

EMERGENCY OPERATIONS PLAN

FOR THE

TOWN OF BRIGHTON

**COUNTY OF FRANKLIN
NEW YORK**

DATE ADOPTED: 12 April, 2007

Updated: 01/01/08

Updated: 01/01/09

CERTIFICATION

Elaine Sater, Clerk of the **TOWN OF BRIGHTON** hereby certifies that on the ____ day
of _____, 20____, the foregoing was adopted by a majority vote of the
TOWN Board of the **TOWN OF BRIGHTON, FRANKLIN** County.

(BRIGHTON TOWN CLERK)

(Date)

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PREFACE

A wide variety of emergencies caused by nature or man may result in loss of life or property to our citizens.

TOWN OF BRIGHTON government must provide the leadership and direction to prevent, mitigate and respond to these emergencies and disasters.

The **TOWN OF BRIGHTON**, to meet this responsibility, will implement this plan in the event of an emergency or disaster.

It shall be the responsibility and duty of the senior elected official, or their successor, to declare the existence of such an emergency condition.

DISASTER RESPONSE PLAN TOWN OF BRIGHTON

PURPOSE

The purpose of this plan is to minimize disasters or potential disasters and their effects, provide for effective local responses when disasters occur, and facilitate local recovery.

AUTHORITY

New York State Executive Law Article 2-B, dated April 1, 1979. Under this law, the **TOWN OF BRIGHTON** is authorized to prepare a Disaster Plan to enable the Town to deal effectively with potential disaster situations.

Statutory authority is given to the **Town Supervisor** to designate and be responsible for an emergency situation occurring or affecting the **TOWN OF BRIGHTON**. The **Town Supervisor**, or his/her successor, is the only person who may request assistance from the next higher level of government. For the **TOWN OF BRIGHTON** the next higher level of government is the Franklin County government.

A line of succession shall be set up to designate who shall act as the agent for the **TOWN OF BRIGHTON** when the Town Supervisor is unavailable or their arrival constitutes an unacceptable delay. **Town Supervisor, Designee 1: Deputy Supervisor, Designee 2: Council Member, Designee 3: Council Member, Designee 4: Council Member.** (See Figure 2, Staffing Flow Chart for list of names.) Said Designee may, under those conditions where the Town Supervisor is unavailable or his/her arrival constitutes an unacceptable delay, issue a declaration of emergency which shall be followed by the steps required by Article 2-B dated April 1, 1974.

PREPAREDNESS

The **Town Supervisor** shall, in consultation with others which he/she deems appropriate, make such plans as he/she deems necessary to prevent and minimize the effects of a disaster. These steps shall include, but need not be limited to: 1) identification of potential disasters and disaster sites (see figure 1); 2) recommend disaster prevention projects; 3) suggest revisions and additions to building and safety codes and zoning and other land use programs; and 4) take such other measures as reasonably can be taken to prevent disasters or mitigate their impact.

MOBILIZATION

The Emergency Operations Center (EOC) will be the **TOWN HALL located at 12 County Road 31 (Jones Pond Road)**. The Alternate Emergency Operations Center (AEOC) will be the **TOWN HIGHWAY GARAGE located at 17 County Road 31 (Jones Pond Road)**.

The **TOWN SUPERVISOR** shall assess all information received from any/or all town departments, town board members, the Paul Smiths-Gabriels Volunteer Fire Department, New York State Police, Department of Public Health and the Franklin County Emergency Services Office and any other department with knowledge of the situation.

The **TOWN SUPERVISOR** may declare an Emergency (Disaster) after all information is assessed.

RESPONSIBILITIES

1. The **TOWN SUPERVISOR** is responsible for the conduct of disaster operations within his/her political supervision. The **TOWN SUPERVISOR** shall use any and all facilities, equipment, supplies personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster (see figure 3). The **TOWN SUPERVISOR** shall direct the activities of all agencies within the political subdivision against the effects of the emergency (see figure 2). The **TOWN SUPERVISOR** will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations. The **TOWN SUPERVISOR** may appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.
2. The **TOWN OF BRIGHTON Board** 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. The EOC staff is not limited to those listed below nor are all those listed required*. (*list by title)
 1. Town Supervisor
 2. Franklin County Emergency Coordinator
 3. Town Board Members
 4. Attorney for the Town
 5. Town Clerk
 6. Code Enforcement Officer and Building Inspector
 7. Superintendent of Highways

8. New York State Police
9. Chief Paul Smiths Gabriels Volunteer Fire Department
10. Public Utilities: gas, electric, etc. [County EOC]
11. Communications
12. Public Information
13. Medical Officer/Coroner

SEQUENCE of ACTION

1. The **TOWN SUPERVISOR** or town board members, Superintendent of Highways, the Town Clerk and other town personnel as designated will assemble at the EOC upon notification of an Emergency. Emergency notification list is kept on file with the **TOWN OF BRIGHTON Clerk**.

2. The **TOWN SUPERVISOR** or designee is responsible for making a formal declaration and proper notification of a Disaster. This includes:
 - a. A letter to the **TOWN OF BRIGHTON Clerk**, the Franklin County Clerk and the Secretary of State within seventy two (72) hours.
 - b. A copy of this letter will be sent to the Franklin County Emergency Services Office.
 - c. Telephone or letter to the **ADIRONDACK DAILY ENTERPRISE**, the official town newspaper.

The **TOWN OF BRIGHTON** will contact the **Franklin County Emergency Services Office** for assistance only after all local or mutual aid resources are exhausted. Request for outside aid must first be approved by the **TOWN SUPERVISOR** or designee. When there is a need for **mass care** of persons, the **American Red Cross** is the recognized agency responsible. The Franklin County Emergency Services Office will automatically notify the Red Cross to open a shelter when notified. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community...the **TOWN OF BRIGHTON**.

3. The **Fire Chief and Fire Officers of the Paul Smiths-Gabriels Volunteer Fire Department** will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings, disaster sites and flooded areas. The local Fire Chief may call upon the County Fire Coordinator for advice and/or assistance concerning fire-related emergencies and relief operations. The Fire Department also adopts, incorporates and shall participate in any Fire Mutual Aid Plan and the Franklin County Hazardous Materials Response Plan and any other plan deemed in the best interest of the residents of the **TOWN OF BRIGHTON**.

4. The Public Information officer, appointed by the **TOWN SUPERVISOR** and under the direction of the **TOWN BOARD** shall direct the local dissemination of emergency information, the issuance of news reports to the public, and notify the Franklin County

Emergency Services on the status and development of emergency measures, using all means of public communications.

5. The **TOWN SUPERVISOR** shall request that the Franklin County Sheriff's Department and New York State Police will assign their personnel to maintain order, prevent looting, direct traffic and also to direct the injured to medical installations.

6. The **Superintendent of Highways** will be responsible for maintaining essential public facilities and services, including the maintenance of street, highway, bridges, public buildings and other vital community services. He/she will cooperate with all other departments of the **TOWN OF BRIGHTON** to restore and maintain essential services.

7. The Code Enforcement Officer/Building Inspector of the **TOWN OF BRIGHTON** will be responsible for safety inspection of damaged buildings before evacuees are allowed to reoccupy such buildings.

Names, addresses and telephone numbers of all **TOWN OF BRIGHTON** personnel will be available at the **BRIGHTON TOWN HALL** and on the Town's website.

A list of the order of designees for disaster declaration and emergency management will be on file in the **BRIGHTON TOWN HALL** and with the Franklin County Emergency Services Office and Paul Smiths-Gabriels Volunteer Fire Department.

DESIGNATION OF EMERGENCY INTERIM SUCCESSORS

Those persons designated have the responsibility for supplying the Franklin County Emergency Services Office with the following information when requesting additional aid:

1. Assessment of damage to the town.
2. Information regarding extent of disaster response by the town.
3. The special need of the town.

DOCUMENTATION

The maintaining of logs by EOC staff, and all town departments documenting personnel time, materials and equipment utilized to respond to the situation.

Figure 1

List of Potential Disasters

Man Made

Disease
Electrical
Explosives
Fire
Vehicles
War/Riots

Natural

Earthquakes
Flood
Forest Fire/Lightning Strike Fire
Ice /Snow
Storms

List of Disaster Sites

Camp Gabriels
Paul Smith's College
Lakes
Highways
Forest

Figure 2
Staffing Flow Chart -TOWN OF BRIGHTON (As of 01/01/2009)
Town Hall Phone Number (518) 327-3202

- NOTES:**
1. One person may occupy one or more positions
 2. A three-tiered listing should be considered, using more than one person to contact if necessary.
 3. Personnel are listed separately in agency (SOP's).

Town Supervisor & Deputy

1. David Knapp Cell PH (518) 524-1188
2. Steve Tucker Home Ph (518) 327-3408

Attorney:

Scott Goldie, Canton NY Work Ph (315) 386-8544

Town Board

1. Sheila Delarm Home Ph (518) 327-5030
2. Jeffrey Leavitt Home Ph (518) 891-6666
3. Lydia Wright Home Ph (518) 327-3485

Town Clerk

1. Elaine Sater Home Ph (518) 327-3498
2. Shirley Oehler, Deputy (518) 327-3671 (UL)

State & Federal Agencies

1. NY Dept of EnCon
PH (518) 897-1200

Franklin County Emergency Management Services (EMS)

- Director of Emergency Services/Fire Coordinator (Pager 404-2911)
1. Malcolm Jones (518) 483-8584 Home Phone 483-2962
 2. Ricky Provost (518) 529-2580
 3. Marty Burnette Home Phone (518) 529-6608

Fire

1. Paul Smith Gabriels Volunteer Fire Dept (518) 327-2600
Chief Roger Smith (518) 327-3349
2. Saranac Lake Fire Department
Chief Don Duso (518) 891-2211
3. Bloomingdale Volunteer Fire Dept.
Chief Jason Cogan (518) 891-1770

Police

1. State Troopers Ray Brook Phone (518) 897-2000
2. Franklin County Sheriff Phone (518) 483-6795

Communications

1. David Knapp, Supervisor (518) 327-3202 (TH)
2. Steve Tucker, Deputy Supervisor (518) 327-3408
3. Jeffrey Leavitt, Council Member (518) 891-6666

Highway Dept Town Garage Phone (518) 327-3201

1. Andy Crary, Superintendent Home Ph (518) 327- 3460
2. Glenn Perrino, Deputy Home Ph (518) 327-3444
3. Forrest Pennington Home Ph (518) 327-3440

Production & Resources

1. Nik Santagate Home Ph (518) 327-3665
2. Highway Garage Ph (518) 327-3201

Medical

1. Saranac Lake Rescue Services (518) 891-2211
2. Adirondack Medical Center (518) 891-4141
Tim Snyder, Dir of Ops, Disaster Coord 897-2875
3. North Country Life Flight (518) 891-6853
4. Coroner Ron Keough (518) 891- 2184

Code Enforcement Officer

1. Paul Blaine W (518) 327-9360 H (518) 647-5409

Manpower

1. Nik Santagate (518) 327-3665
2. Paul Smith's College - Student Affairs
(518) 327-6237
3. Camp Gabriels Jeff Tedford, Super(518) 327-3111

Transportation

1. Paul Smiths College Ph (518) 327-6237
2. Camp Apple Jack - Mike Humes (518) 327-3117
3. Saranac Lake School District Bus Garage (518) 891-2859

Fiscal Officer

1. David Knapp, Supervisor (518) 524-1188
2. Steve Tucker, Deputy (518) 327-3408
3. Richard Meagher (518) 981-1040

Public Information

1. Lydia Wright Phone (518) 327- 3485
2. Sheila Delarm (518) 327- 5030

Secretaries & Clerks

1. Elaine Sater, Town Clerk/Registrar (518) 327-3498
2. Shirley Oehler Deputy Registrar (518) 327-3671(UL)
3. Sonya Franciamone (Court) (518) 891-0984

School Representatives

1. Paul Smiths College Susan Sweeny (518) 327-6237
2. Saranac Lake Central School Ph (518) 891-5460

Chief of Supplies

1. Elaine Sater, Town Clerk (518) 327-3498

Chaplin

1. Catholic Church - Rev Thomas Kornmeyer (518) 891-4616
2. Adirondack Presbyterian Church (518) 891-5638
3. Episcopal Church - Rev. Robert Lawthers (518) 891-9059

Others

1. Brighton Seniors, Pat Willis (518) 327-3343
2. American Red Cross through FCEOC

Figure 3

**STANDARD OPERATING
PROCEDURES
(SOP's)**

FOR THE

TOWN OF BRIGHTON

COUNTY OF FRANKLIN

STATE OF NEW YORK

DATE: April 12, 2007

STANDARD OPERATING PROCEDURES

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Chief Executive officer TOWN SUPERVISOR	1-1
Elected Body - TOWN BOARD	2-1
Brighton Town Clerk	3-1
Emergency Coordinator	4-1
Fire Chief and Fire Officers	5-1
Police Chief and Local Police	6-1
Superintendent of Highways	7-1
Code Enforcement Officer Building Inspector	8-1
Public Information Officer	9-1
Communications Officer	10-1
Medical Officer/staff	11-1
Resource Officer	12-1
Transportation Officer	13-1
School Representative	14-1
Coroner	15-1

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON SUPERVISOR

Responsibility

The **TOWN SUPERVISOR** of the **TOWN OF BRIGHTON** is responsible for the conduct of disaster operations within the **TOWN**.

The **TOWN SUPERVISOR** of the **TOWN** shall use any and all facilities, equipment, supplies, personnel, and other resources of the **TOWN** in such a manner as may be necessary to cope with the disaster.

The **TOWN SUPERVISOR** shall direct the activities of all agencies within the **TOWN** against the effects of an 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**. The **TOWN SUPERVISOR** will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

CHECK LIST

Upon receiving notification of a potential emergency or an emergency in progress:

a. Decide whether or not to activate EOC, and its location

b. If not activated:

Notify key staff

Brief on emergency

Monitor emergency

c. If EOC is activated:

Go to EOC

Notify key staff to report

Brief staff when they arrive

Monitor emergency

Conduct periodic briefings

d. When emergency is over:

Collect all logs, memos, messages, etc.

Return EOC to pre-emergency status

Release staff

Pre-Emergency

Ensure the TOWN OF BRIGHTON has a current EOP.

Ensure the EOP is reviewed and updated annually.

Ensure key staffs have been trained on their portions of the EOP.

TOWN OF BRIGHTON
CALL DOWN LIST (as of 01/01/09)

Position	Name	Telephone	
		(Work) Not at Town Hall	(Home)
Town Supervisor	David Knapp	(518) 524-1188 Cell	
Deputy Supervisor	Steve Tucker		(518) 327-3408
Council Member	Lydia Wright	(518) 327-3000	(518) 327-3485
Council Member	Sheila Delarm		(518) 327-5030
Council Member	Jeffrey Leavitt		(518) 891-6666
Superintendent of Highways	Andy Crary	(518) 327-3201	(518) 327-3460
Deputy Superintendent of Highways	Glen Perrino	(518) 327-3201	(518) 327-3444
Chief Paul Smiths Gabriels Volunteer Fire Department	Roger Smith		(518) 327-3349
Town Clerk	Elaine Sater	(518) 327-3202	(518) 327-3498

TOWN OF BRIGHTON

PROCEDURES FOR A LOCAL STATE OF EMERGENCY DECLARATION

Once an emergency has been proclaimed, local emergency orders can be issued. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in the news of general circulation in the area affected by such order. Such orders shall cease to be in effect five days after promulgation or upon declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

The Chief Executive may extend such orders for additional periods not to exceed five (5) days each during the pendency of the local State of Emergency. Local emergency orders shall be executed in triplicate and shall be filed within 72 hours, or as soon thereafter as practicable, in the Office of the Clerk of the governing board of the County, the Office of County Clerk and the Office of the Secretary of State.

SAMPLE

LOCAL STATE OF EMERGENCY OR PROCLAMATION DECLARATION

A State of Emergency is hereby declared in _____ for a period of time beginning at _____ hours on the date of _____ and continuing in effect for a period not to exceed (5) five 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 _____, I, _____, Have exercised the authority given to me under New York State 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

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON BOARD

Purpose

The TOWN OF BRIGHTON 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.

CHECKLIST

Pre –Emergency

- a. Ensure the TOWN OF BRIGHTON has a current EOP.
- b. Ensure the EOP is reviewed and updated annually.
- c. By resolution approve the EOP (see page ii of the plan).

During an Emergency

Receive notification and briefing on the emergency.

Respond as Directed

1. Review EOP

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON CLERK

RESPONSIBILITY

The TOWN OF BRIGHTON Clerk is responsible for the maintenance and availability of essential record, documents and other materials, required during the emergency.

CHECKLIST

Pre-Emergency

- a. Ensure there is a sufficient supply of the following forms:
 - 1) Time sheets
 - 2) Vouchers
 - 3) Supply/Materials Request
 - 4) EOC Log Forms
 - 5) Message Forms
 - 6) Other

- b. Ensure EOC can be established with the least delay.

- c. Ensure all call down lists are current (update, if needed quarterly)

Receive notification and briefing from TOWN SUPERVISOR

Report to EOC.

Perform designated duties.

Be prepared to brief CEO.

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON Emergency Coordinator

RESPONSIBILITY

The Emergency 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 CEO of operational priorities and recommends request for assistance from Malcolm Jones, the Franklin County Emergency Preparedness Director.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON TOWN SUPERVISOR activate the EOC and its location.

Report to the EOC.

Establish communications with county and key agencies.

Monitor emergency

Ensure EOC staff receives periodical briefings.

Ensure staff receive and understand their SOP's.

Be prepared to brief CEO.

At the termination of the emergency or when directed, return the EOC to its pre-emergency status.

Ensure all logs, memos, and messages are collected when emergency is terminated.

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON - Fire Chief

RESPONSIBILITY

The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings and flooded areas. The local Fire Chief may call upon **Malcolm Jones**, the County Fire Coordinator for advice and/or assistance concerning fire related emergencies, relief operations and coordination of emergency shelter and feeding operations.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR respond as directed:

- a. Stand by status:
 - 1) Notify Key Fire Personnel.
 - 2) Monitor Potential Emergency

- b. If directed, Report to the EOC:
 - 1) Notify All Fire Personnel.
 - 2) Review your SOP.
 - 3) Monitor the Emergency.
 - 4) Respond as Needed.

At the termination of the emergency, return to pre-emergency status.

Turn in all logs, memos, messages.

Assist in returning the EOC to pre-emergency status.

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON - Fire Chief

TELEPHONE LIST

NAME	POSITION	TELEPHONE
LOCAL FIRE COMPANY LINE OF SUCCESSION		
<u>Roger Smith</u>	<u>Chief</u>	<u>(518) 327-3349</u>
<u>Murray Oliver</u>	<u>1st Assistant Chief</u>	<u>UNK</u>
<u>Tom Tucker</u>	<u>2nd Assistant Chief</u>	<u>(518) 327-5054</u>

COUNTY FIRE COMPANY / DEPARTMENT COORDINATOR

<u>Malcolm Jones</u>	<u>Franklin County Emergency Coordinator</u>	<u>(518) 483-8584</u>
<u>Ricky Provost</u>	<u>Deputy</u>	<u>Home (518) 529-2580</u>
<u>Marty Burnette</u>		<u>Home (518) 529-6608</u>

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON Police

RESPONSIBILITY

The Paul Smiths-Gabriels Volunteer Fire Department Chief or New York State Police may designate a Traffic Control Officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The local police 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 directing them to the nearest Reception Shelter. The Police Chief may call upon the Franklin County Sherrif and / or other police agencies for advise and /or assistance.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR respond as directed:

- a. Stand-by Status:
 - 1) Notify Key Police Personnel.
 - 2) Monitor Potential Emergency.

- b. If Directed to Report:
 - 1) Notify all Fire Personnel
 - 2) Review your SOP
 - 3) Review Special Need List and Transportation Needs
 - 4) Monitor the Emergency
 - 5) Be prepared to Brief
 - 6) Respond as Needed

At the Termination of the emergency return to pre-emergency status

Turn in all logs, memos, messages

Assist in returning the EOC to pre-emergency status.

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON Police

TELEPHONE LIST

Name Position Telephone

POLICE DEPARTMENT LINE OF SUCCESSION

Chad Niles New York State Police- Ray Brook (518) 897-2000

STAFF

COUNTY

Franklin County Sheriff (518) 483-6795

NEW YORK STATE POLICE CONTACT

Chad Niles Ray Brook (518) 897-2000

STANDARD OPERATING PROCEDURE

New York State Police - Ray Brook Barracks

SPECIAL NEEDS LIST

Name	Address	Telephone	Type of Assistance <u>Required</u>
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STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON Highway Superintendent

RESPONSIBILITY

The Local Superintendent of Highways 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 Franklin County for such assistance. The Highway Superintendent will work in conjunction with the utility companies or authorities in the restoration of various essential services.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR respond as directed:

- a. Standby Status:
 - 1) Notify Key Highway Personnel
 - 2) Monitor Potential Emergency

- b. If directed to report:
 - 1) Notify all Highway personnel
 - 2) Review your SOP
 - 3) Monitor the Emergency
 - 4) Be Prepared to Brief CEO
 - 5) Respond as Needed

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON Highway Superintendent (As of 01/01/08)
(518) 327-3201

TELEPHONE LIST

<u>Name</u>	<u>Position</u>	<u>Telephone</u>
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TOWN OF BRIGHTON LINE OF SUCCESSION

<u>Andy Crary</u>	<u>Superintendent</u>	<u>327-3460</u>
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<u>Glen Perrino</u>	<u>Deputy Superintendent</u>	<u>327-3444</u>
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STAFF

<u>Forrest Pennington</u>	<u>Highway Employee</u>	<u>327-3440</u>
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COUNTY CONTACT

<u>Franklin County Highway</u>	<u>483-1140</u>
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STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON CODE ENFORCEMENT OFFICER

RESPONSIBILITY

The Code Enforcement Officer/Building Inspector of the TOWN OF BRIGHTON will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR

- a. Standby Status
 - 1) No Response

- b. If EOC is activated:
 - 1) If directed report to the EOC
 - 2) Monitor Emergency
 - 3) Be prepared to brief CEO
 - 4) Respond as requested

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON - Public Information Officer

Responsibility

The Public Information Officer under the direction of the TOWN SUPERVISOR of the TOWN OF BRIGHTON directs the local dissemination of emergency information, the issuance of news reports to the public and notifies the Franklin County Emergency Services Offices on the status and development of emergency measures, using all media of public communication.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR

- a. Standby Status:
 - 1) Monitor potential emergency
 - 2) Develop an action plan for activation

- b. If EOC is activated:
 - 1) Review your SOP
 - 2) Establish a media area
 - 3) Monitor emergency
 - 4) Prepare news release as directed
 - 5) Be prepared to brief CEO

STANDARD OPERATING PROCEDURES

Public Information Officer

TELEPHONE LIST

CALL LETTER	POINT OF CONTACT	TELEPHONE
<hr/>		
Radio		
Station		
WNBZ (Saranac Lake) 1240 am	Chris Knight	891-1544
NCPR (Canton) 88.9	Brian Mann	891-7315
WSLP (Saranac Lake) 93.3		
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EBS Station		
NCPR		
WNBZ		
<hr/>		
News Papers		
NAME	POINT OF CONTACT	TELEPHONE
<hr/>		
Daily:		
Adirondack Daily Enterprise	Peter Crowley	891-2600
Press Republican		561-2300
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Weekly :		
Free Trader		
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STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON - Communications Officer

Responsibility

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.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR respond as directed.

- a. Standby Status:
 - 1) Monitor potential emergency
 - 2) Develop action plan for activation

- b. If EOC is Activated:
 - 1) Review your SOP
 - 2) Establish communication links
 - 3) Maintain all communication modes
 - 4) Manage message flow
 - 5) Monitor emergency

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON

RADIO PROCEDURES

Fire Department can contact the Highway Department trucks

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON - Communication Officer

Name	Position	Telephone	Radio Frequency
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STATE AGENCIES

Chad Niles	State Police	897-2000	
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COUNTY AGENCIES

	Franklin County EMS	(518) 483-2580	4638
	Essex County EMS	(518) 873-2200	4632

LOCAL AGENCIES

	Highway Department	(518) 327-3201	High Bands
	Fire Department	(518) 327-2600	4622 (Trucks)
			4653 (PSGVFD)

OTHER

HAM Radio Operators

RACES

ARES

STANDARD OPERATING PROCEDURE

MESSAGE LOG

STANDARD OPERATING PROCEDURE

MESSAGE FORM

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON - Medical Officer

Responsibility

The Rescue Service/Medical officer 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.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR respond as directed

a. Standby Status:

- 1) Notify hospital and ambulances of a potential emergency
- 2) Notify staff – place on standby
- 3) Monitor potential emergency

b. If Activated:

Report to your duty station
Complete actions in a. (above)
Review your SOP
Monitor emergency
Be prepared to brief the CEO
Assist as directed

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON Resource Officer

Responsibility

The Resource Officer (Resources and Logistics) carries out measures necessary to the emergency handling of all local resources.

Manpower directs the assignment of personnel to the various emergency services as requested.

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON Transportation Officer

Responsibility

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

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON School Representative

Responsibility

The School Representative directs the action related to care for school students in school during an emergency situation.

SCHOOLS:

Saranac Lake Central School District

Paul Smiths College

Home Schools

STANDARD OPERATING PROCEDURE

TOWN OF BRIGHTON CORONER

Responsibility

The Coroner directs the action related to care of the deceased during an emergency situation.

CHECKLIST

Upon notification by the TOWN OF BRIGHTON SUPERVISOR respond as directed

a. Standby Status:

- 1) Notify Registrar of Vital Statistics of a potential increase in death certificates
- 2) Notify staff – place on standby
- 3) Monitor potential emergency

b. If Activated:

Report to your duty station
Complete actions in a. (above)
Review your SOP
Monitor emergency
Be prepared to brief the CEO
Assist as directed