Town of Owego, New York

EMERGENCY PLAN



**February 23, 2023**

Handling Instructions

This document, entitled Town of Owego Comprehensive Emergency Management Plan, and all associated Emergency Support Functions Annexes, Support Annexes, Incident Annexes, and associated documents, should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from the Town Supervisor is prohibited.

Questions or concerns related to this document should be directed to:

Irene Graven, Town of Owego Attorney

2354 NY – 434

Apalachin, NY 13732

Security Directive

The information contained here is considered sensitive but unclassified. Therefore, distribution is restricted to emergency response providers and homeland security officials with a need to know.

This document is UNCLASSIFIED//FOR OFFICIAL USE ONLY (U//FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public, the media, or other personnel who do not have a valid need-to-know. Not for public release. This document is for official use only. Limit dissemination to public safety, law enforcement personnel, and designated local, state, federal, tribal and military officials with a need to know.

|  |  |
| --- | --- |
| * **TABLE OF CONTENTS** |  |
| PROMULGATION STATEMENT……………………………………... | 4 |
| REVISION SHEET(S)………………………………………………….. | 5 |
| PLAN PREFACE……………………………………………………….. | 6 |
| STATEMENT OF PURPOSE…………………………………………. | 7 |
| SITUATION AND ASSUMPTIONS (Hazard Analysis)……………... | 8 |
| VULNERABILITY………………………………………………………. | 12 |
| CONSEQUENCE MANAGEMENT: RECOVERY and MITIGATION…………………………………………………………..  CONCEPT OF OPERATIONS………………………………………... | 13  14 |
| ASSIGNMENT OF RESPONSIBILITIES…………………………….. | 15 |
| ADMINISTRATION…………………………………………………….. | 18 |
| RESOURCES AND SUPPORT…………………………………..…... | 19 |
| PLAN DEVELOPMENT AND MAINTENANCE……………………... | 20 |
| AUTHORITIES AND REFERENCES………………………………… | 21 |
| EXERCISES and TRAINING………………………………………….. | 22 |
| * **ANNEX Section (Public Safety sensitive FOUO)** |  |

**PROMULGATION STATEMENT / LETTER**

**To All Recipients:**

Transmitted herewith is the Emergency Plan for the Town of Owego, New York. It provides a framework for use in performing crisis intervention actions during a major emergency or disaster in the town.

This Emergency Plan includes the four phases of emergency management.

They are:

* + **Mitigation** - those activities which eliminate or reduce the probability of an incident, also known as prevention
  + **Preparedness** - those activities developed to save lives and minimize damage
  + **Response** - immediate activities which prevent loss of lives and property and provide emergency assistance
  + **Recovery** - short- and long-term activities which return all systems to normal or improved standards.

This plan is prepared in accordance with all New York State statutes. It will be tested, revised and updated as required. All recipients are requested to advise the Town of Owego Emergency Management Directorsregarding recommendations for improvements.

Signed:

Donald Castellucci, Jr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor - Town of Owego

­­­Dean A. Morgan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Council Member

Gary Helmers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Council Member

Craig Jochum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Council Member

Jonathon Marks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Council Member

Date: 12/20/2022

**Revision Sheet**

Retain this list as the Revision Log to your copy of the plan.

Original document adopted as February 28,2023 version 1

Revision 1:

**PREFACE**

This is the Emergency Plan for the Town of Owego, New York. It will serve as the foundation upon which all town departments may base their respective plans, since the Emergency Plan will be implemented by the supervisor, in whole or in part, during an emergency pursuant to Article 2-B of the NYS Executive Law.

The Emergency Plan sets forth a recommended course of action which may be readily implemented by the supervisor during an emergency and which will assist in minimizing hazards to life and property. It is recognized that the Town of Owego has limited preparedness and recovery options. The Town of Owego must be prepared for initial response alone until outside assistance is requested and mobilized. Emergency assistance will be obtained from Tioga County and the State of New York. Consequence management and recovery assistance will be obtained from the State of New York – Division of Homeland Security and Emergency Services (DHSES) and the U.S. federal government – Federal Emergency Management Agency (FEMA).

The Town of Owego is subject to a variety of hazards, natural and man-made. Any one of these hazards can cause a disaster, which would result in the disruption of social processes, endangering lives, economic impact, and destroying property. Effective emergency management is dependent upon the coordination, collaboration, and cooperation of all the various public and private agencies that may be called upon to perform duties in conjunction with the occurrence. Each incident may differ by type, area, location, number of persons affected, and extent of damage but the basic responsibilities of involved agencies remain the same. The Town will maintain an active role in operational readiness to best respond and protect the community

Toward this end, in the event of a proclamation of a local state of emergency pursuant to §24 of the Executive Law Article 2B, the supervisor may implement this recommended and recognized plan in the Town of Owego and/or promulgate local emergency orders or take other measures pursuant to §25 of the Executive Law Article 2B to bring the emergency under control. This plan will follow the National Incident Management System and Incident Command System protocol.

The Town of Owego Emergency Plan can be found online at: [www.townofowego.com](http://www.townofowego.com)

All annexes are considered Public Safety Sensitive and For Official Use Only (FOUO).

**STATEMENT OF** **PURPOSE**

This plan is a local level integrated emergency operation manual. It is designed to describe the emergency management capability and disaster response of the Town of Owego, NY.

* The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible;
* **PREPARE** to deal efficiently with the effects of inevitable events;
* **RESPOND** to the needs to save lives and protect property, and;
* promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific,” covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a biproduct of our modern society.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing:

* **what** is to be done, and;
* **who** is to do it.
* It may include information relative to **when, and;**
* w**here** the response will be effective, and even;
* **why** it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing **"how"** to carry out its assignments in support of the plan.

The management of emergencies and planed events will follow the National Incident Management System and the principals of the Incident Command System for all incidents when the Town emergency operations plan is activated. Adopted by the Town Board by resolution on February 28, 2006.

**SITUATIONS AND ASSUMPTIONS**

**SITUATION:**

The Town of Owego, located in Tioga County, in the Southern Tier section of the State of New York, has an area of 105.74 square miles, and a population of 18,728 (2020 US Census). The Town of Owego is considered a “first Class” town. The Town of Owego borders Town of Nichols to the west, Town of Tioga to the northwest, Town of Newark Valley to the north, Town of Maine in Broome County to the northeast, Town of Union in Broome County to the east, Town of Vestal to the southeast and the State of Pennsylvania to the south (Windham Township and Warren Township in Bradford County. Apolacon Township and the Borough of Little Meadows in Susquehanna County).

New York State Route 17 / I-86 passes through the middle of the town. NY-17C and NY-96 cross through the Town and meet in the Town of Owego.

Freight rail lines owned by Norfolk Southern run through the town near the Susquehanna River and is also used by Canadian Pacific. The 26.7-mile Owego & Harford short line owned the Tioga County IDA and operated by the RJ Corman Railroad Group connects with Norfolk Southern and Canadian Pacific in the Town of Owego and traverses north to Harford in Cortland County.

The Town of Owego is serviced by three fire districts with 8 stations. Apalachin Fire Department, Campville Fire Department, and Southside Fire Company. All three fire departments are 100% volunteer. The fire stations within the town are located at the following locations:

* Apalachin Station One – 230 Pennsylvania Ave
* Apalachin Station Two – 8924 NY Route 434
* Apalachin Station Three – 4283 Pennsylvania Ave
* Campville Station One – 6153 NY Route 17C
* Campville Station Two – 4279 Gaskill Road
* Campville Station Three – 1281 NY Route 38
* Southside Fire Company – 3120 Waits Road
* Newark Valley Fire Department – 7151 SR 38 Newark Valley

Mutual Aid System - The fire departments are members of the Tioga County, NY mutual aid plan. Mutual aid may be received from and may be provided to the Town of Owego and neighboring towns

Law enforcement is handled by the Tioga County Sheriff’s Office and the New York State Police. Law enforcement assistance is available from the neighboring Town of Owego Police Department, neighboring county sheriff’s offices, and neighboring municipal police departments.

Emergency Medical Service (EMS) is provided by two ambulance agencies. Apalachin Fire Department Ambulance and the Town of Owego Fire District (Campville). Both EMS agencies have volunteer and paid staff providing transport services with two (2) ambulances up to Advanced Life Support (ALS) level of care. Mutual aid may be received from and may be provided to the Town of Owego and neighboring towns.

C-Tran from Chemung County provides passenger bus service to portions of Tioga County. One route through Spencer, and the other route to Owego. Both begin and end in Elmira.

Town roads are maintained by the Town of Owego Highway Department. The Town highway department is located at 2272 State Rt. 434 and is responsible for 211 miles of roadways within the Town. The State Department of Transportation (DOT) is responsible for the state highways within the town, and the nearest State DOT garage is located at 1497 NY-96 in the Town of Owego. Tioga County DPW located at 477 SR 96 services all county roads.

There are five school districts servicing students in the Town of Owego. Owego-Apalachin school district has six schools, with three being in the Town of Owego, and one being the Apalachin Elementary School at 405 Pennsylvania Ave. Vestal Central School District has Tioga Hills Elementary School at 40 Glann Road, and Union-Endicott has Thomas J Watson Elementary School at 263 Ridgefield Road in the Crest View Heights area. Newark Valley Central School District at 68 Wilson Creek Road, along with the middle and Elementary schools on Whig St. The Middle and high school students on the eastern edge of the Town of Owego may attend school in Broome County, Maine-Endwell to the northeast. Broome-Tioga BOCES also has an education facility in the town at 471 Pennsylvania Ave.

Businesses in the Town of Owego range from small home-based businesses to large international manufacturing companies. Large businesses of concern include Lockheed Martin Corporation at 1801 NY-17C with property between NY-17C and Bodle Hill Road, and Upstate Shredding Corporate Drive next to the Sheriff’s Office. Solar farms are also an increasing presence in the Town including a 27-acre facility near 4900 Gaskill Road and a 26.2 acre solar farm located at 268 Cafferty Hill.

Depending on where in the Town of Owego one is, the nearest trauma level hospital is Wilson Regional Medical Center, located in Johnson City, NY (~22 miles/~24 minutes). The next closest trauma level hospital is Guthrie Robert Packer Hospital in Sayre, Pennsylvania (~23 miles/~27 minutes).

**ASSUMPTIONS:**

**(HAZARD ASSESSMENT)**

**FLOODS:** Floods are the most probable natural cause of emergencies or disasters in the State of New York. Spring thaws and ice breakups may cause some lowland flooding. The Susquehanna River is the largest waterway in town and runs through the Town from west to east and has five main tributaries leading into it within the Town and Town. There is a high probability that the Town of Owego may have flooding occur (DMA 2000 HMP 2018 Update). The Susquehanna River, Apalachin Creek, and Owego Creek (including the east and west branches) are major sources of flooding in Tioga County according to the 2012 Tioga County Flood Insurance Study by FEMA. The most recent major flooding event in the Town was 2011.

The Owego Creek runs along NY-38 and meets up with Catatonk Creek just west of the town line with Town of Tioga, where the Owego Creek continues south to the Susquehanna River.

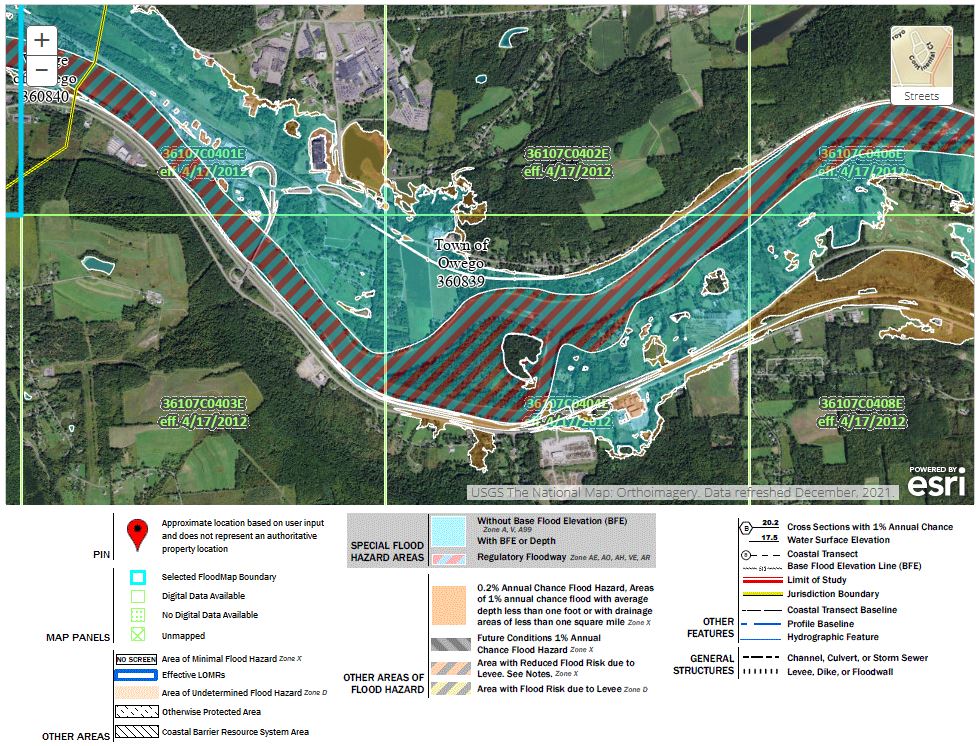
Barnes Creek begins at a pond near the intersection of East Beecher Hill Road and Welch Road. The flow of water strengthens just north of Taylor Road. Barnes Creek continues into Hickories Park where it meets with Little Nanticoke Creek just before the Susquehanna River.

Little Nanticoke Creek begins southeast of the intersection of Lisle Road and Dutchtown Road. Little Nanticoke Creek strengthens just south of Woodhaven Drive as it approaches Gaskill Road. It travels through Hickories Park where it meets Barnes Creek and ends in the Susquehanna River.

Apalachin Creek begins in the State of Pennsylvania where it passes through two lakes and merges with Bow Bridge Creek. In the Town of Owego it flows alongside Pennsylvania Ave and merges with Deerlick Creek. Apalachin Creek continues near Penn Ave until turning east and crossing NY-434 and NY-17 (future I-86) before entering the Susquehanna River. Deerlick Creek begins just north of the Chestnut Ridge/Montrose Turnpike intersection.

Pumpelly Creek also begins near the Chestnut Ridge Road/Montrose Turnpike intersection, but to the southwest. It follows Valley Road and then Montrose Turnpike until the Dickenson Road area where it flows northwest into the Village of Owego and enters the Susquehanna River.

DMA 2018 Hazard Mitigation Plan Update for Tioga County, NY: Town of Owego has 2,643 people (including the Village of Owego) residing in the 100-year floodplain, or 14% of the population. In recent flooding events in Tioga County (2015, 2017, & 2018), the Town of Owego did not suffer wide-ranging damages, but did have enough damage in 2018 to request assistance in 2018. FEMA Flood Map Service Center map attached.

****

**WINTER STORMS:** Winter storms with snow, ice and freezing temperatures in various combinations, are commonplace in the Southern Tier of New York State. The Town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving a people without adequate heating capability. Heavy wet snows of early fall and late spring have the potential to cause most power failures; however, the risk of ice storms can also cause power outages with great impact to the Town. In 2020 there was a late April storm where Tioga County had a reported 44 inches of snow in less than 24 hours.

**WINDSTORMS:** Violent windstorms are possible in the Southern Tier of New York State. A tornado struck Tioga County most recently in 2002, just north of the Town of Owego. Straight-line winds have also been recorded. Per the DMA 2000 Hazard Mitigation Plan Update for Tioga County, NY from December 2018 the Town of Owego has a significant number of manufactured homes that may be less able to withstand the effects of high winds, and the Town also has a high need for debris management after a severe storm based on the estimate of debris management after a 100- or 500-year wind event.

**DROUGHT:** Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the nationwide drought of 1988, however recovery was rapid.

**EARTHQUAKE:** Earthquakes have been felt in New York State in the past and remain a geological possibility. The Town is situated in a “Zone B z = 0.12” earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to unreinforced masonry (brick) buildings. Most regions of New York State are characterized by a moderate level of seismicity and seismic hazard.

**NATIONAL EMERGENCY:** National emergencies may include a pandemic or possible attack by terrorist. Since the Town of Owego is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

**MAN-MADE HAZARDS:**

**Hazardous Materials** lead the list of potential man-made hazards which could impact the Town of Owego. Flammable and combustible liquids are the most widespread materials likely to create problems. There may be industry use of hazardous materials at manufacturers like Lockheed Martin or found in the recycling stream at facilities like Upstate Shredding and Taylor Services. Hazardous materials may also be traveling the highways and rail lines with the town.

**Radiological Emergencies** are possible from vehicles traveling on roadways in the Town of Owego.

**Aircraft Crashes** can happen anywhere in New York State. Commercial aircraft, private planes, and military aircraft are common in Southern Tier air space. A commercial airliner on final approach to the Elmira/Corning Regional Airport, Ithaca Tompkins International Airport, or Binghamton Regional Airport, could crash in the Town creating a potential threat for mass casualties. The heliports at Lockheed Martin create the potential for an aircraft crash with federal implications.

**SHORTAGES:** The shortage of energy or food supplies could threaten the welfare of the citizens of the Town of Owego, NY. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

**VULNERABILITY:**

Multiple streams run through the Town and have been the cause of flooding problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flash flooding can impact areas in Town that are located above designated flood plains. The frequency of extreme weather events fluctuates from year to year.

**CONSEQUENCE MANAGEMENT: RECOVERY and MITTIGATION**

**RECOVERY:**

Public Assistance -Damage estimates for infrastructure may be obtained from the highway department, fire department, code enforcement staff, planning and zoning staff. Records of activity for emergency protective measures by all town departments will be gathered for determining the cost of impact to the Town. Damage estimates will be provided to the Tioga County Office of Emergency Services for submission to the NYS DHSES Recovery Section. The Town may submit to FEMA as an eligible applicant for disaster recovery public assistance funds.

Individual Assistance – Impact to residential structures will be obtained by survey of damages by the American Red Cross, Town Code Enforcement, and NYS OFPC and Department of State damage assessment teams. Impact assessment will be provided to the Tioga County Office of Emergency Services for submission to the NYS DHSES Recovery Section. Individuals may submit FEMA as an eligible applicant for disaster recovery individual assistance funds.

**HAZARD MITIGATION**

The Town of Owego is a participant in the Tioga County Hazard Mitigation Plan. The Hazard Mitigation Plan is required by state and federal agencies for communities in Tioga County to be eligible for certain types of non-emergency disaster assistance, including funding for mitigation projects.  The goal of hazard mitigation is to reduce loss of life and property, lessening the impact of disasters.  The Town of Owego 2018 Jurisdictional Annex to the Tioga County Hazard Mitigation Plan can be found at the following link:

<https://www.tiogacountyny.com/media/6805/tioga-county-hazard-mitigation-plan-2018-vol-ii.pdf>

**CONCEPT OF PLAN – RESPONSE OPERATIONS**

**General:**

1. Operations conducted under this plan require a rapid and coordinated response by every Town of Owego department, school districts, private institutions, and other non-governmental agency.

2. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of an individual.

3. The Town of Owego - Emergency Management Directors will be the coordinating agents for all activity in connection with emergency operations.

4. The Town Supervisor or designee(s) will be responsible for the execution of the plan and for minimizing the disaster effects.

5. Central coordination from the Emergency Operations Center (EOC) provides the requisite policy guidance, support and coordination. The primary EOC is in the town’s Shared Services Building at 2272 NY-434. Alternate location: Campville Fire Station, 6152 State route 17c, Endicott and Apalachin Station One, 230 Pennsylvania Ave, Apalachin.

**Response Operations:**

Operation of the plan commences when the Emergency Management Team (town supervisor, deputy supervisor, and the Emergency Management Directors (or a designated representative(s)), determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property to a minimum.

1. Alert and order the mobilization of the Town of Owego Emergency Management organization.

2. Activate the town Emergency Operations Center. The size and composition of the staff is to be determined by the magnitude of the disaster. EOC positions may include town supervisor, deputy supervisor, council members,town attorney, town clerk, EOC manager, planning & zoning administrator, building inspector, highway superintendent, NYSP liaison, Tioga Co. Sheriff’s office, affected/neighboring fire department liaison, public utilities, and Public Information Officer.

3. Evaluate the scope and magnitude of the emergency or disaster. Obtain situational awareness for the incident and determine the need for assistance.

4. Alert the general population of the disaster or impending disaster.

5. Consider for the evacuation of threatened areas.

6. Alert the Tioga County Office of Emergency Services and New York State Office of Emergency Management for assistance and coordination of county and state agencies with disaster response and recovery capabilities.

7. Determine the need for a declaration of State of Emergency and issuance of Emergency Orders.

8. Request temporary shelter, food, and medical for evacuees as necessary. This task is the responsibility of the American Red Cross. The National Shelter System provides a list of pre-identified shelters within the town. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross, and establish liaison as necessary. Tioga Co. Office of emergency Services handles interface with the American Red Cross

9. Notify local industries, public utility companies, etc., of the disaster or pending disaster as necessary.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**Organization:**

1. The Town Board will convene to perform legislative and administrative duties as the situation demands and shall receive reports relative to emergency management activities.

2. The Town Supervisor, Deputy Town Supervisor, Emergency Manager, Public Information Officer (PIO), Chair of the Public Safety Committee shall be the Directors of the Emergency Management forces of the Town of Owego and shall be responsible for organization (logistics, planning, and finance), administration and support, and operations. The Emergency Management Directors shall be responsible for the planning, coordination, and operation of emergency management activity in the town.

3. The employees, equipment and facilities of all town departments will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.

4. The organization shall also include volunteer agencies and/or persons offering services to the Town of Owego, upon acceptance thereof.

5. Duties assigned to a town department shall be the same or like normal duties of their department.

**Plan Responsibilities:**

The Town Emergency Plan consists of this basic plan with appropriate annexes to cover emergencies as follows (All annexes are considered Public Safety Sensitive and For Official Use Only (FOUO)):

**ANNEX A. Direction and Control:** Emergency Management Directors – includes staffing and functioning of the EOC and succession of command.

**ANNEX B. Alert and Warning:** Emergency Management Directors – includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

**ANNEX C. Evacuation:** Emergency Management Directors – includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters. The American Red Cross-National Shelter

System provides a list of pre-identified shelters within the Town and adjacent towns. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross, and establish liaison as necessary.

**ANNEX D. Communications:** Emergency Management Directors – includes local emergency communications to be utilized for all types of disasters.

**ANNEX E. Shelter:** Tioga County Emergency Management, Emergency Management Directors – includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services. In Tioga County the American Red Cross manage shelters.

**ANNEX F. Law Enforcement:** Law Enforcement – includes maintenance of law and order, control of traffic, controlling and limiting access to the scene of a disaster. Criminal investigation relating to a disaster.

**ANNEX G. Fire / Rescue:** Fire Chief – includes actions to limit or prevent loss of life and property from fire, and assisting in rescue, warning and evacuation.

**Annex H. Emergency Medical Services –** Emergency Management Directors and Tioga County EMS Coordinator – includes actions to limit or prevent loss of life from a medical emergency.

**ANNEX I. Public Works:** Highway Superintendent & Director of utilities. Includes maintaining the Town's roads, bridges, water and sewer systems and assisting with equipment and personnel if a disaster threatens or occurs. Aiding other Town departments as necessary to support the disaster management. The Town of Owego has a shared services agreement with NYS DOT regarding traffic control and maintenance.

**ANNEX J. Emergency Public Information:** Town Supervisor andEmergency Management Directors – includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.

**ANNEX K. Resource Management:** Emergency Management Directors – includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.

**ANNEX L. Hazardous Materials / WMD:** Fire Chief – includes the identification of HAZMAT facilities and transportation routes within the Town. It also outlines responsibilities for responding to a HAZMAT / WMD incident within the Town.

**ANNEX M. Radiological Protection:** Fire Chief andneighboring Haz-Mat TeamRadiological Officer – includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.

**ANNEX N. Severe Flooding:** Emergency Management Directors andFire Chief – includes actions to limit or prevent loss of life and property from flooding, and assisting in rescue, warning and evacuation.

**ANNEX O. Severe Weather:** Fire Chief, Emergency Management Directors and Highway Superintendent – includes actions to limit or prevent loss of life and property from incident, and assisting in rescue, warning and evacuation.

**ANNEX P. Terrorism / Bomb Threat / Suspicious Powder:** Law Enforcement – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident. Fire Chief and EMS coordinator – includes actions to limit or prevent loss of life and Haz-Mat activity.

**ANNEX Q. Hostage / Barricaded Subject Incident / Active Shooter:** Law Enforcement – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident. EMS Chief – includes actions to limit or prevent loss of life.

**ANNEX R. OPEN**

**ANNEX S. Mass Injury - Fatality Incident:** Law Enforcement – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident. Fire Chief and EMS coordinator – includes actions to limit or prevent loss of life and assisting in rescue.

**ANNEX T. Major Flammable or Combustible Liquid Incident:** Fire Chief – includes actions to limit or prevent loss of life and property from fire, and assisting in rescue, warning and evacuation.

**ANNEX U. Public Water Supply Impairment:** Director of Utilities. Includes contingency plan for the loss of public water supply, contamination in the water supply.

**ANNEX V. Civil Disturbance – Disorder:** Law Enforcement – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Requesting assistance to mitigate the situation. Criminal investigation relating to an incident.

**ANNEX W. Power failure:** Fire Chief – includes actions to limit or prevent loss of life and rescue activity. Law Enforcement – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Traffic Management. Support from Highway, Parks and Water departments

**ANNEX X. High Profile Security Incident:** Law Enforcement – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident.

**ANNEX Y. Public Health Issue, Pandemic:** Tioga County Health Dept., Town Health and Safety plan.

**ANNEX Z. Aircraft Crash:** Law Enforcement – includes maintenance of law and order, controlling and limiting access to the scene of the incident. Criminal investigation relating to an incident. The incident will be handled following a plan established by the New York State Police

procedure manual.Fire Chief – includes actions to limit or prevent loss of life and property from fire and assisting in rescue.

**Summary:**

The emergency tasks designated in the annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each town department and/or agency has the responsibility of preparing a written, functional annex, with appropriate appendices and attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks. Development of these annexes will be

coordinated with the emergency management directors and updated annually by the department/agency head.

**ADMINISTRATION**

**EMERGENCY MANAGEMENT PROGRAM and STAFF**

The Town Supervisor, Deputy Town Supervisor, Emergency Manager, Public Information Officer (PIO), Chair of the Public Safety Committee shall be the **Directors Emergency Management.** The Emergency Management Directors shall have the general supervision of the Emergency Management program

The Emergency Manager will be responsible for:

* Chairing all emergency management meetings.
* Provide expertise and guidance in preparing the emergency plan.
* Preparing and promoting ordinances when necessary.
* Providing town resources and staffing for the establishing and operating an EOC.
* Provide guidance in the annual emergency management budget and preparation of reports.

Order of succession for the Town of Owego will be as follows:

* Town Supervisor
* Deputy Town Supervisor
* Council Member

The Emergency Management Directors shall be responsible for (or delegate responsibility):

* The preparation of the basic plan and its review and update.
* With the approval of the town supervisor, recommend service heads to the emergency management program.
* Shall have direct responsibility for the organization, administration, and management subject to the direction and guidance of the Town mayor.
* Schedule training, drills, and exercises to train and test the local government's response capability.
* Shall be responsible for coordination with the Tioga County and New York State emergency management offices.
* Will encourage participation by staff members for emergency management training courses and seminars.
* Shall prepare annual reports for emergency management.
* Be responsible for establishing and setting up the EOC.
* Be the EOC manager and provide for adequate staffing. Assigning a staff member as EOC manager
* Attend training courses, meetings and seminars and seminars at local, state and regional levels.

**RESOURCES AND SUPPORT**

**RESOURCES:**

1. Normal supply methods will be utilized. All local resources will be exhausted first.

2. If emergency supplies are required, they will be coordinated by the Emergency Management Directors.

3. The town does not have a central procurement warehouse or distribution system. Emergency supply Point of Distribution (POD) will be the parking lot of the Shared Services Building.

**SUPPORT:**

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements. Fire and EMS assistance can be requested by contacting the following agencies:

* Tioga County Office of Emergency Services: 607-687-2023
* New York State departments and/or agencies will be requested by contacting: State Division of Homeland Security and Emergency Services: 1-518-292-2200 (State Watch Center)
* Tioga County Sheriff’s Office: 607-687-1010
* State Police - Owego: 607-687-3961

1. The Governor can activate National Guard support. Requests for assistance will be coordinated through Tioga County Office of Emergency Services and the New York State Office Emergency Management at the above numbers. A request for this assistance must be processed through Tioga County Office of Emergency Survives to the NYS DHSES.
2. NYS CEDAR Team.

**PLAN DEVELOPMENT AND MAINTENANCE**

**PLAN DEVELOPMENT**

Town officials and dedicated citizens developed this Emergency Plan for the Town of Owego, NY. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided. It is intended that this Emergency Plan be the primary outline for emergency or disaster management.

**PLAN MAINTENANCE**

The Emergency Management Directorswill be responsible for keeping this plan up to date by an annual review. Following any exercise or actual emergency or disaster, the emergency management directors will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The emergency management directors may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the town’s emergency response capability.

**AUTHORITIES AND REFERENCES**

**TOWN RESOLUTIONS**

* Town Resolution: National Incident Management System (NIMS) compliance February 28, 2006 is on file at the town hall.
* Town Resolution: Emergency Plan adopted by the Town Board: February 23, 2023

**NEW YORK STATE STATUTES**

All other applicable State Statutes relative to functions performed.

Article 2-B of the NYS Executive Law.

All Town of Owego Employees will have a photo town photo ID. All essential employees identification will state under Article 2-B the employee is an essential employee.

**EXERCISES AND TRAINING**

**EXERCISES:**

Exercises should be conducted periodically to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

**TRAINING:**

It is the responsibility of every Town department/agency head to ensure that his or her personnel receive adequate training. Requests for training courses or assistance in training personnel will be coordinated through the emergency management directors.

NIMS Incident Command System IS100 and IS200, IS700, IS800, ICS300 and G2200 should be a foundation for all persons who are responsible for response under this plan.