

EMERGENCY PREPAREDNESS PLAN  
TOWN OF ULYSSES  
TRUMANSBURG, NEW YORK  
DECEMBER 1993

PURPOSE

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 Ulysses in the event of a disaster.

BASIS

Disaster planning is based on the New York State 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 Mobilization.

The Town of Ulysses recognizes that planning and preparatory actions are required before an emergency. Emergency preparedness allows the Town of Ulysses 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.

The Town Board shall have the primary responsibility, in coordination with overlapping jurisdictions, 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.

MOBILIZATION

Designate Emergency Operations Center (E.O.C.) - The Emergency Operations Center for the Town will be in the Town Hall, 10 Elm Street, the Clerk's Office. Once the Supervisor or next in line has declared an emergency exists, the Emergency Operations Center will be staffed on a twenty-four basis until the declared emergency subsides. The Emergency Operations Center will forward all warnings, directives, information, etc., to various local departments as appropriate. This will be done through the use of department representatives, telephones (located in the Emergency Operations Center), radios in the Police, Fire, Highway and Civil Defense Departments and in the offices of cooperating agencies. Each member assigned to the Emergency Operations Center will be familiar with this plan, particularly with the section pertaining to each responsible person's service duties.

Essential Emergency Operations Records - Supervisor of the Town of Ulysses 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.

Sequence of Action - Members of the Town of Ulysses Board and other designated personnel will assemble as soon as possible at the Emergency Operations Center upon notification of the existence of an emergency.

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 Ulysses.

1. The Supervisor of the Town of Ulysses, or the designated emergency coordinator is responsible for the notification and declaration of an emergency or disaster.
2. Each department head in the Town of Ulysses is responsible for assuring maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Town's responsibilities. Each department head will retain control of the assigned department and implement orders received from the Emergency Operations Center.
3. The Town of Ulysses should seek the cooperation and aid of any or all surrounding communities in the event of an emergency or disaster. Arrangements for mutual aid should be made prior to any emergency or disaster.
4. The Town of Ulysses should contact the Tompkins County Civil Defense Office regarding any major emergency or disaster situation. Civil Defense assistance should be requested when local or mutual aid resources are exhausted. All requests for Tompkins County Civil Defense assistance of any nature by any department will be approved by the Supervisor and will be made to the Tompkins County Director of Civil Defense by direct phone contact or by the Civil Defense radio network.
5. Military Assistance requests will be made by the Supervisor of the Town of Ulysses to the Tompkins County Fire/EMS Coordinator who will forward the request to the Tompkins County Civil Defense Office to the State Natural Disaster Commission.
6. The American Red Cross is recognized as the agency responsible for *mass* care to persons immediately following a disaster.

Local Red Cross chapters can extend natural disaster relief assistance to individuals and families and the Red Cross can assume administrative and financial responsibility in providing such assistance. American National Red Cross has been assigned this responsibility by the Congress of the United States. The Red Cross chapter responsible for the Town of Ulysses is Tompkins County Red Cross, C. Mills (607) 273-1900.

#### RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions listed below recognize only basic duties.

1. The Supervisor of the Town of Ulysses is responsible for the conduct of disaster operations within the Town of Ulysses.

The Supervisor of the Town of Ulysses shall use any and all facilities, equipment, supplies, personnel, and other resources of the Town of Ulysses in such a manner as may be necessary or appropriate to cope with the disaster.

The Supervisor shall direct the activities of all agencies within the Town of Ulysses 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 *Ulysses*. The Supervisor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

2. 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.

3. The Town Clerk is responsible for the maintenance and availability of essential records, documents and other materials, required during the emergency.

4. The Emergency Coordinator appointed by the Supervisor directs the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the Supervisor, of the Town of Ulysses. Also, under the direction of the Supervisor, the Emergency Coordinator coordinates the emergency operations of the Emergency Operations Center, prepares estimates of the situation, advises the Supervisor of operational priorities and recommends requests for assistance from the Tompkins County Civil Defense.

5. The Fire Chief and His Officers will be responsible for the direction of all action to contain and extinguish fires resulting from emergencies and the removal of trapped and injured persons from damaged buildings and flooded areas. The Fire Chief may

call upon the Tompkins County Fire Coordinator or the County Civil Defense, under mutual aid, for advice and/or assistance concerning fire related emergencies, relief operations, and coordination of emergency shelter and feeding operations.

6. The Chief Law Enforcement Officer may designate a Traffic Control Officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The Police Department will direct all action to maintain order, prevent looting, and help alleviate panic; direct injured to medical installations, and assist handicapped persons by obtaining transportation and direction them to the nearest Emergency Operating Center. The Police Chief may call upon the Tompkins County Sheriff's Department and/or the New York State Police for advice and/or assistance.

7. The Town Highway Superintendent is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. The superintendent will direct action to check, restore and maintain essential public facilities and services, such as streets, bridges, public buildings and other vital community services, calling upon all Public Works and Engineering Services of Tompkins County for such assistance. The Highway Superintendent will work in conjunction with the **New** York State Electric and Gas Corporation and the Trumansburg Home Telephone Company and/or any other local utility in the restoration of the various essential services.

8. The Code Enforcement Officer of the Town will be responsible for safety inspections of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.

9. The Public Information Officer under the **direction** of the **Supervisor of the Town** of Ulysses directs the local dissemination of emergency information, the issuance of news reports to the public and notifies the Tompkins County Civil Defense Office on the status and development of emergency measures, using all media of public communication.

10. The Communications Officer or Staff 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.

11. The Medical Officer or Staff directs all action to render health and medical services to the community. The officer or staff should alert hospitals and ambulances in the area regarding anticipated medical needs.

12. The Supply Officer (Resources & Production) carries out measures necessary to the emergency handling of all local resources.

13. The Manpower Officer carries out measures necessary to the utilization of all transportation modes for support and rescue operations.

14. The Transportation Officer carries out measures necessary to the utilization of all transportation modes for support and rescue operations.

15. The School Representatives direct the action related to care for school students in school during an emergency situation.

16. Additional responsibilities and functions: All department heads and for those responsible for carrying out parts of the emergency operations for the Town of Ulysses shall have their responsibilities and functions listed within this plan.

Additional responsibilities:

## CHAIN OF COMMAND FLOW CHART

The Town of Ulysses identifies the following chain of command flow chart that outlines major positions as those which can be used in the event of an emergency.

SUPERVISOR

DEPUTY SUPERVISOR  
& COUNCILPEOPLE

ATTORNEY

TOWN CLERK  
& DEPUTY

EMERGENCY COORDINATOR

STATE & FEDERAL  
AGENCIES

TOMPKINS COUNTY  
CIVIL DEFENSE

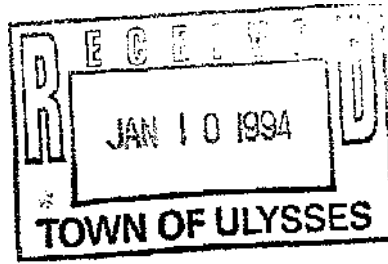
FIRE & EMS  
CENTRAL

FIRE CHIEF

POLICE

**NEW YORK STATE**  
**Disaster Preparedness Commission**  
State Campus Building 22  
many, New York 12226-5000

MG Michael S. Hall  
Chairman



**NEW YORK STATE**



**DISASTER  
PREPAREDNESS  
COMMISSION**

December 31, 1993

Marsha L. Georgia  
Ulysses Town Clerk  
Town of Ulysses  
10 Elm Street  
P.O. Box 721  
Trumansburg, NY 14886  
**Tompkins County**

Dear Ms. Georgia:

This is to inform you we have received the transmittal of your jurisdictions Disaster Plan and have forwarded a copy to your counties Emergency Management Office to insure full integration of resources is achieved.

Your county Emergency Management Office is to forward this office, in writing, a list of all town or village disaster plans on file as of December 31, 1993.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Les G. Radford'.

Les G. Radford  
Asst. Director of Preparedness

cc: John L. Miller