

TOWN OF PERINTON

Comprehensive Emergency Plan

**Town of Perinton
Monroe County
New York**

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1. INTRODUCTION

Nearly every day there is a disaster of major proportions occurring somewhere in the world. Some disasters, such as ice storms, tornados and flooding, are caused by acts of nature and are beyond man's control. Yet others, such as air crashes, arson, chemical, biological and nuclear disasters, and terrorism, are created by man. While disasters may be attributable to divergent causes, all disasters share common characteristics:

- Disasters happen.
- When disasters occur, significant numbers of people can be affected.
- People can be injured, maimed or killed and properties damaged or destroyed.
- A disaster can have catastrophic effects on individuals, communities, the nation and world.

Whereas the Town of Perinton has not been subject to major disasters in the past, it should not be construed to mean the Town will be immune from a disaster in the future. Danger is always present, even if it is not well known. For example, on any given day, there are quantities of potentially hazardous commodities being transported through the Town that have the potential for creating a disaster. While a major incident is unlikely, it is certainly possible. A community should be prepared to implement basic steps to handle a disaster situation and minimize the disaster's immediate impact.

When a disaster threatens or occurs, local authorities must take immediate steps to warn or evacuate citizens, alleviate suffering and protect life and property. If the situation is one that causes damage of sufficient severity and magnitude to warrant major disaster assistance above and beyond the normal emergency services provided in the Town, then steps must be taken to supplement the efforts and available resources through the use of other government services and agencies, and other relief organizations.

Effective disaster control operations are dependent upon the coordination and cooperation of emergency response providers, government and other public and private agencies that may be called upon to perform duties at the time of a major disaster. While each incident may be different by type, area, location, number of persons affected, and extent of damage, the basic responsibilities of the departments, organizations, agencies and personnel involved remain the same. Therefore, this guide discusses the procedures for the determination and declaration of a major disaster; describes what occurs after such a declaration is made; and describes the various forms of assistance available to the local government.

2. PURPOSE

The purpose of this plan is to serve as a guide for responding emergency service providers, government and non-government agencies and personnel to ensure their coordinated efforts. The plan is not intended to limit or restrict the initiative, judgment or independent action that is necessary to provide appropriate and effective operations.

Any procedure, however detailed, cannot prescribe for every conceivable required action, and it will, therefore, be necessary to draw upon sound judgment to cope with each individual situation. This Comprehensive Emergency Plan is established to ensure the rapid and effective response of all necessary personnel in the event of a natural or man-made disaster.

3. DEFINITIONS

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment; normally located in a Staging Area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Disaster: A multiple casualty and/or extensive property destruction incident affecting a geographical area located within the Town of Perinton. The type of situation covered by this plan should be differentiated from a disaster that encompasses a large geographical area crossing town lines so that the procedures can be particularly designed and directed toward the handling of Town-oriented problems. Disaster

procedures directed at occurrences involving geographic areas crossing Town lines must, of necessity, be of general nature utilizing the basic provisions of this plan with contingency as required.

Disaster Declaration: A formal determination that a disaster has occurred placing the Town of Perinton Comprehensive Emergency Plan into action.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies and authorities.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, ice storms, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Commander (IC) - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP) –A site located adjacent to disaster, designated by the Incident Commander for on-site command and control.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Local Government: A county, municipality, city, town, township, local public authority, school district or special district.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS): A system mandated by the Federal Government that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-

sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.

Non-governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples include faith-based charity organizations and the American Red Cross.

Preliminary Disaster Declaration: An initial determination that an incident may have the magnitude to require the Town of Perinton Comprehensive Emergency Plan to be initiated. This declaration shall result in the notification of personnel identified in chapter 5 of this plan.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources. It is a violation of the criminal laws of the United States or of any State or other subdivision of the United States

in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Town Emergency Operations Center (TEOC): The physical location at which the coordination of information and resources to support an incident within the Town of Perinton and where incident management activities normally take place. The TEOC primary location is the Perinton Department of Public Works and the secondary or back-up location is the Perinton Town Hall.

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies.

ACRONYMS

ALSAdvanced Life Support
ECDEmergency Communications Department
EMSEmergency Medical Services
EOCEmergency Operations Center
GISGeographic Information System
HAZMATHazardous Material
ICIncident Commander
ICPIncident Command Post
ICSIncident Command System
NGONon-governmental Organization
NIMSNational Incident Management System
PIOPublic Information Officer
SITREPSituation Report
SOSafety Officer
SOPStandard Operating Procedure
TEOCTown Emergency Operations Center
UCUnified Command

4. AGENCIES AND RESOURCES

EMERGENCY RESPONSE AGENCIES

Fire Department - The Town of Perinton is immediately serviced by the Bushnell's Basin, East Rochester, Egypt, Fairport, and Penfield Fire departments. The fire department's responsibilities include protecting life and property, fire suppression, rescuing the injured or entrapped, and hazardous materials containment. Large scale incidents may require additional agencies from around Monroe County, the City of Rochester, and New York State.

Emergency Medical Services (EMS) - The Town of Perinton is immediately serviced by Perinton Ambulance Corps. EMS' primary function is providing medical care and transport of the injured. Multiple casualty incidents may require EMS to perform triage functions to manage large number of injured civilians and set up field treatment areas. Additional resources may be provided by surrounding municipal and commercial EMS providers.

Police Department - The Town of Perinton is immediately serviced by the Monroe County Sheriff's Department and the Fairport Police Department. The police department's responsibilities include protecting life and property, securing violent or threatening individual(s), performing crowd and traffic control, assist in the evacuation of civilians and to provide security for emergency response personnel. Additional resources may be provided by the City of Rochester, neighboring county Sheriff's Departments and the New York State Police.

ADDITIONAL AGENCIES AND RESOURCES

Monroe County Office Of Emergency Management (OEM) - The OEM, under the direction of the Department Director and the County Executive, maintain information and resources available for disaster response. The OEM resources include the Monroe County Emergency Operations Center, Monroe County HAZMAT Team, Monroe County Greater Rochester Airport Fire Department, Monroe County Health Department and Monroe County Department of Transportation.

Public Works - The Town of Perinton Department of Public Works, under the direction of the Commissioner of Public Works, can be utilized for property protection, control of ingress and egress to and from the incident scene, and certain clean-up operations. Public Works has resources such as manpower, light and heavy trucks and equipment, snow plows, construction equipment, tools, barricades, signs, portable lights, sand bags, gravel, salt, lumber, rope, etc. A wide range of information is available through the Perinton Geographic Information System (GIS) as well as building and land development plans, infrastructure, natural resource and civic data. Code Enforcement Officers, Building Inspectors and Fire Marshals are also available, if necessary. The Commissioner of Public Works shall be apprised of the incident and can direct assistance as necessary.

New York State - Agencies available from New York State include the State Police, Department of Environmental Conservation, Department of Homeland Security and Emergency Services, Canal Corporation and State Department of Transportation.

School District - The Town of Perinton is primarily served by the Fairport Central School District along with smaller areas served by East Rochester, Penfield, Pittsford and Victor school districts. School districts may play important roles in incidents that occur during the hours when school is in session. In the event of an incident during school hours, the individual districts shall implement their own disaster plans and take the necessary steps to protect the occupants of the schools until they can be safely released to their homes or other appropriate locations. School districts may also be able to provide shelters in school buildings and large-scale transportation with school buses.

Village of Fairport- The Village of Fairport, located entirely within the Town of Perinton, operates a local police department, fire department, public works and municipal electric service to all properties within the village limits in addition to properties outside the village limits as contracted by the Town of Perinton.

Utility Companies- Public utilities including Fairport Municipal Commission, Rochester Gas and Electric, Niagara Mohawk, Monroe County Water Authority, Spectrum Cable, and Frontier Communications operate facilities within the Town of Perinton. These agencies are responsible for the installation, maintenance and repair of their designated utilities.

NON-GOVERNMENTAL AGENCIES

American Red Cross - The American Red Cross is a predominately volunteer agency that can provide disaster services such as assessing damage, operating mass-care shelters, providing fixed and mobile food and water to incident workers and victims, establishing family assistance centers, training volunteer workers, coordinating relief efforts with other agencies, and assisting with supply, transportation and communication throughout an incident.

Salvation Army - The Salvation Army Disaster Service is a predominately volunteer organization that can assist with mobile canteen service, emergency feeding service, emergency shelters, transportation, clothing handling and distribution, and spiritual counseling.

5. INITIAL ACTION

When a multiple-casualty or a mass-destruction incident report is received, notification shall be made to the affected emergency response provider responsible for the reported location. This notification shall be made through the Rochester/Monroe County Emergency Communications Department (ECD) via 911. The agency receiving the report will alert other agencies as needed and they will respond as they normally would with equipment and personnel.

- A. The general duties of the responding emergency response providers will include:
 - a. Protect life and property.
 - b. Rescue injured and entrapped persons.
 - c. Prevent further injury and property damage.
 - d. Cooperate with all participating agencies that respond.
 - e. Establish an Incident Command Post.
 - i. Representatives from all responding agencies shall report to the Incident Commander at the command post.
 - f. Create and maintain avenues for communication.
 - i. During the initial action it is imperative that the agency representatives in charge of the responding units maintain communication to provide for the flow of information concerning the incident to all agencies.
 - g. Establish perimeter controls.
 - i. Secure the scene to facilitate access and egress to and from the scene for responding emergency response providers.
 - ii. Prevent access to the general public and non-essential individuals.
 - h. Perform an assessment of the incident.
 - i. Determine the need for additional resources.
 - ii. Determine the need for a disaster declaration.
 - i. Utilize the National Incident Management System (NIMS) to provide for interoperability and compatibility among responding agencies.

6. DISASTER DECLARATION

A. Identification and notification of disaster personnel.

a. In the event that a preliminary disaster declaration is made, the Incident Commander shall notify the Emergency Communications Department (ECD) which will commence the notification of the following personnel:

- i. Town Supervisor
- ii. Monroe County Office of Emergency Management
- iii. Perinton Emergency Management Coordinator (EMC)
- iv. Head, affected police agency
- v. Chief, affected fire department
- vi. Head, affected EMS agency

b. The ECD dispatchers will notify the following individuals, if requested by the Incident Commander:

- i. Monroe County Fire Coordinator(s)
- ii. Appropriate mutual aid emergency response providers
- iii. Utility Companies
 - 1. Affected gas, electric, water and/or telephone companies
- iv. Hospitals
- v. Volunteer and support organizations
- vi. Schools

B. It may be that other personnel should be identified and notified of the disaster. This can be coordinated by the Perinton Emergency Management Coordinator once there has been an establishment of the Town Emergency Operation Center (TEOC). As the ECD will undoubtedly have many additional responsibilities at the time of a disaster, its number of initial calls should be kept to a minimum with the understanding that further notification will be made at the direction of the EMC after the TEOC is established.

C. The Town Supervisor may declare a local state of emergency in the event of a disaster or reasonable apprehension of immediate danger that poses a threat to public safety. The state of emergency may cover any part or all of the territorial limits of the Town of Perinton.

- D. A state of emergency declaration empowers the Town Supervisor to enact any or all of the following orders to protect life and property:
- a. Establishment of a curfew.
 - b. Prohibition and control of vehicular and/or pedestrian traffic.
 - c. Designation of areas within which buildings may not be used and ingress/egress of vehicles and persons is prohibited.
 - d. Suspension or limitation of the sale, dispensing or use of alcohol, firearms, explosives and flammable materials.
 - e. Prohibition and control of the presence of persons on public streets and in public places.
 - f. Establishment of designation of emergency shelters and or emergency medical shelters, or alternate medical care sites.
 - g. Suspension of local laws, ordinances or regulations which may prevent, hinder or delay necessary action in coping with the disaster.
- E. See appendix A for additional information on state of emergency declaration and NYS Executive Law Article 2-B

7. DUTIES OF DISASTER PERSONNEL

- A. Town Supervisor
 - a. Make official declaration of disasters.
 - b. Contact Perinton Emergency Management Coordinator.
 - c. Declare a local state of emergency, if necessary.
- B. Perinton Disaster Coordinator
 - a. Establish the location of the TEOC and respond there.
 - b. Consult with Town Supervisor to direct disaster operations.
 - c. Assume responsibility for the following:
 - i. Duration of the Town response.
 - ii. Notification of other agencies.
 - iii. Interface between the Incident Command Post and the County EOC
 - iv. News and information releases to general media (PIO).
 - v. Record-keeping.
 - vi. Community Restoration Coordination.
 - vii. Assign duties to Town personnel and other responding personnel.
- C. Police Agency Liaison
 - a. Respond to the TEOC.
 - b. Take charge of all police activities from TEOC.
- D. Fire Agency Liaison
 - a. Respond to the TEOC.
 - b. Take charge of all fire department activities from TEOC.
- E. EMS Agency Liaison
 - a. Respond to the TEOC.
 - b. Take charge of all EMS activities from TEOC.
- F. Village of Fairport Liaison
 - a. Respond to TEOC.
 - b. Take charge of all Village of Fairport activities from TEOC.
 - c. Coordinate Village of Fairport resources with other agency resources.
- G. School District Liaison
 - a. Respond to TEOC.
 - b. Take charge of all School District activities from TEOC.
 - c. Coordinate School District resources with other agency resources.

H. Utility Company Liaison

- a. Respond to TEOC.
- b. Take charge of all applicable utility activities from TEOC.
- c. Coordinate utility services and resources with other utility resources.
- d. Determine the need for additional resources for utility restoration.
- e. Provide status updates on outages and restoration progress.

8. ESTABLISHMENT OF TOWN EMERGENCY OPERATIONS CENTER (TEOC)

- A. The TEOC will be established at the Perinton Department of Public Works with an alternate location at the Perinton Town Hall. Both locations provide emergency power, radio capability, internet, phones, working space and are equipped with personnel amenities such as showers and rest areas.
- B. The nature and seriousness of the emergency will determine the need for and location of the TEOC, its staffing and the extent of its facilities. The following factors will be considered in choosing the location and determining the extent of TEOC facilities.
 - a. Number of personnel to be mobilized.
 - b. Number of other agencies to be mobilized.
 - c. Availability of telephone and internet service.
 - d. Number of anticipated casualties (dead, injured, displaced persons).
 - e. Availability of space for administration and clerical work.
 - f. Probable duration of emergency.
 - g. Extent of emergency area.
 - h. Facilities for parking.
 - i. Distance from scene of actual emergency operations.
 - j. Freedom from danger, fire, smoke and protection from weather.

9. EVACUATION

The need for and extent of any evacuation will be determined by the type and extent of the incident. Because of damage caused by the emergency, specific buildings (residential and commercial) in a specific area may require evacuation. Actual damage or potential hazards may necessitate evacuation.

- A. Prior to issuing evacuation orders, serious consideration should be given to the following:
 - a. The area to be evacuated, which may include the area of actual damage and the area of potential danger due to drifting gases, subsequent explosions, etc.
 - b. The approximate number of persons to be evacuated.
 - c. The sick, aged or disabled.
 - d. The probable period of evacuation.
 - e. Availability of temporary shelter, food and clothing.
 - f. Availability of transportation.
 - g. Necessary instructions to be given to evacuees on such matters as clothing to carry, securing premises, etc.
- B. Initial evacuation may have to be carried out by units first arriving at the scene. As soon as possible, the Red Cross will be notified and will coordinate its efforts with the other agency representatives at the TEOC.
- C. Information regarding all evacuees and persons relocated shall be recorded and shall include the following information:
 - a. Identity of persons.
 - b. The addresses of persons.
 - c. The addresses of relocation.
 - d. Agency involved in relocation.
- D. Buildings that are to be evacuated must be thoroughly searched for persons remaining on the premises. Search teams shall consist of emergency response agencies or other personnel designated by the TEOC.
- E. A systematic check shall be made of all rooms and areas to be assured that all persons have left the premises.

- a. Special attention will be given to assure that children, aged, infirm or bedridden persons or persons living alone do not remain in the building.
 - b. Potential fire hazards shall be eliminated in those premises.
- F. In so far as possible under the circumstances, an accurate record shall be maintained listing the building searched and the identity of the searchers.
- G. Consideration shall be given to the necessity of shutting off utilities and service at the main inlets. If such action is taken, such service shall be restored only by a utility representative.

10. PROPERTY DAMAGE

If an incident occurs which involves great amount of property damage, the following must be considered:

A. Survey of Area

- a. The immediate and adjacent areas of the incident shall be surveyed to ascertain damage caused by the incident. All information gained through those surveys shall be reported to the Incident Command Post and the TEOC and recorded. This information shall be used to determine the adequacy of present details and equipment, additions required, the locations of points to limit access, whether evacuations are necessary and other problems that may be encountered.

B. Evacuated Buildings

- a. Buildings that are to be completely or partially evacuated must be thoroughly searched to ensure occupants have exited the building.
- b. Records shall be maintained showing each structure that was evacuated and searched. Such records shall include the address of the building searched, the individuals who searched the building and whether the building is completely evacuated.
- c. Buildings found unfit for habitation shall be labeled as such. Unauthorized entry into said buildings shall be prevented by police officers except when permitted by a command officer. An entry of this type shall be recorded. The Building Inspector shall be informed of any buildings found damaged and unfit for habitation.

C. Aircraft Related Incidents

- a. If possible, the parts of the aircraft should not be disturbed. After a search of the parts of the aircraft for victims, property and evidence, the parts and equipment of the aircraft should remain in the same position pending completion of examination by appropriate agencies.

D. Mail

- a. All United States mail found at the incident, regardless of its condition shall be collected and safeguarded at the scene and held for the United States Postal Inspectors. Recordings shall be made identifying the name and identification number of the inspector receiving the mail.

E. Unsafe Conditions

- a. Unsafe conditions such as holes, dangerous areas, unsafe buildings, etc. shall be safeguarded to limit the possibility of injuries. The Building Inspector shall be notified of any unsafe conditions affecting his department.

F. Valuable Property

- a. Valuable property left unattended by the owner shall be safeguarded at the scene as best a possible until removed or secured by the owner. If the property is claimed by the owner at the scene, the owner's information shall be recorded.

G. Prevention of Looting

- a. At the scene of a large-scale incident, property and evidence may be strewn over a large area and must be protected. It is the responsibility of each member of the responding agencies present at the scene to prevent tampering with evidence and to guard against looting. This also included "souvenir" collectors. Proper control over entry and egress points will assist in preventing looting. If required, police and other agencies may be assigned to areas to prevent looting.

H. Press and Media

- a. At the scene of unusual or large-scale incidents, a large number of press and media representatives respond almost simultaneously with emergency response providers. The TEOC shall designate a Public Information Officer (PIO) to administer a media center. For the PIO to be effective, it is important that information be made available to him as quickly and accurately as possible for prompt dissemination to the media. The PIO shall provide only information that is approved by the TEOC or Incident Commander and his or her activity will not interfere with incident operations.

11. HAZARDOUS MATERIALS

The general provisions incorporated in this disaster plan shall also be utilized in the event of a Hazardous Material incident until such time as the incident escalates to a Level III category (As defined by the Monroe County Hazardous Material Emergency Plan).

Once the incident commander has declared the Hazardous Material incident a Level II category, all notification of local Town officials should take place. Upon escalation of the incident to a Level III category the Monroe County Hazardous Material Emergency Plan will be implemented.

12. POST-DISASTER ACTIONS

- A. Record-keeping - Each responding agency shall be responsible for keeping records of its activities during the course of the disaster. These records shall include those required to be kept by the laws of the State of New York, NIMS, the operating rules and procedures of each responding department or organization. In addition to the above referred to items, these records shall also include such things as:
- a. Identity of personnel involved.
 - b. Identity of equipment used.
 - c. Record of all communications.
 - d. Record of all orders given, actions taken, procedures adopted and developments at the scene.
 - e. Record of all disaster control costs paid and anticipated.
 - i. A copy of these records shall be submitted to the Disaster Coordinator within thirty (30) days following the termination of the disaster status.
- B. Steps should be taken by the appropriate agency to provide housing, food and other needs for those victims of the disaster.
- C. Steps shall be taken by the appropriate authority for a determination and estimation of the damage that occurred as a result of the disaster. This determination and the need for any public assistance from local, county, state or federal funded programs shall be made, and any and all assistance that can be provided by the local government to those needing assistance shall be provided.

13. DISASTER INFORMATION AND PLAN UPDATE

- A. This Comprehensive Emergency Plan shall be kept together with the following additional information, all of which will be known as a Disaster Kit:
 - a. Map of the Town of Perinton
 - b. Map of sewer systems
 - c. Hazardous materials guide book

- B. A Disaster Kit will be available at the following locations:
 - a. Monroe County Sheriff's Headquarters and the Fairport Police Headquarters
 - b. Fire Department Headquarters within Perinton
 - c. Town Hall
 - d. Town vehicles of
 - i. Town Supervisor
 - ii. Commissioner of Public Works
 - iii. Director of Safety and Security
 - iv. Perinton Emergency Management Coordinator

- C. This plan shall be reviewed annually and updated as necessary.

APPENDIX A. STATE OF EMERGENCY DECLARATION

INFORMATION FOR LOCAL CHIEF EXECUTIVES REGARDING DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

The following information can be used by local Chief Executives and Emergency Managers on matters pertaining to declaring a “local state of emergency”, pursuant to Article 2-B of the State Executive Law. This document addresses the most commonly asked questions regarding a local state of emergency. Additional information or clarification may be obtained by contacting your local, County or State Office of Emergency Management. If you have a specific legal question regarding the use of the provisions found in 2-B it is always best to consult with your attorney.

A. INSTRUCTIONS FOR DECLARING A LOCAL STATE OF EMERGENCY:

1. Only the local chief executive (County Executive, Town Supervisor, Village or City Mayor) can declare a local state of emergency covering all or any part of his/her jurisdiction.
2. A local state of emergency is declared pursuant to section 24 of the NYS Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local state of emergency should be written.
5. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
6. The written declaration should be kept on file in the Municipal or County Clerk's Office. Copies of the written state of emergency must be sent to the Department of State and the State Office of Emergency Management.
7. A local state of emergency must be declared BEFORE emergency orders are issued.
8. A local state of emergency should be formally rescinded when the declaration is no longer needed.
9. Only the local chief executive, or person authorized to act for the local chief executive, may rescind a local state of emergency.
10. The rescission should be written.
11. The rescission should include the time and date of the original declaration, the reason for the local state of emergency, and the time and date the state of emergency is rescinded.

12. The written rescission should be kept on file in the Municipal or County Clerk's Office. Copies of the rescission should be sent to the Department of State and the State Office of Emergency Management.

B. QUESTIONS AND ANSWERS ON DECLARING A STATE OF EMERGENCY

1. *Who is considered a local chief executive for the purpose of declaring a local state of emergency?*

The Mayor of a City or Village, a Town Supervisor, the County Executive or County Manager are considered local Chief Executives. When a County does not have a County Executive or Manager, the Chairman or other presiding officer of the County Legislature serves as Chief Executive. In cases where the City, Village or Town has a Manager, then the Manager serves as the Chief Executive.

2. *Why should I declare a local state of emergency?*

It provides the local chief executive with additional powers in order to respond adequately to a disaster. These powers, exercised through the issuance of emergency orders, include, but are not limited to:

- Establishing curfews;
- Implementing public protective measures (e.g., controlling traffic, prohibiting ingress and egress into the affected area, prohibiting the sale of alcohol and firearms);
- Establishing shelters, medical shelters, or alternate care sites;
- Suspending local laws; and
- Requesting supplemental assistance.

3. *Can a declaration give legal protection?*

Yes. A declaration of a local state of emergency provides legal protection and immunities for the local chief executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

4. *Can a state of emergency be declared at any time?*

No. A local state of emergency can be issued only when a situation exists that has or will place the public at risk and that will require extraordinary measures for proper protection.

5. *When should I declare a local state of emergency?*

You should consider declaring a local state of emergency when a dangerous situation is present or imminent and emergency officials are considering protective actions such as:

- Evacuation of people for a large or heavily populated area (street, road, housing development, multi-resident buildings),
- Sheltering people in designated areas or buildings,
- Large-scale closing of roads due to conditions considered to be dangerous to lives and property, or Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

6. *Can I issue Local emergency orders without a state of emergency?*

No. A state of emergency must be declared before you may issue local emergency orders.

7. *Will a declaration help in getting assistance from the state?*

Yes. If you declare a local state of emergency and you determine the disaster is beyond the capacity of your jurisdiction's resources, and the resources of the county, the **County Chief Executive** may request the Governor to declare a state disaster emergency which will allow the Governor to provide assistance from state resources.

8. *Must I rescind a declaration of state of emergency?*

No. Executive Law § 24 does not require you to rescind the declaration of a state of emergency, however, a written rescinding statement should be made when the emergency no longer exists. The local chief executive can rescind the declaration of emergency at any time.

9. *If I don't rescind a state of emergency, does it end automatically?*

Yes. If no time limit was specified in the declaration, the state of emergency will terminate automatically 30 days after the effective date of the state of emergency. In the alternative, if a time limit was indicated in the declaration of state of emergency it will terminate at that the time and date indicated therein.

10. *When should I rescind a state of emergency?*

Even though the state of emergency will automatically terminate after 30 days, you should rescind it when the conditions that warranted the declaration no longer exist.

11. *Must the rescission be issued in writing?*

No. However, it is recommended, in the same manner as a declaration of state of emergency is recommended, to be issued in written form.

12. *Must the rescission be filed?*

No. However, it is recommended that it be filed in the Office of the Municipal or County Clerk.

C. INSTRUCTIONS FOR ISSUING LOCAL EMERGENCY ORDERS

Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law

1. Local emergency orders can only be issued by the local chief executive for his/her own jurisdiction following the declaration of a local state of emergency by that same executive.
2. Local emergency orders must be written.
3. Local emergency orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
4. A local emergency order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the local chief executive. It is also automatically rescinded when the state of emergency is rescinded

5. The local chief executive may extend local emergency orders for periods not to exceed five (5) days each during the state of emergency.
6. Local emergency orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
7. Local emergency orders may be terminated at any time by the local legislative body via concurrent resolution.
8. Local emergency orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the County Clerk, and the Office of the Secretary of State.
9. Local emergency orders must be re-filed if they are extended.

D. QUESTIONS AND ANSWERS ON ISSUING LOCAL EMERGENCY ORDERS

1. ***Can anyone issue a local emergency order?***

No. Only the chief Executive of a county, city, town or village may issue a local emergency order.

2. ***What can a local emergency order include?***

An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of the local government. An emergency order should be used to execute the additional powers given to the chief executive by virtue of declaring a local state of emergency. *See section B.4 above.*

3. ***Can a local emergency order be issued at any time after I've declared an emergency?***

Yes. Once the local chief executive has declared a local state of emergency s/he can issue local emergency orders.

4. ***Is it in effect indefinitely?***

No. A local emergency order automatically terminates 5 days after issuance, or by rescission by the local chief executive, or a declaration by the local chief executive that the state of emergency no longer exists, whichever occurs sooner. It can also be terminated at any time by concurrent resolution by the local legislative body.

5. ***Can an order be modified once it's issued?***

Yes. A local emergency order may be amended, modified, or rescinded at any time by the local chief executive during the state of emergency.

6. ***Can a local emergency order be extended beyond five days?***

Yes. The local chief executive may extend an order for additional periods up to 5 days each during the local state of emergency. Each extension must be re-filed.

7. ***Can a citizen who disobeys an emergency order be arrested?***

Yes. Any person who knowingly violates any local emergency order of a local chief executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.

E. ADDITIONAL QUESTIONS AND ANSWERS REGARDING DECLARATION OF A STATE OF EMERGENCY

1. *Do I have to declare a local state of emergency to receive state and federal disaster assistance?*

No. A local state of emergency is not required for the municipality to receive state and federal aid. By proclaiming a local state of emergency, the local chief executive of a community is stating that a serious situation exists, or is imminent, that will affect public health and safety and may require extraordinary measures for effective response or recovery. The Governor may, on his own initiative, declare a state disaster emergency for the affected local area, which will allow the use of state assets. In addition, the threshold for seeking assistance from higher levels of government is the inability to respond adequately with available local resources. The declaration of a local state of emergency can be an acknowledgement that the disaster is beyond the capabilities of the local government.

2. *What are the advantages of declaring a local state of emergency?*

The declaration of a local state of emergency increases the powers of the local chief executive. These powers are implemented through the use of emergency orders. Additionally, an emergency declaration gives greater legal protection and immunities for local chief executives and local emergency officials when making decisions and taking actions during disasters and emergencies.

3. *Are there circumstances when it would be inappropriate to declare a local state of emergency?*

A local state of emergency can be declared and emergency orders can be issued in the event of a disaster, rioting, catastrophe or similar public emergency---or when there is reasonable apprehension of an immediate danger from such events. Declarations under Executive Law generally have been in response to disasters, emergencies and related catastrophes or threats that pose an immediate peril or have an acute impact on the community and public safety.

In many cases, the need to proclaim a local state of emergency is obvious. When a situation exists which has or will place the public at risk and will require extraordinary measures for proper protection, a declaration should be made. For example, a Category III hurricane travelling up the coast, a blizzard that dumps 4' of snow in a short period of time, an explosion and subsequent release at a local chemical plant.

In most situations assessing the need for the special powers, authorities and protections are primary concerns when deciding whether to declare a local state of emergency. When the incident can be effectively managed within the capabilities of the community and extraordinary measures are not required for response or recovery, a local state of emergency is not necessary. Examples would be a minor hazardous materials incident or normal and low-lying flooding from rains or spring snowmelt.

4. *Can a local state of emergency be declared in anticipation of a disaster or in advance of an expected emergency?*

Yes. If the impending disaster or emergency creates an imminent danger and may imperil public safety, a local state of emergency can be proclaimed. Doing so permits the community to obtain resources or take actions needed to provide more timely public protection or services in anticipation of an emergency (for example, ordering an evacuation).

5. *When a municipality declares a local state of emergency, must the county also declare?*

No. It is not necessary for the County to declare a local state of emergency because a municipality does.

6. ***Can a county declare an emergency in an area if the affected town, village, or city has not done so?***

Yes. The county chief executive can declare an emergency if it determines the situation may have impacts or requirements that affect the county and its resources. The county chief executive may declare a local state of emergency for any portion of the county, including part or all of any Town, Village or City --- even when the local jurisdiction does not declare.

7. ***Should the local state of emergency include the entire jurisdiction or can a declaration be made for a specific area within the jurisdiction?***

A local state of emergency can include the entire jurisdiction, or it can be designated for a specific geographical section or area of the community. In either case, the declaration area should be clearly defined. Counties may consider issuing a declaration for specific communities and contiguous areas, in case the situation has impacts or requirements extending beyond a local site. For example, when the Governor declares a state disaster emergency for an event that has occurred within one county, that county will be specifically named along with the generic statement “and contiguous counties.”

8. ***Does declaring a local state of emergency require the local jurisdiction to pay for assistance it receives from other local governmental units?***

Under the provisions of the Intrastate Mutual Aid Program (IMAP) (Exec. Law § 29-h), the assisting local government is authorized to seek reimbursement from the requesting local government. The assisting local government may choose to lend or loan resources to the requesting local government without any expectation of reimbursement. However, this expectation should be made clear prior to sending or accepting resources. If the assisting local government offers to provide resources and makes it clear that it is expecting to be reimbursed, the requesting jurisdiction may choose to refuse to accept assistance or accept the resources and reimburse the assisting local government. The IMAP committee is responsible for creating guidelines to be used and procedures to be followed when requesting reimbursement for the deployment of resources from the assisting local government.

9. ***If a local state of emergency is declared, does it allow officials to confiscate or demand the use of private resources, property, and equipment?***

No. Declaring a local state of emergency does not permit government to demand or confiscate private property and resources. The local chief executive can undertake emergency actions on any property within his or her jurisdiction, including private property, with the possible exception of Federal and Indian property.

10. ***Is there a difference between a disaster declaration, an emergency declaration or proclamation and a local state of emergency?***

The wording in Article 2-B of the Executive Law refers to a proclamation of a local state of emergency. When a declaration is issued, it actually means a local state of emergency is in effect, as proclaimed by the local chief executive. The terms “disaster declaration,” “local state of emergency,” and “disaster proclamation” are often used interchangeably to refer to the same thing. However, the correct term as cited in § 24 of the Executive Law is “local state of emergency.”

11. ***Is the local chief executive the only local official that can declare a local state of emergency?***

Yes. The local chief executive is the only official that can proclaim a local state of emergency under provisions of § 24 of the Executive Law. It is important to keep in mind that the declaration of a local state of emergency **does** not affect the statutory powers, duties, and authorities which may be given to other local officials pursuant to other provisions of New York State or local laws. For example, a Sheriff

can declare a “Special Emergency” relating to public safety under provisions of the General Municipal Law (§ 209-f(2)). These declarations are applied in specific circumstances and are not considered to be as comprehensive as a proclamation under Article 2-B.

12. *What is the relationship between a local state of emergency and emergency orders? How are each applied and handled?*

A local state of emergency is a declaration or proclamation by the local chief executive that a disaster has occurred and certain emergency conditions exist. The declaration is a statement to the public that some type of hazard or threat exists and has been determined to pose a risk to the community and to public safety. It also establishes a legal basis for the local chief executive and local emergency officials to implement authorities and actions to address the situation.

Once a local chief executive proclaims a local state of emergency, it then permits him or her to issue emergency orders. Emergency orders are the specific actions taken by the local chief executive when a local state of emergency is in effect. An evacuation order or an order limiting access in certain areas would be examples of emergency orders.

13. *Can a local state of emergency be used to suspend existing local laws?*

Yes. A local chief executive can use a local state of emergency to suspend local laws, ordinances and regulations, provided certain conditions outlined in § 24(1)(g) of the Executive Law are met. Requirements associated with suspension of local laws can be complex and should be done in consultation with your local attorney. Before local laws can be suspended, either the Governor must have declared a state disaster emergency, or after a local chief executive has declared a state of emergency, the county chief executive has requested assistance from the Governor. Suspensions must be reasonably necessary as a result of the disaster and provide for minimum deviation from the intent of the law, ordinance or regulation.

Local chief executives cannot suspend state or federal laws, rules, or regulations.

14. *Will declaring a local state of emergency expose me to a greater risk of liability?*

No. Section 25(5) of the Executive Law provides immunity for local officials when making discretionary decisions during a disaster or emergency. Although a declaration of a local state of emergency cannot prevent lawsuits against public officials and municipalities, having a proclamation in effect provides greater protection from liability. While a declaration provides immunity, it is still important that local officials act within the scope of their authority and experience. It is also recommended that a local disaster preparedness plan be followed to the extent possible during the response and recovery to such a disaster.

15. *Do the individuals who provide assistance in response to or recovery from a disaster have any kind of liability protection?*

Yes. Individuals, such as public officers, employees or affiliated volunteers that have duties or responsibilities specified in the local comprehensive emergency management plan are given protection from liability in § 29-b of the Executive Law. These individuals, referred to as Disaster Emergency Response Personnel (DERP), when operating under the command of the county emergency management director, receive the same privileges and immunities they would receive if they were participating in a local civil defense drill in the political subdivision in which they are enrolled. When participating in a civil defense drill, civil defense forces (DERPs in Article 2-B) are provided with immunity from liability (Defense Emergency Act – NYS Unconsolidated Laws § 9193)

16. *Is it necessary to declare a local state of emergency to order an evacuation of the general public?*

Yes. Section 24 of the Executive Law gives the local chief executive the authority to issue emergency orders, which could include the requirement for an evacuation in time of emergency to protect public health and safety. At times, on-scene responders may recognize a need for a limited and immediate evacuation. It may not always be possible or practical to declare a local state of emergency. In these situations, evacuations are commonly conducted as a recommended emergency protective measure, without a local state of emergency and order, and are completely voluntary.

17. *When can the Governor declare a state disaster emergency?*

When the Governor, on his own initiative or upon request from one or more local chief executives, finds that a disaster has occurred or is imminent for which local governments are unable to respond adequately, he may declare a state disaster emergency. In many cases, when state agencies can provide emergency assistance pursuant to existing authorities and resources, a declaration by the Governor is not required.

18. *Is a Governor's state disaster emergency declaration necessary to receive federal aid?*

A declaration by the Governor is not necessary to request federal assistance. A decision by the Governor to declare a state disaster emergency is based upon the scope of the disaster and the authority needed to direct state resources.

State requests for federal disaster assistance are based on an assessment of response and recovery demands and damages to the public and private sectors. The assessment is done in coordination with FEMA staff, and further determines if the implementation of various supplemental federal disaster relief programs is warranted in relation to the scope of the disaster and the capability of state and local governments to effectively address response and recovery needs.

19. *Can the Governor request federal assistance immediately?*

Yes. In catastrophic disasters, where the need for early federal support from the President is proven, the Governor may request federal involvement immediately. When requesting disaster assistance from the President, federal law requires the Governor to submit specific information and meet certain requirements, supported by impact statements and damage estimates. By federal law, the Governor has 30 days to request federal assistance from the President.

In emergencies of less significant scope, a determination on the extent and kinds of federal assistance to be requested are generally not made until a comprehensive damage assessment is completed to ascertain the exact type of assistance needed. It may be that federal disaster relief programs can be implemented under the authority of a Federal Agency (such as the U.S. Small Business Administration, U.S. Department of Agricultural, the U.S. Corps of Engineers, etc.), and that Presidential assistance is not warranted. Such an assessment is conducted jointly by state and local governments, usually with technical assistance from FEMA.

STATE OF EMERGENCY DECLARATION

A State of Emergency is hereby declared in _____ effective at
(area within municipality, or entire municipality)

_____ on _____ .
(time) (date)

This State of Emergency has been declared due to _____

(description of situation)

.
This situation threatens the public safety.

This State of Emergency will remain in effect until rescinded by a subsequent order.

As the Chief Executive of _____,
(name of municipality)

I, _____, exercise the authority given me under
(name of Chief Executive)

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 health of the citizens of this Municipality.

I hereby direct all departments and agencies of _____ to
(name of municipality)

take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency
assistance deemed necessary.

(Name)

(Signature)

(Title)

(Date)

EMERGENCY ORDER

Local Emergency Order for: _____:
(name(s) of area(s)/municipality(ies) affected by this order)

I, _____, the Chief Executive
of _____, in accordance with a declaration of a State of
(name of municipality)

Emergency issued on _____, 20__, and pursuant to Section 24 of the
(date SOE was issued)

New York State Executive Law, do hereby order _____

(description of the action ordered and the area(s) affected and the reason for the order)

This order shall take effect _____
("IMMEDIATELY" or specify date and time)

and shall remain in effect until removed by order of the Chief Executive. This order may also be renewed in
(5) five-day increments.

Failure to obey this order is a criminal offense, punishable by law under New York State Executive Law § 24(5).

Signed this the _____ day of _____, 20__, at _____ o'clock, in ,
(date) (month) (year) (time)

_____, New York.
(municipality)

(Name) (Signature)

(Witness Name) (Witness Signature)

(Title) (Date)

APPENDIX B. EMERGENCY MANAGEMENT GUIDELINES

Emergency Management Guidelines- timeframes are estimates will vary by event

- A. Step 1 (1-4 hours) Situation Report
 - a. Determine emergency organization and mobilization requirements
 - b. Obtain preliminary information to support early planning and notifications
 - c. Perform an immediate evaluation of the scope and impact of the event
 - d. Begin tracking costs
- B. Step 2 (6-48 Hours) Assessment of Needs and Resource Priorities
 - a. Update situation report
 - b. Perform rapid needs assessments
 - c. Define assistance requirements
- C. Step 3 (3-5 Days) Assess Requirements for Federal Aid
 - a. Rapid/early estimates of impacts and costs
 - b. Summarize residential and business damages
- D. Step 4 Prepare for Preliminary Damage Assessments
 - a. Local preparation of cost estimates and records
 - b. Prepare records by category
 - c. Identify specific damage sites
 - d. Prepare budget data
 - e. Take photos of damaged areas
 - f. Begin repairs as soon as possible
- E. Prepare Cost and Damage Estimates by Category
 - a. Debris
 - b. Emergency services
 - c. Public buildings/facilities
 - d. Water and sewer
 - e. Parks and Recreation
 - i. Explain how estimates were derived

APPENDIX C. CONTINUITY OF GOVERNMENT

Succession of Town Staff

Chief Executive Officer:.....Town Supervisor
Deputy Town Supervisor
Next most senior Town Councilperson

Department of Public Works:.....Commissioner of Public Works
Assistant to the Commissioner of Public Works
Deputy Commissioner of Public Works-Highway
Deputy Commissioner of Public Works- Sewer

Recreation and Parks:.....Commissioner of Recreation and Parks
Recreation Director
Parks Director

APPENDIX D: SOUTHERN HILLS DAM EMERGENCY ACTION PLAN

**EMERGENCY ACTION PLAN
FOR
SOUTHERN HILLS DETENTION POND DAM**

NY File Number: 045-4840

Dam Location (43° 04' 04" N/ 77° 26' 07" W)

Dam Location: (Nearest road address) Chardonnay Drive

Town/County: Perinton, Monroe

River: Tributary to White Brook

Owner/Operator: Town of Perinton, NY

Address: 100 Cobbs Lane
Fairport, NY 14450

Prepared By: O'Brien & Gere Engineers, Inc.
Bentwood Campus
301 E. Germantown Pike
East Norriton, PA 19401

DATE: April 2012 (Accepted by Town of Perinton)

REVISION DATES: *

1st REVISION: January 23, 2013
2nd REVISION: February 4, 2014
3rd REVISION: September 13, 2016
4th REVISION: August 24, 2017
5th REVISION: October 11, 2018
6th REVISION: February 11, 2019
7th REVISION: February 22, 2021

*** THE DAM OWNER/OPERATOR IS RESPONSIBLE FOR THE ANNUAL REVIEW AND
UPDATING OF THE EAP.**

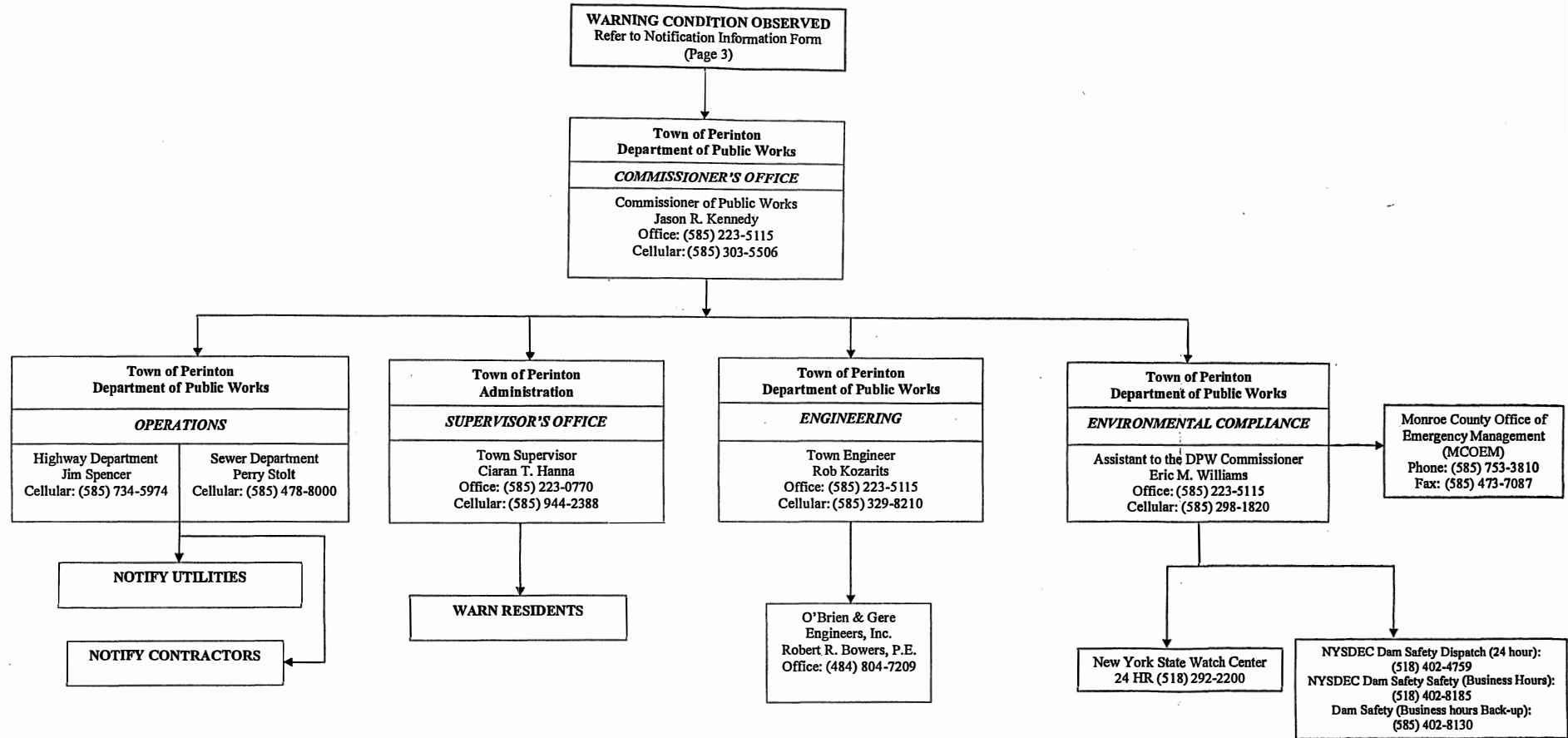
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I. Emergency Notification

**NOTIFICATION FLOWCHART
WARNING CONDITION**

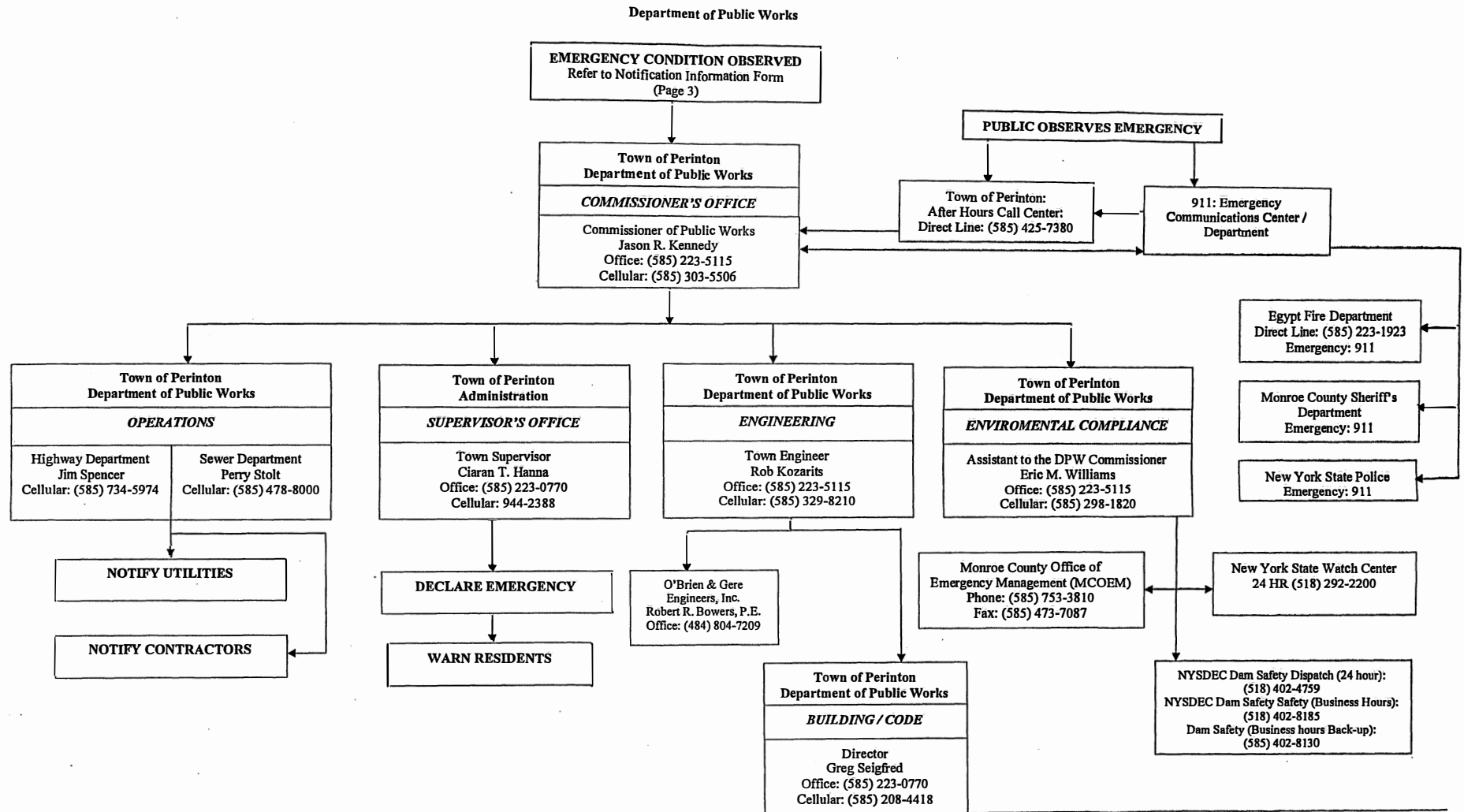
I. Emergency Notification



I. Emergency Notification

**NOTIFICATION FLOWCHART
EMERGENCY CONDITION**

I. Emergency Notification



I. Emergency Notification**EMERGENCY NOTIFICATION INFORMATION**Dam Emergency Information for
the Three Emergency Conditions

Name of person reporting information: _____

Affiliation: _____

Phone Number: _____

Name and file number of dam: Southern Hills Detention Pond Dam 045-4840

Location of dam

County: MonroeMunicipality: Town of PerintonStream: Tributary-White BrookRoad(s): Chardonnay Drive

Time and date of dam emergency: _____

Type of emergency (circle one): Advisory Warning Emergency

Phone appropriate parties:

“This is (your name, title & affiliation)

There is a Dam (Advisory, Warning or Emergency) condition at the Southern Hills Detention Pond Dam

Observation was at (time)

The situation is (explain the condition).

*[Refer to page 4 for directions to the dam]***Important!!! If you cannot contact an organization or individual promptly, proceed to the next contact on the Notification Flowchart. Try to re-contact the unavailable or busy number after you have contacted all others.**

II. Site Description**Site Description**Dam Name: Southern Hills Detention Pond Dam Hazard Classification: "B" (Intermediate Hazard)NY DEC Id: 040-4425 Federal Id: NY 01394City/Town: Town of Perinton County: Monroe

Location/Access: Southern Hills Detention Pond Dam forms a portion of Chardonnay Drive. Access is from Pittsford-Palmyra Road. Chardonnay Drive is located approximately 0.25 miles west of Turk Hill Road and approximately 0.3 miles east of Moseley Road.

Latitude: 43° 13' 39.0" N Longitude: 77° 42' 8.0" WRiver/Stream: Tributary-White BrookQuad Sheet: Fairport, NY Nearest City/Town: PerintonHeight (ft): 20 Normal Surface (ac): 0Length (ft): 200 Normal Capacity (ac-ft): 0Dam Type: Earth Fill Maximum Capacity (ac-ft): 27Spillway: Drop-inlet Spillway Capacity (cfs): 32Dike: None Drainage Area (sq mls): 0.60

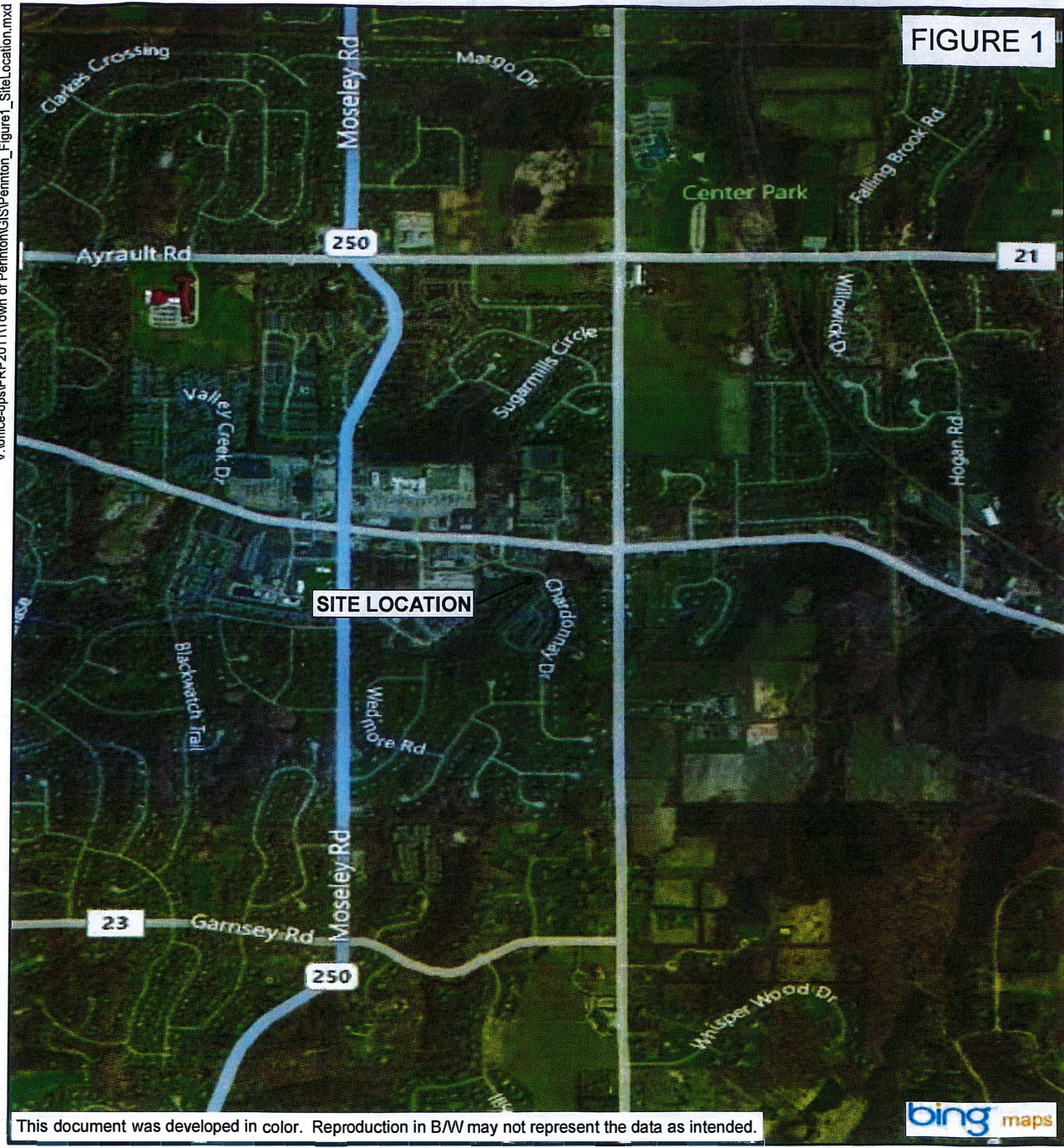
Outlet other than spillway: _____

Purpose/Operation of Dam: Flood Control and Storm Water ManagementInstrumentation: None

Method of Emergency Drawdown (Method of emptying reservoir in event of an emergency): N/A – Detention basin, normally dry. 21-inch diameter inlet also serves as low-level outlet system.

II. Site Description

Figure 1 Site Location Map



ADAPTED FROM: BING MAPS

**TOWN OF PERINTON
SOUTHERN HILLS DETENTION
POND DAM - STATE ID: 045-4840
PERINTON, NEW YORK**



MAP LOCATION

SITE LOCATION



III. Emergency Detection, Evaluation and Classification

Emergency Condition Identification

As the major objective of dam emergency planning is to save lives and property, the timely identification of emergency conditions by trained personnel becomes paramount. Procedures to identify emergency conditions have been established. Three (3) dam emergency conditions of increasing severity have been identified and are described below. Figure 2 - Observation/Response Checklist should be utilized by the Town of Perinton during any emergency inspection. A record of these inspections and their findings should be kept by the Town for ready reference.

ADVISORY/NON-FAILURE CONDITION (CONDITION C)

An unusual problem or situation has occurred, but failure of the dam is not expected. Examples are:

- Flow conditions are such that flooding is expected to occur downstream of the dam
- Any undocumented or unusual spring
- Any sign of possible piping
- Any sign of slumping
- Any sinkhole
- Any newly detected crack
- Any unusual wet spot or boggy area
- Any seismic event regardless of how slight
- Any significant obstruction in the spillway
- Evidence of damage due to vandalism at any structure(s)
- Bomb threat
- A civil disorder near the reservoir structure(s)
- Any aircraft accident near the reservoir structure(s)

DAM WARNING CONDITION (CONDITION B)

A potential failure situation is developing, but is still considered controllable. Some amount of time is still available for further analysis and decisions to be made before dam failure is likely. Examples of a Warning Condition are:

- Water level in the retention basin has risen to within 1-foot of dam crest (Chardonay Drive).
- Any developing erosion, settlement, or upheaval occurring on the downstream slope or at the toe of the dam and is considered to be controllable
- Any undocumented leakage through any dam structure considered to be controllable

DAM EMERGENCY CONDITION (CONDITION A)

A Dam Emergency Condition is defined as one or more of the following situations:

- Water has overtopped the earth embankment/dam crest (Chardonay Drive).
- The dam is failing, is about to fail or has failed
- Any uncontrollable erosion, settlement, or upheaval occurring on the downstream slope or at the toe of the dam
- Any uncontrollable leakage through any dam structure.

III. Emergency Detection, Evaluation and Classification

Figure 2 – Observation/Response Checklist

IV. Inundation Maps

Description

Overview of Inundation Area: The inundation area below the Southern Hills Detention Pond Dam follows a tributary of White Brook through the Town of Perinton in an east, north-east direction towards the Erie Canal. The stream course flows through a moderately developed suburban area.

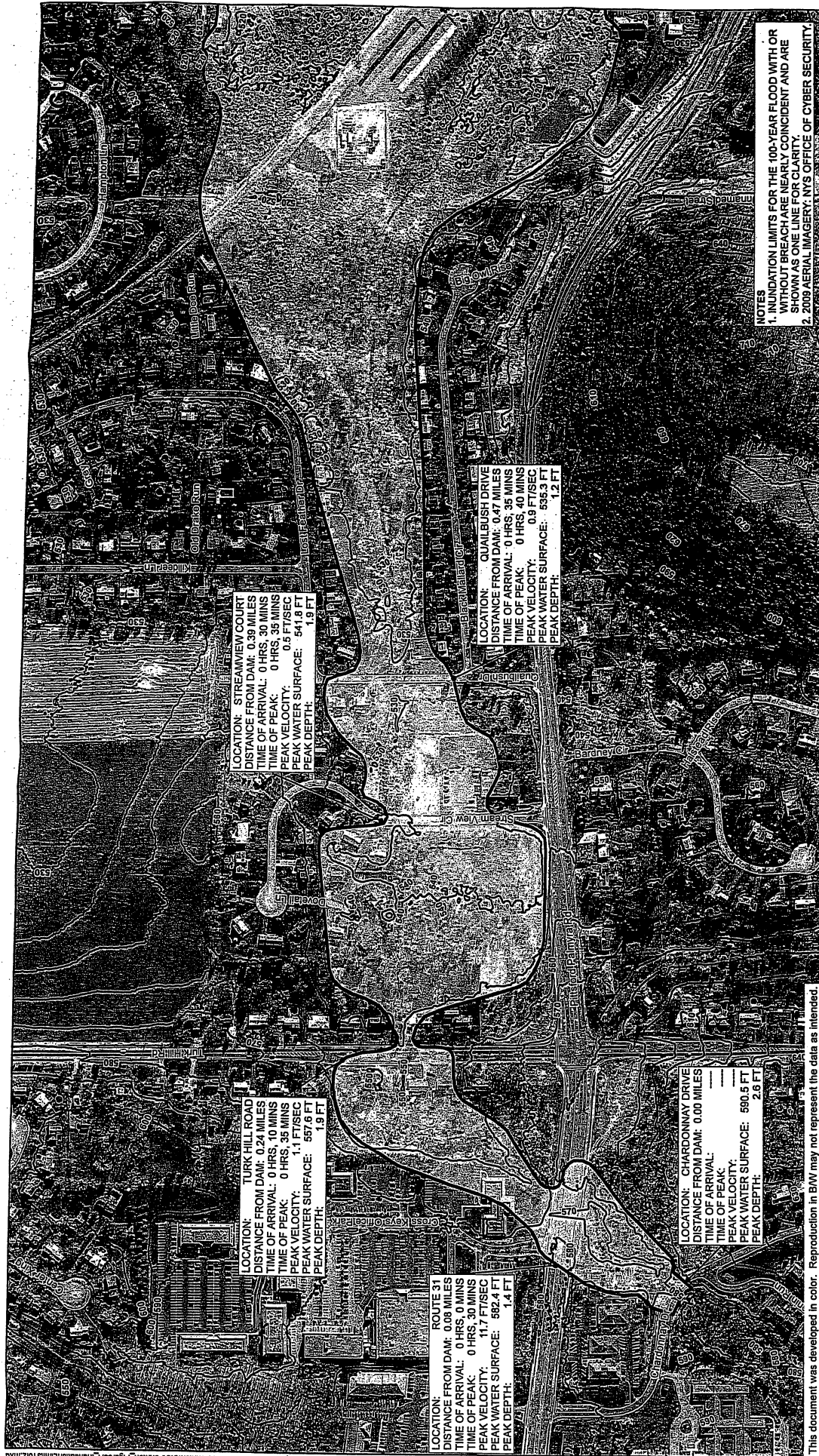
Table 1: Tributary-White Brook Water Surface Elevations

Cross Section Location	Distance from Dam (mi.)	Peak Water Surface Elevation (Ft.)		Peak Discharge (cfs)	
		150% 100-Yr. Flood	150% 100-Yr. Flood w/Breach	150% 100-Yr. Flood	150% 100-Yr. Flood w/ Breach
Chardonnay Drive	0.00	590.5	590.5	1,001	1,765
Rte. 31	0.08	581.9	582.4	931	1,644
Turk Hill Road	0.24	557.0	557.6	931	1,644
Streamview Court	0.39	541.6	541.8	931	1,644
Quailbush Drive	0.47	534.4	535.3	277	1,238
Hogan Road	0.93	522.4	523.2	276	1,198
RS & E #2	1.27	520.7	520.9	276	695
Mason Road	1.61	506.6	507.1	76	105

IV. Inundation Maps

Figure 3A & 3B

**INUNDATION MAPS
FOR
SOUTHERN HILLS DETENTION POND DAM**

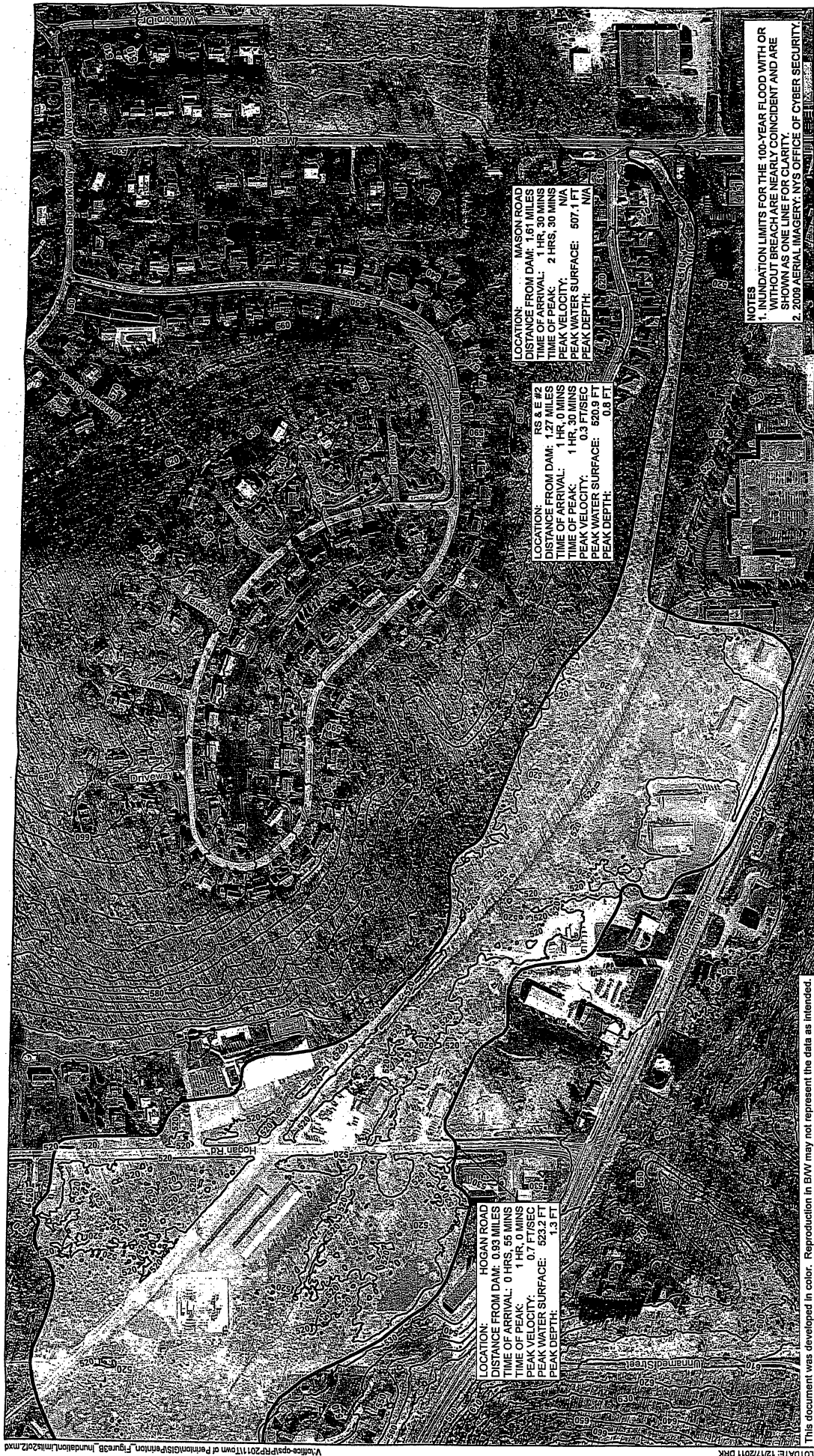


Plot Date: 12/17/2011 DWK
This document was developed in color. Reproduction in B/W may not represent the data as intended.

LEGEND
★ SOUTHERN HILLS DETENTION POND DAM
□ INUNDATION LIMITS
— 10-FOOT TOPOGRAPHIC CONTOUR

TOWN OF PERINTON
SOUTHERN HILLS DETENTION POND DAM
STATE ID: 045-4840
PERINTON, NEW YORK

INUNDATION LIMITS: 150% OF 100-YEAR FLOOD WITH BREACH
DECEMBER 2011
1458848288
O'BRIEN & GERE



LOCATION: HOGAN ROAD
DISTANCE FROM DAM: 0.93 MILES
TIME OF ARRIVAL: 0 HRS, 55 MINS
PEAK VELOCITY: 0.7 FT/SEC
PEAK WATER SURFACE: 523.2 FT
PEAK DEPTH: 1.3 FT

LOCATION: RS 1 & #6
DISTANCE FROM DAM: 1.27 MILES
TIME OF ARRIVAL: 1 HR, 0 MINS
PEAK VELOCITY: 1 HR, 30 MINS
PEAK WATER SURFACE: 520.9 FT
PEAK DEPTH: 0.8 FT

LOCATION: MASON ROAD
DISTANCE FROM DAM: 1.61 MILES
TIME OF ARRIVAL: 1 HR, 30 MINS
TIME OF PEAK: 2 HRS, 30 MINS
PEAK VELOCITY: N/A
PEAK WATER SURFACE: 507.1 FT
PEAK DEPTH: N/A

NOTES
1. INUNDATION LIMITS FOR THE 100-YEAR FLOOD WITH OR WITHOUT BREACH ARE NEARLY COINCIDENT AND ARE SHOWN AS ONE LINE FOR CLARITY.
2. 2009 AERIAL IMAGERY, NYS OFFICE OF CYBER SECURITY.

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LEGEND

★ SOUTHERN HILLS DETENTION POND DAM

INUNDATION LIMITS

10-FOOT TOPOGRAPHIC CONTOUR

TOWN OF PERINTON
SOUTHERN HILLS DETENTION POND DAM
STATE ID: 045-4840
PERINTON, NEW YORK



INUNDATION LIMITS: 150% OF 100-YEAR FLOOD WITH BREACH

DECEMBER 2011
15480/4808



VIII. Appendices**Appendix A. Standard Forms****Dam Post-Incident Report**

6 NYCRR Part 673 requires Dam Owners to submit a written report to NYSDEC when either of the following incidents occurs at a Class C – High Hazard or a Class B – Intermediate Hazard dam:

- 1) Activation of the Emergency Action Plan; or
- 2) Flow through an erodible auxiliary spillway (NOT APPLICABLE TO THIS SITE).

Submit the completed form within 5-days of the end of the incident to:

NYSDEC –Dam Safety Section
625 Broadway, 4th floor
Albany, NY 12233-3504
Phone: (518) 402-8185
Fax: (518) 402-9029

NYS Dam ID #: 040-4425

Date of Incident: ____/____/____

Dam Name: Southern Hills Detention Pond Dam

Reservoir/Impoundment Name: Southern Hills Detention Pond

Location (County, Town/City/Village, Street, latitude, longitude): Monroe County, Town of Perinton, Chardonay Drive, 43° 04' 04" N/ 77° 26' 078" W

Description of incident and cause(s):

Start date, time of incident: ____/____/____, ____:____ (AM)(PM)

Was the Emergency Action Plan activated? (Yes)(No)

If so, when? : ____/____/____, ____:____ (AM)(PM)

Has the Emergency ended? (Yes)(No)

If so, when? : ____/____/____, ____:____ (AM)(PM)

Did flow pass through an erodible Auxiliary Spillway? (Yes)(No) (NOT APPLICABLE TO THIS SITE)

Duration of overflow: _____ Maximum depth of flow above spillway crest: _____

Spillway condition: _____

Immediate responses to incident: _____

Long term responses to incident: _____

VIII. Appendices**Appendix A. Standard Forms****Dam Owner Contact Information**

Name: Town of Perinton
Mailing Address: 100 Cobbs Lane
 Fairport, NY 14450
Phone: (585) 223-5115
Fax: (585) 223-0448

Promulgation and Concurrence

I, the undersigned, on the date indicated, have reviewed the Emergency Action Plan (EAP) for the Southern Hills Detention Pond Dam, State Dam ID# 045-4840. I have received the concurrence of the necessary emergency managers, who are listed below.

Town of Perinton

Dam Owner

2/22/20

Date

Name	Title	Organization
Dan McCusker	Resident Engineer (Monroe East)	NYSDOT
Chief Jack Delisio	Chief	Egypt Fire Department
Andrew DeLyser	Captain; A Zone Commander	Monroe County Sheriff
Richard Tantalo	Director	Monroe County Public Safety
Eric Schindler	Disaster Preparedness Program Rep.	NYSDHSES
Lisa Burkovich	Regional Director	NYS OEM Region 5 Finger Lakes
Planning Section	N/A	NYS OEM (Albany)

Certification of Promulgation and Concurrence


I certify under penalty of law that the answers and information provided in and with this Promulgation and Concurrence Form were prepared by me or under my direct supervision. The answers and information I submit are, to the best of my knowledge and belief, true, accurate, and complete.

This Certification must be signed by an individual who is the EAP coordinator, on his or her own behalf.

Name: **Jason R. Kennedy**

Title: **Commissioner of Public Works**

Representing: **Town of Perinton**

Signature: 

Date: **2/24/21**

VIII. Appendices

Appendix A. Standard Forms

APPENDIX E. PANDEMIC RESPONSE PLAN

Town of Perinton Pandemic Response Plan

A. Purpose

Throughout history there have been recorded incidents of pandemics and other health emergencies that have required immediate action on the part of government to guarantee the safety of residents and employees. The Town of Perinton is not immune to these health emergencies as seen in the COVID-19 epidemic of 2020-2021. The purpose of this Pandemic Response Plan, henceforth referred to as the “Plan”, is to provide for the general welfare of employees and ensure the continued operation of services for the residents of the Town of Perinton. This plan is intended to meet the requirements of New York State legislation S8617B/A10832.

B. Terminology

Communicable Disease – An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

Contractor – an individual performing services as party to a contract awarded by the State of New York or any other public employer.

Essential Employee – An employee that has been designated as being required to be physically present at a worksite to perform his or her job.

Essential Worker – See *Essential Employee*.

Exposure – Contact or potential contact with the contagion that causes pandemic disease.

Non Essential Employee – An employee that has been designated as being not required to be physically present at the work site to perform his or her job.

Pandemic – an outbreak of communicable disease occurring over a wide geographic area.

Personal Protective Equipment – all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

Public Employer – The State of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of New York State, provided, however that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the Education Law of New York State.

C. Applicability

This plan is applicable to Town of Perinton employees as well as any contracted individuals responsible for service to the Town of Perinton. This plan is in no way designed to limit or interfere with the response plans of other municipalities or authorities involved in the response to or recovery from a public health emergency.

D. Assessment and Preparedness

It shall be the responsibility of the Director of Safety and Security to evaluate and assess the likelihood of a public health emergency affecting the employees of the Town of Perinton. This assessment and information shall be provided to the Town Supervisor for his/her situational awareness and action.

E. Personal Protective Equipment

The Town of Perinton shall be responsible for the acquisition, storage and distribution of personal protective equipment for all town employees while conducting their assigned job duties. Acquisition of supplies shall be conducted in accordance with local, state and federal procurement policies and procedures. Personal protective equipment includes, but is not limited to:

1. Non latex surgical gloves
2. Safety Glasses or Goggles
3. N95 Respirators
4. Face coverings (i.e. surgical masks and face shields)
5. Cleaning and Sanitation supplies (i.e. disinfectants, sanitizers, paper products, etc.)
6. Disposable gowns and coverings (i.e. Tyvek style suits, disposable hospital gowns)
7. Shoe and boot coverings (i.e. surgical booties)

All such supplies shall be stored at the Department of Public Works in a clean, safe and sanitary manner. Supplies shall be sufficient enough to provide every essential town employee with two sets of personal protective equipment for every work day for a period of at least six months. Stockpiled supplies shall be inventoried and reviewed at least annually to ensure sufficient, safe and effective equipment.

All personal protective supplies shall be stored in a manner to permit distribution within one hour to all town owned facilities.

F. Essential Employee Designation

As seen in previous epidemics, it may become necessary to limit the number of employees present in our facilities. Limiting numbers of employees will allow the Town to reduce the risk of disease transmission amongst employees. In order to determine which employees must report to work and what employees can work remotely, the Town is required to designate and list essential positions. The purpose of this list is not to diminish the work done by any employee, but to permit a framework to designate who must be physically present at the worksite. Furthermore, this list is not all inclusive or restricted. When deemed in the best interest of the Town, the Town Supervisor in consultation with the Director of Safety and Security and Department Heads may modify this list as necessary.

1. Town Hall Essential Employees
 - a. Fire Marshal / Code Enforcement Officers – Responsible for the safety of residents from fire. Responsible for the enforcement of local and state codes, rules and regulations.
 - b. Director of Safety and Security – Responsible for the safety and security of Town employees and facilities.
 - c. Town Hall Receptionist – Responsible for the answering of phones and routing of phone calls to the appropriate people.
2. Department of Public Works Essential Employees
 - a. Deputy Commissioner of Public Works Highway – Responsible for the management of town roads and highways.
 - b. Deputy Commissioner of Public Works Sewers – Responsible for the management of town sewer infrastructure.
 - c. Animal Control Officer – Responsible for the control and protection of common domestic animals and nuisance/sick and injured wildlife for the Town and the Village of Fairport.
 - d. Sewer Department Forman – Responsible for the oversight of crews involved in the maintenance and operation of town sewers.
 - e. Highway Department Forman – Responsible for the oversight of crews involved in the maintenance and operation of town roads and highways.
 - f. Senior Motor Equipment Operators – Responsible for supervision and/or coordination of others and operation of standard and special medium and heavy duty equipment and vehicles utilized in the maintenance of Town roads and sewers.
 - g. Motor Equipment Operators – Responsible for operation of standard and special medium and heavy duty equipment and vehicles utilized in the maintenance of Town roads and sewers.
 - h. Highway and Sewer Department Laborers – Responsible for maintenance and repair of Town roads, drainage, and sewer infrastructure.
 - i. Inventory Control Specialist – Responsible for acquisition and internal management of supplies, materials, and equipment department-wide.

- j. Office Clerks – Responsible for customer service, accounts receivable/payable and payroll functions department-wide.
- 3. Recreation and Parks Essential Employees
 - a. Parks Foremen and Laborers – Responsible for the maintenance of town parks and grounds.
 - b. Maintenance Staff – Responsible for the day to day maintenance of the Town Hall and Community Center.

G. Work Periods and Hours

When a public health emergency is declared it may become necessary to stagger work hours to reduce the likelihood of a health emergency adversely affecting the workplace. Each department head should evaluate the working hours of their employees. When possible work hours or days should be modified to reduce employee interaction. Additionally, work days should be modified to limit the potential of a department wide infection. Department heads should consult with the Director Safety and Security to address any concerns with potential for workplace infections.

H. Employee Wellness and Health

The safety and health of employees is of the utmost importance. To further that position, it is necessary to ensure certain safeguards are in place to prevent the spread of disease through the workplace. Upon the identification of a pandemic, the Director of Safety and Security shall make a report with recommendations to the Town Supervisor. This report shall contain information on potential engineering and workplace controls that should be put in place to protect the safety of employees. These workplace and engineering control recommendations shall provide protection to employees based on the available information about the pandemic disease. Examples of controls and procedures include, but are not limited to:

- 1. Personal Protective Equipment Recommendations.
- 2. Physical barrier and office rearrangement to encourage distancing and separation between employees.
- 3. Surface and air cleaning and sanitization recommendations.
- 4. Recommendations on employee health screening and testing prior to commencement of shift.

I. Employee Contact Tracing

To promote the general welfare of employees, and identify potential route of exposure, it will be necessary to have the ability to trace the location and activities of any employee. Contact tracing has been proven to limit the possibility of facility wide outbreaks of a contagion.

When a public health emergency is declared, an attendance log for employees shall be developed and implemented at all town owned facilities. This log shall contain the name of the

employee, date and times in the workplace, time and address of any off site worksites or meetings, and any other additional information pertinent to the tracing of a contagion. Such logs shall be kept and maintained with the department head for the duration of the public health emergency.

J. Employee Exposure in the Workplace

In the event an employee begins to exhibit symptoms, tests positive or otherwise shows sign of infection, immediate actions shall be taken to limit the spread in the workplace. The potentially infected employee will be required to don all personal protective equipment necessary to limit the exposure of other employees. Furthermore, the effected employee will be required to leave the workplace immediately. Care should be taken to ensure that the employee is capable to return home or a medical facility if needed. If completely separate housing is required, the Director of Safety and Security will facilitate housing arrangements for the employee.

After the needs of the employee are attended to, necessary action should be taken to clean and sanitize all work surfaces that an employee may have come in contact with. Cleaning should be conducted in accordance with accepted guidelines from the Centers for Disease Control, New York State Department of Health and the Monroe County Department of Public Health. Cleaning shall be done by competent persons who are adequately trained. All individuals involved in the cleaning and sanitizing of work surfaces shall adhere to all required or suggested use of personal protective equipment.

K. Employee Sick Leave

In the event an employee contracts a disease, is required to isolate, or required to quarantine, any such time away from work shall be in accordance with the Town of Perinton Sick Leave policy in the Employee Handbook or applicable federal/state leave laws that may be available given the circumstances. It shall be the duty of the Human Resources Generalist to relay any changes or clarification that may arise from the enactment of law that effects the use of sick time.

L. Employee Emergency Housing and Facilities

It is possible, that due to the nature of the contagion, it may be necessary to house employees on site to limit the potential of bringing an exposure into the workplace. The Town Hall Complex, Parks Operations Center and the Department of Public Works are equipped with facilities for basic hygiene of employees. In the event employees are required to sleep at Town facilities, the Town will provide such sleeping arrangements in the form of cots, inflatable mattresses, bedding and portable trailers if necessary.

M. Telecommuting and Remote Work

During a declared public health emergency, employees who are capable of working remotely should be encouraged to do so to prevent the spread of a potential contagion. To further this

directive, it will be necessary to ensure that employees have the necessary tools to complete their duties.

When a public health emergency is declared, each department head shall determine which employees will be capable of working remotely. This list of employees working remotely shall be forwarded to the Information Technology (IT) Department. The IT Department will then proceed to ensure that each of these employees has access to a computer capable of utilizing a virtual private network connection to their computer at the Town. Employees who do not have access to a computer may be provided one by the Information Technology Department.

Each department head will also be responsible for ensuring that any phone extensions for remote employees are set to forward to their remote work number (i.e. forward desk phone to cellular phone). This forwarding should be kept in place until normal work routines resume.

Any equipment provided by the Town is subject to the same rules and guidelines as any other Town owned equipment. Additionally, it should be returned when requested or at the end of a public health emergency.

N. Revision and Updates

This plan shall be reviewed annually to ensure compliance with all applicable local, state and federal law. Any changes to the plan shall be subject to approval by the Perinton Town Board.