



# **Town of Hillsdale Emergency Response Plan**

**County of Columbia  
State of New York**

September 2023

# Town of Hillsdale

## Emergency Preparedness Plan

### **PURPOSE**

The Purpose of this plan is to:

1. Cite the **Authority**
2. Formulate **Procedures**
3. Provide **Guidance** for coordinated action in rendering assistance to the citizens within the Town of Ancram in the event of a community emergency.

### **BASIS**

Emergency planning is based on the New York State Defense Emergency Act, the regulations and orders of the State Defense Council and the State Civil Defense Commission; the Emergency Plan for the Natural Disaster of the State of New York; Article 2-B of the Executive Law; and the National Plan for Natural Disaster Mobilization.

### **AUTHORITY**

The Town of Hillsdale recognizes that planning and preparatory actions are required before an emergency. Emergency preparedness allows the Town of Hillsdale to prepare and react to emergency situations to save life and property if the Town is threatened or hit by a disaster and major emergency.

### **RESPONSIBILITY**

The Town Board shall have the primary responsibility to see that everything possible is done to prepare for any disaster and to provide for the safety and security of the community during a disaster.

### **MOBILIZATION**

**Emergency Operations Center (E.O.C.)** - The Emergency Operations Center for Hillsdale will be in the Town Hall, 2609 State Route 23. Once the Town Supervisor or Deputy has declared that an emergency exists, the Emergency Operations Center will be staffed on a twenty-four-hour basis until the declared emergency subsides. The Emergency Operations Center will forward all warnings, directives, information, etc., to various local departments as appropriate. This will be done using department representatives, telephones (located in the Emergency Operations Center), radios in the Police, Fire, Highway and Emergency Management Departments and in the offices of cooperating agencies. Each member assigned to the Emergency Operations Center will be familiar with this plan, particularly with the section pertaining to each responsible person's service duties.

### **Emergency Shelter**

The Supervisor will communicate with the Hillsdale Fire Company Chief and President of the intention to declare a State of Emergency. The Chief will then determine the timing

for the opening, scheduling, and manning of the Firehouse as an Emergency Shelter, subject to the rules and regulations of the Fire Company.

**Emergency Operations Records** - The Town Supervisor, Town Clerk and Records Management Officer, functioning at the Emergency Operations Center, are responsible for the maintenance and availability of records, documents, plans and other materials required to discharge their and others' functions during an emergency.

**Sequence of Action** - Members of the Town Board, Department Heads, members of our Emergency Preparedness Committee, Representatives of other Emergency Agencies, volunteers and other designated personnel will assemble as soon as possible at the Emergency Operations Center upon notification of the existence of an emergency.

## **TO COPE WITH THE EFFECTS OF AN EMERGENCY**

Appropriate steps will be taken at the Emergency Operations Center to mobilize fully the available personnel, resources, facilities, supplies and materials in the Town of Hillsdale according to the guidelines set forth in this plan.

1. The Hillsdale Town Supervisor or the Deputy Supervisor is responsible for the notification and declaration of an emergency or disaster within the Town of Hillsdale.
2. Each department head in the Town of Hillsdale is responsible for assuring maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Town's responsibilities. Each department head will retain control of the assigned department and implement orders received from the Emergency Operations Center.
3. The Town of Hillsdale will seek the cooperation and aid any or all surrounding communities in the event of an emergency or disaster. Arrangements for mutual aid have been made prior to any emergency or disaster.
4. The Town of Hillsdale will contact the County Emergency Management Office and the County 911 Center regarding any major emergency or disaster situation. Emergency Management assistance will be requested as needed and all requests for assistance of any nature by any department must be approved by the Town Supervisor or Fire Chief and will be made to the County Director of the Emergency Management Office.
5. Military Assistance requests will be made by the Town Supervisor of the Town of Hillsdale to the Columbia Count Chief Executive Officer who will forward the

request to the Columbia County Civil Defense Office to the State Natural Disaster Commission.

6. The American Red Cross is recognized as the agency responsible for mass care to persons immediately following a disaster. Local Red Cross chapters can extend natural disaster relief assistance to individuals and families and the Red Cross can assume administrative and financial responsibility in providing such assistance. American National Red Cross has been assigned this responsibility by the Congress of the United States.

## **RESPONSIBILITIES & FUNCTIONS**

The responsibilities and functions listed below recognize only basic duties. Each of the position descriptions may be altered or expanded to suit the needs at the time of an emergency.

1. **The Town Supervisor** of the Town of Hillsdale is responsible for the conduct of disaster operations within the Town of Hillsdale after he has declared an Article 2B written declaration the Town Supervisor shall use any and all facilities, equipment, supplies, personnel and other resources of the Town of Hillsdale in such a manner as may be necessary or appropriate to cope with the disaster. The Town Supervisor shall direct the activities of all agencies within the Town of Hillsdale against the effects of emergency in conformance with the approved for the rescue and relief of the people, the recovery and the rehabilitation of the community of Hillsdale. The Town Supervisor will utilize the services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.
2. **The Hillsdale Town Board**, as the elected body of the people, shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans.
3. **The Town Clerk/ Records Management Officer** is responsible for the maintenance and availability of essential records, documents, and other materials required during the emergency.
4. **The Hillsdale Town Supervisor** will act as the Emergency Coordinator and will direct the implementation of the comprehensive plan for the Emergency Operations Center. The Emergency Coordinator coordinates the emergency Operations Center, prepares estimates of the situation, advises every one of the operational priorities and initiates requests for assistance from the Columbia County Emergency Management Office.

5. **The Hillsdale Fire Chief** is, as always, responsible for the direction of the Hillsdale Fire Department and all action to contain and extinguish fires resulting from emergencies and the rescue of trapped and injured persons from damaged buildings, flooded areas, etc. The Hillsdale Fire Company is a key ingredient in this plan.
6. **The Columbia County Sheriff's Department** will direct all actions to maintain order, prevent looting, and help alleviate panic; direct injured to medical installations, and to assist handicapped persons. Also, the New York State Police will be called upon for additional assistance.
7. **The Hillsdale Highway Superintendent** is responsible for the maintenance of the streets, 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, 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 NYSEG, Consolidated Company and any other utility in the restoration of the various essential services.
8. **The Building Inspector** of the Town of Hillsdale will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.
9. **The Public Information and Communications Officer** will be the Town Supervisor and he will direct 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. The communications officer arranges 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 officer in carrying out her/his duties.
10. **The Medical Officer** directs all actions to render health and medical services to the community. The officer will alert hospitals and ambulances in the area regarding anticipated medical needs and will work directly with the County Emergency Medical Coordinator.
11. **The Manpower Officer** directs the assignment of personnel to the various emergency services as requested.
12. **The Transportation Officer** carries out measures necessary to the utilization of all transportation modes for support and rescue operations.
13. **The Emergency Preparedness Committee** will come to the Town Hall when there is an emergency in the community.

## CONTACT INFORMATION

### **TOWN SUPERVISOR AND EMERGENCY COORDINATOR:**

Chris Kersten, Town Supervisor: 518-325-5073 ext 6, Cell 518-567-5698

### **DEPUTY SUPERVISOR:**

Tom Carty, 518-325-5073 ext 27, Cell 518-610-3008

### **TOWN CLERK AND RECORDS MANAGEMENT OFFICER:**

Elizabeth Sheer: 518-325-5073 ext 5, Cell 917-597-2478

### **COMMUNICATIONS AND PUBLIC INFORMATION OFFICER:**

Chris Kersten

### **TOWN MEDICAL OFFICER:**

**TBD**

### **TOWN MANPOWER OFFICER:**

**TBD**

### **TOWN TRANSPORTATION OFFICER:**

**TBD**

### **THE EMERGENCY PREPAREDNESS COMMITTEE:**

**TBD**

### **ANIMAL CONTROL OFFICER:**

Kyle Miller 845-407-1367

### **HILLSDALE BUILDING INSPECTOR**

Lee Heim: 518-325-5073 ext 7, Cell 518-755-4657

### **HILLSDALE TOWN BOARD**

Chris Kersten, Town Supervisor 518-567-5698

Tom Carty, Deputy Supervisor 518-610-3008

Steve Tiger, 518-325-5073 ext 30

Joanna Virello, 518-325-5073 ext 29

Robina Ward, 518-325-5073 ext 31

### **HILLSDALE HIGHWAY DEPARTMENT**

Richard Briggs, Highway Superintendent Garage Phone - 518-325-4744,

Cell - **518-000-0000**

### **HILLSDALE FIRE COMPANY**

Richard Briggs, Chief 518-325-4721

**COLUMBIA COUNTY EMERGENCY MANAGEMENT OFFICE**

David Harrison Jr: Emergency 911, 518-828-1263

**COLUMBIA COUNTY HIGHWAY DEPARTMENT**

Anthony Tony DeMarco:518-282-7011

**COLUMBIA COUNTY FIRE COORDINATOR**

George Keeler: 518-822-8610 ext 1

**COLUMBIA COUNTY CHIEF EXECUTIVE OFFICER**

Matt Murell, Chairman Board of Supervisor

**COLUMBIA COUNTY 911**

Robert Lopez, Administrator 518-398-7640

**COLUMBIA COUNTY SHERIFF'S DEPARTMENT**

Donald J Krapf, Sheriff 518-828-3344

**COLUMBIA COUNTY HEALTH DEPARTMENT**

Victoria McGahan, Director: 518-828-3358

**CONSOLIDATED COMMUNICATIONS**

Bill Mulrein - 518-392-1262?

SPECTRUM

???

# **TOWN OF HILLSDALE EMERGENCY PREPAREDNESS PLAN**

## **EVACUATION AUTHORITY**

Pursuant to this Emergency Preparedness Plan the authority to evacuate is vested only with the Fire Chief at a Incident Command Center and the Town Supervisor after the Supervisor has declared an Article 2B Emergency.

## **EVACUATION PROCEDURES**

Green Tape: Green tape placed on the front doorknob means evacuation has taken place or things are okay inside.

Red Tape: Red tape means the Landowner has refused to evacuate or problem inside.

No Tape: No tape means the emergency personnel should attempt to evacuate or haven't visited the home yet.

## **EVACUATION CHECKLIST**

If time permits a evacuation checklist will be completed by emergency personnel for each apartment/home that is evacuated. (See attached).

## **SHELTERS FOR THOSE EVEACUATED**

Pursuant to this Emergency Preparedness Plan anyone who is evacuated will be provided appropriate shelter.

## **REFUSES TO EVACUTE**

Anyone refusing to evacuate will be discussed at the Incident Command Center or the Emergency Operations Center and may become a Police Situation.



Town of Hillsdale  
**Emergency Preparedness Plan**  
**EVACUATION CHECKLIST**

By the authority vested in me, you are hereby directed to evacuate your home and premises due to an emergency situation in Hillsdale.

\_\_\_\_\_  
Town Supervisor or Fire Chief

- |                      |   |
|----------------------|---|
| _____<br>Yes      No | I have packed my medication/drugs.  |
| _____<br>Yes      No | I have packed my relatives' phone numbers.                                |
| _____<br>Yes      No | Electrical and Gas Appliances have been checked                           |
| _____<br>Yes      No | Wood stove and other heating appliances have been checked                 |
| _____<br>Yes      No | My pets and their food are ready.   |
| _____<br>Yes      No | Towels and various toiletries/personal items have been packed.            |
| _____<br>Yes      No | I have packed a blanket/sleeping bag, pillow, air mattress                |
| _____<br>Yes      No | I have locked my house, have the key clearly marked and in my possession. |

New Location: \_\_\_\_\_  
I Will Be at Phone #

\_\_\_\_\_  
Date- Time I Evacuated My Home Signature Owner/ Tenant

Emergency Personnel/Volunteers etc., have explained to me all of the possible dangers of remaining in my home and I understand all of these possible dangers. **However, I refuse to evacuate my home and I will remain here even though these dangers exist.**

\_\_\_\_\_  
Signature of Emergency Person Signature of Owner/Tenant

Town of Hillsdale  
**Emergency Preparedness Plan**

**Shelter Operations**

Shelter Directors are key people and should be kept up to date as often as possible.

**OUR SHELTERS**

- 1. Main Shelter- Hillsdale Town Hall-518-325-5073
- 2. Secondary Shelter- Hillsdale Fire House- 518-325-4721

<u>Shelter Director</u>	<u>Date</u>	<u>Shelter Location</u>
<b><u>Name of Evacuee</u></b>	<b><u>Time In</u></b>	<b><u>Time Out</u></b>

Town of Hillsdale  
**Emergency Preparedness Plan**

**Shelter Operations**

\_\_\_\_\_MEDICINE:      Periodic Reminding Announcements

\_\_\_\_\_DRESS CODE: Feet covered, appropriate day wear and night-wear  
Inappropriate Dress will not be acceptable.

\_\_\_\_\_VALUABLES:      Optional, may be given to Shelter Director for placement in  
a safe. If retained by Evacuee, the Town not responsible for  
loss.

\_\_\_\_\_QUIET TIME:      To be announced by Shelter Director.

\_\_\_\_\_RECREATION: Will be provided by an organized volunteer committee.

\_\_\_\_\_EMERGENCY PHONE CALLS: May be permitted by Shelter Director.

\_\_\_\_\_INFORMATION UPDATES: Will be given by Shelter Director as soon as  
received. (Do not rely on rumors)

\_\_\_\_\_SPECIAL DIETS:      Please inform Shelter Director.

\_\_\_\_\_SPECIAL NEEDS:      Illness, complaints, suggestions. (Please discuss  
with Shelter Director).

\_\_\_\_\_PETS:      Shelter Director will decide/ coordinate feeding/care.

\_\_\_\_\_WALK-IN EVACUEES: See Shelter Director and complete an Evacuation  
check list.

**Hillsdale Evacuation  
Shelters Physical Condition  
Forms**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Name of Evacuee \_\_\_\_\_

CHECK WORDS DESCRIBING PERSON'S PHYSICAL CONDITION

1. Ability to Walk: Falling \_\_\_\_\_ Staggering \_\_\_\_\_ Unable to Walk \_\_\_\_\_  
Swaying \_\_\_\_\_ Normal \_\_\_\_\_ Sagging \_\_\_\_\_  
Moving in Circles \_\_\_\_\_

2. Ability To Stand: Normal \_\_\_\_\_ Swaying \_\_\_\_\_ Rigid \_\_\_\_\_ Falling \_\_\_\_\_  
Wobbling \_\_\_\_\_ Unable to Stand \_\_\_\_\_ Sagging Knees \_\_\_\_\_

3. Speech: Normal \_\_\_\_\_ Whispering \_\_\_\_\_ Slurred \_\_\_\_\_  
Shouting \_\_\_\_\_ Incoherent \_\_\_\_\_ Confused \_\_\_\_\_

4. Breath: Odor Of Alcoholic Beverage: None \_\_\_\_\_ Faint \_\_\_\_\_ Strong \_\_\_\_\_

5. Conditions of Eyes: Normal \_\_\_\_\_ Bloodshot \_\_\_\_\_ Watery \_\_\_\_\_

6. Color of Face: Normal \_\_\_\_\_ Pale \_\_\_\_\_ Flushed \_\_\_\_\_

7. Tremor Of Hands: Normal \_\_\_\_\_ Noticeable \_\_\_\_\_ Pronounced \_\_\_\_\_

8. Condition of Hair: Normal \_\_\_\_\_ Disheveled \_\_\_\_\_

9. Conditions of Cloths: Orderly \_\_\_\_\_ Partly Dressed \_\_\_\_\_ Mussed \_\_\_\_\_  
Soiled \_\_\_\_\_

10. Attitude: Normal \_\_\_\_\_ Co-Operative \_\_\_\_\_ Combative \_\_\_\_\_

11. Actions: Normal \_\_\_\_\_ Sleepy \_\_\_\_\_ Other \_\_\_\_\_

12. Questions: Are you ill ? \_\_\_\_\_ Are you injured? \_\_\_\_\_  
Are you taking Medication? \_\_\_\_\_  
How do you physically feel? \_\_\_\_\_

NOTES:

Town of Hillsdale  
**Emergency Preparedness Plan**

## **The Incident Command System**

Although many systems exist throughout the nation for the Command and Control of Resources at **EMERGENCY INCIDENTS**, the National Fire Academy has adopted the Incident Command System, for managing available Resources at Emergency Operations.

### **At An Emergency Incident in the Field**

The Hillsdale Fire Department Chief will set up, operate and control an **Incident Command Center**. Our Emergency Preparedness Plan recognizes, respects and will follow this system which allows all of us to work together toward a Common Goal in an Effective and Efficient manner. The Incident Command Center will consist of Procedures for Controlling Personnel, Facilities, Equipment and Communications.

### **Local State of Emergency**

#### **Section 24 of Article 2B State Executive Law**

In the event of a disaster, rioting, catastrophe, or similar public emergency within the territorial limits of any county, city, town or village, or in the event reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all the territorial limits of such local government. Following such declaration and during the continuance of such local state of emergency, the chief executive may promulgate local emergency order to protect life and property or to bring the emergency situation under control. An illustration such orders, may, within any part or all of the territorial limits of such local government, provide for:

- a. The establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel.
- b. The designation of specific zones within which occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated.
- c. The regulation and closing of places of amusement and assembly.
- d. The establishment or designation of emergency shelters and/ or emergency medical shelters.
- e. The suspension of any of its local laws, ordinances, or regulations.

# Communications Directory

## See Hillsdale Directory for Full Listings

**Town Hall:** (518) 325-5073 Fax: (518)325-6917

**Town Garage:** 518-329-6190

**Hillsdale Fire House:** 518-325-4721

**911 Center:** 518-828-1212, 518-828-1263, 518-828-4114

### Local Stores

Hillsdale Supermarket 518-329-5431

Stewarts 518-329-7744

Gulf ????

### Hospitals, Ambulance & Other Services

Copake Rescue Squad: 518-329-2200

Rescue Squad 518-522-3511 Greenport

Columbia Medical Center 518-828-7601

American Red Cross 845-471-0200

Roe Jan Food Pantry 518-441-2789

Fairview Hospital 413-528-8600

### Newspapers

Register Star Newspaper 518-828-1616

Columbia Paper ????

