

## Village of Shoreham Emergency Plan

### Part 1: Scope and Purpose:

To define procedures to be followed to prepare for, respond to and recover from a Major Emergency, defined as an emergency condition affecting all or a significant portion of the Village or its residents.

Note that this plan includes two appendices provided as a separate file that can be password protected (Emerg\_Plan\_Appendices.docx), because they include confidential information:

Appendix 1: Provides contact information for available community resources to address emergencies affecting the Village.

Appendix 2: Provides contact information for all officials involved in emergency response.

### Part 2: Definitions and Major Concepts

#### EMERGENCY RESPONSE ORGANIZATION

The Village's Emergency Response Organization (ERO) takes the lead in responding to major emergencies.

The Core Team consists of the following, including the general roles of each  
(Note: Team members may cover for each other and/or designate backups in case they may be unable to serve their role or need assistance in that role):

Mayor or designee (e.g.; the cognizant trustee overseeing emergency preparedness)	Executive decisions, including emergency declarations. High-level communication with public officials and agencies, marshalling and coordination of Village officials, employees and resources.
Emergency Preparedness Commissioner	In coordination with the Village Clerk/Treasurer and others as needed general emergency preparedness and directed preparedness for a specific emergency. Implementation of this plan during an emergency
Village Clerk/Treasurer	In coordination with the Mayor, Emergency Preparedness Commissioner and others as needed, communicate with the public and communicate and coordinate with other governmental entities and contractors involved in emergency preparedness, emergency response and recovery. Budgetary issues, payment and recuperation of funds associated with all phases of emergency
Public Works Commissioner	Assure roads are passable. Deal with drainage/flooding issues. Address issues related to utilities (electricity, water)

Emergency Operations Center (EOC): The EOC is the official gathering of ERO personnel to respond to a major emergency. It may be an actual assembly of officials in the Village Hall Lower Level, or a virtual assembly via available means of communication (or a combination of the two).

### Part 3: Pre-emergency Planning and Preparedness—roles and actions

Mayor or designee, working with Village Clerk/Treasurer

- Assures appointments are filled and contracts in force to address major emergencies
- Arranges/receives special channels of emergency coordination, such as satellite phone
- Communicates, as appropriate, with local elected officials and agency heads to plan cooperative actions to address future emergencies

Emergency Preparedness Commissioner

- Writes/revises emergency plan and oversees overall emergency preparedness activities
- Encourage residents to sign up for Red Alerts from Suffolk County
- In coordination with the Village Clerk/Treasurer, assures up-to-date methods for the municipality to report outages to the electrical utility (PSEG Long Island), including municipal hot line and web site for outage reporting (PSEG Long Island Emergency Response Escalator Tracker)

Village Clerk/Treasurer

- Assures Fire/EMS contract is up-to-date
- Encourages special needs residents (elderly, disabled) self-identify to Fire Department and to Village Clerk/Treasurer at their discretion so that immediate assistance might be provided during/after the storm. TSVA may be engaged to help provide assistance.
- Maintains/renews contacts with FEMA, the New York State Office of Emergency Management (NYS OEM) and the Suffolk County Office of Fire Rescue Emergency Services (Suffolk County FRES).

Public Works Commissioner in coordination with Village Clerk/Treasurer

- Assures that snow plowing contract is in force, contact numbers are known for snow plow team/contacts (See Appendix 1)
- In coordination with the Stormwater Maintenance Manager, assures that storm drains are kept clean and in repair

Parks Commissioner in coordination with the Public Works Commissioner and Village Clerk/Treasurer

- In coordination with utilities and arborist, assures hazardous trees threatening power lines or rights-of-way are removed or cut back.
- Defines clearly the availability and role of Village landscaping contractor for cleanup after hurricane or major windstorm and any costs outside of the contract

- In coordination with the Village Clerk/Treasurer, assures contract with/availability of arborist/tree contractor for cleanup is up-to-date and sufficiently comprehensive.

#### Village Hall Building Commissioner

- Assures generator is in working order and propane tank is sufficiently full
- Assures oil burner is in working order
- Assures sufficient fuel oil in advance of a winter storm
- Assures indoor shower is in good working order
- Assures building is structurally intact to sustain a major weather event—downspouts, windows, doors, etc.

#### Part 4—Emergency Response—Actions Immediately Before and During a Major Emergency

##### PART 4A: CHECKLISTS FOR COMMON EMERGENCIES—ACTIONS IMMEDIATELY BEFORE AND DURING MAJOR EMERGENCY

Find Checklists on the pages that follow for the following specific type of Common Emergencies.

Checklist 1—Major Rainstorm/Windstorm, including hurricanes, nor'easters

Checklist 2—Major winter storm, including snowstorm/ice storm

##### PART 4B: SUMMARY OF PROCEDURES FOR ADDRESSING SPECIAL/INFREQUENT EMERGENCIES

Major FIRE involving multiple structures/blockage of streets/damage to utility poles

- Emergency Operations Center opens
- ERO personnel communicate, as appropriate, with Rocky Point Fire Department (and additional fire depts., as necessary), Suffolk EMS and utilities/Brookhaven Highway Dept.
- ERO personnel provide assistance to any residents rendered homeless and needing temporary housing, including soliciting assistance from TSVA<sup>1</sup> and volunteers from the community and getting in touch with Red Cross.

PUBLIC HEALTH emergency involving an infectious disease or other environmental agent of potential risk to population

- Health commissioner communicates with Suffolk County and/or New York State Health Departments or DEC as appropriate
- Health commissioner works with other ERO members to complete any recommended actions
- Health Commissioner works with Beach Commissioner and Suffolk County Dept. of Health Services re: closure/re-opening of beach where water quality is an issue

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<sup>1</sup> The Shoreham Village Association

## CIVIL UNREST OR MAJOR CRIME

- EOC Activated, to include Code Enforcement Commissioner
- ERO Personnel and Code Enforcement Commissioner communicate with Suffolk County Police Department, National Guard or other officials for guidance on actions to take.
- Code Enforcement Commissioner calls up Code Enforcement Officers as appropriate
- Mayor and ERO personnel send out appropriate communications to Village public on protecting themselves and the public.
- ERO, Code Enforcement Commissioner and Code Enforcement Officers take appropriate actions to protect Village residents

## Part 5 Recovery from a Major Emergency

- As appropriate, Mayor, Village Clerk/Treasurer and ERO officials communicate with Village public about end of emergency and recovery activities, including resources available to assist with recovery
- Mayor (and/or designee), Village Clerk/Treasurer and Public Works Commissioner tour Village and assess damage, keep in contact with landscaper, arborist and Town re: cleanup
- Mayor and ERO officials make decision about closure of EOC
- Village Clerk/Treasurer makes contact with FEMA and The New York State Office of Emergency Management (NYS OEM) working in conjunction with "Suffolk County Office of Fire Rescue Emergency Services" (Suffolk County FRES) for assistance with recovery, including financial assistance.

Checklist 1—Major Rainstorm/Windstorm, Including Hurricanes, Nor'easters Date \_\_\_\_\_

Name of Official Maintaining List \_\_\_\_\_ Title \_\_\_\_\_

√	Action
	<b>PRE-EVENT PREPARATIONS—Begin 3-5 days before storm is forecast to arrive</b>
	Mayor (or designee), Village Clerk/Treasurer and Emergency Preparedness commissioner contact County (or receive and respond to correspondence from County) re: communications during storm, including conference calls, issuance or activation of satellite phone
	Village Clerk/Treasurer checks with landscaper to assure that they will be ready to do cleanup immediately after storm
	Village Clerk/Treasurer checks with arborist to confirm arborist will be ready to clear fallen damaged trees
	Village Hall Building Commissioner assures that Village Hall is ready to sustain storm—roof, downspout, etc., generator is operational, and has adequate propane. There is adequate supply of fuel oil.
	Stormwater Maintenance Manager in coordination with the Public Works Commissioner and Village handyman assures storm drains are clear
	Beach commissioner assures beach is secure—boats, lifeguard stand, raft, floats and other items taken up from beach and water
	Mayor issues communication to residents on what to do prior to and during storm—see template e-mail/letter—next page: e-mailed and snail mailed to those w/o e-mail; notice also put on Web
	Village Clerk/Treasurer or designee opens gate
	Code Enforcement Commissioner coordinates with Code Enforcement officers for special schedule/coverage during and after storm
	<b>DURING STORM EVENT</b>
	During/after storm, electric utility is notified of major or strategic outages or downed lines: Village Clerk/Treasurer calls municipal hotline. Public Safety/Emergency Preparedness commissioner reports outages and downed lines via web-based “Escalation Tracker” (Village Clerk/Treasurer and Cognizant Trustee serve as backups in this role.)
	<b>RECOVERY PHASE</b>
	Village Clerk/Treasurer works with landscaper, arborist, utilities and town to get debris removed from streets and public places.
	In event of long-term outage, Village Hall Building Commissioner turns on generator and tends to generator during its operation. Mayor and Village Hall Building Commissioner arrange opening of Village Hall as shelter, in coordination with Code Enforcement (for security), Village Clerk/Treasurer and Trustees. Notice is sent to residents by Village Clerk/Treasurer with assistance of others, using available communications means.
	Mayor declares State of Emergency if necessary to supersede local laws/resolutions to address emergency situation.
	Where there is a disruption of regular communications due to cell towers out/phone lines out, Mayor schedules daily informational meeting at Village Hall or other public location—announcement made of meetings via remaining available communications systems
	At end of emergency, Mayor suspends State of Emergency.
	After weather event, Mayor, Trustees, Clerk, and Commissioners—Public Works, Building, Grounds, Beach, etc.—assess damage and call for appropriate assistance during recovery phase.

Notes:

Date Emergency Ended \_\_\_\_\_

Checklist 2— Major winter storm--- snowstorm, winter nor'easter, ice storm Date \_\_\_\_\_

Name of Official Maintaining List \_\_\_\_\_ Title \_\_\_\_\_

√	Action
	<b>PRE-EVENT PREPARATIONS</b>
	Village Clerk/Treasurer (or Public Works Commissioner if so delegated by Village Clerk/Treasurer), contacts snow removal contractor and confirms preparedness to remove snow from roads and around Village Hall, including walk down to lower level and beach ramp to garage. Discuss whether upper lot (as well as lower lot) will require prompt snow removal depending upon up-coming events. Communications with snow removal contractor on snow removal are repeated and refined immediately after snowfall and until all roads are cleared, as needed.
	Village Hall Building commissioner assures that Village Hall is ready to sustain storm—roof, etc., generator is operational, and has adequate propane. There is adequate supply of fuel oil.
	Mayor issues communication to residents on what to do prior to and during storm—see template letter: e-mailed, snail mailed to those w/o e-mail; notice also put on Web
	Village Clerk/Treasurer or designee opens gate
	Code Enforcement Commissioner coordinates with Code Enforcement officers for special schedule/coverage during and after storm
	<b>RECOVERY PHASE</b>
	In event of long-term outage (ice storm, major wind damage) Mayor and Village Hall Building Commissioner arrange opening of Village Hall, in coordination with the Code Enforcement (for security), and the Village Clerk/Treasurer and Trustees. Notice is sent to residents by Village Clerk/Treasurer with assistance of others, using available communications means.
	Mayor declares State of Emergency if necessary to supersede local laws/resolutions to address emergency situation.
	At end of emergency, Mayor suspends State of Emergency
	After weather event, Mayor, Trustees, Clerk, and Commissioners—Public Works, Building, Grounds, Beach (if major coastal erosion), etc.—assess damage and call for appropriate assistance during recovery phase. Monitor snow removal efforts.

Notes:

Date Emergency Ended \_\_\_\_\_