



## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

# EMERGENCY OPERATIONS PLAN

## VILLAGE OF BROCKPORT Monroe County, New York State

Adopted by Village Board 5/14/13  
Confirmed by Village Board 7/20/15



# **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

## ***TABLE OF CONTENTS***

Table of Contents  
Signatures of Concurrence  
Resolution of Adoption

### **CHAPTER 1 – *INTRODUCTORY MATERIAL***

Introduction  
Purpose  
Objectives  
Authority  
Map of Village  
Phases of Emergency Management  
Stages of Emergencies  
Classifications of Emergencies

### **CHAPTER 2 – *CONCEPT OF OPERATIONS***

Local Control & Chain of Command  
Continuity of Government  
Action Prior to Declaration  
Sequence of Actions  
Emergency Notification Procedure  
Emergency Operations Center  
Mission Statements  
Maintenance of the Plan  
Incident Critique

### **CHAPTER 3 - *INDIVIDUAL OR DEPARTMENTAL RESPONSIBILITIES***

Chief Executive Officer  
Emergency Coordinator  
Village Board  
Village Administrative Staff  
    Village Clerk  
    Village Treasurer  
Brockport Fire District  
Brockport Police Department  
Department of Public Works  
Code Enforcement Department  
Public Information Officer  
On-Scene Media Spokesperson  
Medical Officer

### **APPENDICES**

1. *New York State Executive Law, Article 2-B*
2. *Sample form of Declaration of State of Emergency*

### **ANNEXES**

- A. *Communications Lists*
- B. *Notification Lists*



***RESOLUTION OF ADOPTION***

***WHEREAS***, the Village Board of the Village of Brockport recognizes that one of the most important responsibilities of local government is to provide for the response to and recovery from emergencies that abnormally affect the health, safety or welfare of the community; and

***WHEREAS***, while Brockport is very fortunate to be protected by excellent police, fire, EMS, code enforcement and Public Works departments, the Village Board recognizes that it must plan for extraordinary situations beyond the combined capabilities of these agencies; and

***WHEREAS***, Section 23 of Article 2-B of *New York Executive Law* authorizes the Village of Brockport to prepare a disaster preparedness plans; and

***WHEREAS***, this *Emergency Operations Plan* has been prepared in accordance with the Mayor's direction and under the authority of Article 2-B of *New York Executive Law*,

***NOW, THEREFORE BE IT RESOLVED***, that this *Emergency Operations Plan* of the Village of Brockport is hereby adopted and entered into force; and

***BE IT FURTHER RESOLVED***, that adoption of this *Emergency Operations Plan* establishes the following policies to protect the inhabitants of the Village:

- Authority for emergency response activities.
- Classification of emergency situations.
- Command and control structure for disasters.
- Line of succession to ensure continuity of government.
- Designation and establishment of an emergency operations center.
- Authorities to maintain, train, test and update the *Emergency Operations Plan*.
- Authorization to prepare a vulnerability analysis for the Village.
- Authorization to prepare an "all-hazards" mitigation plan.

*I hereby certify that this resolution was adopted the Village Board of the Village of Brockport at its regular meeting held on May 14, 2013.*

seal of the Village of Brockport

\_\_\_\_\_  
*Village Clerk*



# **CHAPTER 1**

## *Introductory Material*



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## INTRODUCTION

Emergencies are situations or the threat of impending situations abnormally affecting the property, health, safety or welfare of the community, which by their nature or magnitude require a co-coordinated response over and above the normal, day-to-day operations carried out by the first response agencies. A wide variety of emergencies, caused by nature or acts of mankind, can happen in the Village of Brockport. Such emergencies can result in human suffering, loss of life; property damage, economic harm, and can disrupt the normal functions of government, communities, and families. Brockport government must provide the leadership and direction to prevent, mitigate, respond to, and recover from the dangers and problems arising from such large-scale emergencies anywhere in the village.

Communities with effective comprehensive emergency management plans have the capability of saving lives, preventing injuries, and reducing property damage. Well-prepared communities will restore the quality of life with minimum disruption. While Brockport is very fortunate to have excellent emergency response services (police, fire, EMS, code enforcement, and public works) available to it, large scale disasters require a different approach, involving coordination and interaction that may be unfamiliar to emergency services personnel.

Recognizing that local government is the first line of official public-responsibility for emergency management, the Mayor of the Village of Brockport directed staff to develop an *Emergency Operations Plan*. Staff was charged with creating a comprehensive emergency management program that conforms to *New York State Executive Law* and generally accepted practices for delivering disaster management services.

## PURPOSE

This *Emergency Operations Plan* has been prepared to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, and welfare of the inhabitants of the Village of Brockport during the time of disaster. It provides officials of the Village and assisting agencies with a general guideline for the coordinated response to and recovery from an emergency. To aid in those tasks it presents an overview of responsibilities of the responding departments and agencies during a crisis or disaster.

## OBJECTIVES

Objectives of this plan are to:

- Establish the emergency response policies for the Village of Brockport for handling emergencies; and
- Define an authority structure for emergency operations; and
- Provide a guide for emergency responders to minimize the impact of and facilitate the recovery to a disaster; and
- Identify emergency response agencies, equipment, and resources available to be employed during such response and recovery operations; and
- Establish a communication structure.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## AUTHORITY

*New York State Executive Law*, Article 2-B, § 23 authorizes the Village of Brockport to prepare a disaster preparedness plan to minimize the effect of disasters.

Article 4, § 4-400 of *New York State Village Law* establishes the Mayor as the Chief Executive Officer of the Village. This is confirmed by definition in § 20.2.f (3) of *New York State Executive Law*.

Statutory authority in § 24.1 of Article 2-B of *New York State Executive Law* gives the MAYOR of the Village of Brockport, as the Chief Executive Officer, authority to proclaim a local state of emergency within the Village and promulgate local emergency orders necessary to protect life and property or to bring the situation under control.

Section 24.5 of Article 2-B of *New York State Executive Law* provides for obedience by all agencies and citizens to any emergency order issued by the Mayor.

A copy of Article 2-B, *New York State Executive Law* is provided in Appendix 1.

The Village of Brockport *Emergency Operations Plan* was adopted by resolution passed at a regular meeting of the Village Board held on January 22, 2013. It covers all emergency operations within the village. Jurisdictional limits of the village are shown on Figure 1.





# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *PHASES OF EMERGENCY MANAGEMENT*

Comprehensive emergency management involves four phases: mitigation, preparedness, response, and recovery. Each phase results from the previous one and establishes the requirements for the next.

**MITIGATION** – Activities that identify and eliminate or reduce the chance of occurrence or the effects of a disaster. These activities can

- Prevent the creation of a hazard in the first place.
- Reduce or limit the size of the hazard.
- Separate the hazard from the entity to be protected
- Prevent the release or spread of a hazard.
- Modify the qualities of the hazard
- Modify the release or distribution of the hazard
- Research to attack or control a hazard.
- Disseminating information.

Tools used in mitigation include, but are not limited to, hazard identification, vulnerability analysis, zoning ordinances, building codes, public health laws, fire regulations, risk management, traffic laws, etc.

**PREPAREDNESS** – Activities designed to have trained personnel, equipment, and resources ready to save lives and minimize damage in the event of an emergency. This phase also includes the planning necessary to adequately respond to disasters. Preparedness planning includes responding to both natural and man-made hazards.

**RESPONSE** – Actions involving the rendering of aid and assistance during an emergency. These actions will deal with immediate public safety, property security, and public welfare. It also includes actions to restore the necessities of life.

**RECOVERY** – This phase is the restoration of the community back to pre-disaster conditions. It may be of short-term duration, such as several hours to clear the streets after a fire is put out, or long-term such as months of cleanup after a severe hurricane. Long-term recovery may include complete redevelopment of damaged areas and last years.





# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *STAGES OF AN EMERGENCY*

Emergencies and disasters evolve through several stages. These stages include:

**STAGE 1 Pre-emergency** – No unusual incidents. Agencies and departments are operating in normal modes and following standard operating procedures. This is the time for planning, training, testing, and educating the public on the *Emergency Operations Plan*. It is also the time when mitigation measures should be undertaken to lower the risks and increase the protection from emergencies.

**STAGE 2 Warning** – Information indicating a potential emergency event may take place is available (weather forecast for a severe snow storm) and may allow time for preparation (DPW gets plows on trucks, fire department alerts personnel, residents stock up on supplies).

**STAGE 3 Impact** – Depending on the nature of the emergency, this phase may last only moments (tornado, crash, explosion), for hours (hurricane, severe snow storm, major fire), or for several days (blizzard, hazardous material incident).

**STAGE 4 Response** – Activities undertaken immediately following the occurrence of an emergency or disaster to save lives, protect property, reduce the likelihood of secondary damage, and stabilize the situation.

**STAGE 5 Recovery** – The phase where activities to bring the Village back to normal are undertaken. Recovery may be brief (road opened up after accident or fire) or prolonged (removal of debris from hurricane, rebuilding collapsed bridge).



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *CLASSIFICATION OF EMERGENCIES*

Emergency situations in the Village of Brockport shall be classified and identified as presented below:

**LEVEL 0 Normal operations** – Agencies continue with their day-to-day normal routine or are inactive.

**LEVEL 1 Routine emergency response** – Routine emergency response where one of the primary emergency response services is operating well within its capabilities to handle the situation.

- minor motor vehicle accident
- average house fire
- routine EMS
- routine snowstorm

Command rests with one “on-scene” individual, who shall use the incident command system (ICS) to control all activities.

The Emergency Operations Center will not be activated.

**LEVEL 2 Response involving 3 or more emergency services** – Any incident that requires coordination of three or more of the primary emergency response services. Command shall remain with the on-scene commander who shall use a “unified” command system to control the situation.

Incident Commander may request that the Emergency Operations Center be activated to provide assistance and support services to the incident response.

**LEVEL 3 Declared disaster** – A major emergency situation that involves requesting assistance from additional agencies or special units. At this level the Mayor declares a STATE OF EMERGENCY. Incident Command rests with the Mayor. State and Federal assistance may be requested by the Mayor if the situation requires. Mayor will go to County first as the State will likely require starting with County for resources and assistance with State.

Emergency Operations Center shall be activated and staffed by all agency representatives at basement of 38 Market Street, Fire Department. Agency representatives reporting to the EOC should bring any and all needed resource information, maps and contact information that will assist in the management of the incident.

Alternate EOC site to be determined in case primary site goes down: \_\_\_\_\_



# **CHAPTER 2**

## *Concept of Operations*



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## ***LOCAL CONTROL and CHAIN OF COMMAND***

The first line of defense for any emergency is the local government. People living in and visiting Brockport are fortunate to be protected by well-trained, well-equipped, emergency response agencies. Police, Fire, EMS and Public Works personnel are dedicated to serving and protecting the residents and property of the village. Command of all emergency response shall remain with Brockport government.

During **Level 0** operations, the various department heads, or authorized representative will be in charge of and direct the activities of their various agencies. The chain of command shall be as is set out in the agencies normal Table of Organization and Standard Operating Procedures.

At **Level 1** operations, each agency is operating well within its capabilities to handle the average incident. The senior officer of the jurisdictional agency shall be the Incident Commander (Fire department for structure fire, Police for riot situation, EMS for medical & casualties, DPW for snow storm, etc.). Other agencies shall provide assistance under the direction of the incident commander.

**Level 2** operations require the response of several agencies. The senior officer of the jurisdictional agency shall be the Incident Commander, but shall use a unified command structure.

For a **Level 3** disaster, the Village Mayor shall assume overall command under article 2-B of *New York State Executive Law*. The Mayor or their designee shall be the Incident Commander and shall be responsible for organizing and regulating emergency response organizations. The Emergency Coordinator shall manage the Emergency Operations Center. All other agencies and departments shall continue to follow, as closely as possible, their standard operating procedures, under the direction of the Mayor. While various tasks and duties will be delegated to department heads or chiefs, ultimate authority and responsibility will always remain with the Village Mayor. The Mayor, or designated successor, shall use the Incident Command System for command and control of the situation.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## ***CONTINUITY OF GOVERNMENT***

Pursuant to *New York State Village Law*, the MAYOR is the Chief Executive Officer of the Village of Brockport. During a **Level 3** emergency the MAYOR is the Incident Commander.

Should the Mayor be unable to fulfill the duties of office because of death, disability, incapacity, or unavailability, succession of command shall pass as follows:

DEPUTY MAYOR or a designated Trustee  
EMERGENCY COORDINATOR  
SUPERINTENDENT OF PUBLIC WORKS  
POLICE CHIEF  
FIRE CHIEF  
VILLAGE CLERK  
VILLAGE TREASURER

## ***ACTION PRIOR TO DECLARATION***

When an emergency exists but a disaster declaration has not been issued, Village personnel may take such actions under this *Emergency Operations Plan* as may be required to protect lives and property in the Village of Brockport. Agencies will operate using standard operating procedures to accomplish the tasks required address the situation.

## ***SEQUENCE OF ACTIONS***

Emergency occurs.

Local emergency response agencies implement standard operating procedures to address the situation.

On-scene Incident Commander evaluates the situation and takes appropriate actions to control the incident.

- If necessary, the Emergency Operations Center can be opened upon request of the Incident Commander. The Incident Commander shall notify County Office of Emergency Management as to opening Village EOC.

If the incident exceeds the capabilities of the responding agencies, the Incident Commander may declare a Level 3 disaster and request the Mayor to declare a State of Emergency.

The Incident Commander shall notify the Mayor and the Emergency Coordinator.

The Mayor and the Emergency Coordinator shall respond to the Emergency Operations Center at 38 Market Street (basement) and evaluate the situation.

If it is determined that a State of Emergency exists, the Mayor shall issue the appropriate declaration.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall be activated.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan*.
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.
- Village of Brockport website address.

The declaration shall be executed in triplicate and shall be filed within 72 hours, or as soon as thereafter practicable, in:

The office of the Village Clerk; and  
The office of the Monroe County Clerk; and  
The office of the New York State Secretary of State.

Any emergency orders or directives promulgated under a declaration of a state of emergency shall also be filed, in triplicate, as described above. Such orders and directives shall cease to be effective five days after promulgation or upon declaration of the Chief Executive Officer that the State of Emergency no longer exists, whichever occurs sooner. In the event that a longer time period is required, the Chief Executive Officer must reissue such order or directive.

Upon issuance of a Declaration of a State of Emergency the Mayor shall assume Incident Command.

Notification of all required personnel shall be undertaken as directed in the Communications Annex.

All required personnel shall report to the Emergency Operations Center and be briefed.

Emergency operations shall continue as directed by the Incident Commander. EOC staff shall maintain appropriate records of labor, equipment, and materials used.

EOC staff shall compile initial estimate of damage and evaluate the need for a County, State or Federal declaration of a State of Emergency.

The Mayor may request State or Federal assistance through the Monroe County or NYS Office of Emergency Preparedness. Mayor will go to County first as the State will likely require starting with County for resources and assistance with State.

State/Federal agencies will survey the scene and prepare a Preliminary Damage Assessment.

Governor may request Federal assistance from the President of the United States.



## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

The President makes a declaration of a Federal disaster.

The Emergency Coordinator shall be the “applicant’s agent” for the village and shall coordinate with the designated State and Federal Coordinating Officers.

Emergency Coordinator attends Applicant’s Briefing.

Village submits *Request for Public Assistance*.

EOC staff prepares records and documentation necessary for Federal/State reimbursement.

### ***EMERGENCY NOTIFICATION PROCEDURE***

Upon direction of the Mayor, Fire Chief, Police Chief, Superintendent of Public Works, or Emergency Coordinator, to activate the Emergency Notification Procedure the process shall be carried out at once by the respective Incident Commander, using established guidelines and protocols.

The dispatcher will note the details of the message (e.g. description of the emergency, instructions to remain on standby or report to the EOC, etc).

Dispatchers shall ensure the information is passed to and understood by each person notified.

Individuals on the Notification List (see Annex 1) shall be called in order, starting with the Mayor.

If the primary contact cannot be reached at any of the numbers listed, the appropriate deputy or alternate shall be contacted.

If neither can be reached, continue with the notifications of others on the list.

Once the end of the list is reached, the dispatcher shall attempt to reach those who were not yet contacted.

The dispatcher shall note the time each individual is contacted.

### ***EMERGENCY OPERATIONS CENTER***

The Emergency Operations Center for the Village of Brockport shall be located in basement of the Market Street Fire house (38 Market Street).

Alternate EOC site to be determined in case primary site goes down: \_\_\_\_\_

When directed to activate the EOC, the Emergency Coordinator shall report to 38 Market Street and take charge of operations until the Mayor arrives. At that time command shall be transferred to the Village Mayor. The Emergency Coordinator shall then act as EOC Director and manage the EOC.



## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

Access to the EOC shall be controlled and limited to authorized personnel. A Brockport Police Officer shall be assigned to control access. The Emergency Coordinator shall provide a list of authorized personnel.

Activities at the EOC shall be conducted and coordinated with functions of each agency involved. Every responding agency shall have an assigned workspace or workstation in the EOC. The Emergency Coordinator shall maintain an up-to-date chart of activities and coordination required.





# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## ***MISSION STATEMENTS***

In the Village of Brockport, the following agencies may be involved in emergency responses, and may be called upon to provide the services listed below:

### **Public Officials**

Prepare and maintain *Emergency Operations Plan*.  
Declare State of Emergency.  
Shoulders the responsibility for emergency response and protecting the public.  
Order evacuations.  
Coordinate the use of resources  
Request County, State, or Federal assistance  
Authorize expenditure of Village funds.  
Keep records of personnel, materials, and expenses.

### **Brockport Fire District**

Fire suppression.  
Fire control.  
Rescue.  
Initiate mutual aid requests.  
Evacuation assistance.  
Fire protection for evacuated areas.  
Hazardous material response.

### **Brockport EMS**

Triage.  
Emergency medical care.  
Communications with hospitals.  
Communications with mutual aid EMS agencies.  
Assist in evacuations.  
Assist with rescues.  
Care for specialized populations.  
- Hospitals, medical facilities, nursing homes, and schools.  
- Invalids at home.  
- Blind, hearing impaired or other disabled.  
Transport victims to medical facilities.  
General medical response needs.

### **Brockport Police Department**

Law enforcement.  
Traffic control (including rerouting).  
Civil order.  
Investigation / technical response  
Assist in evacuations.  
EOC security.  
Scene access control.  
Crowd control.  
Security for evacuated areas.  
University Police.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## **Emergency Coordinator**

Maintain a list of contacts.  
Notification of responding agencies and officials.  
Incident communications.  
Maintain communication equipment.  
Restore communications in the event of loss.

## **Department of Public Works**

Provide heavy equipment.  
Provide additional personnel.  
Assist in traffic and crowd control (signs, barricades, etc.).  
Provide information on streets, storm & sanitary sewers, road closings, construction, and water systems.  
Transportation of materials & equipment.  
Assist in containing spills.  
Provide mechanics for equipment repairs.  
Maintain list of vendors and equipment suppliers.  
Assist in assessment of damages.  
Engineering services.  
Coordinates with private sector utilities on shutdown and service restoration  
Assist with providing fuel for all village, police, fire and EMS agencies, as well as the possibility of providing fuel to incoming agencies that assist local agencies

## **Code Enforcement**

### **Building Inspector / Fire Marshal**

Determine / assessment of damaged buildings.  
Determine /initiate Code Enforcement State mutual aid request  
Determine level of damaged building hazards by placards / postings  
Assure buildings or occupant hazards have been secured, removed or abated



## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

Additional support or assistance may be obtained from the following agencies or organizations:

<b>Brockport Central School District</b>	Transportation of evacuees. Shelters.
<b>SUNY College at Brockport</b>	Shelters.
<b>Monroe County Office of Emergency Management</b>	Maintain lists of resources. Develop and maintain emergency alert list for County State and Federal officials. Initiate the Emergency Communications Network. Initiate radiological and hazardous materials monitoring reports, and analysis systems. Develop alerting procedures. Maintain liaison with County officials.
<b>Hazardous Materials Response Team</b>	Upon request responds to and stabilizes hazmat incidents. Establish safety zone around hazmat. Identify hazardous materials. Containment of hazardous substances. Decontamination of emergency response personnel. Provide mutual aid to other requesting agencies.
<b>Department of Health</b>	Inspection of shelters. Environmental health response to ensure proper control of hazardous materials and their removal. Provide environmental monitoring. Care for specialized populations.
<b>Community Services American Red Cross Salvation Army</b>	Opening congregate care facilities. Registration of evacuees. Reuniting of families. Feeding of evacuees and victims. Income maintenance services. Information and referral services. Sheltering. Clothing. Other staple necessities.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *MAINTENANCE OF EMERGENCY OPERATIONS PLAN*

### ANNUAL REVIEW

This *Emergency Operations Plan* shall be reviewed **annually** and, where necessary, revised by an Emergency Management Committee appointed by the Mayor.

Revisions to the *Emergency Operations Plan* shall be submitted to the Village Board for approval. However, revisions to the various annexes and contact lists can be made without Board approval.

The Village Clerk is responsible for maintaining the original of the document and its publication when necessary. It is the responsibility of each person, agency, service, organization, or department named within the *Emergency Operations Plan* to notify the Village Clerk forthwith, of any revisions to the annexes, or changes to the contact lists. The Village Clerk shall advise the Mayor of any changes.

### INTERNAL PROCEDURES

Each service and department involved with this plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

A member of each department shall be designated to maintain and revise its own emergency procedures or guidelines.

### TRAINING

To ensure that this plan is implemented effectively, there shall be at least one training session conducted **annually**, with each agency or unit of government identified as a primary response service.

### EXERCISE

To effectively implement any operations plan, it must be functional to the intended user. An effective exercise program will strengthen response management, coordination, and operations; plus reveal shortcomings and weaknesses that can be identified prior to an actual emergency. Corrective measures can be taken to improve and refine response efforts.

Exercises are generally classified into four categories: Orientations, Tabletop, Functional, and Full-scale.

These exercises vary in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and assets. Each provides their own benefits and should be considered in the development of an exercise program to satisfy community needs.



## EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

The following is a brief discussion of various types of exercises:

**ORIENTATIONS** are used to acquaint personnel and responders with policies and procedures developed in the planning process, providing a general overview of the emergency operations plan and its provisions. An orientation is especially effective in ensuring that emergency responders understand their roles and responsibilities. It will help clarify any complex or sensitive plan elements. While the orientation does not normally involve direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to participants.

A **TABLETOP** exercise is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. Tabletop exercises are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. Participants are allowed to act out critical steps, recognize difficulties and resolve problems in a non-threatening format. A Tabletop exercise usually lasts two to four hours and requires trained facilitators.

A **FUNCTIONAL** exercise is a simulation designed to provide training and evaluation of integrated emergency operations and management. More complex than a tabletop, it focuses on interaction of decision-making and agency coordination in a typical emergency management environment such as an EOC or command post. All field operations are simulated activities, although messages and information are normally exchanged using actual communication equipment, including radios, telephone, and computers. It permits decision makers, command officers, coordination and operations personnel to practice emergency response management in a realistic forum with time constraints and stress. This kind of exercise generally includes several organizations and agencies practicing interaction of a series of emergency functions such as incident command, assessment, shelter-in-place and evacuation.

The **FULL-SCALE** exercise is used to evaluate several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the Functional exercise, but it is different by adding the field operations component. A detailed scenario and simulation are used to approximate an incident that requires on-scene direction and operations, and also includes coordination and policy-making roles at a command post and at an Emergency Operations Center. Incident Command, mobilization of resources, communications and other special functions are commonly exercised.

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the Village of Brockport has developed a progressive exercise program by scheduling basic Orientations to introduce the *Emergency Operations Plan* and the specific policies and responsibilities established. Table Top exercises will then be held to implement actual coordination and leadership provisions of the plan. These will be followed by functional exercises to integrate the plan's more complex sections under simulated emergency conditions. The entire emergency response system shall be evaluated by a full-scale exercise. The Emergency Program Manager and the Emergency Plan Review Committee will review problems identified in exercises that point out training or planning deficiencies. Recommendations for corrective measures shall be referred to the appropriate channels for action.



## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

### ***INCIDENT CRITIQUE***

Following any Level 2 or Level 3 incident, The Emergency Coordinator shall schedule a debriefing of the emergency. The Emergency Coordinator and the Incident Commander shall determine the composition of the debriefing team. A report of the critique shall be prepared and provided to the Mayor and Village Board, the Emergency Plan Review Committee, appropriate agencies, and referred to the appropriate departments for any corrective actions identified.



## **CHAPTER 3**

# *Individual or Departmental Responsibilities*

The following pages list some of the duties and responsibilities of various individuals and departments during an emergency situation.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## ***CHIEF EXECUTIVE OFFICER***

The **Mayor** of the Village of Brockport is the Chief Executive Officer of the village. During a **Level 3** emergency the Mayor shall be the **INCIDENT COMMANDER** and is responsible for:

- The conduct of disaster operations within the Village.
- Appointing an Emergency Coordinator, who shall be the EOC Director
- Obtaining briefing from prior incident commander.
- Assessing the incident situation.
- Activating the Emergency Operation Plan.
- Declaring a State of Emergency within the designated area.
- Chairing meetings of the Emergency Operations Center staff.
- Managing incident operations by using any and all facilities, equipment, supplies, personnel, and other resources available in such a manner as may be necessary to cope with the emergency situation.
- Approving requests for additional resources and requests for release of resources.
- Directing the activities of all agencies within the Village, or responding to the situation, against the effects of any emergency in conformance with approved plan.
- Ensuring that the members of the Village Board, the County Executive, and the State Governor are advised of the declaration and termination of a *State of Emergency*, and kept informed of the emergency situation.
- Authorizing release of information to news media.
- Releasing resources and supplies.
- Approving plan for demobilization.





## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

### ***EMERGENCY COORDINATOR***

The **Emergency Coordinator**, designated by the Mayor, shall be the **EOC DIRECTOR** and is responsible for:

- Activating the emergency notification system.
- Activating the Emergency Operations Center.
- Checking that EOC staff have received and understand appropriate Standard Operating Procedures.
- Directing and co-coordinating the functions of the Emergency Operations Center staff.
- Appointing a communications officer and/or an IT officer to assist with all aspects of phone, radio, radio interops and computer operations.
- Preparing estimates of the situation.
- Determining information needs and inform command personnel of needs.
- Ensuring EOC staff receives periodical briefings and reports.
- Advising the Mayor of operational priorities.
- Recommending and co-coordinating requests for assistance from Monroe County Office of Emergency Management, New York State Emergency Management Office, and Federal Emergency Management Agency.
- The Emergency Coordinator shall be the "applicant's agent" for the village and shall coordinate with the designated State and Federal Coordinating Officers.
- Emergency Coordinator attends Applicant's Briefing.
- Participating in all demobilizing planning.
- Participating in post-incident debriefing.
- Ensuring all logs, memos, reports, and messages are maintained during the incident and collected when the emergency is terminated.
- Restoring the EOC to its pre-emergency status when the emergency is terminated or when directed by the Mayor.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Within two weeks of the termination of a Level 2 or Level 3 incident, schedule an incident critique. A report of the critique shall be prepared and provided to the Mayor and Village Board. The Report shall contain a summary of the incident, lessons learned, and recommendations for corrective actions.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *VILLAGE BOARD OF TRUSTEES*

The **Board of Trustees**, as the elected representatives of the people shall:

- Take all appropriate steps to prepare for any emergency or disaster.
- Ensure that the Village of Brockport has a current, updated *Emergency Operations Plan*.
- Ensure that the EOP is reviewed and maintained annually.
- Approve the *Emergency Operations Plan*.
- Receive notification of and briefings on any emergency situation.
- Respond as requested by the Mayor.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## ***VILLAGE CLERK***

The **Village Clerk** shall be the Incident Commander's **SCRIBE** and is responsible for:

- Ensuring that a supply of the following forms are available for emergency actions:
  - Time sheets
  - Supplies/material requests
  - EOC log forms
  - Message form
- Preparing and stocking EOC to ensure activation with minimum delay.
- Updating the call lists with current contact numbers and addresses.
- Publishing and distributing the *Emergency Operations Plan* to appropriate officials and agencies.
- Responding to EOC upon notification.
- Assist EOC staff with record keeping and documentation.
- Prepare executive orders for publication and distribution.
- Maintaining official documents and records related to the incident.
- Participating in all demobilizing planning.
- Re-establish pre-emergency operations of Village Hall at the termination of the incident.
- Collect all logs, memos, messages, and timekeeping records from the agencies involved.
- Assist the Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *TREASURER*

The **Treasurer** shall be the **FINANCE SECTION CHIEF** and is responsible for:

- Developing an operations plan for finance functions during the incident.
- Identifying and ordering supply and support needs for the EOC, including the following forms for emergency actions:
  - Vouchers
  - Checks for payables and receivables
  - Cost accounting forms to track costs of the emergency
- Responding to EOC upon notification.
- Obtaining briefing from Mayor.
- Providing finance matter input at all planning sessions.
- Assist EOC staff with financial record keeping and documentation.
- Meet with assisting and cooperating agency representatives as required.
- Prepare checks and payments for emergency supplies and resources when authorized by the Mayor.
- Ensuring that all obligation documents initiated during the incident are properly prepared and completed.
- Maintaining official financial documents and records related to the incident for preparation of reimbursement.
- Participating in all demobilizing planning.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



## EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

### ***BROCKPORT FIRE DISTRICT***

The **Fire Chief** and **Officers** shall be responsible for:

- Requesting activation of the *Emergency Operations Plans* when circumstances require.
- Providing the Mayor with information and advice on firefighting and rescue matters.
- Deploying firefighting and rescue personnel and equipment as needed.
- Informing the County Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, monitoring equipment.
- Providing assistance to other community departments and agencies.
- Providing limited dispatch services from the communications area of 38 Market Street to assist with interoperable communications among agencies, especially local and mutual aid fire agencies that may be summoned to assist or handle calls for service.
- Being prepared to contribute to or take charge of non-firefighting operations, if necessary.
- Reestablish pre-emergency operations of the Fire District at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## ***BROCKPORT POLICE DEPARTMENT***

The **Police Chief**, or designated representative, shall be responsible for:

- Requesting activation of the *Emergency Operations Plan* when circumstances require.
- Notify necessary emergency and community services, as required.
- Assign an officer to the EOC as Security Officer to control access to the center.
- Direct all actions to maintain order, prevent looting, and help alleviate panic.
- Establish an inner perimeter within the affected area.
- Establish an outer perimeter in the vicinity of the emergency to restrict access to authorized personnel only.
- Provide traffic control to facilitate the movement of emergency response personnel, vehicles and delivery of essential supplies and equipment.
- Alert persons endangered by the emergency and co-coordinating evacuation procedures.
- Direct injured to medical facilities, and assist disabled individuals by obtaining transportation and directing them to the appropriate designated reception shelter.
- Liaison with other community, county, state, and federal police agencies if required.
- Request advice from or the assistance of other law enforcement agencies, as necessary.
- Notify the medical examiner of fatalities.
- Provide police services in the evacuation centers, morgues, and other facilities as required.
- Reestablish pre-emergency operations of the Police Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *DEPARTMENT OF PUBLIC WORKS*

The **Superintendent of Public Works**, or designated representative, shall be responsible for, but not limited to:

- Requesting the activation of the Emergency Operation Plan when circumstances require.
- Directing actions to check restore and maintain essential public facilities and services.
- Working with utility companies and authorities in the restoration of various utilities.
- Assigning an Emergency Site representative if required.
- Liaisoning with flood control, conservation and environmental agencies and being prepared to take preventative actions.
- Supplying public works vehicles, equipment, qualified operators, and personnel as required by any other emergency service.
- Discontinuing any public works service or utility to any consumer, as required by the incident, and restoring those services when appropriate.
- Providing the Incident Command with information and advice on engineering matters.
- Coordinating with the Fire Chief concerning emergency water supplies for firefighting purposes.
- Ensuring emergency potable water supply and sanitation facilities are available to the requirements of the Medical Officer.
- Providing equipment for emergency pumping operations.
- The maintenance of sanitary sewage collection and water distribution systems.
- The construction, maintenance, and repair of streets.
- Assisting the Police Department with traffic control.
- Removing and disposing debris from the incident.
- Reestablishing pre-emergency operations of the Public Works Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

### ***CODE ENFORCEMENT DEPARTMENT***

The **Code Enforcement Officer/ Building Inspector/Fire Marshal** or designated representative shall:

- Determine / assessment of damaged buildings.
- Determine / initiate Code Enforcement State mutual aid request.
- Determine the level of damaged building hazards by placards / postings.
- Assure that buildings or occupant hazards have been secured, removed or abated.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.





# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *PUBLIC INFORMATION OFFICER*

The **Public Information Officer**, designated by the Mayor, is responsible for, when directed by the incident Commander:

- Maintaining a current list of media contacts.
- Establishing a Citizen Inquiry Service, including assigning personnel and designation of telephone lines.
- Designating a Site Media Spokesperson who will be the on-scene representative of the PIO.
- Apprising the affected emergency services, Communications Center, and media of the establishment of the Public Information section and designated contact numbers.
- Advising the media of the location of the on-scene media information center.
- Issuing authoritative instructions to the public.
- Dissemination of news and information to the media and public.
- Responding to or redirecting individual requests for, or reports on, information concerning any aspect of the emergency.
- Monitoring news coverage and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Participating in post-incident debriefing.



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

## *SITE MEDIA SPOKESPERSON*

The **Site Media Spokesperson**, designated by the PIO, is responsible for:

- Responding the on-scene command center.
- Establishing and coordinating a media information center in a safe, appropriate location, at or near the incident site, for media to assemble.
- Establishing a communication link and regular liaison with the Public Information Officer at the Emergency Operations Center.
- Redirecting all inquiries about decisions made by the Incident Commander and about the emergency as a whole, to the PIO.
- Ensuring that the media arriving at the site are directed to the on-scene media information center.
- Where necessary and appropriate, coordinating media photograph sessions at the scene.
- Coordinating on-scene interviews between emergency services personnel and the media.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



## **EMERGENCY OPERATIONS PLAN**

Village of Brockport, New York

### ***MEDICAL OFFICER / EMS CHIEF***

The **Medical Officer / EMS Chief**, or designated representative, shall:

- Report to the EOC upon its activation.
- Notify hospital and ambulance services of the emergency situation.
- Maintain communications with medical facilities throughout the incident.
- Advising the Incident Commander on any matters that may affect public health.
- Act as coordinating link for all emergency health services and the EOC.
- Notify Staff and place them on stand-by.
- Provide authoritative instructions on health and safety matters to the public through the PIO.
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics with the County, State, and Federal public health organizations.
- Ensure coordination of care of bed-ridden citizens and invalids at home and in evacuation centers during the emergency.
- Notify the senior Public Works officer of the need for potable water supplies and sanitation facilities.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



# **APPENDIX 1**

## **Article 2-B**

### ***NEW YORK STATE EXECUTIVE LAW***

Refer to a copy of New York State Executive Law – Article 2-B  
STATE AND LOCAL NATURAL AND MAN-MADE DISASTER PREPAREDNESS  
Advice on the specific language of the law and interpretation  
should be obtained from the Village Attorney.



# APPENNDIX 2

## **SAMPLE FORM OF *DECLARATION OF STATE OF EMERGENCY***

The following is a sample of the format to be used to issue a Declaration of a State of Emergency.

Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall go into a state of operation.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan*.
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.
- Village website address.

The declaration shall be executed in triplicate and shall be filed within 72 hours or as soon as thereafter as practicable, in:

The office of the Village Clerk; and  
The office of the Monroe County Clerk; and  
The office of the New York State Secretary of State



# EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

Village of Brockport  
Monroe County, New York State

## DECLARATION OF STATE OF EMERGENCY

\_\_\_\_\_  
(Describe the emergency – Snow Storm, Riot, Earthquake, etc.)

WHEREAS, the following conditions that threaten or imperil the health, safety, and welfare of the citizens of the Village: \_\_\_\_\_

(describe the emergency or conditions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE, as Chief Executive of the Village of Brockport, and pursuant to the authority granted to me under Article 2B of New York State *Executive Law* to preserve public safety, I, Mayor \_\_\_\_\_, hereby declare that a State of Emergency exists in the Village of Brockport effective as of \_\_\_\_\_ .M. on \_\_\_\_\_ day, \_\_\_\_\_ 20\_\_ and ending as of \_\_\_\_\_ .M. on \_\_\_\_\_ day, \_\_\_\_\_ 20\_\_.

FURTHER, I hereby invoke and declare in full force and effect the Brockport *Emergency Operations Plan*, along with all laws, statutes, and regulations of the State of New York and Village of Brockport, for the exercise of all emergency authority for the protection of the health, safety and welfare of the people of Brockport and the restoration of local government with a minimum of interruption.

All Public Officers and employees of the Village of Brockport are hereby directed exercise the utmost diligence in discharging the duties required of them for the duration of the disaster and in the execution of all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

All citizens of the Village are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency response agencies in executing emergency operations, and to obey and comply with the lawful directions of properly identified public officers and all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

By Order of

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Mayor



# **ANNEX A**

  

## **COMMUNICATIONS RADIO FREQUENCIES VEHICLE & PERSONNEL RADIO CALL SIGNS LISTING**

Emergency Coordinator to complete & provide to all with a role.



# **ANNEX B**

# **NOTIFICATION LISTS**

Emergency Coordinator to complete & provide to all with a role.