

# **Town of Seneca**

**Ontario County, New York**

## **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2011**

## TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Executive Summary	3
SECTION I: General Considerations and Planning Guidelines	
1. Comprehensive Emergency Management Policy	5
2. Purpose and Objectives of the Plan	6
3. Legal Authority	6
4. Concept of Operations	7
5. Plan Maintenance and Updating	7
SECTION II: Risk Reduction	
1. Town Hazard Mitigation Coordinator	8
2. Identification and Analysis of Potential Hazards	8
3. Risk Reduction Policies, Programs and Reports	8
4. Emergency Response Capability Assessment	9
5. Training of Emergency Personnel	9
6. Public Education and Awareness	10
7. Monitoring of Identified Hazard Areas	10
SECTION III: Response	
1. Supervisor Duties, Powers and Succession	11
2. Emergency Operations Center	11
3. Notification and Activation	12
4. Assessment and Evaluation	13
5. Public Warning and Emergency Information	14
6. Emergency Medical and Public Health	14
7. Meeting Human Needs	14
8. Restoring Public Services	15
9. Resource Management	15
10. Supporting Plans	15

## SECTION IV: Recovery

1. Damage Assessment	15
2. Planning for Recovery	17
3. Reconstruction	18
4. Public Information on Recovery Assistance	18
5. Types of Recovery Assistance	19
APPENDIX A: Standard Operating Guide, Town of Seneca Emergency Operations Center (EOC)	20
APPENDIX B: Instructions for declaring a State of Emergency and issuing Emergency Orders	23
APPENDIX C: Sections 23 and 24 of State Executive Law Article 2-B	34
APPENDIX D: Town Map	35
APPENDIX E: Emergency Notification Network	

## **EXECUTIVE SUMMARY**

### **Introduction**

The Town of Seneca recognizes an overall plan is required to improve the Town's ability to manage emergency and disaster situations. This plan constitutes an integral part of a statewide emergency management program.

Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act. The development of this plan included an analysis of potential hazards that could affect the Town and an assessment of the capabilities existing within the Town to deal with potential hazards.

### **Comprehensive Approach**

The plan provides general all-hazards management guidance, using existing organizations, to allow the Town to meet its responsibilities before, during and after an emergency. The purpose of this plan is, through implementation of Risk Reduction measures before an emergency occurs, timely and effective Response during an emergency, and provision of both short and long term Recovery assistance afterward, to save lives and minimize property damage in the Town of Seneca This ongoing process is Comprehensive Emergency Management.

### **Management Responsibilities**

Town emergency management responsibilities are outlined in this plan. Assignments are made within the framework of current Town capabilities and organizational responsibilities. The Town of Seneca Supervisor, in the capacity of Emergency Manager, together with a Town of Seneca Emergency Management Team (SEMT), is designated to coordinate all emergency management activities of the Town. The Town has the initial responsibility to manage all phases of an emergency. The County has the responsibility to assist the Town in the event that it has fully committed its resources and is still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the County after resources have been fully committed and the County is unable to cope with the disaster. This Comprehensive Emergency Management Plan describes how requests for assistance are processed with the understanding the governmental jurisdiction most affected by an emergency is required to fully involve itself in the emergency prior to requesting assistance.

# **TOWN OF SENECA HAZARD ANALYSIS**

## **Most Probable Hazards**

1. **Transport Accident**
2. **Hazmat (Transit)**
3. **Fire**
4. **Utility Failure**
5. **Windstorm**
6. **Winter Storm**
7. **Ice Storm**
8. **Flood**

Relevant sections of New York State Law pertaining to emergency management are attached for further guidance on emergency management requirements that apply to the Town of Seneca as well as Ontario County.

### **SECTION I**

#### **GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

1. Comprehensive Emergency Management Policy
  - a. Town government must provide leadership and direction to prevent, mitigate, respond to and recover from dangers and problems arising from emergencies in the Town of Seneca.
  - b. Under Article 2-B of the New York State Executive Law, a town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. The Town of Seneca has developed this Comprehensive Emergency Management Plan to meet this responsibility.
  - c. This concept of Comprehensive Emergency Management includes three phases:
    - i. Risk Reduction. This includes both prevention and mitigation.
      1. Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
      2. Mitigation refers to all activities which reduce the effects of disasters when they do occur. Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in Town of Seneca.
    - ii. Response. Response operations may start before the emergency materializes, for example, on receipt of

advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:

1. Detecting, monitoring and assessing hazards
2. Alerting of endangered populations
3. Protective actions for the public
4. Allocating and distributing resources

Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations. Response operations in the Town of Seneca are the responsibility of the Town Board, supported by the Ontario County emergency operations as appropriate. If the Town is unable to adequately respond, County response operations may be asked to assume a leadership role.

- iii. Recovery. Recovery activities are those following a disaster to restore the community to its pre-emergency state, correct adverse conditions that may have led to the damage, and protect the quality of life. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

## 2. Purpose and Objectives of the Plan

- a. This Plan sets forth the basic requirements for managing emergencies in the Town of Seneca. The objectives of the Plan are:
  - i. To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
  - ii. To outline short, medium and long range measures to improve the Town's capacity to manage hazards.
  - iii. To provide that the Town of Seneca takes the appropriate actions to prevent or mitigate effects of hazards and is prepared to respond to and recover from them when an emergency or disaster occurs.
  - iv. To provide for the efficient utilization of all available resources during an emergency.

## 3. Legal Authority

- a. This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation:
  - i. New York State Executive Law, Article 2-B
  - ii. New York State Defense Emergency Act
  - iii. Federal Disaster Relief and Emergency Assistance Act

#### 4. Concept of Operations

- a. The primary responsibility for responding to emergencies rests with the Town of Seneca Supervisor, supported by the Town Board of the Town of Seneca, as provided under §24 of the New York State Executive Law. The Town Supervisor has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
- b. When responding to a disaster, the Town of Seneca will utilize its own facilities, equipment, supplies, personnel and resources first. It will also work with local emergency service organizations such as fire departments and ambulance services. When Town of Seneca resources are inadequate, the Supervisor may obtain assistance from Ontario County government and/or other political subdivisions.
- c. The Ontario County Emergency Manager will coordinate responses for requests for assistance from the Town of Seneca and other local governments. The County Emergency Manager has the authority to direct and coordinate County disaster operations. The Ontario County Emergency Manager may also obtain assistance from other counties or the New York State Emergency Management when the emergency disaster is beyond the resources of Town of Seneca and the County. The Ontario County Board of Supervisors has assigned the responsibility to coordinate Ontario County emergency management activities to the Emergency Management Office.
- d. Direction and control of State risk reduction, response and recovery actions is coordinated by the New York State Emergency Management Office. A request for assistance to the State will be submitted through the Regional Office of the New York State Emergency Management Office (SEMO) and presupposes the utilization and expenditure of personnel and resources at the local level. New York State assistance is supplemental to the Town of Seneca's and Ontario County's emergency management efforts.
- e. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.
- f.

#### 5. Plan Maintenance and Updating

- a. The Town Board is responsible for maintaining and updating this Plan.
- b. All Town departments and agencies are responsible for review of their emergency response role and procedures, and provide any changes to the SEMT.

- c. The Plan should be reviewed and updated at the discretion of the Town Board.

## **SECTION II RISK REDUCTION**

1. Town Hazard Mitigation Coordinator
  - a. The Town of Seneca Supervisor is the Town's coordinator for purposes of hazard mitigation. The Supervisor is responsible for coordinating Town efforts in reducing hazards in Town of Seneca. All Town departments will participate in risk reduction activities with the Town Supervisor. The Supervisor will, in conjunction with the Town Board, address matters of financing and regulation and by a Town of Seneca SEMT (SEMT) hereby created to advise and assist with the identification and analysis of potential hazards, responses to hazard situations and the recovery from such disasters.
2. Identification and Analysis of Potential Hazards
  - a. The SEMT will include:
    - i. Town of Seneca Supervisor, Chairperson and 3rd person of contact to convene Team
    - ii. Town of Seneca Deputy Supervisor, Vice-Chairperson
    - iii. Town of Seneca Highway Superintendent, 1st person of contact to convene Team
    - iv. Town of Seneca Code Enforcement Officer, 2nd person of contact to convene Team
    - v. Town of Seneca Water Department Supervisor
    - vi. Hall Fire District Chief
    - vii. Stanley Fire District Chief
    - viii. Seneca Castle Fire District Chief
    - ix. Town of Seneca Town Clerk
    - x. Town of Seneca Assessor
  - b. Whenever the Supervisor or Deputy Supervisor arrives, such individual shall immediately assume control and chair the SEMT.
  - c. The SEMT will:
    - i. Identify potential hazards in the Town.
    - ii. Determine the probable impact each of those hazards could have on people and property.
    - iii. Delineate the geographic areas affected by potential hazards, plot them on maps and designate them as hazard areas. Significant potential hazards to be identified and analyzed include natural, technological and human-caused hazards.
3. Risk Reduction Policies, Programs and Reports

- a. Town departments are authorized to promote policies and programs to reduce hazard risks in their area of responsibilities. Examples include:
    - i. Promoting compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, such as building and fire codes, flood plain regulations, etc.
    - ii. Encouraging the Town Highway Department to address dangerous conditions on roads used by hazardous materials carriers.
  - b. The Town of Seneca Planning Committee, together with the Town Board, is responsible for land use management actions throughout the Town, including developing and adopting plans for community development, zoning ordinances, subdivision regulations and building regulations. Responsibilities also include participation in SEQRA review of proposed projects in the Town. The Town Planning Committee will, in all of the above activities, take into account the significant hazards in the Town of Seneca.
  - c. The SEMT will, as may be appropriate, conduct risk reduction workshops for Town departments.
  - d. The SEMT will meet as required to identify specific hazard reduction actions relative to those hazards determined by the hazard analysis to be most significant.
  - e. The SEMT will, as may be appropriate, assemble the following information for each hazard reduction action identified:
    - i. A description of the action.
    - ii. A statement on the technical feasibility of the action.
    - iii. The estimated costs and benefits of the action.
    - iv. The estimate level of community support for the action.
    - v. This information will be consolidated into an emergency risk reduction report prioritizing and making recommendations concerning the identified actions. It will be reviewed and updated periodically.
  - f. The initial contacts for convening the SEMT are:
    - i. Town Highway Superintendent – 1st point of contact
    - ii. Town Code Enforcement Officer – 2nd point of contact
    - iii. Town Supervisor – 3rd point of contact
4. Emergency Response Capability Assessment
- a. A periodic assessment of the Town’s capability to manage emergencies caused by identified hazards is a critical part of risk reduction.
  - b. The SEMT will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Town Supervisor.
5. Training of Emergency Personnel

- a. The Town of Seneca Supervisor, assisted by the SEMT and the County and State Emergency Management Offices, will as required, arrange for the conduct of training programs for Town emergency response personnel. Such training programs will include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources. Training will be designed to provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types including crisis situations that require additional specialized training and refresher training.
  - b. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services and Red Cross, will be trained by these specific organizations in accordance with their established procedures and standards.
6. Public Education and Awareness
- a. Federal Emergency Management Agency (FEMA) and New York State Emergency Management Office (SEMO) pamphlets, books and kits dealing with emergency management, as appropriate, may be made available for use in the program. Informational newsletters regarding emergency management operations may periodically be distributed to Town of Seneca residents and property owners for these purposes.
7. Monitoring of Identified Hazard Areas
- a. The three fire districts, Hall, Stanley and Seneca Castle, will develop, with the assistance of other departments where appropriate, the capability to monitor identified hazard areas, to detect hazardous situations in their earliest stages. As a hazard's emergence is detected, this information is to be immediately provided to the Town of Supervisor or the Supervisor's designee and the SEMT, as appropriate. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
  - b. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such information include rising water levels, increased toxic exposure levels, slope and ground movement, mass gathering numbers, the formation and breakup of ice jams, dam conditions and data supplied by the National Weather Service's Skywarn program regarding impending weather conditions.

### **SECTION III RESPONSE**

1. Supervisor Duties, Powers and Succession
  - a. The Town Supervisor is ultimately responsible for Town emergency response activities. The Supervisor, together with the SEMT, will manage the use of all Town owned facilities and resources for disaster response. The Supervisor may declare a local state of emergency and may promulgate emergency orders and waive local laws, ordinances and regulations.
  - b. The Town may request assistance from the County and the State when it appears that the incident will escalate beyond the capability of Town resources. The Town may also provide assistance to others at the request of other local governments outside Town of Seneca.
  - c. Should the Town Supervisor be unavailable, the following line of command and succession is hereby established to ensure continuity of government and the direction of emergency operations:
  - d. The Deputy Town Supervisor will assume the responsibilities of the Town Supervisor until the Town Supervisor is available.
  - e. Should the Deputy Supervisor also be unavailable the supervisor's designee will assume these responsibilities.
  - f. The Town Supervisor shall, in the capacity of Emergency Manager, chair the SEMT, coordinate Town response activities and brief Town departments, agencies and other organizations involved in an emergency response.
  - g. All members of the SEMT and all emergency service providers mobilized for an emergency are responsible to and shall report to the Town Supervisor.
2. Emergency Operations Center
  - a. The Town Supervisor shall maintain and manage an Emergency Operations Center and facilitate coordination between the Town, County, State and private emergency support organizations.
  - b. On-scene emergency response operations will be directed and controlled by the Town Supervisor, or his designee, in the capacity of Emergency Manager. The Town Hall will be the Emergency Operations Center (EOC) unless an on-site location is identified. Should the Town Hall be unavailable for any reason, the Stanley Fire Hall (first option) or the Seneca Town Court Building (second option) shall serve as the operations center. The Emergency Manager is responsible for managing the EOC during emergencies and ensuring the EOC is an operating ready mode at all times.
  - c. Each Town agency or department will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Manager and updated as changes occur. Work

areas will be assigned to each agency represented at the EOC and to other members of the SEMT.

- d. Internal security at the EOC during an emergency may be provided by the Administrative Constable or such other law enforcement personnel as shall be secured by the Emergency Manager. All persons entering the EOC will be required to check in at the door located at the main entrance and entrance shall be limited to persons designated by the Emergency Manager.
  - e. The Emergency Manager shall maintain a Standard Operating Guide (see Appendix A) for activating and managing the EOC.
3. Notification and Activation
- a. Those emergencies that do not rise in level of severity beyond the capacity of a single agency to address shall remain solely the responsibility of such agency.
  - b. Other emergencies shall be classified by the Emergency Manager into one of three Response Levels according to incident scope and magnitude.
    - i. Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
    - ii. Response Level 2: Appropriate components of the Emergency Team shall be mobilized to deal with the situation and, if need be, will assess the magnitude of the emergency and determine whether evacuations are required or other immediate measures are needed.. They will notify the Emergency Manager in those cases that warrant additional emergency action. The Emergency Manager will assess the magnitude of the incident and in those cases that warrant additional emergency action will commit town resources to deal with the incident. When the incident is beyond the capability of the town, he/she will notify the County Emergency Management Office and requisition support as required.
    - iii. Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.
  - c. Emergency response personnel will be activated according to the Response Level classification:
    - i. Response Level 1: Only the SEMT shall be notified and activated as appropriate.
    - ii. Response Level 2: Appropriate members of the SEMT, shall be mobilized to assess the magnitude of the emergency, determine whether evacuations are required, report to the Emergency Manager and, if warranted, notify the County Emergency Management Office and requisition shall support as required.

- iii. Response Level 3: The Emergency Manager shall mobilize, to full capacity, all available emergency resources of the Town of Seneca, the County and the State, working in concert with the responsible parties.
  - d. The points of contact for SEMT matters are:
    - i. Town Highway Superintendent – 1st point of contact and responsible for convening SEMT and acting in place of the Supervisor, Deputy Supervisor or designated alternate Town Board member until such time as one or more of these individuals is available to act as Emergency Manager.
    - ii. Town Code Enforcement Officer – 2nd point of contact and responsible, in the absence of the Town Highway Superintendent for convening SEMT and acting in place of the Supervisor, Deputy Supervisor or designated alternate Town Board member until such time as one or more of these individuals is available to act as Emergency Manager.
    - iii. Town Supervisor – 3rd point of contact and Emergency Manager upon arrival at the EOC or the scene of the emergency.
- 4. Assessment and Evaluation
  - a. As a result of information provided by the EOC respond team, the Town of Seneca Emergency Manager will, as appropriate:
  - b. Develop emergency management policies by evaluating the safety, health, economic, environmental, social, humanitarian and legal implications of a disaster or threat;
  - c. Analyze the best available data and information on the emergency;
  - d. Explore alternative actions and consequences;
  - e. Select and direct specific response actions.
  - f. Declaration of State of Emergency and Promulgation of Orders
  - g. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled; the Town Supervisor may proclaim a State of Emergency pursuant to Section 24 of the State Executive Law (see Appendix C).
  - h. Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of Town government.
  - i. This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
    - i. Establishing curfews
    - ii. Restrictions on travel
    - iii. Evacuation of facilities and areas
    - iv. Closing of places of assembly
  - j. Appendix B describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.

- k. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.
5. Public Warning and Emergency Information
- a. There should be a timely, reliable and effective method to warn and inform the public in the implementation of public protective actions.
  - b. Activation and implementation of public warning is the Emergency Manager's responsibility.
  - c. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of stationary fire sirens, to which the Emergency Manager shall access through the Fire Districts.
  - d. Emergency service vehicles with siren and public address capabilities and door-to-door public warnings may also be undertaken by any designated group such as police, fire company members, town personnel, visiting each dwelling in the affected area and relating the emergency information to the building occupants. Notwithstanding this authority, individuals or groups delivering the warning message shall, whenever possible, be in official uniform, and shall be first authorized by the Emergency Manager or his designee.
  - e. The Emergency Manager shall provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press. The Emergency Manager shall coordinate the release of all information from agencies involved both at the EOC and on-scene, approve interviews with the news media and press by emergency personnel involved in the response operation and arrange any media tours of emergency sites.
6. Emergency Medical and Public Health
- a. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
  - b. There may be established within the EOC an Emergency Medical/Public Health liaison to ensure that health and medical problems are being addressed. The Town will request that the Emergency Medical/Public Health be lead by the Red Cross and/or the Ontario County Public Health Department and rely upon local EMT support wherever possible.
7. Meeting Human Needs
- a. The SEMT shall be responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of County and local

government and with the assistance of volunteer agencies and the private sector.

8. Restoring Public Services
  - a. The Emergency Manager may designate personnel to coordinate restoration of utility services within the Town.
9. Resource Management
  - a. The Emergency Manager shall be responsible for the identification and allocation of additional resources needed to respond to emergencies
  - b. Resources owned by the Town of Seneca should be used first in responding to the emergency.
  - c. All Town owned resources are under the control of the Town Supervisor during an emergency and can be utilized as necessary.
  - d. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.
10. Supporting Plans
  - a. The Emergency Manager shall endeavor to maintain up-to-date copies of the following on file in the Town EOC for use of the SEMT:
    - i. Fire Mutual Aid Plan.
    - ii. BOCES School emergency planning documents.
    - iii. Emergency Management Plans of Ontario County and adjoining Towns in both Ontario and Yates counties.
    - iv. Emergency planning documents related to the operation of major business and resort facilities.

## **SECTION IV RECOVERY**

1. Damage Assessment
  - a. General. All Town departments of local government in the Town of Seneca must participate in damage assessment activities. The Town Emergency Manager is responsible for developing a damage assessment procedure during and following emergencies, designating a damage assessment team for each emergency and maintaining detailed records of emergency expenditures. All Town departments will cooperate fully with the Emergency Manager in damage assessment activities including:
  - b. Pre-emergency. Pre-emergency activities include:
    - i. Identifying resources to assist in damage assessment, including non-government groups such as nonprofit organizations, trade organizations and professionals,

- ii. Fostering agreements between the Town and the private sector for additional technical support where needed,
  - iii. Utilizing geographic information system (GIS) data from Ontario County in damage assessment, and
  - iv. Participating in training.
- c. Emergency. Emergency activities include:
  - i. Obtaining and maintaining documents, maps, photos and videos of damage,
  - ii. Developing procedures and forms for reporting damage to higher levels of government, and
  - iii. Determining if County assistance is required in the damage assessment process
- d. Post-emergency. Post-emergency activities include:
  - i. Selecting personnel to participate in damage assessment survey teams,
  - ii. Arranging for training of selected personnel in damage assessment survey techniques,
  - iii. Identifying and prioritizing areas to survey damage,
  - iv. Working with the County to assign survey teams to selected areas and provide support as required,
  - v. Working with the County to complete damage assessment survey reports and maintain records of the reports,
  - vi. Keeping detailed records of Town expenditures for
    - 1. Labor used,
    - 2. Use of owned equipment,
    - 3. Use of borrowed or rented equipment,
    - 4. Use of materials from existing stock, and
    - 5. Contracted services for emergency response
- e. Conducting Damage Assessments.
  - i. Damage assessment will be conducted by Town employees, such as building inspectors, assessors and members of nonprofit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields may supplement the effort. There will be two types of damage assessment
    - 1. Infrastructure (damage to public property and the infrastructure), and
    - 2. Individual assistance teams (impact on individuals and families, agriculture, private sector). Town damage assessment information will be reported to the damage assessment team at the Emergency Operation Center and, as appropriate, to Ontario County. All assessment activities in the disaster area will be coordinated by the Emergency Manager.

- f. Damage Assessment Reporting.
  - 1. A Damage Assessment Report shall contain information regarding the following:
  - 2. Destroyed property,
  - 3. Property sustaining major damage,
  - 4. Damage to public property, including road systems, bridges, public buildings, equipment, and vehicles,
  - 5. Parks and recreational facilities,
  - 6. Damage to agriculture,
  - 7. Costs of mass care, housing, and community services provided beyond normal needs,
  - 8. Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, and
  - 9. Financing overtime and labor required for emergency operations. Damage assessment guidance, with appropriate forms, is available from the State Emergency Management Office.

2. Planning for Recovery

- a. Recovery includes community development and redevelopment. Community development is based on a Comprehensive Plan prepared by the Town of Seneca Planning Board and adopted by the Town Board as the official policy for development of the Town. Land use planning and the corresponding implementation tools such as the Town zoning ordinance, subdivision regulations, building code, etc. provide guidance for community development and redevelopment. The Town Supervisor in his or her capacity as Emergency Manager shall decide how the recovery will be managed. A recovery and redevelopment plan shall be prepared, unless the Town Board shall determine such a plan to be unnecessary or impractical. Such plan shall address:
  - i. Replacement, reconstruction, removal, relocation of damaged or destroyed infrastructures/buildings,
  - ii. Establishment of priorities for emergency repairs to facilities, buildings and infrastructures,
  - iii. Economic recovery and community development, and
  - iv. New or amended land use regulations, building and health codes. Recovery and redevelopment plans will account for and incorporate to the extent practical, relevant existing plans and policies. Prevention and mitigation measures should be incorporated into all recovery planning where possible. The Town shall, within the period required by State law, report to the State Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan. Proposed plans shall be

presented at a public hearing with required notice of the hearing published in a newspaper of general circulation in the area affected and transmitted to other media for publications and broadcast. The recovery and redevelopment plan shall be prepared within the time period required by State law and transmitted to the DPC for comments on the plan. The plan shall be adopted by Town after receiving the comments of the DPC. The adopted plan may be amended at anytime in the same manner as originally prepared, revised and adopted. It shall be the official policy for recovery and redevelopment within the Town.

### 3. Reconstruction

#### a. Reconstruction consists of two phases:

- i. Phase 1. Short term reconstruction to return vital life support systems to minimum operating standards; and
- ii. Phase 2. Long term reconstruction and development that may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and circumstances that led to the disaster. Long term reconstruction and recovery includes activities such as:
  1. Scheduling planning for redevelopment,
  2. Analyzing existing State and Federal programs to determine how they may be applied to reconstruction,
  3. Conducting of public meetings and hearings,
  4. Providing temporary housing and facilities,
  5. Public assistance,
  6. Coordinating other recovery assistance,
  7. Monitoring of reconstruction progress, and
  8. Preparation of periodic progress reports.
  9. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact as well as FEMA guidelines.

### 4. Public Information on Recovery Assistance

- a. A public information officer designated by the Emergency Manager or the Emergency Manager shall be responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public regarding:
  - i. What kind of emergency assistance is available to the public,
  - ii. Who provides the assistance,
  - iii. Who is eligible for assistance,
  - iv. What kinds of records are needed to document items which are damaged or destroyed by the disaster,
  - v. What actions to take to apply for assistance, and
  - vi. Where to apply for assistance.

- vii. This information will be distributed freely and as broadly as possible to suit the circumstances of need.
- 5. Types of Recovery Assistance
  - a. The following types of assistance may be available to the community:
    - i. Food stamps (regular and/or emergency),
    - ii. Temporary housing (rental, mobile home, motel),
    - iii. Unemployment assistance and job placement (regular and disaster unemployment),
    - iv. Veteran's benefits,
    - v. Social Security benefits,
    - vi. Disaster and emergency loans (Small Business Administration, USDA Rural Development),
    - vii. Individual and family grants, and
    - viii. Legal assistance.
  - b. All the above information will be prepared in cooperation with the federal, State, and County public information officers as appropriate and furnished to the media for reporting to public.

## APPENDIX A

### STANDARD OPERATING GUIDE TOWN OF SENECA EMERGENCY OPERATIONS CENTER (EOC)

#### 1. INTRODUCTION

- a. This Guide is a supplement to the Town of Seneca Comprehensive Emergency Management Plan. The Town of Seneca Emergency Operations Center (EOC), located at the Seneca Town Hall serves as a location where multiple agencies and departments can coordinate emergency response and recovery activities for the Town in support of on-scene operations. The Town Supervisor (Emergency Manager) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

#### 2. READINESS

- a. The Emergency Manager shall maintain (at the EOC):
  - i. A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC.
  - ii. A current chart and/or checklist of response activities required during emergencies.
  - iii. Current maps and data, including a Town map depicting all public roads; streams, other natural hazard areas and special facility data.
  - iv. A situation display board for recording and reporting progress of an emergency.
  - v. A daily activities log.
  - vi. A current resource inventory.
  - vii. EOC space is to be maintained in emergency operations mode by the Emergency Manager at all times.

#### 3. ACTIVATION

- a. Each emergency in Town of Seneca should be classified into one of three Response Levels, according to the scope and magnitude of the situation:
  - i. Response Level 1:
    1. Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
  - ii. Response Level 2:
    1. Limited emergency situation with some threat to life, health, or property, but confined to a limited area, usually involving small population.
  - iii. Response Level 3:
    1. Full emergency situation with major threat to life, health, or property, involving large population.

- b. Activation in response to each type emergency will be as follows:
  - i. For Response Level 1, only Town staff are notified and activated as appropriate.
  - ii. For Response Level 2, Town staff are activated and the County emergency management response organization is notified to be available as may be necessary.
  - iii. For Response Level 3, SEMT is activated and County response personnel are immediately requested to assist in the emergency response.
- c. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

#### 4. STAFFING

- a. Staffing levels will vary by Response Level. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 hour shifts (6:00 AM to 6:30 PM and 6:00 PM to 6:30 AM).

#### 5. SITUATION REPORTING

- a. The Emergency Manager is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will provide a uniform reporting format for all situation reporting to ensure that the information reported is precise, concise, and clear. The Emergency Manager shall also, after the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible, periodically requesting situation reports from each agency, department and organization represented at the EOC. Crucial situation reports and damage assessment information will be posted on a Situation Board in chronological order. In preparation of an Incident Action Plan, the Emergency Manager will analyze the situation reports and prepare an overall situation report.
- b. The report should contain the following information :
  - i. Date and time of emergency,
  - ii. Type, response level and location,
  - iii. Specific area affected (including number of people),
  - iv. Number of injured (estimated),
  - v. Number of dead (estimated),
  - vi. Extent of damage (estimated),
  - vii. Damage or loss of municipal response equipment,
  - viii. Roads closed,
  - ix. States of emergency declared,
  - x. Emergency order(s) issued,
  - xi. Mutual aid called upon,
  - xii. Major actions taken,
- c. This report will be shared with the County Emergency Management response office and the SEMO Regional Office as may be

appropriate. Additional such reports will be prepared as needed and the Manager will maintain an event log to include all pertinent disaster-related information.

6. SECURITY

- a. Internal security at the EOC during Level 2 and 3 emergencies is provided by personnel designated by the Emergency Manager. During a Level 1 emergency, any security requirements will be provided as deemed necessary. All persons entering and exiting the EOC will be required to check in at the security desk, located at the main entrance. Only known personnel with a specific EOC function will be allowed into the EOC. All unauthorized personnel will leave the premises after concurring with the Emergency Manager.

## APPENDIX B

### INSTRUCTIONS FOR DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

#### 1. INSTRUCTIONS FOR DECLARING A LOCAL STATE OF EMERGENCY

- a. Only the Town Supervisor, or a person acting for the Town Supervisor under this plan, can declare a local State of Emergency. A local State of Emergency is declared pursuant to Section 24 of the State Executive Law (see Appendix C). It can be declared in response to, or anticipation of, a threat to public safety. A declaration of a local State of Emergency may be verbal or written. If it is verbal, it will be followed, wherever possible, with a written order. The declaration will include the time and date, the reason for the declaration, the area involved, and the expected duration. The written declaration will be kept on file in the Town Clerk's Office.
- b. A local State of Emergency must be declared before Emergency Orders are issued. A local State of Emergency should be formally rescinded when the declaration is no longer needed. Only the Town Supervisor, or person acting for, may rescind a local State of Emergency. Though a rescision may be verbal or written, if the declaration was written, the rescision should also be written. The rescision should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded. The written rescision should be kept on file in the Town Clerk's Office.

#### 2. SAMPLE DECLARATION OF A LOCAL STATE OF EMERGENCY

- a. The following format will be used in declaring a State of Emergency in the Town:

A State of Emergency is hereby declared in [DESCRIPTION OF AREA] effective at [TIME] on [DATE]. This State of Emergency has been declared due to [DESCRIPTION OF SITUATION], which situation threatens the public safety. The State of Emergency will remain in effect until rescinded by a subsequent order.

As the Town Supervisor of the Town of Seneca, I, [NAME OF SUPERVISOR], exercise the authority given me under Section 24 of the New York State Executive Law, 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 this Town.

I hereby direct all departments and agencies of the Town of Seneca to take whatever steps necessary to protect life and property, public infrastructure and provide such emergency assistance deemed necessary.

Town of Seneca Supervisor  
[DATE]

### 3. QUESTIONS AND ANSWERS ON DECLARING A STATE OF EMERGENCY

- a. Why should a local state of emergency be declared?
  - i. *It increases the powers of the Supervisor as the chief executive officer. These extended powers can include; 1) issuing emergency orders; 2) implementing public protective measures; 3) suspending local laws and regulations; and 4) requesting supplemental assistance.*
- b. Can a declaration give legal protection?
  - i. *Yes. A declaration of a local State of Emergency provides legal protection and immunities for the Town Supervisor and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.*
- c. Will the declaration help raise public awareness?
  - i. *Yes. A declaration of a local State of Emergency helps make the public aware of the hazards associated with a disaster. It also can emphasize the protective measures you may need to ask citizens to take.*
- d. Can a State of Emergency be declared at any time?
  - i. *No. A local State of Emergency can be issued when a situation exists that has or will place the public at risk and that will require extraordinary measures for proper protection.*
- e. When should a local State of Emergency be declared?
  - i. *A local State of Emergency should be declared when a dangerous situation is present or imminent and emergency officials are considering protective actions such as:*
    - 1. *Evacuation of a heavily populated area, street, road, housing development or multi-resident building.*
    - 2. *Sheltering people in designated areas or buildings.*
    - 3. *Large-scale closing of roads due to conditions considered to be dangerous to lives and property.*
    - 4. *Declaring a local State of Emergency should also be considered if the following conditions are present and pose a dangerous threat to the municipality:*
    - 5. *Riots or civil unrest.*
    - 6. *Hostage situations.*
    - 7. *Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).*
- f. Can a declaration be issued verbally?
  - i. *Yes. The Town Supervisor may issue a declaration verbally if time is a crucial matter. However, it should be followed with a written declaration.*
- g. Must the declaration be filed?



the Town Supervisor. They must be written. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescision by the Town Supervisor. It is also automatically rescinded when the State of Emergency is rescinded. The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency. Such Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast. They must be refiled if they are extended. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, Office of the County Clerk and the Office of the Secretary of State (to be filed by the Town Clerk).

#### 5. SAMPLE LOCAL EMERGENCY ORDER

- a. The following is a sample Local Emergency Order for the Town of Seneca. This format should be used in issuing such orders.

I, [NAME OF SUPERVISOR], the Town Supervisor of the Town of Seneca, in accordance with a declaration of a State of Emergency issued on [DATE OF DECLARATION OF LOCAL STATE OF EMERGENCY], and pursuant to Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following [DESCRIPTION OF AFFECTED AREAS]. This evacuation is necessary to protect the public from [DESCRIPTION OF HAZARD SITUATION] This order is effective immediately and shall apply until removed by order of the Chief Executive. Failure to obey this order is a criminal offense.  
Signed at [TIME], [DATE], [YEAR].

Town of Seneca Supervisor  
Attest: [TITLE OF PERSON ATTESTING]

#### 6. QUESTIONS AND ANSWERS ON ISSUING LOCAL EMERGENCY ORDERS

- a. Can anyone issue a Local Emergency Order?
  - i. *No. Only the Town Supervisor may issue a Local Emergency Order.*
- b. What can a local Emergency Order include?
  - i. *An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of town government.*
- c. Can a Local Emergency Order be issued at any time in an emergency?
  - i. *No. A Local Emergency Order can be issued only after the Town Supervisor declares a local State of Emergency.*
- d. Is it in effect indefinitely?

- i. No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by rescision by the Town Supervisor, or a declaration of the Town of Supervisor that the State of Emergency no longer exists, whichever occurs sooner.*
- e. Can an order be modified once it's issued?
  - i. Yes. A Local Emergency Order may be amended, modified, or rescinded at any time by the Town Supervisor during the State of Emergency.*
- f. Can a Local Emergency Order be extended beyond five days?
  - i. Yes. The Town of Supervisor may extend an order for additional periods up to 5 days each during the local State of Emergency. Each extension must be refiled.*
- g. Must the media be informed?
  - i. Yes. The Local Emergency Order must be published as soon as practicable in a newspaper of general circulation in the area affected by the order. It should be published under the paid legal advertisement section. It must also be provided to radio and television media for broadcast.*
- h. Can a citizen who disobeys an emergency order be arrested?
  - i. Yes. Any person who knowingly violates any Local Emergency Order of the Town Supervisor issued pursuant to Section 24 of the Executive Law can be found guilty of a Class B misdemeanor.*

## 7. APPENDIX C

### SECTIONS 23 AND 24 OF STATE EXECUTIVE LAW ARTICLE 2-B

- A. Local disaster preparedness plans.
- a. Each county, except those contained within the city of New York, and each city, town and village is authorized to prepare disaster preparedness plans. The disaster preparedness commission shall provide assistance and advice for the development of such plans. City, town and village plans shall be coordinated with the county plan.
  - b. The purpose of such plans shall be to minimize the effect of disasters by (i)
    - i. identifying appropriate local measures to prevent disasters
    - ii. developing mechanisms to coordinate the use of local resources and manpower for service during and after disasters and the delivery of services to aid citizens and reduce human suffering resulting from a disaster
    - iii. providing for recovery and redevelopment after disasters.
  - c. Plans for coordination of resources, manpower and services shall provide for a centralized coordination and direction of requests for assistance.
  - d. Plans for coordination of assistance shall provide for utilization of existing organizations and lines of authority.
  - e. In preparing such plans, cooperation, advice and assistance shall be sought from local government officials, regional and local planning agencies, police agencies and fire companies, local civil defense agencies, commercial and volunteer ambulance services, health and social services officials, community action agencies, organizations for the elderly and the handicapped, other interested groups and the general public. Such advice and assistance may be obtained through public hearings held on public notice, or through other appropriate methods.
  - f. All plans for disaster preparedness developed by local governments or any revisions thereto shall be submitted to the commission by December thirty-first of each year to facilitate state coordination of disaster operations. [to be submitted through New York State Emergency Management Office – 1220 Washington Avenue, Suite 101, Building 22, Albany, NY 12226–2251]
  - g. Such plans shall include, but not be limited to:
    - i. Disaster prevention. Plans to prevent and minimize the effects of disasters shall include, but not be limited to:
      1. identification of potential disasters and disaster sites;
      2. recommended disaster prevention projects, policies, priorities and programs, with suggested

- implementation schedules, which outline federal, state and local roles;
- 3. suggested revisions and additions to building and safety codes and zoning and other land use programs;
- 4. such other measures as reasonably can be taken to prevent disasters or mitigate their impact.
- ii. Disaster response. Plans to coordinate the use of resources and manpower for service during and after disasters and to deliver services to aid citizens and reduce human suffering resulting from a disaster shall include, but not be limited to:
  1. centralized coordination of resources, manpower and services, utilizing existing organizations and lines of authority and centralized direction of requests for assistance
  2. the location, procurement, construction, processing, transportation, storing, maintenance, renovation, distribution or use of materials, facilities and services which may be required in time of disaster
  3. a system for warning populations who are or may be endangered
  4. arrangements for activating municipal and volunteer forces, through normal chains of command so far as possible, and for continued communication and reporting;
  5. a specific plan for rapid and efficient communication and for the integration of local communication facilities during a disaster including the assignment of responsibilities and the establishment of communication priorities and liaison with municipal, private, state and federal communication facilities
  6. a plan for coordination evacuation procedures including the establishment of temporary housing and other necessary facilities
  7. criteria for establishing priorities with respect to the restoration of vital services and debris removal
  8. a plan for the continued effective operation of the criminal justice system
  9. provisions for training local government personnel and volunteers in disaster response operations
  10. providing information to the public
  11. care for the injured and needy and identification and disposition of the dead
  12. utilization and coordination of programs to assist victims of disasters, with particular attention to the

- needs of the poor, the elderly, the handicapped, and other groups which may be especially affected;
  - 13. control of ingress and egress to and from a disaster area
  - 14. arrangements to administer state and federal disaster assistance
  - 15. procedures under which the county, city, town, village or other political subdivision and emergency organization personnel and resources will be used in the event of a disaster;
  - 16. a system for obtaining and coordinating disaster information including the centralized assessment of local disaster effects and resultant needs
  - 17. continued operation of governments of political subdivisions.
- iii. Recovery. Local plans to provide for recovery and redevelopment after disasters shall include, but not be limited to:
- 1. recommendations for replacement, reconstruction, removal or relocation of damaged or destroyed public or private facilities, proposed new or amendments to zoning, subdivision, building, sanitary or fire prevention
  - 2. regulations and recommendations for economic development and community development in order to minimize the impact of any potential future disasters on the community.
  - 3. provision for cooperation with state and federal agencies in recovery efforts.
  - 4. provisions for training and educating local disaster officials or organizations in the preparation of applications for federal and state disaster recovery assistance.
- iv. Local state of emergency; local emergency orders by chief executive.
- 1. Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, rioting, catastrophe, or similar public emergency within the territorial limits of any county, city, town or village, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government; provided, however, that in the event of a radiological accident

as defined in section twenty-nine-c of this article, such chief executive may request of the governor a declaration of disaster emergency. Following such proclamation and during the continuance of such local state of emergency, the chief executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control. As an illustration, such orders may, within any part or all of the territorial limits of such local government, provide for:

- a. the establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;
- b. the designation of specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated
- c. the regulation and closing of places of amusement and assembly
- d. the suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids
- e. the prohibition and control of the presence of persons on public streets and places
- f. the establishment or designation of emergency shelters and/or emergency medical shelters
- g. the suspension within any part or all of its territorial limits of any of its local laws, ordinances or regulations, or parts thereof subject to federal and state constitutional, statutory and regulatory limitations, which may prevent, hinder, or delay necessary action in coping with a disaster or recovery therefrom whenever
  - i. a request has been made pursuant to subdivision seven of this section
  - ii. whenever the governor has declared a state disaster emergency pursuant to section twenty-eight of this article. Suspension of any local law, ordinance or regulation pursuant to this paragraph shall be subject to the following standards and limits:

1. no suspension shall be made for a period in excess of five days, provided, however, that upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five days each during the pendency of the state of emergency
  2. no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort
  3. any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension;
  4. the order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such local law, ordinance or regulation suspended, and may include other terms and conditions
  5. any such suspension order shall provide for the minimum deviation from the requirements of the local law, ordinance or regulation suspended consistent with the disaster action deemed necessary
  6. when practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension.
- h. 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 a newspaper of general circulation in the area affected by such order and transmitted to the radio and television

media for publication and broadcast. Such orders may be amended, modified and rescinded by the chief executive during the pendency or existence of the state of emergency. 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 nevertheless, may extend such orders for additional periods not to exceed five days each during the pendency of the local state of emergency.

- i. The local emergency orders of a chief executive of a county shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of the governing board of the county, the office of the county clerk and the office of the secretary of state. The local emergency orders of a chief executive of a city, town or village shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of such municipal corporation, the office of the county clerk and the office of the secretary of state.
2. Nothing in this section shall be deemed to limit the power of any local government to confer upon its chief executive any additional duties or responsibilities deemed appropriate.
3. Any person who knowingly violates any local emergency order of a chief executive promulgated pursuant to this section is guilty of a class B misdemeanor.
4. Whenever a local state of emergency is declared by the chief executive of a local government pursuant to this section, the chief executive of the county in which such local state of emergency is declared, or where a county is wholly contained within a city, the mayor of such city, may request the governor to remove all or any number of sentenced inmates from institutions maintained by such county in accordance with section ninety-three of the correction law.
5. Whenever a local state of emergency has been declared pursuant to this section, the chief executive

of the county in which the local state of emergency has been declared, or where a county is wholly contained within a city, the chief executive of the city, may request the governor to provide assistance under this chapter, provided that such chief executive determines that the disaster is beyond the capacity of local government to meet adequately and state assistance is necessary to supplement local efforts to save lives and to protect property, public health and safety, or to avert or lessen the threat of a disaster.

6. The legislature may terminate by concurrent resolution, such emergency orders at any time.

**APPENDIX D**

**TOWN OF SENECA MAP**

[MAP](#)

APPENDIX E

EMERGENCY NOTIFICATION NETWORK

EMERGENCY NOTIFICATION NETWORK - LEGISLATIVE BRANCH – 2012

2012	HOME	OFFICE	CELL #
<b>SHERIFF'S OPERATIONS CENTER CALLS</b>			
Sheriff	Povero, Phil	585-396-4614	585-261-9360
Undersheriff	Tillman, Dave	585-396-4622	585-261-9364
Emergency Management Office	Harloff, Jeffrey	585-396-4310	585-261-9644
* County Administrator	Garvey, John	585-396-4402	585-749-4924
<b>COUNTY ADMINISTRATOR CALLS</b>			
** Chairman, Board of Supervisors	Fafinski, Theodore	315-986-8100	585-755-3342
Deputy County Administrator	McDonough, Darlys	585-396-4401	585-519-9122
County Attorney	Park, John	585-396-4411	585-967-3822
District Attorney	Tantillo, Mike	585-396-4010	585-261-9724
Director of Finance	Bentzoni, Catherine	585-396-4441	585-738-5350
Public Works Commissioner	Wright, Bill	315-986-3137	585-261-2944
Information Services	Barry, Sean	585-396-4502	585-704-1341
Human Resources Director	Krause, Mary	585-396-4468	315-382-5728
<b>CHAIRMAN OF THE BOARD OF SUPERVISORS CALLS</b>			
Vice-Chairman	Marren, Jack	585-742-5020	585-739-4744
Eastern Sector	Gallahan, Jeff	585-289-3010	585-329-8373
Western Sector	Marshall, Dan	800-395-0140	585-734-6406
<b>SUPERVISOR MAREN CALLS</b>			
Supervisor, Town of Canadice	Singer, Kris	585-367-2050	585-755-6340
Supervisor, Town of West Bloomfield	Champlin, John	585-624-2461	585-734-4773
Supervisor, Town of East Bloomfield	Huber, Dodie	585-657-7700	585-755-3493
<b>SUPERVISOR GALLAHAN (EASTERN SECTOR) CALLS</b>			
Supervisor, City of Geneva	Ninestine, Don		
Supervisor, Town of Phelps	Teed, Norman	315-548-5691	315-521-0362
Supervisor, Town of Seneca	Sheppard, John T.	585-526-5595	315-246-5880

2012		HOME	OFFICE/T.H.	CELL #
<b>SUPERVISOR MARSHALL (WESTERN SECTOR) CALLS</b>				
Supervisor, Town of Canandaigua	Casella, Sam	585-394-9359	585-394-1120	585-490-2833
Supervisor, Town of Bristol	Green, Bob	585-229-5244	585-229-2400	585-315-1498
Supervisor, Town of Naples	Cowley, John	585-374-5574	585-374-2111	585-739-5574
<b>SUPERVISOR NINESTINE CALLS</b>				
Supervisor, City of Geneva	LaRocca, Rocky	315-781-0369	315-539-5624	585-303-5881
Supervisor, City of Geneva	Evangelista, Charles	315-789-3392	315-789-1616	315-945-0126
Supervisor, Town of Geneva	Luckern, Mary	315-781-2017	315-789-3922	315-277-1080
<b>SUPERVISOR SHEPPARD CALLS</b>				
Supervisor, Town of Gorham	Lightfoote, Frederick	585-526-6246	585-526-5231	585-507-1208
Supervisor, Town of Hopewell	Hilton, Margaret A.	585-394-8561	585-394-0036	
<b>SUPERVISOR SINGER CALLS</b>				
Supervisor, City of Canandaigua	Baker, David	585-394-0465	315-548-8032	585-703-5511
Supervisor, City of Canandaigua	Russell, Richard	585-396-0267		585-721-4698
Supervisor, Town of Richmond	Angelo, Ralph	585-229-5089	585-229-5757	585-474-6603

\* If County Administrator is unavailable, Sheriff Ops. Center calls the Deputy County Administrator or Chairperson, Board of Supervisors.  
\*\* If Chairperson of Board of Supervisors is unavailable, County Administrator calls the Vice-Chairperson of the Board of Supervisors and, if necessary, Eastern and Western Sectors.