

Chapter 28

EMERGENCY PREPAREDNESS

§ 28-1. Purpose.

§ 28-2. Basis; NIMS.

§ 28-3. Mobilization.

§ 28-4. Responsibilities and functions.

[HISTORY: Adopted by the Village Board of the Village of Liberty 5-14-2008 by L.L. No. 2-2008.¹ Amendments noted where applicable.]

§ 28-1. Purpose.

The purpose of this plan is to cite the authority, formulate procedures and provide for coordinated action in rendering assistance to the citizens within the Village of Liberty in the event of a disaster.

§ 28-2. Basis; NIMS.

- A. Disaster planning is based on the New York State Defense Emergency Act; the State of New York Executive Law, Article 2-B; and the National Incident Management System (NIMS).
- B. The Village of Liberty recognizes that planning and preparatory actions are required before an emergency. Emergency preparedness allows the Village of Liberty to prepare and react to emergency situations to save life and property if the Village is threatened or hit by a disaster or

1. Editor's Note: This local law also repealed former Ch. 28, Emergency Preparedness, adopted 12-16-1993 by L.L. No. 6-1993.

- major emergency. The Village commits to prepare and respond pursuant to NIMS protocol. The Village of Liberty recognizes that NIMS is a management tool for the command, control and coordination of resources and personnel in the event of a disaster or major emergency and will remain compliant with NIMS guidelines.
- C. The Village 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 the security of the community during a disaster.

§ 28-3. Mobilization.

- A. Designate Emergency Operations Center (EOC). The Emergency Operations Center for the Village will be in the Municipal Building, 167 North Main Street, Liberty. Once the Mayor 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 departments as appropriate. This will be done through department representatives, telephones (located in the Emergency Operations Center), radios in the Police, Fire, Highway and in the offices and vehicles 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.
- B. Essential emergency operations records. The Mayor and the Village Clerk, 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.
- C. Sequence of action. Members of the Village of Liberty Board 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 Village of Liberty according to the guidelines set forth in this plan.

- (1) The Mayor or the designated emergency coordinator is responsible for notification and declaration of an emergency or disaster.
- (2) Each department head in the Village of Liberty is responsible for assuring maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Village's responsibilities. Each department head will retain control of the assigned department and implement orders received from the Emergency Operations Center.
- (3) The Village of Liberty may seek the cooperation and aid of any or all surrounding communities in the event of an emergency or disaster. Arrangements for mutual aid should be made prior to any emergency or disaster.
- (4) The Village of Liberty should contact the Sullivan County Office of Emergency management regarding any major emergency or disaster situation. Emergency Management assistance should be requested when local or mutual aid resources are exhausted. All requests for county assistance of any nature by any department will be approved by the Mayor and will be made to the Sullivan County Office of Emergency Management by direct phone contact or by the radio network.
- (5) Military assistance requests will be made by the Mayor of the Village of Liberty to the Sullivan County Office of Emergency Management/Office of

Homeland Security, which will forward the request to the New York State Emergency Management Office or other appropriate agency as directed.

- (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. The American National Red Cross has been assigned this responsibility by the Congress of the United States.

§ 28-4. Responsibilities and functions.

- A. The Mayor of the Village of Liberty is responsible for the conduct of disaster operations within the Village of Liberty. The Mayor of the Village of Liberty shall use any and all facilities, equipment, supplies, personnel and other resources of the Village of Liberty in such a manner as may be necessary or appropriate to cope with the disaster. The Mayor shall direct the activities of all agencies within the Village of Liberty against the effects of the emergency in conformance with the approved plans for the rescue and relief of the people and the recovery and rehabilitation of the community of Liberty. The Mayor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.
- B. The Village 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.
- C. The Village Clerk is responsible for the maintenance and availability of essential records, documents and other materials required during the emergency.

- D. The Emergency Coordinator appointed by the Mayor directs the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the Mayor. Also, under the direction of the Mayor, the Emergency Coordinator coordinates the emergency operations of the Emergency Operations Center, prepares estimates of the situation, advises the Mayor of operational priorities and recommends requests for assistance from the Sullivan County Office of Emergency Management.
- E. 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 Fire Chief will call upon the Sullivan County Fire Coordinator or the County Office of Emergency Management, under mutual aid, for advice and/or assistance concerning fire-related emergencies, rescue and relief operations and coordination of emergency shelter and feeding operations.
- F. The Liberty Police will designate a traffic control officer to be part of the EOC for the purpose of controlling traffic and population movements. The Police Department 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 EOC or evacuation site. The Police Chief or his designee may call upon the Sullivan County Sheriff's Office, the New York State Police or any other law enforcement agency for assistance.
- G. The Superintendent of the Department of Public Works (DPW) or his designee is responsible for the maintenance of streets and bridges and all official trucks, vehicles 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 Sullivan County for such assistance. The DPW will work in conjunction with the local electric and telephone companies, propane and fuel companies, and water and sewage treatment departments and with any other local utility in the restoration of the various essential services.

- H. The Building Inspector/Code Enforcement Officer of the Village will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.
- I. The Public Information Officer under the supervision of the Mayor of the Village of Liberty directs the local dissemination of emergency information and the issuance of news reports to the public and notifies the Sullivan County Office of Emergency Management on the status and development of emergency measures; using all media of public communication.
- J. The Communications Officer supervises, directs, arranges and restores communications for all emergency purposes using available communications means and methods. Maximum use of all available forms of communication will be planned by all departments to aid the communications staff in carrying out their duties.
- K. The Medical Officer or staff 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.
- L. The Supply Officer carries out measures necessary to the emergency handling of all local resources.
- M. The Manpower Officer directs the assignment of personnel to the various emergency services as requested.

- N. The Transportation Officer carries out measures necessary to the utilization of all transportation modes for support and rescue operations.
- O. Additional responsibilities and functions. All department heads and/or those responsible for carrying out parts of the emergency operations for the Village of Liberty shall have their responsibilities and functions listed within this plan.