

Town of Sharon EMERGENCY OPERATIONS PLAN

January 2013

TOWN OF SHARON

EMERGENCY OPERATIONS PLAN

STATEMENT OF APPROVAL

The Town of Sharon's Comprehensive Emergency Operations Plan meets the approval of the Sharon Town Supervisor and the Town Council and is hereby approved. The Sharon Town Supervisor and the Town Council are responsible for the Town of Sharon's Comprehensive Emergency Operations Plan.

This plan supersedes any previously written Comprehensive Emergency Operations Plan for the Town of Sharon.

Approved by the Sharon Town Supervisor and the Town Council this 6th day of March, 2013

Sandra Manko

Sandra Manko
Supervisor, Town of Sharon

David Cross

Brian Young

Carl Ulman

Joseph Falzarella

Town Council

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RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)

RECORD OF DISTRIBUTION

DATE OF DISTRIBUTION	ACCEPTED BY NAME (Signature)	DEPARTMENT

BASIC PLAN

SECTION 1.0 INTRODUCTION

1.1 OVERVIEW

The Town of Sharon Emergency Operations Plan (EOP) covers a wide variety of emergencies caused by nature's acts or mankind's own acts that can result in the loss of life, property, and the environmental; these emergencies can also disrupt the normal function of government, communities, and have the potential to cause great human suffering. The plan provides operational concepts relating to various emergency situations, identifies components of an organized emergency response, and describes the overall responsibilities and actions required to save lives, protect property and mitigate suffering. It is designed to describe the emergency-disaster response of the Town of Sharon.

This plan uses a multi-agency team and operates under the structure based upon the principals of the National Incident Management System/Incident Command System (NIMS/ICS) to manage, coordinate, and direct resources during any emergency/disaster in the Town of Sharon.

This plan has been approved by the Sharon Town Supervisor, its respective board, Emergency Management Coordinator, or duly authorized representative upon the existence an eminent threat and/or actual emergency.

1.2 PURPOSE

The purpose of this plan is to provide a means to utilize all available town resources to mitigate or prevent potential emergencies or disasters whenever possible; prepare to deal efficiently with the effects of emergency events; respond to matters of life safety and property protection; and promote a means to rapidly recover from these events.

Emergency and disaster situations include, but is not limited to fire, flood, storm, epidemic, accident, chemical spill, technological hazards created as a bi-product of our modern society, or other impending or actual calamity endangering or threatening to endanger health, life or property of constituted government.

1.3 SCOPE

The Town of Sharon can be affected by a wide variety of emergencies, caused by nature or technology, can result in loss of life, property and income, disrupt the normal functions and continuity of government, and in so doing, cause human suffering and economic loss.

Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from these emergencies. Under authority of Article 2b, Section 23 of the New York State Executive Law, a town is authorized to develop a Comprehensive Emergency Management Plan (CEMP) to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Town of Sharon has developed this Comprehensive Emergency Operations Plan.

1.3.1 Comprehensive Emergency Management includes four phases:

Mitigation:

Mitigation includes those activities that are designed to either prevent and/or eliminate hazards that exist in the community.

Mitigation actions include:

- Reviewing current safety, prevention, business continuity, and other hazard reduction activities in the Town of Sharon;
- Amending zoning and building codes and ordinances;
- Reviewing land use planning; and
- Coordinating mitigation and preparedness activities with businesses, critical facilities, and other municipal operations to plans and procedures, which are reviewed annually.

Note: Schoharie County Planning Department has conducted an analysis of the potential hazards and their impact on Schoharie County. This analysis provides a basis for the county to assess and prioritize mitigation actions that can decrease or eliminate risk from natural or human-caused hazards. Schoharie County adopted the County All-Hazard Mitigation Plan (2006) as a foundation for mitigation strategies and hazard vulnerability analysis in support of the Schoharie County CEMP.

Preparedness:

Preparedness includes those activities designed to increase the town capability to effectively and efficiently respond to any emergencies and disasters.

Preparedness activities include:

- Developing response and recover policies, plans, and procedures;
- Periodically conduct training and exercise programs; and
- Develop a system for conducting after-action reports and improvements plans in accordance with Homeland Security Exercise and Emergency Program-HSEEP.

Response:

Response includes those activities designed to address the immediate needs and short-term effects of an emergency/disaster. Response activities are designed to prevent or minimize the impact of hazards within the Town of Sharon.

- Detect, monitor, and assess the hazard;
- Alert, warn and communicate the potential emergency;
- Advise the public on protective actions to be taken; and
- Allocate/distribute emergency resources.

Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize loss of life, protect property, reduce the probability of secondary injuries to emergency first responders and speed recovery operations.

The responsibility for response operations of the town is dependent upon the type of incident involved, the location of the incident and usually managed by other municipal services such as fire, police and/or emergency medical services.

Recovery:

Recovery activities are those actions taken to restore the town to its pre-emergency state, to correct the adverse conditions that may have led to the damage, and to protect and improve the quality of life within the town. Recovery activities address short and long-term social and economic issues on the community following an emergency/disaster.

SECTION 2.0 SITUATION and ASSUMPTIONS

2.1 SITUATION

2.1.1 General Description

The Town of Sharon has the capability and sufficient resources to prevent or limit the loss of life and damage to property for most localized emergencies. During a major disaster and/or threat, the town emergency operations may depend on mutual aid from surrounding communities, the county, state, and federal government. Any and all-outside assistance, if available, will complement, not substitute for local emergency actions.

The Town of Sharon has the following capabilities and resources:

- Sharon Springs Volunteer Fire Department
- Sharon Springs Rescue Squad
- Town Highway Department
- Code Enforcement Officer/Building Inspector/Fire Inspector
- Schoharie County Sheriff Office and New York State Police
- Sharon Springs Central School

The Volunteer Fire Departments that serve the Town of Sharon have mutual aid agreements with the fire departments in surrounding areas as part of the county/state mutual aid plan.

The nearest hospital at a distance of eight miles is the Cobleskill Regional Hospital located at 178 Grandview Drive, Cobleskill, NY.

2.1.2 Infrastructure and Services

Major Traffic Arteries: US Highway 20 and State Highway 10

Primary industry: Walmart Distribution Center, 100 High Street, Sharon Springs, NY 13459
AMT, Inc., 888 Chestnut Street, Sharon Springs, NY 13459

The Town is served by Schoharie County Public Transportation Department, which provides bus service to communities in Schoharie County.

The Town is served by the following utilities:

- National Grid Electric
- Village Water
- Village Waste Water
- Verizon Telephone
- Time Warner (Partial Internet Service)
- Time Warner (Partial Cable)
- Cell Towers: Sharon Springs Central School and Sharon Hill Garage (Rodden's)

A list of all critical municipal facilities is included in Attachment 2.

2.2 SPECIFIC HAZARDS

The Town of Sharon is rural community, which is located approximately 45 miles west of Albany. The government of the Town of Sharon provides services to a population of approximately 1846 of full-time residents based on the 2010 US Census.

The Town of Sharon is vulnerable to many natural and human-caused hazards. These hazards can be classified as natural disasters, technological failures and intentional acts. Many of these hazards have the potential to cause loss of life, injuries, property damage and the environment. They could also cause a major disruption to the town government.

The following hazards were identified in order of priority: The process used to identify these hazards is based on history, vulnerability, threat and probability; information was provided by the Schoharie County All-Hazards Mitigation Plan (2006) developed by the Schoharie County Planning Department in cooperation with the Schoharie County Emergency Management Office.

Hazard Analysis (Town of Sharon/Village of Sharon Springs)

Moderately High Hazards:

Flood
Winter Storm (Severe)

Moderately Low Hazards:

Dam Failure
Server Storm
Oil Spill
Wildfire
Fire
Landslide
Hazardous Material (In Transit)
Transportation Accident
Tornado

Utility Failure
Ice Jam
Ice Storm
Fuel Shortage
Explosion
Hazardous Material (Fixed Site)
Earthquake
Food Shortage
Extreme Temperatures
Radiological (In Transit)
Structural Collapse
Water Supply Contamination

Low Hazards:

Terrorism
Caving Accident
Drought
Epidemic
Air contamination
Mine Collapse

Properties are at most risk of damage due to high water levels during storms are:

See Attachment 4

Roads susceptible to flooding in heavy rains are:

See Attachment 4

All properties are at risk for wind and rain damage during tropical storms and hurricanes.

2.3 ASSUMPTIONS

2.3.1 Sharon is vulnerable to a variety of natural and/or human-caused incidents.

2.3.2 Disasters can occur with or without public warning.

2.3.3 Town officials recognize their statutory and moral responsibilities to provide for the safety of the population they serve during time of an emergency/disaster.

2.3.4 In the event of a major incident/event, it is likely that outside assistance will not be immediately available. The town will initially carry out disaster response and recovery operations on an independent basis until outside assistance can be secured.

2.3.5 The Town of Sharon will commit all available resources to save lives, minimize injuries and minimize damage to critical infrastructure, property and the environment.

- 2.3.6 Effective emergency operations require that all personnel and departments familiarize themselves with this plan, and annually conduct training and exercises.
- 2.3.7 The Town of Sharon is likely to request outside assistance in most major disaster situations. Plans to coordinate this assistance with Schoharie County Emergency Management Office (SC-EMO) have been developed. This plan is based on the town planning for and being prepared to carry out, disaster response and short-term recovery operations on an independent basis.
- 2.3.8 Outside assistance to a town disaster may not be readily available and as a result, the town emergency service providers will continue to work towards self-reliance to respond to local emergencies.
- 2.3.9 The EOP can be activated in whole or in part with, or without, an emergency declaration.
- 2.3.10 The Town of Sharon Continuity of Government (COG) Plan and Continuity of Operations Plans (COOP) provide for a line of succession and emergency governmental operations. COOP/COG Plans may be activated independent of the EOP, in response to a wide range of possible emergencies and disruption scenarios.

SECTION 3.0 CONCEPT OF OPERATIONS

3.1 *Incident Command System*

The Town Supervisor and/or the Town Council have the ultimate responsibility for the protection of the lives and property and of the citizens of Sharon.

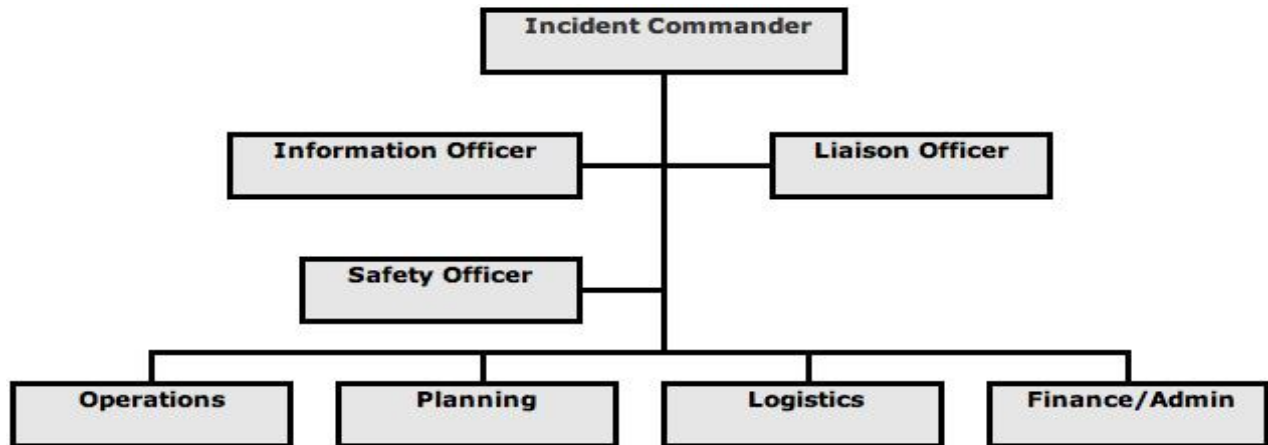
This plan uses a multi-agency team approach and operates under a structure based upon the principals of the National Incident Management System (NIMS), and Incident Command System (ICS) to manage, coordinate and direct resources committed to an incident.

- 3.1.1 This plan incorporates the NIMS/ICS concepts and terminology.
- 3.1.2 ICS will be used at every incident.

The first arriving emergency responder arriving at the scene of an emergency shall establish Incident Command (IC) and announce the location of the Incident Command Post (ICP).

In most cases, this will be the fire department, police department, public works and/or emergency medical services, dependent upon the nature of the incident.

Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the IC).



3.2 TOWN of SHARON

3.2.1 Emergency Operations Center (EOC)

An EOC has been established at the Library Municipal Building, Town Offices, 129 Main Street, Sharon, New York and the alternative EOC site is Town Court Building, 106 Park Street, Sharon Springs.

The EOC provides a central location where the Supervisor and local decision-makers will gather to provide a coordinated response. These local decision makers make up the EOC staff.

The Town of Sharon has adopted the NIMS/ICS to command, control and coordinate the use of emergency management resources and response personnel. Direction and control operations will be conducted from the local EOC.

The Town has developed a four tier warning system to alert the impending threats. The EOC will be opened at the following levels as appropriate to the requirement of the incident:

- Level 4 – Steady State
 - Normal Activities
- Level 3 – Alert – Limited Activation
 - monitoring minor impact on essential functions
- Level 2 – Partial Activation
 - Limited response, only pre-identified town departments will be required to report
- Level 1 – Full Activation
 - All departments and organizations representatives will report to the EOC

3.2.2 When the Town EOC has been activated, the Emergency Management Coordinator/Designee (EMC) will be responsible to coordinate all requests for outside assistance.

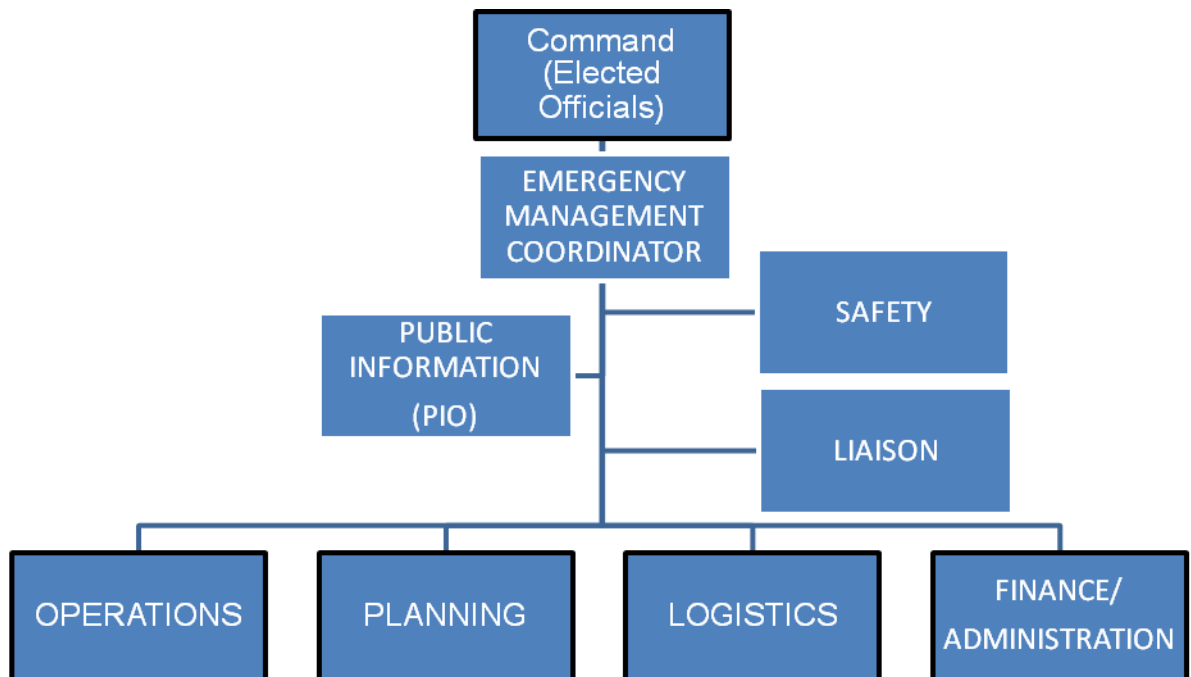
The EMC/Designee will be responsible for managing and staffing of the EOC.

The EMC will coordinate and provide updates SC-EMO and/or the SC- EOC if activated.

The EOC provides support and assistance to the on-scene IC.

The EMC is responsible for demobilization plan.

EOC configuration follows:



The functional appendices contain the functional assignments for each town department and outside assisting and/or supporting agency. These functions closely parallel regular day-to-day duties. Available resources will be employed to the fullest extent possible before seeking outside assistance.

SECTION 4.0 RESPONSIBILITIES

4.1 STATE AUTHORITY

Emergency Authority - Executive Law, Article 2-b of the General Municipal Laws of New York, as amended.

The Schoharie County Emergency Management Office (SC-EMO) has the overall responsibility for coordinating county resources in time of an emergency. Any request for additional and/or supporting county resources should be made through the Schoharie County Emergency Operations Center (SC-EOC) if activated or through the SC-EMO. All Situation Reports should be sent to the SC-EMO who will forward them to the State Office of Emergency Management (SOEM). (Attachment 3)

4.2 TOWN of SHARON RESPONSIBILITIES

4.2.1 Local Emergency Management Organization

The Town of Sharon has established the position of Emergency Management Coordinator (EMC). The Town of Sharon EMC is responsible for implementing policies related to emergency management programs and activities.

The Town of Sharon EMC, at the direction of the Town Supervisor will coordinate all emergency response/recovery operations with each town department and voluntary/private organizations having emergency management functions as outlined in this plan.

The supervisor of each Town of Sharon department directs its own primary responsibilities consolidated under the Town Supervisor. During emergency operations, support activities provided to other departments are coordinated by the Town of Sharon EMC to maximize results.

Emergency functions at the town level are accomplished by most department/organization, in addition to their normal duties. Such emergency functions closely parallel or complement their normal day-to-day activities. Each town department is responsible for developing and maintaining its own emergency Standard Operating Procedures. Specific responsibilities are outline and further define in the appendices.

4.3 TOWN SUPERVISOR RESPONSIBILITIES:

- Activate plan;
- Establish town emergency management;
- Ensure for continuity of operations;
- Establish lines of succession;
- Designate EOC/Alternatives;
- Coordinate with SC-EMO;
- Prepare and issue declarations of emergency, if the situation warrants; and
- Apply for federal post-disaster funds, if applicable.

4.4 EMERGENCY MANAGEMENT COORDINATOR (EMC) RESPONSIBILITIES:

- Prepare and maintain an EOP for the municipality subject to the direction of the elected officials; review, update and exercise as required;
- Conduct a Hazard Vulnerability Analysis;
- Develop a list of all resources within the town that can be used to respond to a major emergency or disaster situation and request needed resources from the SC-EMO;
- Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- Mobilize/demobilize the EOC and act as the Command function within the EOC during an emergency;
- Prepare and provide timely Situation Reports to SC-EMO;
- Responsible for the recovery plan for the town; and
- Attend training and workshops.

PUBLIC INFORMATION

4.5 PUBLIC INFORMATION OFFICER/ DESIGNEE RESPONSIBILITIES:

- Coordinate public information; coordinate public information with SC-PIO, if applicable;
- Develop and maintain the checklist for the Public Information function;
- Assist in the development, review and maintenance of the EOP;
- Respond to the EOC or the ICP, as needed; and
- Advise elected town officials and departments.

OPERATIONS

4.6 FIRE CHIEF/DESIGNEE RESPONSIBILITIES:

- Develop and maintain the checklist for the Fire & Rescue function;
- Assist in the development, review and maintenance of the EOP;
- Respond to the EOC or the ICP, as needed;
- Coordinate fire; search and rescue services;
- Assist with traffic and access control in and around affected areas, if needed;
- Assume primary responsibility for route alerting of the public;
- Assist with evacuation of affected citizens;
- Provide situational awareness reports to the EMC/designee on a timely basis; and
- Advise elected town officials and departments.

4.7 LAW ENFORCEMENT RESPONSIBILITIES: (Schoharie County Sheriff/NYS Police)

- Develop and maintain the checklist for the Police Service function;
- Assist in the development, review and maintenance of the EOP;
- Respond to the EOC or the ICP, as needed;
- Coordinate security and law enforcement services;
- Establish security and protection of critical facilities, including the EOC;
- Provide traffic and access control in and around affected areas;
- Assist with route alerting and notification of threatened population;
- Assist with the evacuation of affected citizens;
- Assist in search and rescue operation;
- Provide situational awareness reports to the EMC/designee on a timely basis; and
- Advise elected town officials and departments.

4.8 EMERGENCY MEDICAL SERVICES

- Develop and maintains the checklist for the Emergency Medical Services;
- Assist in the development, review and maintenance of the EOP;
- Respond to the EOC or the ICP, as needed
- Coordinate EMS / Rescue activities throughout the town;
- Provide situational awareness reports to the EMC/designee on a timely basis; and
- Advise elected town officials and departments.

4.9 DEPARTMENT OF PUBLIC WORKS

- Develop and maintain the checklist for the Department of Public Works;
- Assist in the development, review and maintenance of the EOP;
- Respond to the EOC or the ICP, as needed
- Direct and coordinate town operations to provide emergency replacement for essential facilities such as streets, highways, bridges, gas, electricity, and public buildings, as deemed appropriate and authorized by law;
- Regulate the use of the town highway system;
- Mobilize publicly owned construction equipment and construction and sanitation personnel, as appropriate;
- Integrate, if necessary, privately owned construction equipment and personnel and to contract for their services in emergencies beyond the capabilities of the department, as may be authorized by law;
- Provide situational awareness reports to the EMC/designee on a timely basis; and
- Advise elected town officials and departments.

SECTION 5.0 CONTINUITY OF GOVERNMENT

5.1 GENERAL

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain guidelines to ensure continuity of government. These guidelines will name who will be the decision makers if an elected official or department head is not available.

5.1.1 Line of Succession

The line of succession of the Town of Sharon proceeds from Sandra Manko, Town Supervisor to the David Cross, Councilperson. In the event both the Sandra Manko and David Cross are absent or disabled, Brian Young, Carl Ullman and Joseph Falsarella, Councilpersons shall complete line of succession.

SECTION 6.0 ADMINISTRATION AND LOGISTICS

6.1 ADMINISTRATION

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such actions should, however, be carefully considered, and the consequences should be projected realistically. Clearly, it is desirable that there needs to be proper administration to facilitate operations in order to carry out appropriate disaster response actions. The following considerations need to be addressed: management and administrative needs, general support requirements, availability of services, record keeping and logistics related to an emergency. Certain other areas of concern are detailed in annexes to this plan. Any necessary departures from business-as-usual methods should be noted.

The Supervisor may direct the procurement of supplies and equipment required by Town of Sharon departments during disasters. A receipt shall be given to the owner or possessor of the property on items being requisitioned.

6.1.1 Records and Reports

Preservation of vital records, to ensure continued municipal operations both during and following major disasters, is the responsibility of the elected and appointed officials. Legal documents of both a public and private nature recorded by the Town Clerk/Treasurer, his or her Deputy and/or Records Management Officer must be protected and preserved in accordance with State and Town public laws. (e.g. local laws and ordinance, resolutions, and minutes of meeting, policies and tax records).

During emergency conditions, the Town of Sharon EMC will provide routine Situation Reports to the SC-EOC by the most practical means, normally by telephone or radio, reporting local information related to the disaster. (Attachment 3)

The Town Clerk will be responsible for securing all records and reports from each department and other non-governmental organizations involved in the emergency. This will include narratives and logs for all response and recovery actions.

Responsibility for preparing the Town of Sharon's post-disaster report to the Town Council rests with the EMC and the Town Supervisor.

6.1.2 Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies or disasters will be referred to the State Attorney General's Consumer Protection Division.

6.1.3 Agreements and Understandings

Should the Town of Sharon resources prove to be inadequate during emergency operations, requests for assistance will be made to other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible

6.1.4 Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, disability, health or economic status in the execution of disaster preparedness or disaster relief and assistance functions. This policy applies equally to all levels of government, contractors, and labor unions.

6.2 LOGISTICS

All Town of Sharon government personnel with an emergency operating responsibility who requisition supplies should use a receipt system that indicates date, items requisitioned, establishment providing resources, and requisitioning agent. Personnel who requisition property, supplies, or equipment will keep a duplicate copy of receipts given, as a basis for later settlement of claims.

SECTION 7.0 PLAN DEVELOPMENT AND MAINTENANCE

The Town of Sharon's Supervisor will be responsible for ensuring that an annual review of this plan is conducted by all town officials. The primary responsibility for coordinating any revision of this plan belongs to the Town of Sharon EMC, who is charged with keeping its Appendices, Annexes, and Attachments current and ensuring that SOPs and other reference documents are maintained. All departments will be responsible for the maintenance of their respective Standard Operating Procedures (SOPs) as appendices to this plan.

The plan shall be reviewed annually and/or following any exercise or activation of the plan in order to identify opportunities for improvements to the plan. All revisions to the plan will be properly recorded on the Record of Changes included at the front of the Basic Plan. The Town of Sharon EMC will maintain a distribution listing of who has copies of the plan and provide both electronic and print copies to SC-EMO. This will ensure that new changes will be distributed properly to those holding copies of this plan.

The Town of Sharon and all town emergency service organizations have the responsibility for maintaining internal plans, separately promulgated SOPs and resource data to ensure prompt and effective response to disaster.

SECTION 8.0 ACRONYMS AND TERMS

2.1 The following terms and acronyms were used in addition to those defined in the basic plan.

CEMP	Comprehensive Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations Plan
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Local Emergency Operations Center
EOP	Emergency Operations Plan
EPIA	Emergency Public Information Annex
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Emergency Program
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Organization
SC- EMO	Schoharie County Emergency Management Office
SC-EOC	Schoharie County Emergency Operations Center
SOEM	State Office of Emergency Management
SOP	Standard Operating Procedure

SECTION 9.0 APPENDICES/ATTACHMENTS

Attachment 1	Town of Sharon Declaration of State of Emergency
Attachment 2	Critical Infrastructure
Attachment 3	Situation Reporting
Attachment 4	Town Inundation Maps
Attachment 5	Map of Town

**ATTACHMENT 1
DECLARATION OF LOCAL EMERGENCY**

TOWN OF SHARON

OFFICE OF THE TOWN SUPERVISOR

DECLARATION OF LOCAL DISASTER EMERGENCY

WHEREAS, the Town of Sharon on the _____ day of _____, 20____, has suffered widespread or severe damage, injury, loss of life and/or property (or there is imminent threat of the same resulting from

WHEREAS, the Supervisor of the Town of Sharon has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property;

NOW THEREFORE, be it proclaimed by the Supervisor of the Town of Sharon:

Section 1 – A state of emergency is declared for the Town of Sharon.

Section 2 – The Town Emergency Operation Plan has been implemented.

Section 3 – The Town Supervisor issues a local state of emergency pursuant to section 24 of the NYS Executive Law.

Section 4 – That the state of emergency declaration shall continue for a period of not more than five (5) days of the date hereof, unless the same is continued by consent of the Town of Sharon Town Council.

ORDERED this _____ day of _____, 20_____.

Sandra Manko
Supervisor, Town of Sharon

ATTACHMENT 2

CRITICAL MUNICIPAL INFRASTRUCTURES

Library Municipal Building, Town Offices, 129 Main Street, Sharon Springs, New York

Sharon Town Court, 106 Park Street, Sharon Springs

Town Highway Department, 138 Beechwood Road, Sharon Springs

Village Highway Department

Village Water Treatment Plant

Village Sewage Treatment Plant

Village Hall, Library Municipal Building, 129 Main Street, Sharon, New York

Sharon Springs Fire Department, 137 Beechwood Road, Sharon Springs

NYSDOT Outpost

Sharon Springs Central School (Shelter), 514 US Route 20, Sharon Springs

Sharon Springs Manor (vulnerable), 629 US Route 20, Sharon Springs

Marchand Manor (vulnerable), 121 Main Street, Sharon Springs

Spring Meadows Retirement Apartments (vulnerable), Chestnut Street, Sharon Springs

Bassett Health Facility, 591-1 US Route 20, Sharon Springs

Sharon Springs Rescue Squad, 137 Beechwood Road, Sharon Springs

Tennessee Pipeline, Northern Corridor of the Town - Attachment 5B

Clausen Pond/Dam (Class A) Attachment 5

Bowmaker Pond/Dam (Class B) Attachment 5

Engelville Pond/Reservoir (Class B) Attachment 5

National Grid Substation – Sharon Hill Area on US Route 20

US Route 20 - Attachment 5 and 5A

State Route 10 - Attachment 5 and 5A

Cell Tower - Sharon Springs Central School, 514 US Route 20, Sharon Springs

Cell Tower - Sharon Hill Garage (Rodden's), 108 US Highway 20, Sharon Springs

ATTACHMENT 3 SITUATION REPORTING

SITUATION REPORTING PROCEDURE

This Situation Report is designed to keep the Chairman of the Board of Supervisors, the SC-EOC, Board of Supervisors, County Department Heads and the State Office of Emergency Management up to date on current emergency operations in each municipality. This approach will assist county and state officials in providing additional support to the affected communities in time of an emergency and/or disaster. The senior official in charge of the municipal Emergency Operations Center is responsible for ensuring the report is submitted to the SC-EOC.

Local municipalities should submit a Situation Report whenever:

1. Activation of the Town of Sharon Emergency Operations Center.
2. Response to an emergency and or disaster in the Town of Sharon.

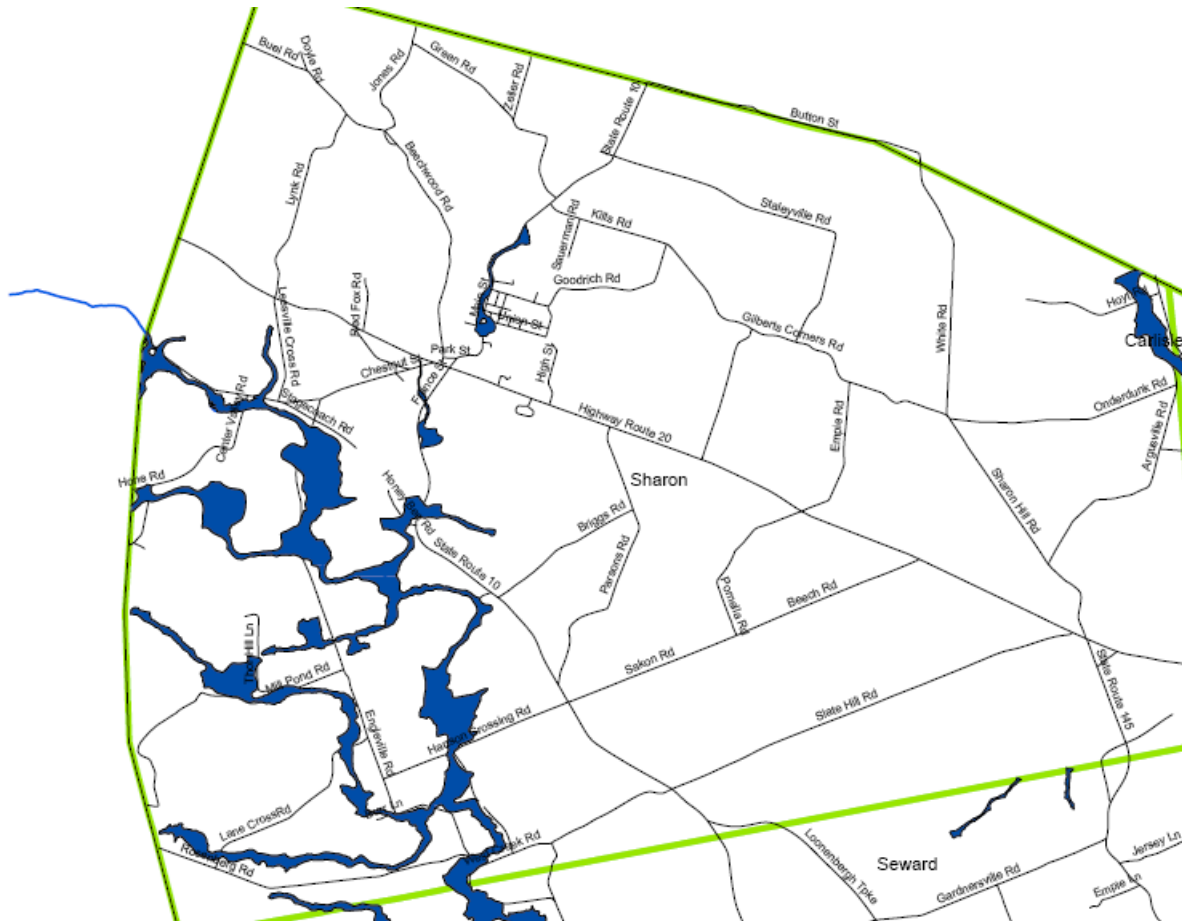
Situation Reports should be submitted periodically to the SC-EOC and include the following information.

1. Local emergency declarations, curfews, driving bans, or other emergency orders.
2. Shelters and/or Mass Care Operations.
3. Impact on utilities to include outages and estimated time of restoration.
4. Roads closures.
5. Search and rescue operation.
6. Activation of the municipal EOC.

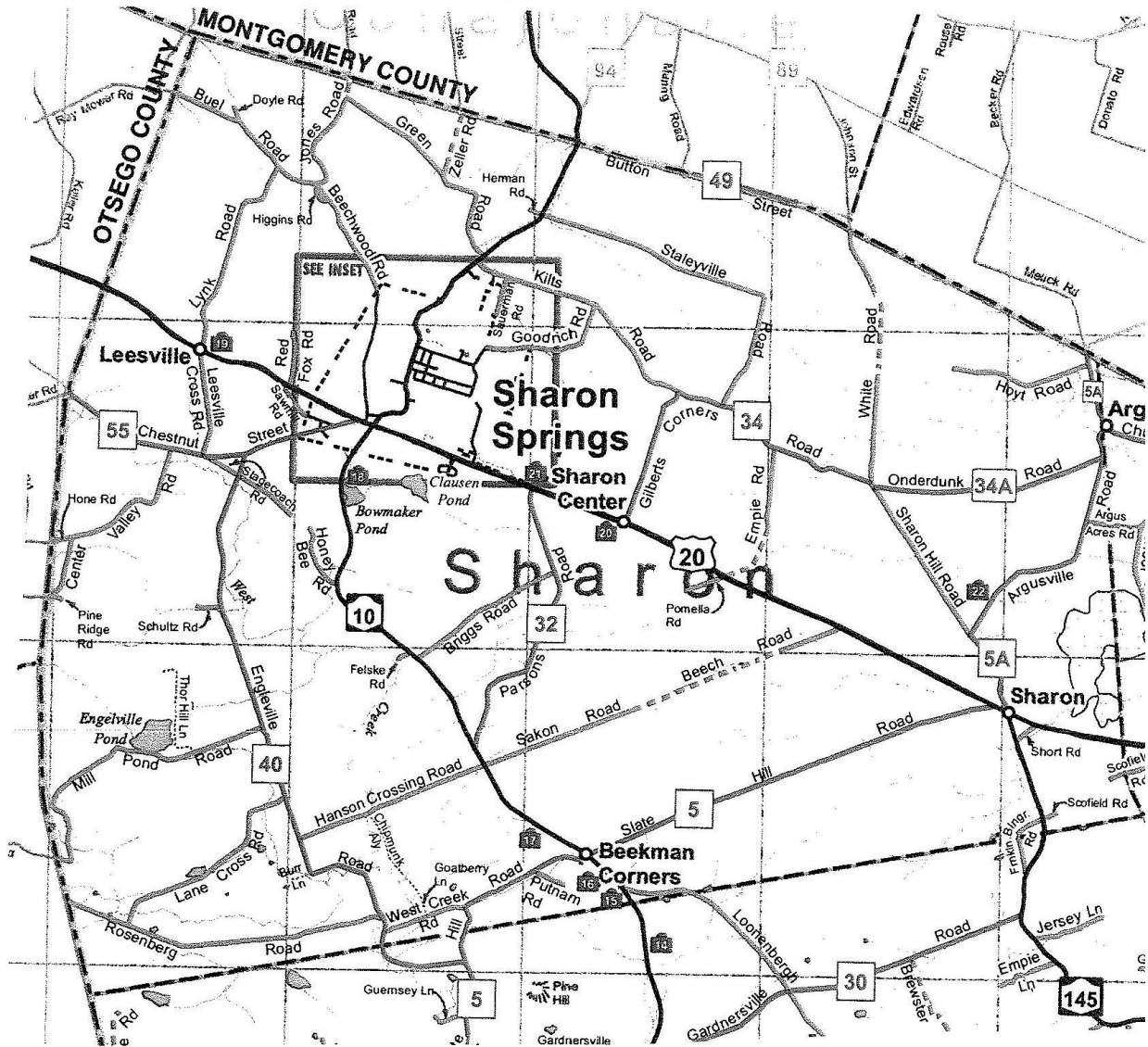
Situation reports may be telephoned, faxed or radioed to the SC-EOC and/or Schoharie County Emergency Management Office by the Incident Commander or the Sharon municipal EOC if activated. If the SC-EOC cannot be reached, reports should be submitted directly to the County Communications Center (518-295-8114/FAX 518-295-2278).

The first Situation Report(s) initially may be incomplete but are still needed. Sharon should provide periodic updates as emergency conditions change or more information is known.

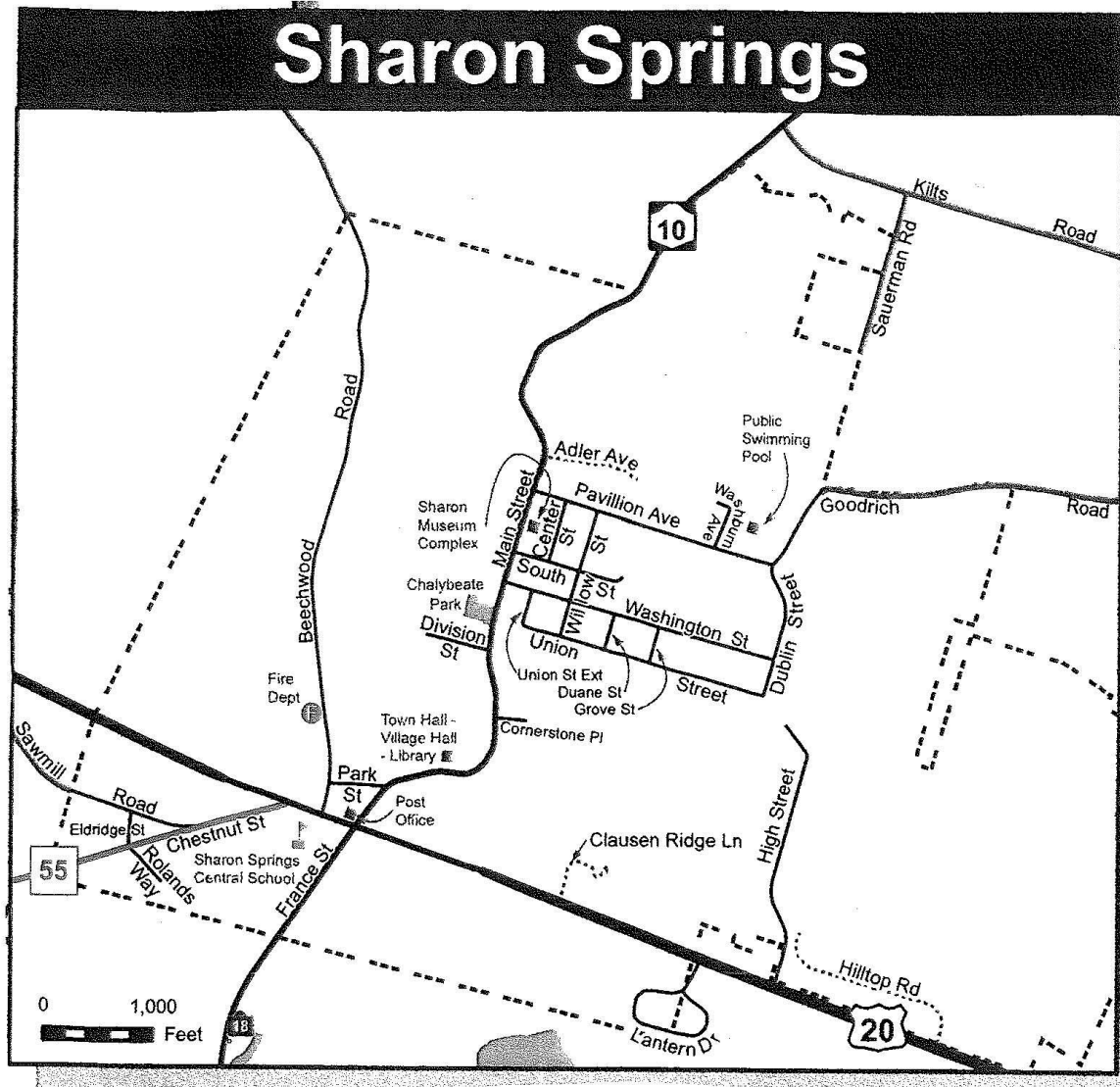
ATTACHMENT 4 TOWN INUNDATION MAP



ATTACHMENT 5 TOWN MAP



ATTACHMENT 5A
VILLAGE MAP



ATTACHMENT 5B

TOWN MAP - TENNESSEE GAS PIPELINE

