

Emergency Preparedness Plan Port Henry Municipal Beach & Campground

OVERVIEW

The information contained in this customer Emergency Preparedness and Response Plan has been provided as a general guide to logical and safe steps to take in the event of an emergency at Port Henry Municipal Beach and Campground. This plan is intended to assist our customers in possible emergency situations that may arise while residing at or visiting our beach and campground.

This plan will be posted on the notice board near the beach house and will also be provided to all customers who may lease a campground, either short or long term, in addition to visitors, upon request, who may utilize the beach swimming area only.

Safety is our number one priority. Please remember to act wisely and in all cases maintain your personal safety and the personal safety of your family and guests while on site. For all emergencies, you may contact the onsite Campground Manager at (518) 546-7123 or call 911. If you dial 911, be sure to remain calm and provide the dispatcher with all pertinent information. Be sure to include your name, location, site number, the nature of the emergency, type of injury, number of injured, and any other information which you may be requested to provide. Do not hang up until instructed to do so by the Dispatcher.

Please note, the Village of Port Henry Municipal Beach & Campground Management Staff, Village Officials to include the Mayor and Board of Trustees and Department of Public Works Staff are not responsible for physically evacuating residents or guests from their on site locations nor are they responsible for providing any materials or services during an emergency.

Page 2 (Insert 1: Map with directives inserted into map)

Port Henry Municipal Beach & Campground Exit Plan

Exit by personal vehicle, water, or by air

In the case of a Beach and Campground wide evacuation:

- 1. All campers, residents, and visitors will exit the area via the Main Entrance (North End). Gate will remain open until all are evacuated.**
- 2. If the emergency warrants it, a megaphone or intercom system will be utilized to communicate instructions, inform/update nature of the emergency, and the appropriate response to make.**

- 3. The Campground Manager and support staff is not responsible for removing either persons or personal property out of the emergency area. The cooperation of everyone involved is greatly appreciated.**

(Insert 2: All Emergencies: Dial 911) Campground Manager (518) 546-7123
Village Hall 546-9933

* On map identify location of phone, Entry/Exit points, CPR Station, AED, Exit directional arrows.

If Emergency includes injury to an individual or multiple individuals or the possibility of injury, please contact 911 IMMEDIATELY and then notify Campground Manager,

Life Threatening Emergencies Call 911

Essex County, NY Emergency Services Dispatch Center – 911

New York State Police – 911

Town of Moriah Ambulance Squad, Inc – 911

Port Henry Fire Department – 911

Station: (518) 546-7771

Fire Chief : (518) 546-4144 (Home) (518) 944-5067 (Cell)

United States Coast Guard (Burlington, Vt. Station) – (802) 864-6791

Essex County Emergency Response Team (HAZ MAT) – 911

Evacuation Route – Written Description

The Port Henry Municipal Beach and Campground is situated on the western shores of Lake Champlain within the Village of Port Henry, NY. Access to the beach and campground areas is through a two lane roadway known as Dock Lane. There is one, main entrance to the facility which is secured by a tubular steel, manual gate. The main entrance is on the north end of the facility at the end of Dock Lane. All traveled entry and exit routes are via this entrance.

- Please do not block the roadway of Dock Lane when entering or exiting the facility. If Emergency Vehicles are incoming, please pull to the side of roadway and allow the vehicle(s) to pass.
- It is assumed the RV's and tent camping vehicles located in sites of the north end of the campground (RV sites 1 – 22, 73- 80, and 81 – 88) would evacuate first as these sites are closest to the main gate. The remaining sites 91 – 118 and 23 – 72 would soon follow exiting in orderly fashion. However, in isolated emergency situations, such as a single RV or boat fire, only the persons and RVs or boats closest to the isolated emergency should evacuate to an alternate location within the park as designated by Campground Management or the Fire Chief or Assistant Fire Chief on scene.
- Please ONLY use the designated roadway to evacuate the beach and campground areas.
- The Port Henry Beach and Campground has been known to flood as the result of runoff entering Mill Brook Stream as the result of the spring thaw and/or tropical storms entering the area. Campground Management is usually notified at least 24 hours in advance of potential storms or high water conditions as a result of heavy rain instances. All campers and guests onsite will be notified if there is a possibility of high water conditions as soon as possible.
- In the event the main evacuation route is blocked and there is evidence of flood or rising waters, the south end of the campground area (vicinity of sites 28 & 29) may be utilized to exit the facility on foot. No motorized vehicles are able to exit the area from this location.
- Depending upon the nature of the emergency, campground occupants and guests may be directed to gather at the beach area or the terminal dock to await emergency evacuation via boat.
- All RVs must maintain their mobility functions for quick evacuation in case of an emergency.
- Maintain personal safety at all times!

Description of Evacuation Procedures

Extended Stay Guests and Residents

Campground Management is a part of the Disaster Preparedness Emergency Plan Team with access to a more detailed emergency response manual in order to assist in the evacuation process. This team, under the leadership of the Campground Manager, is responsible for the following functions:

- Inform each guest of the impending disaster, if any is known. Notice shall be verbal if possible or else by public address using park megaphone.
- If Campground Management is aware of any special needs for fragile, handicapped, elderly or disabled individuals within the facility, staff will try to assist these individuals to the best of their abilities in the particular situation. However, it is each person's responsibility to care for him/herself in all cases. We do not advise waiting for staff to arrive to assist in an emergency of a disabled person especially if the disabled person has the assistance of family, friends, or onsite care/assistance personal to assist the disabled, elderly or handicapped individual. Furthermore, it is expected that family, friends, or on site care personnel will respond appropriately to any emergency.
- Prior to any evacuation, it is advised that all propane devices be isolated and shutoff; all electrical and water hookups be disconnected; all doors, windows and all property located outside your unit be secured; and leave immediately to the pre-determined location.
- Transportation of campground guests and RVs is NOT the responsibility of Campground Management. The most current contact information for local taxi and towing services will be posted at the office for guests to make contact and arrange transport as needed. In the event of possible harm to persons in an emergency, Campground Management will use best judgment to assist in the transport of persons only (no personal property) off site to a safer location, if available.
- Residents or others onsite who may need special assistance, such as the disabled or immobile elderly persons should advise Campground Management that he/she is onsite whenever in the campground so the staff will make special efforts to contact and assist him/her in the event of emergency. Remember that Campground Management or Staff is not responsible for physically evacuating residents from their RVs or providing any materials or services during an emergency. However, Campground Management will do all that they can to help in the emergency, particularly with transportation of disabled or immobile persons to a location away from the emergency or disaster area, if at all possible. All residents, families and guests should have their own personal emergency evacuation plans known to each member of the family and any guest(s) onsite visiting residents.