

Emergency Preparedness Plan

Town of Ithaca, New York

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Executive Summary

Introduction

This plan results from the recognition on the part of local government and county (state) officials that a comprehensive plan is needed to enhance the Town's ability to mitigate and manage emergency/disaster situations. This plan constitutes an integral part of a county and statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short and long term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

This process is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions, and expertise required to deal with emergencies. The National Incident Management System (NIMS) will be used.

Management Responsibilities

The emergency management responsibilities of the Town departments are outlined in this plan. Assignments are made within the structure of the present Town capability and existing organizational responsibilities. The Town Supervisor is designated to coordinate all emergency management activities of the Town.

The Town of Ithaca intends to use the Incident Command System (ICS) (unified command) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.

Town responsibilities are closely related to the responsibility of the county government to manage all phases of an emergency. The Town may be called to assist other local governments in the county in the event that other towns or villages have fully committed their resources and require additional assistance.

Conclusion

This plan provides general hazard management guidance, using existing organizations, to allow the Town to meet its responsibilities before, during, and after an emergency. The National Incident Management System (NIMS) will be used.

SECTION I

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose and Basis

The purpose of this plan is to cite the authority, formulate procedures, and provide guidance for coordinated action in rendering assistance to the citizens within the Town of Ithaca in the event of an emergency. This plan will be reviewed annually by the Town Board.

Disaster planning is based on the NYS Defense Emergency Act, the regulations and orders of the State Defense Council and the State Civil Defense Commission; The Emergency Plan for the Natural Disaster of the State of New York; and the National Plan for Natural Disaster.

The Town of Ithaca recognizes that planning and preparatory actions are required before an emergency. Emergency preparedness allows the Town of Ithaca to prepare and react to emergency situations to save life and property if the Town is threatened or hit by a disaster and major emergency. This also includes being prepared to react to State and Federal health and safety emergencies.

The Town's Management Team, working in partnership with the Town Board, shall have the primary responsibility to see that everything possible is done to prepare for any disaster and to provide for the safety and security of the community during a disaster.

B. Policy Regarding Comprehensive Emergency Management

A wide variety of emergencies caused by nature, diseases or technology, result in loss of life, property and income, and disrupts the normal functions of government, communities and families, and cause human suffering.

The Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Town.

Under authority of, Article 2-B, Section 23 of the New York State Executive Law, The Town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters, to meet this responsibility.

This concept of Comprehensive Emergency Management includes three phases:

1. Risk Reduction (prevention and mitigation)
 - Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
 - Mitigation refers to all activities which reduce the effects of disasters when they do occur.

2. Response

- Response operations may start before the emergency materializes, for example, on receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include such pre-impact operations as:
 - Detecting, monitoring, and assessment of the hazard
 - Alerting and warning of endangered populations
 - Protective actions for the public
 - Allocating/distributing of equipment/resources
 - Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.

3. Recovery

- Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

C. Purpose and Objectives of the Plan

This Plan sets forth the basic requirements for managing emergencies in the Town:

1. The objectives of the Plan are:
 - a. To identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 - b. To outline short, medium and long range measures to improve the Town's capability to manage hazards.
 - c. To provide that the Town government, in concert with County government, will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
 - d. To provide for the efficient utilization of all available resources during an emergency.
 - e. To provide for the utilization and coordination of County, State, and federal programs to assist disaster victims, and to prioritize the response to needs of the elderly, disabled, and other groups which may be inordinately affected.
 - f. Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

D. Legal Authority

In this Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation:

1. New York State Executive Law, Article 2-B

2. New York State Defense Emergency Act, as amended
3. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

By NYS Law, the primary responsibility for responding to emergencies rests with town Government, and with the Town Supervisor. The Town Supervisor will work with the Town's Management Team to address emergencies while maintaining communication with the Town Board elected officials.

In responding to a disaster, the Town is required to utilize its own facilities, equipment, supplies, personnel and resources first.

E. Plan Maintenance and Updating

The Town Board is responsible for maintaining and updating this Plan and will adopt same at its annual organizational meeting.

All Town departments and agencies are responsible for annual review of their emergency response role and procedures and provide any changes to the Town Supervisor by December 1st each year. Changes will be considered by the Town Board at the Organizational meeting annually.

Town staff are expected to complete required regular trainings, offered by the state and the county, pertaining to their respective department's responsibilities.

F. Identification and Reduction of Potential Hazards

1. Tompkins County maintains a county-wide Hazard Mitigation Plan that is mandated by FEMA to be updated every 5 years. The Town of Ithaca provides input as the plan is reevaluated and updated.
2. The Public Works department maintains a list of hazardous materials stored at our Seven Mile Drive facility.
3. Town of Ithaca Management Team and the Town Board will promote policies, programs and activities to reduce hazard risks.

Examples of the above might include:

- a. to encourage the review of zoning ordinances and building codes to take into account significant hazards in the Town
- b. promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e. g., building and fire codes, flood plain regulations
- c. encourage Town (and County and State) Public Works Department to address dangerous conditions on roads used by hazardous materials carriers.

G. Emergency Response Capability Assessment

1. The Town's Management Team will annually assess the Town's capability for dealing training, preparedness, warning systems, and Town's means to respond to a range of potential disasters and emergencies.
2. The Town's Management Team will annually review with all employees the town's capabilities. This may happen at departmental meetings or at All Staff meetings.
3. The Management Team will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Town Board.

H. Training of Emergency Personnel

1. The Town's Management Team will:
 - a. encourage and support training for town emergencies. Such training programs might:
 - i. include information on the characteristics of disasters and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources
 - ii. include Incident Command System (ICS) training, focusing on individual and departmental roles
 - iii. provide town staff with the skills necessary to help reduce or eliminate hazards and increase their response capability

SECTION II

MOBILIZATION

A. Notification and Activation

1. An initial notification of an emergency situation may originate from the public, police, fire or Town agencies, or from Tompkins County, and will usually be received at the Tompkins County Emergency Communications Center.
2. Upon receiving initial notification of an emergency impacting the Town, the agency which received the notification will contact the Town Supervisor or Deputy Supervisor. If required, an emergency will be declared and an appropriate response level determined.
3. The Town of Ithaca will utilize the Unified Incident Command System (ICS) to manage all emergencies requiring multi-agency response.
4. If warranted, a request for County assistance will be made to the Tompkins County Emergency Management Office, through the Town Supervisor. The Tompkins County

Emergency Management Director has the authority to direct and coordinate County disaster operations, and may coordinate response to requests for assistance from the local governments.

5. When the disaster is beyond the management capability of Tompkins County, the Tompkins County Director of Emergency Management may request State assistance through the State Emergency Management Office. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office.
6. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.
7. Each emergency is to be classified into one of three Town Response Levels according to the scope and magnitude of the incident.
 - a. Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
 - b. Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within the Town, or involving small population.
 - c. Response Level 3: Full emergency situation with major threat to life, health, or property involving large population, County and possibly State involvement.

B. Assessment and Evaluation

1. The Town's Management Team will:
 - a. analyze the best available data and information on the emergency
 - b. explore alternative actions and consequences
 - c. select and direct specific response actions.

C. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Town Supervisor or Deputy Supervisor may proclaim a state of emergency pursuant to article 2B, section 24 of the State Executive Law.
2. Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of Town government.

3. This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:
 - a. establishing curfews
 - b. restrictions on travel
 - c. evacuation of facilities and areas
 - d. closing of places of amusement or assembly

D. Sequence of Actions

1. Designate Emergency Operations Center (E.O.C)

For many emergencies, the Emergency Operations Center for the Town will be in the Public Works Facility, 114 Seven Mile Drive, Ithaca. Once the Town Supervisor or next in line has declared an emergency exists, the Emergency Operations Center will be staffed on a twenty-four hour basis until the declared emergency subsides. The members of the EOC will vary depending on the nature of the emergency. The Emergency Operations Center will forward all warnings, directives, information, etc., to various local departments as appropriate.

2. Members of the Town Board selected to be part of EOC in any given year and other designated personnel will assemble as soon as possible at the Emergency Operations Center upon notification of the existence of an emergency.
3. To cope with the effects of an emergency, appropriate steps will be taken at the Emergency Operations Center to mobilize fully the available personnel, resources, facilities, supplies and materials in the Town of Ithaca according to the guidelines set forth in this plan.
4. The Town Supervisor or designated emergency coordinator is responsible for the notification and declaration of an emergency or disaster. The expectation is that the Director of Public Works will act in concert with the Town Supervisor.
5. Each department head in the Town of Ithaca is responsible for assuring maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Town's responsibilities. Depending on the nature of the emergency we may form cross-department teams during the nature of the disaster otherwise each department head will retain control of the assigned department and implement orders received from the Emergency Operations Center.
6. The Town of Ithaca should seek the cooperation and aid of any of all surrounding communities in the event of an emergency or disaster. To the extent possible, arrangements for mutual aid should be made prior to any emergency or disaster and be readily available.
7. The Town of Ithaca should contact the Tompkins County Department of Emergency Response regarding any major emergency or disaster situation. Emergency Response assistance should be requested when local or mutual aid resources are exhausted. All

requests for County Emergency Response assistance of any nature by any Department will be approved by the Town Supervisor and will be made to the County Director of Emergency Response.

8. Military Assistance requests will be made by the Town Supervisor of the Town of Ithaca to the Tompkins County Administrator who will forward the request to the Tompkins County Department of Emergency Response to the State's Natural Disaster Commission.
9. The American Red Cross is recognized as the agency responsible for mass care to persons immediately following a disaster. Local Red Cross chapters can extend natural disaster relief assistance to individuals and families and the Red Cross can assume administrative and financial responsibility in providing such assistance. American National Red Cross has been assigned this responsibility by the Congress of the United States. The Red Cross chapter responsible for the Town of Ithaca is American Red Cross of Tompkins County, 618 W. State Street, Ithaca, NY, 607-273-6684.
10. The Town of Ithaca, if determined to be applicable, should contact the Department of State Division of Code Enforcement and Administration's Code Enforcement Disaster Assistance Response (CEDAR) Program in the event that assistance is needed for Rapid Evaluation Safety Assessments of damaged structures in affected areas of the Town.

Section IV

RESPONSIBILITIES & FUNCTIONS

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

A. Town Supervisor/Deputy Supervisor

1. The Town Supervisor is responsible for overseeing emergency/disaster operations within the Town of Ithaca.
2. The Town Supervisor shall use any and all facilities, equipment, supplies, and personnel of the Town of Ithaca in such a manner as may be necessary.
3. The Town Supervisor shall direct the activities of all departments within the Town of Ithaca against the effects of emergency in conformance with the approved plans for the rescue and relief of the people, the recovery and the rehabilitation of the community of the Town of Ithaca. The Town Supervisor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

- a. In the event of the immediate unavailability of the Town Supervisor, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
 - i. The Deputy Town Supervisor will assume the duties and responsibilities until the Supervisor is available.
 - ii. The Emergency Management Coordinator will assume the duties and responsibilities delegated by the Town Supervisor or Deputy Town Supervisor is available.
- B. **Essential Emergency Operations Records** – The Town Supervisor and the Town Clerk, functioning at the Emergency Operations Center, are responsible for the maintenance and availability of records, documents, plans and other materials required to discharge their and others’ functions during an emergency.
- C. **The Town Board** as the elected body of the people shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans.
- D. **The Town Clerk** is responsible for the maintenance and availability of essential records, documents and other materials, required during the emergency.
- E. **The Emergency Management Coordinator** appointed by the Town Supervisor directs the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the Town Supervisor. Also, under the direction of the Town Supervisor the Emergency Coordinator coordinates the emergency operations of the Emergency Operations Center, prepares estimates of the situation, advises the Town Supervisor of operational priorities and recommends requests for assistance from Tompkins County Department of Emergency Response.
- F. **The Ithaca City Fire Chief and Fire Officers** and or Cayuga Heights Fire Department Chief will be responsible for the direction of all action to contain and extinguish fires resulting from emergencies and the removal of trapped and injured persons from damaged buildings, and flooded areas. The Fire Chief may call upon the Tompkins County Department of Emergency Response, under mutual aid, for advice and/or assistance concerning fire related emergencies, relief operations, and coordination of emergency shelter and feeding operations.
- G. **The Tompkins County Sheriff** may designate a Traffic Control Officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The Sheriff will direct all action to maintain order, prevent looting and help alleviate panic; direct injured to medical installations, and assist handicapped persons to obtaining transportation and direction them to the nearest Emergency Operating Center. The Tompkins County Sheriff’s Department may call upon the New York State Police and/or other local police agencies for advice and/or assistance.

- H. **The Director of Public Works** has overall responsibility for the maintenance of streets and bridges and all official trucks, cars and equipment. The Highway Superintendent will direct action to check, restore and maintain essential public facilities and services, such as streets, bridges, public buildings and other vital community services, calling upon all Public Works services of Tompkins County for such assistance. The Highway Superintendent will work in conjunction with all local utilities in the restoration of the various essential services for electricity, water, sewer and phone.
- I. **The Director of Code Enforcement** for the Town of Ithaca will be responsible for safety inspection of damaged homes and businesses before individuals are allowed to reoccupy such buildings. The Director of Code Enforcement shall also be responsible for responding to other emergencies, as designed by the Town of Ithaca Town Supervisor or the Governor of New York State, for items such as, but not limited to, pandemics.
- J. **The Public Information Officer** {Town Clerk} under the direction of the Town Supervisor directs the local dissemination of emergency information, the issuance of news reports to the public and notifies the Tompkins County Department of Emergency Response on the status and development of emergency measures, using all media of public communication. The Town may choose to utilize and/or coordinate with the Tompkins County Public Information Officer in some circumstances.
- K. **The Network Specialist** supervises, directs, arranges and restores communications for all emergency purposes using available communication means and methods. Maximum use of all available forms of communications will be planned by all departments to aid the communications staff in carrying out their duties. The specialist will follow the IT Disaster Recovery Plan.
- L. **The Supply Officer** {Finance Officer} (Resources & Production) carries out measures necessary to the emergency handling of all local resources.
- M. **The Human Resources Manager**, in concert with Department Heads, helps coordinate the assignment of personnel to the various emergency services as requested.

All Town Employees may be required to report to the Emergency Operations Center to provide any necessary backup during the emergency. Duties assigned may be outside their normal job descriptions.

SECTION V

RECOVERY

Recovery is both a short-term and long-term process. It involves detailed damage assessments, complete restoration of vital systems, financial assistance, and long-term reconstruction. There is no definite point at which response ends and recovery begins. Most recovery efforts will occur

after the emergency organization is deactivated and departments/agencies have returned to pre-disaster operation and will be integrated with day-to-day functions.

Managing post-disaster recovery and reconstruction involves understanding lines of authority, interagency and intergovernmental coordination measures, processes for expedited review, permitting, and inspection of repair and reconstruction of buildings and structures damaged.

A. Damage Assessment (this will depend a great deal on the nature of the emergency or disaster)

1. The Town will participate in and cooperate in damage assessment activities as needed and appropriate that might include:
 - a. Coordinating damage assessment activities in the Town during and following an emergency.
 - b. Designating a Town official to coordinate with the Damage Assessment Officer from the County.
 - c. Maintain detailed records of emergency expenditures.
2. It is essential that, from the outset of emergency response actions, Town response personnel keep detailed records of expenditures for:
 - a. labor used
 - b. use of owned equipment
 - c. use of borrowed or rented equipment
 - d. use of materials from existing stock
 - e. contracted services for emergency response
3. Damage assessment will be conducted by Town employees. When necessary, non-government personnel from the fields of engineering, construction, insurance; property evaluation and related fields, may supplement the effort.
 - a. Damage Assessment Reports may include:
 - i. damage to private property in dollar loss to the extent not covered by insurance:
 - homes
 - businesses
 - industries
 - utilities
 - hospitals, institutions and private schools
 - iii. damage to public property in dollar loss to the extent not covered by insurance
 - road systems
 - storm drainage systems

- bridges
 - water control facilities such as dikes, levees, channels
 - public buildings, equipment, and vehicles
 - publicly owned utilities
 - parks and recreational facilities
- iv. debris clearance and protective measures taken such as pumping, sand-bagging, construction of warning signs & barricades, emergency levees, etc.
 - v. financing overtime and labor required for emergency operations.

B. Planning for Recovery – Recovery includes community development and redevelopment (recovery will depend heavily on the nature of the disaster or emergency)

1. If required, a recovery task force will be developed by Town of Ithaca, and will:
 - a. Direct the recovery with the assistance of Town departments coordinated by the Emergency Management Coordinator.
 - b. Prepare a local recovery and redevelopment plan, if appropriate, unless deemed unnecessary, pursuant to article 2B, section 28-A of the State Executive Law. The recovery and redevelopment plan shall include:
 - i. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings
 - ii. Establishment of priorities for emergency repairs to facilities, buildings and infrastructures
 - iii. Economic recovery and community development
 - iv. Proposed new or amendments to zoning, subdivision, building, sanitary or fire prevention regulations
 - c. The Recovery and Redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies
 - d. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
 - e. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.

C. Reconstruction

1. Reconstruction consists of two phases:
 - a. Phase I-short term reconstruction to return vital life support systems to minimum operating standards;

- b. Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions which contributed to the disaster and after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.
2. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
3. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.
4. Reconstruction operations must conform the current edition of the New York State Uniform Code and the Town of Ithaca Flood Damage Prevention Law

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
 - a. What kind of emergency assistance is available to the public
 - b. Who provides the assistance
 - c. Who is eligible for assistance
 - d. What kinds of records are needed to document items which are damaged or destroyed by the disaster
 - e. What actions to take to apply for assistance
 - f. Where to apply for assistance.

All the above information will be prepared jointly by the federal, State, County, and Town PIOs as appropriate and furnished to the media for reporting to public.

Appendices:

1. Inventory Resource – listing of equipment and other resources
2. Inventory of Critical Infrastructure- listing of facilities and other infrastructure for use
3. Continuity of Operations Plan –town functions to be re-established priority listing
4. Instructions for Declaring a State of Emergency and Issuing Orders

Addendum A

Inventory Resource - Refer to Public Works Administration for listing of equipment available.

Addendum B

Inventory Critical Resources Including Critical Infrastructure

Town Hall, 215 N. Tioga Street

Public Works Facility, 114 Seven Mile Drive

Including:

Salt Storage Building,
Pole Barn,
Material Storage Annex,
Pole Barn (wood shop)

East Shore Park Pavilion, East Shore Drive

Tutelo Park Pavilion and restroom, Bostwick Road

Addendum C

CONTINUITY OF OPERATIONS PLAN

This list is used as a means of prioritizing which operations of the Town would need to be put back into operations as quickly as possible. This list is subjective based on the emergency at hand and the threat of danger involving health, safety and security of the residents and staff.

Public Works and Engineering Departments

Town Clerk Department

Code Enforcement Department

Courts Department

Finance and Human Resources

Planning Department

Policy Approved by TB: 1/11/2021 Revised/Reapproved:

Appendix D

Instructions for Declaring a State of Emergency and Issuing Emergency Orders

1. Instructions for declaring a local State of Emergency
 - The Town Supervisor, or a person acting for the Town Supervisor pursuant to this plan, can declare a local State of Emergency for all of, or anywhere in, the Town. The County Executive can declare a State of Emergency for anywhere in Tompkins County, including the Town of Ithaca.
 - A local State of Emergency is declared pursuant to article 2B, section 24 of the State Executive Law.
 - It can be declared in response to, or anticipation of, a threat to public safety.
 - A declaration of a local State of Emergency may be verbal or written.
 - If it is verbal, it must be followed with a written format within a reasonable amount of time.
 - The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
 - The written declaration should be kept on file in the Town Clerk's Office, with copies to the Town Clerk and the New York Secretary of State.
 - A local State of Emergency must be declared BEFORE Emergency Orders are issued.
 - A local State of Emergency should be formally rescinded when the declaration is no longer needed.
 - Only the Town Supervisor, or person acting for, may rescind a local State of Emergency.
 - Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
 - 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. The State of Emergency will be in effect for five (5) days unless rescinded or extended by the Town Supervisor.
 - The written rescission should be kept on file in the Town Clerk's Office with copies to the Town Clerk and the New York Secretary of State.

Sample Declaration of a local State of Emergency

A State of Emergency is hereby declared in effective at

(area within the Town or entire Town)

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 the Town of Ithaca, I, (name of Chief Executive) exercise the authority given me under 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 Town.

I hereby direct all departments and agencies of the Town of Ithaca to take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.

(Signature)

(Name)

(title)

(date)

2. Instructions for issuing local Emergency Orders

- Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to article 2B, section 24 of the State Executive Law (see section A. above).
- Local Emergency Orders can be issued at the Town level only by the Town Supervisor and or a person acting for the Supervisor pursuant to this plan. The County Executive can issue emergency orders for anywhere in Tompkins County, including the Town of Ithaca, following the declaration of a local State of Emergency by the County Executive. All Town and Village Mayors in the County can also issue emergency orders for their jurisdiction following the declaration of a local State of Emergency by that same executive.
- Local Emergency Orders must be written.
- Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
- 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 County Executive. It is also automatically rescinded when the State of Emergency is rescinded.
- The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
- 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.
- Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, County Clerk, and the Office of the Secretary of State.
- Local Emergency Orders must be refiled if they are extended.

Sample Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the Town Supervisor of the Town of Ithaca, in accordance with a declaration of a State of Emergency issued on _____, 20__, and pursuant to article 2B, Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones: (locales)

Zone 1. _____

Zone 2. _____

This evacuation is necessary to protect the public from: _____

This order is effective immediately and shall apply until removed by order of the Chief Executive. Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 20____
at _____ o'clock, in _____ (municipality), New York

Signed: _____ Title: _____

Witness: _____ Title: _____