

TOWN OF COPAKE

EMERGENCY MANAGEMENT TEAM

**STANDARD
OPERATIONAL
GUIDE**

DATED _____

CERTIFICATION

Vana Hotaling, Clerk of the Town of Copake hereby certifies that the ____ day of _____, 20__, the foregoing was adopted by a majority vote of the Town Board of the Town of Copake, Columbia County.

Town Clerk

_____ (Date)

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PREFACE

- 1 A wide variety of emergencies caused by nature, or man, may result in loss of life or property to our citizens.
- 2 Town government must provide the leadership and direction to prevent, mitigate and respond to these emergencies and disasters.
- 3 The Town, to meet this responsibility, will implement this plan in the event of an emergency or disaster.
- 4 It shall be the responsibility and duty of the senior elected official, or their successor, to declare the existence of such an emergency condition.

RESPONSIBILITIES

- 1 The SUPERVISOR is responsible for the conduct of disaster operations within his/her political supervision.

The 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 SUPERVISOR shall direct the activities of all agencies within the political subdivision against the effects of the emergency (see figure 2). The SUPERVISOR will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

The SUPERVISOR may appoint an Emergency Coordinator to coordinate the operation of the EOC and to coordinate emergency response.

- 2 The TOWN 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.

- a. TOWN SUPERVISOR
- b. TOWN SUPERVISOR (Emergency Coordinator)
- c. TOWN BOARD MEMBERS
- d. TOWN ATTORNEY
- e. TOWN CLERK

- f. ADMINISTRATOR
- g. ZEO AND BUILDING INSPECTOR
- h. HIGHWAY SUPERINTENDENT
- i. POLICE CHIEF OR OIC
- j. FIRE CHIEF
- k. NYSEG
- l. TOWN CLERK (Communications)
- m. TOWN CLERK (Public Information)

FIGURE 3

SEQUENCE OF ACTION

The SUPERVISOR, town board members, Highway Foreman, the town clerk and other town personnel as designated will assemble at the EOC upon notification of an Emergency. Emergency notification list kept on file with the TOWN CLERK.

The SUPERVISOR or designee is responsible for making the formal declaration and proper notification of a Disaster. This includes:

- 1 A letter to the town clerk, the COLUMBIA County Clerk and the Secretary of State within 72 hours.
- 2 A copy of this letter will be sent to the COLUMBIA County Emergency Management Office.
- 3 Telephone or letter to the official town newspaper. The TOWN will contact the COLUMBIA County Emergency Management Office for assistance only after all local or mutual aid resources are exhausted. Requests for outside aid must first be approved by the SUPERVISOR or designee.

When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible. The COLUMBIA County Emergency Management 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 COPAKE. 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, 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 and the COLUMBIA County Hazardous Materials Response Plan and any other plan deemed in the best interest of the residents of the TOWN.

- 4 The Public Information Officer, appointed by the SUPERVISOR and under the direction of the EMERGENCY MANAGEMENT TEAM shall direct the local dissemination of emergency information, the issuance of news reports to the public, and notify the County Emergency Services on the status and development of emergency measures, using all media of public communications.
- 5 The SUPERVISOR shall request that the County Sheriff's Office, Town Police and the State Police will assign their personnel to maintain order, prevent looting, direct traffic and also to direct the injured to medical installations.

- 6 The Highway Superintendent will be responsible for maintaining essential public facilities and services, including the maintenance of streets, highways, bridges, public buildings and other vital community services. He will cooperate with all other departments of the TOWN to restore and maintain essential services.
- 7 The Building Inspector of the TOWN 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 personnel will be available at the TOWN hall. A list of the order of designees for disaster declaration and emergency management will be on file in the TOWN hall and with the County Emergency Management office.

DESIGNATION OF EMERGENCY INTERIM SUCCESSORS

Those persons designated have the responsibility for supplying the COLUMBIA County Emergency Management 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, village, or city departments documenting personnel time, materials and equipment utilized to respond to the situation.

Figure 1

LIST OF POTENTIAL DISASTERS

<u>MAN MADE</u>		<u>NATURAL</u>	
1	Multiple dwelling fires	1	Major snow storm
2	Automotive or gas station fires	2	Ice storm
3	Nursing home fires	3	Tornado
4	Hazmat incident	4	Hurricane
5	Terrorist Incident	5	Flood

Town Emergency Sheltering Plan

1 Town Emergency Shelter

- Definition: A public facility equipped with a backup electrical power supply, food service and sanitary needs, capable of 24 hour housing for citizens to include the provision of meals, the provision of temporary lodging, and security.
- Primary Shelter Designation: Copake Town Park Building
 - Identify capacity: 295
 - Identify Operational Staff – to be determined by CEO
 - Identify Operational Procedures – follow Standard Operational Guide
- Secondary Shelter Designation: Taconic Hills School Campus
 - Identify capacity: 5,290
 - Identify Operational Staff: Determined by Columbia County Emergency Management
 - Identify Operational Procedures: Determined by Columbia County Emergency Management
 - Issue of Backup Electrical Power: Generator

A Shelter Area: Level 1

- | | | |
|---|-------------------------------|------------------------|
| 1 | Town of Copake Park Building: | 305 Mountain View Road |
| 2 | Copake Town Hall: | 230 Mountain View Road |
| 3 | Copake Fire Company: | 390 County Route 7A |
| 4 | Craryville Fire Company: | 4210 County Route 7 |

B Major Disasters: Level II

- 1 Taconic Hills High School: 73 County Route 11A, Craryville
 - The Taconic Hills CSD is authorized to permit Red Cross to use property, grounds, and equipment for mass care shelters or service center required in the conduct of Red Cross Disaster Relief Activities and wishes to cooperate with Red Cross for such purpose.
 - a) The Taconic Hills CSD agrees that it will permit, to the extent of its availability, and upon request of the Red Cross, the use of its facilities by Red Cross as mass shelters or service centers for victims of disasters.

b) Red Cross agrees that it shall exercise reasonable care in the conduct of its activities and further agrees to replace or reimburse the THCS D for any supplies or equipment used by Red Cross in the conduct of its relief activities in said mass shelters or service centers.

2 Town Health & Welfare Plan

- (1) Home Check Program
 - A. Senior Contact Lists: Refer to Registration Form for Individuals Living Alone
 - B. Documents filed at the Copake Town Hall, Town Clerk's Office
- (2) Health & Welfare Property Visits
 - A. The SUPERVISOR shall request that the Town of Copake Police Department, Columbia County Sheriff's Office, and NYS Police assign available personnel to this assignment.
- (3) Emergency Evacuations
 - A. The Fire Chief and Fire Officer will be responsible for the direction of all action pertaining in the emergency removal of trapped and injured persons from damaged buildings, disaster sites, and flooded areas.

LIST OF DISASTER SITES

3 Support

- 1 Columbia County Department of Social Services
(O) 828-9411 828-5041
Pager: 822-3488
- 2 American Red Cross 458-8111
- 3 Hospitals
 - Albany Med 262-3125
 - Albany Memorial 471-3111
 - Berkshire Med 413-447-2000
 - CMH ER 828-8500
 - Fairview Hospital 413-854-9700
 - Northern Dutchess 845-871-3440
 - Sharron Hospital 860-364-4111
 - St. Francis 845-431-8220
- 4 Hillsdale Supermarket 325-4341 (Day)
755-2365 (Night)
- 5 Copake Sunoco 329-0550 (Day)
965-3708 (Night)

FIGURE 2

STAFFING FLOW CHART

Following is a suggested flow chart illustrating various positions which should be considered when developing an emergency preparedness plan.

Attorney	Tal Rappleeya	CEO	1 Reginald Crowley 2 Joseph Laporta
Town Council	1 Daniel Tompkins 2 Walter Kiernan 3 Robert Sacks 4 Linda Gabaccia	Emergency Coordinator	Robert Lopez
State & Federal Agencies	County Emergency Management, William Black, Contact (Columbia County Sheriffs Office to Page William Black)	Police	1 Robert Lopez 2 Jan Near 3 Jeffrey Nayer
Highway Department	William Gregory	Communications	Vana Hotaling
Fire	Randi Shadic	Production & Resources	Assigned by CEO
Medical	1 Jeanie Scottie 2 Henry Lambert	Transportation	Assigned by CEO
Communications	Vana Hotaling	Fiscal Officer	1 Reginald Crowley 2 Joseph LaPorta
Manpower	1 CEO 2 Fire Chief 3 Police 4 Highway	Chief of Supplies	1 Assigned by CEO 2 American Red Cross 3 Columbia County Department of Social Services
Building Inspector	1 Ralph Shadic 2 Edward Ferratto	Chaplin	1 Copake United Methodist Church 2 Our Lady of Hope Catholic Church 3 Craryville United Methodist Church 4 West Copake Reformed Church 5 Episcopal Church of St. John's in the Wilderness 6 United Methodist Church of Hillsdale
Secretaries & Clerks	1 Vana Hotaling 2 Lynn Hotaling		
School Representatives	1 Lawrence Proper 2 Richard Viebrock 3 SRO Trooper Anthony Pierro		
Others	Copake Park Commission 1 Ralph Platt		

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STANDARD OPERATIONAL GUIDE

CEO

RESPONSIBILITY

The SUPERVISOR of the TOWN of COPAKE is responsible for the conduct of disaster operations within the TOWN of COPAKE. The SUPERVISOR of the TOWN shall use any and all facilities, equipment, supplies, personnel, and other resources of the TOWN of COPAKE in such a manner as may be necessary to cope with the disaster.

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

CHECK LIST

- 1 Upon receiving notification of a potential emergency or an emergency in progress:
 - a. Decide whether or not to activate EOG, and its location.
 - b. If not activated:
 - i. Notify key staff
 - ii. Brief on emergency
 - iii. Monitor emergency
 - c. If EOC is activated:
 - i. Go to EOC
 - ii. Notify key staff to report
 - iii. Brief staff when they arrive
 - iv. Monitor emergency
 - v. Conduct periodic briefings
 - d. When emergency is over:
 - i. Collect all logs, memos, messages, etc.
 - ii. Return EOC to pre-emergency status
 - iii. Release staff

- 2 Pre-emergency
 - a. Ensure the TOWN of COPAKE has a current SOG.
 - b. Ensure the SOG is reviewed and updated annually.
 - c. Ensure key staff have been trained on their portions of the SOG.

- 3 TOWN Emergency Information Center

TOWN of COPENAK

CALL DOWN LIST

Position	Name	Telephone
SUPERVISOR	Reginald Crowley	(H) 329-4268 (C) 339-8563
HIGHWAY SUPERINTENDENT	William Gregory	(O) 325-4222 (H) 329-4620 (C) 669-6161
COPAKE POLICE OFFICER-IN-CHARGE	Robert Lopez	(O) 828-4114 (H) 329-3838 (C) 929-7726
FIRE CHIEF	1 Copake: Randi Shadic 2 Craryville: William Baker 3 Hillsdale: Richard Briggs	(H) 325-5166 (C) 369-0112 (H) 325-4888 (C) 929-7001 (H) 325-3908 (C) 755-3177
COPAKE RESCUE SQUAD	Jeannie Scotti Henry Lambert	(H) 734-6474 (C) 573-1105 (O) 329-2200 (H) 828-0090 (C) 810-7245 (O) 329-2200
NYSEG	a. GAS b. ELECTRIC	1-800-572-1131 664-7823 664-7823
TACONIC TELEPHONE		392-4414
TOWN COUNCIL	1 Daniel L. Tompkins 2 Linda Gabaccia 3 Robert Sacks 4 Walter Kiernan 5 Vana Hotaling 6 Lynn Hotaling	(H) 329-665 (C) 755-1174 (H) 329-4770 (C) 929-4056 (H) 329-3852 (C) 917-566-7437 (H) 329-6791 (H) 329-1589 (H) 672-7043
COPAKE PARK BUILDING	Ralph Platt	(H) 329-4478
CHAPLIN	1 Copake United Methodist Church 2 Craryville United Methodist Church 3 Our Lady of Hope Catholic Church 4 West Copake Reformed Church 5 Church of St. John in the Wilderness 6 United Methodist Church of Hillsdale	329-2523 (O) 329-4131 325-1385 329-4711 329-3091 329-3674 325-5620

Town of COPAKE

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 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 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 _____, 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 OPERATIONAL GUIDE

COPAKE Town Board

Purpose

The COPAKE 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.

CHECKLIST

- 1 Pre-Emergency
 - a. Ensure the TOWN has a current SOG.
 - b. Ensure the SOG is reviewed and updated annually.
 - c. By resolution approve the SOG (see page ii of the plan).
- 2 During an Emergency
 - a. Receive notification and briefing on the emergency
 - b. Respond as Directed
 - i. Review SOG

STANDARD OPERATIONAL GUIDE

COPAKE Town Clerk

Responsibility

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

CHECKLIST

- 1 Pre-Emergency
 - a. Ensure there is a sufficient supply of the following forms:
 - i. Time Sheets
 - ii. Vouchers
 - iii. Supply/Materials Request
 - iv. EOC Log Forms
 - v. Message Forms
 - vi. Other
 - b. Ensure EOC can be established with the least delay.
 - c. Ensure all call down lists are current (update, if needed quarterly).
- 2 Receive notification and briefing from SUPERVISOR .
- 3 Report to EOC.
- 4 Perform designated duties.
- 5 Be prepared to brief CEO.

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COPAKE Town Emergency Coordinator

Responsibility

The Emergency Coordinator appointed by the mayor or CEO directs the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the SUPERVISOR .

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 CEO of operational priorities and recommends requests for assistance from COLUMBIA County Emergency Preparedness.

CHECKLIST

- 1 Upon notification by the SUPERVISOR_ activates the EOC and its location.
- 2 Report to the EOC.
- 3 Establish communications with county and key agencies.
- 4 Monitor emergency.
- 5 Ensure EOC staff receive periodical briefings.
- 6 Ensure staff receive and understand their SOGs.
- 7 Be prepared to brief CEO.
- 8 At the termination of the emergency of when directed, return the EOC to its pre-emergency status.
- 9 Ensure all logs, memos, and messages are collected when emergency is terminated.

STANDARD OPERATIONAL GUIDE

COPAKE 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 the COLUMBIA County Fire Coordinator or the County Emergency Management Department, under mutual aid, for advice and/or assistance concerning fire related emergencies, relief operations, and coordination of emergency shelter and feeding operations.

CHECKLIST

- 1 Upon notification by the COPAKE SUPERVISOR respond as directed:
 - a. Stand by status:
 - i. Notify Key Fire Personnel
 - ii. Monitor Potential Emergency
 - b. If directed, Report to the EOC:
 - i. Notify All Fire Personnel
 - ii. Review your SOG.
 - iii. Monitor the Emergency
 - iv. Respond as Needed
- 2 At the termination of the emergency, return to pre-emergency status.
- 3 Turn in all logs, memos, messages.
- 4 Assist in returning the EOC to pre-emergency status.

STANDARD OPERATIONAL GUIDE

COPAKE FIRE DISTRICT

TELEPHONE LIST

Name	Position	Telephone	
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LOCAL FIRE COMPANY LINE OF SUCCESSION:

Copake Fire Company	Chief: Randi Shadic	(H) 325-5166	(C) 369-0112
	1st Assistant: Scott Hedges	(H) 329-4771	
	2nd Assistant: John DeRocha	(H) 329-0023	(C) 821-8201
Craryville Fire Company	Chief: William Baker	(H) 325-4888	(C) 929-7001
	1st Assistant: John Piser	(H) 325-4026	
	2nd Assistant: Chester Pulver	(H) 325-4624	
Hillsdale Fire Company	Chief: Richard Briggs	(H) 325-3908	(C) 755-3177
	1st Assistant: Fred Miller	(H) 329-6702	(C) 965-3159
	2nd Assistant: Robert Burns	(H)	(C) 755-3643

COUNTY FIRE COMPANY/DEPARTMENT COORDINATOR:

James VanDeusen (Jim)	Claverack	(O) 822-8610	(E) 828-4114
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(H) = HOME

(C) = CELL

(O) = OFFICE

(E) = EMERGENCY

STANDARD OPERATIONAL GUIDE

COPAKE Chief of Police OR OIC

Responsibility

The Local Chief of 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 COUNTY OR STATE_ and/or other police agencies for advice and/or assistance.

CHECKLIST

- 1 Upon notification by the COPAKE SUPERVISOR respond as directed:
 - a. Stand-by Status:
 - i. Notify Key Police Personnel
 - ii. Monitor Potential Emergency
 - b. If Directed to Report:
 - i. Notify all Fire Personnel
 - ii. Review your SOG
 - iii. Review Special Need List and Transportation Needs
 - iv. Monitor the Emergency
 - v. Be Prepared to Brief
 - vi. Respond as Needed
- 2 At the Termination of the emergency, return to pre-emergency status.
- 3 Turn in all logs, memos, messages.
- 4 Assist in returning the EOC to pre-emergency status.

STANDARD OPERATIONAL GUIDE

COLUMBIA COUNTY POLICE AGENCIES

TELEPHONE LIST

Name	Position	Telephone
POLICE DEPARTMENT LINE OF SUCCESSION:		
Robert Lopez	Copake Police Officer-in-Charge	(H) 329-3838 (C) 929-7726
COUNTY:		
Columbia County Sheriff's Department:		
David Harrison	Sheriff	(O) 828-3344 x1401
James Sweet	Undersheriff	(O) 828-3344 x1402
David Bartlett	Captain	(O) 828-3344 x1403 (C) 965-0615
David Proper	Resident Deputy	(O) 828-3344 (C) 965-0607
NEW YORK STATE POLICE (Livingston):		
Scott Brown	Captain	(O) 851-3111 () 851-2001
Gene Hallenbeck	Lieutenant	(O) 851-3111 (O) 851-2001
AnthonyPierro	SRO Trooper	(S) 325-0375 (O) 851-3111 () 851-2001
ENCON:		
Pete Brinkerhoff		357-2450 392-9082
Jeff Cox		794-8935 (C) 965-6334
FOREST RANGER:		
Chris DiCintio		(H) 828-0236
Darryl Kittle	Lieutenant	(H) 758-6991 (O) 607-652-5063 (C) 607-435-0082

OTHER STATE AND FEDERAL POLIC AGENCIES continued:

PARK POLICE:

MASSACHUSETTS:

SP LEE

413-243-0600

413-243-1026

PD EGREMONT

413-528-2160

413-528-3308

CONNECTICUT:

SP N. CANAAN

860-824-2500

860-824-2550

FEDERAL:

HOMELAND SECURITY

212-867-7060

FBI ALBANY

465-7551

INS. 24 HR. DISPATCH

800-973-2867

STANDARD OPERATIONAL GUIDE

COPAKE Police Chief

SPECIAL NEEDS LIST

Name	Address	Telephone	Type of Assistance Required
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TOWN Highway Superintendent

Responsibility

The Local Superintendent/Director 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 COLUMBIA 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

1. Upon notification by the COPAKE SUPERVISOR respond as directed:
 - a. Stand by Status:
 - i. Notify Key Highway Personnel
 - ii. Monitor Potential Emergency
 - b. If directed to report
 - i. Notify all Highway Personnel
 - ii. Review your SOG
 - iii. Monitor the emergency
 - iv. Be prepared to brief CEO
 - v. Respond as needed

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COPAKE Highway Superintendent

TELEPHONE LIST

Name: William Gregory Position: Highway Superintendent Telephone 325-4222

TOWN LINE OF SUCCESSION

Timothy Albright	Deputy Highway Superintendent	(H) 329-0950
Robert Delamater		(H) 325-3165

COUNTY CONTACT

Columbia County Highway Department:

Tony DeMarco	Foreman	(H) 822-1678
		(C) 821-8214
	County Garage	329-4621

NYS DOT

828-9401

NYS DOT LIGHTS

914-742-0100

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COPAKE BUILDING INSPECTOR

RESPONSIBILITY

The Building Inspector of COPAKE will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.

CHECKLIST

- 1 Upon notification by the COPAKE Town SUPERVISOR,
 - a. Standby Status
 - i. No response
 - b. If EOC is activated
 - i. If directed, report to EOC
 - ii. Monitor emergency
 - iii. Be prepared to brief CEO
 - iv. Respond as requested

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COPAKE Public Information Officer

Responsibility: TOWN CLERK

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

CHECKLIST

1. Upon notification by the SUPERVISOR of COPAKE
 - a. Standby Status
 - i. Monitor potential emergency
 - ii. Develop an action plan for activation
 - b. If EOC is activated:
 - i. Review your SOG
 - ii. Establish a media area
 - iii. Monitor emergency
 - iv. Prepare news release as directed
 - v. Be prepared to brief CEO

COPAKE Public Information Officer

TELEPHONE LIST

CALL LETTER	POINT OF CONTACT	TELEPHONE
RADIO STATION:		
WRGB		346-6249
WNYT		434-0659
WTEN		426-4792
Fox23		862-0930
WHUC		828-1080
WGNA		782-1486
WROW		786-6659
WKNY		846-331-1495
Q103		860-435-3334
WGY		452-4855
Albany Broadcasting		476-5900
WSBS/Gr. Barrington		413-528-0860
News Channel 9, Albany		641-7023
RNN News, Kingston		845-339-6210
NEWSPAPERS		
Register Star		828-1616
Columbia Paper		
Chatham Courier		392-7322
Daily Mail		943-2063
Times Union		454-5628
Daily Freeman		845-331-5000
Poughkeepsie Journal		845-437-4921
Berkshire Eagle		413-499-3419
Register Herald Pine Plains		398-5723

STANDARD OPERATIONAL GUIDE

TOWN AGENCY COMMUNICATIONS PLAN

1 155.860 Common Radio Frequency to be used for communication between EOC, Fire, Police, Rescue, EMS, Highway

2 Town Agency Communications Plan

The following methods exist for the purposes of communication between agencies.

- Telephone – as listed in individual agency contact directory
- Internet – as listed in individual agency contact directory
- Two-way Radio
 - Fire Departments – low band 46.50 county dispatch, 46.44, 46.38, 46.24, 46.30 operations 155 – fire police
 - Emergency Medical Services – high band 155.220 dispatch, county common EMS 155.295
 - Copake Town Highway Department – 155.860
 - Copake Police Department – 155.860
 - Common Town Municipal Frequency – high band 155.860

MESSAGE LOG

- 1 EOC – phone or radio
- 2 Radio frequency 155.860

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COPAKE COMMUNICATIONS OFFICER

RESPONSIBILITY: TOWN CLERK

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

1. Upon notification by the COPAKE SUPERVISOR, respond as directed
 - a. Standby Status:
 - i. Monitor potential emergency
 - ii. Develop action plan for activation
 - b. If EOC is Activated
 - i. Review your SOG
 - ii. Establish communication links
 - iii. Maintain all communication modes
 - iv. Manage message flow
 - v. Monitor emergency

STANDARD OPERATIONAL GUIDE

COPAKE COMMUNICATION OFFICER

RADIO DATA SHEET

NAME	POSITION	TELEPHONE	RADIO FREQUENCY
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State Agencies

County Agencies

Local Agencies

Other

Races

Ares

STANDARD OPERATIONAL GUIDE

COPAKE MEDICAL OFFICER

RESPONSIBILITY

The 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

1. Upon notification by the COPAKE SUPERVISOR, respond as directed
 - a. Standby Status
 - i. Notify hospital and ambulances of a potential emergency
 - ii. Notify staff – on standby
 - iii. Monitor potential emergency
 - b. If activated
 - i. Report to your duty station
 - ii. Complete actions in (a) above
 - iii. Review your SOG
 - iv. Monitor emergency
 - v. Be prepared to brief the CEO
 - vi. Assist as directed

STANDARD OPERATIONAL GUIDE

COPAKE 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 OPERATIONAL GUIDE

COPAKE Transportation Officer

Responsibility

Direct the assignment of personnel to handle or arrange the transportation of citizens in need, to emergency shelter areas through the usage of various emergency services.

STANDARD OPERATIONAL GUIDE

Taconic Hills School Representative
Lawrence Proper

Responsibility

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

