

TOWN OF SPRINGWATER DISASTER PREPAREDNESS PLAN – 2022

A. CHAIN OF COMMAND

Pursuant to Article 23 of NYS Executive Law 2-B, the Town Supervisor of the Town of Springwater is empowered to proclaim a local state of emergency and to promulgate local emergency orders to protect life and property or to bring the emergency situation under control.

The Chain of Command for the Town of Springwater shall be:

Order of Contact	Name	Address	Contact Number(s)
Springwater Town Supervisor	Deborah Babbitt-Henry	6976 May Road Webster Crossing	585-402-6790 - Cell
Deputy Town Supervisor	Larry Gnau	7863 Main Street Springwater	585-944-6358 – Cell
Springwater Fire Chief	John Wilkins	7200 Depot Rd Springwater	585-447-7754 – Cell
Highway Superintendent	Ronald Mastin		585-519-2936 - Cell
Public Works Supervisor	David Sliker		585-519-1823 - Cell

B. EMERGENCY NOTIFICATION

The following persons shall be notified in the case of a bona fide, or pending, emergency:

Name	Address	Contact Number(s)
Deborah Babbitt-Henry	6976 May Road Webster Crossing	585-402-6790– Cell
Larry Gnau	7863 Main St Springwater	585-944-6358 – Cell
Tom Canute Jr		585-734-9203 - Cell
Ronald Mastin		585-519-2936 - Cell
David Sliker		585-519-1823 - Cell

C. COMMAND CENTER LOCATION

The local Command Center shall be located as follows:

1st Choice – Springwater Fire Hall, 8145 South Main Street, #669-9342

2nd Choice – Springwater Town Hall, 8022 South Main Street, #669-2545

3rd Choice – Springwater Highway Barn – Hudson Rd.

(Or as designated by the Town Supervisor or designee)

EMERGENCY OPERATIONS PLAN

FOR THE

TOWN OF SPRINGWATER

COUNTY OF LIVINGSTON

Date: Updated by Resolution 01/03/22

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CERTIFICATION

Christi Johnson, Town Clerk of the Town of Springwater, hereby certifies that on the 3rd of January, 2022, the foregoing Emergency/Disaster Preparedness Plan (aka Emergency Operations Plan) was adopted by Resolution of a majority vote of the Town Board of the Town of Springwater.

Town of Springwater Town Clerk

Date: 01/03/22

EMERGENCY/DISASTER RESPONSE PLAN – 2022

**Town of Springwater – Update Adopted by Resolution 01/03/2022
Original Resolution 02/19/2013**

PURPOSE

The purpose of this plan is to minimize disasters or potential disasters and their effects, provide for effective local responses when disasters and/or emergencies occur, and facilitate local recovery.

AUTHORITY

New York State Executive Law Article 2-B, amended July 1994. Under this law, the Town of Springwater is authorized to prepare an Emergency/Disaster Plan to enable the Town to deal effectively with real or potential disaster situations.

Statutory authority is given to the Springwater Town Supervisor (STS) to designate and be responsible for an emergency situation, real or potential, occurring in or affecting the Town of Springwater.

The STS, or his/her designee, is the only person who may request assistance from the next higher level of government, which is the County government. A line of succession shall be set up to designate who shall act as the agent for the Town of Springwater when the STS is unavailable or his/her arrival constitutes an unacceptable delay.

STS (Springwater Town Supervisor) – Deborah Babbitt Henry
Designee 1 (Deputy Supervisor) – Lawrence Gnau
Designee 2 (Fire Chief) – John Wilkins

A list of the order of designees for disaster declaration and emergency management will be on file in the Town Hall, and with the Livingston County Office of Emergency Management Services. Said Designee may, under those conditions where the Springwater Town Supervisor (STS) is unavailable or his/her arrival constitutes an unacceptable delay, issue a declaration of emergency, which shall be followed by the steps required by Article 2-B amended, July 1994.

PREPAREDNESS

The STS, or designee, shall, in consultation with others whom he/she deems appropriate, make such plans, as he/she deems necessary to prevent and minimize the effects of disaster. These steps shall include, but need not be limited to:

- Identify potential disasters and disaster sites.
- Recommend disaster prevention projects.
- Suggest revisions and additions to building and safety codes and zoning other land use programs.
- Take such other measures as reasonably can be taken to prevent disasters or mitigate their impacts.

- Establish a Disaster Mitigation Plan with Livingston County and New York State as required by FEMA (Federal Emergency Management Act) regulations.

MOBILIZATION

- The Emergency Operations Center (EOC) will be the Springwater Fire Department Station located on Route 15 (8145 South Main Street) in the Town of Springwater. The alternate EOC will be the Springwater Town Hall located on Route 15 (8022 South Main Street) in the Town of Springwater. The EOC to be used will be determined by the STS, or his/her designee, at the time of the emergency/disaster.
- The STS, or designee, shall assess all information received from any/or all Town Departments, the County and New York State Police Departments, local Fire Departments, Town Board members, and the Livingston County Office of Emergency Management Services (LC – OEMS).
- The STS, or designee, may declare an Emergency Declaration, or choose to observe and standby, after all information is assessed.

RESPONSIBILITIES

Springwater Town Supervisor:

- Is responsible for the conduct of disaster operations within his/her political supervision.
- Shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster.
- Shall direct the activities of all agencies within the political subdivision against the effects of the emergency.
- Shall utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.
- May appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.

Springwater Town Board:

- Shall take all appropriate steps to prepare for any disaster or emergency.
- Shall generally be responsible for the implementation of this and any other emergency preparedness or mitigation plans.
- Shall serve and assume duties as directed by the CTS for the duration of the disaster/emergency, or until properly relieved of the duty assignment.
- Shall have an approved Disaster Mitigation Plan filed with Livingston County and New York State as mandated by FEMA (Federal Emergency Management Act) regulations.

Springwater Fire Chief (and Fire Officers):

- Shall be responsible for the direction of all action to contain and extinguish fire resulting from emergencies, and/or disasters.
- Shall be responsible for the removal of trapped and/or injured persons from damaged buildings, disaster sites, flooded areas, or any area where needed.
- May call upon the Director of Emergency Management Services for advice and/or assistance concerning fire related emergencies and relief operations.

- And his Fire District shall adopt, incorporate, and participate in any Fire Mutual Aid Plan and the Livingston County Hazardous Materials Response Plan or any other plan deemed in the best interest of the residents of the Town of Springwater.

Public Information Officer:

- The STS, or designee, shall appoint a Public Information Officer (PIO).
- The PIO shall direct the local dissemination of emergency information.
- Shall issue news reports to the public.
- Shall be responsible for establishing a staging area for all media personnel to congregate.
- Shall establish such staging area at least 3000 feet from any emergency/disaster site.
- Shall maintain all media personnel in said staging area and disseminate verified information in regular, timely intervals.

Law Enforcement:

The STS, or designee, shall request that the Livingston County Sheriff's Department and the New York State Police assign their personnel:

- To maintain order
- Prevent looting
- Direct traffic
- Assist the Fire Department(s) until all fires have been extinguished
- To direct the injured to medical installations

Springwater Highway Superintendent

- Shall be responsible for maintaining essential public facilities and services
- Shall be responsible for the maintenance of streets, roads, highways, bridges, public buildings and other vital community services.
- Shall cooperate with all other Town of Springwater departments to restore and maintain essential services.

Springwater Public Works Supervisor

- Shall be responsible for maintaining essential public facilities and services
- Shall be responsible for the maintenance of water, wastewater, parks, public buildings and other vital community services.
- Shall cooperate with all other Town of Springwater departments to restore and maintain essential services.

Code Enforcement Officer (CEO)

- Shall be responsible for the safety inspection of any building(s) damaged or involved in the emergency/disaster before evacuees are allowed to reoccupy such building(s).
- Shall make sure all Code violations are noted and a timely repair scheduled established.
- Shall correct any life or health safety issues immediately, if immediate correction is not possible, in no case shall it take longer than 24 hours, or the area shall be quarantined and restricted from entry.
- Shall remember that the CEO records may be vital to the post disaster recording and insurance concerns.

SEQUENCE OF ACTION

- The Springwater Town Supervisor (STS), Springwater Town Board Members, Highway Superintendent, Public Works Superintendent, the Springwater Town Clerk, and other Town personnel, as designated previously by the STS, shall assemble with the STS upon notification of an emergency either existing or pending. An Emergency Notification List shall be kept on file with the Springwater Town Clerk and as a part of this Plan.
- The STS, or designee, shall be responsible for making the formal declaration and proper notification of a disaster. Proper notification includes:
 1. A letter to the Springwater Town Clerk, the Livingston County Clerk, the Livingston County Office of Emergency Management Services (LC – OEMS) and the NYS Secretary of State within seventy two (72) hours.
 2. A telephone call or letter to the official town newspaper.
 3. The STS, or designee, shall contact the Livingston County Office of Emergency Management Services for assistance only after all local or mutual aid resources are exhausted, or it is foreseen that the magnitude of the emergency will exhaust all local resources.
 4. When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible and should be notified as soon as the need becomes apparent. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community.

DOCUMENTATION

- The maintaining of logs by EOC staff and all Town departments must be retained until the STS is made aware they are no longer needed.
- The logs and records shall document personnel times, personnel comings and goings, any and all materials used, equipment utilized (and owner agency if applicable), and any other information that EOC staff may deem necessary to the emergency or later records utilization.

STAFFING FLOW CHART

This Chart needs to be upgraded as needed but at the minimum annually.

Appropriate names need to correspond with the job titles. One person may occupy one or more positions.

A three-tiered listing system is desired because it allows for additional persons to contact if necessary.

Town Supervisor or Designee

1. Deborah Babbitt Henry
2. Lawrence Gnau
3. Jade Perkins

Town Board

1. Thomas Canute Jr
2. Patricia Willsea
3. Kyle Mason

Liaison to County OEMS

1. Deborah Babbitt Henry
2. Lawrence Gnau
3. John Wilkins

Highway Department

1. Ronald Mastin
2. Mark Humphrey
3. Justin Shutt

Public Information Officer

1. Deborah Babbitt Henry
2. Lawrence Gnau
3. Jade Perkins

Law Enforcement

1. Livingston County Sheriffs Dept.
2. New York State Police

Attorney

1. James Campbell – Kruk & Campbell, P.C.

Fiscal Officer

1. Deborah Babbitt Henry
2. Lawrence Gnau
3. Baldwin Business Services

Town Clerk

1. Christi Johnson
- 2.

Emergency Medical Services

1. Livingston County Ambulance
2. Springwater Fire Department

Code/Zoning Enforcement Officer

1. Allen Henry

Fire Department

1. John Wilkins
- 2.

EMERGENCY OPERATIONS CENTER (EOC) STAFF

The EOC staff is not limited to those listed below nor is the list all inclusive.

Position	Name
Town Supervisor	Deborah Babbitt Henry
Deputy Town Supervisor	Lawrence Gnau
Councilman	Thomas Canute Jr
Councilman	Kyle Mason
Councilman	Patricia Willsea
Town Clerk	Christi Johnson
Superintendent of Highways	Ronald Mastin
Supervisor of Public Works	David Sliker
Code Enforcement	Allen Henry
Supervisor Confidential Secretary	Jade Perkins
Deputy Town Clerk	Sheila Duffy
Police/Law Enforcement	Sheriff's Department
Fire Chief – Springwater, FD	John Wilkins
Liv. County Highway Supt	Jason Wolfanger

CONTACTING THE OFFICE OF EMERGENCY MANAGEMENT SERVICES (OEMS)

The STS, or designee, has the responsibility for supplying the Livingston County Office of Emergency Management Services (OEMS) with the following information when requesting additional aid:

1. Assessment of damage to the Town.
2. Information regarding the extent of the disaster response by the Town.
3. The special need(s) of the Town of Springwater.

