

Chapter 8

EMERGENCY PREPAREDNESS

§ 8-1. Purpose of emergency preparedness plan.

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§ 8-2. Basis.

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[HISTORY: Adopted by the Board of Trustees of the Village of Champlain 12-13-1993 by L.L. No. 4-1993. Amendments noted where applicable.]

§ 8-1. Purpose of emergency preparedness plan.

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

§ 8-2. Basis.

- A. Disaster planning is based on the New York State Defense Emergency Act;¹ the regulations and orders of the State Defense Council and the State Civil Defense Commission; the Emergency Plan for the Natural Disaster of the State of New York; and the National Plan for Natural Disaster Mobilization.
- B. The Village of Champlain recognizes that planning and preparatory actions are required before an emergency. Emergency preparedness allows the Village of Champlain to prepare and react to emergency situations to save life and property if the village is threatened or hit by a disaster and major emergency.
- 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 security of the community during a disaster.

§ 8-3. Mobilization.

- A. Designation of emergency operations center (EOC). The emergency operations center for the village will be in the Village Office, Main Street, Village of Champlain, New York. Once the Mayor or next in line has declared that an emergency exists, the emergency operations center will be staffed on a twenty-four-hour basis until the declared emergency subsides. The emergency operations center will forward all warnings, directives, information, etc., to various local departments as appropriate. This will be done through the use of department representatives, telephones (located in the emergency operations center, radios in the Fire, Highway and Civil Defense Departments and in the offices of cooperating agencies. Each member assigned to the

1. Editor's Note: See Article 2-B of the Executive Law, § 20 et seq.

emergency operations center will be familiar with this plan, particularly with the section pertaining to each responsible person's service duties. [Amended 5-8-2006 by L.L. No. 2-2006]

- B. Essential emergency operations records. The Mayor and Village Clerk 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 Board and other designated personnel will assemble as soon as possible at the emergency operations center upon notification of the existence of an emergency.
- D. 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 Champlain according to the guidelines set forth in this plan.
 - (1) The Village Mayor or the designated emergency coordinator is responsible for the notification and declaration of an emergency or disaster.
 - (2) Each department head in the village of Champlain 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 Champlain should 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 Champlain should contact the County Civil Defense Office regarding any major emergency or disaster situation. Civil defense assistance should be requested when local or mutual aid resources are exhausted. All requests for county civil defense assistance of any nature by any department will be approved by the Mayor and will be made to the County Director of Civil Defense by direct contact or by the civil defense radio network.
 - (5) Military assistance requests will be made by the Mayor of the Village of Champlain to the Clinton County Executive who will forward the request to the Clinton County Civil Defense Office to the State Natural Disaster Commission.
 - (6) The American Red Cross is recognized as the agency responsible for mass care to persons immediately following a disaster. Local Red Cross chapters can extend natural disaster relief assistance to individuals and families, and the Red Cross can assume administrative and financial responsibility in providing such assistance. American National Red Cross has been assigned this responsibility by the Congress of the United States. The Red Cross chapter responsible for the Village of Champlain is the American Red Cross Clinton-Northern Essex Chapter, 56 Cornelia Street, Plattsburgh, New York (518-561-7280).

§ 8-4. Responsibilities and functions.

The responsibilities and functions listed below recognize only basic duties. Each of the position descriptions may be altered or expanded to suit the needs of the individual town or village. One person may fill one or more of the below listed positions.

- A. The Mayor of the Village of Champlain is responsible for the conduct of disaster operations within the Village of Champlain, New York. The Mayor of the Village of Champlain shall use any and all facilities, equipment, supplies, personnel and other resources of the Village of Champlain 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 Champlain against the effects of the emergency in conformance with the approved plans for the rescue and relief of the people and the recovery and the rehabilitation of the community of the Village of Champlain. 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 Clinton County Civil Defense.
- E. The Fire Chief and fire officers will be responsible for the direction of all action to contain and extinguish fires resulting from emergencies and the removal of trapped and injured persons from damaged buildings and flooded areas. The local Fire Chief may call upon Clinton County Fire Coordinator or the County Civil Defense, under mutual aid, for advice and/or assistance concerning fire-related emergencies, relief operations and coordination of emergency shelter and feeding operations.
- F. The local police may designate a traffic control officer to be part of the emergency operations center for the purpose of controlling traffic and populations movements. The local police will direct all action to maintain order, prevent looting, help alleviate panic, direct injured to medical installations and assist handicapped persons by obtaining transportation and directing them to the nearest emergency operations center. The Police Chief may call upon the Clinton County Sheriffs Department and/or New York State Police for advice and/or assistance.²
- G. The local Superintendent/Director of Highways is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. The Superintendent will direct action to check, restore and maintain essential public facilities and services, such

2. Editor's Note: The Village Police Department was dissolved 5-8-2006 by L.L. No. 2-2006.

as streets, bridges, public buildings and other vital community services, calling upon all public works and engineering services of Clinton County for such assistance. The Highway Director will work in conjunction with the New York State Electric & Gas Corporation, the New York Telephone Company, the local Water and Sewer Board and any other local utility in the restoration of the various essential services.

- H. The Building Inspector of the village will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.
- I. The Village Clerk or the Public Information Officer, if such an office is established, under the direction of the Mayor of the Village of Champlain directs the local dissemination of emergency information, the issuance of news reports to the public and notifies the County Civil Defense Office on the status and development of emergency measures, using all media of public communication.
- J. The Village Clerk or the Communications Officer or staff, if such office is established, supervises, directs, arranges and restores communications for all emergency purposes using available communication 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 its duties.
- K. The Medical Officer or staff direct 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 Village Superintendent of Public Works carries out measures necessary to the emergency handling of all local resources.
- M. The Village Clerk directs the assignment of personnel to the various emergency services as requested.
- N. The Village Superintendent of Public Works carries out measures necessary to the utilization of all transportation modes for support and rescue operations.
- O. The school representatives direct the action related to care for school students in school during an emergency situation.
- P. Additional responsibilities and functions. All department heads and/or those responsible for carrying out parts of the emergency operations for the Village of Champlain shall have their responsibilities and functions set by the Village Board of Trustees.