

EMERGENCY PREPAREDNESS PLAN
TOWN OF ST. ARMAND
ESSEX COUNTY, NY
ADOPTED DECEMBER 1993
UPDATED JANUARY 2013

PURPOSE:

The purpose of this plan is to cite authority, formulate procedures and provide guidance for the coordinated action in rendering assistance to the Town of St. Armand citizens in the event of an emergency or natural disaster.

BASIS:

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

The Town of St. Armand recognizes that PLANNING AND PREPATORY ACTIONS are required before an emergency arises. Emergency Preparedness allows the constituents of the Town of St. Armand to prepare and react to emergency situations to save lives and property if the Town is threatened or hit by a disaster and/or major emergency situation.

The Town Board shall have the primary responsibility to see that everything possible is done to prepare for any disaster and to provide for the safety and security of the community during a disaster or emergency.

MOBILIZATION:

The designated Emergency Operations Center for the Town of St. Armand will be located in the Town of St. Armand Town Hall OR the Bloomingdale Fire Department, depending upon the nature and scope of the emergency. Primary Emergency Operations center will be located at the Town Hall. The secondary location will be the Bloomingdale Fire Department.

Once the Town Supervisor, or designee, has declared that an emergency exists, the Emergency Operations Center will be staffed on a twenty-four (24) hour basis until the declared emergency subsides or ends. The Emergency Operations Center will forward all warnings, directives, information, etc., to various local departments as appropriate. This will be done through the use of Department Representatives, telephones, radios, and if necessary, door-to-door communication. The messages will be delivered using the Emergency Operations Center, Bloomingdale Fire Department and Town Highway Department telephones, radios and representatives. Each member assigned to the Emergency Operations Center will be familiar with this plan, particularly with the section pertaining to each responsible person's service duties.

The Town Supervisor and the Town Clerk, functioning at the Emergency Operations Center, will be responsible for the maintenance and availability of records, documents,

plans and other materials required to discharge their and others' functions during an emergency.

SEQUENCE OF ACTION:

Members of the Town of St. Armand Board, Town Supervisor, Town Clerk, Superintendant of Highways, Water Department Supervisor, Sewer Department Supervisor, Code Enforcement Officer, Town Health Officer and all Town Highway Personnel will assemble immediately at the Town Hall upon notification of the existence of an emergency.

To cope with the effects of an emergency, appropriate steps will be taken at the Emergency Operations Center to fully mobilize the available personnel, resources, facilities, supplies and material within the Town of St. Armand according to the guidelines set forth in this plan.

1. The Town Supervisor, or designated Emergency Co-coordinator, is responsible for the notification and declaration of an emergency or disaster.
2. Each department head within the Town of St. Armand is responsible for ensuring the maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Town's responsibilities to its constituents. Each department head will retain control of the assigned department and implement orders received from the Emergency Operations Center.
3. The Town of St. Armand will seek the cooperation and aide of any or all surrounding communities in the event of an emergency or disaster. Arrangements for mutual aid are currently in place with the Village of Saranac Lake, Town of Harriestown, Town of Brighton, Town of Franklin, etc.
4. Regarding any major emergency or disaster situation the Town of St. Armand will contact:

Essex County Office of Emergency Services
Public Safety Building
PO Box 30
702 Stowersville Road
Lewis, NY 12950
(518) 873-3900
Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.
Dispatch/ Emergency Hours – 24/7/365
24 hour number (518) 873-6410
Fax (518) 873-3963
Email: wwade@co.essex.nyl.us
tlee@co.essex.ny.us

Emergency Services assistance will be requested when local or mutual aid resources are exhausted. All requests for Essex County Emergency Services will be approved by the Town Supervisor, or designated Official.

5. Military assistance requests will be made by the Town Supervisor to the Chairman of the Essex County Board of Supervisors who will forward the request to the Essex County Office of Emergency Services and to the New York State Emergency Management Office.
6. The American Red Cross is recognized as the agency responsible for mass care to persons immediately following a disaster. Local Red Cross Chapters can extend natural disaster relief assistance to individuals and families. The Red Cross can assume administrative and financial responsibility in providing this relief. American National Red Cross has been assigned this responsibility by The Congress of The United States.

The local Chapters of the Red Cross covering the Town of St. Armand are as follows:

North Country Chapter	Northeaster New York Region
26 Emory Place	33 Everett Road
Morrisonville, NY	Albany, NY 12205
(518) 561-7280	(518) 458-8111

RESPONSIBILITIES AND FUNCTIONS:

The responsibilities and functions listed below recognize only basic duties. Each position description may be altered or expanded to suit the needs of the Town. One person may fill one or more positions within the Town.

- The Supervisor of the Town of St. Armand is responsible for the conduct of disaster operations. The Supervisor will also be responsible for the following:
 1. The Supervisor will use any and all facilities, equipment, supplies, personnel and any other resource available within the Town of St. Armand in such manner as may be necessary or appropriate to cope with the disaster.
 2. The Supervisor will direct the activities of all agencies within the Town against the effects of emergency in conformance with the approved plans for the rescue and relief of the people in the community and the recovery and rehabilitation of the community. The Supervisor will utilize the services and staff at the Emergency Operations Center for implementation of necessary measures to achieve emergency operations.
 3. The Supervisor may fill the position of Emergency Coordinator, or may appoint a person to the position of Emergency Coordinator, depending upon the nature and scope of the emergency situation affecting the Town of St. Armand. The Emergency Coordinator directs the implementation of the comprehensive emergency plan for the Emergency Operations Center. The Coordinator will prepare estimates of the emergency situation and advise the staff of operation priorities and recommends requests for assistance from the Essex County Emergency Services Office and the American Red Cross.

4. The Supervisor may also act as the Public Information Officer, or may designate a person to be the Public Information Officer. The Public Information Office directs the local distribution of information and the issuance of news reports to the Public and notifies the Essex County Office of Emergency Services on the status and development of emergency measures, using all necessary media of public communication. If the Public Information Officer is any person other than the Town Supervisor, the PIO acts under the direction of the Supervisor, keeps the Supervisor informed of the situation and obtains permission from the Supervisor to release information to the general public or any news organization to ensure accuracy of facts.
- The Fire Chief and Fire Department Officers of the Town of St. Armand will be responsible for the following:
 1. Direction of all action to contain and extinguish fires resulting from emergencies.
 2. The removal and care of trapped or injured persons from damaged buildings and flooded areas.
 3. Assist the Town Supervisor, staff and constituents in any way necessary for the safety of the community.
 4. The Fire Chief may call upon the Essex County Fire Coordinator and/or Essex County Emergency Services Office, for advice or assistance concerning fire related emergencies, relief operations and the coordination of emergency shelters and provisions operations. The Fire Chief may also contact the local Chapter of the American Red Cross to assist with the coordination of emergency shelter and nourishment operations.
 - The New York State Police may designate a Traffic Control Officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The NYSP will direct all action to maintain order, prevent looting, alleviate panicked individuals, direct injured persons to medical installations and assist handicapped persons by obtaining transportation and directing them to the Emergency Operations Center. The NYSP may call upon the Essex County Sheriff's Office or the local Fire Department to assist them.
 - The Superintendent of Highways and the Highway Personnel for the Town of St. Armand are responsible for the following:
 1. Maintenance of Streets, Roads and Bridges. If a disaster causes damage to any of the above, it is the responsibility of the Superintendent to prohibit traffic to the affected area.
 2. The Superintendent will direct all action to verify stability, restore and maintain essential public facilities and services. This includes but is not limited to, streets, roads, bridges, public

buildings, public facilities and other community areas. It is the responsibility of the Superintendent to prevent injury by closing any affected site to the public.

3. The Superintendent may call upon the Essex County Department of Public Works, New York State Police, National Grid, or any other agency or utility, to assist in the closing of any area deemed unsafe.
 4. The Superintendent will work with the Superintendants of the Water and Sewer Departments to ensure safety in these areas and will assist in the restoration of the various essential services.
- The Town of St. Armand Water Superintendent and Sewer Superintendent are responsible for the following: ACTIVATION OF THE EMERGENCY RESPONSE PLAN FOR THE BLOOMINGDALE WATER DISTRICT.
 1. Contact the local Health Department on any Water Emergency at 518-891-1800.
 2. Work with local Health Department to determine if a “Boil Water Order” is necessary.
 3. Maintaining safe operations of the Water and Sewer Departments.
 4. Determining if a risk to the Water Quality requires a shutdown of the Water System.
 5. Informing the Town Supervisor of any risks to the Systems.
 6. Performing a shutdown of the system, if deemed necessary.
 7. Repairs to Water and Sewer systems.
 8. Assisting the community in the event of a complete shutdown of the systems. This may include finding alternative sources for potable water and disposal of waste.
 - The Code Enforcement Officer will be responsible for the safety inspection of damaged homes, businesses and public buildings before evacuees are allowed to re-occupy the same. The Code Enforcement Officer will also be responsible for assisting the Highway Superintendent, Water Superintendent and Sewer Superintendent in any way deemed necessary by them.
 - The Town Health Officer will be responsible for all actions to render health and medical services to the community. The Officer will alert local hospitals, ambulances, and doctors regarding anticipated medical needs. The Health

Officer may also contact the NYS Department of Health for assistance if necessary.

- The Bloomingdale School Principal will be responsible for directing the actions related to care for school students in attendance during an emergency.
- Additional responsibilities and functions, not named here, will be the responsibility of the Town Supervisor or their designee.

TOWN OF ST. ARMAND
EMERGENCY CONTACTS

Town Supervisor	Charles Whitson Jr.	(518) 891-3189 – Town Hall (518) 891-0703 – home (518) 569-3251 - cell
Deputy Town Supervisor	Samuel Grimone	(518) 891-2422 – home (518) 524-4634 – cell
Town Councilman	Jim Dakin	(518) 891-2534 – home (518) 637-1964 - cell
Town Councilman	Donald Amell	(518) 891-3670 – home
Town Clerk	Davina Thurston	(518) 354-5023 – home (518) 637-9185 – cell
Superintendant of Highways	Roger Oliver	(518) 891-5623 – Town Garage (518) 891-7091 – home (518) 637-4509 – cell
Water Department Supervisor	Jeff Cotter	(518) 891-6269 – home (518) 524-1296 – cell (518) 891-3743 – Water Plant & Pump House
Sewer Department Supervisor	Stan Ingison	(518) 946-7465 – home
Code Enforcement Officer	Robert Drosdowich	(518) 891-6939 – home (518) 524-6209 – cell
Town Health Officer	Raymond Scollin	(518) 572-3013 – cell
Bloomingdale Fire Department		(518) 891-1770
Bloomingdale Elementary School		(518) 891-3198
New York State Police		(518) 897-2000

Saranac Lake Police	(518) 891-4422
Department of Environmental Conservation	(518) 897-1300
Essex County Emergency Services 24 hour phone	(518) 873-6410
North Country Chapter of the American Red Cross	(518) 561-7280