

**RESOLUTION**

**NUMBER 219-04**

**(RE: DESIGNATE THE MURIEL H. MORABITO COMMUNITY CENTER AS AN ALTERNATE SITE FOR EMERGENCY USE)**

**WHEREAS**, the Town of Cortlandt in April of 2003, purchased a Red Cross disaster supply trailer which will enable the Town to assist local residents with consumable supplies for sheltering in place or shelter operation in response to local disasters and emergencies; and

**WHEREAS**, the human needs in disaster require immediate response; and

**WHEREAS**, the Town Board has previously designated Town Hall as the Town's Emergency Site; and

**WHEREAS**, it is the desire of the Town Board to designate an alternate site for such emergency use.

**NOW, THEREFORE, BE IT RESOLVED**, that the Muriel H. Morabito Community Center be, and hereby is, designated as an alternate site for emergency use as a shelter operation, and as the alternate site for the Town's Command Center; and

**BE IT FURTHER RESOLVED**, that the Town Clerk be directed to forward a copy of this Resolution to The Town's Safety and Security Coordinator, the Director of Purchasing, and the Director of the Office of the Aging/DES to review appropriate improvements for safety and security purposes.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
JO-ANN DYCKMAN  
TOWN CLERK**

**Adopted on June 15, 2004  
At a Regular Meeting  
Held at the Town Hall**

**RESOLUTION**

**NUMBER 152-08**

**(RE: AUTHORIZE A LICENSE AGREEMENT WITH WESTCHESTER COUNTY  
WITH RESPECT TO EMERGENCY SHELTERING)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby authorize a License Agreement with Westchester County for the use of the Muriel Morabito Community Center located at 29 Westbrook Drive, Cortlandt Manor, NY 10567 as a temporary emergency shelter during a disaster or emergency situation.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
JO-ANN DYCKMAN  
TOWN CLERK**

**Adopted May 13, 2008  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

NUMBER 376-00

**(RE: ADOPTION OF TOWN OF CORTLANDT EMERGENCY PLAN)**

**WHEREAS**, it is the desire of the Town Board to update the Town's previous emergency plan and to include the designation of individuals in the positions of Chief of Operations, Public Information Official, and the NYSP unit as the emergency operations center.

**NOW, THEREFORE, BE IT RESOLVED**, that the attached "Initial Response to Major Emergencies/Disasters be, and hereby is, adopted at the Town of Cortlandt Emergency Plan, same to be attached hereto and made a part thereof this resolution; and

**BE IT FURTHER RESOLVED**, that the Co-Director of DES be, and hereby is, authorized and directed to forward said Emergency Plan to the Westchester County Emergency Management Office for their records; and

**BE IT FURTHER RESOLVED**, that said Emergency Plan will be shared and become a portion of the Resource Manual being developed by the Cortlandt Regional Emergency Planning Committee.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
JO-ANN DYCKMAN  
TOWN CLERK**

**Adopted on November 21, 2000  
At a Regular Meeting  
Held at the Town Hall**

## PROCEDURE #1

## INITIAL RESPONSE TO MAJOR EMERGENCIES/DISASTERS

## 1. PURPOSE:

To establish guidelines for initial response to a Major Emergency or Disaster.

## 2. POLICY

Every effort will be made to insure the protection of life and property in emergency situations. It is essential, therefore, that the first emergency service personnel arriving at the scene of a Major Emergency or Disaster immediately begin the process of organizing the emergency service response in an efficient and effective manner which will facilitate the follow-up actions which must occur. The procedures outlined below will guide the actions of emergency service personnel during their initial response to a Major Emergency or Disaster.

## 3. PROCEDURE:

A. The first emergency service personnel at the scene of a Major Emergency or Disaster shall assess the situation and advise Westchester County Police Department and/or New York State Police of the following: New York State Police – 737-7171, Westchester County Police – 734-2001

1. The Nature of the emergency;
  2. The location, jurisdiction and best route to the scene;
  3. An estimate of the number and types of injuries;
  4. Immediate need for back-up and special equipment, such as heavy-duty equipment, boats for water rescue, etc.
  5. The most practical location to establish an inner and outer perimeter to contain the situation, to protect the public and to restrict non-essential traffic.
- B. The first emergency service personnel on the scene shall also:
1. Take immediate steps necessary to protect life and property;

2. Maintain contact with his or her headquarters;
  3. Maintain control of the scene until the arrival of a supervisor, or, other emergency service personnel who can take control of the scene;
- C. A Command Post shall be established for Westchester County Police/New York State Police, fire and ALS/EMS. The person in charge of the police, fire and EMS response shall remain at, or in the immediate vicinity of the Command Post during the emergency response, working with the persons in charge of the other emergency service organizations to coordinate their response. The agency commanders working from the Command Post shall be responsible to ensure that the agency they represent is fulfilling the responsibilities outlined for it in procedure #6, titled, "Agency Responsibilities."

**D. PERIMETER CONTROL:**

In major emergency situations it is essential that the free flow of necessary emergency equipment and personnel be maintained. Unnecessary personnel and vehicles must be kept out of the immediate area of emergency operations, known as the inner perimeter. Officers assigned to perimeter control shall use, to the extent practical, the following guidelines for admitting people and vehicles within the inner perimeter:

1. The first fire department and the first two ambulances/tly cars shall be admitted in the inner perimeter. Representatives of fire, ALS/EMS and police will set up the command post and subsequently specify what other equipment should be allowed to pass through the perimeter lines.
2. The other emergency equipment arriving at the outer perimeter should be directed to a staging area, set up by the police department, to await instructions;
3. Paramedics and EMT's should be granted admittance to the inner perimeter;
4. Privately owned vehicle will not be permitted beyond the outer perimeter; and
5. The Westchester County Police/New York State Police Department will ensure that the roadways leading into and out of the emergency area remain open for emergency equipment.

November 21, 2000

WESTCHESTER COUNTY POLICE AND/OR NEW YORK STATE POLICE DEPARTMENT

TITLE: 911 DISPATCHERS ROLE IN MAJOR EMERGENCIES

Individual Police/Public Safety units refer to internal policies and procedures.

### INTRODUCTION TO THE TOWN OF CORTLANDT EMERGENCY PLAN

The goal of the Cortlandt Emergency Plan (CEP) is to facilitate public safety and mitigate the effects of a major Emergency or Disaster directing the Town of Cortlandt, through a coordinated, through and appropriate response to such an emergency.

#### **OBJECTIVES OF THE CEP INCLUDE:**

1. To establish clear lines of authority and responsibility;
2. To identify areas of responsibility for the Town's emergency service organizations;
3. To provide for areas of responsibility for the Town's non-emergency service departments;
4. To establish a method of declaring a "Local State of Emergency" in accordance with N.Y.S. local law;
5. To provide for prompt notification of essential personnel as well as government agencies and private organizations that may be called upon for their assistance during a "Local State of Emergency;"
6. To provide for effective communications between Cortlandt's emergency service managers;
7. To provide for lines of effective communication between Cortlandt's emergency service organizations and outside agencies that may be called upon to assist during a "Local State of Emergency;" and
8. To provide for operations guidelines to be used by Cortlandt's emergency service organizations during a "Local State of Emergency."

#### **SCOPE OF THE CEP**

The Cortlandt Town Board recognizes that a variety of emergencies occur within its jurisdictional limits, the great majority of which are responded to by the Town's emergency service organizations in their normal course of business. Further, the Town Board recognizes that some emergencies may require an extraordinary response wherein mutual aid provided by other emergency service organizations is necessary to assist one or more of the Town's emergency service organizations. The Town Board also recognizes that an emergency may occur, the scope of which could be termed a "Major Emergency" or "Disaster." Should such an emergency occur the Town Supervisor, or his or her designees, is authorized by New York State's Executive Law, Article 2B, Section 24, and the Code of the Town of Cortlandt, to declare a "Local

State of Emergency." The Town Supervisor, or, his or her designee, when considering whether or not to declare a "Local State of Emergency" shall consider the following:

1. Whether or not the emergency has a town-wide impact;
2. The emergency affects a significant portion of the Town's population or business community;
3. The emergency strains or exceeds the resources of the Town's emergency service organizations; and
4. The emergency is one which may be considered a "Disaster" as defined in the New York State Executive Law, Article 2B, Section 20, subdivision 2.a.

#### **OVERVIEW OF THE CEP:**

The CEP is a two-part plan with an Index. Part 1 includes an organizational chart, call-up protocol, identification of areas of responsibility for the Chief of Operations, designated by the Town Board as the Town Supervisor and police, fire, ambulance corps' as well as, other town departments. Part 2 includes appendices such as FEMA publication CPG 1-6, titled, "Disaster Operations - A Handbook for Local Governments," which is intended to provide guidelines for response to a variety of emergencies, an Emergency Medical Services model for responding to an MCI/Disaster, and an "Emergency Directory" which provides information relating to specialized equipment and resources available in Westchester County.

#### **ROLE OF CORTLANDT'S EMERGENCY SERVICE ORGANIZATIONS:**

During a response following a declaration of a "Local State of Emergency" the Chief of Operations will activate the Emergency Operations Center (EOC) NYSP at Memorial Drive, Cortlandt Train Station where he or she will coordinate the overall response and recovery effort in accordance with the guidelines set out in the CEP, procedure #3, titled, "Incident Command-Chief of Operations."

During a "Local State of Emergency" the Town's police, fire and ambulance services will perform their normal functions, as well as those assigned to them in the CEP, procedure #6 titled, "Agency Responsibilities." Each organization will designate an officer who will be responsible for and direct that organization's response to the emergency. During a "Local State of Emergency" each organization will

establish an on-scene command post and maintain communications with the other organization's command posts and the EOC for the purpose of coordinating the overall response effort. It is understood that the designated officer from each emergency service organization will be in charge of and direct that organization's response effort, including personnel and equipment, however, each organization must work closely with one another in a manner which will facilitate the overall response effort. Should a conflict arise which cannot be resolved by the officers in charge of and directing each organization, the matter will be referred to the Chief of Operations who will resolve the issue in favor of facilitating public safety and mitigating the effects of the emergency.

Finally, the CEP recognizes the importance of providing accurate and timely information to the public through the news media. During a "Local State of Emergency" ALL information released to the news media will flow through a Public Information Officer (PIO). All requests for public information made to an emergency service worker, town employees or volunteer shall be referred to the PIO at the scene of the emergency, or, if the PIO is not at the scene, then to the EOC. The PIO is Town Supervisor.

LINDA PUGLISI

Supervisor

Town of Cortlandt

Dated 11/21/00

Town Board Resolution # 376-00

**DEFINITIONS:**

1. **CORTLANDT EMERGENCY PLAN (CEP)** – An emergency response plan for the Town of Cortlandt which, upon a declaration of a "Local State of Emergency" in any part of the Town of Cortlandt, will be used as the operational response plan by all emergency and non emergency service response agencies under the direction of the Town Supervisor.
2. **CHIEF OF OPERATIONS (COP)** – Designated by the Town Board as the Town Supervisor, the COP is responsible to coordinate the emergency response activities of all agencies and organizations involved in the emergency, and carry out those additional duties and responsibilities listed in procedure #3 of the CEP.
3. **MAJOR EMERGENCY** – A major emergency may be considered any incident, whether from natural or man made causes, which has resulted in a significant number of casualties, or, had a significant impact on the business community, or, has the imminent potential to create such casualties or impact on the business community of the Town of Cortlandt.
4. **DISASTER** – Shall have the same meaning as defined in the New York State Executive Law, Article 2B, Section 20, subdivision 2.a.
5. **LOCAL STATE OF EMERGENCY** – The state of emergency declared by the Town Supervisor, in accordance with the New York State Executive Law, Article 2B, Section 24, when a Major Emergency or Disaster has occurred or is imminent in the Town of Cortlandt.
6. **EMERGENCY OPERATIONS CENTER (EOC)** – The EOC, located in NYSP at Memorial Drive shall provide a central location for the coordination and direction of the emergency response of all agencies and organizations responding to the Major Emergency or Disaster, under the direction of the Town Supervisor.
7. **PUBLIC INFORMATION OFFICER (PIO)** – The PIO is the person designated by the Town Supervisor to provide information to the public and the media concerning the emergency and, the Town's response to the emergency. The PIO is designated as Town Supervisor.

8. **COMMAND POST** - The "on-scene" location where the Westchester County Police/New York State Police, fire, and ALS/EMS commanders will manage and direct the emergency response operations of their respective organizations.
  
9. **SPECIAL FACILITIES** - Public and private schools, houses of worship, nursing homes, Hudson Valley Hospital Center, shopping centers, the Metro North Railroad, the Veteran's Administration Hospital and other public and private facilities where a significant number of people may be present at any time. Red Cross sponsored shelters are located at Muriel Morabito Community Center, Westbrook Drive.

**INDEX****CORTLANDT EMERGENCY PLAN**

1. INITIAL RESPONSE TO MAJOR EMERGENCIES
2. DISPATCHERS ROLE IN MAJOR EMERGENCIES (911)
3. INCIDENT COMMAND
4. LOCAL STATE OF EMERGENCY NOTIFICATIO LIST
5. TOWN OF CORTLANDT EMERGENCY OPERATIONS ORGANIZATIONAL CHART
6. AGENCY RESPONSIBILITIES
7. DUTTES OF MEMBERS OF TOWN DEPARTMENTS
8. DUTTES AND RESPONSIBILITIES OF CERTAIN TOWN DEPARTMENT HEADS
9. DISASTER CONTROL OPERATIONS - REGISTRY AND CHECKLIST
10. EMERGENCY GUIDELINES FOR ALL TOWN OF CORTLANDT EMPLOYEES

PROCEDURE #3INCIDENT COMMAND**DUTIES AND RESPONSIBILITIES OF THE CHIEF OF OPERATIONS:**

During a "Local State of Emergency" following a major emergency or disaster the Town Supervisor shall function as the Chief of Operations. The duties and authority of the Chief of Operations shall include:

1. Coordinate the response activities of all agencies and organizations involved.
2. Activate the Emergency Operations Center (EOC) located in the NYSP at Memorial Drive.
3. Assume primary control of the EOC.
4. Advise the Town Board on matters of policy.
5. Insure the implementation of the Supervisor's directives.
6. Insure the flow of necessary information to the appropriate on-scene commander.
7. Maintain the "Disaster Control Operations - Registry and Check List."
8. Advise the town board when the emergency has ended.
9. Insure the adequacy of personnel, including relief personnel, and equipment, through the appropriate Mutual Aid Plans.
10. Insure the accuracy and timeliness of information released to the public through the news media.
11. Insure the implementation of a command post for Westchester County Police/New York State Police, fire and ALS/EMS.
12. Insure the notification and response of appropriate support agencies and organizations, including Haz Mat response.
13. Insure the set up and adequacy of staging areas for personnel and equipment.
14. Continuously assess the status of the emergency, including: hazard assessment, hazard identification, exposure hazard, and hazardous materials team procedures.
15. Insure appropriate crowd control.
16. Insure the establishment of relocation centers, and Red Cross Shelters.

17. Insure the evacuation of anyone in danger.
18. If a hazardous material is involved, insure the use and assistance of appropriate assistance, i.e., Chem  
Trec, manufacturer of the material, Haz Mat Team, MSDS sheets, and New York State Agencies.
19. Assess utility hazard potential and insure the affected utility company
20. Determine and notify the owner of affected property.
21. Coordinate plans for the disposition of debris and hazardous materials.
22. Coordinate follow-up of incident/incident wrap-up, i.e., enforcement, cost recovery and environmental  
monitoring.
23. Coordinate recovery, i.e., shelter, food, clothing, sanitary needs, etc.
24. Coordinate assessment of environmental hazards created by the emergency, including corrective steps  
for present hazards and, mitigation measures for the future hazards.
25. Notify the Town of Cortlandt Local Deputy (2) Emergency Coordinators and Assistant to Deputy (1)  
Town Board Resolution # 362-99.

## PROCEDURE #4

## LOCAL STATE OF EMERGENCY NOTIFICATION LIST

UPON ACTIVATION OF THE CEP THE WESTCHESTER COUNTY POLICE /NEW YORK STATE POLICE DISPATCHER WILL IMMEDIATELY NOTIFY THE FOLLOWING HOSPITALS OF THE EMERGENCY

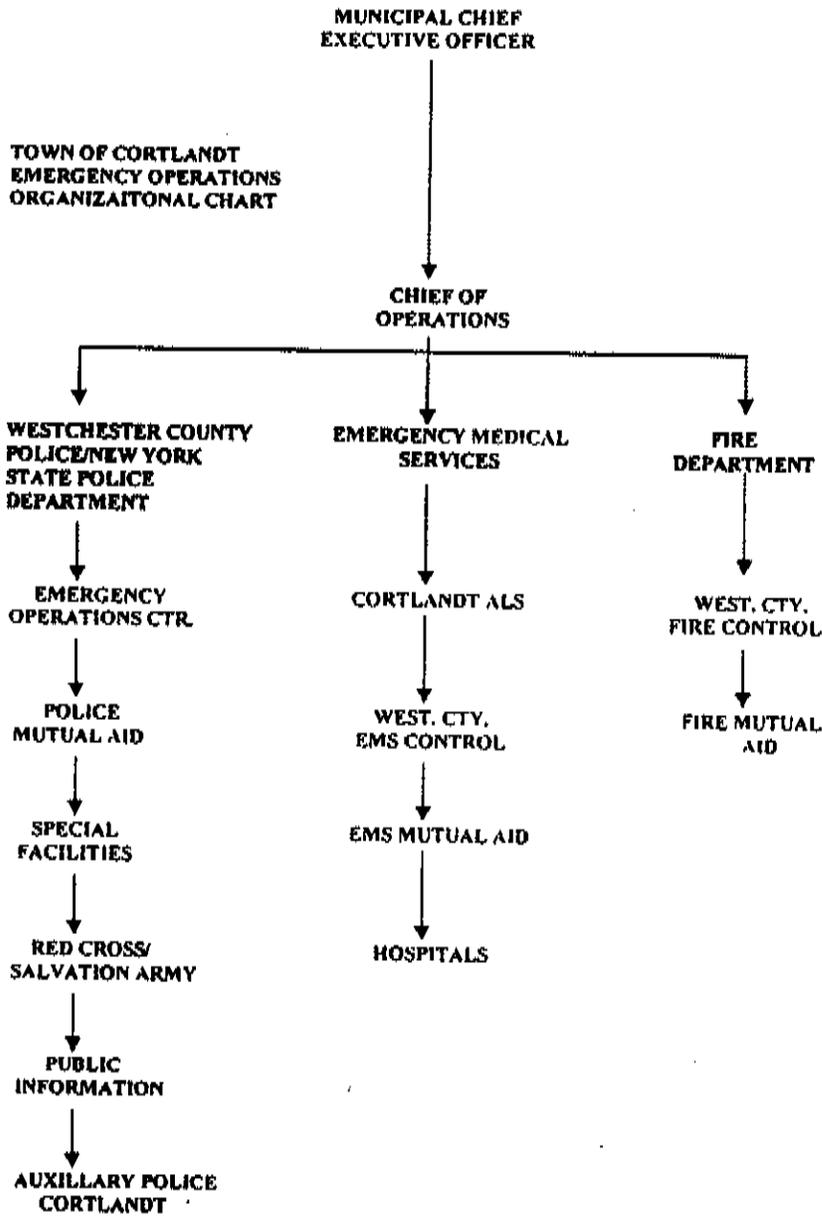
| NAME                                 | PHONE NUMBER | CONTACTED YES/NO |
|--------------------------------------|--------------|------------------|
| <b>HOSPITALS:</b>                    |              |                  |
| 1. Hudson Valley Hospital            | 737-9000     |                  |
| 2. Northern Westchester Hospital     | 666-1200     |                  |
| 3. Westchester County Medical Center | 285-7000     |                  |
| 4. Putnam Hospital Center            | 279-5711     |                  |
| 5. Phelps Memorial Hospital          | 631-5100     |                  |
| 6. White Plains Hospital             | 681-0600     |                  |
| 7. St. Agnes Hospital                | 681-4500     |                  |

THE CHIEF OF OPERATIONS, AS SOON AS POSSIBLE WILL NOTIFY THE FOLLOWING PEOPLE AND ORGANIZATIONS OF THE EMERGENCY

| LOCAL:  | OFFICE NUMBER        | HOME NUMBER  |
|---|----------------------|--|
| 1. Supervisor, Linda Puglisi                                    | 734-1001             | 737-7427   |
| Alternate, Ann Lindau   | N/A                  | 271-4340   |
| 2. Attorney, Tom Wood   | 736-0930             | 221-6759   |
| Alternate, John Karl  | 736-0930             | N/A  |
| 3. Dept. of Environmental Services/Operations,<br>Rich McIntyre | 737-0047<br>737-0100 | 737-5152<br>551-4477 (Beeper)<br>589-5405 (Cell phone) |

| LOCAL:  |              | OFFICE<br>NUMBER | HOME<br>NUMBER                   |
|---|--------------|------------------|----------------------------------|
| 4. Local Fire Chiefs Advisory board<br>Bob Conlon | Phone Number | 737-1015         | 528-2864                         |
| 5. Jeff Tkacs, DES/Business                       |              | 737-0100         | (845) 297-0520<br>(914) 522-5425 |
| 6. Ed Vergano, DOTS Director/Engineer             |              | 734-1061         | (914) 391-5578                   |
| 7. Glenn Costaro, Comptroller                     |              | 734-1071         | 739-9738                         |

PROCEDURE #5



## PROCEDURE #6

**AGENCY RESPONSIBILITIES**

This document is intended to be used as a guideline for Westchester County Police/New York State Police, fire, and ALS/EMS in the implementation of the Emergency Plan; it outlines each agency's responsibilities for command officers.

**DEPARTMENT**

1. Establish a Command Post for communications/direction/control.
2. Alert Westchester County Police and Fire Control of a "Local State of Emergency."
3. Advise EOC of location of Westchester County Police/New York State Police, fire and EMS command posts.
4. Advise EOC of the identity of commanders of Westchester County Police/New York State Police, fire and EMS.
5. Advise EOC of circumstances of emergency, i.e., what has happened, existing and potential hazards.
6. Update EOC on progress/changes in situation as soon as practical.
7. Advise EOC of names, DOB, nature of injuries and hospitals victims were taken to.
8. Arrange for and coordinate mutual aid.
9. Advise/Coordinate with Westchester County O.D.E.S.
10. Advise/Coordinate with special facilities, i.e., schools/nursing homes/private businesses.
11. Secure special equipment for Westchester County Police/New York State Police personnel.
12. Maintain security at scene, i.e., traffic and crowds.
13. Set up/maintain staging areas for equipment/personnel.
14. Set up reception areas for victims/families/evacuees.
15. Provide warning to public.
16. Coordinate an evacuation if needed.
17. Coordinate with the American Red Cross.
18. Investigate emergency and determine its cause if possible.

10. Identify/account for police personnel/equipment.

11. Document and inform EOC of actions taken

**FIRE DEPARTMENT**

1. Establish a Command Post for communications/direction/control.
  - a. Advise Westchester County Fire Control of circumstances of emergency.
  - b. Arrange for and coordinate mutual aid.
  - c. Advise police commander, re: existing/potential hazards and when fire emergency is under control.
2. Control/prevent fire.
3. Rescue.
4. Secure equipment and supplies for fire personnel.
5. Supply fire police to police department.
6. Assign extra manpower as needed, i.e., stretcher-bearers.
7. Identify/account for fire personnel/equipment.
8. Document actions taken and inform police commander.

**AMBULANCE CORPS/EMS/ALS SERVICES**

1. Establish a Command Post for communications/direction/control.
  - a. Advise Westchester County EMS Control of circumstances of emergency.
  - b. Arrange for and coordinate mutual aid.
  - c. Update hospitals.
2. Secure equipment and supplies for EMS personnel.
3. Using the N.Y.S. Dept. of Health EMS Management Model For MCI's:
  - a. Set up triage area, triage, sort, tag and treat victims.
  - b. Provide/direct transportation to hospitals, maintaining proper records.
4. Identify/account for EMS personnel/equipment.
5. Document actions taken and inform Westchester County Police/New York State Police commander.

## PROCEDURE #7

**DUTIES OF MEMBERS OF TOWN DEPARTMENTS****1. SUPERVISOR'S OFFICE:**

- a. Notify department heads of the emergency.
- b. Ensure that department employees have been notified.
- c. Notify members of the Town Board of the emergency.
- d. The Chief of Operations in the coordination of the response effort.
- e. Perform any other duties.

**2. DES/HIGHWAY DIVISION**

- a. Upon notification of an emergency, division employees shall immediately respond to the division's headquarters and stand by for further directions.
- b. Maintain a roster of employee assignments.
- c. Maintain a list of division equipment used during the emergency.
- d. Cancel all non emergency activities.
- e. Provide barricades for traffic control.
- f. Provide manpower as needed for street clearing, clearing debris, and as described by the Co-Director DES/Operations or Working Superintendent DES/Highways.
- g. Provide fuel and mechanical repairs as needed, activate at least one (1) diesel fuel depot on back up power.
- h. Upon notification of the end of the emergency, division employees will secure any locations where they have been assigned, i.e., shutting gas and electric.
- i. Maintain accurate trip report records of hours worked, materials used, and equipment utilization daily/hourly data.

**5. DOTS/DIVISION**

- a. Upon notification by the division head employees shall report to the division's headquarters.
- b. Employees shall maintain a supply of bottled water for 300 hundred people for 3 days.
- c. Stand by for instructions.

**6. NEW YORK STATE POLICE/WESTCHESTER COUNTY POLICE**

The individual police and public safety units refer to internal policies and procedures.



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3. **Co-Director DES Business/Deputy Director Business** -- Provide manpower as needed. Provide food, fuel and mechanical repair of Town vehicles. Busses provided via Town Bid List for trips/camps.
4. **DES/Sanitation General Foremen** -- Provide manpower as needed, including fuel and repair of Town vehicles.
5. **DES Personnel** -- other general Foremen, and Assistant Working Foremen await further instructions, stand by.
6. **DOTS/Water Department Distribution Manager** -- Insure the quality and safety of the Town's water supply. Arrange for an alternate source of water in the event of a disruption of the Town's normal water supply.
7. **DOTS Director/Town Engineer** -- Inspect and assess affected structures for damage, including: bridges, drainage, waterways, roads, highways, etc.
8. **DOTS/CODE ENFORCEMENT** -- Enforce the codes of the Town of Cortlandt which pertain to public safety during the emergency.
9. **Town Attorney** -- Provide legal advice and guidance.
10. **Town Comptroller** -- Record and account for expenses incurred by the Town during the emergency response.
11. **Local Deputy Director of Civil Defense** -- Assist the Chief of Operations in his or her role as a coordinator of the emergency response.
12. **Purchasing Director** -- Maintain working control of inventory of Town property, secure back to inventory, requisition and acquisition of required goods and services. Authorization to purchase commodities under emergency conditions.

PROCEDURE #9

DISASTER CONTROL OPERATIONS - REGISTRY AND CHECKLIST

To be maintained by the Chief of Operations at the EOC

INCIDENT TYPE \_\_\_\_\_

INCIDENT LOCATION \_\_\_\_\_

ON-SCENE COMMAND POST LOCATION/S POLICE \_\_\_\_\_

FIRE \_\_\_\_\_ ALS/EMS \_\_\_\_\_

CHIEF OF OPERATIONS \_\_\_\_\_

STAGING AREA LOCATIONS \_\_\_\_\_

THOSE REQUESTED TO RESPOND = R THOSE LOCATED TO STANDBY = S

AGENCY/ORGANIZATION IS AT THE SCENE =  (SHADE ENTIRE BOX)

- N.Y. S. POLICE \_\_\_\_\_
- WEST.CO. POLICE \_\_\_\_\_
- FIRE \_\_\_\_\_
- EMS/ALS \_\_\_\_\_
- WEST. ODES \_\_\_\_\_
- RED CROSS \_\_\_\_\_
- DOTS/WATER DIVISION \_\_\_\_\_
- DES/HIGHWAY DIVISION \_\_\_\_\_
- V.A. ADMINISTRATION \_\_\_\_\_
- F.A.A. \_\_\_\_\_
- F.B.I. \_\_\_\_\_
- CABEL TV \_\_\_\_\_
- OTHER \_\_\_\_\_
- NATIONAL TRANSPORTATION SAFETY BOARD \_\_\_\_\_
- COAST GUARD \_\_\_\_\_
- N. Y. S. D.E.C \_\_\_\_\_
- CONSERVATION ADVISORY COMMITTEE \_\_\_\_\_
- N. Y. S. DEPT. OF TRANSPORTATION \_\_\_\_\_
- CON EDISON \_\_\_\_\_
- N.Y.C. D.P.S. \_\_\_\_\_
- BELL ATLANTIC PHONE \_\_\_\_\_
- N.Y.S. POWER AUTHORITY \_\_\_\_\_
- METRO NORTH \_\_\_\_\_
- W.C. DOH \_\_\_\_\_
- DUKE ENERGY \_\_\_\_\_

AREAS EVACUATED AND THE NUMBER OF PEOPLE EVACUATED \_\_\_\_\_

EVACUEES RELOCATED TO \_\_\_\_\_

RELOCATION CENTER LOCATED AT \_\_\_\_\_  
PROCEDURE #10

**EMERGENCY GUIDELINES FOR ALL TOWN OF CORTLANDT EMPLOYEES**

THE FOLLOWING GUIDELINES ARE INTENDED TO PROVIDE GENERAL INFORMATION TO ALL TOWN EMPLOYEES ABOUT THEIR RESPONSIBILITIES DURING A "LOCAL STATE OF EMERGENCY." MORE SPECIFIC INSTRUCTIONS ARE PROVIDED IN VARIOUS SECTIONS OF THE EMERGENCY PLAN.

1. If an emergency occurs during non-working hours those department heads listed in Procedure #8, titled, "Duties And Responsibilities Of Certain Town Department Heads" shall immediately report to the Emergency Operations Center, located in the NYSP at Memorial Drive, Phone Number 737-7171. Dedicated line to be installed/assigned.
2. Upon learning that a "Local State Of Emergency" has been declared in the Town of Cortlandt Department heads other than those listed in procedure #8 shall immediately contact the Emergency Operations Center at NYSP, Phone Number 737-7171. Dedicated line to be installed/assigned.
3. Department heads will conduct an annual training session for their Department's employees to orient them to the Cortlandt Emergency Plan.
4. Department heads will designate an alternate member of their respective divisions who will be responsible for the operation of the division in the absence of the Division Head.
5. Department heads will maintain a current list of all employees assigned to their division. The list shall be readily accessible during an emergency.
6. In the event a "Local State Of Emergency" is declared in the Town of Cortlandt employees of the DES/Highway division, DES/Parks, Recreation Divisions, DES/Sanitation Division, DOTS/Water Division will immediately report to their division headquarters.

13. Remember, in the event of an emergency which is related to Indian Point you should have several hours notice prior to the release of radiation. A radiological release would most likely be of a relatively small amount that would quickly be dispersed and diluted. In such an event, stay indoors, buildings will block most outside radiation. You should also:

- a. Stay inside when possible.
- b. Close all doors and windows.
- c. Turn off air conditioners and other ventilation systems.
- d. Stay off the road. Unless told to evacuate you will be safer inside.
- e. Stay tuned to the Emergency Broadcast System.
- f. Avoid using the telephone so the lines will not be overloaded, and
- g. Remain calm and ignore all rumors.