

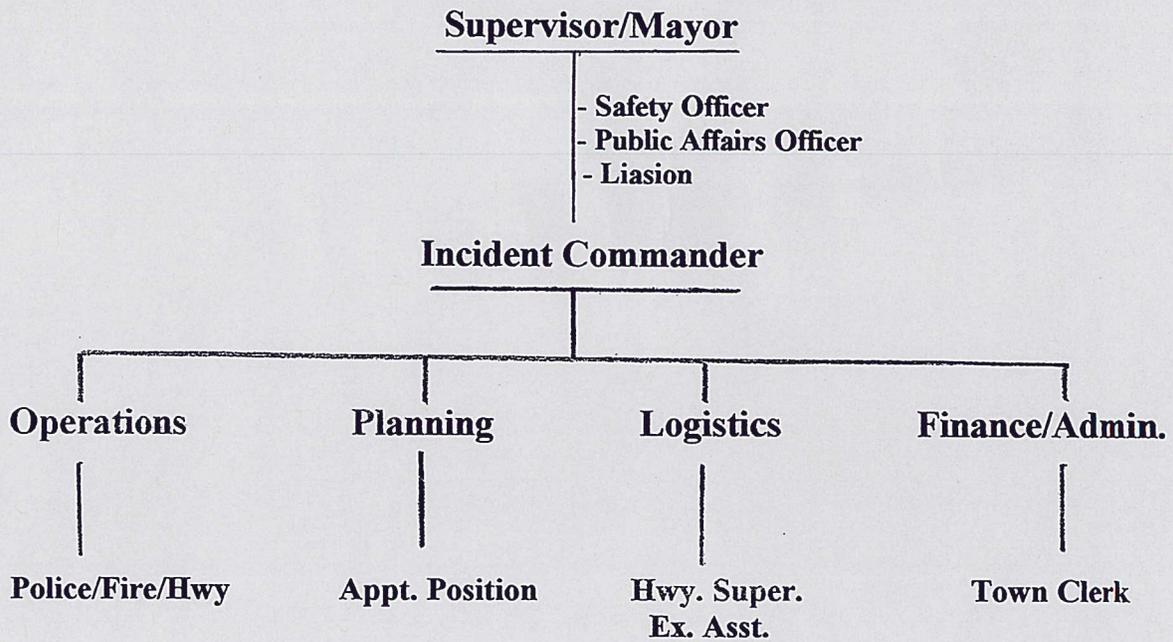
## The Town of Lyme Incident Command Structure

The Town of Lyme has identified a response structure to be utilized in response to an emergency that requires a response on behalf of the town. The Incident Command System (ICS) structure is to be implemented based on incident needs. The functional positions identified in the chart below may be assigned to town staff or departmental leaders. Town employees will be advised of their assignments and will incorporate their respective line of succession for each staff position.

- a) **Town Supervisor:** Responsible for the overall mission in support of town government.
- b) **Incident Commander:** The Town Emergency Response Coordinator. The TERC is the lead in coordinating town-related response activities in times of emergencies. The TERC works in close coordination with the Town Supervisor to ensure executive objectives and priorities are identified and addressed.
- c) **Operations:** Operations is responsible for conducting tactical operations to carry out the Continuity of Operations Plan (COOP).
- d) **Planning:** Planning develops the action plan to accomplish response objectives, collects and evaluates COOP-related emergency information and maintains the status of agency resources, capabilities and level of performance in implementing the COOP.
- e) **Logistics:** Logistics provides services and support to meet incident response needs. These services may include identifying basic supply issues, contracted support and IT/Telecommunications resources.
- f) **Finance / Administration:** Finance / Administration is responsible for keeping track of incident related costs, personnel and equipment records, and administering procurement contracts associated with the response.
- g) **Information:** Information will be staffed by town personnel and will be the lead on town-specific information regarding the response and recovery.
- h) **Safety:** Will be responsible for coordinating with law enforcement, fire police and ambulance staff to help ensure staff safety at the primary and alternate sites.
- i) **Liaison:** The Liaison is to serve as the point of contact for the town to coordinate with other agencies that are assisting in the COOP implementation. This may include supporting the Town Supervisor in coordinating town mission-related activities with other state agencies in light of programmatic or statutory obligations.

**TOWN OF LYME  
DISASTER PREPAREDNESS  
&  
EMERGENCY MANAGEMENT**

**INCIDENT COMMAND  
FLOW CHART  
4/18/2015**



**TOWN OF LYME**  
**DISASTER PREPAREDNESS**  
**&**  
**EMERGENCY MANAGEMENT PLAN**

SECTION 1

RISK REDUCTION & PREPAREDNESS

4/23/15

**Disaster Definition**

A disaster is any type of emergency involving multiple casualties and requiring more than the standard mutual aid assistance, or any natural hazard situation where standard or regular first aid, rescue, fire control and police services need additional manpower and support (e.g., flood, blizzard, ice storms, tornadoes, potential explosion, active shooter domestic and international terrorism etc.) on a mutual aid basis.

**Purpose**

This Disaster Preparedness Plan is intended to set forth all necessary information pertaining to operating procedures, material and human resource availability and responsibility for the Town of Lyme for use by town officials during a declared emergency. To set forth a course of action which shall minimize hazards to life and property and adverse impacts on the environment. The "Plan" is to be reviewed and updated annually.

The objectives of the Plan are:

- To outline short, medium and long range measures to improve the town's capability to respond to and recover from an emergency.
- To provide for the efficient utilization of all available resources during an emergency.
- To ensure the continuity of operations of the town in times of emergency or disaster situations.

**Authority**

Disaster planning is based on the New York State Defense Emergency Act, the regulations and orders of the State Defense Council and the State Civil Defense Commission; the emergency plan for the natural disaster of the State of New York; the

National Plan for Natural Disaster Mobilization and the NYS Comprehensive Emergency Management Plan.

Section 23 of The State Executive Law Article 2-B authorizes town governments to prepare Disaster Preparedness Plans. Pursuant to Section 23 of Article 2-B, The Lyme Town Board has adopted the following disaster preparedness measures, designed to prevent or mitigate disasters and their effects, to provide for effective response, and to facilitate recovery. The Comprehensive Emergency Management Concept that is adopted in New York State prepares local governments to effectively utilize all of its resources before, during and after disasters to minimize their impact.

Minimization of the effects of disaster is the primary motive of effective disaster planning. The Lyme Town Board acknowledges that planning and preparatory actions are required before a disaster strikes. Coordinated disaster planning allows town citizens to more adequately respond to emergency situations, saving lives and minimizing the loss of property. The Lyme Town Board shall have the primary responsibility to ensure that everything possible is done to prepare for disasters and to provide for the safety and security of the community during a disaster.

### **Scope**

The Town of Lyme Disaster Preparedness and Emergency Management Plan outlines overall town policies and activities in three areas:

- **Town Risk Reduction** - Efforts focus on mission critical town business processes and systems, potential continuity problems affecting the town and steps taken to prevent or mitigate those problems.
- **Response** - Involves measures to recognize and respond to an emergency, provide for a warning system, identify protective actions and to ensure that mission critical town activities are carried out. Response efforts also encompass efforts to alleviate damage, loss and hardship and other issues associated with business continuity. Further, response also includes those town actions which support the overall effort to assist town residents who have experienced damage and losses as a result of emergencies.
- **Recovery** - Efforts include short and long-term strategies to restore town business operations following an emergency, and should include identifying ways to prevent/mitigate internal and external hazards and mitigate the effects of external hazards.

### **Declaration Of A Disaster**

Upon a finding by the Town Supervisor, that with the advice and counsel of the various department chiefs, the public safety is imperiled, the Town Supervisor is authorized by Article 2b of the Executive Law to proclaim a state of emergency within any part or all of the territorial limits of The Town of Lyme. Following the proclamation of an emergency order, the Town Supervisor may issue any orders or directives where required to protect

life and property or to mitigate the destructive impact of the disaster. Section 24 of Article 2b permits the Supervisor to issue orders providing for:

1. The imposition of curfews;
2. The prohibition and control of pedestrian and vehicular traffic throughout the territorial limits of the town;
3. The designation of certain areas of the town as unsafe for occupancy or passage;
4. The closing or restricted use of places of amusement and assembly (bar rooms, recreation facilities, etc.);
5. The suspension or limitation of the sale, use or transportation of alcoholic beverages, firearms, explosives and flammable materials and liquids;
6. The suspension of local laws, ordinances, or regulations subject to any constitutional and statutory limitations as set forth in NYS Executive Law Section 24.

N.Y. EXEC. LAW § 24 : NY Code - Section 24: Local state of emergency; local emergency orders by chief executive - See more at:

<http://codes.lp.findlaw.com/nycode/EXC/2-B/24#sthash.YSfzgO8l.dpuf>

Suspension of any local law, ordinance or regulation pursuant to this paragraph shall be subject to the following standards and limits: (i) no suspension shall be made for a period in excess of five days, provided, however, that upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five days each during the pendency of the state of emergency; (ii) no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort. - See more at:

<http://codes.lp.findlaw.com/nycode/EXC/2-B/24>

### **State of Emergency.**

The Town Supervisor or acting Supervisor and the Village Mayor or acting Mayor may, as the incident warrants, issue a local state of emergency declaration that shall read as follows:

A State of Emergency is hereby declared in \_\_\_\_\_ for a period of time beginning at \_\_\_\_\_ hours on the date of \_\_\_\_\_ and continuing in effect for a period not to exceed 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 \_\_\_\_\_. As Chief Executive Officer of \_\_\_\_\_, 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 Fire Department (s) of \_\_\_\_\_ to take whatever steps necessary to protect life and property, public infrastructure and other such emergency assistance as deemed necessary.

Signed:

Title:

Date:

### **Unit Notification**

Upon declaration, all emergency services: police, fire, emergency and rescue squads, highway department and the disaster contact list will be notified by text, phone call or alert over the town radio, squad receivers and fire department receivers.

### **Operating During A Disaster**

The primary Emergency Operations Center for The Town of Lyme will be located in the Chaumont Fire Department with the Three Mile Bay Fire Department acting as a satellite EOC. Once the Supervisor declares a state of emergency, the Emergency Operations Center will be staffed on a 24 hour basis until the emergency expires. The Supervisor, pursuant to the mandates of Article 2b, shall make all necessary decisions and shall issue all necessary directives during the course of the disaster on matters pertaining to the coordination of disaster relief measures and to the discharge of responsibilities of the departments chiefs. Consequently, all warnings, directives, information, etc. shall be forwarded to department chiefs from the Emergency Operations Center. This information will be circulated through the use of the services of the town board members and other designated town officials and representatives, the various department radios located in trucks and other vehicles, and the telephones and radios located in all town administration buildings.

### **DELINEATION OF DEPARTMENTAL RESPONSIBILITIES**

#### **Town Supervisor/Chief Executive Officer**

The Supervisor, or CEO appointed by the Supervisor, is responsible for the conduct of disaster operations within the Town Of Lyme. The Town Supervisor, or CEO, shall use any and all facilities, equipment, supplies, personnel, and other resources of the town in such a manner as may be necessary or appropriate to cope with the disaster.

The Town Supervisor, or CEO, shall direct the activities of all agencies within the town against the effects of emergency in conformance of the approved plans for the rescue and relief of the people and the recovery and rehabilitation of the town.

The Town Supervisor, or CEO, will utilize the services of the Emergency Operations Center and its staff for implementation of this and other emergency relief measures.

The 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.

## **Liaisons**

Each department liaison assigned will be familiar with this plan; particularly with the section pertaining to his or her departmental responsibilities.

The Town Supervisor shall coordinate and oversee all disaster response activities. Department heads shall retain control of their assigned departments and implement the directives received from the Emergency Operations Center. Each department shall periodically report to the Town Supervisor the current progress of disaster relief measures.

## **Town Clerk**

In the event the Town Office is inoperable, the Town Clerk shall also operate from the emergency operations center and shall be responsible for the maintenance and availability of essential records, documents, plans and all other materials required during the emergency for the continued functioning of town government. The Disaster Preparedness Plan must account for the following possibilities:

- Loss of physical access to Town computer Servers
  - Loss of power to Town computer Servers
  - Internet connectivity breakdown
  - Temporary or irreversible damage to computer servers
  - Temporary or permanent loss of data
- \*Remote server back-up- Written instructions for accessing and restoring from the remote server back-up.

## **Essential Programs & Essential Functions of the Town Clerk/Staff**

1. Accounts Receivable financial tracking, reimbursement
2. Clerical administration of Town management.
3. IT / Communications Data, internal / external communications
4. Account Payable Account status, disbursement
5. Shipping and Receiving Logistics tracking, delivery of assets

## **Public Information Officer**

The Town Supervisor or designated person shall act as the Public Information Officer, and shall, with the advice and counsel of the town attorney, issue news reports to the public.

## **Lyme Central School**

The school representatives for the Lyme School District shall direct the action related to care for school students in school during an emergency situation in consultation with the

Disaster Coordinator and Information Officer. School buses may be utilized for mass evacuation after the needs of students have been cared for. The School may, (with approval of the school board), be utilized as a shelter, as needed when school is not in session as per the Intermunicipal Agreement.

### **County Assistance**

Upon the Town Supervisor's declaration that an emergency situation exists, the Jefferson County Emergency Management office shall be immediately notified. The Director shall be informed of the existing situation.

### **Fire Police Units**

The Fire Police Chief, along with staff support, shall provide all necessary material and human resources to discharge the following responsibilities:

1. The protection of life and property;
2. The establishment of ingress & egress control;
3. The regulation of commercial traffic & pedestrian travel;
4. The suppression of riots and disorders with the assistance of the State Police and/or Sheriffs Dept., or National Guard.
5. The enforcement of all laws, ordinances, disaster emergency regulations, curfews, etc.;

The Town Supervisor, by law, may appoint or deputize citizens to serve in the role of Fire Police Officers.

### **Fire Department**

The Fire Chiefs (Three Mile Bay and Chaumont) along with their assistants, will be responsible for the direction of all actions to contain and extinguish fires resulting from the emergency. The fire departments will have communication with any other fire departments and rescue vehicles, ambulances, etc., from responding mutual aid companies.

If there are no fire activities, the fire department personnel will assist other agencies in whatever way possible. Fire personnel will be responsible for any hazardous, unsafe or dangerous life threatening situations; or areas that would be a problem for rescue efforts, first aid and rescue, or fire personnel safety.

### **Ambulance**

Three Mile Bay Fire Company Ambulance and Chaumont First Responders will operate in accordance with policies and procedures set forth by NY Department of Public Health and their medical director.

### **Highway Department**

The Town Highway Superintendent will be responsible for the maintenance of streets and bridges and all official trucks, cars and equipment as directed. He or she will make available any town equipment as necessary for emergency work with available manpower. If needed, he will direct the transport of the field hospital to a designated site and deploy other emergency equipment, pumps, generators, compressors, barricades as needed. Any radio equipped vehicles not needed for operation will be deployed to various traffic points for communication purposes and control. All available manpower will be utilized in other areas if needed.

### **Building Inspector**

The building inspector of the town will be responsible for all safety inspections of damaged homes and businesses before evacuees are allowed to reoccupy such buildings, and institute a damage assessment and evaluation process. Additional inspectors and/or technical advisers for these functions be requested via the EOC to Jefferson County. If deemed necessary assistance from the Code Enforcement Disaster Assistance Response (CEDAR) may be requested.

### **American Red Cross**

The American Red Cross is recognized as the agency responsible for mass care to persons immediately following a disaster. They are obligated under the terms of its charter to supply emergency relief assistance.

Local Red Cross Chapters can extend natural disaster relief assistance to individuals and families and the Red Cross can assume administrative and financial responsibilities in providing such assistance.

### **Nursing homes and assisted living facility**

The town shall address the needs of assisted living residents as needed.

### **Special Needs Residents**

The town shall address the needs of special needs residents as needed.

**TOWN OF LYME**  
**DISASTER PREPAREDNESS**  
**&**  
**EMERGENCY MANAGEMENT PLAN**

**SECTION II**

**RESPONSE**

**The Incident Command System (ICS)**

In today's environment, many emergency services organizations respond to an emergency utilizing the Incident Command System (ICS). In all likelihood, the response to an emergency in the Town of Lyme would be managed, in whole or in part, by the responding agency utilizing ICS in accordance with NIMS regulations.

a) ICS is organized by six main functions; These are:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance
6. Safety

b) Under ICS, an Incident Commander (IC), who meets or exceeds current NIMS standards, has the overall responsibility for the effective management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, designated by the Town Supervisor. The IC will be appointed by the Town Supervisor.

c) In minor incidents, the five ICS functions may be managed directly by the IC. Larger incidents may require that one or more of the functions be performed by the local town government separately from the IC.

d) Within the Command function, the IC has responsibility for the safety and well being of responders, town residents and property. The Public Information Officer, Liaison Officer and Safety Officer will be assigned by the Town Supervisor or Village Mayor in the event a Declaration of Emergency has been issued.

## **Warning and Emergency Information**

1. Town residents will be warned of a potential or actual hazard by some, or all, of the following methods:

- a) Fire alarm activation or other audible signal.
- b) Via radio or television broadcasts.
- c) Reverse 911
- d) Public address (PA) system
- e) New York State Alert System.
- f) Town Website
- g) Via door to door canvassing.

Warnings will be initiated by the Incident Commander, Town Supervisor or Village Mayor, as appropriate.

2. Some of the systems that were identified to warn residents will also be utilized to provide emergency information. This information may include the issuance of protective actions (i.e., evacuation, shelter in-place).

## **Accountability and Next of Kin Notifications**

If it is determined that an employee, volunteer or resident is seriously injured or deceased, the Incident Commander, Town Supervisor or Village Mayor will coordinate with County or State law enforcement in notifying the next of kin.

**TOWN OF LYME**  
**EMERGENCY MANAGEMENT PLAN**  
ADDENDUM 4/23/15

**N.Y. EXC. LAW § 24 : NY Code - Section 24: Local state of emergency;  
local emergency orders by chief executive**

**Search N.Y. EXC. LAW § 24 : NY Code - Section 24: Local state of  
emergency; local emergency orders by chief executive**

- See more at: <http://codes.lp.findlaw.com/nycode/EXC/2-B/24#sthash.YDnmI3gP.dpuf>

1. Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, rioting, catastrophe, or similar public emergency within the territorial limits of any county, city, town or village, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government; provided, however, that in the event of a radiological accident as defined in section twenty-nine-c of this article, such chief executive may request of the governor a declaration of disaster emergency. Following such proclamation and during the continuance of such local state of emergency, **the chief executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control.** As illustration, such orders may, within any part or all of the territorial limits of such local government, provide for: a. the establishment of a curfew and **the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;** b. the designation of specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated; c. the regulation and closing of places of amusement and assembly; d. the suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids; e. **the prohibition and control of the presence of persons on public streets and places;** f. **the establishment or designation of emergency shelters and/or emergency medical shelters;** g. the suspension within any part or all of its territorial limits of any of its local laws, ordinances or regulations, or parts thereof subject to federal and state constitutional, statutory and regulatory limitations, which may prevent, hinder, or delay necessary action in coping with a disaster or recovery therefrom whenever (1) a request has been made pursuant to subdivision seven of this section, or (2) whenever the governor has declared a state disaster emergency pursuant to section twenty-eight of this article. Suspension of any local law, ordinance or regulation pursuant to this paragraph shall be subject to the following standards and limits: (i) no suspension shall be made for a period in excess of five days, provided, however, that upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five days each during the pendency of the state of emergency; (ii) no suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort; (iii) any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension; (iv) the order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such local law, ordinance or regulation suspended, and may include other terms and conditions; (v) any such suspension order shall provide for the minimum deviation from the requirements of the local law, ordinance or regulation suspended consistent with the disaster action deemed necessary; and (vi) when practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension. 2. 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 a newspaper of general circulation in the area affected by such order and transmitted to the radio and television media for publication and broadcast. Such orders may be amended, modified and rescinded by the chief executive during the pendency or existence of the state of emergency. **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 nevertheless, may extend such orders for additional periods not to exceed five days each during the pendency of the local state of emergency.

3. The local emergency orders of a chief executive of a county shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of the governing board of the county, the office of the county clerk and the office of the secretary of state. The local emergency orders of a chief executive of a city, town or village shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of such municipal corporation, the office of the county clerk and the office of the secretary of state. 4. Nothing in this section shall be deemed to limit the power of any local government to confer upon its chief executive any additional duties or responsibilities deemed appropriate. 5. Any person who knowingly violates any local emergency order of a chief executive promulgated pursuant to this section is guilty of a class B misdemeanor. 6. Whenever a local state of emergency is declared by the chief executive of a local government pursuant to this section, the chief executive of the county in which such local state of emergency is declared, or where a county is wholly contained within a city, the mayor of such city, may request the governor to remove all or any number of sentenced inmates from institutions maintained by such county in accordance with section ninety-three of the correction law. 7. Whenever a local state of emergency has been declared pursuant to this section, the chief executive of the county in which the local state of emergency has been declared, or where a county is wholly contained within a city, the chief executive of the city, may request the governor to provide assistance under this chapter, provided that such chief executive determines that the disaster is beyond the capacity of local government to meet adequately and state assistance is necessary to supplement local efforts to save lives and to protect property, public health and safety, or to avert or lessen the threat of a disaster. 8. The legislature may terminate by concurrent resolution, such emergency orders at any time. - See more at: <http://codes.lp.findlaw.com/nycode/EXC/2-B/24#sthash.YDnmI3gP.dpuf>

**TOWN OF LYME**  
**DISASTER PREPAREDNESS**  
**&**  
**EMERGENCY MANAGEMENT PLAN**

**CONTACT LIST**

4/23/15

**Disaster Contacts**

<u>Name</u>	<u>Title</u>	<u>Phone #</u>
Scott Aubertine	Town Supervisor	315-649-2192 Home
“ “	“	315-767-8814 Cell
Don Bourquin	Deputy Supervisor	315-649-5403 Home
“ “	“ “	315-783-1753 Cell
Fred Jackson	Chaumont Fire Chief	315-649-3576 Home
Ben Bach	1st Asst. Chief	315-783-4197 Cell
Jeff Schwind	2nd Asst. Chief	315-955-3065 Cell
Charle Mount	TMB President	315-408-1001 Cell
Bill Woofter	Three Mile Bay Fire Chief	315-777-7420 Cell
Justin Bourquin	Deputy Chief	315-783-8733 Cell
Mark Sutherland	Asst. Fire Chief	315-681-0995 Cell
Nina Smith	Asst. EMS Chief	315-405-1719 Cell
Pat Weston	Highway Supt.	315-783-5410 Cell
Kim Wallace	Town Clerk	315-778-5455 Cell
Jim Millington	Zoning & Codes Officer	315-777-6115 Cell
Dave Lachenauer	Co. Emerg. Mgt. Chmn	315-405-7626 Cell

TOWN OF LYME  
 EMERGENCY MANAGEMENT  
 &  
 DISASTER PREPAREDNESS PLAN  
 EMERGENCY SERVICES CONTACT LIST

4/23/15

Type of Contact	Contact Name	Contact Phone #
Gov. Services	Jefferson Co. Emergency Services	315-788-1441
Gov. Services	Cape Vincent Highway Dept.	315-654-2471
Gov. Services	Village of Chaumont	315-649-2900
Gov. Services 315-654-4100	Cape Vincent Correctional Facility	
Gov. Services 1-202-282-8000	Dept. of Homeland Security	
Gov. Services	Jefferson County EOC	315-786-2654
Gov. Services	Jeff. Co. Non-Emergency Dispatch	315-786-2601
Gov. Services 315-777-3722	Co. Fire Director Bill Plummer	
Gov. Services	Dep. Director Fred Lampman	315-955-2014
Gov. Services 315-782-9176	Co. Hwy. Super. Jim Lawrence	
Gov. Services	Red Cross	315-782-4410
Fire Services	Dexter Fire Department	315-639-6261
Fire Services	Cape Vincent Fire Department	315-654-2004
Fire Services	Chaumont Fire Department	315-649-2410
Fire Services	TMB Fire Department	315-649-2888
Fire Services	Brownville Fire District	
Gas & Power	National Grid	1-800-867-5222
Law Enforcement	Jefferson County Sheriff	315-788-1441
Law Enforcement	New York State Police	315-782-2112

TOWN OF LYME  
EMERGENCY MANAGEMENT  
&  
DISASTER PREPAREDNESS

PRIVATE RESOURCES LIST

4/23/15

LOCAL BUSINESS	RESOURCE(S)	Phone Number
Chaumont NAPA	Auto/Truck Parts &Supplies	649-5011
Marzano Construction	Heavy Equipment	649-2066
Bourquin Farm Equipment	Farm Supplies &Equipment Repair	649-2415
Cuppennell Construction	Heavy Equipment &Carpentry Tools	649-5882
G &S Services	Automotive Repair	649-2300
Chaumont Hardware	Residential &Commercial Supplies	649-2959
Blue Heron Restaurant	Food Services	649-2240
Wise Guy's Restaurant	Food Services	649-5200
Crescent Restaurant	Food Services	649-3622
Valley Peetza	Food Services	649-2420
Chaumont IGA	Groceries &Home Supplies	649-2444
Nice N Easy	Groceries &Home Supplies	649-2755
Dollar General	Groceries &Home Supplies	649-2234
Brian Peters PHE&A/C	Plumbing, Heating, Electrical Services	778-5100
Bill Brown Construction	Carpentry Tools	778-1849
Goutremout Brothers	Carpentry Tools	649-3039
Tim Mason Construction	Carpentry Tools	649-5066
Carl Savage Construction	Carpentry Tools	778-2524
John Sharlow Construction	Carpentry Tools	649-2595
Tim Clafin Construction	Carpentry Tools	649-4254
Mike Woods	Farm Equipment	649-5820
Sylverado Farms	Farm Equipment &Heavy Equipment	649-2697
Survival Techs	Emergency &Disaster Supplies	681-4203
Duck Stop Diner	Food Services	649-2390
Chrissy's Diner	Food Services	649-2138
Adams Marina	Aquatic Supplies and Rescue	
Bearup Marine	Aquatic Supplies and Rescue	649-2150
Lynn's Small Gas Engine	Generator Supplies &Repair	649-5060

Bach & Company	Electrical Supplies & Repair	686-3083
Griffith Energy	Propane/Fuel	788-3280

# Declaration of Emergency

## Media Release

By virtue of the laws prescribed in NY Code – Section 24: Local state of emergency; local emergency orders by chief executive, the following state of emergency declaration is in effect:

- Upon a finding by the Supervisor of the Town of Lyme that the public safety is imperiled, the Supervisor hereby proclaims a local state of emergency within the Town of Lyme.
- The Supervisor issues these local emergency orders in an effort to protect life and property while working to bring the emergency situation under control.
- Effective immediately the Supervisor declares the prohibition of pedestrian and vehicular traffic, except essential emergency vehicles and personnel.
- The Supervisor establishes the the Lyme Central School as the designated emergency shelter and/or emergency medical shelter.

TOWN OF LYME

EMERGENCY LOCAL DISASTER DECLARATION

A Disaster Declaration must be issued prior to requesting state or federal assistance.

The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before submitting. Language should be changed to accurately describe current incident.

\*\*\*\*\*

WHEREAS, The Town of Lyme has suffered from a severe ice storm that occurred on \_\_\_\_\_.

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of the Town of Lyme within the disaster area.

WHEREAS, all locally available public and private resources available to mitigate and alleviate the affects of this disaster have been insufficient to meet the needs of the situation,

Therefore, the Supervisor of the Town of Lyme has declared a state of emergency on behalf of the Town of Lyme, and will execute for and on behalf of the Town of Lyme, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting of assistance from the County and State.

\_\_\_\_\_  
Supervisor, Town of Lyme

WITNESS my hand and the seal of my office

This day of \_\_\_\_\_.

\_\_\_\_\_  
Town Clerk

# Town of Lyme

Jefferson County

P.O. Box 66  
Chaumont, New York 13622

Phone 315-649-2788 Fax 315-649-2049 TTD 202-720-6328

Email [lymetownclerk@twcny.rr.com](mailto:lymetownclerk@twcny.rr.com)

## Local State of Emergency Proclamation

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

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

Such conditions threaten or impair the public safety of the citizens of this municipality.

As Chief Executive of this municipality, 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 \_\_\_\_\_ to take whatever steps necessary to protect life and property, public infrastructure and other such emergency assistance as deemed necessary.

Signed: \_\_\_\_\_

\_\_\_\_\_ Title

\_\_\_\_\_ Date

# Town of Lyme

Jefferson County

P.O. Box 66  
Chaumont, New York 13622

Phone 315-649-2788 Fax 315-649-2049 TTD 202-720-6328

Email [lymetownclerk@twcny.rr.com](mailto:lymetownclerk@twcny.rr.com)

## Order Controlling Presence of Persons on Public Streets and Places

As Chief Executive of the Town of Lyme in accordance with a proclamation of State of Emergency executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ do hereby declare that the following areas within this municipality are restricted and all pedestrian and vehicular movements, standing and parking, is prohibited; except for provisions of designated essential services such as fire, police and hospital services including transportation of patients thereto, utility emergency repair and emergency calls by physicians:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

These restrictions apply until removed by order of the Town Supervisor of this municipality

Signed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock, in the Town of Lyme  
Jefferson County, New York.

\_\_\_\_\_  
Witness

# Town of Lyme

Jefferson County

P.O. Box 66  
Chaumont, New York 13622

Phone 315-649-2788 Fax 315-649-2049 TTD 202-720-6328

Email [lymetownclerk@twcny.rr.com](mailto:lymetownclerk@twcny.rr.com)

## Order Regulating the Purchase, Storage, etc. of Flammable Materials

I \_\_\_\_\_, Supervisor of the Town of Lyme, New York, in accordance with a Proclamation of State of Emergency executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, do hereby prohibit the sale or other transfer, with or without consideration, of gasoline or any other flammable or combustible liquid or of any explosive, or the possession in public place any container containing gasoline or any other flammable or combustible liquid (except that delivery into a tank properly affixed to an operable motor driven vehicle and necessary for the propulsion thereof shall be prohibited hereunder).

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock in the Town of Lyme, New York

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Witness

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## Order Establishing Curfew

I \_\_\_\_\_, Supervisor, of the Town of Lyme, New York, in accordance with a Proclamation of State of Emergency executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, do hereby declare that a curfew is established and imposed.

The curfew will commence at \_\_\_\_\_ o'clock on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, until removed by the Town Supervisor of this municipality.

During the period of this curfew, all pedestrian and vehicular traffic, except essential emergency vehicles and personnel is prohibited from using the public streets and highways within this municipality between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock in the Town of Lyme, New York.

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Witness

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## Order Closing Places of Amusement and Assembly

I, \_\_\_\_\_ Supervisor of the Town of Lyme, New York in accordance with a Proclamation of State of Emergency executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, do hereby7 order the closing of all places of amusement and assembly within this municipality effective immediately and continuing until further order by the Supervisor of the Town of Lyme.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock in the Town of Lyme, New York

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Witness

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## Order Prohibiting Sale and Distribution of Alcoholic Beverages

I, \_\_\_\_\_, Supervisor, of the Town of Lyme, New York, in accordance with a Proclamation of State of Emergency executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ do hereby prohibit the sale and distribution of alcoholic beverages ( as defined by Section 3 of the Alcoholic Beverage Control Law, but not include patented medicines) within this municipality effective immediately until this order id rescinded by the Supervisor of the Town of Lyme.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock in the Town of Lyme, New York

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Witness