DISASTER RESPONSE/EMERGENCY OPERATIONS PLAN

Village of Springville, NY

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Purpose

The purpose of this plan is to minimize the impact of disasters and potential disasters, ensure effective local responses when such events occur, and support efficient recovery efforts.

Authority

Under New York State Executive Law Article 2-B, enacted in 1978, the Village of Springville (hereafter listed as VoS) is authorized to develop a disaster plan to effectively manage potential disaster situations. This law grants the Mayor the authority to oversee and respond to emergencies affecting the VoS. Only the Mayor, or their designated successor, has the authority to request assistance from higher levels of government. For the VoS, this means requesting aid from Erie County. A clear line of succession is established to ensure continuity in the event the Mayor is unavailable or if their arrival would cause unacceptable delays. The designated succession is as follows: Mayor, Designee 1 (Administrator/Clerk), and Designee 2 (Deputy Mayor). In circumstances where the Mayor cannot act or their response is delayed, the designated successors may issue an emergency declaration and proceed according to the requirements outlined in Article 2-B.

Preparedness

The Mayor, in consultation with relevant experts and advisors, shall develop plans deemed necessary to prevent and minimize the effects of disasters. These plans shall include, but are not limited to:

- Identifying potential disaster scenarios and vulnerable sites
- Recommending disaster prevention projects
- Suggesting revisions to building and safety codes, as well as updates to zoning and land-use programs
- Implementing additional measures to prevent disasters or mitigate their impact.

Mobilization

The Emergency Operations Center (EOC) will be in the conference room on the 2nd floor of 65 Franklin St. An alternate Emergency Operations Center, located inside an Erie County DHES MOC Unit, will be used if access to 65 Franklin St is not possible. This resource must be requested through the control center via MERS.

The Mayor shall evaluate all information received from the VoS Department leads, VoS Fire Chief, dispatcher-on-duty at the VoS control center, the Erie County Sheriff's Department, the New York State Police, town and village board members, Bertrand Chaffee Hospital, Springville Griffith Institute Central School District designee, and the Erie County Department of Homeland Security and Emergency Services (DHES).

The Mayor may declare a state of emergency (disaster) after thoroughly assessing all relevant information.

Responsibilities

The Mayor is responsible for overseeing disaster operations within the VoS jurisdiction and directing all village departments in response to the emergency. The Mayor will leverage the Emergency Operations Center (EOC) and its staff to implement necessary measures for effective emergency management.

The Mayor shall utilize village facilities, equipment, supplies, personnel, and other resources as needed to address the disaster effectively.

The VoS Board of Trustees is tasked with preparing for potential disasters or emergencies and ensuring the implementation of this and other emergency preparedness plans.

The EOC staff may include individuals beyond those specifically listed and is not limited to those named.

- Mayor/Deputy Mayor
- Natural Disaster Coordinator/Emergency Coordinator (CD-125)
- Village Administrator
- Code Enforcement Officer, Zoning
- Communications Liaison (Sr Radio Dispatcher (701))

(Below may be included if not at their assigned work/incident locations)

- Superintendent of Public Works
- Springville Police Chief and/or ECSO Liaison
- Springville Fire Chief

Sequence of Actions

Upon notification of an emergency, the Mayor, Village Administrator, Natural Disaster Coordinator/Emergency Manager, Code Enforcement Officer (Zoning), Communication Liaison, and any other designated village personnel will convene at the Emergency Operations Center (EOC). The emergency notification list will be maintained on file with the Village of Springville Administrator and the Springville 9-1-1 Dispatch Office. The Mayor or their designated representative is responsible for formally declaring a disaster and ensuring proper notification. This includes completing and signing the Emergency Declaration Form and filing it with the Village Clerk.

The Mayor or their designated representative is also responsible for the following sequence of actions or delegating the task(s) to personnel within the EOC:

- Utilizing CodeRED to notify the public about an emergency.
  - https://public.coderedweb.com/CNE/en-US/BF712649652A
- Contacting local media outlets to disseminate information.
- Reaching out to the Erie County Department of Homeland Security and Emergency Services through MERS Control to request the initiation of a DLAN Incident Ticket.
- Contacting the American Red Cross to arrange for shelter services if needed.
- Requesting assistance from the Erie County Sheriff's Office, Village Police, and/or New York State Police to maintain order, prevent looting, direct traffic, and guide the injured to medical facilities.

Additionally, the following agencies or their designees are assigned these duties:

- *The Fire Chief* or their designee is responsible for directing <u>all actions</u> to contain and extinguish fires resulting from emergencies and for rescuing trapped and injured individuals from damaged buildings, disaster sites, and flooded areas.
- *The Public Information Officer,* appointed by the Mayor and working under the Mayor's direction, will manage the dissemination of information regarding emergency services operations and mitigation efforts to the public and media, while ensuring compliance with HIPAA and maintaining the confidentiality of operational details.
- *The Superintendent of Public Works* or their designee will oversee the maintenance of essential public facilities and services, including streets, highways, bridges, public buildings, and other critical community services. They will work in coordination with other village departments to restore and sustain these essential services.
- *The Code Enforcement Officer* or their designee will conduct safety inspections of damaged buildings before allowing evacuees to reoccupy them.

The names, addresses, and telephone numbers of all village personnel will be available at both the VoS and the Springville 9-1-1 Dispatch Center. Additionally, a list outlining the order of designees for disaster declarations and emergency management will be on file at the VoS and with the Erie County Department of Homeland Security and Emergency Services Emergency Management Office (ECDHES EMO).

Those designated to provide information to the Erie County Department of Homeland Security and Emergency Services Emergency Management Office EOC when requesting additional aid are responsible for supplying the following:

1. Assessment of damage to the village.
2. Details on the extent of the village's disaster response efforts.

3. Information about the special needs of the village.

Documentation

Village EOC staff and all village departments are responsible for maintaining incident logs that document personnel time, materials, and equipment used in response to the situation. Fillable forms for incident management, following the FEMA Incident Command System (ICS), can be found at

[FEMA ICS Forms] (https://training.fema.gov/icsresource/icsforms.aspx).

FEMA forms that will be utilized and retained for EOC Operations are:

(* *strongly recommended*)

ICS 201 – Incident Briefing *

ICS 202 – Incident Objectives

ICS 203 – Organizational Assignment List

ICS 204 – Assignment List

ICS 205 – Incident Communications Plan

ICS 205A – Communications List *

ICS 206 – Medical Plan

ICS 207 – Incident Organizational Chart *

Incident Organizational Chart (based on ICS 207)

1. **Incident Commander**
   - o **Role**: Mayor/Deputy Mayor/Designee
   - o **Responsibilities**: Overall incident command and decision-making.
2. **Liaison Officer**
   - o **Role**: Sr. Dispatcher/Law Enforcement Liaison
   - o **Responsibilities**:
     - Inter and intra-agency contact with outside agencies (utilities, county, state, etc.).
3. **Safety Officer**
   - o **Role**: Designee
   - o **Responsibilities**:
     - Overall operational safety concerns and monitoring.
4. **Public Information Officer**
   - o **Role**: Designee
   - o **Responsibilities**:
     - Disseminate information to the public and media.
5. **Operations Section Chief**
   - o **Role**: Natural Disaster Coordinator/Emergency Manager
   - o **Responsibilities**:
     - Staging, coordination, and implementation of action plans.
6. **Planning Section Chief**
   - o **Role**: (Position not specifically assigned in the provided information, but typically filled by a senior staff member or designee)
   - o **Responsibilities**:
     - Resources management, documentation, and demobilization planning.
7. **Logistics Section Chief**
   - o **Role**: DPW/Natural Disaster Coordinator/Emergency Manager
   - o **Responsibilities**:
     - Support: supplies, facilities, ground support.
     - Services: communications, medical, and food.
8. **Finance/Administration Section Chief**
   - o **Role**: Village Administrator
   - o **Responsibilities**:
     - Costs, procurement, compensation/claims, and personnel time management.

Incident Reporting and Emergency Management Protocol

1. Identification and Contact Information

Name and Designation: Provide your name, title, and municipality.

Cause of Incident: Clearly state the cause of the incident or emergency.

Location: Specify the exact location using directional indicators (e.g., east, west, north, south) and reference major streets for better orientation.

Contact Information: Include details for the responder at the scene or the incident commander, along with their contact information.

2. Communication and Reporting

Timely Updates: Ensure that updates are communicated promptly to NITTEC and/or MERS.

3. Reporting Guidelines

Emergency Reporting:

- MERS (Erie County 24/7 Emergency Response): Call 716-898-3696 for natural disasters or emergencies such as snowstorms or plane crashes. The Natural Disaster Coordinator or Emergency Manager should report these incidents.
- NITTEC (Niagara International Transportation Technology Coalition): Call 716-847-2070 for traffic-related incidents. Report driving bans, travel restrictions, or advisories to NITTEC.

4. Travel/Driving Bans and State of Emergency (local/municipal level)

Travel/Driving Bans:

Travel/driving bans cannot be implemented without declaring a State of Emergency. Only the Supervisor, Mayor, or their designee has the authority to declare a State of Emergency. Once a State of Emergency is declared, a travel/driving ban must also be issued, and relevant paperwork should be sent to Emergency Services after the situation stabilizes.

State of Emergency:

Refer to **Appendix 1** for details on the State of Emergency. Responsibilities and procedures are outlined in Article 2B.

Ensure that a Natural Disaster Coordinator or Emergency Manager is appointed. If they are unavailable, the Mayor will assume their role. *For the VoS, the Emergency Manager / Natural Disaster Coordinator is not a full-time position so the Mayor must assume that there are times where the individual may not be available due to their full-time employment.*

The Natural Disaster Coordinator/Emergency Manager is the primary liaison with the Erie County Emergency Operation Center (EOC) and is responsible for obtaining necessary resources via voice, email, or the DLAN request ticket system.

5. Municipal vs. County Authority
Travel/Driving Bans:

The County Executive will only declare a county-wide travel/driving ban in catastrophic situations. Municipalities are responsible for declaring travel/driving bans within their jurisdictions, following the established process and filing necessary information with the County Clerk's office.

6. Authorized Travel During Travel/Driving Bans
A system is in place for the VoS to manage authorized travel during travel or driving bans. To ensure compliance and facilitate movement, please adhere to the following guidelines. This system is designed to ensure that only essential personnel can travel during restrictions, maintaining both safety and operational efficiency.

Action Steps for Employees

1. Obtain Authorization ID: Ensure you have received your VoS Emergency Authorization ID.
2. Always Carry ID: Keep the ID with you whenever traveling during a ban period.
3. Presentation to Authorities: If stopped by local authorities, present your VoS Emergency Authorization ID to verify your authorized status.

NWS StormReady Program: Emergency Operational Planning

In keeping with the current National Weather Service (NWS) StormReady planning document [https://www.weather.gov/stormready] the VoS will implement the below best practices to meet those requirements:

Section 2.1

List the sources of hazardous weather information the EOC, and/or other facilities (such as dispatch center, warning point, security center, etc.), can receive.

- *VoS will utilize the NOAA Weather radios at (3) access points: the VoS Control center, the VoS DPW office and the VoS main office.*
- *VoS Control Center will monitor local news broadcasts (Spectrum/WGRZ/WIVB/WKBW) during times of severe weather events.*
- *VoS Control Center will receive email "blast updates" thru the Erie County DHES email notification list as well as thru the VoS Emergency Manager*
- *VoS Control Center will monitor Erie County CPS CHARMS chat dialogue.*
- *VoS Emergency Manager utilizes the iNWS mobile alert system and the Slack NWS chat app and shares such with the appropriate VoS personnel.*

Requirement – At least two ways to receive official hazardous weather information. Possible sources include iNWS, NOAA Weather Radio, text alerts, mobile apps, email alerts, etc.

Section 2.2

List the ways the EOC, and/or other facilities (such as a dispatch center, warning point, security center, etc.), can relay official watch/warning information to the public, and/or the organization's staff?

- *VoS uses the Code Red mass notification system for any subscribers to that service to the public.*
- *VoS Facebook contains a link to the NWS Buffalo social media stream for the public.*
- *VoS phone tree is in use at the Control Center for notification of all DPW staff.*
- *Fire paging system (voice/text) for all VoS emergency personnel and Code enforcement with audible alerts via a siren.*

Requirement – At least two ways to relay official watch/warning information (possible sources include: reverse 911, social media, website, email distribution list, mass notification systems, local cable TV override, etc.)

Section 2.3

Do you have an updated Emergency Operations Plan (or similar plan or weather annex) in accordance with state/FEMA or your organization's time requirements?

- *The VoS completes an all-hazards mitigation plan that addresses the unique weather situations within the VoS.*
  - *details of all the areas noted in the plan, submitted to Erie County, are included therein.*

Requirement – A complete review is conducted in accordance with state and/or FEMA requirements. If there are no formal requirements, then updates are recommended every two years. Additionally, the most impactful and most common weather-related hazards should be addressed in the plan.

Section 2.4

Does your plan have instructions for EOC, or similar facility, to activate and request weather support for events such as HAZMATs, SARs, large public venues, etc.)? Additionally, do these plans include guidance for the receipt & redistribution of critical weather information, as well as reporting observed weather conditions back to the NWS, or non-NWS meteorological service?

- *The VoS participates in the Erie County Fire Mutual Aid program, and requests for SAR and Haz-Mat resources are through the fire department and/or Emergency Manager via the Control center. Scene-specific weather information will be relayed on-site (and storm-related observations relayed to the NWS) by the Emergency Manager or thru the Control Center to:*
  - *Phone ➜ (716) 565-0204*
  - *Email ➜ bufstorm.report@noaa.gov*
- *The VoS will utilize spot.weather.gov and send the information to the event organizer and the Control Center upon receipt of the VoS application for special events (to be revised 2025).*
- *The VoS will utilize the https://www.weather.gov/buf/em.html a week prior to large events.*
- *The VoS EOC, if activated, will utilize iPaws/MDD design language/best practices for the creation of any messages sent via a public alerting system.*
- *The VoS Emergency Manager can report storm-related damages and observations through the NWS Chat app within the Slack platform.*

Requirement – Plan must include instructions for activating your EOC (or similar facility) and local warning relays and contain procedures for reporting severe weather or other emergencies which require weather support.

Section 2.5

Do you have plans which account for hazardous weather (e.g. Lightning Safety Toolkits) and have a reliable source of weather information for any large public events by using weather support services?

- *The VoS does through the local NWS Office and distributes NWS storm literature at its Franklin Street office to citizens.*

Requirement – Planning and establishing a reliable source of weather information is needed for large public events.

Section 3.1

List any NWS partner meetings or workshops, or similar collaborative events with non-NWS service providers, your organization has attended over the last two years.

- *VoS Emergency Manager attends bi-monthly Erie County Disaster Coordinator meetings where weather-related information on upcoming events is disseminated.*
- *VoS Emergency Manager belongs to the NYS Emergency Manager Association, where the 2024 conference including a session titled "Introduction to the New NWS Flood Inundation Mapping Service and its Rollout in-Progress for Decision Support in NY"*

Requirement – Government EM or Public Safety Official participation in at least one partner meeting or workshop every two years after recognition.

Section 3.2

List at least one actual event, or participation in a drill or exercise, which included a weather emphasis or component with your operations.

- *VoS participated in the blizzard 2023 Emergency Management conference calls and was active on the DLAN system for situational awareness.*
- *VoS resources stood-by the April Eclipse 2024.*

Requirement – One event, or drill/exercise, involving your operations every two years.

Section 3.3

Is your team registered for, and familiar with, NWSChat 2.0, or a similar weather coordination application or program from a non-NWS service?

- *VoS Emergency Manager is active and subscribed to NWSChat 2.0 via the Slack platform.*

Requirement – Your team is signed up and familiar with NWSChat 2.0, or at least one other non-NWS service weather coordination application. This is not a requirement for non-government organizations.

Section 3.4

Do you receive weather information from your local NWS office or non-NWS service through blast/notification email distribution lists?

- *VoS receives blast notification emails, including weather alerts, through the Erie County DHES.*
- *VoS Emergency Manager receives DLAN communications for severe weather events.*

Requirement – At least two representatives from the organization are included on a blast or distribution email list.

Section 3.5

Do you utilize a distribution list consisting of community or organizational staff, leadership, & partners (i.e. school admin., law enforcement, fire depts., critical facilities, etc.) to forward NWS or non-NWS services briefings for hazardous weather events?

- *VoS Emergency Manager forwards item(s) to specific individuals – may create a future distribution list internally for critical stakeholders.*

Utilization of a distribution list to share NWS or non-NWS services briefings for hazardous weather events.

Section 3.6

Have you participated in an office visit or familiarization meeting with your local NWS staff to learn more about products/services available from the NWS & what may be available from non-NWS service providers?

- *VoS would welcome a visit soon but has yet to do so.*

Requirement – A familiarization meeting with the local NWS (could be virtual) is conducted to learn about services & support capabilities. Organizations may alternatively use similar services from non-NWS meteorological providers. After the initial recognition this guideline is only required when there is a new EM, Public Safety Official, or Safety Coordinator.

Section 4.2

List any community events or other outreach efforts used to distribute and promote weather safety information through your organization.

- *VoS distributes public relations materials through the central office information kiosk.*
- *VoS notifies the public through social media of critical events, however criteria and types of events have yet to be fully outlined.*
- *VoS will set-up an information booth with the SFD when a large event next occurs. NWS materials and alert information are to be distributed.*
- *VoS utilized the amateur radio community for April Eclipse operations, who provided on-scene support, including copious amounts of cloud cover reporting to the local EOC.*

Requirement – <u>At least two community and/or outreach efforts every two years</u>. Community events may include public presentations, educational activities with schools, participation in safety fairs or booths, virtual engagements, etc. Other outreach efforts may include relevant social media posts, organizational websites, brochure distribution, etc.

Section 4.3

List the dates of any storm spotter or weather safety training your organization helped to share information about, and/or helped to facilitate/organize an event in your community.

- *VoS has a Storm Spotter /Skywarn training held Spring of 2024 at the Town of Concord Senior Center.*
- *VoS will encourage all VoS Control Center personnel to obtain Skywarn certification.*

Requirement – Help share information about a virtual storm spotter or weather safety training event, and/or help to facilitate/organize at least one storm spotter or weather safety training event every 2 years.

NOTE: StormReady Community guidelines may be satisfied by incorporating products, data, and services from non-NWS providers (e.g., other government entity, media, academia, and/or our partners in America's Weather/Water/Climate Industry (all elements of the private sector (including media, consultants, equipment providers, etc.)).

Appendix: Sample Declaration of a Local State of Emergency

Village of Springville, New York

Declaration of a Local State of Emergency

Date: [Month, Day, Year]

Time: [24-HOUR time]

Declaration Number: [If applicable]

To Whom It May Concern:

WHEREAS, the Village of Springville, located in Western New York, has been impacted by [briefly describe the nature of the emergency, e.g., severe winter storm, flooding, etc.], which has resulted in [describe the impacts, e.g., hazardous road conditions, power outages, etc.]; and

WHEREAS, the extent of the emergency situation exceeds the capabilities of local resources and requires immediate action to protect the health and safety of residents and maintain public order;

NOW, THEREFORE, I, [Mayor/Supervisor Name], the Mayor of the Village of Springville, New York, pursuant to the authority vested in me under [cite relevant local laws, statutes, or ordinances], do hereby declare a State of Emergency within the jurisdiction of the Village of Springville, New York, effective immediately.

This declaration includes the following provisions: (*use whatever is needed*)

1. Travel Restrictions: [Describe any travel bans or restrictions, e.g., "A travel ban is in effect from [Time] on [Date] until further notice. Only essential personnel with proper authorization may travel."]

2. Emergency Measures: [Outline any immediate measures, e.g., "Roads will be closed to non-essential traffic. Emergency services will be prioritized."]

3. Resource Allocation: [Detail any specific resource allocation, e.g., "Additional resources will be deployed to affected areas to provide aid and assistance."]

4. Coordination with Agencies: [Mention coordination with other agencies or organizations, e.g., "The [Municipality Name] Emergency Management Office will coordinate with county and state agencies to address the emergency."]

5. Duration and Review: [Specify the duration of the declaration and review process, e.g., "This State of Emergency will remain in effect until [Date/Time] or until the situation is resolved. Regular updates will be provided to the public."]

As the Chief Executive of the Village of Springville, New York, I, _____, exercise the authority given me under Article 2-B, 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 the health of the citizens of this community. I hereby direct all departments and agencies of this municipality to take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of Springville, New York to be affixed this [Day] of [Month], [Year].

[Signature]

[Mayor/Supervisor Name]

[Title]

Village of Springville, New York

[Contact Information]