

**EMERGENCY  
OPERATIONS  
PLAN  
FOR THE  
TOWN OF COLTON  
COUNTY OF  
ST. LAWRENCE**

# CERTIFICATION

Sharon Young, Clerk of the Town of Colton on the 14th day of June 1995, hereby certifies that the foregoing was adopted by a majority vote of the Colton Town Board, St. Lawrence County.

Sharon Young  
(Town Clerk)

November 2, 1995

\*\*\* Amended and updated on May 14, 1999\*\*\*

\*\*\* Amended and updated on Dec 30, 2005\*\*\*

\*\*\* Amended and updated on Sep 14, 2011\*\*\*

\*\*\* Amended and updated on Aug 08, 2012\*\*\*

\*\*\* Amended and updated on February 28, 2018\*\*\*

Donna Arquiatt, Clerk of the Town of Colton on the 28th day of February 2018, hereby certifies that the foregoing was amended and updated.

Donna Arquiatt  
(Town Clerk)

February 28, 2018

## TABLE OF CONTENTS

<b>Certification</b>	<b>I</b>
<b>Table of Contents</b>	<b>II</b>
<b>Preface</b>	<b>III</b>
 <b><u>Disaster Response Plan:</u></b>	
<b>Purpose</b>	<b>1</b>
<b>Authority</b>	<b>1</b>
<b>Preparedness</b>	<b>2</b>
<b>Mobilization</b>	<b>2</b>
<b>Responsibilities</b>	<b>3</b>
<b>Sequence of Action</b>	<b>4</b>
<b>Designation of Emergency Interim Successors</b>	<b>5</b>
<b>Documentation</b>	<b>5</b>
<b>List of Potential Disasters - Figure 1</b>	<b>6</b>
<b>Staffing Flow Chart - Figure 2</b>	<b>7</b>
<b>Standard Operating Procedures (SOP)</b>	<b>8</b>
<b>SOP Table of Contents</b>	<b>9</b>

## **PREFACE**

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

# DISASTER RESPONSE PLAN

## TOWN OF COLTON

### PURPOSE

The purpose of this plan is to minimize disasters or potential disasters and their effects, provide for effective local responses when disasters occur and facilitate local recovery.

### AUTHORITY

Under New York State Executive Law Article 2-B, enacted in 1978, the Town of Colton is authorized to prepare a Disaster Plan to enable it to deal effectively with potential disaster situations.

Statutory authority is given to the Town Supervisor (CEO) to designate and be responsible during any emergency situation occurring or affecting the Town of Colton. The Town Supervisor, or his/her successor, is the only person who may request assistance from the next higher level of government. For the Town of Colton the next higher level of government is the County government.

A line of succession shall be set up to designate who shall act as the agent for the Town of Colton when the CEO is unavailable or their arrival constitutes an unacceptable delay.

CEO ----- Town Supervisor

Designee #1 - Deputy Town Supervisor

Said Designee may, under those conditions where the Town Supervisor (CEO) is unavailable or his/her arrival constitutes an unacceptable delay, issue a declaration of emergency, which shall be followed by the steps required by Article 2-B, enacted in 1978.

## **PREPAREDNESS**

The Town Supervisor shall, in consultation with others, which he/she deems appropriate, make such plans, as he/she deems necessary to prevent and minimize the effects of disaster. These steps shall include, but need not be limited to (a.) identification of potential disasters and disaster sites (see figure 1); (b.) recommend disaster prevention projects; (c.) suggest revisions and additions to building and safety codes and zoning and other land use programs; and (d.) take such other measures as reasonably can be taken to prevent disasters or mitigate their impact.

## **MOBILIZATION**

The Emergency Operations Center (EOC) will be the Town Hall located on Main Street. The Alternate Emergency Operations Center (AEOC) will be the Fire Hall, located on Riverside Drive.

The EOC to be used will be determined by the Town Supervisor or his/her successor at the time of the emergency.

The Town Supervisor shall assess all information received from any/or all town, village, or city departments, the St. Lawrence County Sheriff, New York State Police, town, village and city board members, and the St. Lawrence County Emergency Management Office.

The Town Supervisor may declare an Emergency (Disaster) after all information is assessed.

## RESPONSIBILITIES

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

The Town Supervisor shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster (see figure 3).

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

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

2. The Colton Town Board shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans. The EOC staff is not limited to those listed below nor are all those listed required\*. (\* list by title and name)

- A. George Cayey (Town Supervisor)
- B. Michael LeCuyer (County Emergency Coordinator)
- C. Grace Hawley, Katheryn Hayes,  
Ronald Robert, Lisa Fisher-Davis (Town Board Members)
- D. Eric Gustafson (Attorney)
- E. Donna Arquiett (Town Clerk)
- F. Ed Fuhr (Town Planning Board Chairman)
- G. Darren Richards (Code Enforcement Officer)
- H. Kevin Hawley (Highway Superintendent)
- I. Harold Bush(Deputy Highway Superintendent)
- J. Aaron Johnson(Chief of Colton Fire Department)
- K. Darren Richards (Superintendent of Public Works)
- L. George Cayey (Communications)
- M. Grace Hawley (Public Information)

## SEQUENCE OF ACTION

The Town Supervisor, Town Board Members, Highway Superintendent, Superintendent of Public Works, the Town Clerk and other Town Personnel as designated will assemble at the EOC upon notification of an Emergency. Emergency notification list will be kept on file with the Town Clerk.

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

1. A letter to the Town Clerk, the St. Lawrence County Clerk, and the Secretary of State within seventy two (72) hours.
2. A copy of this letter will be sent to the St. Lawrence County Emergency Management Office.
3. Telephone or letter to the official town newspaper.

The Town will contact the St. Lawrence County Emergency Management Office for assistance only after all local or mutual aid resources are exhausted. Requests for outside aid must first be approved by the Town Supervisor or designee.

When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible. The St. Lawrence County Emergency Management Office will automatically notify the Red Cross to open a shelter when notified. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community....the Town of Colton.

The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings, disaster sites, and flooded areas. The local Fire Chief may call upon the County Fire Coordinator for advice and/or assistance concerning fire-related emergencies and relief operations. The Fire Department also adopts, incorporates, and shall participate in any Fire Mutual Aid Plan and the St. Lawrence County Hazardous Materials Response Plan and any other plan deemed in the best interest of the residents of the Town of Colton.

4. The Public Information officer, appointed by the Town Board and under the direction of the Town Supervisor shall direct the local dissemination of emergency information, the issuance of news reports to the public, and notify the County Emergency Services on the status and development of emergency measures, using all media of public communications.



5. The Town Supervisor shall request that the County Sheriff's Department and the State Police assign their personnel to maintain order, prevent looting, direct traffic and also to direct the injured to medical installations.
6. The Highway Supt. will be responsible for maintaining essential public facilities and services, including the maintenance of streets, highways and bridges. The Superintendent of Public Works will be responsible for maintaining public buildings and other vital community services. They will cooperate with all other departments of the Town of Colton to restore and maintain essential services.
7. The Building Inspector of the Town of Colton will be responsible for safety inspection of damaged buildings before evacuees are allowed to reoccupy such buildings.

Names, addresses and telephone numbers of all Town of Colton personnel will be available at the Colton Town Hall.

A list of the order of designees for disaster declaration and emergency management will be on file in the Colton Town Hall, and with the County Emergency Management Office.

## **DESIGNATION OF EMERGENCY SUCCESSORS**

Those persons designated have the responsibility for supplying the St. Lawrence County Emergency Management Office with the following information when requesting additional aid:

1. Assessment of damage to the town.
2. Information regarding extent of disaster response by the town.
3. The special need of the town.

## **DOCUMENTATION**

The maintaining of logs by EOC staff, and all town departments documenting personnel time, materials and equipment utilized to respond to the situation.

## FIGURE 1

### LIST OF POTENTIAL DISASTERS

#### MAN MADE

Fire - Downtown Core  
Flood of Racquette River (Spring run-off)  
Flood of Racquette River (Dam failure)  
Bridge Collapse (Rt. 56 and Main Street)  
Power Failure  
Terrorism (Dams & Water Supply)

#### NATURAL

Earthquake  
Wind  
Ice Storm  
Flooding

### LIST OF DISASTER SITES

Main Street - Hamlet of Colton  
Residences along Gulf Road  
Residences along Higley Road  
Route 56 - State Highway Bridge  
Main Street Bridge  
Residences along Cold Brook Drive

**FIGURE 2**

**STAFFING FLOW CHART**

Attorney	1. Eric Gustafson	Chief Executive Officers	1. George Cayey 2. Grace Hawley		
		Town Board	1. Katheryn Hayes 2. Ronald Robert 3. Lisa Fisher-Davis	Town Clerk	1. Donna Arquiatt 2. Laurie Wright
State & Federal Agencies	County – Michael LeCuyer Emergency Management	Emergency Coordinator	1. Michael LeCuyer 2. 3.		
Fire	1. Aaron Johnson – 1 <sup>st</sup> Chief 2. Ben Johnson – 2 <sup>nd</sup> in Command Assistant Chief 3. Dale McIntosh – 3 <sup>rd</sup> in Command Assistant Chief			Police	1. St.Law. Co. Sheriff 2. NY State Police
Highway Dep't.	1. Kevin Hawley – Highway Superintendent 2. Harold Bush – Deputy Highway Superintendent 3. Raymond Dunning – Working Crew Leader			Communications	1. George Cayey 2. Kevin Hawley
Medical	1. Colton Rescue Squad – Jackie Johnson – 1 <sup>st</sup> in Command 2. Potsdam Rescue Squad 3. Parishville Rescue Squad			Production & Resources	1. Donna Arquiatt 2. Darren Richards 3.
Transportation	1. Kevin Hawley 2. Darren Richards 3.			Manpower	1. Kevin Hawley 2. Darren Richards 3.
Public Information	1. George Cayey 2. Grace Hawley 3.			Building Inspector	1. Darren Richards 2. 3.
School Representative	1. Jim Nee 2. Jim Nee 3.			Fiscal Officer	1. George Cayey 2. Grace Hawley 3.
Chaplain	1. Monsignor Stephen Rocker 2. 3.			Secretaries & Clerks	1. Donna Arquiatt 2. Laurie Wright 3. Shelley Rayner
Others	1. 2. 3.			Chief of Supplies	1. Darren Richards 2. Kevin Hawley 3.

- Notes :
1. One person may occupy one or more positions.
  2. A three-tiered listing should be considered, using more than one person to contact if necessary.
  3. Personnel are listed separately in agency (SOP's)

**STANDARD  
OPERATING  
PROCEDURES  
(SOP'S)**

**FOR THE  
TOWN OF COLTON  
COUNTY OF ST. LAWRENCE**

## TABLE OF CONTENTS

<b>Town Supervisor (CEO)</b>	<b>10</b>
<b>Town Board</b>	<b>15</b>
<b>Town Clerk</b>	<b>16</b>
<b>Emergency Coordinator</b>	<b>17</b>
<b>Fire Chief and Fire Officers</b>	<b>18</b>
<b>Police Chief and Local Police</b>	<b>20</b>
<b>Superintendent of Highways</b>	<b>22</b>
<b>Building Inspector</b>	<b>24</b>
<b>Public Information Officer</b>	<b>25</b>
<b>Communications Officer</b>	<b>27</b>
<b>Medical Officer/Staff</b>	<b>32</b>
<b>Resource Officer</b>	<b>33</b>
<b>Transportation Officer</b>	<b>34</b>
<b>School Representative</b>	<b>35</b>

# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON CEO**

### **RESPONSIBILITY**

The Town Supervisor (CEO) of the Town of Colton is responsible for the conduct of disaster operations within the Town of Colton.

The Town Supervisor (CEO) of the Town of Colton shall use any and all facilities, equipment, supplies, personnel, and other resources of the Town of Colton in such a manner as may be necessary to cope with the disaster.

The Town Supervisor (CEO) shall direct the activities of all agencies within the Town of Colton against the effects of an emergency in conformance with the approved plans for the rescue and relief of the people, the recovery and the rehabilitation of the community of Colton. The Town Supervisor (CEO) will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

## CHECK LIST

1. Upon receiving notification of a potential emergency or an emergency in progress:
  - A. Decide whether or not to activate EOC, and its location.
  - B. If not activated:
    - 1) Notify key staff.
    - 2) Brief on emergency.
    - 3) Monitor emergency.
  - C. If EOC is activated:
    - 1) Go to EOC.
    - 2) Notify key staff to report.
    - 3) Brief staff when they arrive.
    - 4) Monitor emergency.
    - 5) Conduct periodic briefings.
  - D. When emergency is over:
    - 1) Collect all logs, memos, messages, etc.
    - 2) Return EOC to pre-emergency status.
    - 3) Release staff.
2. Pre-Emergency:
  - A. Ensure the Town of Colton has a current EOP.
  - B. Ensure the EOP is reviewed and updated annually.
  - C. Ensure key staff have been trained on their portions of the EOP.

# TOWN OF COLTON

## CALL DOWN LIST

<u>POSITION</u>	<u>NAME</u>	<u>TELEPHONE (WORK)</u>	<u>TELEPHONE (HOME/CELL)</u>
Town Supervisor	George Cayey	262 - 2810	261 - 4492 / 317 - 5120
Councilwoman	Grace Hawley	262 - 2810	262 - 2439
Councilwoman	Katheryn Hayes	262 - 2810	262 - 2464
Councilman	Ronald Robert	262 - 2810	262 - 2702
Councilman	Lisa Fisher-Davis	262 - 2810	/ 244 - 7230
Highway Supt.	Kevin Hawley	262 - 2500	212 - 9949
Deputy Hwy Supt.	Harold Bush	262 - 2500	/ 212-8874
WorkingCrewLeader	Raymond Dunning	262 - 2500	212 - 3218
DPW Supt.	Darren Richards	262 - 2731	262 - 1221 / 244 - 4464
WorkingCrewLeader	Timothy Sharlow	262 - 2731	212 - 0944
Public Works Asst.	Justin Johnson	262 - 2731	729 - 0957
Town Clerk	Donna Arquiatt	262 - 2810	262 - 3102 / 742 - 7487
Deputy Town Clerk	Laurie Wright	262 - 2810	212 - 3178
Bookkeeper	Shelley Rayner	262 - 2810	244 - 1759



## TOWN OF COLTON

### PROCEDURES FOR A LOCAL STATE OF EMERGENCY DECLARATION

Once an emergency has been proclaimed, local emergency orders can be issued. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in the news of general circulation in the area affected by such order. Such orders shall cease to be in effect five days after promulgation or upon declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

The Chief executive may extend such orders for additional periods not to exceed five (5) days each during the pendency of the local State of Emergency. Local emergency orders shall be executed in triplicate and shall be filed within 72 hours, or as soon thereafter as practicable, in the Office of the Clerk of the governing board of the County, the Office of County Clerk and the Office of the Secretary of State.

SAMPLE

**LOCAL STATE OF EMERGENCY  
OR PROCLAMATION DECLARATION**

A State of Emergency is hereby declared in the Town of Colton for a period of time beginning at \_\_\_\_\_ hours on the date of \_\_\_\_\_ and continuing in effect for a period not to exceed (5) five days and ending at \_\_\_\_\_ hours on the date of \_\_\_\_\_.

The State of Emergency has been declared due to emergency conditions produced by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Such conditions threaten or imperil the public safety of the citizens of the Town of Colton

As Chief Executive of the Town of Colton, I, \_\_\_\_\_, have exercised the authority given to me under New York State Executive Law, Article 2-B, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being and health of the citizens of the community.

I hereby direct the Department(s) of the Town of Colton to take whatever steps necessary to protect life and property, public infrastructure and other such emergency assistance as deemed necessary.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

# **STANDARD OPERATING PROCEDURE**

## **COLTON TOWN BOARD**

### **PURPOSE**

The Colton Town Board as the elected body of the people shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans. It shall further be the Colton Town Board's responsibility to review the Town's Emergency Operations Plan on an annual basis.

### **CHECK LIST**

1. Pre-Emergency:
  - A. Ensure the Town of Colton has a current EOP.
  - B. Ensure the EOP is reviewed and updated annually (each June).
  - C. By resolution approve the EOP (see page I of the plan).
2. During an emergency:
  - A. Receive notification and briefing on the emergency.
  - B. Respond as directed.
    - 1) Review EOP.

# STANDARD OPERATING PROCEDURE

## **COLTON TOWN CLERK**

### RESPONSIBILITY

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

### CHECK LIST

1. Pre-Emergency:
  - A. Ensure there is a sufficient supply of the following forms:
    - 1) Time Sheets.
    - 2) Vouchers.
    - 3) Supply/Materials Requests.
    - 4) EOC Log Forms.
    - 5) Message Forms.
    - 6) Other.
  - B. Ensure EOC can be established with the least delay.
  - C. Ensure all call down lists are current (update, if needed quarterly).
2. Receive notification and briefing from Town Supervisor (CEO).
3. Report to EOC.
4. Perform designated duties.
5. Be prepared to brief CEO.

# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON EMERGENCY COORDINATOR**

### **RESPONSIBILITY**

The Emergency Coordinator appointed by the CEO directs the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the Town Supervisor (CEO)

Also, under the direction of the Town Supervisor (CEO) the Emergency Coordinator coordinates the emergency operations of the Emergency Operations Center, prepares estimates of the situation, advises the CEO of operational priorities and recommends requests for assistance from St. Lawrence County Emergency Preparedness.

### **CHECK LIST**

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

# **STANDARD OPERATING PROCEDURE**

## **COLTON FIRE CHIEF**

### **RESPONSIBILITY**

The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings and flooded areas. The local Fire Chief may call upon the County Fire Coordinator, or the County Civil Defense, under mutual aid, for advice and/or assistance concerning fire related emergencies, relief operations, and coordination of emergency shelter and feeding operations.

### **CHECK LIST**

1. Upon notification by the Town of Colton Town Supervisor (CEO), respond as directed:
  - A. Stand by status:
    - 1) Notify Key Fire Personnel.
    - 2) Monitor Potential Emergency.
  - B. If directed, Report to the EOC:
    - 1) Notify All Fire Personnel.
    - 2) Review your SOP.
    - 3) Monitor the Emergency.
    - 4) Respond as Needed.
2. At the termination of the emergency, return to pre-emergency status.
3. Turn in all logs, memos, and messages.
4. Assist in returning the EOC to pre-emergency status.

**TOWN OF COLTON**

**FIRE CHIEF  
TELEPHONE LIST**

<u>NAME</u>	<u>POSITION</u>	<u>TELEPHONE/CELL</u>
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**LOCAL FIRE COMPANY LINE OF SUCCESSION**

<u>Aaron Johnson</u>	<u>Fire Chief</u>	<u>(315) 262-2333</u>
<u>Ben Johnson</u>	<u>2<sup>nd</sup> in Command Assistant Chief</u>	
<u>Dale McIntosh</u>	<u>3<sup>rd</sup> in Command Assistant Chief</u>	
<u>Jake Crosley</u>	<u>4<sup>th</sup> in Command Assistant Chief</u>	

**COUNTY FIRE COMPANY/DEPARTMENT COORDINATOR**

<u>Michael LeCuyer</u>	<u>Fire Coordinator</u>	<u>(315) 854-6236</u>
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## **STANDARD OPERATING PROCEDURE**

### **N.Y.S. POLICE / ST. LAW. CO. SHERIFF**

#### **RESPONSIBILITY**

The Chief of Police may designate a Traffic Control Officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The police will direct all action to maintain order, prevent looting, and help alleviate panic; direct injured to medical installations, and assist handicapped persons by obtaining transportation and directing them to the nearest Reception Shelter. The Police Chief may call upon the N.Y.S. Police / St. Law. Co. Sheriff and/or other police agencies for advice and/or assistance.

#### **CHECK LIST**

1. Upon notification by the Town of Colton Town Supervisor (CEO), respond as directed:
  - A. Stand-by Status:
    - 1) Notify Key Police Personnel.
    - 2) Monitor Potential Emergency.
  - B. If Directed to Report:
    - 1) Notify all Fire Personnel.
    - 2) Review Your SOP.
    - 3) Review Special Need List and Transportation Needs.
    - 4) Monitor the Emergency.
    - 5) Be Prepared to Brief.
    - 6) Respond as Needed.
2. At the Termination of the emergency return to pre-emergency status.
3. Turn in all logs, memos, and messages.
4. Assist in returning the EOC to pre-emergency status.



**STANDARD OPERATING PROCEDURE**

**N.Y.S. POLICE / ST. LAW. CO. SHERIFF  
TELEPHONE LIST**

NEW YORK STATE POLICE ----- # 911

ST. LAWRENCE COUNTY SHERIFF - # 911

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**N.Y.S. POLICE / ST. LAW. CO. SHERIFF  
SPECIAL NEEDS LIST**

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>TYPE OF ASSISTANCE REQUIRED</u>
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# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON HIGHWAY SUPERINTENDENT**

### **RESPONSIBILITY**

The Local Superintendent/Director of Highways is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. The superintendent will direct action to check, restore and maintain essential public facilities and services, such as streets, bridges, public buildings and other vital community services, calling upon all Public Works and Engineering Services of St. Lawrence County for such assistance. The Highway Superintendent will work in conjunction with the utility companies or authorities in the restoration of various essential services.

### **CHECK LIST**

1. Upon notification by the Town of Colton Town Supervisor (CEO), respond as directed:
  - A. Standby Status:
    - 1) Notify Key Highway Personnel.
    - 2) Monitor Potential Emergency.
  - B. If directed to report:
    - 1) Notify all Highway Personnel.
    - 2) Review your SOP.
    - 3) Monitor the emergency.
    - 4) Be prepared to brief CEO.
    - 5) Respond as needed.

# TOWN OF COLTON

## HIGHWAY SUPERINTENDENT TELEPHONE LIST

<u>NAME</u>	<u>POSITION</u>	<u>TELEPHONE/CELL</u>
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### TOWN LINE OF SUCCESSION

<u>Kevin Hawley</u>	<u>Highway Superintendent</u>	<u>(315) 212-9949</u>
<u>Harold Bush</u>	<u>Deputy Highway Superintendent</u>	<u>(315) 212-8874</u>
<u>Darren Richards</u>	<u>DPW Superintendent</u>	<u>(315) 262-1221</u>

### STAFF

<u>Donna Arquiett</u>	<u>Town Clerk</u>	<u>(315) 742-7487</u>
<u>Laurie Wright</u>	<u>Deputy Town Clerk</u>	<u>(315) 212-3178</u>
<u>Shelley Rayner</u>	<u>Bookkeeper</u>	<u>(315) 262-2810</u>

### COUNTY CONTACT

<u>Don Chambers</u>	<u>Highway Superintendent</u>	<u>(315) 379-1542</u>
<u>Andy Willard</u>	<u>County Engineer</u>	<u>(315) 379-1542</u>

# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON BUILDING INSPECTOR**

### **RESPONSIBILITY**

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

### **CHECK LIST**

1. Upon notification by the Town of Colton Town Supervisor (CEO), respond as directed:
  - A. Standby Status:
    - 1) No response.
  - B. If EOC is activated:
    - 1) If directed report to the EOC.
    - 2) Monitor emergency.
    - 3) Be prepared to brief CEO.
    - 4) Respond as requested.

# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON PUBLIC INFORMATION OFFICER**

### **RESPONSIBILITY**

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

### **CHECK LIST**

1. Upon notification by the Town of Colton Town Supervisor (CEO), respond as directed:
  - A. Standby Status:
    - 1) Monitor potential emergency.
    - 2) Develop an action plan for activation.
  - B. If EOC is activated:
    - 1) Review your SOP.
    - 2) Establish a media area.
    - 3) Monitor emergency.
    - 4) Prepare news release as directed.
    - 5) Be prepared to brief CEO.

# TOWN OF COLTON

## PUBLIC INFORMATION OFFICER TELEPHONE LIST

<u>CALL LETTER</u>	<u>POINT OF CONTACT</u>	<u>TELEPHONE</u>
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### RADIO STATION

WPDM - 1470 AM and WSNN - 99.3 FM	Canton-Potsdam Rd., Potsdam	(315) 265-5510
WREM - 88.7 FM	Canton	(877) 388-6277
WSLU - 89.5 FM	SLU - Canton	(315) 229-5356

### EBS STATION

WPDM - 1470 AM	Canton-Potsdam Rd., Potsdam	(315) 265-5510
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<u>NAME</u>	<u>POINT OF CONTACT</u>	<u>TELEPHONE</u>
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### DAILY NEWSPAPER

Daily Courier-Observer	1 Harrowgate Commons, Massena	(315) 265-6000
Watertown Daily Times	260 Washington St., Watertown	(315) 782-1000

### WEEKLY NEWSPAPER

St. Lawrence Plaindealer	75 Main Street, Canton	(315) 386-8887
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# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON COMMUNICATIONS OFFICER**

### **RESPONSIBILITY**

The Communications Officer or Staff supervises, directs, arranges and restores communications for all emergency purposes using available communication means and methods. Maximum use of all available forms of communications will be planned by all departments to aid the communications staff in carrying out their duties.

### **CHECK LIST**

1. Upon notification by the Town of Colton Town Supervisor (CEO), respond as directed:
  - A. Standby Status:
    - 1) Monitor potential emergency.
    - 2) Develop action plan for activation.
  - B. If EOC is Activated:
    - 1) Review your SOP.
    - 2) Establish communication links.
    - 3) Maintain all communication modes.
    - 4) Manage message flow.
    - 5) Monitor emergency.

**STANDARD OPERATING PROCEDURE**

**TOWN OF COLTON  
RADIO PROCEDURES**



# TOWN OF COLTON

## COMMUNICATION OFFICER RADIO DATA SHEET

AGENCY	TELEPHONE	RADIO FREQUENCY	
		RECEIVE	TRANSMIT
<b>STATE AGENCIES</b>			
New York State Police	911	154.905 - (Base to Car)	
<b>COUNTY AGENCIES</b>			
St. Law. Co. Sheriff	911	155.115	155.985
St. Law. Co. Highway	(315) 379-2315	154.965	158.865
St. Law. Co. Central Dispatch	911	154.355	151.355
<b>LOCAL AGENCIES</b>			
Town of Colton Highway	(315) 262-2500	154.995	158.895
Town of Colton Public Works	(315) 262-2731	156.195	156.195
Colton Fire (Repeater) Off Line	(315) 262-2333	151.190	159.270
Colton Fire SLC (1) Strong Band	(315) 262-2333	154.355 - Ch.#1	151.355
Colton Fire SLC (2) On Scene	(315) 262-2333	154.250 - Ch.#2	154.250
Colton Fire SLC (3) On Scene	(315) 262-2333	154.265 - Ch.#3	154.265
Colton Fire SLC (4) Weaker 1 Ch.	(315) 262-2333	154.355 - Ch.#4	154.355

**STANDARD OPERATING PROCEDURE**

**TOWN OF COLTON  
MESSAGE LOG**

Town of Colton  
Standard Operating Procedure  
Message Form

Date:

Message: \_\_\_\_\_

To:

\_\_\_\_\_

From:

\_\_\_\_\_

Subject:

\_\_\_\_\_

Priority:

\_\_\_\_\_

\_\_\_\_\_



Town of Colton  
Standard Operating Procedure  
Message Form

Date:

Message: \_\_\_\_\_

To:

\_\_\_\_\_

From:

\_\_\_\_\_

Subject:

\_\_\_\_\_

Priority:

\_\_\_\_\_

\_\_\_\_\_

# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON MEDICAL OFFICER**

### **RESPONSIBILITY**

The Medical officer directs all action to render health and medical services to the community. The officer or staff should alert hospitals and ambulances in the area regarding anticipated medical needs.

### **CHECK LIST**

1. Upon notification by the Town of Colton Town Supervisor (CEO), respond as directed:
  - A. Standby Status:
    - 1) Notify hospital and ambulances of a potential emergency.
    - 2) Notify staff - place on standby.
    - 3) Monitor potential emergency.
  - B. If Activated:
    - 1) Report to your duty station.
    - 2) Complete actions in A. (above).
    - 3) Review your SOP.
    - 4) Monitor emergency.
    - 5) Be prepared to brief the CEO.
    - 6) Assist as directed.

# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON** **RESOURCE OFFICER**

### **RESPONSIBILITY**

The Resource Officer (Resources and Logistics) carries out measures necessary to the emergency handling of all local resources.

Manpower directs the assignment of personnel to the various emergency services as requested.

# **STANDARD OPERATING PROCEDURE**

## **TOWN OF COLTON TRANSPORTATION OFFICER**

### **RESPONSIBILITY**

The Transportation Officer carries out measures necessary to the utilization of all transportation modes for support and rescue operations.

## **STANDARD OPERATING PROCEDURE**

### **TOWN OF COLTON SCHOOL REPRESENTATIVE**

#### **RESPONSIBILITY**

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

Building Supervisor - Hubert Matthie

Superintendent of School - Jim Nee

High School Principal - Jim Nee