

# COMMUNITY EMERGENCY CHECKLIST PLAN

Prepared by:  
York County Emergency Management Agency  
5 Swettsbridge Road  
Alfred, ME 04002

[January 2009]

**To insert your town's name in all places, just click "Edit," "Find," "Replace" and type "(INSERT TOWN)" in "Find What" and your town's name in "Replace with." Then click "replace all."**

(INSERT TOWN)

COMMUNITY EMERGENCY CHECKLIST PLAN

The Community Emergency Checklist Plan for ((INSERT TOWN)) has been approved.

<hr/> First Selectman	Date	<hr/> Police Chief	Date
<hr/> Selectman	Date	<hr/>	Date
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<hr/> Selectman	Date	<hr/>	Date

Use Town/City Stationery)

## PROMULGATION STATEMENT

To All Recipients:

Transmitted herewith is the revised Comprehensive Emergency Management Plan for [(INSERT TOWN)]. This plan supersedes any previous plans promulgated for this purpose. It provides a framework to use in performing emergency functions during a disaster.

This Comprehensive Emergency Management Plan includes four phases of emergency management, (1) mitigation: those activities which eliminate or reduce the probability of disaster; (2) preparedness: those activities developed to save lives and minimize damage; (3) response: immediate activities which prevent loss of lives and property and provide emergency assistance; and (4) recovery: short and long-term activities which return all systems to normal or improved standards.

This plan will be tested, revised, and updated as required. All recipients are requested to advise the York County Emergency Management Agency regarding recommendations for improvement.

Chairman  
Board of Selectpersons

Date

((INSERT TOWN))

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

**DISTRIBUTION LIST**

A complete copy of the Plan may be found at:

1. Maine Emergency Management Agency
2. York County Emergency Management Agency
3. Town Office
- 4.

*If sections of plan are distributed, include the following:*

Plan Component

Department /Agency	AW	DC	ESS	EPI	EVC	SHL	RM	RAD	DMG	DIS	MIT
Maine EMA											
York County EMA											
Mayor's Office											
City Clerk's Office											
Biddeford EMA											

**Emergency Plan**  
**REVISION SHEET**

\_\_\_\_\_ (Date)

The ((INSERT TOWN)) Emergency Checklist Plan has been reviewed and revised. The enclosed revised pages have a new date in the lower right corner. Remove indicated pages from your copy of the plan and replace them with the enclosed. Discard the pages that are replaced. Retain this sheet as the plan's Revision Log.

# EMERGENCY CHECKLIST PLAN

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ANNEX

Flash Flood Annex

Hurricane and Coastal Storm Annex

Severe Storm, Wind and Lightning Annex

Severe Winter Storm Annex

Terrorism Annex

## BASIC PLAN

### PURPOSE

This plan identifies hazards and methods to lessen the effects before, during and after an emergency.

### SITUATION

Emergencies may occur at the local level and affect one or more communities. The cumulative effect or geographic distribution determines the declaration of a "disaster".

### CONCEPT OF OPERATIONS

The Emergency Management Agency (EMA) Director is responsible to the [INSERT CITY MANAGER, CITY/TOWN COUNCIL, BOARD OF SELECTMEN] for decisions and actions taken. The [INSERT CITY/TOWN COUNCIL, BOARD OF SELECTMEN] is legally responsible for the function of this local government.

Mutual aid is exercised when additional resources are needed. Assistance may come from other jurisdictions, the private sector or volunteer organizations.

The elected officials issue an emergency declaration when the situation warrants the full use of resources to save lives and protect property. When the emergency is beyond the control and resources of local government a request for assistance may be made through County and State EMA channels to the **Governor**. He may declare a disaster within certain or all parts of the County and make State resources available to save lives, protect property and aid in disaster recovery.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

Most departments have been assigned emergency functions that complement normal duties. Each maintains its own Standard Operating Procedures (SOP). Organizations that are not a part of government also have responsibilities.

#### B. Task Assignments

Responsibilities are shown on the Task Assignment Chart. Detailed task assignments are included in each annex.

### ADMINISTRATION AND LOGISTICS

#### A. Policies

The [INSERT CITY/TOWN COUNCIL, BOARD OF SELECTMEN] and the EMA Director are responsible for activation of this plan.

## B. Reporting

The EMA Director is responsible for the submission of reports to the State EOC, through the County EMA. Departments and agencies provide reports of response activities, damages, and other related information to the **EMA Director**. Each agency keeps records of actions, expenditures and financial obligations in emergency operations.

## C. Agreements and Understandings

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements and negotiated emergency understandings. Agreements exist with (INSERT TOWN) for fire and rescue emergency services. They also exist with State agencies for forest fire suppression, rural search and rescue, and riot control.

## PLAN DEVELOPMENT AND MAINTENANCE

### A. Responsibilities

Agencies develop and maintain their organizational policies and procedures.

### B. Deficiencies

Deficiencies are summarized and submitted in writing to the **EMA Director** when noted.

### C. Updating & Revision Procedures

The **EMA Director** maintains a file of recommended changes or improvements. He reviews this plan annually and ensures that all procedures, policies, data and responsibilities are current and reflect actual assignments.

## AUTHORITIES AND REFERENCES

### A. Authorities

Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.

Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.

Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA).

Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

## B. References

Federal Emergency Management Agency. Objectives for Local Emergency Management.  
CPG 1-5, July 1984.

Federal Emergency Management Agency. Guide for the Development of State and Local  
Emergency Operations Plans.  
CPG 1-8, October 1985.

Federal Emergency Management Agency. Guide for the Review of State and Local Emergency  
Operations Plans.  
CPG 1-8A, September 1988.

Federal Emergency Management Agency. Hazard Identification, Capability Assessment, and Multi-  
Year Development Plan for Local Governments.  
CPG 1-35, October 1987.

National Response Team. Hazardous Materials Emergency Planning Guide.  
NRT-1, March 1987.

## TASK ASSIGNMENT CHART

	Elected Officials /Manager	Emerg. Mgmt.	Law Enforce	Fire Depart.	Emergency Medical/ Rescue	Health & Welfare	Public Works	School Depart	Harbor Master	Warning Point Disp.	Red Cross	Salvation Army & Other Private Organiz	Private Sectors	Bld. Insp.	Other Volunteer Organiz	Plan Board	CEO
<b>Alerting and Warning</b>																	
Develop Annex	S	P	S	S	S	S	S	S	S	S							
Maintain Alert List	P	P	P	P	P	P	P	P	P	S							
Receive Warning	S	S	S	S	S	S	S	S	S	P							
Alert Key Gov. Officials & Special Facilities	S	S	S	S	S	S	S	S	S	P							
Alert Staff	P	P	P	P	P	P	P	P	P	S							
Relay Fanout Warning	S	S	S	S	S	S	S	S	S	P							
Public Warning	S	S	P	P	S	S	S	S	S	S							
<b>Direction and Control</b>																	
Decision Making																	
EOC Activation & Staffing																	
Emergency Response																	
Develop Annex																	
EOC Logistics & Support																	
Coordination of Services																	
<b>Emergency Services</b>																	
Hazard ID	S	P	P	P	P	P	P	S	P								
Train Staff & Volunteers		P	P	P	P	P	P	P									
Public Education		P	P	P	P	S		S	P								
Revise SOP's	S	P	P	P	P	P	P	P	P								
Develop Mutual Aid/Supply Agreement		P	P	P	P	P	S	S	P								
Roster Resource Inventory		P	P	P	P	P	P	S	S								
Comm. Warning Cap	S	P	P	P	P	P	P	P	P								
Test Exercise	S	P	P	P	P	P	P	P	P								
Coord Deter Rspns	S	P						S	S								
Restore Essential Services Facility		S	P	P	P	P	P	S	S								
Return/Repair Borrowed Equipment		P	P	P	P	P	P	P	P								
Conduct Critique & Prepare Report	S	P	P	P	P	P	P	P	P								
<b>Evacuation</b>																	
Policy	P		S														
Coordination of Services		P	S														
Traffic Control			P	S			S		S								
Barricades							P										
Highway Maintenance/Debris Removal							P		S								
Evacuation of Special Care Facility			S	S	P			S									
Transportation			S	S	S	S		S	S								
Security of Evacuation Area			P	S					S								
<b>Shelter</b>																	

	Elected Officials /Manager	Emerg. Mgmt.	Law Enforce	Fire Depart.	Emergency Medical/ Rescue	Health & Welfare	Public Works	School Depart	Harbor Master	Warning Point Disp.	Red Cross	Salvation Army & Other Private Organiz	Private Sectors	Bld. Insp.	Other Volunteer Organiz	Plan Board	CEO
Develop Shelter List											S						
Shelter Agreements											S						
Shelter Marketing											S	S					
Shelter Coordinator											S	S					
Shelter Management Train											S	S					
Shelter Management & Operations											S	S					
Registration											S	S					
Communications																	
Traffic Control Security																	
Mass Feeding											P	P/S					
<b>Resource Management</b>																	
Develop & Maintain Annex		P				S		S					P				
Inventory Resources		S						S									
Maintain Operational Readiness													S				
Resource Management Coordination		S				S	S	S	S				P				
Letters of Understanding with Private Sector		P			S	S		S	S				P				
Develop Mutual Aid Agreements						S		S	S				S				
Restore Essential Services & Vital Facilities		S				S		S	S				S				
Recondition Replenish Replace Restore		S		S	S	S		S	S				P				
Establish Requisition Policies			S	S				S	S								
<b>Damage Assessment</b>																	
Develop Damage Assessment Procedures	P	P	S	S	S	S	S	S	S								
Gather Figures	P	P	S	S	S	S	S	S	S					S			
Train Municipal Officials	S	S						S									
Maintain Records	P	P	S	S	S	S	S	S	S								
<b>Disaster Assistance</b>																	
Develop & Maintain Disaster Assistance Annex		P				S											
Coordinate DAC Location		S				S					S						
Recruit Map Readers for DAC Staff		P															
Establish Assistance Policies & Procedures							S	S			P				P		
Provide Public Information to Disaster Victims	P	S	S	S	S	S	S	S	S		P				P		
Administer Assistance Programs								P	P		P				P		
<b>Hazard Mitigation</b>																	
Provide Resource Information		P															S
Develop & Maintain Annex	S	P															S
Provide Public Information		P															
Lead Mitigation Efforts	P																
Develop Mitigation Policies	S																P

	Elected Officials /Manager	Emerg. Mgmt.	Law Enforce	Fire Depart.	Emergency Medical/ Rescue	Health & Welfare	Public Works	School Depart	Harbor Master	Warning Point Disp.	Red Cross	Salvation Army & Other Private Organiz	Private Sectors	Bld. Insp.	Other Volunteer Organiz	Plan Board	CEO	
Enforce Mitigation Policies	S																	P

P = Primary Responsibilities

S = Support Responsibilities

## HAZARD ASSESSMENT

(INSERT TOWN) has [INSERT #] hazards considered to be significant. The term "significant" recognizes those hazards capable of becoming emergencies. They are divided into three groups; natural hazards, technological hazards, and national security. Those identified are:

Natural Hazards: (List hazards)

Technological Hazards: (List hazards)

National Security: (List hazards)

See map for areas of probable impact.

Other hazards that may affect (INSERT TOWN) include: (List hazards)

[Note: Town should consult with County **EMA Director** when identifying significant hazards. Highlighting potential impact areas on an additional map is also recommended.]

## COMMUNITY MAP

Insert map of community on this page.

(INSERT)

**TOWN DEMOGRAPHICS**

<b>Population Statistics, 1990 Census (or estimates)</b>	
Total Year-Round Population	
Under 5 Years Old	
18 Years Old and Over	
65 Years Old and Over	
Median Age	
Non-English Speaking at home	
Seasonal Population Estimate *	
<b>Housing Statistics, 1990 Census (or estimates)</b>	
Total Housing Units	
Units with 1 Unit in Structure	
Units with 5 or More Units in Structure	
All Renter-Occupied Housing Units	
Vacation Housing Units	
Mobile Home, Trailer, Other	
Persons Per Household	
Persons in Group Quarters	
<b>Social and Economic Statistics</b>	
Total Labor Force, 1990	
Per Capita Income, 1990	
Median Household Income, 1990	
Total Municipal Valuation, 1992*	
<b>Three Largest Industries by Employment</b>	
Manufacturing: Number of Persons Employed	
Services: Number of Persons Employed	
Retail Trade: Number of Persons Employed	

\* Not a Census Bureau Statistic

**Demographics and Statistics for  
York County**

<b>Census Population Statistics, 2003 estimate</b>	
Total year-round population	12,000
Under 5 years old	5%
18 years old and over	25%
65 years old and over	25%
Median age	45%
Non-English speaking at home	3%
Seasonal population estimate (1)	24,000
<b>Housing Statistics, 2003 estimate</b>	
Total housing units	5218
Units with 1 unit in structure	4607
Units with 5 or more units in structure	37
All renter-occupied housing units	867
Vacation housing units	623
Mobile home, trailer, other	498
Persons per household	2.44
Persons in group quarters	22 units
<b>Social and economic statistics</b>	
Total labor force – 2003	5,245
Per capita income – 2003	\$26,181.00
Median household income – 2003	\$50,914.00
Total municipal valuation – 2004	\$1,809,390,942.00
<b>Three largest industries by employment</b>	
Manufacturing: number of persons employed	650
Services: number of persons employed	2549
Retail Trade: number of persons employed	430

Source: US Census Bureau

Table A-1

**Municipal Population and Housing Data (2000 Census)**

Municipality	Population			Population Density			Housing Units		
	Year Round	Seasonal*	Peak	Land Area (Sq. Mi.)	Per Sq. Mile	Per Unit	Total	Year Round	Seasonal
Acton	2,145	3,960	6,105	37.8	56.7	2.43	1,910	881	1,029
Alfred	2,497	410	2,907	27.2	91.8	2.43	1,103	1,027	76
Arundel	3,571	540	4,111	23.9	149.4	2.59	1,415	1,379	36
Berwick	6,353	350	6,703	37.1	171.2	2.64	2,414	2,404	10
Biddeford	20,942	3,100	24,042	30.0	698.1	2.33	9,631	8,987	644
Buxton	7,452	290	7,742	40.5	184.0	2.62	2,930	2,843	87
Cornish	1,269	470	1,739	22.1	57.4	2.29	588	553	35
Dayton	1,805	0	1,805	17.9	100.8	2.74	663	659	4
Eliot	5,954	360	6,314	19.7	302.2	2.52	2,418	2,367	51
Hollis	4,114	160	4,274	32.0	128.6	2.67	1,592	1,541	51
Kennebunk	10,476	4,360	14,836	35.1	298.5	2.41	4,985	4,355	630
Kennebunkport	3,720	7,510	11,230	20.6	180.6	2.25	2,555	1,656	899
Kittery	9,543	1,550	11,093	17.8	536.1	2.27	4,375	4,212	163
Lebanon	5,083	4,870	9,953	54.7	92.9	2.74	2,090	1,857	233
Limerick	2,240	1,080	3,320	27.1	82.7	2.53	1,279	884	395
Limington	3,403	480	3,883	42.0	81.0	2.87	1,354	1,185	169
Lyman	3,795	1,920	5,715	38.9	97.6	2.67	1,749	1,419	330
Newfield	1,328	1,410	2,738	32.3	41.1	2.47	939	537	402
North Berwick	4,293	320	4,613	38.3	112.1	2.63	1,705	1,635	70
Ogunquit	1,226	8,910	10,136	4.1	299.0	1.68	2,114	731	1,383
Old Orchard Beach	8,856	28,180	37,036	7.4	1,196.8	1.90	6,222	4,665	1,557
Parsonsfield	1,584	1,540	3,124	59.0	26.8	2.32	996	684	312
Saco	16,822	3,400	20,222	38.5	436.9	2.39	7,424	7,052	372
Sanford	20,806	2,800	23,606	47.8	435.3	2.43	8,807	8,556	251
Shapleigh	2,326	3,060	5,386	38.7	60.1	2.45	1,813	951	862
South Berwick	6,671	110	6,781	32.2	207.2	2.69	2,488	2,476	12
Waterboro	6,214	2,350	8,564	55.5	112.0	2.73	2,828	2,275	553
Wells	9,400	19,740	29,140	57.7	162.9	2.18	7,794	4,321	3,473
York	12,854	15,500	28,354	54.9	234.1	2.39	8,053	5,385	2,668
<b>County Total</b>	<b>186,742</b>	<b>118,730</b>	<b>305,472</b>	<b>990.8</b>	<b>188.5</b>	<b>2.41</b>	<b>94,234</b>	<b>77,477</b>	<b>16,757</b>

\* Seasonal population estimates by town were last done by SMRPC in 1994.

Source: U.S. Bureau of the Census; SMRPC

Table A-2

**Seasonal Populations, 1994 and 2000**

Municipality	1994 Populations			2000 Populations			Peak Pop Change	
	Year Round*	Seasonal	Peak	Year Round	Seasonal**	Peak	Number	Percent
Acton	1,940	3,960	5,900	2,145	3,960	6,105	205	3.5%
Alfred	2,290	410	2,700	2,497	410	2,907	207	7.7%
Arundel	2,860	540	3,400	3,571	540	4,111	711	20.9%
Berwick	6,150	350	6,500	6,353	350	6,703	203	3.1%
Biddeford	20,900	3,100	24,000	20,942	3,100	24,042	42	0.2%
Buxton	6,810	290	7,100	7,452	290	7,742	642	9.0%
Cornish	1,330	470	1,800	1,269	470	1,739	(61)	-3.4%
Dayton	1,400	0	1,400	1,805	0	1,805	405	28.9%
Eliot	5,440	360	5,800	5,954	360	6,314	514	8.9%
Hollis	3,740	160	3,900	4,114	160	4,274	374	9.6%
Kennebunk	8,640	4,360	13,000	10,476	4,360	14,836	1,836	14.1%
Kennebunkport	3,490	7,510	11,000	3,720	7,510	11,230	230	2.1%
Kittery	9,450	1,550	11,000	9,543	1,550	11,093	93	0.8%
Lebanon	4,330	4,870	9,200	5,083	4,870	9,953	753	8.2%
Limerick	1,920	1,080	3,000	2,240	1,080	3,320	320	10.7%
Limington	3,020	480	3,500	3,403	480	3,883	383	10.9%
Lyman	3,580	1,920	5,500	3,795	1,920	5,715	215	3.9%
Newfield	1,190	1,410	2,600	1,328	1,410	2,738	138	5.3%
North Berwick	3,980	320	4,300	4,293	320	4,613	313	7.3%
Ogunquit	1,090	8,910	10,000	1,226	8,910	10,136	136	1.4%
Old Orchard Beach	7,820	28,180	36,000	8,856	28,180	37,036	1,036	2.9%
Parsonsfield	1,560	1,540	3,100	1,584	1,540	3,124	24	0.8%
Saco	15,600	3,400	19,000	16,822	3,400	20,222	1,222	6.4%
Sanford	21,200	2,800	24,000	20,806	2,800	23,606	(394)	-1.6%
Shapleigh	2,040	3,060	5,100	2,326	3,060	5,386	286	5.6%
South Berwick	6,090	110	6,200	6,671	110	6,781	581	9.4%
Waterboro	5,200	2,350	7,550	6,214	2,350	8,564	1,014	13.4%
Wells	8,260	19,740	28,000	9,400	19,740	29,140	1,140	4.1%
York	10,500	15,500	26,000	12,854	15,500	28,354	2,354	9.1%
<b>TOTAL</b>	<b>171,820</b>	<b>118,730</b>	<b>290,550</b>	<b>186,742</b>	<b>118,730</b>	<b>305,472</b>	<b>14,922</b>	<b>5.1%</b>

\* 1994 Year Round Populations are estimates by SMRPC.

\*\* Seasonal population estimates by town were last done by SMRPC in 1994.

Source: U.S. Bureau of the Census; SMRPC

Table A-3

**Building Value by Town, York County (\$000)**

	<b>Residential</b>	<b>Commercial</b>	<b>Industrial*</b>	<b>Institutional**</b>	<b>TOTAL</b>
Acton	136,260	8,015	1,264	884	146,422
Alfred	78,886	12,981	6,100	3,207	101,174
Arundel	81,668	14,436	791	336	97,231
Berwick	179,265	10,044	6,609	6,014	201,932
Biddeford	801,908	157,375	77,591	26,123	1,062,997
Buxton	190,705	24,258	7,216	8,172	230,351
Cornish	44,411	9,653	4,087	2,153	60,304
Dayton	68,398	140	0	254	68,792
Eliot	172,123	18,243	6,918	5,022	202,306
Hollis	104,007	11,050	7,952	2,453	125,462
Kennebunk	357,523	79,558	18,993	8,428	464,502
Kennebunkport	225,150	42,646	7,629	3,753	279,178
Kittery	362,114	49,674	21,092	11,609	444,489
Lebanon	138,511	12,135	6,227	3,685	160,558
Limerick	85,208	11,292	18,920	2,639	118,059
Limington	85,583	7,085	2,355	715	95,738
Lyman	88,961	183	0	330	89,474
Newfield	75,174	4,422	697	488	80,781
North Berwick	125,891	13,343	18,163	3,119	160,516
Ogunquit	140,140	13,491	2,356	1,282	157,269
Old Orchard Beach	532,277	42,253	5,073	10,530	590,133
Parsonsfield	75,171	16,338	6,918	3,643	102,070
Saco	580,891	125,857	38,929	27,940	773,617
Sanford	721,140	195,509	65,287	17,372	999,308
Shapleigh	142,933	8,407	1,326	927	153,594
South Berwick	196,127	19,430	7,065	6,018	228,640
Waterboro	187,451	14,911	8,701	3,458	214,521
Wells	466,616	44,920	7,846	4,270	523,652
York	593,394	73,112	14,738	11,359	692,603
<b>COUNTY TOTAL</b>	<b>7,037,886</b>	<b>1,040,761</b>	<b>370,843</b>	<b>176,183</b>	<b>8,625,673</b>

\* Industrial also includes agricultural uses.

\*\* Institutional includes government, non-profit/religious, and educational uses.

Source: HAZUS99; SMRPC

Table A-4  
Dams in York County

	Name of Dam	Water Body	Town	Year		
				Built	Length	Height
<b>High-Risk Dams</b>						
1.	Alpaca Dam	Mousam River	Sanford	1891	530	dna
2.	Emery Mills Dam	Mousam River	Shapleigh	1888	250	dna
3.	Estes Lake	Mousam River	Alfred	1908	728	40
4.	Number One Pond	Mousam River	Sanford	1911	245	dna
5.	Skelton	Saco River	Dayton	1948	1695	75
<b>Significant Risk Dams</b>						
1.	Balch Pond Dam	Little Ossipee River	Newfield	1900	213	dna
2.	Bauneg Beg Dam	Great Works River	North Berwick	1895	210	dna
3.	Boulter Dam	Bass Cove Creek	York	1950	1045	dna
4.	Chase's Pond Dam #1	Cape Neddick River	York	1895	640	dna
5.	Ledgemere	Little Ossipee River	Limerick	1905	398	25
6.	Middle Pond Dam	Cider Hill Creek	York	dna	20	dna
7.	Milliken Mills Dam	Milliken Mills Pond	COB	dna	dna	dna
8.	Old Falls	Mousam River	Kennebunk	1890	325	24
9.	River Street (CMP Dam #8)	Mousam River	Sanford	1892	410	dna
10.	Symmes Pond Dam	Symmes Pond Brook	Newfield	1969	225	dna
<b>Low Risk Dams</b>						
1.	Bar Mills	Saco River	Buxton	1958	400	25
2.	Beaver Dam Pond Dam	Beaver Dam Brook	Berwick	1900	75	dna
3.	Blake Dam	Hamlin Brook	Limington	1900	24	dna
4.	Bonny Eagle	Saco River	Hollis	1911	784	67
5.	Bradbury	Saco River	Saco	1929	205	12
6.	Cataract	Saco River	Biddeford	1938	165	49
7.	Cider Mill Dam	Frost Brook	North Berwick	1895	175	dna
8.	Cooks Brook Dam	Cooks Brook	Hollis	1900	50	dna
9.	Dane Perkins	Mousam River	Lyman	1979	85	12
10.	Douthy Falls Dam	Great Works River	North Berwick	1840	135	dna
11.	Goodwins Mills Dam	Swan Pond Creek	Dayton	1890	125	dna
12.	Great Works Pond Dam	Great Works River	South Berwick	1923	500	dna
13.	Kesslen	Mousam River	Kennebunk	1954	140	18
14.	Little Brock Dam	Little Brook	Eliot	1968	330	dna
15.	Little Dickey	Stoney Brook/Tr-York River	Eliot	1970	200	dna
16.	Lower Kezar Falls	Ossipee River	Parsonsfield	1910	440	9
17.	Moulton's Dam	Branch Brook	Newfield	1790	250	dna
18.	Neoutaquet Dam	Neoutaquet River	North Berwick	1885	125	dna
19.	New River Channel Dam	Saco River	Hollis	1911	350	13
20.	Pequawket Lake Dam	West Branch Hamlin Brook	Limington	1800	150	dna
21.	Pine Springs Lake Dam	Tr-Little Ossipee River	Shapleigh	1966	115	dna
22.	Rocky Gorge Upper	Great Works River	South Berwick	1900	140	10
23.	Scituate Pond Dam	Cider Hill Creek	York	1947	80	dna
24.	Shapleigh Pond Dam	Little Ossipee River	Newfield	1930	400	dna
25.	Sokokis Lake Dam	Brown Brook	Limerick	1904	250	dna
26.	Springs	Saco River	Biddeford	1925	269	12
27.	Square Pond Dam	Mousam River	Shapleigh	1900	200	dna
28.	Staples Dam	Great Works River	North Berwick	1923	130	dna
29.	Trafton Brook Dam	Trafton Brook	Alfred	1962	85	dna
30.	Twine Mill	Mousam River	Kennebunk	1980	180	18
31.	Wadleigh Pond Dam	Swan Pond Creek	Lyman	1920	450	dna
32.	West Buxton	Saco River	Buxton	1907	643	30
33.	West Channel Dam	Saco River	Biddeford	1895	330	16

dna=data not available

Source: HAZUS and SMRPC

Table A-5

**Emergency Shelters by Town**

	All Shelters				With Generators			
	Peak Population	No.	Capacity	People/ Shelter Slot	Winter Population	No.	Capacity	People/ Shelter Slot
Acton	6,105	1	120	51	2,145	0	0	na
Alfred	2,907	3	295	10	2,497	2	145	17
Arundel	4,111	2	131	31	3,571	0	0	na
Berwick	6,703	5	737	9	6,353	1	40	159
Biddeford	24,042	5	955	25	20,942	0	0	na
Buxton	7,742	3	623	12	7,452	3	623	12
Cornish	1,739	2	100	17	1,269	0	0	na
Dayton	1,805	1	70	26	1,805	0	0	na
Eliot	6,314	2	213	30	5,954	0	0	na
Hollis	4,274	1	112	38	4,114	0	0	na
Kennebunk	14,836	4	1,025	14	10,476	4	1,025	10
Kennebunkport	11,230	0	0	na	3,720	0	0	na
Kittery	11,093	3	315	35	9,543	1	150	64
Lebanon	9,953	3	190	52	5,083	1	100	51
Limerick	3,320	1	60	55	2,240	0	0	na
Limington	3,883	2	142	27	3,403	0	0	na
Lyman	5,715	1	100	57	3,795	0	0	na
Newfield	2,738	2	50	55	1,328	1	13	102
North Berwick	4,613	2	280	16	4,293	0	0	na
Ogunquit	10,136	1	100	101	1,226	1	50	25
Old Orchard Beach	37,036	2	297	125	8,856	0	0	na
Parsonsfield	3,124	2	92	34	1,584	0	0	na
Saco	20,222	5	454	45	16,822	2	53	317
Sanford	23,606	3	520	45	20,806	0	0	na
Shapleigh	5,386	1	30	180	2,326	0	0	na
South Berwick	6,781	6	1,410	5	6,671	2	60	111
Waterboro	8,564	5	642	13	6,214	0	0	na
Wells	29,140	3	437	67	9,400	0	0	na
York	28,354	6	808	35	12,854	2	72	179
<b>County Total</b>	<b>305,472</b>	<b>77</b>	<b>10,308</b>	<b>30</b>	<b>186,742</b>	<b>20</b>	<b>2,331</b>	<b>80</b>

Source: York County EMA

Table A-6  
Fire and Rescue Stations in or Within 1 Mile of York County

Town	No.	Station Name	Address
<b>Stations in York County</b>			
Acton	1.	Fire & Rescue	Route 109
Alfred	2.	Fire & Rescue	77 Kennebunk Rd
Arundel	3.	Fire Dept.	468 Limerick Rd
	4.	Substation	550 Old Post Rd.
Berwick	5.	Fire Dept.	10 School St
Biddeford	6.	Fire Dept.	152 Alfred St
	7.	Biddeford Pool Station	Main Street, Bidd. Pool
	8.	Hills Beach Station	Hills Beach Road
Buxton	9.	Fire & Rescue	174 Portland Rd.
	10.	Fire & Rescue	9 Gillette Rd.
	11.	Substation	31 Turkey Lane
Cornish	12.	Fire Dept.	Maple Street
Eliot	13.	Fire Dept.	State Rd
Hollis	14.	Fire Dept.	405 Plains Rd
	15.	Fire Dept.	375 Hollis Rd
	16.	Fire & Rescue	U.S. Rte. 202
	17.	West Buxton Station	Plains Road
Kennebunk	18.	Blueberry Plains Station	Clearbrook Crossing
	19.	Central Station	Summer Street
	20.	Lower Village Station	Port Road
	21.	West Kennebunk Station	Thompson Road
Kennebunkport	22.	Cape Porpoise Fire & Ambulance	172 Main Street
	23.	Goose Rocks Beach Station	2 Winter Harbor Road
	24.	Port Village Station	32 North Street
	25.	Wildwood Station	Wildes District Road
Kittery	26.	Fire Dept.	25 Walker St.
	27.	Kittery Point Substation	School St
Lebanon	28.	Blaisdell Corner Station	U.S. Route 202
	29.	East Lebanon Station	Depot Road
Limerick	30.	Fire & Rescue	School Street
Limington	31.	Ambulance & Rescue, Sokokis Ave	Sokokis Avenue
	32.	Ambulance & Rescue, Cape Rd.	Cape Road
Lyman/Dayton	33.	Goodwin's Mills Station	Goodwin's Mills Road
Newfield	34.	Newfield Fire Department	Route 11
North Berwick	35.	Central Fire Station	12 Market St
	36.	Morrell's Mill Substation	359 Morrell's Mill Road
	37.	Rescue Service	338 Lebanon Road
	38.	Fire & Rescue	28 School Street
Ogunquit	39.	Fire & Rescue	136 Saco Avenue
Old Orchard Beach	40.	North Saco Station	Rocky Hill Rd
Saco	41.	Fire & Rescue	14 Thornton Avenue
	42.	Camp Ellis Station	Bay View Road
	43.	Ambulance & Rescue	244 Main Street
Sanford	44.	S. Sanford Station	779 Main Street
	45.	Springvale Station	3 Oak St
	46.	Ambulance & Rescue	506 Shapleigh Corner Road
Shapleigh	47.	Ross Corner Station	1787 Gore Road
	48.	Fire Dept.	7 Norton St
Waterboro	49.	East Waterboro Station	Bennett Hill Road
	50.	Fire & Ambulance	Pearl Street (Waterboro Ctr)
	51.	Old Alfred Rd. Station	Old Alfred Road
	52.	Clarks Bridge Station	Clarks Bridge Road
Wells	53.	Fire & Rescue	1583 Post Road
	54.	Wells Branch Station	Branch Road
	55.	Highpine Station	High Pine Loop Road
York	56.	York Beach Station	18 Railroad Ave
	57.	York Village Station	Williams Road
<b>Stations Within 1 Mile of York County Border</b>			
Hiram	1.	Fire Dept/Sacopee Rescue Unit	Allard Circle
Porter	2.	Kezar Falls Fire Dept.	47 River St
Scarborough	3.	Fire & Rescue	639 U.S. Rt 1
	4.	Engine 4	12 King Street
Standish	5.	District 3	Boundary Road
West Baldwin	6.	Fire Dept.	Route 113

Source: Maine Department of Public Safety

Table A-7

**Land in FIRM Flood Hazard Zones by Town**

<b>Town</b>	<b>Total Acres in Town</b>	<b>Acres In FIRM</b>	<b>% of Land in FIRM</b>
Acton	24,192	149.51	0.6%
Alfred	17,408	272.63	1.6%
Arundel	15,296	115.05	0.8%
Berwick	23,744	302.32	1.3%
Biddeford	19,200	324.64	1.7%
Buxton	25,920	243.66	0.9%
Cornish	14,144	56.54	0.4%
Dayton	11,456	135.78	1.2%
Eliot	12,608	228.92	1.8%
Hollis	20,480	203.68	1.0%
Kennebunk	22,464	251.76	1.1%
Kennebunkport	13,184	189.51	1.4%
Kittery	11,392	329.13	2.9%
Lebanon	35,008	152.20	0.4%
Limerick	17,344	90.93	0.5%
Limington	26,880	344.15	1.3%
Lyman	24,896	493.74	2.0%
Newfield	20,672	59.52	0.3%
N. Berwick	24,512	143.63	0.6%
Old Orchard Beach	4,736	45.95	1.0%
Ogunquit	2,624	85.20	3.2%
Parsonsfield	37,760	148.84	0.4%
Saco	24,640	286.13	1.2%
Sanford	30,592	263.50	0.9%
Shapleigh	24,768	29.32	0.1%
S. Berwick	20,608	167.92	0.8%
Waterboro	35,520	454.14	1.3%
Wells	36,928	427.59	1.2%
York	35,136	393.85	1.1%
<b>Total</b>	<b>634,112</b>	<b>6,389.72</b>	<b>1.0%</b>

Source: Maine Office of GIS; SMRPC

Table A-8

**York County Road Inventory**

Town	Public Roads (mileage)			Private Roads (mileage)			Total Roads (mileage)		
	Total	Paved	Unpaved	Total	Paved	Unpaved	Total	Paved	Unpaved
Acton	74.3	56.1	18.2	38.1	1.9	36.2	112.4	58.1	54.4
Alfred	59.0	44.9	14.1	34.7	1.7	32.9	93.7	46.6	47.1
Arundel	57.8	55.2	2.5	36.1	1.8	34.3	93.9	57.0	36.8
Berwick	71.5	62.9	8.7	45.9	2.3	43.6	117.5	65.2	52.3
Biddeford	118.4	111.4	6.9	43.2	2.2	41.0	161.5	113.6	47.9
Buxton	111.6	100.3	11.3	37.7	1.9	35.8	149.3	102.2	47.2
Cornish	40.4	32.6	7.8	31.8	1.6	30.3	72.2	34.2	38.0
Dayton	42.1	38.8	3.2	27.2	1.4	25.9	69.3	40.2	29.1
Eliot	51.1	50.0	1.1	42.7	2.1	40.6	93.8	52.2	41.6
Hollis	74.5	60.4	14.1	51.2	2.6	48.7	125.7	63.0	62.8
Kennebunk	112.6	106.7	6.0	56.7	2.8	53.9	169.4	109.5	59.8
Kennebunkport	47.0	42.9	4.0	31.7	1.6	30.1	78.7	44.5	34.2
Kittery	80.4	77.9	2.5	34.0	1.7	32.3	114.4	79.6	34.8
Lebanon	93.6	72.6	21.0	51.7	2.6	49.1	145.3	75.2	70.1
Limerick	52.8	43.0	9.8	55.7	2.8	52.9	108.5	45.8	62.7
Limington	75.0	53.6	21.4	71.5	3.6	67.9	146.5	57.2	89.3
Lyman	70.4	50.3	20.1	69.7	3.5	66.2	140.1	53.8	86.3
Newfield	49.1	41.0	8.2	50.9	2.5	48.3	100.0	43.5	56.5
North Berwick	81.3	66.4	14.8	35.0	1.8	33.3	116.3	68.2	48.1
Ogunquit	24.6	23.4	1.2	12.4	0.6	11.8	37.0	24.0	13.0
Old Orchard Beach	52.0	50.0	1.9	14.3	0.7	13.6	66.3	50.8	15.5
Parsonsfield	85.0	55.8	29.2	85.3	4.3	81.0	170.3	60.1	110.2
Saco	135.0	133.7	1.2	32.7	1.6	31.0	167.6	135.4	32.3
Sanford	171.7	159.0	12.7	67.5	3.4	64.1	239.2	162.4	76.8
Shapleigh	70.2	46.5	23.7	61.5	3.1	58.5	131.8	49.6	82.2
South Berwick	71.7	58.9	12.7	48.1	2.4	45.6	119.7	61.3	58.4
Waterboro	91.1	68.6	22.5	125.9	6.3	119.6	217.0	74.9	142.1
Wells	148.0	143.2	4.8	43.7	2.2	41.5	191.7	145.4	46.3
York	154.1	141.2	12.8	78.3	3.9	74.4	232.4	145.1	87.3
<b>TOTAL</b>	<b>2,366.2</b>	<b>2,047.8</b>	<b>318.5</b>	<b>1,415.3</b>	<b>70.8</b>	<b>1,344.6</b>	<b>3,781.6</b>	<b>2,118.5</b>	<b>1,663.1</b>
<b>% of Total</b>		<b>86.5%</b>	<b>13.5%</b>		<b>5.0%</b>	<b>95.0%</b>		<b>56.0%</b>	<b>44.0%</b>

Source: Maine DOT; SMRPC

Table A-9

**Roadway Miles in 100-Year Floodplain by Town**

	Miles in Floodplain			Total Miles			% in Floodplain		
	Paved	Unpaved	Total	Paved	Unpaved	Total	Paved	Unpaved	Total
Acton	1.3	0.5	1.8	58.1	54.4	112.4	2.2%	1.0%	1.6%
Alfred	1.3	0.7	2.0	46.6	47.1	93.7	2.8%	1.5%	2.1%
Arundel	1.1	0.0	1.1	57.0	36.8	93.9	2.0%	0.0%	1.2%
Berwick	2.1	0.4	2.6	65.2	52.3	117.5	3.3%	0.8%	2.2%
Biddeford	4.1	0.1	4.2	113.6	47.9	161.5	3.6%	0.3%	2.6%
Buxton	3.4	0.8	4.3	102.2	47.2	149.3	3.4%	1.8%	2.9%
Cornish	0.5	0.2	0.7	34.2	38.0	72.2	1.5%	0.6%	1.0%
Dayton	2.4	0.2	2.5	40.2	29.1	69.3	5.9%	0.5%	3.6%
Eliot	1.5	0.2	1.7	52.2	41.6	93.8	2.9%	0.6%	1.9%
Hollis	1.2	0.2	1.4	63.0	62.8	125.7	1.9%	0.3%	1.1%
Kennebunk	2.8	0.5	3.3	109.5	59.8	169.4	2.6%	0.8%	1.9%
Kennebunkport	1.3	0.0	1.3	44.5	34.2	78.7	3.0%	0.0%	1.7%
Kittery	3.4	0.3	3.7	79.6	34.8	114.4	4.3%	0.9%	3.3%
Lebanon	1.1	0.8	1.9	75.2	70.1	145.3	1.5%	1.2%	1.3%
Limerick	0.1	0.0	0.1	45.8	62.7	108.5	0.1%	0.0%	0.0%
Limington	1.9	0.7	2.6	57.2	89.3	146.5	3.3%	0.7%	1.7%
Lyman	0.8	0.6	1.4	53.8	86.3	140.1	1.5%	0.7%	1.0%
Newfield	0.0	0.0	0.0	43.5	56.5	100.0	0.1%	0.0%	0.0%
North Berwick	0.7	0.2	0.9	68.2	48.1	116.3	1.1%	0.4%	0.8%
Ogunquit	0.7	0.0	0.7	24.0	13.0	37.0	3.0%	0.0%	2.0%
Old Orchard Beach	3.3	0.2	3.5	50.8	15.5	66.3	6.4%	1.5%	5.3%
Parsonfield	0.4	0.2	0.6	60.1	110.2	170.3	0.7%	0.1%	0.3%
Saco	5.2	0.0	5.2	135.4	32.3	167.6	3.8%	0.0%	3.1%
Sanford	2.1	0.4	2.5	162.4	76.8	239.2	1.3%	0.6%	1.1%
Shapleigh	0.1	0.0	0.1	49.6	82.2	131.8	0.1%	0.0%	0.1%
South Berwick	2.4	0.2	2.6	61.3	58.4	119.7	3.9%	0.4%	2.2%
Waterboro	1.2	0.1	1.3	74.9	142.1	217.0	1.6%	0.0%	0.6%
Wells	4.7	0.1	4.8	145.4	46.3	191.7	3.2%	0.2%	2.5%
York	5.7	0.3	6.0	145.1	87.3	232.4	3.9%	0.4%	2.6%
<b>Total</b>	<b>56.8</b>	<b>8.0</b>	<b>64.8</b>	<b>2,118.5</b>	<b>1,663.1</b>	<b>3,781.6</b>	<b>2.7%</b>	<b>0.5%</b>	<b>1.7%</b>

Source: FEMA; Maine DOT; SMRPC

## ALERTING AND WARNING ANNEX

### SITUATION

- The primary National Warning System (NAWAS) warning point for York County is the Sanford Communications Center, 917 Main Street, Sanford (207) 324-3644. It is staffed on a 24-hour basis as required by FEMA and gives initial notification to jurisdictions of warnings received. The alternate County warning point is located at the York County Emergency Management Agency (EMA) Emergency Operating Center (EOC) at 5 Swettsbridge Road, Alfred.
- The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the coastal area. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents. The Sanford Communications Center and the EOC have weather radios. The Communications Center is served by teletype that carries all weather alerts.
- The local warning point is the [INSERT POLICE STATION/FIRE STATION]. It is responsible for alerting **elected officials** and **municipal departments**. It is also responsible for providing warning to special care facilities (boarding homes, medical facilities and schools), the hearing impaired, non-English speaking groups and the public via warning devices and mobile notification. The schools, [INSERT NAME] industries and [INSERT NAME] medical facilities have warning procedures for their facilities.

### CONCEPT OF OPERATIONS

The **dispatcher** at the County warning point fans out information received to the local jurisdictions. Fanouts may originate at the local level and go to the County. Alerting and Warning procedures and Fanout Report forms are with each **dispatcher**. The Emergency Broadcast System is activated according to the Maine Emergency Broadcast System Plan. The **EMA Director** may contact the **County Director** to activate that system. [INSERT COMMUNITY] may contact radio station(s) directly. Warning is disseminated through all appropriate systems. See attached fanout chart.

Logs, fanout reports and all messages are kept for at least one year.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Responsibilities of local government: ensure that alerting and warning capabilities exist, appropriate warning devices are activated, and special needs populations are notified.

Assignments are shown on the chart following this section.

## ADMINISTRATION AND LOGISTICS

### A. Policies

The **EMA Director** in conjunction with **elected officials** and **emergency service chiefs** develops guidelines for alerting personnel and special care facilities, and warning the public.

### B. Reporting

The **dispatcher** makes verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded on the appropriate forms and given to the supervisor and the **EMA Director**.

**TASK ASSIGNMENT CHART**

AGENCY	Develop Annex	Maintain Alert List	Receive Warning	Alert Key Gov. Officials & Special Facilities	Alert Staff	Relay Fanout Warning	Public Warning
Elected Officials/Manager	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
Emergency Management	<b>P</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
Law Enforcement	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>P</b>
Fire Department	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>P</b>
Emergency Medical/Rescue	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
Health & Welfare	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
Public Works	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
School Department	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
Harbor Master	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
Warning Point Dispatcher	<b>S</b>	<b>S</b>	<b>P</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>S</b>

P = Primary Responsibilities

S = Support Responsibilities

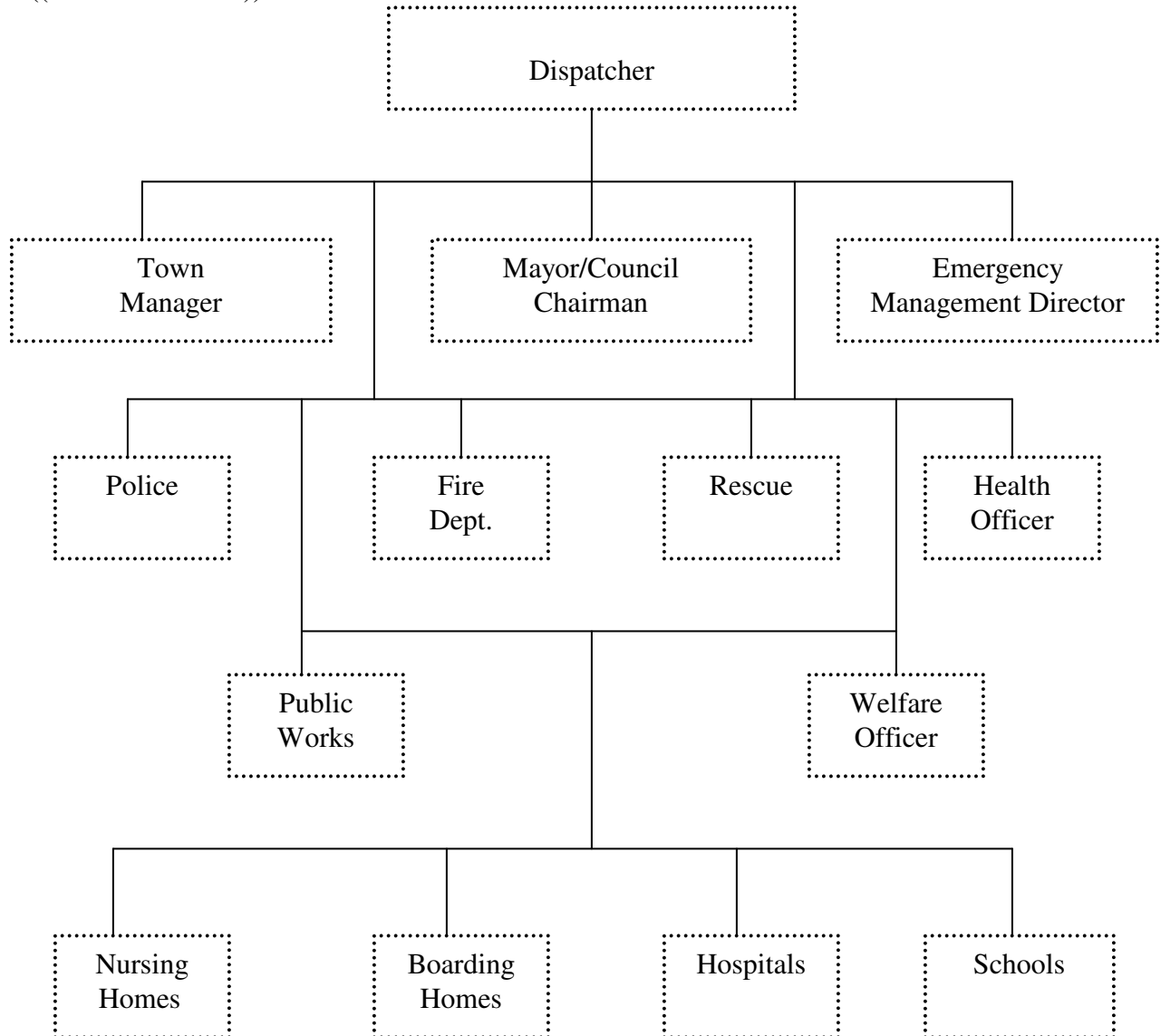
### MUNICIPAL FANOUT CHART

Primary Warning Points

(INSERT COUNTY NAME)

(INSERT TELEPHONE #)

((INSERT TOWN))



**RADIO FREQUENCIES**

Local Police Department	
Local Police Department	
Local Fire Department	
State Fire	
Statewide Car to Car	
EMS Primary	
Public Works	
U. S. Coast Guard	
National Weather Service	

**CHECKLIST**

- Receive notification.  
From \_\_\_\_\_
  
- Complete fanout according to SOP.
  
- If limited warning time, the following actions may be undertaken by the law enforcement and fire service personnel.
  - a. Fixed warning devices are activated.
  
  - b. Mobile notification routes are followed with public address system or door-to-door notification.
  
  - c. Warning notification to special needs schools. See list of special needs facilities in file.
  
  - d. Notification to hospitals, clinics and nursing/special care facilities.
  
- Other public warning is used as available and as time permits.
  - a. Radio announcements
  
  - b. Television announcement
  
- Keep signed logs of emergency communication traffic.

Also see the Emergency Information and Education Section.

## DIRECTION and CONTROL ANNEX

### SITUATION

Many hazards cause disasters of a magnitude that makes centralized direction and control necessary. [(INSERT TOWN)] is used as an Emergency Operating Center (EOC) when needed. It is located at [(INSERT LOCATION)]. Its communications capabilities include [(INSERT TELEPHONES, COMPUTER MODEM, 2-METER RACES, CITIZENS BAND, COUNTY TO LOCAL LGRS, COUNTY FIRE SERVICES, AND AMBULANCE SERVICES RADIO)]. The [(INSERT NAME)] County EOC is located at [(INSERT LOCATION)].

### CONCEPT OF OPERATIONS

The priority in emergencies is to save lives, limit injuries and damage to property, maintain the continuity of government, and return the area to normal.

The **elected officials** have responsibility for local government operations. The **EMA Director** assists the [(INSERT CITY/TOWN COUNCIL, BOARD OF SELECTMEN, CITY/TOWN MANAGER)] and activates the EOC as a central location for decision-making. A **representative** of each emergency service is at the EOC.

If an on-scene command post is established, the **incident commander** is the **senior officer** on the scene from the emergency service best suited to handle the situation. The command post keeps the EOC informed of the situation. The municipal EOC keeps the County EOC informed.

### ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The [(INSERT CITY/TOWN COUNCIL, BOARD OF SELECTMEN)] exercise broad control over emergency operations. They provide guidance on policy and approve information for the public. Agency representatives in the EOC assure involved agencies work in a mutually supportive way. The **emergency service chiefs** keep in contact with field forces and record their status, issue instructions to units, monitor progress, and keep the EOC informed. Assignments are shown on the task assignment chart following this section.

### ADMINISTRATION AND LOGISTICS

#### A. Policies

The host agency provides logistical support for the EOC staff. Each emergency service provides 24 hour representation during the emergency period.

B. Reporting

All messages are logged in. Information may need to be verified before distribution. Check with **EMA**

**Director.** Situation reports are compiled daily or as requested and forwarded to the York County EMA and the [INSERT CITY/TOWN COUNCIL, BOARD OF SELECTMEN]. Each participating unit keeps a chronological record of major events during EOC operations. The **EMA Director** develops the event log. Security personnel record persons entering and leaving the EOC. All communications stations keep traffic logs. Additional operational reports are submitted as requested.

**TASK ASSIGNMENT CHART**

AGENCY	Decision Making	EOC Activation & Staffing	Emergency Response	Develop Annex	EOC Logistics & Support	Coordination of Services
Elected Officials/Manager						
Emergency Management						
Law Enforcement						
Fire Department						
Emergency Medical/Rescue						
Health & Welfare						
Public Works						
School Department						
Harbor Master						

P = Primary Responsibilities	S = Support Responsibilities
------------------------------	------------------------------

**LOCAL KEY CONTACTS**

((INSERT TOWN)):

POSITION	NAME	OFFICE TELEPHONE	HOME TELEPHONE	MOBILE
Mayor/Senior Official				
Council/Selectperson				
Council/Selectperson				
Council/Selectperson				
Council/Selectperson				
Council/Selectperson				
Council/Selectperson				
Council/Selectperson				
Town/City Manager				
Public Information Officer				
Fire Chief				
Police Chief				
Road Commissioner/ Public Works Director				
EMA Director				
EMS Director				
Code Enforcement Officer				
Highway Superintendent				
Public Safety Director				
Public Health Nurse				
Plumbing Inspector				
Electrical Inspector				
School Superintendent				
Water District				

POSITION	NAME	OFFICE TELEPHONE	HOME TELEPHONE	MOBILE
Sewer Director				
Tax Assessor				
Town/City Attorney				
Welfare Officer				
Harbor Master	Jim Nadeau		985-3214	205-0991
Shelter Officer				
Radiological Officer				
Resource Management Officer				
Damage Assessment Coordinator				
Mortuary Coordinator – York County	Jeffrey Pelkey	439-4900	439-1882	

NOTE: All of these position names are used in the plan or in your organizational chart. You may refer one position to another (for example, under "Damage Assessment Coordinator", say "see EMA Director"), but you should address all of them.

**AREA and STATE CONTACTS**

AREA/STATE CONTACTS	NAME	TELEPHONE
Fire Mutual Aid Town(s)*		
Police Mutual Aid Town(s)*		
York County Sheriff	Maurice Ouellette	324-1111
Area Ambulance		
Area Ambulance		
Harbormaster	Jim Nadeau	985-3214
Closest Maine State Police Dispatch Point		
Department Environmental Protection		1-800-482-0777
Forest Service Fire Assistance		1-800-750-9777
Maine Warden Service (Search and Rescue)		1-800-482-0730
Hazmat Response Team		324-1111
National Weather Service		688-3216
U.S. Coast Guard	Portland – 767-0303	Portsmouth – (603) 436-4415
Wilderness Rescue		324-1111
Association General Contractors		
County Emergency Management Agency	Bob Bohlmann	324-1578
Medical Examiner		1-800-870-8744
American Red Cross (closest)		
Public Alerting (Radio)	(see attachment F)	
Public Alerting (TV)	(see attachment F)	
Hospital (closest)		
Maine Emergency Management Agency (MEMA)		1-800-452-8735
Power Company Office	Central Maine Power	1-800-535-5532
Dam Breach (Sheriff)		324-1111
Dig Safe		1-888-344-7233

\*Detailed Mutual Aid Chart is included in Emergency Services Annex.

## FAX LIST

**County:**

Commissioners' Office	324-9494
Deeds	324-2886
Jail	324-1347
Jail Administration	324-8268
Red Cross	283-9829
Communications Center	324-1299
Weather Coordinator (Marc Mailhot)	856-1675
NWS Caribou	498-6378
Police Services	324-3496
York County EMA Office	324-4997

**EMA:**

Aroostook County EMA	532-9031
Biddeford EMA (Call 1 <sup>st</sup> – 286-1911)	283-8322
Buxton EMA	929-3509
Cumberland County EMA	892-8617
Hollis EMA	929-6700
Kennebunkport EMA (FD)	967-8470
Lebanon EMA (Pager 1 <sup>st</sup> . – 750-9456)	339-2071
MASS EMA	1-508-820-2030
New Hampshire State Office of Emergency Management	1-603-225-7341
Oxford County EMA	743-7346
Sanford Dispatch	791-6920
South Berwick (Ed Parson's Office)	490-1609
Wells EMA	646-7800

**News Media:**

## Newspaper

Journal Tribune – Sanford	324-1342
Journal Tribune – Biddeford	282-3138
Sanford News	490-1431
Foster's Daily Democrat	1-603-749-7079
Portland Press Herald	283-8229
Associated Press	774-6625
York Coast Star	985-9050

## Radio

Maine Public Radio – Portland	761-0318
WIDE	282-1019
WGME	878-7482
WMGX/WGAN (radio)	761-7765
WGMX/WGAN (News Director)	774-3788
WOKQ	1-603-742-6218
WPOR	774-3788

## TV

6-ALIVE	828-6630
News 8 New England	782-2165

Direction and Control Annex

	Channel 13	878-3505
	Channel 13	878-7482
	WPXT-TV 51	761-9794
	Maine Public Broadcasting	761-0318
	Adelphia	623-3407
	MetroCast Cablevision – Sanford	490-1697
	Metrocast Cablevision – Rochester, NH	1-603-335-4106
Fire Depts.:	Biddeford FD	283-8243
	Kennebunk FD	985-1145
	Life Flight	973-6725
	Ogunquit FD	646-6114
	Saco FD	282-8208
	York Village FD	363-1016
	Portsmouth Naval Shipyard FD	438-4444
	State Fire Marshall	624-8968
Police Depts.:	Berwick PD	384-3305
	Biddeford PD	283-8243
	Buxton PD	929-6609
	Eliot PD	439-3267
	Kennebunk PD	985-8769
	Kennebunkport PD	
	Kittery PD	
	North Berwick PD	676-9860
	Ogunquit PD	646-5761
	Old Orchard Beach PD	934-4506
	Saco PD	282-8208
	Sanford PD	324-9199
	South Berwick PD	384-3305
	Wells PD	646-7800
	York PD	363-1035
	Portsmouth Naval Shipyard PD	438-2442
	York County Police Services	324-3496
	Maine Forest Service	324-7000
State Police	Alfred Troop A	324-0872
	Augusta	624-7088
	Gray	657-5171
	Houlton	532-9338
	Orono	866-3998
Other Agencies, Etc.	Berwick Academy	384-3332
	Bibbers	985-9285

Direction and Control Annex

Bureau of Purchases	287-3597
CATV (Dan Roberts)	324-7622
Central Maine Power Co.	490-3040
Community Policing	621-3301
D.E.P. (Main Office)	287-7826
EMI Admissions (fire side only)	1-301-447-1441
EMI All correspondence	1-301-447-1658
EMI	1-301-447-1006
Fun Town/Splash Town	283-4716
National Weather Service – Gray	688-3230
Maine Tourist Center – Kittery	439-8281
MFT & E	767-9678
Pratt Whitney	676-4215
Senator Snow’s Office (Peter Morin)	284-2358
Senator Susan Collins – Biddeford Office	283-4054
Shuttle Bus (Rod Carpenter)	282-0587
Southern Maine Communications	324-6766
York Water District	383-9773

Hospitals

Southern Maine Medical Center	
<b>EMERGENCY/URGENT ONLY</b>	283-7024
Mike Harriman	283-7703
Marc Fournier	283-7020
York Hospital	
Andy Belleveau	363-3858
Steve Pelletier	351-2308
Goodall Hospital	490-7328

**EOC CHECKLIST**

Incident: \_\_\_\_\_

Date: \_\_\_\_\_

- Receive notification from \_\_\_\_\_
- Notify all staff and volunteers.
- Activate and test all equipment.
- Begin message and event logs.
- Inspect emergency generator for fuel and automatic start capability.
- Begin plotting and posting events.
- Brief staff upon arrival.
- When "manned and ready," report to County EMA.
- Review staffing pattern to ensure 24 hr. capability.
- Conduct "time check".
- Check on food supplies and make appropriate arrangements.
- Submit verbal and written situation reports to County EMA and support organizations.  
Consider need to declare an emergency.
- Establish security procedures.

- Conduct periodic briefings for EOC staff.
- Determine (e.g.; shelter requirements, status of utilities, road damages/closures, isolated personnel, medical problems, etc.).
- Review procedures for requesting assistance.
- Maintain records of expenditures.
- Brief oncoming shift personnel of all events and pending actions.
- Prepare initial damage assessment information for submission to County.

## COMMUNICATIONS CENTER CHECKLIST

- Operationally check all radios. Report any needed repairs.
- Maintain a master log of all communications.
- Keep file copy of all messages for reference.
- Record transmitted messages in message log. Include date, time of transmission & message number.
- Acknowledge all messages received and record date and time received.
- Keep message log.

### MESSAGE PRIORITIES:

**Emergency** Life threatening situation. Immediate response required.

**Immediate** Lives or property at risk. Respond as soon as any emergency traffic has been processed.

**Priority** Timely response required.

**Routine** Routine day to day messages.

## EMERGENCY SERVICES

### SITUATION

The following groups have specific responsibilities during an emergency.

**Elected Officials/Manager:** The **chief elected officials** make policy decisions and have responsibility for emergency response within the [INSERT TOWN/CITY].

**Emergency Management:** As mandated by Maine State Law Title 37B, the [INSERT CITY/TOWN COUNCIL, BOARD OF SELECTMEN] has appointed an Emergency Management Agency (EMA) **Director**. He/she maintains the EOC and advises officials and agencies on emergency procedures. The EMA **Director** activates the EOC when necessary, coordinates resources, emergency response, and recovery efforts; and compiles damage assessment reports.

**Law Enforcement:** The **Police Department** consists of [INSERT DESCRIPTION]. [INSERT TOWN/CITY] relies on the **County Sheriff's Office** and the **Maine State Police**. Communications capability extends from response personnel in the field to coordinating personnel in the EOC or the Department depending on the size of the incident. They are responsible for evacuation and traffic control.

**Fire Services:** The Fire Department consists of [INSERT DESCRIPTION]. [INSERT CITY/TOWN] contract for fire services from [(INSERT TOWN)]. Personnel may help in evacuation and traffic control if necessary.

**Emergency Medical & Rescue Services:** Emergency Medical/Rescue Services are part of the municipal fire departments/provided by [INSERT NAME]. They are responsible for providing ambulance and rescue services.

**Health and Welfare:** A **health officer** has been appointed. He/she is responsible for protecting the public's health. Medical care is provided by [INSERT NAME] Hospital, [INSERT NAME] Clinic, [INSERT NAME] Nursing Home, and the offices of individual practitioners. The [INSERT WELFARE OFFICER/OVERSEER OF THE POOR] carries out welfare assistance as required.

**Public Works:** The Public Works Department consists of [INSERT DESCRIPTION] OR this is contracted to [INSERT NAME OF] private companies. They are responsible for highway maintenance and assist in damage assessment.

**Water/Sanitation District:** The municipally owned water district serves approximately [INSERT #] customers. There is also a privately owned water company, [INSERT NAME]. OR [INSERT NAME] has a sanitation district that handles sewage within city/town limits.

**School Department:** The public schools are under the town/city's supervision; part of SAD # [INSERT]; part of the [INSERT NAME] community school district; part of School Union # [INSERT]. There also is [INSERT NAME], a private church school, and [INSERT NAME] College. Schools are a primary public shelter resource.

**Harbor Master** (if applicable): The **Harbor Master** keeps harbor channels open and safe for boating traffic, and assigns mooring privileges in the jurisdiction's waterways.

Emergency duties parallel normal responsibilities when possible.

## CONCEPT OF OPERATIONS

The On-Scene Incident Command System is used in most large-scale disasters. The **On-Scene Incident Commander** (usually the **Fire Chief**) reports to the city/town manager, and to the **Emergency Manager** at the Emergency Operations Center (EOC) when activated.

During most large-scale emergency situations, the municipal and County EOC's are activated. A **coordinator** for each emergency service is at the respective EOC to integrate his/her agency's response with that of other emergency services. Each **emergency service coordinator** reports response activities to the **EM Director**.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. General

Each emergency support service develops internal notification rosters and SOP's for assigned tasks. The agencies involved and the EMA Director have SOP's addressing multi-agency responses. The EMA Director helps department heads in the development of their SOP's, if requested.

### B. Task Assignments

Assignments are shown on the chart following this section.

## ADMINISTRATION AND LOGISTICS

### A. Policies

Administrative and logistical support of operational field elements is the responsibility of each participating agency. Each department chief is responsible for deciding when a situation is too hazardous for his personnel to remain in an area. The health and safety of personnel is a priority concern. Each agency records resources used in emergency operations and provides this information to the EOC. When local resources and all mutual aid are exhausted, a request for aid may be made through the County EMA.

Emergency staffing must be documented with the **EMA Director** for protection under State law.

B. Reporting

Agencies keep an event log on each significant event and include their response. **Dispatchers** keep radio logs of radio communications including the time and contents of each transmission.

Casualties, damage assessment, evacuation status, radiation levels, chemical exposure and resource needs are reported to the EOC.

C. Agreements and Understandings

Some emergency service agencies have formal or informal mutual aid agreements with adjoining jurisdictions. See the mutual aid chart following this section.

## TASK ASSIGNMENT CHART

AGENCY	Hazard ID	Train Staff & Volunteers	Public Educ.	Revise SOP's	Develop Mutual Mutual Aid/ Supply Agrmnt	Roster Resrce Invent	Comm Warning Cap	Test Exercise	Coord Deter Rspns	Restore Essen Svcs Facil	Return Repair Borrow Equip	Conduct Critique Prepare Report
Elected Officials/ Managers	S			S	S			S	S			S
Emergency Management	P	P	P	P	P	P	P	P	P	S	P	P
Law Enforcement	P	P	P	P	P	P	P	P		P	P	P
Fire Department	P	P	P	P	P	P	P	P		P	P	P
Emergency Medical/Rescue	P	P	P	P	P	P	P	P		P	P	P
Health & Welfare	P	P	S	P	P	P	P	P		P	P	P
Public Works	P	P		P	S	P	P	P		P	P	P
School Department	S	P	S	P	S	S	P	P	S	S	P	P
Harbor Master	P		P	P	P	S	P	P	S	S	P	P

P = Primary Responsibility

S = Support Responsibility

**MUTUAL AID CHART**

	(TOWN A)	(TOWN B)	(TOWN C)	(TOWN D)
POLICE				
FIRE DEPT.				
RESCUE				
PUBLIC WORKS				

**TOWN OF ((INSERT TOWN)), ME MUNICIPAL RESOURCE INVENTORY**

Please complete this form, utilizing additional pages as required to provide sufficient detail.

Location: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed by (Name/Title): \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Warning System**  Yes  No If yes, what type (Siren, Reverse 911, etc)? \_\_\_\_\_

**Fire Equipment/Vehicles:** (Quantity) \_\_\_\_\_ Number of Fire Fighters: \_\_\_\_\_

HazMat Team?  Yes  No Confined Space Equipment/Team:  Yes  No

Pumpers/Tankers	_____	Ladders/Aerial	_____	Forestry	_____
Emergency Units	_____	Rescue/EMS	_____	Boat	_____
Tower Lights	_____	Generators	_____	Foam	_____
Bomb Disposal	_____	Search Dogs	_____	I/R Camera	_____
Water Rescue	_____	Dive Teams	_____	Building Collapse	_____

Other Equipment: \_\_\_\_\_

**ICS Assignments:** Number of First Responders Trained (per assignment)

Number of First Responders Hazmat Trained \_\_\_\_\_ Operations Level \_\_\_\_\_ Technician Level \_\_\_\_\_

**Police:** (Quantity)

Resident State Troopers \_\_\_\_\_ Town Police Officers/Constables \_\_\_\_\_  
 Auxiliary Police \_\_\_\_\_ Other Resources: \_\_\_\_\_  
 Fire Police \_\_\_\_\_

Vehicles: Sedans \_\_\_\_\_ SUVs \_\_\_\_\_ Other Vehicles: \_\_\_\_\_

**DPW:** (Number of Employees) Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Equipment: (Quantity)

Loaders	_____	Dozers	_____	Other	_____
Excavators	_____	Dump Trucks	_____		_____

**Mass Care:** (Quantity)

School Buses \_\_\_\_\_ Shelter Locations \_\_\_\_\_ Total Number of Shelter Spaces \_\_\_\_\_  
 Stocked/Supplied?  Yes  No

**Civilian Emergency Response Teams (CERT)** \_\_\_\_\_ Total Members \_\_\_\_\_

CERT Capabilities \_\_\_\_\_

**Local RACES/ARES Teams (Amateur Radio)** \_\_\_\_\_ County \_\_\_\_\_ Civil Air Patrol Units \_\_\_\_\_

**Local Red Cross Trained Teams**  Yes  No **Local Salvation Army**  Yes  No

Other Organizations/Teams \_\_\_\_\_

**Additional Town/Community Resources:** (Please Describe)

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

**TOWN OF ((INSERT TOWN)), ME MUNICIPAL RESOURCE INVENTORY**

Please complete this form, utilizing additional pages as required to provide sufficient detail.

Location: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed by (Name/Title): \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Warning System**  Yes  No If yes, what type (Siren, Reverse 911, etc)? \_\_\_\_\_

**Fire Equipment/Vehicles:** (Quantity) \_\_\_\_\_ Number of Fire Fighters: \_\_\_\_\_

HazMat Team?  Yes  No Confined Space Equipment/Team:  Yes  No

Pumpers/Tankers	_____	Ladders/Aerial	_____	Forestry	_____
Emergency Units	_____	Rescue/EMS	_____	Boat	_____
Tower Lights	_____	Generators	_____	Foam	_____
Bomb Disposal	_____	Search Dogs	_____	I/R Camera	_____
Water Rescue	_____	Dive Teams	_____	Building Collapse	_____

Other Equipment: \_\_\_\_\_

**ICS Assignments:** Number of First Responders Trained (per assignment)

Number of First Responders Hazmat Trained \_\_\_\_\_ Operations Level \_\_\_\_\_ Technician Level \_\_\_\_\_

**Police:** (Quantity)

Resident State Troopers \_\_\_\_\_ Town Police Officers/Constables \_\_\_\_\_  
 Auxiliary Police \_\_\_\_\_ Other Resources: \_\_\_\_\_  
 Fire Police \_\_\_\_\_

Vehicles: Sedans \_\_\_\_\_ SUVs \_\_\_\_\_ Other Vehicles: \_\_\_\_\_

**DPW:** (Number of Employees) Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Equipment: (Quantity)

Loaders	_____	Dozers	_____	Other	_____
Excavators	_____	Dump Trucks	_____		_____

**Mass Care:** (Quantity)

School Buses \_\_\_\_\_ Shelter Locations \_\_\_\_\_ Total Number of Shelter Spaces \_\_\_\_\_  
 Stocked/Supplied?  Yes  No

**Civilian Emergency Response Teams (CERT)** \_\_\_\_\_ Total Members \_\_\_\_\_

CERT Capabilities \_\_\_\_\_

**Local RACES/ARES Teams (Amateur Radio)** \_\_\_\_\_ County \_\_\_\_\_ Civil Air Patrol Units \_\_\_\_\_

**Local Red Cross Trained Teams**  Yes  No **Local Salvation Army**  Yes  No

Other Organizations/Teams \_\_\_\_\_

**Additional Town/Community Resources:** (Please Describe)

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

**TOWN OF ((INSERT TOWN)), ME MUNICIPAL RESOURCE INVENTORY**

Please complete this form, utilizing additional pages as required to provide sufficient detail.

Location: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed by (Name/Title): \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Warning System**  Yes  No If yes, what type (Siren, Reverse 911, etc)? \_\_\_\_\_

**Fire Equipment/Vehicles:** (Quantity) \_\_\_\_\_ Number of Fire Fighters: \_\_\_\_\_

HazMat Team?  Yes  No Confined Space Equipment/Team:  Yes  No

Pumpers/Tankers	_____	Ladders/Aerial	_____	Forestry	_____
Emergency Units	_____	Rescue/EMS	_____	Boat	_____
Tower Lights	_____	Generators	_____	Foam	_____
Bomb Disposal	_____	Search Dogs	_____	I/R Camera	_____
Water Rescue	_____	Dive Teams	_____	Building Collapse	_____

Other Equipment: \_\_\_\_\_

**ICS Assignments:** Number of First Responders Trained (per assignment)

Number of First Responders Hazmat Trained \_\_\_\_\_ Operations Level \_\_\_\_\_ Technician Level \_\_\_\_\_

**Police:** (Quantity)

Resident State Troopers \_\_\_\_\_ Town Police Officers/Constables \_\_\_\_\_  
 Auxiliary Police \_\_\_\_\_ Other Resources: \_\_\_\_\_  
 Fire Police \_\_\_\_\_

Vehicles: Sedans \_\_\_\_\_ SUVs \_\_\_\_\_ Other Vehicles: \_\_\_\_\_

**DPW:** (Number of Employees) Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Equipment: (Quantity)

Loaders	_____	Dozers	_____	Other	_____
Excavators	_____	Dump Trucks	_____		_____

**Mass Care:** (Quantity)

School Buses \_\_\_\_\_ Shelter Locations \_\_\_\_\_ Total Number of Shelter Spaces \_\_\_\_\_  
 Stocked/Supplied?  Yes  No

**Civilian Emergency Response Teams (CERT)** \_\_\_\_\_ Total Members \_\_\_\_\_

CERT Capabilities \_\_\_\_\_

**Local RACES/ARES Teams (Amateur Radio)** \_\_\_\_\_ County \_\_\_\_\_ Civil Air Patrol Units \_\_\_\_\_

**Local Red Cross Trained Teams**  Yes  No **Local Salvation Army**  Yes  No

Other Organizations/Teams \_\_\_\_\_

**Additional Town/Community Resources:** (Please Describe)

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

## EMERGENCY INFORMATION and EDUCATION ANNEX

### SITUATION

The County and [INSERT CITY/TOWN] have continuing programs that provide information about potential hazards, local government preparedness activities, and emergency services to the public. Activities include public service announcements on radio and television stations, brochures, pamphlets, publications, and interviews with the media.

### CONCEPT OF OPERATIONS

The Media Operations Center (MOC) is a single information center for the [INSERT TOWN/CITY]. It is established at [INSERT LOCATION] in a major incident. Information is distributed and media briefings are held as frequently as possible.

Media releases are prepared in the Joint Information Center (JIC) and a Rumor Control section monitors radio and television news and answers telephone inquiries.

The County EMA activates the Emergency Broadcast System. If the County EMA Director can't be reached, contact the Maine State Police.

The **Public Information Officer (PIO)** is responsible for all contacts with the media. He oversees the operation of the JIC, the MOC and Rumor Control.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Assignments are shown on the Chart following this section.

### ADMINISTRATION AND LOGISTICS

#### A. Policies

The **Chief Executive** approves all public information. Emergency information is released to the local media through the MOC, if established, or the EOC.

Information is verified before release. Rumors are investigated and correct information issued if necessary.

Radio, television and newspaper announcements are monitored to ensure accuracy.

The **PIO** keeps lists of media contacts up-to-date.

#### B. Reporting

The **PIO** keeps logs of emergency information activities.

**TASK ASSIGNMENT CHART**

AGENCY	COORDINATION	MEDIA RELATIONS	NEWS RELEASE	EDUCATION
Elected Officials/Manager	<b>S</b>	<b>P</b>	<b>S</b>	<b>S</b>
Emergency Management	<b>P</b>	<b>S</b>	<b>S</b>	<b>S</b>
Law Enforcement	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
Fire Department	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
Emergency Medical/Rescue	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
Health & Welfare	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
Public Works	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
School Department	<b>S</b>	<b>S</b>	<b>S</b>	<b>P</b>
Harbor Master	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
Public Information Officer (PIO)	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

P = Primary Responsibilities

S = Support Responsibilities

## CHECKLIST

Below are suggested actions for the [INSERT CITY/TOWN] **Public Information Officer** (PIO) and Joint Information Center (JIC) **staff** during an emergency. Changes may be made depending on the situation.

- Ensure that all information is clear, confirmed, and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.
- Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.
- Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.
- Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- Keep the **Elected Officials/Manager** and **EMA Director** informed of all actions taken or planned.
- Maintain a log and a file.
- Keep County EMA informed of all information released.

## EVACUATION ANNEX

### SITUATION

Evacuation may be used to protect the health and safety of the public. Private vehicles and school buses are the primary means of transportation. Emergency service vehicles are also used when needed for incapacitated people. No one is forced to leave his home, but efforts are made to inform every one of the threat and of help available for evacuees.

### CONCEPT OF OPERATIONS

The **EMA Director** oversees an evacuation within [INSERT TOWN/CITY]. He may request assistance from the County Emergency Management Agency (EMA).

The characteristics, path and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes and the distance of travel. The [INSERT POLICE/FIRE CHIEF] is responsible for the final route determination. Evacuation is coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, including elderly, handicapped and institutionalized, are transported by other means. Administrators of special needs facilities have contacted facilities with similar levels of care to host their clients.

Evacuation and reentry instructions are given via radio, television and/or printed material.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The **EMA Director** coordinates evacuation activities, compiles all evacuation information and keeps the **elected officials/manager** and the **PIO** informed.

Assignments are shown on the chart following this section.

### ADMINISTRATION AND LOGISTICS

#### A. Policies

The **chief elected official/manager** or his designee is responsible for ordering evacuation to protect the health and safety of the public. The first **responding emergency personnel** initiates emergency evacuation of a threatened area and notifies their headquarters.

Special care facilities (nursing homes, jails, etc.) are responsible for the safety of their residents and initiating evacuations as necessary.

Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.

B. Reporting

**Emergency services personnel** in the field report the status of evacuation to their agencies. The agency keeps the municipal EOC informed. The EOC informs the County EMA of operations.

**TASK ASSIGNMENT CHART**

AGENCY	POLICY	COORDINATION	TRAFFIC CONTROL	BARRICADES	HWY. MAINT/ DEBRIS REMOVAL	EVAC. OF SPECIAL CARE FACIL.	TRANSPORTATION	SECURITY OF EVAC. AREA
Elected Officials/ Manager	<b>P</b>							
Emergency Management		<b>P</b>						
Law Enforcement	<b>S</b>	<b>S</b>	<b>P</b>			<b>S</b>	<b>S</b>	<b>P</b>
Fire Department			<b>S</b>			<b>S</b>	<b>S</b>	<b>S</b>
Emergency Medical/ Rescue						<b>P</b>	<b>S</b>	
Health & Welfare						<b>S</b>		
Public Works			<b>S</b>	<b>P</b>	<b>P</b>			
School Department						<b>S</b>	<b>S</b>	
Harbor Master			<b>S</b>		<b>S</b>		<b>S</b>	<b>S</b>

P = Primary Responsibility

S = Support Responsibility

**SPECIAL NEEDS FACILITIES INFORMATION**

FACILITY	POPULATION	TELEPHONE	DESTINATION	TRAVEL BY

## CHECKLIST

- Establish traffic control and perimeter control points. Permit entry only to appropriate response personnel.
- Request and provide transportation and other resources in coordination with the command post/EOC.
- Ensure residents in the affected area are notified (Refer to warning checklist).
- Direct residents out of the affected area and to shelters.
- Check all residents are out of the affected area.
- Provide security at shelters.
- Provide security to affected area.
- Coordinate return of residents when safe to do so.
- Refer those who require medical evaluation to an appropriate center.

## SHELTER ANNEX

### SITUATION

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. Congregate Care (Lodging) facilities are used as feeding and sleeping quarters or "shelters" for evacuated people. Primary sites are armories and schools. Facilities that provide protection from specific hazards are listed in sections of the plan addressing those hazards. General shelters follow this section.

It is the responsibility of municipal governments to protect their citizens by providing shelters when required in an emergency. [INSERT CITY/TOWN] also may receive evacuees from another community.

### CONCEPT OF OPERATIONS

Those needing shelter must be registered and assigned to shelters, sustained in shelters and released when the hazard has diminished.

The **Shelter Officer** works with the Red Cross in developing shelter use agreements, selecting shelter sites and training shelter management teams. He/she coordinates the efforts of the municipal officials, school systems, other facility owners and the Red Cross. Each shelter has a **Shelter Manager**, usually the person responsible for the building. The **Shelter Manager** supervises operations in a facility **and** reports to the **Shelter Officer**. He/she assigns groups with special needs to similar facilities in a safe area according to staff and space available.

Shelter licenses and agreements, shelter management agreements, management and deactivation procedures are kept in the EOC.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The **EMA Director** is responsible for ensuring shelter capabilities exist. There [is/is not] an agreement with the [INSERT NAME] Chapter of the American Red Cross to manage shelters in most emergencies. They coordinate and manage their shelter management teams. The Health/Welfare Department staff coordinates and manages teams for shelters run by the town/city. The **Shelter Manager** (the person in charge of the shelter) ensures that all shelter tasks are accomplished.

Assignments are shown on the chart following this section.

### ADMINISTRATION AND LOGISTICS

#### A. Policies

Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Space is allocated at 40 square feet per person.

B. Reporting

**Shelter Managers** keep the **Shelter Officer** informed of the status of the shelters. The **Shelter Officer** reports the status of shelters to the EOC. They keep the County EOC informed.

Complete records of expenditures and operations are given to the **Shelter Officer**. Copies are given to the Red Cross for reimbursement, if the Red Cross operates the shelter.

**TASK ASSIGNMENT CHART**

AGENCY	Develop Shelter List	Shelter Agreements	Shelter Marketing	Shelter Coordinator	Shelter Management Train	Shelter Management & Operations	Registration	Communications	Traffic Control Security	Mass Feeding
Elected Officials/ Manager										
Emergency Management	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>		<b>S</b>	<b>S</b>			
Law Enforcement								<b>S</b>	<b>P</b>	
Fire Department							<b>S</b>	<b>S</b>		
Emergency Medical/ Rescue				<b>S</b>				<b>S</b>		
Health & Welfare	<b>S</b>		<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>			<b>S</b>
Public Works			<b>S</b>					<b>S</b>		
School Department	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>		<b>S</b>
Red Cross	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>			<b>P</b>
Salvation Army & Other Private Organizations			<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>			<b>P/S</b>

P = Primary Responsibility

S = Support Responsibility

**LOCAL FACILITIES**

Facility #	Name	Telephone	Congregate Care Capability
<b>Reception Centers</b>			
	Facility Location		
	Facility Location		
	Facility Location		
<b>Special Care Facilities</b>			
	Facility Location		
	Facility Location		
	Facility Location		
<b>Feeding Facilities</b>			
	Facility Location		
	Facility Location		
	Facility Location		
<b>Congregate Care/Lodging Facilities</b>			
	Facility Location		
	Facility Location		
	Facility Location		
<b>Campgrounds</b>			
	Facility Location		
	Facility Location		
	Facility Location		
<b>Essential Work Facilities</b> (Select safe shelter nearest hazard for essential works and their families.)			

## CHECKLIST

Choose between:

Contact American Red Cross contact [INSERT NAME] and alert them to possible need for shelter.

If American Red Cross agreement not developed: Contact and activate shelter personnel. Cost may be borne by [INSERT TOWN/CITY].

Activate necessary shelters.

- Ensure shelters are adequately stocked and staffed.
- Ensure security is provided for shelters.
- Provide communications link between shelter & EOC.
- Maintain status of shelter operations and allocations.
- Upon authorization, release shelterees.
- Clean and return shelters to original condition.
- Submit shelter expenditure statement for reimbursement.

## RESOURCE MANAGEMENT ANNEX

### SITUATION

Most resources are at the municipal government level or must be obtained from private sources.

### CONCEPT OF OPERATIONS

[INSERT CITY/TOWN] uses its resources and calls upon mutual aid before contacting County for assistance. The County then coordinates resource acquisition. Records are kept of the deployment of resources. Departments inventory their resources, replenish depleted stock and recondition or replace used equipment after an emergency.

The storage, maintenance and replacement of borrowed equipment and materials are the responsibility of the receiving jurisdiction.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

[INSERT CITY/TOWN MANAGER, FIRST SELECTMAN] has appointed the [INSERT PUBLIC WORKS DIRECTOR/EMERGENCY MANAGER] as the Resource Management Officer. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

Each department has emergency functions that complement normal duties. Each is responsible for developing and maintaining an inventory of equipment that is in operational readiness.

Task assignments are shown on the task assignment chart following this section.

### ADMINISTRATION AND LOGISTICS

#### A. Policies

[INSERT TITLE] can implement conservation procedures if needed.

#### B. Reporting

Agencies identify needs that cannot be met with local and mutual aid resources and report these needs to the EOC. When it appears local resources may soon be exhausted, a request for assistance is made of County EMA.

**TASK ASSIGNMENT CHART**

AGENCY	Develop & Maintain Annex	Inventory Resources	Maintain Operational Readiness	Resource Management Coordination	Letters of Understanding With Private Sector	Develop Mutual Aid Agreements	Restore Essential Services & Vital Facilities	Recondition Replenish Replace Restore	Establish Requisition Policies
Elected Officials/Manager									
Emergency Management	<b>P</b>	<b>S</b>		<b>S</b>	<b>P</b>		<b>S</b>	<b>S</b>	
Law Enforcement									<b>S</b>
Fire Department								<b>S</b>	<b>S</b>
Emergency Medical/Rescue					<b>S</b>			<b>S</b>	
Health & Welfare	<b>S</b>			<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	
Public Works				<b>S</b>					<b>S</b>
School Department	<b>S</b>	<b>S</b>		<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
Harbor Master				<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	
Private Sectors	<b>P</b>		<b>S</b>	<b>P</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	

P = Primary Responsibility

S = Support Responsibility

**EMERGENCY RESPONSE EQUIPMENT**

RESOURCE	SIZE	QTY.	CONTACT PERSON	TELEPHONE
Plows				
Generators				
Backhoes				

**CHECKLIST**

- Check that each department has a current inventory of equipment and no unusual shortages.
- Provide special facilities and populations with resources as promptly as possible.
- Check that Mutual Aid Agreements are current and available for reference.
- Activate mutual aid with [LIST COMMUNITIES].
- Make requests for additional resources through County EMA on a Request for Resources form, unless life-threatening situation or other procedures are in place.
- Return borrowed equipment and resources.

## RADIOLOGICAL PROTECTION ANNEX

### PURPOSE

To provide [INSERT CITY/TOWN] with an effective Radiological Monitoring and reporting capability designed to minimize the effects of radiation hazards to the community and its citizens. Included are procedures for detecting, monitoring, assessing and decontaminating a radioactive environment.

### SITUATION

Accidents involving radioactive material could occur within or during transportation through [INSERT CITY/TOWN] to other areas in the state. [INSERT CITY/TOWN] could receive radioactive fallout from an accidental or deliberate nuclear weapons detonation.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The **Emergency Management Agency Director** or the designated **Radiological Officer** is responsible for developing and executing this annex. This individual is assigned the following tasks:

- A. Establish a radiological incident reporting system.
- B. Develop a monitoring, analysis and assessment capability.
- C. Establish a radiological equipment system of procurement and calibration.

NOTE: State provides radiological equipment sets to counties and towns. If your community does not have equipment, contact your **County EMA Director**.

- D. Develop and train a team of radiological monitors from your police, fire, rescue and volunteer personnel.
- E. Identify sources of state and federal assistance.
- F. Establish a radiological capability in the EOC.

### RESPONSE

- A. Radiation transportation or facility incidents: See the following attachment.
- B. Nuclear weapons detonation: It is believed there will be some readiness time in the event of weapons situation. Follow your full Radiological Annex, contact your **County EMA Director** or monitor the Emergency Broadcast System.

## RADIATION TRANSPORTATION/FACILITY INCIDENT CHECKLIST

- When arriving at the scene, park emergency vehicles upwind of fumes or smoke. A minimum distance of 500 feet is recommended.
- Perform lifesaving rescue and emergency first aid. Treat all victims as potentially contaminated.
- Establish a control zone (hot line) 200 or more feet from the incident. (Increase zone distance downwind.) Isolate the hazard area in all directions. **Follow layout on reverse side of this page.**
- Notify Maine State Police. Provide name of carrier and shipper, incident location, personal injuries and cargo ID. (Use shipping papers or placarding.)
- If fire is present, consider evacuation of downwind area. Extinguish fires and prevent runoff only if emergency personnel are not placed in a hazardous situation. Use self-contained breathing apparatus. Avoid direct contact with radioactive materials. Use protective clothing. Do not attempt cleanup. Additional guidelines may be found in the DOT Emergency Response Guidebook.
- Hold personnel not in need of emergency first aid and equipment that may be contaminated in the decontamination area until checked by **radiological monitors**.
- Make detailed records of actions and findings, including times, names, location, etc. **DO NOT** allow eating, drinking, smoking or other activities within contaminated areas.
- If trained **radiological monitors** and detection equipment are available, have them perform an initial survey for radiation. **See Appendix L to the Radiological Annex for monitoring procedures.**

### Ambulance Personnel SOP's

- Provide lifesaving assistance as required. Assume all victims are potentially contaminated.
- Cover open wounds with dressing and elastic bandage. Do not use adhesive.

- Cover stretcher, including pillow with open blanket; wrap victim in blanket to limit spread of contamination, proceed with transport.
- Notify hospital of suspected radioactive contaminated patient.
- Do not eat, drink or smoke until you have been surveyed by a radiological monitor and found clean of radiation.

**RECOMMENDED RADIATION INCIDENTS SCENE LAYOUT**  
(See the following diagram)

Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

Decontamination area should be located upwind of the scene, beyond the inside perimeter and in a contamination free area. All equipment and uninjured personnel leaving the "hot zone" should be held at the decontamination area until adequate decontamination has been accomplished.

Additional Information Sources

Maine State Police	1-800-452-4664
Nuclear Regulatory Commission	1-215-337-5000
Radiation Assistance Center (Medical)	1-615-482-2441 (Beeper 241)

## DAMAGE ASSESSMENT ANNEX

### Emergency Checklist Plan

#### SITUATION

When extensive property damage, injuries or loss of life occurs; a damage assessment expedites response and recovery operations.

#### CONCEPT OF OPERATIONS

There are three phases of damage assessment.

A. Basic Situation Appraisal (Form 7)

Done by **municipal officials** and coordinated by **EMA Director** to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A Form 7 and instructions for completion are on file [INSERT LOCATION]. **A sample follows this section.** It is designed to measure impact as it relates to possible Emergency Disaster Declarations by the **Governor** or the **President**.

The original is given to the County Emergency Management Agency (EMA) as soon as possible. County EMA reviews information and forwards it to the Maine Emergency Management Agency (MEMA).

B. Preliminary Damage Assessment

Done by **State** and **federal teams** with input and guidance from local personnel. These teams use technical expertise to assess damages to publicly owned property (for example, dams, bridges, sewage treatment facilities). They also verify private damages included on Form 7's.

The **County EMA** is the liaison between these teams and **local officials**.

C. Damage Survey

After a Disaster Declaration by the President, **State and federal personnel** conduct a more detailed survey for cost estimates of repairs to public property. **Municipal personnel** provide guidance.

NOTE: The Red Cross does a preliminary "Windshield Survey" to identify areas of greatest damage. They use it to address the initial needs of disaster victims.

## ORGANIZATION and ASSIGNMENT OF RESPONSIBILITIES

The [CITY/TOWN COUNCIL, BOARD OF SELECTMEN] is responsible for assuring an initial situation appraisal is conducted. The **EMA Director** is responsible for coordination with the county, state and federal personnel involved in damage assessment, if a **local coordinator** is not appointed.

## ADMINISTRATION AND LOGISTICS

## POLICIES

Initial damage assessment reports to County may be verbal, but are followed with hard copy information on a Form 7 within 24 hours.

## REPORTING

Prompt submission of Form 7's is necessary for assistance from the State and federal governments in recovering from a disaster.

**TASK ASSIGNMENT CHART**

AGENCY	Develop Damage Assessment Procedures	Gather Figures	Train Municipal Officials	Maintain Records
Elected Officials/Manager	<b>P</b>	<b>P</b>	<b>S</b>	<b>P</b>
Emergency Management	<b>P</b>	<b>P</b>	<b>S</b>	<b>P</b>
Law Enforcement	<b>S</b>	<b>S</b>		<b>S</b>
Fire Department	<b>S</b>	<b>S</b>		<b>S</b>
Emergency Medical/Rescue	<b>S</b>	<b>S</b>		<b>S</b>
Health & Welfare	<b>S</b>	<b>S</b>		<b>S</b>
Public Works	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
School Department	<b>S</b>	<b>S</b>		<b>S</b>
Harbor Master	<b>S</b>	<b>S</b>		<b>S</b>
Building Inspectors		<b>S</b>		

P = Primary Responsibilities

S = Support Responsibilities

**CHECKLIST**

- Notify agencies responsible for public facilities to assess damage and report information to [INSERT NAME/TEL. #].
- Request public to report damages of businesses and private property to [INSERT NAME].
- Collate information, prepare Form 7 and report to County as soon as possible.
- If severe or extended event, supply initial report to County and follow up with detailed information. Information should be reported at least daily, if major disaster.

## DISASTER ASSISTANCE ANNEX

### SITUATION

Programs range from local and volunteer efforts to federal loans and grants that aid in massive cleanup and rebuilding efforts. Most Federal and State programs are available only in Presidentially Declared Disasters/Emergencies. Some require a disaster designation from an appropriate Federal agency in the absence of a Presidential Declaration. Others may be available without a declaration of any sort. Eligibility guidelines vary for each program.

### CONCEPT OF OPERATIONS

In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously damaged areas. Officials at the Federal, State and County levels decide the final numbers and locations of the DAC's. Agencies responsible for assistance programs provide the staff. The **County EMA Director** solicits affected municipalities for map-readers and other support staff. Individual victims and businesses go to DAC's to apply for assistance.

**Municipal officials and representatives** of certain nonprofit organizations attend assistance briefings to initiate the application process for facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Detailed information is available in FEMA publications "Handbook for Applicants" and "Eligibility Handbook". Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The **Welfare Officer** administers the community's assistance programs. The [INSERT TOWN/CITY] provides for basic needs of the affected population through local emergency assistance programs.

The Red Cross is usually first on the scene and provides emergency assistance before the arrival of **State and Federal officials**. They also coordinate assistance activities of other volunteer organizations.

During non-emergency planning, the local **EMA Director** recommends potential application sites to the County EMA. **County and local EMA staff** develop building profiles. These expedite the selection and opening of DACs in a disaster. County EMA acts as a liaison between the **State Assistance Officers** and the local jurisdictions.

Assignments are shown on the task assignment chart following this section.

## ADMINISTRATION AND LOGISTICS

### A. Policies

Every effort is made to provide assistance to the people. The **Welfare Officer** keeps the EOC informed of unmet needs.

### B. Reporting

[(INSERT TOWN)] and the American Red Cross keep records of assistance provided.

**TASK ASSIGNMENT CHART**

AGENCY	Develop & Maintain Disaster Assistance Annex	Coordinate DAC Location	Recruit Map Readers For DAC Staff	Establish Assistance Policies & Procedures	Provide Public Information to Disaster Victims	Administer Assistance Programs
Elected Officials/Manager					<b>P</b>	
Emergency Management	<b>P</b>	<b>S</b>	<b>P</b>		<b>S</b>	
Law Enforcement					<b>S</b>	
Fire Department					<b>S</b>	
Emergency Medical/Rescue					<b>S</b>	
Health & Welfare	<b>S</b>	<b>S</b>			<b>S</b>	
Public Works				<b>S</b>	<b>S</b>	<b>P</b>
School Department				<b>S</b>	<b>S</b>	<b>P</b>
Harbor Master					<b>S</b>	
Red Cross		<b>S</b>		<b>P</b>	<b>P</b>	<b>P</b>
Other Volunteer Organizations				<b>P</b>	<b>P</b>	<b>P</b>

P = Primary Responsibilities

S = Support Responsibilities

## CHECKLIST

- Review available local assistance.
- Contact Red Cross chapter and coordinate further assistance with them.
- Keep accurate records of assistance given.

## HAZARD MITIGATION ANNEX

### SITUATION

State law requires each municipality to have a Comprehensive Land Use Plan that includes an analysis of hazardous areas and flood plains.

There are four basic approaches to mitigation: structures, land use controls, building codes and elimination of a specific hazard or reduction of the frequency and intensity of its occurrence.

The National Flood Insurance Program offers flood insurance at a reasonable cost. It has a mitigating effect on the suffering caused by heavy flooding.

### CONCEPT OF OPERATIONS

Following a Presidentially declared disaster, the Maine Emergency Management Agency (MEMA) administers the Section 404 Hazard Mitigation Program as required by the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Members of a **State Hazard Mitigation Team** are named. The **State Hazard Mitigation Officer**, a member of the Department of Economic and Community Development, Office of Comprehensive Planning coordinates the activities of the team. He is responsible for project management.

The **Chief Executive Officer** of the affected jurisdiction appoints a person to be the team's local contact. This information is included in the grant application (see the State of Maine Hazard Mitigation Administrative Plan). Damages are evaluated and practical steps to mitigate future damage are considered. A Hazard Mitigation Plan is developed at the State level. It may be used for local mitigation planning and as the basis for a Section 404 Project application.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

**Municipal government** and **individual landowners** are primarily responsible for mitigation efforts.

Assignments are shown on the chart following this section.

### ADMINISTRATION AND LOGISTICS

#### A. Policies

[INSERT CITY/TOWN] [HAS/HAS NOT] approved ordinances required for participation in the National Flood Insurance Program. Those responsible for municipal planning identify appropriate mitigation measures and recommend their implementation.

B. Reporting

[(INSERT TOWN)] may be asked to report mitigation measures to the **County EMA Director**. The County forwards necessary reports to MEMA.

**TASK ASSIGNMENT CHART**

AGENCY	Provide Resource Information	Develop & Maintain Annex	Provide Public Information	Lead Mitigation Efforts	Develop Mitigation Policies	Enforce Mitigation Policies
Elected Officials/Manager		<b>S</b>		<b>P</b>	<b>S</b>	<b>S</b>
Emergency Management	<b>P</b>	<b>P</b>	<b>P</b>			
Law Enforcement						
Fire Department						
Emergency Medical/Rescue						
Health & Welfare						
Public Works						
School Department						
Harbor Master						
Planning Board	<b>S</b>	<b>S</b>			<b>P</b>	
Code Enforcement						<b>P</b>

P = Primary Responsibilities

S = Support Responsibilities

**CHECKLIST**

- Review land use controls, building codes and eligibility for participation in National Flood Insurance Program.
- Designate person to be key county/state contact for damage assessment/hazard mitigation following an emergency.
- Provide the public with information about local regulations and suggestions for individual mitigation efforts.
- Cooperate with State Hazard Mitigation Team if activated, assisting them in plan and application development.
- Review State Hazard Mitigation Plan and consider recommendations for local area, if not included in a grant.

## **HAZARDOUS MATERIALS**

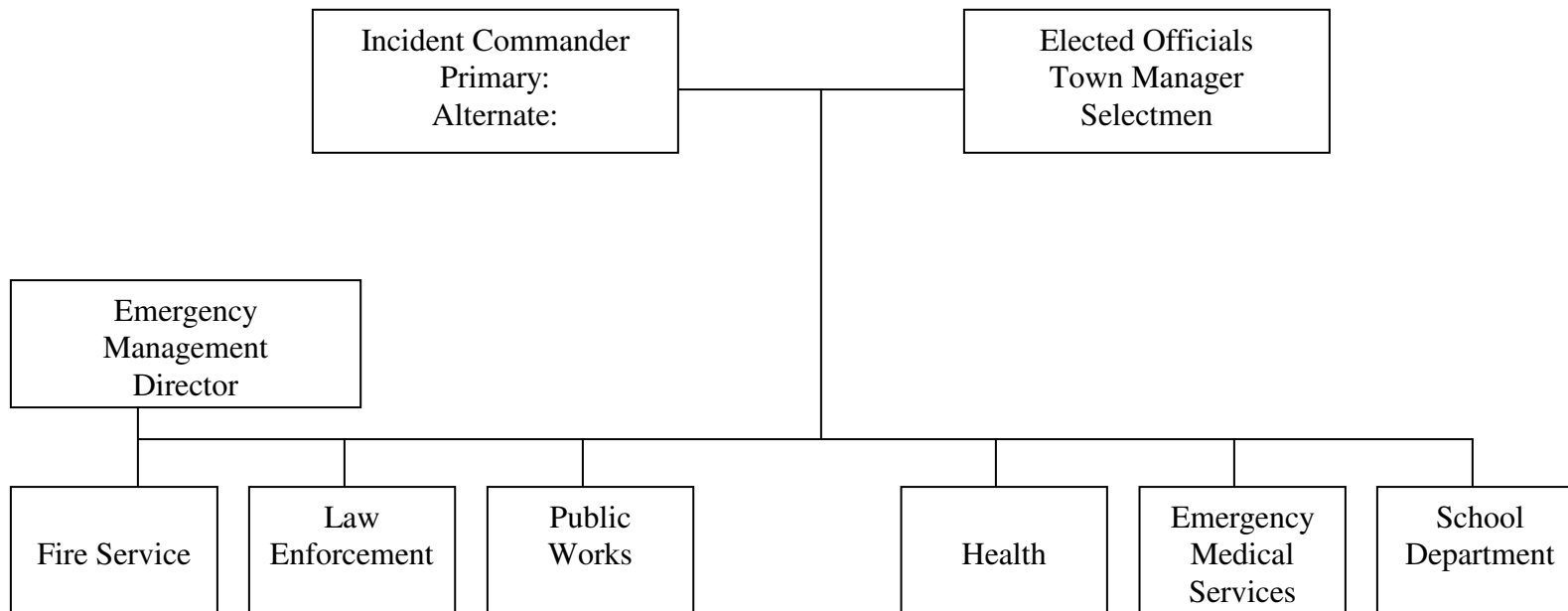
Each county is a planning district that requires assistance from each municipality for the planning process. Local emergency service departments participate in planning efforts, exercises and drills. Fire Departments provide training, receive chemical release notifications and respond to incidents.

Areas of risk include locations of hazardous material's manufacture, processing or storage facilities, also hazardous waste treatment, storage and disposal sites. The population within a 5-mile radius of facilities or within a 5-mile corridor along a transportation route (i.e., highway, rail lines, pipeline, port or river) could be affected.

Technical advice or assistance is available thru the incident command system from State, Federal and chemical experts. The name of the Incident Commander in hazardous materials response is:  
[ENTER NAME] (See the Chain of Command chart)

### EMERGENCY CHECKLIST PLAN

#### CHAIN of COMMAND



EMERGENCY CHECKLIST PLAN

FIXED FACILITIES

Facility Name	Address	Chemical Name	CAS #	Max Storage Quantity

**TRANSPORTATION ROUTES**

Route	Chemical Name	CAS #	MAS Shipment Quantity

Telephone number of Facility's Emergency Coordinator is on following page.



**CHECKLIST**

**FIRST OFFICER on SCENE**

- Observe situation from a safe distance.
- Confirm location, affected people, animals, environment, etc.
- Check wind direction and prevailing weather.
- Identify source of hazardous material.
- Identify chemical name and form (solid, liquid, gas).
- Refer to the orange Emergency Response Guidebook (DOT) for Initial Response to Hazardous Materials Incident.
- Report findings to dispatcher including safe access routes, size of hazard area.
- Serve as temporary on-scene communications point until fire department establishes incident command post.
- Estimate potential harm to life, property and environment, as necessary.
- Secure area.

**WARNING:** Do not enter incident area without appropriate protective clothing and equipment.

- Evacuate immediate affected area, especially downwind, downstream and crosswind.
- Establish and control incident perimeter area.

Brief Incident Commander and coordinate further activities with Command Post.

INITIAL NOTIFICATION

Local Fire Department Phone Number:

Maine State Police Phone Number:

1-800-452-4664.

**LEPC Coordinator's** Phone Number:

(INSERT PHONE NUMBER)

**RECOMMENDED SCENE LAYOUT**  
(See the following diagram)

Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

Decontamination area should be located upwind of the scene, beyond the inside perimeter and in a radiation free area. All equipment and uninjured personnel leaving the "hot zone" should be held at the decontamination area until surveyed by a qualified monitor.

**ADDITIONAL INFORMATION SOURCES**

CHEMTREC	1-800-424-9300
Maine State Police	1-800-452-4664
Department of Environmental Protection	1-800-482-0777
State Emergency Response Commission	1-800-452-8735
National Response Center	1-800-424-8802

## AIRCRAFT INCIDENTS

Notification to Local Police/Fire/Rescue 911

Notify State Police 1-800-452-4664

- Setup scene perimeter 1000 feet around incident scene including debris field and keep civilians out
- Extinguish Fires
- Leave fatalities in place and cover in place
- Rescue live victims

## ACRONYMS

The following list of acronyms is intended for use with the complete plan.

ARC	American Red Cross
ARM	Aerial Radiological Monitoring
DAC	Disaster Application Center
DRT	Disaster Response Team
DSI	Damage Survey Inspector
DSR	Damage Survey Report
EMA	Emergency Management Agency
EMT	Emergency Medical Technician
EOC	Emergency Operating Center
FEMA	Federal Emergency Management Agency
HVAC	Heating, Ventilation and Cooling
ICS	Incident Command System
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MEMA	Maine Emergency Management Agency
MOA	Memorandum of Agreement
MOC	Media Operations Center
NAWAS	National Warning System
NIOSH	National Institute of Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
PIO	Public Information Officer
SARA	Superfund Amendments and Reauthorization Act
SOP	Standard Operating Procedures
WMD	Weapons of Mass Destruction

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**Flash Flood Annex**

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## **Flash Flood Annex**

### **I. INTRODUCTION**

This document is the Response to Flash Flooding to the Town Emergency Operation Plan.

#### **A. Purpose**

The purpose of this Flash Flood Annex is to provide for the coordination of emergency service efforts to respond to flash flooding conditions that may occur in and around the Town primarily along the rivers and creeks.

#### **B. Scope**

The scope of this response to a Flash Flood Annex provides guidance to Town officials on the content for evacuation and potential building collapses that may occur within flood prone areas of the Town.

#### **C. Authority**

Refer to the Basic Plan.

### **II. PLANNING ASSUMPTIONS AND CONSIDERATIONS**

- A. The (INSERT RIVER NAMES) are the (NUMBER) rivers that run through the town. (INSERT NUMBER OF RIVERS) have history of flooding in the past and have caused serious damage to the town. Flooding can be caused by heavy rains or a dam breaching upriver.

### **III. EXECUTION**

#### **A. Concept of Operations**

1. The response to a flash flood occurs prior to the onset of a flood and is based upon weather reports and information from spotter groups. Functions that are critical to lifesaving, protection, and meeting basic human needs are performed.
2. Place into effect Emergency Operations Plan.
3. Advise the public of actions to be taken to safeguard their lives and property. See IV. Information Management.
4. Maintain morale by informing the public of the current situation and actions being taken by Town government to manage the emergency.

5. Mobilize all emergency services.
6. Notify all personnel of the general situation and to report to emergency assignments.
7. Remind local agencies in the flood plain to evacuate their offices, if necessary.
8. Notify all agencies, facilities, and volunteer groups on the flood warning list.
9. Put the appropriate emergency plan(s) into operation.
10. Public information releases should include information such as the following:
  - a. Road Crossings;
  - b. Major Flooded Areas;
  - c. Status of Lake or Stream Flood Stages
11. Areas that may be (or will be) affected by the rising waters;
12. Areas to be ordered evacuated;
13. Shelter locations for evacuees, feeding, and other requirements for taking care of evacuees;
14. Time evacuation will begin; and
15. Evacuation routes as per the Incident Evacuation Plan in ESF #1.
16. Place into effect a traffic control plan to expedite movement from areas ordered evacuated. The plan should include designation of entrance routes for emergency services, mutual aid, etc. and exit routes for evacuation of citizens.
17. Ensure patrols are set up in evacuated areas for protection of property and prevention of fires, utilizing mutual aid, as available.
18. Conduct search and rescue operations as required. (A major problem is the rescue of stranded inhabitants of the flooded areas and trapped motorists. The most practical solution is to use boats, helicopters, and specially equipped vehicles.) Ensure search areas are properly marked to avoid duplication of efforts.
19. Inform the public on hazard awareness of electrical, gas, and water during flooding.
20. Maintain current situation reports from the field to the Town Emergency Operations Center (EOC), if activated. These reports are the basis for releases to the public when necessary to minimize public alarm and to keep the area clear. The Emergency Manager will keep the County and State Emergency Management informed of the current situation.

B. Tasks

1. Police

- a. Establish command post, if first on-scene.
- b. Senior official report to on-scene command post for operational coordination.
- c. Establish a safe perimeter as identified by the Incident Commander to prevent vehicles from entering roads and areas under water.
- d. Remove bystanders and control access to area.
- e. Initiate and conduct evacuation, if ordered.
- f. Establish evacuation routes and reroute traffic, as appropriate.
- g. Assist in rescue operations, as appropriate.
- h. Conduct other law enforcement activities, as appropriate.
- i. Maintain liaison with EOC and other officials, as appropriate.

2. Emergency Management

- a. Activate EOC, if appropriate
- b. Monitor flooding in other municipalities and counties.
- c. Coordinate outside assistance, if needed.
- d. Keep local, state and federal government officials apprised of the situation.
- e. Coordinate preparation of news release, as appropriate.
- f. Coordinate other emergency response, as needed.
- g. Assist law enforcement with evacuation of residences.

3. Fire Department

- a. Assume on-scene control.
- b. Perform fire fighting duties, as needed and as appropriate.
- c. Order evacuation, if the situation warrants.
- d. Keep EOC, if activated, informed of the situation.
- e. Assist in the decontamination of personnel and equipment, as appropriate.

4. (INSERT TOWN) Water District

- a. Review potential affects of flooding on contamination of drinking water supplies. Take appropriate action, including sealing fresh water reservoirs and tanks suspected on being contaminated.

5. (INSERT TOWN) Sewer District

- a. Review potential for flooding and overflow of the Sewer Plan into the (INSERT RIVER NAME).

6. Public Works

- a. Establish flood monitoring capabilities by utilizing monitors and equipment, if available; and/or request assistance from outside agencies, such as the county or State.
- b. Monitor changes of flood water elevations.
- c. Assess Building Damage.

7. American Red Cross

- a. Coordinate temporary shelters for evacuees.
- b. Notify Salvation Army of flood and clothing needs.

**IV. INFORMATION MANAGEMENT**

A. Flash Flood Warnings

1. Flash Flood Warnings should be issued immediately when the hazard is imminent. The warnings should be issued to the local media and law enforcement, and fire should be dispatched to the areas of the Town that are historically prone to flooding to warn residents.

**Hurricane and Coastal Storm Annex**

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## HURRICANE AND COASTAL STORM ANNEX

### I. Introduction

This document is the Response to Hurricanes and Coastal Storms to the Town Emergency Operations Plan.

#### A. Purpose

The purpose of this Annex is to provide for the coordination of emergency service efforts to respond to severe storms that may occur in and around the Town.

#### B. Scope

The scope of this response to severe storms provides guidance to Town officials on the content for injuries, loss of power, potential building damage, and fires that may occur within areas of the Town.

#### C. Authority

Refer to the Basic Plan.

#### D. Nature of the Hazard

Severe summer storms are seen as major thunderstorms, tropical storms and hurricanes in York County and the Town of (INSERT TOWN). Thunderstorms are far more numerous and much less severe in effect and duration. The primary effect is in producing short-term high winds, to include micro-bursts. Tropical storms are a lot less likely than thunderstorms, but more likely than a hurricane. The ingredients for a major tropical storm or hurricane include a pre-existing weather disturbance, warm tropical oceans, moisture, and relatively light winds aloft. These storms are classified as follows:

**Tropical Depression:** An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph (33 knots) or less. Sustained winds are defined as one-minute average wind measured at about 33 ft (10 meters) above the surface.

**Tropical Storm:** An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph (34-63 knots).

**Hurricane:** An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph (64 knots) or higher.

Saffir-Simpson Hurricane Scale<sup>1</sup>

Category	Sustained Wind (MPH)	Reoccurrence in Maine	Types of Damage Due to Hurricane Winds and Storm Surge
1	74 - 95	30 years	<b>Minimal:</b> Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures, other than trees falling on power lines, roads and structures. Storm surge typically 4-5 ft. above normal.
2	95 - 100	100 -150 years	<b>Moderate:</b> Some trees blown down. Major damage to exposed mobile homes. Some damage to roofing materials, windows and doors. Storm surge typically 6-8 ft. above normal.
3	111 – 130	200 – 400 years	<b>Extensive:</b> Large trees blown down. Mobile homes destroyed. Some structural damage to roofing materials of buildings. Some structural damage to small buildings. Storm surge typically 9-12 ft. above normal.

Hurricanes can cause catastrophic damage to coastlines and several hundred miles inland. Winds can exceed 155 miles-per-hour. Hurricanes and tropical storms can also spawn tornadoes and micro bursts, create surge along the coast, and cause extensive damage due to inland flooding from trapped water.

A storm surge is a huge dome of water pushed on-shore by hurricane and tropical storm winds. Storm surges can reach 25 feet high and be 50-100 miles wide. Storm tide is a combination of the storm surge and the normal tide (i.e., a 15 foot storm surge combined with a 2 foot normal high tide over the mean sea level creates a 17 foot storm tide). These phenomena cause severe erosion and extensive damage to coastal areas.

**Hurricane/Tropical Storm Watch:**

Hurricane and tropical storm conditions are possible in the specified area, usually within 36 hours.

## **Hurricane/Tropical Storm Warning:**

Hurricane and tropical storm conditions are expected in the specified area, usually within 24 hours. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

### II. Situation and Assumptions

1. Given its proximity to the coast, the entire Town is susceptible to the high winds, severe rains and flooding caused by coastal storms, tropical storms, and hurricanes. The areas immediately on the coast will experience some level of storm surge.
2. Major transportation routes such as I-95 and US 1 will experience heavy traffic due to evacuation from other cities, such as Boston and Portsmouth. Alternative routes will need to be identified.
3. With heavy traffic, fuel shortages and difficulty evacuating, people will become frustrated.
4. Residents, visitors, and tourists will often wait until the last minute to purchase emergency supplies or prepare for an evacuation.
5. Visitors and tourists will not be as familiar with emergency functions in (INSERT TOWN), potential hazards in the area, or evacuation routes.
6. Certain individuals such as mobility and sensory disabled, elderly, and low-income may not have the means or ability to prepare for a storm or possible evacuation and will require assistance.
7. After the storm, looting may occur as people may not have essential supplies such as food, water, and medicine.
8. Damage from the storms may block roads and knock down road signs. Responders from mutual aid towns may be able to find response locations without road signs.

### III. Execution

#### A. Concept of Operations

1. State Officials will activate the State of Maine Hurricane Activation Plan when the NWS forecasts a significant possibility that a hurricane will impact Maine.
2. If the storm is on track to possibly hit the area, the Town EMA Director will activate the EOC and begin storm preparations. Preparations will include equipment checks, evacuation plans, shelter plans, potential resources requests, and communications checks.

3. The (INSERT TOWN) EMA will track the progress of the storm and notify all town officials and departments through the town EOC.
4. The response to a hurricane or coastal storm occurring prior to the onset of the storm is based upon weather reports. Functions that are critical to lifesaving, protection, and meeting basic human needs are performed.
5. If a hurricane or coastal storm warning is issued for the Town by the National Weather Service, the Emergency Management Agency, Law Enforcement and Fire Department shall be placed on increased readiness.
6. For the safety of response personnel and to prevent damage from essential vehicles and equipment, patrols should not occur during the storm if avoidable. Once the storm subsides, is when response operations should continue.
7. Once the hurricane or severe coastal storm warning is issued, place into effect the Emergency Operations Plan.
8. Advise the public of actions to be taken to safeguard their lives and property. See IV Information Management.
9. Maintain moral by informing the public of the current situation being monitored by local government to manage the emergency.
10. Notify all personnel of the general situation and to report to emergency assignments.
11. Public information releases should include information such as the following:
  - a. Evacuate coastal and low-lying areas.
  - b. Prepare for the storm with essentials, such as water, food, flashlights, batteries and medical supplies.
  - c. Seek shelter, if outdoors or in a vehicle.
  - d. Known locations where the storm has occurred.
  - e. Current weather conditions and forecasts.
  - f. Sheltering in a safe location within a residential structure.
  - g. Potential Damage (Vehicles, building, etc.)
12. Shelter locations for evacuees, feeding, and other requirements for taking care of evacuees.
13. Ensure patrols are setup in areas of greatest damage for protection of property and prevention of fires, utilizing mutual aid, as available.
14. Inform the public on hazard awareness of electrical, gas, and water during severe storms.
15. Maintain current situation reports from the field to the Town Emergency Operations Center, if activated. These reports are the basis for releases to the public when necessary to minimize public alarm and to keep the area clear. The Emergency

Manger will keep the County and State Emergency Management informed of the current situation.

B. Tasks

1. Police Department

- a. Establish command post, if first on-scene.
- b. Remove bystanders and control access to area.
- c. Initiate and conduct evacuation, if ordered.
- d. Assist in rescue operations, as appropriate.
- e. Conduct other law enforcement activities, as appropriate.
- f. Maintain liaison with EOC and other officials, as appropriate.

2. Emergency Management Department

- a. Activate EOC, if appropriate.
- b. Monitor storm conditions in other municipalities and counties.
- c. Coordinate outside assistance, if needed.
- d. Keep local, state and federal government officials apprised of the situation.
- e. Coordinate preparation of news release, as appropriate.
- f. Coordinate other emergency response, as needed.
- g. Assist law enforcement with evacuation of residences, if necessary.

3. Fire Department

- a. Assume on-scene control.
- b. Perform fire fighting and EMT duties as needed and as appropriate.
- c. Order evacuation, if the situation warrants.
- d. Keep EOC, if activated informed of the situation

4. Public Works

- a. Maintain emergency fuel supplies for public and private vehicles that could block roads and impede evacuation.
- b. Access Building Damage.
- c. Support Power Company operations with restoration of power to the community.
- d. Provide and/or maintain emergency generators for critical facilities.
- e. Remove debris from transportation routes and repair road signs.
- f. Closing roads that are not safe to travel on.

5. (INSERT TOWN) Light and Power, Central Maine Power

- a. Repair downed wires and pole supports.
- b. Assess damage to electrical distribution system.

6. American Red Cross
  - a. Coordinate temporary shelters for evacuees, if needed.
  - b. Notify Salvation Army of food and clothing needs.

#### IV. INFORMATION MANAGEMENT

##### A. Severe Storm Warnings

1. Warnings of impending storm conditions should be issued to the local media immediately when the hazard is imminent.

##### B. Returning After Storm

1. The State will make the final decision to allow residents to return to the affected areas based on information from Town and County officials. The Emergency Manager shall provide continuous updates on damage assessments to the state EOC.

**Severe Storm, Wind and Lightning Annex**

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## Severe Storm, Wind and Lightning Annex

### I. INTRODUCTION

This document is the Response to thunderstorms with lightning to the Town Emergency Operations Plan.

#### A. Purpose

The purpose of this Annex is to provide for the coordination of emergency service efforts to respond to thunderstorms and lightning conditions that may occur in and around the Town.

#### B. Scope

The scope of this response to a thunderstorm and lightning provides guidance to Town officials on the content for loss of power, potential building damage and fires that may occur within areas of the Town.

#### C. Authority

Refer to the Basic Plan.

### II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

1. Thunderstorms are capable of producing heavy rains, lightning, strong winds, and hail. These can cause damage to buildings, vehicles, and power lines. Downed trees may block transportation routes for emergency responders and evacuation and power outages will impact critical infrastructure in the Town.

### III. EXECUTION

#### A. Concept of Operations

1. The response to a thunderstorm with accompanying lightning occurs prior to the onset of the storm is based upon weather reports and information from storm spotters. Functions that are critical to lifesaving, protection, and meeting basic human needs are performed.
2. Place into effect the Emergency Operations Plan.

## Severe Storm, Wind and Lightning Annex

3. Advise the public of actions to be taken to safeguard their lives and property. See IV. Information Management.
4. Maintain morale by informing the public of the current situation being monitored by local government to manage the emergency.
5. If a severe warning is issued for the Town by the County, Law Enforcement and Fire Departments shall be placed on increased readiness. Each department shall begin patrolling pre-assigned areas of the Town.
6. Emergency services should be placed on increased readiness for possible injuries.
7. Notify all personnel of the general situation and to report to emergency assignments.
8. Public information releases should include information such as the following:
  - a. Number of known lightning strikes.
  - b. Current weather conditions and forecasts.
  - c. Turn off all electronic equipment.
  - d. If inside, stay away from windows and doors.
  - e. If driving or outside, seek shelter immediately.
  - f. Potential Damage (Vehicles, buildings, etc.).
9. Shelter locations for evacuees, feeding, and other requirements for taking care of evacuees;
10. Ensure patrols are setup in areas of greatest damage for protection of property and prevention of fires, utilizing mutual aid, as available.
11. Inform the public on hazard awareness of electrical, gas and water during lightning.
12. Maintain current situation reports from the field to the Town Emergency Operations Center (EOC) if activated. These reports are the basis for releases to the public when necessary to minimize public alarm and to keep the area clear. The Emergency Manager will keep the County and State Emergency Management informed of the current situation.

### B. Tasks

#### 1. Police Department

- a. Establish command post, if first on-scene.
- b. Remove bystanders and control access to area.
- c. Initiate and conduct evacuation, if ordered.
- d. Assist in rescue operations, as appropriate.

- e. Conduct other law enforcement activities, as appropriate.
  - f. Maintain liaison with EOC and other officials, as appropriate.
2. Emergency Management Department
- a. Activate EOC, if appropriate.
  - b. Monitor conditions in other municipalities and counties.
  - c. Coordinate outside assistance, if needed.
  - d. Keep local, state and federal government officials apprised of the situation.
  - e. Coordinate preparation of news release, as appropriate.
  - f. Coordinate other emergency response, as needed.
  - g. Assist law enforcement with evacuation of residences, if necessary.
3. Fire Department
- a. Assume on-scene control.
  - b. Perform fire fighting duties, as needed and as appropriate.
  - c. Order evacuation, if the situation warrants.
  - d. Keep EOC, if activated, informed of the situation.
4. Public Works
- a. Support Power Company operations with restoration or power to the community.
  - b. Provide and/or maintain emergency generators for critical facilities.
5. (INSERT TOWN) Water District
- a. Provide and/or maintain emergency generators for critical facilities, such as pump stations, water tanks, etc.
6. Electric Company
- a. Conduct emergency operations to restore power to the community.
  - b. Assess damage to power distribution system.
7. American Red Cross
- a. Coordinate temporary shelters for evacuees, if needed.
  - b. Notify Salvation Army of food and clothing needs.

IV. Information Management

A. Severe Weather Warnings

## Severe Storm, Wind and Lightning Annex

1. Warnings of impending severe weather should be issued to the residents immediately when the hazard is imminent.

## Severe Winter Storm Annex

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## Severe Winter Storm Annex

### I. Introduction

This document is the Response to winter storm and freezing conditions to the Town Emergency Response Plan.

#### A. Purpose

The purpose of this Annex is to provide for the coordination of emergency service efforts to respond to severe winter storms that may occur in and around the Town.

#### B. Scope

The scope of this Response to severe winter storms provides guidance to Town officials on the content for injuries, loss of power, potential building damage and fires that may occur within areas of the Town.

#### C. Authority

Refer to the Basic Plan.

#### D. Definitions

A severe weather Watch is issued by the National Weather Service (NWS) when conditions are favorable for severe weather to develop. A watch is usually issued for large areas involving many counties.

A severe weather Warning is an urgent message that severe weather is imminent or is occurring.

##### 1. Storm Warnings

Heavy Snow Warning – are issued when a snowfall of four (4) inches or more is expected within a 12-hour period or a fall of six (6) inches or more is expected within a 24-hour period.

Blizzard Warnings – are issued when winds with speeds of at least 35 mph are accompanied by considerable falling or blowing snow and temperatures of 20 degrees F or lower are expected to prevail for an extended period of time.

Severe Blizzard Warnings – are issued when blizzards of extreme proportions are expected and indicate wind with speeds of at least 45 mph, plus a great density of falling or blowing snow and a temperature of 10 degrees F or lower.

Cold Wave Warnings – indicate an expected rapid fall in temperature within a 24-hour period which will require substantially increased protection to agricultural, industrial, commercial and social activities. The temperature falls and minimum temperatures required to justify cold wave warnings vary with the changing of the season and with geographic location. Regardless of the month or the section of the country, a cold wave warning is a red flag alert to the public that during a forthcoming forecast period a change to very cold weather will require greater than normal protective measures.

Hazardous Driving (Travelers') Warnings – are issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds will make driving difficult.

## 2. Ice and Snow

Ice Storm – Freezing rain or drizzle is called an ice storm. Moisture falls in liquid form, but freezes upon impact.

Sleet – Sleet is identified as frozen raindrops (ice pellets) which bounce when hitting the ground. Sleet in sufficient depth causes hazardous driving.

Snow – Snow is a forecast without qualifying words, such as occasional or intermittent. Means that the snow fall is of a steady nature, and will continue for several hours.

Snow Flurries – Snow falling for short durations of time at intermittent periods. One of the problems with snow flurries is that most frequently visibility is greatly reduced. Accumulations from snow flurries are generally small.

Snow Squalls – are brief, intense falls of snow and are comparable to summer rain showers. Usually accompanied by gusty surface winds.

Blowing and Drifting Snow – is used in forecasts where loose snow on the ground or falling snow or both is being blown about to a degree that horizontal visibility is greatly restricted. After a substantial snow has ended and strong winds start blowing and the snow is whipped up from the ground, this is referred to as a ground blizzard.

Blizzards – are the most hazardous and perilous of all winter storms. Characterized by low temperatures and by strong winds bearing large amounts of snow. Most of the snow accompanying a blizzard is in the form of fine,

powdery particles of snow, which are whipped up in such great quantities that at times, visibility is only a few yards.

II. Planning Assumptions and Considerations

1. Refer to Basic Plan.

III. Execution

A. Concept of Operations

1. The response to a winter storm and freezing conditions occurs prior to the onset of the storm is based upon weather reports. Functions that are critical to lifesaving, protection, and meeting basic human needs are performed.
2. If a severe winter storm warning is issued for the Town by the County, Law Enforcement and Fire Departments shall be placed on increased readiness.
3. Once severe weather is known to have occurred and cause power outages or damage as a result of drifting snow, place into effect the Emergency Response Plan.
4. Advise the public of actions to be taken to safeguard their lives and property. See IV. Information Management.
5. Maintain morale by informing the public of the current situation being monitored by local government to manage the emergency.
6. Emergency services should be placed on increased readiness for possible injuries.
7. Notify all personnel of the general situation and to report to emergency assignments.
8. Public information releases should include information such as the following:
  - a. Known locations where the storm has occurred.
  - b. Current weather conditions and forecasts (precipitation, temperatures, ice accumulation, duration of storm)
  - c. Locations where shelters have been established, if heating systems are inoperable.
  - d. Conditions of roads and transportation routes.
  - e. Potential Damage (Vehicles, buildings, etc.).

9. Shelter locations for evacuees, feeding, and other requirements for taking care of evacuees.
10. Ensure patrols are setup in areas of greatest damage for protection of property and prevention of fires, utilizing mutual aid, as available.
11. Inform the public on hazard awareness of electrical, gas, and water during winter storms.
12. Maintain current situation reports from the field to the Town Emergency Operations Center (EOC), if activated. These reports are the basis for releases to the public when necessary to minimize public alarm and to keep the area clear. The Emergency Management Director will keep the County and State Emergency Management informed of the current situation.

B. Tasks

2. Police Department

- g. Establish command post, if first on-scene.
- h. Remove bystanders and control access to area.
- i. Initiate and conduct evacuation, if ordered.
- j. Assist in rescue operations, as appropriate.
- k. Conduct other law enforcement activities, as appropriate.
- l. Maintain liaison with EOC and other officials, as appropriate.

3. Emergency Management Department

- h. Activate EOC, if appropriate.
- i. Monitor conditions in other municipalities and counties.
- j. Coordinate outside assistance, if needed.
- k. Keep local, state and federal government officials apprised of the situation.
- l. Coordinate preparation of news release, as appropriate.
- m. Coordinate other emergency response, as needed.
- n. Assist law enforcement with evacuation of residences, if necessary.

4. Fire Department

- a. Assume on-scene control.
- b. Perform fire fighting duties, as needed and as appropriate.
- c. Order evacuation, if the situation warrants.
- d. Keep EOC, if activated, informed of the situation.

5. Public Works

- a. Access Building Damage
- b. Support Power Company operations with restoration or power to the community.
- c. Provide and/or maintain emergency generators for critical facilities.

6. Electric Company

- a. Repair downed wires and pole supports.
- b. Assess damage to power distribution system.

7. American Red Cross

- a. Coordinate temporary shelters for evacuees, if needed.
- b. Notify Salvation Army of food and clothing needs.

IV. Information Management

A. Weather Storm Warnings

1. Warnings of winter storm and freezing conditions should be issued to the residents immediately when the hazard is imminent.

B. Ice Storm Warnings

1. Ice Storm Warnings should be issued to the local media immediately when the hazard is imminent.

## Terrorism Annex

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## TERRORISM ANNEX

### I. Introduction

This document is the response to Terrorism to the Town Emergency Operations Plan. Given that several facilities within the Town may be considered to be potential critical infrastructure “terrorist targets,” this annex has been created to deal specifically with these situations. This Annex offers guidelines and standard operating procedures that will help establish the Town preparedness and response to potential acts of terrorism. Additionally, it provides guidance to facilitate transition and integrate the local response to a governmental multi-agency response, if and when it is needed. Terrorism is defined as a violent act or an act dangerous to human life, in violation of the criminal laws of the United States to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.

Examples of terrorism may include arson, environmental crime, industrial sabotage, bombings, weapons of mass destruction, and WMD’s (Biological, Nuclear, Incendiary, Chemical and Explosive) terrorism. There may or may not be any warning before an incident occurs. Additionally, recent incidents have documented the use of secondary devices that may be used in a coordinated attack, which are intended to harm or kill first responders. Recognizing suspicious events may be difficult, but learning to be extremely alert to one’s surroundings and events should help to establish clues that may determine if an incident is terrorism related.

Terrorist incidents may occur at any time. If and when they do occur, clean potable water becomes a critical necessity, as there may be an increase demand for clean potable water, both for drinking and for response related support, such as firefighting.

#### A. Purpose

The purpose of this Terrorism Annex is to provide for the coordination of emergency service efforts to respond to terrorist attacks that may occur in and around the Town. It also provides guidance and response unity to the staff and personnel in preparing for and responding to terrorist incidents and to highlight specific components not normally considered in a conventional disaster plan. This plan attempts to:

- Identify all hazards that may threaten a critical facility.
- Pre-plan emergency action plans to respond to these identified hazards.
- Identify response personnel and resources within the facility.
- Identify response personnel and resources outside the facility.
- Organize response personnel and resources so as to facilitate a quick and effective response to emergency situations.

B. Scope

As previously outlined in A. Purpose, the scope of this Terrorism Annex provides guidance to Town officials on the content for responding to terrorists’ acts that may occur. The primary goal of the Town before, during and after any disaster is to protect the health and safety of the town community. This goal should be governing philosophy in all decision-making, whenever possible.

C. Authority

Refer to the Basic Plan.

II. Planning Assumptions and Considerations

1. Refer to Basic Plan.

2. Terror Alert Levels

The Department of Homeland Security provides a guidance tool to help public and private agencies alert themselves to the probability of a terrorist attack. The five levels of terrorism alerts outlined by the Department of Homeland Security, as well as recommended water utility system responses are outlined in the following chart. The town guidelines have been enhanced to show some of the particular response actions that may be taken by the Town in response to alert level changes. Additional revisions and personalization of this chart by town personnel and local first responder organizations may be required as part of routine Plan updates.

<b>Town of (INSERT TOWN), ME Preparedness/Protective Measures As they Relate to the National Alert Levels</b>
<b>Low Condition Green</b>
Low risk of terrorist attacks. The following Protective Measures may be considered:
<ul style="list-style-type: none"> <li>• Normal operation routines with a general awareness for suspicious acts or incidents</li> <li>• Updating Emergency Operation Plan on a yearly basis</li> <li>• Developing and maintaining external agency response and support partnerships with MOA's</li> <li>• Ensuring personnel receive appropriate training on departmental and agency-specific Protective Measures</li> </ul>
<b>Guarded Condition Blue</b>
General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be considered:
<ul style="list-style-type: none"> <li>• Review and update emergency operation procedures; dependent upon identified risk factors.</li> <li>• Develop and maintain external response agency partnerships.</li> <li>• Inspecting and reviewing security at all Town facilities.</li> <li>• Quarterly up-dating of staffing lists and emergency contact databases.</li> <li>• “Call down” of emergency contact database every six months.</li> <li>• Identifying and listing emergency contractors for repairs and supplies. Develop</li> </ul>

<p>agreements with approved emergency contractors.</p>
<p><b>Elevated Condition Yellow</b>                  Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be considered:</p>
<ul style="list-style-type: none"> <li>• Increasing surveillance of critical locations and facilities including water pumps, Town Critical Facilities</li> <li>• Review and update emergency preparedness and response plans with partner agencies and Town and County jurisdictions, if necessary.</li> <li>• Fine tune Protective Measures commensurate to the current threat information.</li> <li>• Exercise lines of communication and communication equipment on a quarterly basis.</li> <li>• “Call down” of emergency contractors on a quarterly basis.</li> <li>• Review and adjust/up-date all “Memorandums of Understanding.”</li> <li>• Monitor special events in the community that may seem as positive targets for terrorist incidents.</li> </ul>
<p><b>High Condition Orange</b>                  High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be considered.</p>
<ul style="list-style-type: none"> <li>• Up-date the emergency contact database and distribution of hard copies to all employees.</li> <li>• Verify functionality of all radios, beepers and cell phones.</li> <li>• Distribute and review all appropriate emergency response guidelines and emergency staffing protocols.</li> <li>• Conduct a surprise “Call down” of the emergency contact database at an off-duty time.</li> <li>• Review emergency equipment and transportation fleet; repair/replace any non-reliable equipment and vehicles.</li> <li>• Initiate a general briefing for all employees and develop a schedule for additional briefings.</li> <li>• Provide facility familiarization tours for Police and Fire first responders.</li> <li>• Monitor all public events and consider assigning inspectors to them; consider random sampling and surveillance.</li> <li>• Identify alternate emergency relocation sites and back-up computer data more frequently.</li> <li>• Review emergency contracts, insurance and liability issues.</li> <li>• Increase level of security at firewall and develop distance access capability for key personnel so that they can log on from a remote location.</li> <li>• Increase frequency of computer back-ups &amp; facilitate hard drive backups for key personnel computers.</li> <li>• Increase enforcement of security procedures including identify badges.</li> <li>• Test all fire and security alarms. Locate all power, ventilation and water shutoff in all critical facilities.</li> <li>• Conduct frequent evacuation drills at selected Town facilities varying the congregation points outside of the facility.</li> </ul>
<p><b>Severe Condition Red</b>                  Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be considered:</p>
<ul style="list-style-type: none"> <li>• Increase security and be alert for facility surveillance.</li> <li>• Investigate new commercial accounts prior to connecting them to the system.</li> <li>• Develop hazardous material sampling routines for likely target areas such as water systems and; schedule frequent samplings.</li> <li>• Do not allow fleet vehicles to go below ¾ full fuel tanks.</li> <li>• Monitor and inspect chemical orders and deliveries.</li> <li>• Practice response actions and consider emergency staffing options.</li> <li>• Consider closing facilities to the public upon credible threat intelligence.</li> <li>• Redirect personnel to address critical emergency needs.</li> <li>• Consider increasing the chlorination levels in drinking water system.</li> <li>• Review and exercise the Emergency Response Plan.</li> <li>• Prepare to implement the plan should an attack occur.</li> </ul>



### 3. Department Threat Analysis

Each Town Department Head should conduct a threat analysis to determine which areas of their department may need to be hardened to reduce the likelihood of a terrorist attack. The department manager should contact the Police Department for their expertise in identifying vulnerable areas.

### 4. Facility Plans

Based on the threat assessment, all locations that are likely to be the possible target of a terrorist event shall develop a written plan of action. These plans shall include standard operating procedures on how to search their facility for suspicious items, monitor suspicious events and/or persons and develop a plan of action to be followed in the event of an actual terrorist threat or actual incident on a facility.

All facilities must have an emergency evacuation plan, as well as plans on the course of action if a suspicious letter, parcel or package is delivered or detected.

Facility specific plans include a comprehensive schematic diagram of the air circulation system in the facility, the location of all utility shutoff locations and list locations and quantities of any hazardous or sensitive materials located in the facility. Each facility will evaluate their individual operations/functions within the town, identify any possible component that could be identified as a “critical point of failure” and develop a realistic plan to deal with an incident affecting these critical points. Examples of components considered “critical points” could be: hazardous material storage, hard to replace equipment, one-of-a-kind equipment needed for maintaining operations, shortage of adequately trained personnel or a combination of components and/or events with the potential for disrupting normal operations.

All telephone receptionists must be trained on how to respond to phoned-in-threats. Recorders and caller ID should be used, if available. A form should be kept readily available for the recording of all possible information offered by an individual who calls in a threat. Phone operators/receptionists should also be trained on ways to solicit additional information from the person making the call.

### 5. Resource Assessment

Each facility and department must determine what equipment and resources they have at hand in order to respond to an event. A written list of these resources must be prepared and attached to the “Facility Plans” previously mentioned. The facility resource list must be updated on a yearly basis. Resources should include: vehicles, equipment, materials, supplies and staffing resources, either in the form of large personnel pools or high levels of personnel training, such as personnel with first responder training, technical or scientific training.

## 6. Local Support Resources

These resources should be identified by Emergency Response Personnel and maintained in a readily accessible location. The resource list should be updated on a yearly basis.

## 7. Training Programs

Department heads are responsible for anticipating and facilitating training of their respective personnel. Training sessions will be announced to all personnel as they are developed and offered. Training programs that should be considered by all department heads are:

- Counter-surveillance
- Security Awareness and Threat Detection
- First Responder Terrorism Awareness
- Incident Command System

## III. Execution

### A. Concept of Operations

#### 1. Overt Versus Covert Terrorist Attacks

In the past, most planning for emergency response to terrorism has been concerned with overt attacks (e.g., bombings). Chemical terrorism acts are likely to be overt because the effects of chemical agents absorbed through inhalation or by absorption through the skin or mucous membranes are usually immediate and obvious. Such attacks elicit immediate response from police, fire, and EMS personnel.

In contrast, attacks with biological agents are more likely to be covert. They present different challenges and require an additional dimension of emergency planning that involves the public health infrastructure. Covert dissemination of a biological agent will not have an immediate impact because of the delay between exposure and the onset of illness (i.e., the incubation period). Physicians or other primary health-care providers probably will be able to identify the first casualties of a covert attack. For example, in the event of a covert release of a biological agent, patients will appear in doctors' offices, clinics, and emergency rooms during the first or second week, complaining of symptoms such as fever, back pain, headache, nausea, and other symptoms of what initially might appear to be an ordinary viral infection. As the disease progresses, these persons will develop symptoms characteristic of early-stage diseases. By the time the symptoms become definitive, the patients will begin to die, the terrorists would be far away and the biological agent disseminated through the population by the water distribution system and will have had its intended effect. Only a short window of opportunity will exist between the time the first cases are identified and the rest of the population becomes ill. During that

brief period, public health officials will need to determine that an attack has occurred, identify the organism, and prevent more casualties through prevention strategies (e.g., mass vaccination or prophylactic treatment).

2. Incident Notification Process

The existence of any of the previously mentioned indicators should be considered cause enough to trigger the Terrorism Response Plan and activate a response commensurate to the possible event. A terrorism/WMD incident makes the early establishment of ICS imperative. The ICS will be established as per the Emergency Contingency Plan, upon detection of any significant threat or any terrorist type incident requiring an emergency response. The establishment of ICS assures that there will be an efficient management system in place to manage the event.

The safety of the responding personnel depends on the actions of those managing the incident. Early implementation of ICS will assure that the scene is managed properly and that all agencies receive notification in a timely fashion. The response and activation actions for a suspected or actual terrorist event will be as follows:

Incident Notification/Activation Chart		
Level	Situation	Notification/Response
Level #4 – Minimal Threat:	Receipt of a bomb threat at a town facility	<ul style="list-style-type: none"> <li>• Notify Facility Supervisor</li> <li>• Notify Police</li> <li>• Notify Fire Department</li> <li>• Notify Town Manager</li> </ul>
Level #3 – Potential Threat:	Receipt of a bomb threat at a town facility after being informed by the local Police Department that a bombing may be possible.	<ul style="list-style-type: none"> <li>• Notify Facility Supervisor</li> <li>• Notify Police</li> <li>• Notify Fire Department</li> <li>• Notify Town Manager</li> <li>• Notify all department heads</li> <li>• Initiate a security check of all facilities</li> </ul>
Level #2 – Credible Threat:	Receipt of a bomb threat at a town facility and finding an item or package that is suspected of being a bomb or weapon.	<ul style="list-style-type: none"> <li>• Call 911 and report incident</li> <li>• Evacuate the building</li> <li>• Notify Police and FBI</li> <li>• Notify Fire Department</li> <li>• Notify FBI</li> <li>• Notify Town manager</li> <li>• Notify all department heads</li> <li>• Notify all Facility Supervisors</li> <li>• Initiate a security check of all facilities</li> <li>• Consider activating the Town EOC</li> </ul>
Level #1 – WMD Incident	Receipt of a suspicious package that appears to be leaking a gas that is making people sick.	<ul style="list-style-type: none"> <li>• Call 911 and report incident</li> <li>• Evacuate the building</li> <li>• Activate Terrorism Response Plan</li> <li>• Notify Police</li> <li>• Notify Fire Department</li> <li>• Notify FBI</li> <li>• Notify Town Manager</li> <li>• Activate the Town EOC</li> <li>• Notify the State Emergency Divisions</li> </ul>

All personnel responding to a threat or an incident must be vigilant that the event may be an actual terrorist act. In any incident involving an explosion, fire or suspected gas release, responders should always be cognizant of a potential secondary device. The first supervisor to arrive will establish ICS and request additional resources as needed. Once the response team is on the scene and they have confirmed that there is an actual emergency event in progress, the Superintendent will be notified and local first responders will be notified in accordance to the nature of the event. Once the first responders are notified, the Emergency Operations Center may be activated.

### 3. The Emergency Operations Center (EOC)

An EOC is where department heads, government officers and officials, and volunteer agencies gather to coordinate their response to an emergency event. Responding to a terrorist threat and/or act may require an activation of the EOC.

- Upon first notification, all assigned personnel will respond to this EOC and commence overall incident command.

Incident Command and the EOC function together and work towards the same goals, but their responsibilities are different. The Incident Command Operation Center is responsible for on-scene response activities, and the EOC is responsible for overall agency or community-wide resource management.

### 4. Primary Objectives In Response To a Terrorist Act

The following points are the main objectives for the first responders in response to a terrorist incident:

- a. Protect the lives and safety of personnel and the community.
- b. Contain and/or limit the spread of any nuclear, biological, chemical agent or explosive.
- c. Identify the type of agent used.
- d. Identify and establish a safe perimeter for the suspected agent used.
- e. Ensure that all employees responding to the incident follow the proper protocols and have appropriate protective gear.
- f. Identify the most appropriate method to deal with the incident.
- g. Notify emergency personnel, including medical facilities, of dangers and proper measures to be followed.

- h. Notify appropriate State and Federal agencies.
- i. Provide timely public information.
- j. Preserve as much evidence as possible to aid in the investigation process.

## 5. The Chemical/Biological Response

Without advance warning, it is not always evident when a chemical/biological incident has occurred. As a result, responding personnel may initially become part of the victims in such an incident. Some clues may be present that could be indicators that an incident involving chemical or biological agents has taken place. These include:

- a. Unusual numbers of dying animals are present. For example, all the birds that are usually present at outside trash bins are dead, there are not insect sounds, etc., not just an occasional road-kill, but numerous dead animals.
- b. Lack of insect life. If normal insect activity (ground, air, and/or water) is missing, then check the ground, water surface or shoreline for dead insects.
- c. Numerous individuals are experiencing unexplained water-like blisters, wheals (like bee stings), and/or rashes.
- d. Numerous individuals are exhibiting serious health problems ranging from nausea, to disorientation, to difficulty breathing, to convulsions, and to death. It is apparent that a mass casualty incident exists.
- e. There is a definite pattern of casualties (i.e., the casualties are aligned with the wind direction outdoors).
- f. Casualties are distributed in a pattern that may be associated with possible agent dissemination methods (i.e., a lower number of ill people working indoors versus outdoors or outdoors versus indoors).
- g. Unusual liquid droplets are present. Numerous surfaces exhibit oily droplets/film; numerous water surfaces have an oily film.

## 6. First Responders Guidelines

- a. Establish Command

Town personnel may be the initial first responders arriving on the scene of a possible terrorist incident. All personnel should take additional precautions and actions to protect life and limit the impact and spread of the incident. The following recommendations are general guidelines not meant to replace existing protocols or

SOPs from respective departments, but rather to enhance the existing ones to better cope with a terrorist incident.

Whenever possible, approach an incident scene up-wind (with the wind pushing against your back, so that if there are any atmospheric contaminants, you will be less likely to be overcome by a gust or cloud of them.) If driving to the scene, park your vehicle a safe distance away.

Stage additional responding personnel a safe distance away from the scene. Anticipate and position your vehicles and/or equipment at an advantageous position for both an easy deployment and a quick tactical retreat.

- Initiate early command
- Do a visual assessment of the scene and report this information back to the emergency operation center.
- Assess on-scene indicators and request additional resources, if needed.
- Err on the side of safety and request additional resources, as they can easily be canceled later.
- In the case of suspected casualties, always call 911, as early as prudently possible.

#### b. Scene Control

It is highly likely that many people, including responders, will want to rush into a scene to rescue people or take quick remedial actions. Personal safety must be considered once an incident has occurred,. Every effort must be made to avoid additional casualties and victims.

It is paramount that emergency responders work together to establish perimeter controls (hot zones), setup field command centers, triage and decontamination areas. Direct any victims to appropriate sites/facilities, determine evacuation and/or shelter zones, and follow strict personal safety protocols.

Witnesses and people close to the incident may be wandering around or be inside of buildings waiting for direction from emergency personnel. The presence of these individuals on the scene needs to be controlled either by sheltering in place or by extraction.

Emergency responders should perform a sweep of the area to locate/assist victims. Victims that are able to walk may wander away from the initial scene.

#### c. Establish and Secure Communications

It is important to identify the phone numbers, channels or frequencies that responders will need to monitor and transmit on. In the case of multi-agency responses, it will be

paramount to establish a location where personnel with a variety of equipment can be staged to assist with the communication between agencies.

d. Identify the “Hot Zone”

With every incident there will be an area that will be hazardous to any personnel or civilian with the area. When possible, first responders should determine where the most hazardous location is and remain outside of that area. Initial boundaries estimated by the first responders may be re-assessed and changed when HazMat professionals respond to the scene and determine the exact agent. In the event of a HazMat material event, only properly protective personnel should enter the “kill zone” or “hot zone.”

e. Establish an Inner Perimeter

An inner perimeter must be established, so emergency personnel have a safe and controlled area to assemble and work. The establishment and demarcation of the inner perimeter will automatically designate the inside boundary of the “Outside Incident Perimeter.” The inner perimeter will include additional operational and/or functional perimeters to be determined by first responding personnel. These additional perimeters will include: hot, warm, and cold zones and small staging or operational areas, such as decontamination corridors, triage and transport areas.

f. Establish and Adjust as Needed the outer Incident Perimeter

The establishment of the outer incident perimeter will be a product of the establishment of the “Inner Incident Perimeter” as the inside demarcation line of the outer perimeter is also the outside demarcation line of the inner perimeter. The outside demarcation line of the outer perimeter will be established under the advice of the Fire Department’s HazMat Sector Officer. The intent of the outer perimeter is to secure a buffer area between the working units and the general community.

Outside perimeter control will be maintained by local law enforcement forces and should be setup as early as possible. Clearly marked and designated entry and exit points must be identified and communicated to all responding units.

The effects of possible chemical plumes should be taken into consideration when determining the outer perimeter. The outer perimeter must also provide for traffic control and allow for entry and egress corridors for emergency vehicles. When designating perimeters, natural barriers such as roads, canals, fences, etc. should be considered for use.

Once the perimeters are established, the evacuation of all non-emergency and unauthorized personnel “trapped” inside of the designated perimeter must be carried out. The Fire Department’s HazMat Sector Office must determine whether any of these

individuals will need to be decontaminated and/or if contact information needs to be documented for future follow-up.

g. Establish Scene Command Post

Personnel between the inner perimeter and the outer perimeter will provide on-site coordination of services and will establish a Command Post. Portable shelters should be brought in when there are no suitable buildings in the area. The Command Post must be located uphill and upwind of the incident.

Area traffic should be monitored and controlled to protect against the placement of secondary explosive devices, such as car bombs.

h. Select Staging Area

A staging area should be selected where resources and equipment can be delivered, stockpiled and utilized. The staging area should be selected to be far enough away from the actual scene that safety is guaranteed, while at the same time, close enough for instantaneous deployment of staged resources.

Prior to it becoming operational, the area to be used should be swept for secondary devices. Law enforcement should setup perimeter security and maintain a high level of security until the conclusion of the incident. Security should be designed to prevent the placement of secondary devices and intrusion by unknowns.

Provisions must be made for the food and water for staged staffing resources. The pre-identified Logistics Group must be contacted so that they can setup a refueling schedule for operational and staged vehicles and equipment.

i. Place of Crime Scene

If the event is determined to be a possible terrorist act, evidence collection will be essential. All health and human safety issues will take precedence over evidence collection. However, first responders should try to minimize the amount of disruption to the scene. If the event is suspected to be an act of terrorism, the FBI will respond and assume control.

B. Tasks

1. Police Department

- a. Establish command post, if first on-scene.
- b. Senior official report to on-scene command post for operational coordination.
- c. Establish a protected perimeter as identified by the IC to prevent vehicles from entering the scene.

- d. Remove bystanders and control access to area. Treat as potential witnesses or suspects.
  - e. Initiate and conduct evacuation, if ordered.
  - f. Establish evacuation routes and re-route traffic, as appropriate.
  - g. Assist in rescue operations, as appropriate.
  - h. Conduct other law enforcement activities, as appropriate.
  - i. Maintain liaison with EOC and other officials, as appropriate.
2. Emergency Management Department
    - a. Activate EOC, if appropriate.
    - b. Notify Maine Emergency Management Agency (MEMA) for assistance and mobilization of Civil Support Teams and mass decontamination units.
    - c. Coordinate outside assistance, if needed.
    - d. Keep local, state and federal government officials apprised of the situation.
    - e. Coordinate preparation of news release, as appropriate.
    - f. Coordinate other emergency response, as needed.
    - g. Assist law enforcement with evacuation of residences.
3. Resource Control
    - a. Provide logistics support for incident command including: fuel, provisions and transportation of materials.
4. Fire Department
    - a. Support Police with manpower and equipment.
    - b. Perform fire fighting duties, as needed and as appropriate, in cases of explosive and incendiary devices.
    - c. Order evacuation, if the situation warrants.
    - d. Keep EOC, if activated, informed of the situation.
    - e. Assist in the decontamination of personnel and equipment, as appropriate.
5. American Red Cross
    - a. Coordinate temporary shelters for evacuees.
    - b. Notify Salvation Army of food and clothing needs.

#### IV. Information Management

##### A. Terrorism Alerts

1. Public alerts should be issued immediately when the National Terrorism Alert Levels have increased or when suspicious activity and/or an attack have been observed. The alerts should be issued to the level media and Police Department with instructions on sheltering in place or evacuation of residents.

## **ATTACHMENT 1 – ADDITIONAL SPECIFIC SCENARIO RESPONSES**

### **A. “Anthrax Letter” Response**

1. One situation that has received considerable attention in recent years has been the proper response protocol for receiving an “Anthrax Letter.” Typically, a letter is received at an office. Once office personnel open the letter, a message is discovered that may say something similar to “you have just been exposed to Anthrax.” Sometimes there is a powder inside of the envelope or letter and the powder may fall or fly out of the letter. Sometimes the warning is simply written on the outside of the letter or package.

Any substance found in a package or letter containing and/or associated with a threat must always be considered as an unknown and dangerous substance until such time that qualified lab determines otherwise. The unidentified substances must always be treated with the appropriate hazardous material precautions commensurate with the situation.

In most cases, Anthrax is difficult to weaponize and disperse. Consequently, the changes that the encountered substance is indeed Anthrax are quite remote. However, the incident should still be regarded as possible exposure to a hazardous material. There are numerous other substances that are much easier to acquire, weaponize and disperse, and, therefore, proper protocol must be employed to minimize any potential hazards.

2. What to do?

When faced with an “Anthrax Letter” situation, the following recommendations should be considered:

- a. Call 911 – Get emergency personnel in route.
- b. Establish communication with the employee receiving the letter or package. While on the phone with them:
  - Advise employee not to handle or disturb the letter, package or substance.
  - Advise employee to just leave it in place.

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- Ascertain whether or not the substance was handled, and if there is anybody reporting that they are not feeling well as a result of handling the letter, package or substance.
  - Ascertain if Rescue is needed.
  - Advise employee to leave the immediate area where the substance was found and to shut, but not lock the door behind them.
  - Advise employee to deny access to all parties, until such time that first responders arrive.
  - Advise employee to shutdown the ventilation system for the affected area if possible, immediately after leaving the area.
- c. In most cases, there is no need to evacuate an entire building if the substance is contained within a room in which the doors have been closed and the ventilation system disabled.
3. Dispatch the appropriate response team.
- a. In most cases, the appropriate response will be the Fire and/or Police Department.
  - b. Once the first responders arrive on scene, the Incident Command will be initiated and the situation evaluated.
  - c. If there is a possibility that the threat is real, then the Terrorism Response System should be activated.
  - d. All appropriate agencies must be contacted.
  - e. If appropriate, adequate Hot, Warm and Cold zones must be clearly identified and protected.
  - f. Access to the scene must be restricted and controlled.
4. If a substance is found, it should be collected for evaluation and analysis.
- a. When possible, the substance and immediate area should be photographed.
  - b. Properly attired hazardous material personnel should collect the substance and letter/package.
  - c. The evidence must be “bagged,” decontaminated and then “bagged” again.
  - d. Chain of Custody must be maintained to facilitate prosecution, if and when a perpetrator is apprehended.
5. The substance should then be transported to the closest appropriate laboratory for testing.
- a. In most cases, FBI personnel will be on the scene and they will be the ones taking possession of the “bagged” sample for transportation to the laboratory.
6. Once at the lab, the substance will be analyzed and classified.
- a. The lab will provide a detailed report to the FBI WMDC.

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- b. The same detailed report will then be provided to the Incident Commander.
  
7. The FBI WMDC, in charge will de-brief the appropriate representatives of responding agencies.

**B. Bomb Threat**

1. Never touch a suspected bomb. If a suspected bomb is in the immediate area, turn off all types of radios and transceiver equipment, evacuate the building and call the Police immediately. Because circumstances surrounding bomb threats vary widely, it is difficult to establish a routine procedure for their management. All bomb threats that are received are serious matters and must be reported immediately to the Police by dialing 911.
  
2. Should an employee at a facility receive a bomb threat, please notify him/her to do the following:
  - Remain calm.
  - Keep the caller on the telephone for as long as possible.
  - Have someone else listen on the speaker phone and record the conversation, if possible or take notes.
  - Do you recognize the voice of the caller?
  - Is the caller very familiar with the operations/procedures of the building?
  - If the caller does not offer information on the bomb's location, ask for this information.
  - Tell the caller that the building is occupied and that serious injury or death to innocent people could result if this information is not obtained.
  - Listen for strange or unusual noises in the background, which might be helpful in providing clues as to who the caller is – this might include: music, running water, traffic sounds, or other noises.
  - Determine whether the voice is male or female, familiar or unfamiliar, and listen for accents, impairments, nervousness, or other potential cues as to who the call might be.
  - As soon as possible after the call, fill out a "Bomb Threat Checklist" as outlined within Attachment #2.

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3. If the location of a suspected bomb is not known, the Police or Fire Department may search the building. They may ask for assistance from employees in threatened areas. Employees can aid in the search by checking for suspicious objects. Because the Police will want to keep a log of the areas covered in the search, please inform the Police of the department's actions.
  
4. If a bomb is known and confirmed to be present, evacuate the threatened area. Once the Police or Fire Department arrives, they may order the evacuation of the entire building. When the threat is over and the building is deemed secure, employees will be advised when they may return to their work area.

**C. Strange Odors or Smells in the Building**

1. If any strange odors are noticed in a department facility/building, call the Fire Department or HazMat. They will determine whether evacuation of the building is appropriate and/or if shutting down the building's ventilation system is appropriate. If the strange odor appears to be affecting employees or visitors in any way; evacuate the building immediately and notify 911.

2. Heating, Ventilation and Air Conditioning Systems (HVAC)

Understanding and managing the HVAC system is crucial to the effective management of an emergency situation involving the interior environment of the building. Care must be taken not to override or hamper the systems' role in proper fire control and protection.

Refer to the National Institute for Occupational Safety and Health (NIOSH) for additional information.

**D. Civil Disturbance/Demonstration**

1. If a civil disturbance or demonstration occurs in the vicinity of the work area/site, the Town Police Department will be responsible for managing the crowd. In general:

**Terrorism Annex**  
**Attachment 1: Additional Specific Scenario Responses**

- Remain calm
- Call the Police by dialing 911; give the dispatcher your name, workplace, phone number, and the nature of the incident.
- If it is necessary for you to leave the premises/area in order to avoid injury, do so in a calm manner.

**E. Violent or Criminal Behavior**

1. Crime prevention is a shared responsibility. Everyone is asked to assist in making the workplace a safe place by being alert to suspicious activity or persons and by reporting them as outlined below. If you are the victim or are involved in any work related violation of the law, such as: assault, robbery, theft, sexual assault, etc.:
  - Do not take any unnecessary changes, protect yourself first.
  - Notify Emergency Assistance by dialing 911, as soon as safely possible.
  - Notify your immediate Supervisor and employee relations.
  - If you witness a criminal act or whenever you notice a person(s) acting suspiciously in or about the building, facility or parking location; immediately notify your immediate Supervisor and, if necessary, call Police by dialing 911. Assist the Police when they arrive by supplying any and all additional information and ask others to do the same.

**F. Workplace Violence, Terrorism**

1. This section of the plan should be implemented in the event any type of workplace violence or act of terrorism.
2. Employees may become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) observing these life-threatening acts should immediately call 911 and his/her immediate Supervisor. Supervisory personnel or other designees should attempt to communicate to everyone in the building, to the extent possible, as personal safety, time and capabilities permit, that a perpetrator of workplace violence is in the building. This may be done via any safe way possible, such as by word-of-mouth and/or telephone. Using a code word that employees are familiar with is an effective way of sending out a signal throughout

**Terrorism Annex**  
**Attachment 1: Additional Specific Scenario Responses**

the facility that a particular situation is developing. For instance, announcing a “code blue” and a “location” over the intercom system can alert all employees that a life threatening condition exists at a particular location.

3. Different types of workplace violence require different actions:

- Gunfire – If you become aware of gunfire occurring in the building, consider taking refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner.
  - Consider exiting the building via a window or door.
  - Consider signaling for help from a window.
- Physical Threat – If someone’s actions pose a physical threat to you, evacuate the area.
- Toxic or Irritant Gas – Immediately evacuate the building using the same evacuation plan and procedures, as if there was a fire in the building.
- Hostage Situation – Immediately vacate the area, take no chances to endanger the life of the hostage. Contact Police at 911.
- In the event someone is hurt and/or a fire is caused by these events, contact 911.

4. Conduct While Being Held Hostage

Under all circumstances stay calm. Be alert to any situation that can be exploited to your advantage. Remember that the primary objective law enforcement will be to secure your safe return as quickly as possible.

- Generally, do not attempt to fight back or to struggle physically. No matter how “reasonable” your captor may appear on the surface, they cannot be trusted to behave normally and their actions may be unpredictable.
- Comply with the instructions of your abductor(s), as well as you can.
- Do not discuss what actions may be taken by your family, friends, or employer.
- If you are removed or transported from the premises by your abductor, make a mental note of all movements, including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds (trains, bells, construction, voices, etc.).

**Terrorism Annex**  
**Attachment 1: Additional Specific Scenario Responses**

- Whenever possible, take note of the characteristics of your abductor(s), their habits, surroundings, speech mannerisms, and any contacts they make. Such information can be of great value in their ultimate apprehension.
- Generally, you cannot expect to have a good opportunity to escape; any attempt to escape, however, should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
- Avoid making provocative remarks to your abductor(s). As noted, they may be unstable individual(s) who react explosively and are likely to be violent and abusive.
- Try to establish some kind of rapport with your abductor(s).

**G. Unusual Clusters of Illnesses or Sick Leave**

It is common for employees to occasionally become ill and call in sick. The Town Human Resources Department maintains accurate records reflecting sick leave usage and absenteeism related to illnesses. However, it is unusual for clusters of illnesses to develop within a specific geographical area or functional areas of the building. It is also unusual to have sudden significant increases in sick leave usage. These situations need to be investigated as to cause and origin. Some causes or origins for these patterns of illness or sick leave use may be:

- Accidental workplace contamination
- Food poisoning (accidental/intentional)
- Influenza
- Bio-terrorism
- Sick building

Any suspicious type cluster of illnesses needs to be investigated and reported to the Department of Health Office of Epidemiology as soon as it is detected. Typical clusters of illnesses may present themselves simply as 3 – 4 employees developing skin rashes over a period of days. If all 3 – 4 employees work in a defined area such as the mail room, then the suspicion index increases and an investigation is merited.

## **ATTACHMENT 2 – BOMB THREAT CHECKLIST**

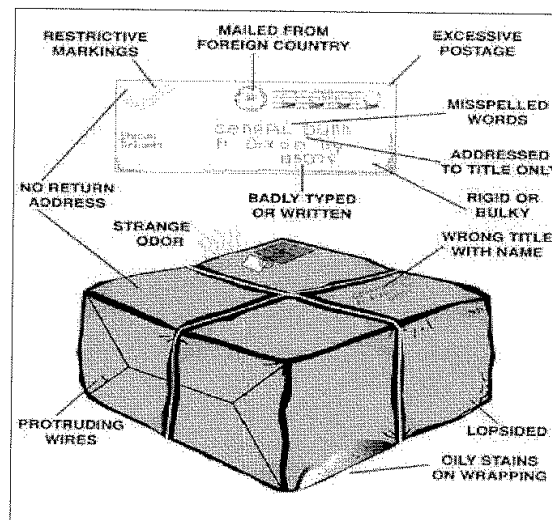
### **A. Call Taker Protocols**

1. If you receive a call, that you feel, is related to terrorism, the following actions should be taken:

- Try to get as much information from the caller as possible and convey that information to your supervisor.
- Whenever possible, use the designated form for collecting this information.
- Get a call back number and location of the caller, if they will give that information, so that they can be contacted later, if needed.
- If the call is an actual or suspected terrorist event, notify your Supervisor and assist her/him in activating this response plan.

Triggers that may require an employee to begin an anti-terrorism response:

- A suspicious package or suspected bomb (see diagram).
- Suspicions of or the presence of a hazardous or unidentified material.
- A credible threat of a terrorist attack.
- Feedback and/or reports from personnel on the scene of an incident.
- Multiple, similar and serious reported complaints from multiple clients/callers.
- A call is received from a community agency with information regarding an incident of unknown cause, which has resulted in a large number of casualties in a short period of time.



## **ATTACHMENT 3 – GENERAL RECOMMENDATIONS FOR RECOVERY**

### **A. Emergency Recovery Actions**

1. Returning operations to normalcy is part of the primary mission during and after any incident. The rapid restoration of utility and community services, as soon as possible after an interruption is one of the overall goals of this plan.
  
2. The overall strategy in recovery can be broken down into three separate categories. Although these three categories tend to overlap actions taken, should be guided by our recovery strategy. The three basic categories are:
  - Short-term Recovery
  - Long-term Recovery
  - Financial Reimbursement

### **B. Short-term Recovery**

Short-term recovery begins when the incident is first detected. Immediate actions taken such as the activation of this response plan facilitate the short-term recovery. Short-term recovery will continue throughout the duration of the incident on and through the point at which the incident concludes. Short-term recovery includes:

- Determining that the environment is safe to work in.
- Conducting the preliminary damage assessment.
- Developing the recovery action plan and list of priorities.
- Restoration of system components and basic services.
- Determining resource needs.
- Establishment of emergency contracts and procurement.
- Public Information announcements.
- Recovery cost accounting for possible reimbursement.

**C. Long-term Recovery**

Long-term recovery develops from the short-term recovery and includes all actions necessary to return operations to pre-incident normalcy. Long-term recovery should include:

- The return of Town government operations and utility services.
- The return of normal operating hours and procedures.
- Repair of all systems and equipment.
- Public Information announcements announcing full recovery.

**D. Damage Assessment**

One of the first steps in recovery from any disaster is damage assessment. Damage assessment will help guide our recovery efforts. As soon as the determination is made that the environment is safe to work in, damage assessment will start. The appropriate departments will work within their areas of responsibility to:

- Conduct a physical inspection of their areas.
- Identify and neutralize all life safety issues.
- Inspect and determine status and dependability of all key components.
- Inspect all equipment and facilities for damage.
- Determine quality of operations.
- Prepare a written damage report.
- Prepare an estimated cost report.
- Turn in your damage and cost report to the Town Financial Director.