



Town of Ancram

Emergency Response Plan

**County of Columbia
State of New York**

Updated April 2018

Town of Ancram
Emergency Preparedness Plan

To minimize the effects of an emergency
pre-planning is the key to good planning

PURPOSE

The Purpose of this plan is to:

1. Cite the **Authority**
2. Formulate **Procedures**
3. Provide **Guidance** for coordinated action in rendering assistance to the citizens within the Town of Ancram in the event of a community emergency.

BASIS

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

AUTHORITY

The Town of Ancram recognizes that planning and preparatory actions are required before and emergency. Emergency preparedness allows the Town of Ancram to prepare and react to emergency situations to save life and property if the Town is threatened or hit by a disaster and major emergency.

RESPONSIBILITY

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

MOBILIZATION

Emergency Operations Center (E.O.C.) - The Emergency Operations Center for Ancram will be in the Town Hall, 1416 County Route 7. Once the Town Supervisor or next in line has declared an emergency exists, the Emergency Operations Center will be staffed on a twenty-four hour basis until the declared emergency subsides. The Emergency Operations Center will forward all warnings, directives, information, etc., to various local departments as appropriate. This will be done through the use of department representatives, telephones (located in the Emergency Operations Center),

radios in the Police, Fire, Highway and Emergency Management Departments and in the offices of cooperating agencies. Each member assigned to the Emergency Operations Center will be familiar with this plan, particularly with the section pertaining to each responsible person's service duties.

Emergency Operations Records - The Town Supervisor, Town Clerk and Records Management Officer, functioning at the Emergency Operations Center, are responsible for the maintenance and availability of records, documents, plans and other materials required to discharge their and others' functions during an emergency.

Sequence of Action - Members of the Town Board, Department Heads, members of our Emergency Preparedness Committee, Representatives of other Emergency Agencies, volunteers and other designated personnel will assemble as soon as possible at the Emergency Operations Center upon notification of the existence of an emergency.

TO COPE WITH THE EFFECTS OF AN EMERGENCY

Appropriate steps will be taken at the Emergency Operations Center to mobilize fully the available personnel, resources, facilities, supplies and materials in the Town of Ancram according to the guidelines set forth in this plan.

1. The Ancram Town Supervisor is responsible for the notification and declaration of an emergency or disaster within the Town of Ancram.
2. Each department head in the Town of Ancram is responsible for assuring maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Town's responsibilities. Each department head will retain control of the assigned department and implement orders received from the Emergency Operations Center.
3. The Town of Ancram will seek the cooperation and aid any or all surrounding communities in the event of an emergency or disaster. Arrangements for mutual aid have been made prior to any emergency or disaster.
4. The Town of Ancram will contact the County Emergency Management Office and the County 911 Center regarding any major emergency or disaster situation. Emergency Management assistance will be requested as needed and all requests for assistance of any nature by any department must be approved by the Town Supervisor or Fire Chief, and will be made to the County Director of the Emergency Management Office.
5. Military Assistance requests will be made by the Town Supervisor of the Town of Ancram to the Columbia Count Chief Executive Officer who will forward the

request to the Columbia County Civil Defense Office to the State Natural Disaster Commission.

6. The American Red Cross is recognized as the agency responsible for mass care to persons immediately following a disaster. Local Red Cross chapters can extend natural disaster relief assistance to individuals and families and the Red Cross can assume administrative and financial responsibility in providing such assistance. American National Red Cross has been assigned this responsibility by the Congress of the United States. The Red Cross chapter responsible for the Town of Ancram is the Columbia County Chapter (**Karen T. Daughtrey 828-6715**)

RESPONSIBILITIES & FUNCTIONS

The responsibilities and functions listed below recognize only basic duties. Each of the position descriptions may be altered or expanded to suit the needs at the time of an emergency.

1. **The Town Supervisor** of the Town of Ancram is responsible for the conduct of disaster operations within the Town of Ancram after he has declared an Article 2B written declaration the Town Supervisor shall use any and all facilities, equipment, supplies, personnel and other resources of the Town of Ancram in such a manner as may be necessary or appropriate to cope with the disaster. The Town Supervisor shall direct the activities of all agencies within the Town of Ancram against the effects of emergency in conformance with the approved for the rescue and relief of the people, the recovery and the rehabilitation of the community of Ancram. The Town Supervisor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.
2. **The Ancram 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.
3. **The Town Clerk/ Records Management Officer** is responsible for the maintenance and availability of essential records, documents and other materials, required during the emergency.
4. **The Ancram Town Supervisor** will act as the Emergency Coordinator and will direct the implementation of the comprehensive plan for the Emergency Operations Center. The Emergency Coordinator coordinates the emergency Operations Center, prepares estimates of the situation, advises everyone of the operational priorities and initiates requests for assistance from the Columbia County Emergency Management Office.

5. **The Fire Chief** is as always, responsible for the direction of his department and all action to contain and extinguish fires resulting from emergencies and the rescue of trapped and injured persons from damaged buildings, flooded areas, etc. The Ancram Fire Company is a key ingredient in this plan.
6. **The Columbia County Sheriff's Department** will direct all actions to maintain order, prevent looting, and help alleviate panic; direct injured to medical installations, and to assist handicapped persons. Also, the New York State Police will be called upon for additional assistance.
7. **The Ancram Highway Superintendent** is responsible for the maintenance of streets, 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, public buildings and other vital community services, calling upon all Public Works and Engineering Services of Columbia County for such assistance. The Highway Superintendent will work in conjunction with Central Hudson Power Corporation, Taconic Telephone Company and any other utility in the restoration of the various essential services.
8. **The Building Inspector** of the Town of Ancram will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.
9. **The Public Information and Communications Officer** will be the Town Supervisor and he will direct 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. The communications officer arranges 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 officer in carrying out her/his duties.
10. **The Medical Officer** directs all actions to render health and medical services to the community. The officer will alert hospitals and ambulances in the area regarding anticipated medical needs and will work directly with the County Emergency Medical Coordinator.
11. **The Manpower Officer** directs the assignment of personnel to the various emergency services as requested.
12. **The Transportation Officer** carries out measures necessary to the utilization of all transportation modes for support and rescue operations
13. **The Emergency Preparedness Committee** will come to the Town Hall when:
 1. They hear about a potential chemical problem in our community.
 2. There is a power failure.
 3. There is a major problem at the school.

4. Any other community emergency.

14. In the Absence of the Town Supervisor Deputy Supervisor Hugh Clark will substitute for the Town Supervisor.

Who's Who

TOWN SUPERVISOR AND EMERGENCY COORDINATOR:

Art Bassin, Town Supervisor 518-469-7768

TOWN CLERK AND RECORDS MANAGEMENT OFFICER:

Monica Cleveland

COMMUNICATIONS AND PUBLIC INFORMATION OFFICER:

Art Bassin

TOWN MEDICAL OFFICER:

TBD

ANIMAL CONTROL OFFICER:

Wes Powell 518-794-0225

ANCRAM BUILDING INSPECTOR

Edward Ferratto 518-821-8115

ANCRAM TOWN BOARD

Art Bassin, Town Supervisor 518-469-7768

Hugh Clark, Deputy Supervisor/Councilman 518-514-4218

Madeline Israel, Councilwoman 518-329-7483

David Boice, Councilman 518-821-4300

Bonnie Hundt, Councilwoman 518-789-9390

ANCRAM HIGHWAY DEPARTMENT

Jim Miller, Highway Superintendent

(Garage Phone) - 518-329-6190

(Cell) - 518-965-7682

Avery Heath 518-929-4840

Thomas Miller 518-329-7563

Brian Ingles 518-329-2090; 518-610-2844

Barry Hay 845-264-9968

Jose Ayala 845-750-8883

ANCRAM FIRE COMPANY

David Boice, Chief 518-329-3430; 518-821-4300

ANCRAM BOARD OF FIRE COMMISSIONERS

John Ingram (Phone) ?

Tomas Miller 518-329-7563

William Hunt 518-821-9747

William Lutz ?

Terry Boyles- Chair- 518-821-5219

ATTORNEY FOR THE TOWN -

TOWN INSURANCE AGENT - Kirk Kneller 518-321-3131

COLUMBIA COUNTY EMERGENCY MANAGEMENT OFFICE

Bill Black

Robert Lopez 518-398-7640

William Foster ?

COLUMBIA COUNTY HIGHWAY DEPARTMENT

Bernie Kelleher

COLUMBIA COUNTY FIRE COORDINATOR

William Hunt 518-821-9747

COLUMBIA COUNTY CHIEF EXECUTIVE OFFICER

Matt Murell, Chairman Board of Supervisor

COLUMBIA COUNTY 911

Robert Lopez, Administrator 518-398-7640

COLUMBIA COUNTY SHERIFF'S DEPARTMENT

David Bartlett, Sheriff 518-965-0615

COLUMBIA COUNTY HEALTH DEPARTMENT

Jack Maab, Director

CENTRAL HUDSON POWER CORPORATION

John Maserjian – 845-486-5282; 800-527-2714

TRANSPORTATION CONTRACT CARRIERS

Donald Kline, Pat's Auto and Pulchers

FAIRPOINT COMMUNICATIONS

Bill Mulrein - 518-392-1262

TOWN OF ANGRAM EMERGENCY PREPAREDNESS PLAN

EVACUATION AUTHORITY

Pursuant to this Emergency Preparedness Plan the authority to evacuate is vested only with the Fire Chief at a Incident Command Center and the Town Supervisor after the Supervisor has declared an Article 2B Emergency.

EVACUATION PROCEDURES

Green Tape: Green tape placed on the front doorknob means evacuation has taken place or things are okay inside.

Red Tape: Red tape means the Landowner has refused to evacuate or problem inside.

No Tape: No tape means the emergency personnel should attempt to evacuate or haven't visited the home yet.

EVACUATION CHECKLIST

If time permits a evacuation checklist will be completed by emergency personnel for each apartment/home that is evacuated. (See attached).

SHELTERS FOR THOSE EVEACUATED

Pursuant to this Emergency Preparedness Plan anyone who is evacuated will be provided appropriate shelter.

REFUSES TO EVACUTE

Anyone refusing to evacuate will be discussed at the Incident Command Center or the Emergency Operations Center and may become a Police Situation.

Town of Ancram
Emergency Preparedness Plan

By the authority vested in me, you are hereby directed to evacuate your home and premises due to an emergency situation in Ancram.

 Town Supervisor or Fire Chief

EVALUATION CHECKLIST- TOWN OF ANCRAM

- | | |
|---------------------------|---|
| ____ or ____
Yes No | I have packed my medication/drugs. |
| ____ or ____
Yes No | I have packed my relatives' phone numbers. |
| ____ or ____
Yes No | Electrical and Gas Appliances have been checked |
| ____ or ____
Yes No | Wood stove and other heating appliances have been checked |
| ____ or ____
Yes No | My pets and their food are ready. |
| ____ or ____
Yes No | Towels and various toiletries/personal items have been packed. |
| ____ or ____
Yes No | I have packed a blanket/sleeping bag, pillow, air mattress |
| ____ or ____
Yes No | I have locked my house, have the key clearly marked and in my possession. |

New Location: _____
I Will Be At Phone #

 Date- Time I Evacuated My Home Signature Owner/ Tenant

Emergency Personnel/Volunteers etc., have explained to me all of the possible dangers of remaining in my home and I understand all of these possible dangers. **However, I refuse to evacuate my home and I will remain here even though these dangers exist.**

 Signature of Emergency Person Signature of Owner/Tenant

Town of Ancram
Emergency Preparedness Plan

Shelter Operations

Shelter Directors are key people and should be up-dated as often as possible.

OUR SHELTERS

1. Main Shelter- Ancram Town Hall-329-6512
2. Secondary Shelter- Ancram Fire House- 329-2922
3. Ancram Highway Garage- 329-6190

<u>Shelter Director</u>	<u>Date</u>	<u>Shelter Location</u>
<u>Name of Evacuee</u>	<u>Time In</u>	<u>Time Out</u>

Town of Ancram
Emergency Preparedness Plan

The Incident Command System

Although many systems exist throughout the nation for the Command and Control of Resources at **EMERGENCY INCIDENTS**, the National Fire Academy has adopted the Incident Command System, for **managing** available Resources at Emergency Operations.

At An Emergency Incident in the Field

The Ancram Fire Department will set up, operate and control an **Incident Command Center**. Our Emergency Preparedness Plan recognizes, respects and will follow this system which allows all of us to work together toward a Common Goal in an Effective and Efficient manner. The Incident Command Center will consist of Procedures for Controlling Personnel, Facilities, Equipment and Communications.

Local State of Emergency

Section 24 of Article 2B State Executive Law

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 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 the territorial limits of such local government. Following such declaration and during the continuance of such local state of emergency, the chief executive may promulgate local emergency order to protect life and property or to bring the emergency situation under control. 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 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 establishment or designation of emergency shelters and/ or emergency medical shelters;
- e. The suspension of any of its local laws, ordinances or regulations.

Communications Directory

See Ancram Directory for Full Listings

Town Hall: (518) 329-6512 Fax: (518)329-0962

Town Garage: 518-329-6190

Ancram Fire House: 518-329-2922

911 Center: 518-828-1212, 518-828-1263, 518-828-4114

Local Stores

Farmers Wife 518-329-5431

Citgo 518-329-7744

Hospitals, Ambulance & Other Services

Copake Rapid Care 518-329-3900

Copake Rescue Squad 518-329-2200

Greenport Rescue Squad 518-828-4643

Sharon Connecticut Community Hospital 860-364-4000

Columbia Medical Center 518-828-7601

Northern Dutchess Hospital 845-876-3001

American Red Cross 518-828-6715

Food Pantry 518-329-0592

Fairview Hospital 413-528-0790

Newspapers, Radio and T.V. Stations

Register Star Newspaper 518-828-1616 (office phone), 518-828-9437 (fax)

Columbia Paper 518-392-1122

WCKL/Z95.5 Radio Station 518-828-5006

WRGB TV Station

WTEN TV Station

WNYT TV Station