIST

	LOCATION	CALL LETTERS	POINT OF CONTACT	TELEPHONE
LOCAL RADIO STATIONS	Erie	97.9		
	Erie	100.9		
	Erie	103.7		
	Erie	100.3		
	Jamestown	93.3		
	Jamestown	101.9		
	Jamestown	106.9		
EAS STATION	Chautauqua County Emergency Services		County Dispatch	716-753-4343
			Center	716-753-4232

	NAME	POINT OF CONTACT	TELEPHONE
LOCAL DAILY NEWSPAPERS	Jamestown Post Journal		
	Erie Times News		
	Corry Evening Journal		

STANDARD OPERATING PROCEDURE

SCHOOL REPRESENTATIVES

Responsibility

The School Representatives direct the actions related to care for school students in their schools during an emergency situation.

LOCAL STATE OF EMERGENCY OR PROCLAMATION
DECLARATION

A State of Emergency is hereby declared in The Town of Mina for a period of time beginning at _____ hours on the date of _____ and continuing in effect for a period not to exceed (5) five days and ending at _____ hours on the date of _____.

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

Such conditions threaten or imperil the public safety of the citizens of:

As Chief Executive of The Town of Mina, I _____
_____ have exercised the authority given to me under New York State Executive Law, Article 2-B, Section 24, to preserve the public safety and hereby render all required and available assistance vital to the security, well being and health of the citizens of the community. I hereby direct the Department(s) of

To take whatever steps necessary to protect life and property, public infrastructure and other such emergency assistance as deemed necessary.

Signed: _____

Title _____

Date _____

DESIGNATION OF EMERGENCY INTERIM SUCCESSORS

Those persons designated have the responsibility for supplying the Chautauqua County Emergency Services Office with the following information when requesting additional aid:

1. Assessment of damage to the town.
2. Information regarding extent of disaster response by the town.
3. The special needs of the town.

LINE OF SUCCESSION	LAST NAME	FIRST NAME	HOME ADDRESS	TELEPHONE
1	Brumagin	Rebecca	10606 Route 430,	(h) 716-769-7252
Town Supervisor			Findley Lake, NY	(c) 716-969-7757
2	Luce	Dennis	2916 Route 426,	(h) 716-769-7389
Deputy Town Supervisor			Findley Lake, NY	(c) 716-640-4898
3	Hoitink	Kevin	2222 Mann Rd.,	(h)
Fire Chief			Findley Lake, NY	(c) 716-753-0297
4	Keith	Ray	9760 Reagan Rd.,	(h) 716-355-4397
Assistant Fire Chief			Clymer, NY	(c) 716-499-4398

Assignment to Emergency Operations Center:

EMERGENCY OPERATIONS CENTER

Findley Lake Fire Department

Address: 10372 Main Street, Findley Lake

Phone: 716-769-7321

Fax:

LINE OF SUCCESSION	LAST NAME	FIRST NAME	HOME ADDRESS	TELEPHONE
1	Brumagin	Rebecca	10606 Route 430,	(h) 716-769-7252
Town Supervisor			Findley Lake, NY	(c) 716-969-7757
2	Luce	Dennis	2916 Route 426,	(h) 716-769-7389
Deputy Town Supervisor			Findley Lake, NY	(c) 716-640-4898
3	Hoitink	Kevin	2222 Mann Rd.,	(h)
Fire Chief			Findley Lake, NY	(c) 716-753-0297
4	Keith	Ray	9760 Reagan Rd.,	(h) 716-355-4397
Assistant Fire Chief			Clymer, NY	(c) 716-499-4398
	Himelein	Joan	2153 Shadyside Rd.,	(h) 716-769-7249
Town Clerk			Findley Lake, NY	(w) 716-769-7204
	Scarem	Paul		(h) 716-769-7324
Highway Superintendent			Findley Lake, NY	(c) 716-499-xxxx
	Chautauqua Co. S.D.			(w) 716-753-2131
	Baylis	Lin	Shadyside Rd.,	(h) 716-769-7xxx
Disaster Response Team			Findley Lake, NY	(c) 716-672-9450
	Faulkner	Becky	North Rd.,	(h) 716-769-7x89
Disaster Response Team			Findley Lake, NY	(c) 716-xxx-xxxx

POLICE DEPARTMENT

Chautauqua County Sheriff: 716-753-2131

Mobilization

Activation--telephone or personal contact

Assemble-- Police Department

Jurisdiction--Town of Mina

Who Assigned to EOC--(name one person, one alternate)

1. Rebecca Brumagin, Town Supervisor
2. Dennis Luce, Deputy Town Supervisor
3. Kevin Hoitink, Fire Chief
4. Ray Keith, Assistant Fire Chief

Communications

System currently used: Mayville Dispatch

Is emergency power source available for EOC? Yes

If so, capacity--25K w

Other Resources: (please see inventory list of vehicles, equipment, etc.)

LAW ENFORCEMENT INVENTORY LIST

Chautauqua County Sheriff Department

FIRE DEPARTMENT

LINE OF SUCCESSION	LAST NAME	FIRST NAME	HOME ADDRESS	TELEPHONE
1	Hoitink	Kevin	2222 Mann Rd., Findley Lake, NY	(c) 716-753-0297
Fire Chief				
2	Keith	Ray	9760 Reagan Rd., Clymer, NY	(h) 716-355-4397 (c) 716-499-4398
1st Assistant				
3	Keith	Mary Lou	9760 Reagan Rd., Clymer, NY	(h) 716-355-4397 (c) 716-499-4397
2nd Assistant				
4	Linton	Steve	1479 French Creek-Mina Rd. Clymer, NY	(c) 716-338-5926
Captain				
5	Hamilton	Randy	10036 Route 430, Sherman, NY	(c) 716-269-9695
Lieutenant				

Mobilization

Activation-- (Method) pagers
Assemble-- (Location) Findley Lake Fire Station

Who Assigned to EOC-(name one person, one alternate)

1. Kevin Hoitink, Fire Chief
2. Ray Keith, Assistant Fire Chief

Communications

System currently used-- 46.10 46.14 E231 has local Gov Freq 45.56
Interconnections with-- Erie County PA, 33.98 33.88 33.96 33.86 and Med Radio to hospitals

Is emergency power source available -- Yes
If so, capacity: 25KW

Other Resources: (please list inventory of all vehicles, equipment, fire & rescue) -Including generators and portable pumps with capacity

Please indicate on attached inventory sheet if:

- Stationary
- Apparatus Mounted
- Portable

FIRE DEPARTMENT INVENTORY LIST

RESOURCES	QUANTITY
Pumper	1
Mini Pumper	1
Ambulance	1
Tanker	1
Other items as listed on inventory sheets.	

HIGHWAY DEPARTMENT

LINE OF SUCCESSION	LAST NAME	FIRST NAME	HOME ADDRESS	TELEPHONE
1	Scarem	Paul		(h) 716-769-7324
Highway Superintendent			Findley Lake, NY	(w) 716-769-7194
				(c) 716-499-1766
2	Brumagin	Rebecca	10606 Route 430,	(h) 716-769-7252
Town Supervisor			Findley Lake, NY	(c) 716-969-7757
3	Cooper	Denis	Bailey Hill Rd.,	(h) 716-769-7333
Highway Committee			Sherman, NY	(c) xxx-xxx-xxxx
4	Bensink	Scott	Ball Diamond Rd.,	(h) 716-769-7333
Highway Committee			Findley Lake, NY	(c) xxx-xxx-xxxx

Mobilization

- Activation- (*Method*) cell phones
- Assemble---- (*Location*) Town highway building

Who Assigned to EOC--(name one person, one alternate)

1. Paul Scarem
2. Rebecca Brumagin

Communications

- System currently used-radio/ phone
- Interconnections with-all in the county & sheriff dept.

Is building emergency power source available: yes

If so, capacity: 35 KW

Other Resources: (please list inventory of all vehicles, equipment, etc.)

- Including generators and portable pumps with capacity -
- Please indicate on attached inventory sheet if:
- Stationary

- Apparatus Mounted
- Portable

PUBLIC UTILITIES

UTILITY	COMPANY	LOCATION	POINT OF CONTACT	TELEPHONE
Electric	National Grid	Dunkirk/Stow		
Natural Gas		Wattsburg		716-355-2777
Telephone/Internet	NEA Cross of NY Fairpoint Communications	Westfield		716-326-2121
Cable		Time Warner		

Mobilization

Activation---

Assemble----

Who Assigned to EOC--(name one person, one alternate)

- 1.
- 2.

Communications

System currently used-

Interconnections with--

Is building emergency power source available: yes

If so, capacity: _____ KW

Other Resources: (please give inventory of vehicles, equipment, etc.)

Including generators and portable pumps with capacity -

Please indicate on attached inventory sheet if:

- Stationary
- Apparatus Mounted
- Portable

(PLEASE LIST OTHER RESOURCES THEY HAVE AVAILABLE FOR USE IN EMERGENCIES, AND ANY OTHER INFORMATION THAT MAY BE OBTAINED.)

MEDICAL SERVICES

MEDICAL SERVICE	COMPANY	LOCATION	TELEPHONE
Hospital	Hamot Medical Center	Erie	
Hospital	St. Vincent Medical Center	Erie	
Hospital	Millcreek Community	Erie	
Hospital	Veteran's Administration	Erie	
Hospital	Corry Memorial	Corry	
Hospital	WCA	Jamestown	
Hospital	Westfield Memorial	Westfield	
Advanced Life Support	EmergyCare	Erie	
Advanced Life Support	Alstar	Jamestown	
Helicopter	LifeStar	Erie	
Helicopter	StarFlight	Jamestown	

Mobilization

Activation-- (Method)
 Assemble---- (Location)

Who Assigned to EOC-

- 1.
- 2.

Communications

System currently used-
 Interconnections with--

Is building emergency power source available: yes
 If so, capacity: KW

Other Resources: (please give emergency treatment rooms, beds, x-ray equipment, etc.)
 Please indicate on attached sheet.

SCHOOLS

Clymer Central School
ADDRESS: Main Street, Clymer, NY
PHONE: (716) 355-4444
CONTACT: Scott Smith, Superintendent
CONTACT: Ed Bailey, Principal

Sherman Central School
ADDRESS: Park Street, Sherman, NY
PHONE: (716) 761-xxxx
CONTACT: Thomas Schmidt, Superintendent
CONTACT: xxxxxxxx, Principal

Mobilization

Activation-(Method) Phone
Assemble----(Location} at the school

Who Assigned to EOC--(name one person, one alternate)

- 1.
- 2.

Communications

System currently used-phone and radios
Interconnections with--

Is building emergency power source available: yes
If so, capacity:

Other Resources: (give inventory of buses, other vehicles, equipment, etc.)
Please indicate on attached sheet.

PRIVATE AGENCIES - RESOURCES AND CONTACTS

Resources that are privately owned cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during an emergency if prior agreements are made between local government and the private agencies. In addition, it is not uncommon for the private sector to donate certain resources during an emergency.

Please list below any of the names of private agencies, contact methods and equipment that will be available to you during an emergency.