

EMERGENCY OPERATIONS PLAN

FOR THE

TOWN OF CONCORD

COUNTY OF ERIE

DATE: November 13, 1995

Updated: June 24th, 2008

Updated 2/26/09

CERTIFICATION

Mary E. Bolt, Clerk of the Town of Concord hereby certifies that the 13th day of Nov, 1995 the foregoing was adopted by a majority vote of the Town Board/~~Council~~ of the Town of Concord, Erie County.

Mary E. Bolt

Town Clerk

November 14, 1995

Date

TABLE OF CONTENTS

Certification	i
Table of Contents	ii
Preface	iii
Disaster Response Plan:	
Purpose	1
Authority	1
Preparedness	2
Mobilization	2
Responsibilities	3
Sequence of Action	5
Standard Operating Procedures – CEO	6
Declaration of disaster/emergency	8
Standard Operating Procedures (SOP)	10-34

PREFACE

1. A wide variety of emergencies caused by nature, or man, may result in loss of life or property to our citizens.
2. Town government must provide the leadership and direction to prevent, mitigate and respond to these emergencies and disasters.
3. The Town, 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 senior elected official, or their successor, to declare the existence of such an emergency condition.

DISASTER RESPONSE PLAN

Town of Concord

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 dated 1978. Under this law, the Village is authorized to prepare a Disaster Plan to enable it to deal effectively with potential disaster situations.


Statutory authority is given to the CEO to designate and be responsible for an emergency situation occurring or affecting the Town. The CEO or his/her successor is the only person who may request assistance from the next higher level of government. For the Town, the next higher level of government is the County government.

A line of succession shall be set up to designate who shall act as the agent for the Town of Concord when the CEO is unavailable or his/her arrival constitutes an unacceptable delay. CEO Supervisor, Designee 1 Deputy Supervisor, Designee 2 Senior Town Board Member, Said Designee may, under those conditions where the CEO is unavailable or his/her arrival constitutes an unacceptable delay, issue a declaration of emergency which shall be followed by the steps required by Article 2-B dated 1978.

PREPAREDNESS

The CEO shall, in consultation with others, which s/he deems appropriate, make such plans, as s/he deems necessary to prevent and minimize the effects of disaster. These steps shall include, but need not be limited to (i) identification of potential disasters and disaster sites (see figure 1); (ii) recommend disaster prevention projects; (iii) suggest revisions and additions to building and safety codes and zoning and other land use programs; and (iv) take such other measures as reasonably can be taken to prevent disasters or mitigate their impact.

MOBILIZATION

 The Emergency Operations Center (EOC) will be the Village Office located at 86 Franklin Street. The Alternate Emergency Operations Center (AEOC) will be the Town Highway, located at North Central Avenue.

The EOC to be used will be determined by the CEO or his/her successor at the time of the emergency departments the Erie County Sheriff's Department town, village, or city police departments, New York State Police, town, village and city board members, and the Erie County Emergency Management Office.

The CEO may declare an Emergency (Disaster) after all information is assessed.

RESPONSIBILITIES

1. The CEO is responsible for the conduct of disaster operations within his/her political supervision.

The CEO shall use any and all facilities, equipment, supplies personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster (see figure 3)

The CEO shall direct the activities of all agencies within the political subdivision against the effects of the emergency (see figure 2). The CEO will utilize services of the emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

The CEO may appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.

2. The Concord 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*. (*list by title and name)

- | | | |
|----|-------------------------------|--|
| a. | Gary Eppolito | Chief Executive Officer (CEO) |
| b. | Michael Willibey | Emergency Coordinator |
| c. | James M. Krezmien | Deputy Supervisor |
| d. | William F. Snyder III | Concord Town Board Member |
| | Kenneth D. Zittel | Concord Town Board Member |
| | Clyde M. Drake | Concord Town Board Member |
| e. | Deborah M. Barone | Town Attorney |
| f. | Darlene G. Schweikert | Town Clerk |
| g. | Lawrence J. Kelly, Jr. | Town Planning Board Chairmen |
| h. | Al Pirro | Code Enforcement Office and Bldg Inspector |
| i. | Dennis M. Dains | Highway Superintendent |
| j. | Springville Fire Dept. | |
| | Mortons Corners Fire Dept. | |
| | East Concord Fire Dept. | |
| | Boston Fire Dept. | |
| k. | National Fuel Gas | |
| | New York State Electric & Gas | |
| | Springville Electric | |

Springville Electric

3

- | | | |
|----|-------------------|--------------------------------|
| | Springville Water | Public Utilities; (County EOC) |
| l. | WSPQ Radio | Communications |
| m. | WSPQ Radio | Public Information |

SEQUENCE OF ACTION

The Concord town board members, Highway Superintendent, the town clerk and other town personnel as designated will assemble at the EOC upon notification of an Emergency. Emergency notification list is kept on file with the Concord Town Clerk.

The Town of Concord CEO or designee is responsible for making the formal declaration and proper notification of a Disaster. This includes:

1. A letter to the Town Clerk, the Erie County Clerk, and the Secretary of State within seventy-two (72) hours.
2. A copy of this letter will be sent to the Erie County Emergency Management Office.
3. Telephone or letter to the official village newspaper. The Town of Concord will contact the Erie County Management Office for assistance only after all local or mutual aid resources are exhausted. The CEO or designee must first approve requests for outside aid.

STANDARD OPERATING PROCEDURES

CEO

Responsibility

The CEO of the Town of Concord is responsible for the conduct of disaster operations within the Town of Concord. The CEO of the Town of Concord shall use any and all facilities, equipment, supplies, personnel, and other resources of the Town of Concord in such a manner as may be necessary to cope with the disaster.

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

CHECK LIST

1. Upon receiving notification of a potential emergency or an emergency in progress:
 - a. Decide whether or not to activate EOC, and its location.
 - 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

2. Pre-Emergency *Town of Concord*
 - a. Ensure the Village of Springville has a current EOP.
 - b. Ensure the EOP is reviewed and updated annually.
 - c. Ensure key staff has been trained on their portions of the EOP.

TOWN OF CONCORD

CALL-DOWN LIST

<u>Position</u>	<u>Name</u>	<u>Telephone</u>	
Supervisor (CEO)	Gary A. Eppoltio	592-4946	592-2695
Deputy Supervisor	James M. Krezmien	592-2132	592-7564
Emergency Coordinator	Michael Willibey		998-0925
Board Member	William F. Snyder III		592-0277
Board Member	Kenneth D. Zittel		592-2213
Board Member	Clyde M. Drake		592-9452
Highway Superintendent	Dennis M. Dains	592-4892	863-0936
Town Clerk	Darlene G. Schweikert	592-4948	725-3233
Town Attorney	Deborah M. Barone	667-0042	592-9868
Plan. Bd Chairman	Lawrence J. Kelly, Jr.		592-4133
Fire Chief:			
Mortons Corners	Steve Bugary		560-7331
East Concord	Matt Willibey		432-3652
Boston	Patrick Penrod		796-8586
Springville	Dennis Dains		863-0936

04/01/2016

Village of Springville

Call-Down List

Position	Name	Primary Contact	Secondary Contact
Mayor	Bill Krebs	716-560-5701	716-592-9885
Deputy Mayor	Terry Skelton	716-583-8641	716-592-3938
Trustee	Alan Chamberlin	716-560-6490	716-592-3996
Trustee	Robert Moriarty Jr.	716-462-3455	716-592-9091
Trustee	Nils Wikman	716-592-9531	
Administrator/Clerk	Liz Melock	716-913-2302	716-592-4936 x1467
Deputy Treasurer	Dawn Simmons	716-592-4936 x1746	716-560-5974
Deputy Clerk	Holly Murtiff	716-592-4936 x1687	716-913-8324
Emergency Manager	Mike Willibey	716-998-0925	
Building Inspector	Mike Kaleta	716-560-5773	716-592-4936 x1525
Superintendent	Ken Kostowniak	716-255-8316	716-592-4936 x1589
Streets Division	Greg Reynolds	716-628-6698	716-592-2980
Water Division	David Sullivan	716-572-6051	716-592-1439
Electric Division	Tom Weronski	716-572-6045	716-713-9529
Waste Water Treatment	Richard Zifra	716-572-6057	716-592-4936 x1998
Control Center	Rick Johnson	716-560-9549	716-864-7760
Police Chief	John Fox	716-474-7265	716-649-9380
Fire Chief	Denny Dains	716-807-2119	716-863-0936
Village Attorney	Paul Weiss	716-873-8833 x215	716-913-6577
Planning Board Chair	Bob Muhlbauer	716-592-7540	
Computer IT	Alan Schwartz	716-725-5152	

Town of Concord

PROCEDURES FOR A LOCAL STATE OF EMERGENCY DECLARATION

Once an emergency has been proclaimed, local emergency orders can be issued. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in the news of general circulation in the area affected by such order. Such orders shall cease to be in effect five days after promulgation or upon declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

The Chief Executive may extend such orders for additional periods not to exceed five (5) days each during the pendency of the local State of Emergency. Local emergency orders shall be executed in triplicate and shall be filed within 72 hours, or as soon thereafter as practicable, in the Office of the Clerk of the governing board of the County, the Office of County Clerk and the Office of the Secretary of State.

SAMPLE

**LOCAL STATE OF EMERGENCY OF
PROCLAMATION DECLARATION**

A State of Emergency is hereby declared in _____ for a period of time beginning as _____ hours on the date of _____ and continuing in effect for a period not to exceed (5) 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 _____, I, _____, have exercised the authority given to me under New York State Executive Law, Article 2-B, 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

Standard Operating Procedure
Concord Town Board

Purpose:

The Concord Town Board as the elected body of the people, 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.

CHECKLIST

1. Pre-Emergency
 - a. Ensure the Town of Concord has a current EOP.
 - b. Ensure the EOP is reviewed and updated annually.
 - c. By resolution approve the EOP (see page ii 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

Concord Town Clerk

Responsibility:

The Concord 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) Time Sheets
- 2) Vouchers
- 3) Supply/Materials Request
- 4) EOC Log Forms
- 5) Message Forms
- 6) Other

b. Ensure EOC can be established with the least delay.

c. Ensure all call down lists are current (update, if needed quarterly).

2. Receive notification and briefing from Concord CEO.

3. Report to EOC.

4. Perform designated duties.

5. Be prepared to brief CEO.

STANDARD OPERATING PROCEDURE

Town of Concord Emergency Coordinator

RESPONSIBILITY

The Emergency Coordinator appointed by the supervisor directs the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the Town of Concord CEO.

Also, under the direction of the Town of Concord Emergency Coordinator coordinates the emergency operations of the Emergency Operation Center, prepares estimates of the situation, advises the CEO of operational priorities and recommends requests for assistance from Erie County Emergency Preparedness.

CHECK LIST

1. Upon notification by the Concord CEO activate the EOC and its location.
2. Report to the EOC.
3. Establish communication with county and key agencies.
4. Monitor emergency.
5. Ensure EOC staff receives periodical briefings.
6. Ensure staff receive and understand their SOP's.
7. Be prepared to brief 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

Town of Concord Fire Chief

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 Erie County Fire Coordinator or the County Civil Defense, 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 of Concord CEO 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, memo's, messages.
4. Assist in returning the EOC to pre-emergency status.

STANDARD OPERATING PROCEDURE

East Concord Fire Chief

TELEPHONE LIST

Name

Position

Telephone

LOCAL FIRE COMPANY LINE OF SUCCESSION

COUNTY FIRE COMPANY/DEPARTMENT COORDINATOR

STANDARD OPERATING PROCEDURE

Morton Corners Fire Chief

TELEPHONE LIST

Name

Position

Telephone

LOCAL FIRE COMPANY LINE OF SUCCESSION

COUNTY FIRE COMPANY/DEPARTMENT COORDINATOR



STANDARD OPERATING PROCEDURE

Village of Springville Fire Chief

TELEPHONE LIST

Name

Position

Telephone

LOCAL FIRE COMPANY LINE OF SUCCESSION

COUNTY FIRE COMPANY/DEPARTMENT COORDINATOR

STANDARD OPERATING PROCEDURE

Erie County Sheriff's Department

RESPONSIBILITY

The local Chief of 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 local police will direct all action to maintain order, prevent looting, and help alleviate panic; direct injured to medical installations, and assist handicapped persons by obtaining transportation and directing them to the nearest Reception Shelter.

The Erie County Sheriff may call on the New York State Police agency for advice and/or assistance.

CHECK LIST

1. Upon notification by the Concord CEO, respond as directed:
 - a. Stand-by Status:
 - 1) Notify key Police 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 Supervisor
 - 6) 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

Erie County Sheriff

TELEPHONE LIST

Name

Position

Telephone

POLICE DEPARTMENT LINE OF SUCCESSION

STAFF

COUNTY

NEW YORK STATE POLICE CONTACT

BOSTON SUB STATION

STANDARD OPERATING PROCEDURE

ERIE COUNTY SHERIFF

SPECIAL NEEDS LIST

Name	Address	Telephone	Type of Assistance Required
------	---------	-----------	--------------------------------

STANDARD OPERATING PROCEDURE

Town of Concord Highway Superintendent

RESPONSIBILITY

The local Superintendent of highways is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. The 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 Works and Engineering Services of Erie County for such assistance. The Superintendent will work in conjunction with the utility companies or authorities in the restoration of various essential services.

CHECK LIST

1. Upon notification by the Concord CEO, 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 Supervisor
 - 5) Respond as needed

updated
8/7/06

STANDARD OPERATING PROCEDURE

Town of Concord Highway Superintendent

TELEPHONE LIST

Name	Position	Telephone
Dennis Dains	Highway Superintendent	592-2954 863-0936

=====

TOWN, VILLAGE, CITY LINE OF SUCCESSION

STAFF

COUNTY CONTACT

Erie County Highway Department _____

STANDARD OPERATING PROCEDURE

Town of Concord Building Inspector

RESPONSIBILITY

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

CHECK LIST

1. Upon notification by the Concord CEO, respond as directed
 - a. Stand-by Status
 - 1) No response
 - b. If EOC is activated:
 - 1) If directed, report to the EOC
 - 2) Monitor emergency
 - 3) Be prepared to brief Supervisor
 - 4) Respond as requested

STANDARD OPERATING PROCEDURE

Town of Concord Public Information Officer

RESPONSIBILITY

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

CHECK LIST

1. Upon notification by the Town of Concord CEO, respond as directed
 - 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 Supervisor

STANDARD OPERATING PROCEDURE

Town of Concord Public Information Officer

TELEPHONE LIST

<u>CALL LETTER</u>	<u>POINT OF CONTACT</u>	<u>TELEPHONE</u>
RADIO STATION <u>WSPQ</u>		<u>592-9500</u>
_____	_____	_____
_____	_____	_____

EBS
STATION _____

NEWSPAPERS

<u>NAME</u>	<u>POINT OF CONTACT</u>	<u>TELEPHONE</u>
DAILY <u>BUFFALO NEWS</u>		
_____	_____	_____
_____	_____	_____

WEEKLY <u>SPRINGVILLE JOURNAL</u>		<u>592-4580</u>
_____	_____	_____
_____	_____	_____

25

STANDARD OPERATING PROCEDURE

Town of Concord Communications Officer

Responsibility

The Communications Officer or Staff supervises, directs, arranges and restores communications for all emergency purposes using available communication means and methods. Maximum use of all available forms of communications will be planned by all departments to aid the communications staff in carrying out their duties.

CHECKLIST

1. Upon notification by the Concord CEO respond as directed
 - a. Standby Status:
 - 1) Monitor potential emergency
 - 2) Develop action plan for activation
 - b. If EOC is activated:
 - 1) Review your SOP
 - 2) Establish communication links
 - 3) Maintain all communication links
 - 4) Manage message flow
 - 5) Monitor emergency
-

STANDARD OPERATING PROCEDURE

Town Of Concord

RADIO PROCEDURES

STANDARD OPERATING PROCEDURE

Town of Concord Communications Officer

RADIO DATA SHEET

NAME

POSITION

TELEPHONE

RADIO FREQUENCY

STATE AGENCIES

COUNTY AGENCIES

LOCAL AGENCIES

OTHER

STANDARD OPERATING PROCEDURE

MESSAGE LOG

STANDARD OPERATING PROCEDURE

MESSAGE FORM

STANDARD OPERATING PROCEDURE

Bertrand Chaffee Hospital

Responsibility

The Medical Officer directs all action to render health and medical services to the community.

The officer or staff should alert hospitals and ambulances in the area regarding anticipated medical needs.

CHECKLIST

1. Upon notification by the Concord CEO respond as directed:
 - a. Standby Status:
 - 1) Notify hospital and ambulances of a potential emergency
 - 2) Notify staff - place on standby
 - 3) Monitor potential emergency
 - b. If Activated:
 - 1) Report to your duty station
 - 2) Complete action in a. (above)
 - 3) Review your SOP
 - 4) Monitor emergency
 - 5) Be prepared to brief the CEO
 - 6) Assist as directed

STANDARD OPERATING PROCEDURE

Town of Concord Resource Officer

Responsibility

The Resource Officer (Resources and Logistics) carries out measures necessary to the emergency handling of all local resources.

Manpower directs the assignment of personnel to the various emergency services as requested.

STANDARD OPERATING PROCEDURE

Town of Concord Transportation Officer

Responsibility

The Transportation Officer carries out measures necessary to the utilization of all transportation modes for support and rescue operations.

STANDARD OPERATING PROCEDURE

Springville Griffith Institute School Representative

Responsibility

The School Representative directs the action related to care for school students in school during an emergency situation.