

**TOWN OF GEDDES**  
**DISASTER PREPAREDNESS**

ARTICLE: CONTINUITY OF GOVERNMENT

**§1.1 Title**

This Article shall be known and may be cited as the "Continuity of Government Law of the Town of Geddes".

**§1.2 Intent**

The New York State Defense Emergency Act, in Section twenty-nine-a thereof, authorized political subdivisions of the State to provide for the continuity of their governments in the event of an actual or imminent attack upon the United States by an enemy or foreign nation. The Executive Law, in Section twenty-seven thereof, authorized political subdivisions to provide for the continuity of their governments in the event of other public disasters, catastrophes or emergencies. Based on the authority contained in such laws this Article is adopted so that on such occasions the government of the Town of Geddes, New York may continue to function properly and efficiently under emergency circumstances.

**§ 1.3 Definitions**

As used in this Article the following terms shall mean and include:

- A. "Attack" shall mean any attack, actual or imminent, or series of attacks by an enemy or foreign nation upon the United States causing, or which may cause, substantial damage or injury to civilian property or persons in the United States in any manner by sabotage or by the use of bombs, shell fire, or nuclear, radiological, chemical, bacteriological, or biological means or other weapons or processes.
  
- B. "Public disaster" shall mean a disaster, catastrophe or emergency, actual or imminent, of such unusual proportions or extent that (1) a substantial number of the residents of the Town of Geddes either sustain injury, become ill, are infected with disease, have their lives imperiled, are killed or die as the result of injury, disease or exposure, or the property of a substantial number of such residents is imperiled, damaged, or destroyed, and (2) it is necessary and essential in the interest of public safety, health and welfare that the continuity of the government of the Town of Geddes be assured in order that it be enabled to function properly and efficiently and to exercise its essential powers in meeting emergency conditions. Such disasters, catastrophes and emergencies may include, but shall not be limited to, conflagrations, explosions, earthquakes or other convulsions of nature,

floods, tidal waves, pestilence, riots, insurrections, storms, prolonged failure of electric power or essential transportation services, or any incident or occurrence which causes or

- C. threatens to cause danger to life, health or property from exposure to noxious materials or radiation.
- D. "Duly authorized deputy" shall mean a person authorized to perform all the powers and duties of a public office in the event the office is vacant or at such times as it lacks administration due to the death, absence or disability of the incumbent officer, where such authorization is provided pursuant to the provisions of any general, special, or local Law other than this Article.
- E. "Emergency interim successor" shall mean a person designated pursuant to this Article for possible temporary succession to the powers and duties, but not the office, of a Town officer in the event that neither such officer nor any duly authorized deputy is able, due to death, absence from the Town, or other physical, mental, or legal reasons, to perform the powers and duties of the office.
- F. Disaster - Occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, resulting from any natural or man-made cause; including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, volcanic activity, epidemic air contamination, blight, drought, infestation, explosion, radiological accident or water contamination.
- G. Chief Executive - The Town of Geddes Town Supervisor in the event that the Town Supervisor is unable to discharge the powers and duties of his or her office, or is absent from the Town, continuity of office shall be maintained by an officer higher on a list or order of succession, as provided for, or pursuant to law.
- H. Emergency Management Coordinator - The Chief of Police of the Town of Geddes Police Department is herein designated as the Town's Emergency Management Coordinator.
- I. Emergency Operations Center - Shall be located at the Town of Geddes Municipal Building, Woods Rd Village of Solvay Syracuse New York 13209, or a designated alternate facility.

**§ 1.4 Designation, status, qualifications and terms of designation of emergency interim successors**

A. Elective officers

Within thirty (30) days following the effective date of this Article and thereafter within thirty (30) days after first entering upon the duties of his or her office, each elective officer shall, in addition to any duly authorized deputy, designate such number of emergency interim successors to the powers and duties of his or her office and specify their rank in order of succession after any duly authorized deputy so that there will be not less than three (3) duly authorized deputies or emergency interim successors, or combination thereof, to perform the powers and duties of the office.

B. Appointive officers

Each officer or body of officers empowered by law to appoint officers shall within the time specified in Subdivision A of this Section, in addition to any duly authorized deputy, designate for each such appointive officer such number of emergency interim successors to such officer and specify their rank in order of succession after any duly authorized deputy so that will be not less than three (3) duly authorized deputies or emergency interim successors, or combination thereof, for each such officer where such a body of officers shall review and, as necessary, revise the previous designations of emergency interim successors by such board within thirty (30) days after a new member elected or appointed to such body of officers first enters upon the duties of his or her office as a member of such body of officers.

C. Review of designations

The incumbent in the case of those elective officers specified in Subdivision A of this Section, and the appointing officer or body of officers specified in Subdivision B of the Section shall from time to time review and, as necessary promptly revise the designations of emergency interim successors to insure that at all times there are at least three (3) duly authorized deputies or emergency interim successors, or combination thereof, for each elective and appointive officer of the Town.

D. Qualifications

No person shall be designated to, nor serve as an emergency interim successor unless he or she is legally qualified to hold the office of the person to whose powers and duties he or she is designated to succeed.

F. Status of emergency interim successor

A person designated as an emergency interim successor shall hold that designation at the pleasure of the designator and such a designation shall remain effective until replaced by another by the authorized designator.

F. Compensation

An emergency interim successor shall serve without salary, unless otherwise provided by this Article. He or she shall, however, be entitled to reimbursement for actual expenses necessarily incurred in the performance of his or her powers and duties.

**§ 1.5 Assumption of powers and duties of officer by emergency interim successor**

If, in the event of an attack or a public disaster, an officer described in Subdivision A or Subdivision B of § 2.4 of this Article or his or her duly authorized deputy, if any is unable, due to death, absence from the Town, or other physical, mental, or legal reasons, to perform the powers and duties of the office, the emergency interim successor of such officer highest in rank in order of succession who is able to perform the powers and duties of the office shall, except for the power and duty to discharge or replace duly authorized deputies and emergency interim successors of such officer, perform the powers and duties of such officer. An emergency interim successor shall perform such powers and duties only until such time as the lawful incumbent officer or his or her duly authorized deputy, if any, resumes the office or undertakes the performance of the powers and duties of the office, as the case may be, or until, where an actual vacancy exists, a successor is duly elected or appointed to fill such vacancy and qualities as provided by law. The removal of a disability or the termination of an absence from the Town of an officer higher on a list or order of succession provided there to an office shall not terminate the service in such office of an individual lower on such list or order of succession who is temporarily filling such office.

**§ 1.6 Recording and publication of designations**

The name, address and rank in order of succession of each duly authorized deputy and emergency interim successor shall be filed with the Town Clerk and each designation, replacement, or change in order of succession of any emergency interim successor shall become effective when the designator files with such Clerk the successor's name, address and rank in order of succession. Such Clerk shall keep an up-to-date file of all such data regarding duly authorized deputies and emergency interim successors and the same shall be open to public inspection. The Clerk shall notify in writing each designated person of the filing of his or her name as an emergency interim successor and his or her rank in order of succession and also shall notify in writing any person previously designated who is replaced or whose place in order of succession is changed.

**§ 1.7 Qualification for taking office**

At the time of their designation, or as soon thereafter as possible, emergency interim successors shall take such oath and do such other things, if any, as may be required to qualify them to perform the powers and duties of the office to which they may succeed.

**§ 1.8 Quorum and vote requirements**

In the event of an attack or a public disaster the Supervisor, or his or her duly authorized deputy or emergency interim successor performing his or her powers and duties, may suspend quorum requirements for the Town Board. If quorum requirements are suspended, any local law, ordinance, resolution, or other action requiring enactment, adoption or approval by an affirmative vote of a specified proportion of numbers may be enacted, adopted or approved by the affirmative vote of the specified proportion of those voting thereon.

## ARTICLE II: DISASTER PLAN

### §2.1 Policy

It is the policy of the Town of Geddes to prevent or mitigate disasters and their effects, to provide for an effective response and to facilitate recovery through the development of a comprehensive local disaster plan designed to meet the needs of the community utilizing available resources.

### §2.2 Background

- A. A natural or man-made disaster may, at any time, cause all or part of the Town of Geddes, herein after referred to as the "Town", to be in need of coordinated emergency actions, to relieve conditions caused by a wide variety of potential hazards; including, but not limited to, flood, drought, tornado, blizzard, windstorm, chemical accident and any National Emergency when responding to critical incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.
  
- B. New York State Executive Law article 2-B. in the case of a natural or man-made disaster, and the New York State Defense Emergency Act, in the case of a national emergency;
  - 1. Imposes upon the Chief Executive of the Town of Geddes the responsibility for the execution and implementation of the provision of the act relating to the Town of Geddes
  
  - 2. Requires the responsibility for utilization of all existing Town resources and the services available through existing Town offices, departments, boards or commissions, herein after called "agencies" to extend such services, equipment, supplies and facilities as required of them;
  
  - 3. Requires the Chief Executive, by Order, to establish and direct Town agencies and public officers to perform specific duties to execute and implement the relevant emergency management provisions of Article 2-B in conjunction with the responsibility for the management and performance of essential functions during a natural or man - made disaster, or during periods of training; and
  
  - 4. Authorizes the chief Executive to request and accept assistance from other political subdivisions,

### **§2.3 Emergency Notification/Chain of Command**

In the event of a disaster, the following persons shall be notified, in order to activate the Town of Geddes Disaster Plan:

- A. Town Supervisor  
Jerry Albrigo
- B. Chief Of Police/ Emergency Management Coordinator  
Chief Vic Gillette
- C. Police Captain  
Captain John Fall
- D. Deputy Supervisor  
Ed Weber
- E. Town Manager  
TBA

### **§2.4 Local Disaster Plan**

- A. All Town officers of the Town of Geddes shall continue regular Town government operations, to the extent permitted by disaster or national emergency, from the Town of Geddes Emergency Operating Center or normal locations, as local conditions may dictate, and will follow the lines of succession established by law for the continuity of government.
- B. In the event of a natural or man-made disaster or national emergency, the Town's Emergency Management Coordinator, under the direction of the Chief Executive, shall coordinate the performance of specific emergency functions and responsibilities of officers and agencies, to include, but not limited to those hereinafter designated who shall be responsible for providing plans and training to effect an efficient and coordinated response to emergencies.
- C. Communications- The Onondaga County E-911 center will be the primary means of communications and upon request, they will provide isolation of a radio channel for the sole use of incident personnel during their need to communicate with other units and police agencies. A disaster of sizeable magnitude may require the unified support of all or many emergency disciplines. The utilization of the Onondaga County EM-50 Emergency communication vehicle or Field Command Unit may be considered.
- D. The Town of Geddes will operate under the National Incident Management System (NIMS) as prescribed by homeland Security Presidential Directive 5 (HSPD)

1. **Town Supervisor:**

- a. To direct the proper processing and operations of the Town in regard to the conservation, procurement, production, allocation and distribution of essential resources to serve operational needs; and
- b. To be responsible for the overall procurement of manpower resources within the Town of Geddes, maintaining a current inventory of personnel strength on duty and/or availability, receiving and filling requests for additional personnel from own resources or by requisition.

2. **Chief of Police:**

- a. To act as Chief of Police services to utilize Police for the maintenance of law and order, including protection of life and property, regulate and control traffic, police essential highways and routes, to protect life and property, guard vital and strategic facilities, direct the injured to medical installations and homeless to welfare installations, and provide assistance to handicapped persons by obtaining transportation and directing them to suitable reception and care installations; and
- b. To provide an emergency communications system for the use of emergency and essential service agencies in case of natural, man-made, or national emergency, to organize, establish and maintain a system of radio and landline communications sufficient to support emergency operations of agencies involved; and
- c. To act as the Town's Emergency Management Coordinator to put this plan into effect at the direction of the Chief Executive of the Town.

3. **Police Captain:** To act to put emergency plans into effect in case of absence of the Chief of Police/Emergency Management Coordinator, or his designee.

4. **Supervisor's Staff/Town Board:**

- a. To provide fiscal advice to the Chief Executive during disaster situations and to support indirect monetary, tax and credit measures adopted by the Federal government;
- b. To carry out, with advice of representatives of banking, commerce and industry and other appropriate government officers, measures necessary to produce, procure, receive, store (where applicable), control, allocate, distribute, and ship

fuels, electric and gas energy, clothing and food in cooperation with the Emergency Management Coordinator, and

- c. To assist in emergency management operations, maintaining certain data such as charts and service directories, provide headquarters staff services to the Emergency Management Coordinator, provide comprehensive operational orders and intelligence required as a basis for operational needs, coordinate any follow-up actions taken by other sections and other services, gather, evaluate and maintain current situational information as it develops during an emergency or crisis.

5. **Superintendent of Highways:**

- a. To act as Chief of Engineering and Public Works Service, mobilize and use public and privately owned construction assets, sanitation and public utility equipment and personnel; direct and coordinate town-wide operations to restore, or provide emergency replacement for essential facilities and public services; regulate the use of the Town highway system; and to support rescue, relief,, recovery and rehabilitation operations; and
- b. To provide for the physical maintenance of the Town of Geddes Emergency Operating Center and their provisioning to include food, lodging and other necessities to sustain the health and life of the occupants.

6. **Town Clerk:**

- a. To preserve Town records:
- b. To obtain from other Town offices a typist pool and direct the recording of all measures taken in relief of disaster situations and emergency situations to ensure adequate documentation for post-emergency uses; and
- c. To disseminate emergency management instructions, information and news to the public with use of all available news and communications media.

7. **Recreation Director:** To act as liaison to Welfare Services, to provide emergency feeding, clothing, lodging, financial assistance and related social services to those in need in conjunction with the local American Red Cross and Salvation Army officials in natural disaster situations, and gather and coordinate information concerning missing relatives.

8. **Town's Attorneys:** To render advice and opinions to the Chief Executive of the Town of Geddes, with regard to continuity of government and interpretation, application and



implementation of Article 2-B of the Executive Law, New York State Defense Emergency Act, related Defense Emergency Laws, other relevant laws, regulations and orders in coordination with the Chief Executive of the Town of Geddes, and the Town's Emergency Management Coordinator and provide any other necessary guidance related to the legal interests of the Town of Geddes.

9. **Code Enforcement Officer:**

- a. To provide maps, charts, local governing body boundaries and other information to the Office of the Chief Executive during emergency periods, post-emergency periods, and in support of related training programs; and
- b. To act as Chief of Damage Survey and Reporting System during emergency and post-emergency operations.

10. **Police Chaplain:** To act as Chief of Chaplain Services; coordinate the town-wide action of clergy in providing counsel and comfort to the people and satisfying their spiritual needs by administering to the dying, injured, homeless, emotionally distressed and deceased.

11. **Fire Chief:**

- a. To act as Chief of fire services within their respective fire districts. to utilize paid, volunteer and auxiliary fire fighters for containment and extinguishing of fires resulting from disasters or attack, to perform decontamination duties as required, and to assist in shelter facility marking;
- b. To act as Chief of rescue services, within their fire district to utilize fire departments and emergency squads for the removal of trapped and injured persons from danger areas and assist medical services in caring for the injured; and
- c. To coordinate medical services encountered and public health problems encountered within the community, including the health of the people and caring of the ill, and maintaining a medical facility for occupants of the Town Emergency Operating Center.

12. **Onondaga County Medical Examiner's Office:** To identify the dead, to coordinate the removal of bodies to a safe place where they may be claimed for burial by relatives and, where bodies are not claimed after a reasonable time or where bodies are not identifiable, to properly dispose of the same by burial; maintain records and submit required information to appropriate Regional or State Coordinator of Mortuary Services.

13. **Any other town official(s) deemed necessary.**

- E. All Town officers shall report to the Town's Emergency Operating Center when so directed by the Chief Executive, or upon such directive issued subsequent to the dissemination of warning information through the established National Warning System (NAWAS) or New York State Police Information Network (NYSPIN) System.
- f. To ensure an effective operational capability in the event of a natural or man-made disaster or a national emergency, it is incumbent upon those named in this disaster plan to prepare themselves and their agencies to fulfill their assigned duties amid responsibilities by organizing, planning, recruiting and training to achieve the full integration of existing local resources of manpower, materials, facilities and services into an emergency operation.
- g. In the event of a natural or man-made disaster or national emergency or preparation thereof, the above officers of the Town shall have the authority to assign emergency management functions to members of their staff and such personnel shall cooperate and extend such services as are required of them.
- H. In the event of a natural or man-made disaster, or national emergency, or in training or preparation thereof, all Town officers referred to herein shall report, as required in Paragraph C hereof, to the Town Emergency Operating Center.

**§2.5 Local State of Emergency: Local Emergency Orders by Chief Executive**

Pursuant to Section 24 of New York State Executive Law article 2-B:

- A. Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, riot, catastrophe, or similar public emergency within the territorial limits of the Town of Geddes, or in the event or reasonable apprehension of danger therein, and, upon a finding by the Chief Executive of the Town that the public safety is imperiled, the Chief Executive may proclaim a local state of emergency within any part or all of the territorial limits of the Town. A sample "Local State of Emergency or Proclamation Declaration" is provided in appendix A of this plan.
- B. Following such proclamation and during the continuance of such local state of emergency, the Chief Executive may promulgate local emergency orders, to include the implementation of this disaster plan, to protect life or property or to bring the emergency situation under control.
- C. Any local emergency order shall be effective from the time and the manner prescribed in the order and shall be published as soon as practical in a newspaper of general circulation in the area effected by such order and transmitted to the radio and television media for publication and broadcast. Such orders may be amended, modified and

rescinded by the Chief Executive during the pendency or existence of the state of emergency.

- D. Local emergency orders issued by the Town's Chief executive shall be executed in triplicate and shall be filed within seventy-two (72) hours or as soon thereafter as practicable in the office of the Town Clerk, the office of the Onondaga County Clerk and the office of the New York Secretary of State.

## **§2.6 Coincidence/Cooperation with Other Disaster Plans**

The Town of Geddes Disaster Plan will mutually coincide and cooperate with the following disaster/emergency management plans.

The Town of Geddes will utilize The Onondaga County Disaster Plan and or New York State Disaster plans as a back up to the Town of Geddes Disaster plan. The Chief Executive or their designee will make the determination to utilize Onondaga County/New York State Disaster plans.

- A. Onondaga County Disaster Plan
- B. Onondaga County Mass Casualty Incident (MCI) Plan
- C. Onondaga County Weapons of Mass Destruction Plan
- E. Solvay School District Emergency Management Plan
- F. West Hill School District Emergency Management Plan
- G. West Genesee School District Emergency Management Plan
- H. Hancock International Airport Emergency Plan
- I. Environmental Emergency Response Plan (Consolidated Rail)
- J. WAVES Emergency Response Plan
- K. GBAC Emergency Response Plan
- L. AMR Response Plan
- M. Solvay Fire Department Emergency Response Plan
- N. Lakeside Fire District Emergency Response Plan
- O. Village of Solvay E.M.P.

## **§2.7 TRAINING**

- A. Each Town department will be responsible for planning and implementing training with their staff members on the Town's Emergency Management Plan. Department heads shall review their respective responsibilities, duties, and tasks that are outlined in this order.

- B. On an annual basis, the Chief Executive and the Emergency Management Coordinator shall review the Town of Geddes Emergency Management Plan to assess current policy, procedures, and update emergency contact information.
- C. On an annual basis, the Town Clerk will initiate a rehearsal callout of the Emergency Management Plan's chain of command and responsible department heads to ensure proper response.
- D. On an annual basis, the Town of Geddes Police Department will conduct a mobilization rehearsal as outlined in Manual Order 405 subsection IV, sub-division H.
- E. The Town will continue to seek and participate in local and regional emergency management planning meetings, tabletop exercises and practical exercises.

### **ARTICLE III**

#### **§3.1 National Incident Management System**

The Town hereby adopts the National Incident Management System dated -,-----,--- and any amendments thereto as maybe hereafter promulgated by the U-S- Department of homeland Security. All Town personnel who may he involved in the preparation, prevention, response and recovery from domestic incidents shall utilize the National Incident Management System and shall participate in training regarding the use of thereof. All Town personnel who may be involved in the preparation, prevention, response, and recovery from domestic incidents shall utilize the National Incident Management System and shall participate in training regarding the use thereof.

Original Date

Last Updated 10-10-2018

**Appendix "B"**

**LOCAL STATE OF EMERGENCY OR PROCLAMATION DECLARATION**

A state of emergency is hereby declared in the Town of Geddes for a period of time beginning at \_\_\_\_\_ hours on the date of \_\_\_\_\_ and continuing in effect for a period not to exceed five (5) days and ending at \_\_\_\_\_ hours on the date of \_\_\_\_\_.

The state of emergency has been declared due to emergency conditions produced by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Such conditions threaten or imperil the public safety of the citizens of \_\_\_\_\_.

As Chief Executive of the Town of Geddes, I \_\_\_\_\_, have exercised the authority of Executive Law, Article 2-B 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 the Community.

I hereby direct the Department(s) of

\_\_\_\_\_ to take whatever steps necessary to protect life and property, public infrastructure and other such emergency assistance as deemed necessary.

Signed : \_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Date