VILLAGE OF BROCKPORT
VILLAGE BOARD
Work Session Agenda
Tuesday, August 7, 2012
Location: Village Hall conference room

This is a work session, not a regular meeting. There is no public comment opportunity.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, a Board member takes notes & provides to Clerk.

CALL TO ORDER / PLEDGE: Mayor Castañeda called the meeting to order and led the Pledge of Allegiance.

MOMENT OF SILENCE: to honor those that serve our Country, enforce our laws, & respond to emergencies

MISSION STATEMENT: "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

- **GUESTS:**
  - Assemblyman Stephen Hawley & Chief of Staff Eileen Banker – meet & greet

- **ITEMS FOR DISCUSSION / REVIEW:**
  - General conduct at Village Board meetings & consideration of Roberts Rules of Order – Trustee Andrews
  - Potential creative volunteer leadership award – Trustee Andrews
  - Contracting with a Grant Writer/Administrator (budgeted) – proposed RFP - Trustee Blackman
  - Seymour Library proposed 2013 budget
  - Emergency Operating Plan – review cover to cover – includes suggestions by Department Heads

- **EXECUTIVE SESSION:** (if needed)

- **ADJOURNMENT**

Upcoming:
- 7pm Tuesday, 8/14 – Village Board meeting
- 1:30pm Thursday, 8/16 (Rochester) – NYCOM workshop on vacant, neglected, abandoned properties
- 7pm Tuesday, 8/28 – Village Board meeting (w/ Attorney, Treasurer, Dept Heads) – General Code presentation
- 7pm Tuesday, 9/4 – Village Board work session (w/ Attorney & Codes Officer re vacant/abandoned properties)

DRAFT

The Monika W. Andrews Creative Volunteer Leadership Award

This award shall be presented annually to a resident of the Town of Sweden (including the Village of Brockport) or the Town of Clarkson in recognition of outstanding creative leadership as a volunteer. Each recipient shall exemplify the leadership qualities that characterized the civic contributions of Monika W. Andrews (1942-2011).

The recipients must have created new volunteer activities or made creative, imaginative changes in existing ones. Priority shall be given to activities that directly benefit the needy. Simply performing routine volunteer activities in however laudable, devoted, and hard-working manner will not suffice. Examples from the volunteer efforts of the award's namesake were her conception and creation of the first playground for handicapped children in Monroe County and her transformation of the Brockport Ecumenical Food Shelf into a "client-centered" facility.

Each recipient shall be presented with an appropriate certificate and the annual proceeds from The Monika W. Andrews Memorial Annuity Fund. If no suitable recipient is identified in any year, no award shall be given. Whenever no annual award is given, that year's proceeds from the fund shall be re-invested in the fund.

The award and the fund shall be administered by the Board of Trustees of the Village of Brockport. The Selection Committee shall be composed of one member appointed by each of the three municipal Boards. The member appointed by the Village Board shall chair the proceedings and shall have a casting vote.

Nominations for the award may be submitted to the Selection Committee by any resident or residents of the two towns. Self-nominations are permitted. Any person may receive more than one award. However, each award shall be based on a different set of activities. All nominations shall include descriptions of the nominees' leadership performance, addressing the criteria presented in the paragraph above. Supporting letters and documents may be included.

The deadline for the submission of nominations is December 31 of the year before the award is to be made. The winner shall be announced by the Selection Committee on April 16, the anniversary of the birth of the award's namesake.

Dear colleagues--I should have mentioned in my earlier memo that I am offering to fund the award with an $850 annuity that Monika had and I will add to it $600-700 from an insurance policy that is in process of being paid. The annuity produces an average of about $100 a year--not enough to make anyone rich, but a start. Also, I will probably add to it from my Trustee salary.--Bill

DRAFT

changes proposed by Trustee Blackman for 8/7 discussion

REQUEST FOR PROPOSALS
Position Vacancy - Village Grants Writer (part-time)

The Village of Brockport is currently seeking qualified candidates/firms for the position of Village Grant Writer. Both individuals and grant writing firms are encouraged to submit proposals. ~~Multiple contracts may be issued at the Village Board's discretion.~~

The Village Grant writer will be charged with seeking out and preparing applications for grants from all sources and for all departments of the Brockport Village Government. Grant writers may also be tasked with administration of accepted grants for additional compensation. ~~Our preferred fee arrangement is payment upon acceptance of grant funds and/or for administration of grants.~~

Attendance at Village Board meetings/workshops will be required when grant applications are presented and/or accepted. Occasional attendance otherwise as needed.

Preferred candidates/firms will have successful experience in municipal grant writing, preferably in a New York State Village government setting. Excellent communication skills are required. A working knowledge of and/or experience with the Brockport community is ~~greatly~~ preferred.

Salary is $16,000. Starting date is September 15? October 1?, ending date June 30 with possibility of renewal. To be considered for this position, please forward a letter of interest ~~and~~ resume/grant firm information, and three references to:

Leslie Ann Morelli
Village Clerk
Village of Brockport
49 State Street
Brockport, NY 14420
lmorelli@brockportny.org

Proposals requested by ~~November 8~~August 25, ~~2010~~ 2012

S·E·Y·M·O·U·R
L·I·B·R·A·R·Y
BROCKPORT · CLARKSON · SWEDEN

SEYMOUR LIBRARY

161 East Avenue • Brockport, NY 14420-1505
Ph: (585) 637-1050 • Fax: (585) 637-1051
www.seymourlibraryweb.org

July 30, 2012

The Honorable M. Connie Castañeda
Mayor, Village of Brockport
49 State Street
Brockport, New York 14420

Dear Mayor Castañeda:

Please find the attached proposed 2013 budget. The proposed 2013 budget calls for a modest 4% increase in your support. This would equate to a $7,377.64 increase from the Village of Brockport.

The 2013 Seymour Library budget reflects the loss of revenue due to decreasing interest income from the Endowment Fund and General Fund. We are also experiencing a loss of income in the form of fine payments. Personnel costs have increased, now that we are fully staffed, and we have budgeted for normal increases in operating the facility and purchasing books and materials. Some grant monies will be available and we will be applying for others. Currently, a committee is working on the annual After Hours fund raising project, provisionally scheduled for November 3rd.

We look forward to hearing from you and your continued support as you prepare your budgets. Please do not hesitate to contact me with any questions.

Sincerely,

Andrea Tillinghast

Andrea Tillinghast, Library Director

SEYMOUR LIBRARY * PROPOSED BUDGET FOR 2013

REVENUE

ACCT NO	ACCT DESCRIPTION		2011 budget		2012 budget		2013 Proposed budget
L2082	Fines		31,000		31,000.00		27,000.00
L2083	Membership Fees		0		0.00		1,000.00
L2084	HOLDS/Reservations		4,500		4,500.00		4,500.00
L2360	From Governments:		**441,258**		**450,083.64**		**468,086.99**
	For 2011			For 2012		For 2013	
	Brockport	180,825.00		184,441.00		191,818.64	
	Clarkson	133,105.00		135,768.00		141,198.72	
	Sweden	127,328.64		129,874.64		135,069.63	
L2401	Interest & Earnings (G F S/A)		1,100		1,100.00		1,000.00
L2701	Refund-Prior Year Expenditure		0		0.00		0.00
L2705	Gifts and Donations		0		0.00		0.00
L2760	Library Grants		6,000		6,000.00		3,000.00
L2770	Other / Misc		7,000		7,000.00		2,000.00
	Capital/Bldg. fund to balalnce budget		22,478		18,520.00		11,713.47
	Prior Year Carry Over		0				
L5031	Interest & Earnings from Endowment		9,200		9,200.00		8,500.00
	TOTAL REVENUES		**522,536**		**527,403.64**		**526,800.46**

EXPENDITURE

ACCT NO	ACCT DESCRIPTION	2011		
L7410.1	Personnel	247,840	247,840.00	257,753.60
L7410.2	Equipment	0		0.00
L7410.4	Facility/materials/programs	175,536	182,557.00	188,033.71
	TOTAL LIBRARY	**423,376**	**430,397.00**	**445,787.31**
L9010.8	NYS Retirement	25,260	21,000.00	21,000.00
L9030.8	Social Security	18,960	18,960.00	19,718.15
L9040.8	Workmen's Compensation	1,100	1,100.00	1,000.00
L9045.8	Life Insurance	756	756.00	800.00
L9050.8	Unemployment Insurance	0	0.00	0.00
L9055.8	Disability Insurance	720	720.00	800.00
L9060.8	Hospital and Medical	35,439	36,502.00	22,060.00
L9070.8	Dental Insurance	4,725	4,867.00	2,533.00
	TOTAL BENEFITS	**86,960**	**83,905.00**	**67,911.15**

L 1910.4	Insurance/all	7,200	7,200.00	7,200.00
L 1950.4	Taxes for Library	0	0.00	0.00
L 1990.4	Contingency	0	0.00	0.00
L 9950.8	Endowment Transfer	0	0.00	0.00
L 9950.9	Capital Reserve Transfer		0.00	0.00
	Director/Trustee Insurance		900.00	900.00
	Accounting	5,000	5,000.00	5,000.00
	TOTAL OTHER	**12,200**	**13,100.00**	**13,100.00**
TOTAL EXPENDITURE		**522,536**	**527,402.00**	**526,800.46**
BALANCE				
	TOTAL INCOME	522,536	527,403.64	525,800.46
	TOTAL EXPENDITURE	522,536	527,402.00	525,800.46
	BALANCE	**0**		

EMERGENCY OPERATIONS PLAN

VILLAGE OF BROCKPORT

Monroe County, New York State

December 2002

Adopted by Resolution of the Village Board
2 December 2002

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SIGNATURES OF CONCURRENCE

The following signatures of concurrence indicate that the agencies shown below have read and coordinated this edition of the Village of Brockport's *Emergency Operations Plan*, and are committed to its effective implementation:

VILLAGE OF BROCKPORT BOARD

_____

Mayor

BROCKPORT PUBLIC WORKS

_____

Superintendent

BROCKPORT POLICE DEPARTMENT

_____

Police Chief

BROCKPORT FIRE DEPARTMENT

_____

Fire Chief

BROCKPORT CODE ENFORCEMENT

_____

Code Enforcement Officer/Fire Marshal

BROCKPORT AMBULANCE CORPS

_____

EMS Chief Brockport Ambulance Corp.

STATE UNIVERSITY AT BROCKPORT

_____

LAKESIDE MEMORIAL HOSPITAL

_____

BROCKPORT CENTRAL SCHOOL

_____

RESOLUTION OF ADOPTION

WHEREAS, the Village Board of the Village of Brockport recognizes that one of the most important responsibilities of local government is to provide for the response to and recovery from emergencies that abnormally affect the health, safety or welfare of the community; and

WHEREAS, while Brockport is very fortunate to be protected by excellent police, fire, EMS and Public Works departments, the Village Board recognizes that it must plan for extraordinary situations beyond the combined capabilities of these agencies; and

WHEREAS, Section 23 of Article 2-B of *New York Executive Law* authorizes the Village of Brockport to prepare a disaster preparedness plans; and

WHEREAS, this *Emergency Operations Plan* has been prepared in accordance with the Mayor's direction and under the authority of Article 2-B of *New York Executive Law*,

NOW, THEREFORE BE IT RESOLVED, that this *Emergency Operations Plan* of the Village of Brockport is hereby adopted and entered into force; and

BE IT FURTHER RESOLVED, that adoption of this *Emergency Operations Plan* establishes the following policies to protect the inhabitants of the Village:

Authority for emergency response activities.
Classification of emergency situations.
Command and control structure for disasters.
Line of succession to ensure continuity of government.
Designation and establishment of an emergency operations center.
Authorities to maintain, train, test and update the *Emergency Operations Plan.*
Authorization to prepare a vulnerability analysis for the Village.
Authorization to prepare an "all-hazards" mitigation plan.

I hereby certify that this resolution was adopted the Village Board of the Village of Brockport at its regular meeting held on Monday, 18 November 2002.

_____

seal of the Village of Brockport

Village Clerk

CHAPTER 1

Introductory Material

INTRODUCTION

Emergencies are situations or the threat of impending situations abnormally affecting the property, health, safety or welfare of the community, which by their nature or magnitude require a co-coordinated response over and above the normal, day-to-day operations carried out by the first response agencies. A wide variety of emergencies, caused by nature or acts of mankind, can happen in the Village of Brockport. Such emergencies can result in human suffering, loss of life; property damage, economic harm, and can disrupt the normal functions of government, communities, and families. Brockport government must provide the leadership and direction to prevent, mitigate, respond to, and recover from the dangers and problems arising from such large-scale emergencies anywhere in the village.

Communities with effective comprehensive emergency management plans have the capability of saving lives, preventing injuries, and reducing property damage. Well-prepared communities will restore the quality of life with minimum disruption. While Brockport is very fortunate to have excellent emergency response services (police, fire, EMS, and public works) available to it, large scale disasters require a different approach, involving coordination and interaction that may be unfamiliar to emergency services personnel.

Recognizing that local government is the first line of official public-responsibility for emergency management, the Mayor of the Village of Brockport directed staff to develop an *Emergency Operations Plan*. Staff was charged with creating a comprehensive emergency management program that conforms to *New York State Executive Law* and generally accepted practices for delivering disaster management services.

PURPOSE

This *Emergency Operations Plan* has been prepared to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, and welfare of the inhabitants of the Village of Brockport during the time of disaster. It provides officials of the Village and assisting agencies with a general guideline for the coordinated response to and recovery from an emergency. To aid in those tasks it presents an overview of responsibilities of the responding departments and agencies during a crisis or disaster.

OBJECTIVES

Objectives of this plan are to:

- Establish the emergency response policies for the Village of Brockport for handling emergencies; and
- Define an authority structure for emergency operations; and
- Provide a guide for emergency responders to minimize the impact of and facilitate the recovery to a disaster; and
- Identify emergency response agencies, equipment, and resources available to be employed during such response and recovery operations; and
- Establish a communication structure.

AUTHORITY

New York State Executive Law, Article 2-B, ∋ 23 authorizes the Village of Brockport to prepare a disaster preparedness plan to minimize the effect of disasters.

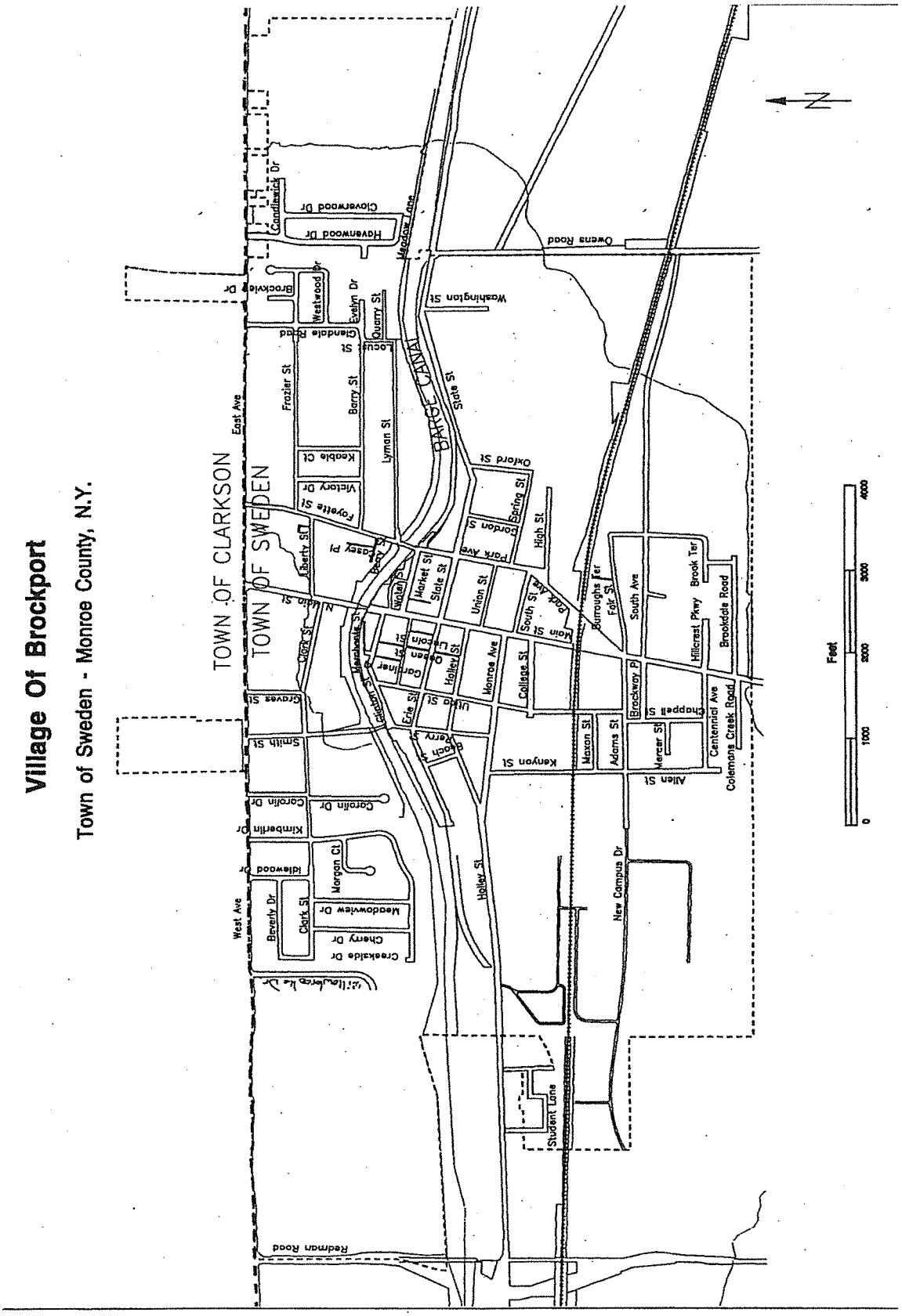
Article 4, ∋ 4-400 of *New York State Village Law* establishes the Mayor as the Chief Executive Officer of the Village. This is confirmed by definition in ∋ 20.2.f (3) of *New York State Executive Law*.

Statutory authority in ∋ 24.1 of Article 2-B of *New York State Executive Law* gives the MAYOR of the Village of Brockport, as the Chief Executive Officer, authority to proclaim a local state of emergency within the Village and promulgate local emergency orders necessary to protect life and property or to bring the situation under control.

Section 24.5 of Article 2-B of *New York State Executive Law* provides for obedience by all agencies and citizens to any emergency order issued by the Mayor.

A copy of Article 2-B, *New York State Executive Law* is provided in Appendix 1.

The Village of Brockport *Emergency Operations Plan* was adopted by resolution passed at a regular meeting of the Village Board held on ~~Monday, 18 November 2002~~. It covers all emergency operations within the village. Jurisdictional limits of the village are shown on Figure 1.



REPLACE WITH OFFICIAL Map of the Village of Brockport ADOPTED 10/1/07
Figure 1

PHASES OF EMERGENCY MANAGEMENT

Comprehensive emergency management involves four phases: mitigation, preparedness, response, and recovery. Each phase results from the previous one and establishes the requirements for the next.

MITIGATION – Activities that identify and eliminate or reduce the chance of occurrence or the effects of a disaster. These activities can

- Prevent the creation of a hazard in the first place.
- Reduce or limit the size of the hazard.
- Separate the hazard from the entity to be protected
- Prevent the release or spread of a hazard.
- Modify the qualities of the hazard
- Modify the release or distribution of the hazard
- Research to attack or control a hazard.
- Disseminating information.

Tools used in mitigation include, but are not limited to, hazard identification, vulnerability analysis, zoning ordinances, building codes, public health laws, fire regulations, risk management, traffic laws, etc.

PREPAREDNESS – Activities designed to have trained personnel, equipment, and resources ready to save lives and minimize damage in the event of an emergency. This phase also includes the planning necessary to adequately respond to disasters. Preparedness planning includes responding to both natural and man-made hazards.

RESPONSE – Actions involving the rendering of aid and assistance during an emergency. These actions will deal with immediate public safety, property security, and public welfare. It also includes actions to restore the necessities of life.

RECOVERY – This phase is the restoration of the community back to pre-disaster conditions. It may be of short-term duration, such as several hours to clear the streets after a fire is put out, or long-term such as months of cleanup after a severe hurricane. Long-term recovery may include complete redevelopment of damaged areas and last years.

STAGES OF AN EMERGENCY

Emergencies and disasters evolve through several stages. These stages include:

STAGE 1 Pre-emergency – No unusual incidents. Agencies and departments are operating in normal modes and following standard operating procedures. This is the time for planning, training, testing, and educating the public on the *Emergency Operations Plan*. It is also the time when mitigation measures should be undertaken to lower the risks and increase the protection from emergencies.

STAGE 2 Warning – Information indicating a potential emergency event may take place is available (weather forecast for a severe snow storm) and may allow time for preparation (DPW gets plows on trucks, fire department alerts personnel, residents stock up on supplies).

STAGE 3 Impact – Depending on the nature of the emergency, this phase may last only moments (tornado, crash, explosion), for hours (hurricane, severe snow storm, major fire), or for several days (blizzard, hazardous material incident).

STAGE 4 Response – Activities undertaken immediately following the occurrence of an emergency or disaster to save ~~lifes~~lives, protect property, reduce the ~~likelyhood~~likelihood of secondary damage, and ~~stabilize the~~stabilize the ~~sutuation~~situation.

STAGE 5 Recovery – The phase where activities to bring the Village back to normal are undertaken. Recovery may be brief (road opened up after accident or fire) or prolonged (removal of debris from hurricane, rebuilding collapsed bridge).

CLASSIFICATION OF EMERGENCIES

Emergency situations in the Village of Brockport shall be classified and identified as presented below:

LEVEL 0 Normal operations – Agencies continue with their day-to-day normal routine or are inactive.

LEVEL 1 Routine emergency response – Routine emergency response where one of the primary emergency response services is operating well within its capabilities to handle the situation.

- minor motor vehicle accident
- average house fire
- heart attack/stroke
- routine snowstorm
-

Command rests with one "on-scene" individual, who shall use the incident command system (ICS) to control all activities.

The Emergency Operations Center will not be activated.

LEVEL 2 Response involving 3 or more emergency services – Any incident that requires coordination of three or more of the primary emergency response services. Command shall remain with the on-scene commander who shall use a "unified" command system to control the situation.

Incident Commander may request that the Emergency Operations Center be activated to provide assistance and support services to the incident response.

LEVEL 3 Declared disaster – A major emergency situation that involves requesting assistance from additional agencies or special units. At this level the Mayor declares a STATE OF EMERGENCY. Incident Command rests with the Mayor. State and Federal assistance may be requested by the Mayor if the situation requires.

Emergency Operations Center shall be activated and staffed by all agency representatives at basement of 38 Market Street, Fire Dept.

Note by Police Chief, do we need to differentiate between natural versus man made disasters?

CHAPTER 2

Concept of Operations

LOCAL CONTROL and CHAIN OF COMMAND

The first line of defense for any emergency is the local government. People living in and visiting Brockport are fortunate to be protected by well-trained, well-equipped, emergency response agencies. Police, Fire, EMS and Public Works personnel are dedicated to serving and protecting the residents and property of the village. Command of all emergency response shall remain with Brockport government.

During **Level 0** operations, the various department heads, or authorized representative will be in charge of and direct the activities of their various agencies. The chain of command shall be as is set out in the agencies normal Table of Organization and Standard Operating Procedures.

At **Level 1** operations, each agency is operating well within its capabilities to handle the average incident. The senior officer of the jurisdictional agency shall be the Incident Commander (Fire department for structure fire, Police for riot situation, EMS for medical & casualties, DPW for snow storm, etc.). Other agencies shall provide assistance under the direction of the incident commander.

Level 2 operations require the response of several agencies. The senior officer of the jurisdictional agency shall be the Incident Commander, but shall use a unified command structure.

For a **Level 3** disaster, the Village Mayor shall assume overall command under article 2-B of *New York State Executive Law*. The Mayor or their designeeshall be the Incident Commander and shall be responsible for organizing and regulating emergency response organizations. The Emergency Coordinator shall manage the Emergency Operations Center. All other agencies and departments shall continue to follow, as closely as possible, their standard operating procedures, under the direction of the Mayor. While various tasks and duties will be delegated to department heads or chiefs, ultimate authority and responsibility will always remain with the Village Mayor. The Mayor, or designated successor, shall use the Incident Command System for command and control of the situation.

Note by Police Chief, do we need to differentiate between natural versus manmade disasters?

CONTINUITY OF GOVERNMENT

Pursuant to *New York State Village Law*, the MAYOR or their designee is the Chief Executive Officer of the Village of Brockport. During a **Level 3** emergency the MAYOR is the Incident Commander.

Should the Mayor be unable to fulfill the duties of office because of death, disability, incapacity, or unavailability, succession of command shall pass as follows:

DEPUTY MAYOR
EMERGENCY ~~CO-ORDINATOR~~Coordinator
SUPERINTENDENT OF PUBLIC WORKS
POLICE CHIEF
FIRE CHIEF
VILLAGE CLERK
VILLAGE TREASURER

ACTION PRIOR TO DECLARATION

When an emergency exists but a disaster declaration has not been issued, Village personnel may take such actions under this *Emergency Operations Plan* as may be required to protect lives and property in the Village of Brockport. Agencies will operate using standard operating procedures to accomplish the tasks required address the situation.

SEQUENCE OF ACTIONS

Emergency occurs.

Local emergency response agencies implement standard operating procedures to address the situation.

On-scene Incident Commander evaluates the situation and takes appropriate actions to control the incident.

- If necessary, the Emergency Operations Center can be opened upon request of the Incident Commander.

If the incident exceeds the capabilities of the responding agencies, the Incident Commander may declare a Level 3 disaster and request the Mayor to declare a State of Emergency.

The Communications Center shall notify the Mayor and the Emergency Coordinator.

The Mayor and the Emergency Coordinator shall respond to the Communications Center 38 Market Street at ~~1 Clinton Street~~ and evaluate the situation.

If it is determined that a State of Emergency exists, the Mayor shall issue the appropriate declaration.

Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall be activated.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan*.
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.

The declaration shall be executed in triplicate and shall be filed within 72 hours, or as soon as thereafter practicable, in:

The office of the Village Clerk; and
The office of the Monroe County Clark; and
The office of the New York State Secretary of State.

Any emergency orders or directives promulgated under a declaration of a state of emergency shall also be filed, in triplicate, as described above. Such orders and directives shall cease to be effective five days after promulgation or upon declaration of the Chief Executive Officer that the State of Emergency no longer exists, whichever occurs sooner. In the event that a longer time period is required, the Chief Executive Officer must reissue such order or directive.

Upon issuance of a Declaration of A State of Emergency the Mayor shall assume Incident Command.

Notification of all required personnel shall be undertaken by the Communications Center as directed in the Communications Annex.

All required personnel shall report to the Emergency Operations Center and be briefed.

Emergency operations shall continue as directed by the Incident Commander. EOC staff shall maintain appropriate records of labor, equipment, and materials used.

EOC staff shall compile initial estimate of damage and evaluate the need for a County, State or Federal declaration of a State of Emergency.

The Mayor may request State or Federal assistance through the Monroe County or NYS Office of Emergency Preparedness.

State/Federal agencies will survey the scene and prepare a Preliminary Damage Assessment.

Governor may request Federal assistance from the President of the United States.

The President makes a declaration of a Federal disaster.

The Emergency Coordinator shall be the "applicant's agent" for the village and shall coordinate with the designated State and Federal Coordinating Officers.

Emergency Coordinator attends Applicant's Briefing.

Village submits *Request for Public Assistance.*

EOC staff prepares records and documentation necessary for Federal/State reimbursement.

EMERGENCY NOTIFICATION PROCEDURE

Upon direction of the Mayor, Fire Chief, Police Chief, Superintendent of Public Works, or Emergency Coordinator, to activate the Emergency Notification Procedure the process shall be carried out at once by the Communications Center.

The dispatcher will note the details of the message (e.g. description of the emergency, instructions to remain on standby or report to the EOC, etc).

Dispatchers shall ensure the information is passed to and understood by each person notified.

Individuals on the Notification List (see Annex 1) shall be called in order, starting with the Mayor.

If the primary contact cannot be reached at any of the numbers listed, the appropriate deputy or alternate shall be contacted.

If neither can be reached, continue with the notifications of others on the list.

Once the end of the list is reached, the dispatcher shall attempt to reach those who were not yet contacted.

The dispatcher shall note the time each individual is contacted.

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center for the Village of Brockport shall be located in basement of the Market Street Fire house (38 Market Street).

When directed to activate the EOC, the Emergency Coordinator shall report to 38 Market Street and take charge of operations until the Mayor arrives. At that time command shall be transferred to the Village Mayor. The Emergency Coordinator shall then act as EOC Director and manage the EOC.

Access to the EOC shall be controlled and limited to authorized personnel. A Brockport Police Officer shall be assigned to control access. The Emergency Coordinator shall provide a list of authorized personnel.

Activities at the EOC shall be conducted and coordinated with functions of each agency involved. Every responding agency shall have an assigned workspace or workstation in the

EOC. The Emergency Coordinator shall maintain an up-to-date chart of activities and coordination required.

MISSION STATEMENTS

In the Village of Brockport, the following agencies may be involved in emergency responses, and may be called upon to provide the services listed below:

Public Officials	Prepare and maintain *Emergency Operations Plan.* Declare State of Emergency. Shoulders the responsibility for emergency response and protecting the public. Order evacuations. Coordinate the use of resources Request County, State, or Federal assistance Authorize expenditure of Village funds. Keep records of personnel, materials, and expenses.
Brockport Fire Department	Fire suppression. Fire control. Rescue. Initiate mutual aid requests. Evacuation assistance. Fire protection for evacuated areas. Hazardous material response.
Brockport EMS	Triage. Emergency medical care. Communications with hospitals. Communications with mutual aid EMS agencies. Assist in evacuations. Assist with rescues. Care for specialized populations. - Hospitals, medical facilities, nursing homes, and schools. - Invalids at home. - Blind, hearing impaired or other disabled. Transport victims to medical facilities. General medical response needs.
Brockport Police Department	Law enforcement. Traffic control (including rerouting). Civil order. ~~Investigators and technicians.~~ Investigation / technical response Assist in evacuations. EOC security. Scene access control. Crowd control. Security for evacuated areas.

Brockport Communications Center	Maintain a list of contacts. Notification of responding agencies and officials. Incident communications. Maintain communication equipment. Restore communications in the event of loss.
Department of Public Works	Provide heavy equipment. Provide additional personnel. Assist in traffic and crowd control (signs, barricades, etc.). Provide information on streets, storm & sanitary sewers, road closings, construction, and water systems. Transportation of materials & equipment. Assist in containing spills. Provide mechanics for equipment repairs. Maintain list of vendors and equipment suppliers. Assist in assessment of damages. Engineering services. Coordinates with private sector utilities on shutdown and service restoration

Additional support or assistance may be obtained from the following agencies or organizations:

Brockport Central School District	Transportation of evacuees. Shelters.
SUNY – Brockport	Shelters.
Monroe County Office of Emergency Preparedness	Maintain lists of resources. Develop and maintain emergency alert list for County State and Federal officials. Initiate the Emergency Communications Network. Initiate radiological and hazardous materials monitoring reports, and analysis systems. Develop alerting procedures. Maintain liaison with County officials.
Hazardous Materials Response Team	Upon request responds to and stabilizes hazmat incidents. Establish safety zone around hazmat. Identify hazardous materials. Containment of hazardous substances. Decontamination of emergency response personnel. Provide mutual aid to other requesting agencies.

Department of Health	Inspection of shelters. Environmental health response to ensure proper control of hazardous materials and their removal. Provide environmental monitoring. Care for specialized populations.
Community Services American Red Cross Salvation Army	Opening congregate care facilities. Registration of evacuees. Reuniting of families. Feeding of evacuees and victims. Income maintenance services. Information and referral services. Sheltering. Clothing. Other staple necessities.

Building Inspection: per Police Chief

MAINTENANCE OF EMERGENCY OPERATIONS PLAN

ANNUAL REVIEW

This *Emergency Operations Plan* shall be reviewed **annually** and, where necessary, revised by an Emergency Management Committee appointed by the Mayor.

Revisions to the *Emergency Operations Plan* shall be submitted to the Village Board for approval. However, revisions to the various annexes and contact lists can be made without Board approval.

The Village Clerk is responsible for maintaining the original of the document and its publication when necessary. It is the responsibility of each person, agency, service, organization, or department named within the *Emergency Operations Plan* to notify the Village Clerk forthwith, of any revisions to the annexes, or changes to the contact lists. The Village Clerk shall advise the Mayor of any changes.

INTERNAL PROCEDURES

Each service and department involved with this plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

A member of each department shall be designated to maintain and revise its own emergency procedures or guidelines.

TRAINING

To ensure that this plan is implemented effectively, there shall be at least one training session conducted **annually**, with each agency or unit of government identified as a primary response service. Noted by Police Chief

EXERCISE

To effectively implement any operations plan, it must be functional to the intended user. An effective exercise program will strengthen response management, coordination, and operations; plus reveal shortcomings and weaknesses that can be identified prior to an actual emergency. Corrective measures can be taken to improve and refine response efforts.

Exercises are generally classified into four categories: Orientations, Tabletop, Functional, and Full-scale.

These exercises vary in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and assets. Each provides their own benefits and should be considered in the development of an exercise program to satisfy community needs.

The following is a brief discussion of various types of exercises:

ORIENTATIONS are used to acquaint personnel and responders with policies and procedures developed in the planning process, providing a general overview of the emergency operations plan and its provisions. An orientation is especially effective in ensuring that emergency responders understand their roles and responsibilities. It will help clarify any complex or sensitive plan elements. While the orientation does not normally involve direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to participants.

A **TABLETOP** exercise is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. Tabletop exercises are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. Participants are allowed to act out critical steps, recognize difficulties and resolve problems in a non-threatening format. A Tabletop exercise usually lasts two to four hours and requires trained facilitators.

A **FUNCTIONAL** exercise is a simulation designed to provide training and evaluation of integrated emergency operations and management. More complex than a tabletop, it focuses on interaction of decision-making and agency coordination in a typical emergency management environment such as an EOC or command post. All field operations are simulated activities, although messages and information are normally exchanged using actual communication equipment, including radios, telephone, and computers. It permits decision makers, command officers, coordination and operations personnel to practice emergency response management in a realistic forum with time constraints and stress. This kind of exercise generally includes several organizations and agencies practicing interaction of a series of emergency functions such as incident command, assessment, shelter-in-place and evacuation.

The **FULL-SCALE** exercise is used to evaluate several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the Functional exercise, but it is different by adding the field operations component. A detailed scenario and simulation are used to approximate an incident that requires on-scene direction and operations, and also includes coordination and policy-making roles at a command post and at an Emergency Operations Center. Incident Command, mobilization of resources, communications and other special functions are commonly exercised.

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the Village of Brockport has developed a progressive exercise program by scheduling basic Orientations to introduce the *Emergency Operations Plan* and the specific policies and responsibilities established. Table Top exercises will then be held to implement actual coordination and leadership provisions of the plan. These will be followed by functional exercises to integrate the plan's more complex sections under simulated emergency conditions. The entire emergency response system shall be evaluated by a full-scale exercise. The Emergency Program Manager and the Emergency Plan Review Committee will review problems identified in exercises that point out training or planning deficiencies. Recommendations for corrective measures shall be referred to the appropriate channels for action.

INCIDENT CRITIQUE

Following any Level 2 or Level 3 incident, The Emergency Coordinator shall schedule a debriefing of the emergency. The Emergency Coordinator and the Incident Commander shall determine the composition of the debriefing team. A report of the critique shall be prepared and provided to the Mayor and Village Board, the Emergency Plan Review Committee, appropriate agencies, and referred to the appropriate departments for any corrective actions identified.

CHAPTER 3

Individual or Departmental Responsibilities

The following pages list some of the duties and responsibilities of various individuals and departments during an emergency situation.

CHIEF EXECUTIVE OFFICER

The **Mayor** of the Village of Brockport is the Chief Executive Officer of the village. During a **Level 3** emergency the Mayor shall be the INCIDENT COMMANDER and is responsible for:

- The conduct of disaster operations within the Village.
- Appointing an Emergency Co-coordinator, who shall be the EOC Director?
- Obtaining briefing from prior incident commander.
- Assessing the incident situation.
- Activating the Emergency Operation Plan.
- Declaring a State of Emergency within the designated area.
- Chairing meetings of the Emergency Operations Center staff.
- Managing incident operations by using any and all facilities, equipment, supplies, personnel, and other resources available in such a manner as may be necessary to cope with the emergency situation.
- Approving requests for additional resources and requests for release of resources.
- Directing the activities of all agencies within the Village, or responding to the situation, against the effects of any emergency in conformance with approved plan.
- Ensuring that the members of the Village Board, the County Executive, and the State Governor are advised of the declaration and termination of a *State of Emergency*, and kept informed of the emergency situation.
- Authorizing release of information to news media.
- Releasing resources and supplies.
- Approving plan for demobilization.

EMERGENCY COORDINATOR – WHO IS THIS?

The **Emergency Coordinator**, designated by the Mayor, shall be the EOC DIRECTOR and is responsible for:

- Activating the emergency notification system through the Communications Center.
- Activating the Emergency Operations Center.
- Checking that EOC staff have received and understand appropriate Standard Operating Procedures.
- Directing and co-coordinating the functions of the Emergency Operations Center staff.
- Preparing estimates of the situation.
- Determining information needs and inform command personnel of needs.
- Ensuring EOC staff receive periodical briefings and reports.
- Advising the Mayor of operational priorities.
- Recommending and co-coordinating requests for assistance from Monroe County Office of Emergency Preparedness, New York State Emergency Management Office, and Federal Emergency Management Agency.
- The Emergency Coordinator shall be the "applicant's agent" for the village and shall coordinate with the designated State and Federal Coordinating Officers.
- Emergency Coordinator attends Applicant's Briefing.
- Participating in all demobilizing planning.
- Participating in post-incident debriefing.
- Ensuring all logs, memos, reports, and messages are maintained during the incident and collected when the emergency is terminated.
- Restoring the EOC to its pre-emergency status when the emergency is terminated or when directed by the Mayor.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Within two weeks of the termination of a Level 2 or Level 3 incident, schedule an incident critique. A report of the critique shall be prepared and provided to the Mayor and Village Board. The Report shall contain a summary of the incident, lessons learned, and recommendations for corrective actions.

VILLAGE BOARD OF TRUSTEES

The **Board of Trustees**, as the elected representatives of the people shall:

- Take all appropriate steps to prepare for any emergency or disaster.
- Ensure that the Village of Brockport has a current, updated *Emergency Operations Plan.*
- Ensure that the EOP is reviewed and maintained annually.
- Approve the *Emergency Operations Plan.*
- Receive notification of and briefings on any emergency situation.
- Respond as requested by the Mayor.

VILLAGE CLERK

The **Village Clerk** shall be the Incident Commander's SCRIBE and is responsible for:

- Ensuring that a supply of the following forms are available for emergency actions:
  - Time sheets
  - Supplies/material requests
  - EOC log forms
  - Message form
- Preparing and stocking EOC to ensure activation with minimum delay.
- Updating the call lists with current contact numbers and addresses.
- Publishing and distributing the *Emergency Operations Plan* to appropriate officials and agencies.
- Responding to ECO upon notification.
- Assist EOC staff with record keeping and documentation.
- Prepare executive orders for publication and distribution.
- Maintaining official documents and records related to the incident.
- Participating in all demobilizing planning.
- Re-establish pre-emergency operations of Village Hall at the termination of the incident.
- Collect all logs, memos, messages, and timekeeping records from the agencies involved.
- Assist the Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.

TREASURER

The **Treasurer** shall be the FINANCE SECTION CHIEF and is responsible for:

- Developing an operations plan for finance functions during the incident.
- Identifying and ordering supply and support needs for the EOC, including the following forms for emergency actions:
    - Vouchers
    - Checks for payables and receivables
    - Cost accounting forms to track costs of the emergency
- Responding to ~~ECO~~ EOC upon notification.
- Obtaining briefing from Mayor.
- Providing finance matter input at all planning sessions.
- Assist EOC staff with financial record keeping and documentation.
- Meet with assisting and cooperating agency representatives as required.
- Prepare checks and payments for emergency supplies and resources when authorized by the Mayor.
- Ensuring that all obligation documents initiated during the incident are properly prepared and completed.
- Maintaining official financial documents and records related to the incident for preparation of reimbursement.
- Participating in all demobilizing planning.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

BROCKPORT FIRE DEPARTMENT

The **Fire Chief** and **Fire Department officers** shall be responsible for:

- Requesting activation of the *Emergency Operations Plan*s when circumstances require.
- Providing the Mayor with information and advice on firefighting and rescue matters.
- Deploying firefighting and rescue personnel and equipment as needed.
- Informing the County Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, monitoring equipment.
- Providing assistance to other community departments and agencies.
- Being prepared to contribute to or take charge of non-firefighting operations, if necessary.
- Reestablish pre-emergency operations of the Fire Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.

BROCKPORT POLICE DEPARTMENT

The **Police Chief**, or designated representative, shall be responsible for:

- Requesting activation of the *Emergency Operations Plan* when circumstances require.
- Notify necessary emergency and community services, as required.
- Assign an officer to the EOC as Security Officer to control access to the center.
- Direct all actions to maintain order, prevent looting, and help alleviate panic.
- Establish an inner perimeter within the affected area.
- Establish an outer perimeter in the vicinity of the emergency to restrict access to authorized personnel only.
- Provide traffic control to facilitate the movement of emergency response personnel, vehicles and delivery of essential supplies and equipment.
- Alert persons endangered by the emergency and co-coordinating evacuation procedures.
- Direct injured to medical facilities, and assist disabled individuals by obtaining transportation and directing them to the appropriate designated reception shelter.
- Liaison with other community, county, state, and federal police agencies if required.
- Request advice from or the assistance of other law enforcement agencies, as necessary.
- Notify the medical examiner of fatalities.
- Provide police services in the evacuation centers, morgues, and other facilities as required.
- Reestablish pre-emergency operations of the Police Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.

DEPARTMENT OF PUBLIC WORKS

The **Superintendent of Public Works**, or designated representative, shall be responsible for, but not limited to:

- Requesting the activation of the emergency Operation Plan when circumstances require.
- Directing actions to check, restore and maintain essential public facilities and services.
- Working with utility companies and authorities in the restoration of various utilities.
- Assigning an Emergency Site representative if required.
- Liaisoning with flood control, conservation and environmental agencies and being prepared to take preventative actions.
- Supplying public works vehicles, equipment, qualified operators, and personnel as required by any other emergency service.
- Discontinuing any public works service or utility to any consumer, as required by the incident, and restoring those services when appropriate.
- Providing the Incident Command with information and advice on engineering matters.
- Coordinating with the Fire Chief concerning emergency water supplies for firefighting purposes.
- Ensuring emergency potable water supplies, and sanitation facilities are available to the requirements of the Medical Officer.
- Providing equipment for emergency pumping operations.
- The maintenance of sanitary sewage collection and water distribution systems.
- The construction, maintenance, and repair of streets.
- Assisting the Police Department with traffic control.
- Removing and disposing debris from the incident.
- Reestablishing pre-emergency operations of the Public Works Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

CODE ENFORCEMENT DEPARTMENT

The **Building Inspector/Fire Marshal** or designated representative shall:

- Assist in damage assessments.
- Conduct safety inspection of damaged structures before evacuees are allowed to reoccupy such buildings.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

PUBLIC INFORMATION OFFICER – WHO IS THIS?

The **Public Information Officer**, designated by the Mayor, is responsible for, when directed by the incident Commander:

- Maintaining a current list of media contacts.
- Establishing a Citizen Inquiry Service, including assigning personnel and designation of telephone lines.
- Designating a Site Media Spokesperson who will be the on-scene representative of the PIO.
- Apprising the affected emergency services, Communications Center, and media of the establishment of the Public Information section and designated contact numbers.
- Advising the media of the location of the on-scene media information center.
- Issuing authoritative instructions to the public.
- Dissemination of news and information to the media and public.
- Responding to or redirecting individual requests for, or reports on, information concerning any aspect of the emergency.
- Monitoring news coverage and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Participating in post-incident debriefing.

SITE MEDIA SPOKESPERSON– WHO IS THIS?

The **Site Media Spokesperson**, designated by the PIO, is responsible for:

- Responding the on-scene command center.
- Establishing and coordinating a media information center in a safe, appropriate location, at or near the incident site, for media to assemble.
- Establishing a communication link and regular liaison with the Public Information Officer at the Emergency Operations Center.
- Redirecting all inquiries about decisions made by the Incident Commander and about the emergency as a whole, to the PIO.
- Ensuring that the media arriving at the site are directed to the on-scene media information center.
- Where necessary and appropriate, coordinating media photograph sessions at the scene.
- Coordinating on-scene interviews between emergency services personnel and the media.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

COMMUNICATIONS CENTER – NO LONGER HAVE LOCAL DISPATCH

The **Communications Coordinator** or Assistance shall:

- Maintain dispatching services from the Communications Center at 38 Market Street
- Periodically review and update the Communications Annex to this *Emergency Operations Plan.*
- When directed, implement the *Emergency Operations Plan* Notification Procedure.
- Upon activation of the Emergency Operations Center, set up communications equipment and establish communication links in the EOC at 38 Market Street.
- When necessary, restore all communication modes.
- Maintain all communication equipment.
- Manage message recording and flow.
- Monitor the emergency from the EOC.
- Provide back-up dispatching services for the Communications Center.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

MEDICAL OFFICER / EMS CHIEF

The **Medical Officer / EMS Chief**, or designated representative, shall:

- Report to the EOC upon its activation.
- Notify hospital and ambulance services of the emergency situation.
- Maintain communications with medical facilities throughout the incident.
- Advising the Incident Commander on any matters that may affect public health.
- Act as coordinating link for all emergency health services and the EOC.
- Notify Staff and place them on stand-by.
- Provide authoritative instructions on health and safety matters to the public through the PIO.
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics with the County, State, and Federal public health organizations.
- Ensure coordination of care of bed-ridden citizens and invalids at home and in evacuation centers during the emergency.
- Notify the senior Public Works officer of the need for potable water supplies and sanitation facilities.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.

APPENDIX 1

Article 2-B
NEW YORK STATE EXECUTIVE LAW

The following is a copy of New York State Executive Law copied from the New York State Assembly web page located at **http://assembly.state.ny.us/leg/?cl=0**. It is presented here for informational purposes only. Advice on the specific language of the law and interpretation should be obtained from the Village Attorney.

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APPENNDIX 2

SAMPLE FORM OF *DECLARATION OF STATE OF EMERGENCY*

The following is a sample of the format to be used to issue a Declaration of a State of Emergency.

Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall go into a state of operation.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan.*
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.

The declaration shall be executed in triplicate and shall be filed within 72 hours or as soon as thereafter as practicable, in:

The office of the Village Clerk; and
The office of the Monroe County Clerk; and
The office of the New York State Secretary of State

Village of Brockport
Monroe County, New York State

DECLARATION OF STATE OF EMERGENCY

_____
(Describe the emergency – Snow Storm, Riot, Earthquake, etc,)

WHEREAS, the following conditions that threaten or imperil the health, safety, and welfare of the citizens of the Village: _____
(describe the emergency or conditions)

_____

_____

_____

_____.

NOW, THEREFORE, as Chief Executive of the Village of Brockport, and pursuant to the authority granted to me under Article 2B of New York State *Executive Law* to preserve public safety, I, Mayor_____, hereby declare that a State of Emergency exists in the Village of Brockport effective as of _____ __.M. on ____day, _____ 20__.
(time) (A or P) (day) (date)

FURTHER, I herby invoke and declare in full force and effect the Brockport *Emergency Operations Plan*, along with all laws, statutes, and regulations of the State of New York and Village of Brockport, for the exercise of all emergency authority for the protection of the health, safety and welfare of the people of Brockport and the restoration of local government with a minimum of interruption.

All Public Officers and employees of the Village of Brockport are hereby directed exercise the utmost diligence in discharging the duties required of them for the duration of the disaster and in the execution of all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

All citizens of the Village are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency response agencies in executing emergency operations, and to obey and comply with the lawful directions of properly identified public officers and all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

By Order of

_____

Signed this _____ day of
_____, 20__ A.D.

Mayor

ANNEX A

NOTIFICATION LISTS

to insert once EOP amendments adopted

ANNEX B

COMMUNICATIONS PLAN

The majority of communications at an emergency or disaster will be via two-way radios. Dispatchers assigned to the Communications Center at 38 Market St will provide dispatching and monitoring services. Back up monitoring and dispatching will be by the EOC.

Cellular phones are available through police, fire, EMS, DPW, and administrative command vehicles. Cell phones should only be used when radio communications are down, when communicating with persons or agencies that do not have radio capabilities, or when information being transmitted is too confidential to broadcast.

RADIO FREQUENCIES AVAILABLE

The following radio frequencies are available for use by the agencies listed. Highlighted frequency is the primary frequency for the agency:

Agency	*Band*	*Frequency*	*Assignment*	
Village Administration	VHF	**158.940**	**Brockport Local Government**	
Brockport Police Department	UHF	**460.300**	**Police Dispatch**	
	UHF	460.375	Police Tactical Channel 2	
Per Chief of Police ?	UHF	453.350	SUNY PSD	
	VHF	158.940	Brockport Local Government	
Brockport Fire Department	VHF	**154.310**	**Fire Dispatch**	(MC Fire Channel 5)
	VHF	154.175	Westside Fire Ground	(MC Fire Channel 4)
	VHF	154.250	Alternate Fire Ground	(MC Fire Channel 2)
	VHF	155.820	Fire Police	(MC Fire Channel 9)
	VHF	158.940	Brockport Local Government	
Brockport Ambulance Corps	VHF	**154.310**	**Dispatch**	(MC Fire Channel 5)
	VHF	155.295	EMS Dispatch	
	VHF	155.340	Primary Ambulance to Hospital	
	VHF	155.175	Secondary Ambulance to Hospital	
	VHF	158.940	Brockport Local Government	
Department of Public Works	VHF	**158.940**	**Brockport Local Government**	
	VHF	153.920	Monroe County Local Government (Medical Examiner, County OEP)	
	VHF	154.965	Spencerport	
	VHF	156.650	Lift Bridges	(Marine Channel 13)
	VHF	156.800	Canal Emergency	(Marine Channel 16)
	VHF	159.235	NYS DEC	
	VHF	151.715	SUNY Maintenance	
	VHF	154.625	BCSD Maintenance	
	VHF	155.235	BCSD Transportation	
	UHF	452.200	MC Water Authority	
	UHF	453.150	MC Pure Waters	
	UHF	453.750	Sweden	
	UHF	453.550	Hamlin	
Code Enforcement	VHF	**158.940**	**Brockport Local Government**	
	VHF	154.310	Fire Dispatch	(MC Fire Channel 5)
	VHF	154.175	Westside Fire Ground	(MC Fire Channel 4)
	VHF	154.250	Alternate Fire Ground	(MC Fire Channel 2)
	VHF	155.820	Fire Police	(MC Fire Channel 9)

VEHICLE AND PERSONNEL RADIO CALL SIGNS

The following is a list of the emergency vehicle and personnel radio identification numbers:

Agency	*Vehicle Identifier*	*Emergency Assignment*	*Current Holder*
Village Administration	Office	Village Hall	
	Car 1	Mayor	
	Car 2	Trustee	
	Car 3	Trustee	
	Car 4	Trustee	
	Car 5	Trustee	
	Car 16	Building Inspector/Codes	
	Car 25	Ass't. Building Inspector/Codes	
Brockport Police Department	Brockport	Communications Center	
	960	Police Chief	
	~~961~~	~~Sergeant~~	
	962	~~Sergeant~~ Lieutenant	
	963	Sergeant	
	964	Sergeant	
	965	Police Officer	
	966	Police Officer	
	967	Police Officer	
	968	Police Officer	
	969	Police Officer	
	970	Police Officer	
	971	Police Officer	
	972	Police Officer	
	973	Police Officer	
	974	Police Officer	
	975	Police Officer	
	976	Police Officer	
	977	Police Officer	
	978	Police Officer	
	~~979~~	~~Communications Coordinator~~	
	~~998~~	~~School Crossing Guard~~	
Brockport Fire Department	2C-13	Fire Chief	
	2C-23	Deputy Chief	
	2C-33	Assistant Chief	
	2C-43	Captain	
	2C-53	Captain	
	2C-63	Captain	
	2C-73	Captain	
	2C-103	Lieutenant	
	2C-113	Lieutenant	
	2C-123	Lieutenant	
	2C-133	Lieutenant	

VEHICLE AND PERSONNEL CALL SIGNS (con't.)

Agency	*Vehicle Identifier*	*Emergency Assignment*	*Current Holder*
Fire Department (con't.)	2C-143	Lieutenant	
	2C-153	Lieutenant	
	2X-13	Fire Police Captain	
	2X-23	Fire Police Lieutenant	
	2X-33	Fire Police Lieutenant	
	231	Ladder Truck	Station 1
	232	Pumper Truck	Station 1
	233	Pumper Truck	Station 3
	234	Pumper Truck	Station 4
	2325	Pumper Truck	Station 2
	238	Rescue Truck	Station 3
	2317	Van	Station 1
	2327	Brush Truck	Station 1
	~~2357~~	~~Pool Car~~	~~Station 4~~
	2337	Duty Officer	Station 1
	2347	Off Duty UTV	Station 1
Brockport Ambulance Corps	2M-13	EMS	Chief
	2M-23	EMS	Captain
	2M-33	EMS	Lieutenant
	2M-43	EMS	Lieutenant
	2M-53	EMS	
	2319	~~Primary~~ Ambulance	Station 1
	2329	~~Second Response~~ Ambulance	Station 1
	2339	~~Third Response~~ Ambulance	Station 1
	2397	Fly Car	Station 1
Department of Public Works	Truck 1	Superintendent	
	Truck 2	Foreman	
	Truck 3	Foreman - Water	
	Remote 1	Shop Foreman	
	Truck 9	Water Repair Truck	
	Truck 13	Water Meter Reader Truck	

ANNEX C

INCIDENT COMMAND FORMS

The following forms are provided as guides to assist the incident Commander and staff with record keeping and accounting.

ANNEX D

EMERGENCY OPERATING PLAN FOR THE TOWN OF SWEDEN