



TOWN OF HARPSWELL

# **Emergency Operations Plan**

## **7/7/2016**

This plan is designed to document the procedures, processes and associated responsibilities that the Town intends to implement at times when events occur requiring a response that exceeds normal operational requirements.



**Town of Harpswell**  
**Office of Selectmen**  
**P.O. Box 39**  
**Harpswell, Maine 04079**  
**Phone: 833-5771**  
**FAX: 833-0058**

### **Letter of Promulgation, Approval and Implementation**

This Emergency Operations Plan is hereby placed in effect by the Selectmen of Harpswell, Maine. It shall be maintained by the Emergency Management Agent under the direction of the Town Administrator.

Authority for Emergency Management in Maine comes from Title 37B, Maine Revised Statutes Annotated, the Maine Civil Emergency Preparedness Act, as amended. State and local responsibilities and authorities are detailed in this plan.

All organizations having emergency response requirements, as detailed in this plan, are expected to develop and maintain their own Standard Operating Procedures to meet those requirements and to plan and train as needed in support of this plan.

This plan is in support of the September 18, 2008 formal adoption of the National Incident Management System (NIMS) and any subsequent renewals of that commitment as the Town's standard for incident management.

The Town Administrator or designee has the authority to make administrative revisions as appropriate and operational revisions to reflect changes in actual procedures and practices, without prior approval of the Selectmen.

This plan is effective immediately and supersedes all previous plans.

Signed: Harpswell Board of Selectmen

Richard Daniel      Elinor Multer      Kevin Johnson

Date: July 7, 2016

## NIMS Resolution

### Town of Harpswell Resolution

#### For Adherence to

#### The National Incident Management System

**WHEREAS**, The Board of Selectmen of the Town of Harpswell, does hereby find as follows:

**WHEREAS**, The President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

**WHEREAS**, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

**WHEREAS**, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies; and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the town's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the town, including current emergency management training programs; and

**WHEREAS**, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Selectmen of the Town of Harpswell, Maine, that the National Incident Management System (NIMS) is hereby reconfirmed as the town's standard for incident management.

Board of Selectmen

  
Richard Daniel      Kevin Johnson

Date: July 7, 2016





## Table of Contents

Record of Changes .....	4
Record of Distribution .....	5
Table of Contents .....	6
Basic Plan .....	9
a) Purpose, Scope, Situation Overview, and Assumptions.....	9
(i) Purpose: .....	9
(ii) Scope: .....	9
(iii) Situation Overview .....	9
(iv) Planning Assumptions .....	13
b) Concept of Operations .....	14
c) Organization and Assignment of Responsibilities .....	15
d) Direction and Control .....	17
e) Information Collection, Analysis and Dissemination.....	18
f) Communications .....	18
(i) Town Web Site .....	19
(ii) Community TV and EAS.....	19
(iii) 211 .....	20
(iv) CodeRED Emergency Communications Network .....	20
g) Administration, Finance and Logistics .....	21
h) Plan Development and Maintenance.....	22
i) Authorities and References .....	22
Lead Agencies.....	24
Hazard/Activity –Specific Protocols .....	26
a. Bridge Collapse, Maintenance and Capital Improvement .....	26
b. Evacuation.....	26
c. Hazardous Material Incident.....	27
d. Hurricane.....	27
e. Power Outage .....	28
f. Road Closure .....	29
g. Search and Rescue .....	30
h. Sheltering .....	31

i.    Snow Plowing.....	32
j.    Winter Storm/Blizzard .....	32
k.    Additional Events .....	33
Annex A -- Direction and Control .....	34
General .....	34
Functions .....	34
Facilities .....	35
Staffing.....	36
Staff Assignments .....	36
Equipment and Supplies .....	36
Feeding .....	37
Briefings.....	37
Security.....	37
Annex B -- Resources.....	38
List of Facilities .....	38
Day Care Facilities.....	38
Nursing Homes .....	38
Other Critical Facilities.....	38
Schools.....	38
Warming Centers/Shelters .....	38
Emergency Suppliers .....	38
Fire Departments.....	38
Scene Support.....	39
Heavy Equipment Support .....	41
Energy Resources .....	41
Victim Support.....	42
Skill Resources .....	43
Annex C -- Points of Contact.....	45
Annex D -- Radio Communications.....	48
Appendix 1 -- Frequencies Used by Harpswell First Responders and EMA.....	50
Appendix 2 -- Interoperable Communications .....	51
Appendix 3 -- Ham Radio Operators.....	55

Annex E: Damage Assessment and Disaster Assistance ..... 56  
    Appendix 1 -- Damage and Injury Assessment Form 7..... 59  
Annex F -- Mutual Aid..... 67  
    Appendix 1 -- Harpswell Fire Departments’ Mutual Aid Agreement ..... 69  
Annex G -- Emergency Management Ordinance ..... 71  
Annex H -- CODERED Emergency Notification Request..... 77

## **Basic Plan**

### **a) Purpose, Scope, Situation Overview, and Assumptions**

#### **(i) Purpose:**

This plan is designed to document the procedures and processes that will be employed by organizations and/or individuals during the four phases of emergency management (preparedness, response, recovery and mitigation). It will address specific expectations, responsibilities and authorities. It will provide a general situation overview to include a risk assessment, outline the planning assumptions, define various related authorities and describe the basic planning and plan maintenance process. Finally, the plan contains a series of supporting annexes that will provide critical information and documentation needed for rapid and efficient response and recovery efforts. The intent is to provide a foundation that will enable the Town to respond to any foreseeable man-made or natural emergency in a coordinated and effective manner reflecting the principles of the National Incident Management System.

#### **(ii) Scope:**

The plan is intended for activation during those incidents or events that exceed response efforts generally associated with more common emergencies. Although any large scale, complex or extended duration type event requiring activation of the plan may well include the type of events experienced on a regular basis, the plan is specifically not intended to address or directly impact the normal activities of any first responder organization or individuals within the Town. Rather it is designed to facilitate a coordinated approach to response activities and supporting efforts when events occur that exceed an organization's capacity to meet the disaster/emergency related needs of the citizens of Harpswell, regardless of location or nature of those needs.

#### **(iii) Situation Overview**

##### ***(a) Hazard Analysis Summary—***

Harpswell is located in the Southeastern portion of Cumberland County abutting Casco Bay. The Town center is 43°47'30" N latitude, 69°57'30" W longitude. Encompassing an area 13 miles by 9.5 miles (including approximately 50 islands), the land area is approximately 24.6 square miles. Harpswell has 217 miles of coastline. The geographic characteristics vary from coastal to rolling hills. Elevations range from sea level to 200 feet above mean sea level. The year-round population of about 4,700 swells to over 10,000 people in the summer. There are four critical bridges that connect various portions of the Town and portions of the Town to the mainland. The loss of any one of these bridges would result in significant inconvenience to citizens and in the case of three of the four bridges, a serious life safety issue.

Harpswell is vulnerable to many types of disasters, man-made, natural and technological that could affect portions of or the entire town. Capabilities and resources are available, which if effectively employed could minimize or eliminate loss of life or property.

Some of the potential hazards for the Town of Harpswell include: earthquakes, wildfires, snow/ice storms, hurricanes, severe summer storms, coastal flooding, blight/infestation, epidemic/disease and hazardous materials spills/transportation accidents. The probability of a particular type of event occurring is generally driven by the nature of the event. As an example, a radiological event is possible, but highly unlikely because the materials involved in these events are not normally present in the Town. This plan will focus on those events that are reasonably likely to occur.

Although certain portions of the Town may be more susceptible to specific types of events, such as coastal flooding, there is a relatively consistent level of vulnerability throughout the Town. While low lying portions of the Town may experience damage as the result of storm generated flooding, higher elevations may also experience damage from wind associated with the same storm. One of our biggest hazards is a winter storm. The associated snow/ice/extreme temperatures have the potential to impact all of us equally. Hazardous materials incidents, most likely involving petroleum products, can occur anywhere in Town. For these reasons, the plan does not distinguish between “safe” or “at risk” areas.

As a rural community, the Town does not have a significant presence of critical infrastructure. However, we do have schools, a nursing home, important communications infrastructure, churches, municipal facilities, bridges and historically significant structures. Because of its very nature and where it is located, our marine industry, an important source of income for many, is potentially susceptible to many of our natural hazards. Finally, there are a small number of private entities such as food and gas operations that are important to maintaining/returning a sense of normalcy to the Town after a serious event has occurred. This plan recognizes these vulnerabilities and will help to ensure we are able to respond to their needs.

Population density varies throughout the Town and ranges from fairly large wooded areas with very few homes to more densely populated communities. This has both advantages and disadvantages. On the one hand some of our isolated citizens may be harder to reach in an emergency, while on the other hand we are not faced with a need to assist thousands or even hundreds of citizens living in densely populated buildings as is the case in other parts of the State. With an aging population, the Town also has a number of citizens with access or functional needs. The Town needs to be prepared to respond in a manner that meets the requirements of the Americans with Disabilities Act. Finally, our school populations may well create special response requirements depending on the nature of an event. Of all our population sectors, our children may well be the most critical. We are obligated to ensure we can respond adequately to their needs. When we experience large scale and long duration events the Town will be challenged to prioritize its efforts and available resources.

On a daily basis, the Town has sufficient first responder assets to meet its needs. During times of emergency, those assets may well be over-extended. In those cases, the Town has a number of “verbal” Mutual Aid Agreements with surrounding communities. These agreements cover first responder organizations as well as other types of assets. During “normal” emergencies, these agreements are sufficient to fill the gaps in Town resources. Cumberland County Dispatch has designated specific communities around Harpswell that would be called upon to provide various types of Strike Teams when requirements exceed capabilities of the Town’s Departments. During very large scale events or events that require response by scarce resources, the Town has access to the State-wide Mutual Aid Agreement

which provides a process to request assets from any community in the State. The State also has agreements with all other States and the Maritime Provinces and Quebec to provide for Mutual Aid. Assets could be directed to the Town through these agreements if necessary. A list of the various Mutual Aid Agreements is located in the Emergency Suppliers Section of Annex B -- Resources.

### ***(b) Capability Assessment***

Although the Town does not own a large amount of response equipment or large stockpiles of supplies and material goods, it does have direct access to the types of assets generally required to handle emergencies. Annex B contains a listing of not only Fire Department assets, but it also identifies sources for other types of resources available locally or in our surrounding communities. Historically, the Town has been able to meet most needs through the use of local resources. The challenge, from an emergency management perspective, is to quickly identify unmet needs, locate the appropriate resources and coordinate the delivery of those resources to an Incident Commander (IC) or to meet more general requirements, such as sheltering, during extraordinary events.

During regional events there will be competition for resources. The Town may need to rely on our local resources, at least during the initial days of the response. During such occasions a prioritization of resources may be required to ensure the most pressing needs are met first. It should be noted that the Town does not currently have a stockpile of sheltering resources, such as blankets, cots, food or animal cages.

With the exception of one EMS representative from Mid-Coast Hospital, the three Fire Departments and associated EMS operations are all staffed by volunteers. Many of these volunteers have full-time jobs, either in town or outside of town, that may impact availability for response. Because of the nature of volunteerism, recruiting and training is a recurring issue.

Hazardous Materials (HazMat) training is generally limited to the Awareness Level. With the exception of boatyard operations there is not a great deal of HazMat transported through the Town. Our response capability to this type of incident is basically limited to isolation and citizen safety activities. Direct corrective actions or technical decontamination activities would need to be carried out by outside resources. Additional information is contained in the Hazard/Activity-specific activities section of this plan.

The Town does have access to the Harpswell TV station which could play a critical role in providing public information through streamers or potentially longer broadcast sessions.

### ***(c) Mitigation Overview***

While certain events cannot be prevented, the Town has taken certain actions, some of which are ongoing, to reduce the impact of disasters. By reducing the impact, we can reduce the suffering/inconvenience and speed recovery.

Our first responder organizations have ensured that their members are trained to the specified State or National standards. Additionally, they conduct regular training/exercise events to evaluate their skills and maintain expertise.

Power outages are often caused by tree limbs falling on the power lines. Central Maine Power has established a trimming program that addresses all of their lines once every five years. The results of this program have been a significant reduction in outages. Additionally, the Town maintains a close relationship with our local key account manager to ensure our needs are met.

The vast majority of infrastructure in the Town consists of private homes. Many of these homes are “waterfront” structures. Areas at high risk for flooding are generally well-known and structures are limited in number. In most of the Town, the land rises quickly away from the water’s edge. As a result most homes are outside of the current 100 year flood plain. Department of Environmental Protection (DEP) regulations severely restrict new construction within certain distances of the shoreline. These restrictions coupled with the topography of the land have had the, perhaps unintended but beneficial, consequence of most new construction being on elevated terrain. Finally, current building codes and owners’ financial circumstances have resulted in most new construction being sufficiently strong to survive the types of natural events the Town experiences.

Rising sea level, no matter the cause, does pose a potentially serious challenge for the Town. Depending on the amount of sea level rise that occurs, certain roads may experience flooding and wells may experience salt water infiltration. While those changes are likely to develop fairly slowly, the mitigation actions they will require are long-term efforts. Because of this, the Town Planning Office and Conservation Commission have instituted an ongoing initiative to better understand and address the issue so that appropriate measures can be taken in a timely manner.

There are no significant rivers or streams in the Town and therefore minimal risk of flooding from those sources. Roadside runoff can be problematic. The Town has an active road maintenance program with funding being appropriated annually. Also, recent work by the State has provided extensive resurfacing of major roads and numerous culvert replacements.

Although the three fire Departments are independent organizations, they do receive significant capital investment funding to help ensure their major pieces of equipment are capable of performing the task required. Based upon a 2008 independent analysis conducted by Emergency Services Consulting, Inc., a long-term vehicle replacement plan has been established to help inform the investment decisions. In an effort to effectively manage resources in accordance with the Resource Management concepts of NIMS, the Town’s Emergency Vehicle Committee meets on a regular basis to determine acquisition priorities

The Town Office Building and the three Fire Departments are each equipped with generators so that they can maintain normal operations during power outages. This in turn enables them to help establish a sense of normalcy during an emergency and to act as temporary warming shelters if needed.

In addition to capacity of the Town Office, there are several facilities throughout the Town that are suitable to meet certain emergency requirements. The Elijah Kellogg Church administrative wing is ADA accessible, has generator power, one ADA bathroom, three standard bathrooms, one shower, gas cooking facilities, multiple tables and chairs, telephone and internet connectivity. The gym at the Harpswell Islands School also has potential as a sheltering facility and offers a large open space,

bathrooms with possible showers, cooking facilities, internet and telephone service and a generator. The Bailey Island Community Church has a generator, handicap lift (wheel chair elevator), full working kitchen, bathroom and telephone service. The Orr's Island School building has a generator, kitchen facilities, wheel chair accessible bathroom, internet connectivity, but no landline telephone. The Harpswell Coastal Academy does not have a generator, but they have multiple bathrooms, a shower, a gymnasium, limited cooking facilities, refrigeration, internet and telephone connectivity. The Harpswell Grange has a kitchen, bathroom and oil furnace for heating, but does not have a generator. The Community Center in Cundy's Harbor is located above the Fire Station and has generator power as well as kitchen, bathroom (no showers), telephone and internet capacity. Each of these facilities is potentially suitable as Warming Centers. Activation as a Warming Center would occur after coordination between the facility "owner", the Town EMA and the local Fire Chief. Such coordination is necessary to ensure ADA accessibility, confirm hours of operation, availability of staffing, furniture such as tables and chairs, provision of limited food and water, and notification to the public via various means such as 211, Harpswell Community TV and CodeRED Alerts.

Individual preparedness is a key factor in mitigating potential impacts. Many of the Town's citizens are familiar with the type of events that we often experience. And, many of them have taken steps to be prepared for those events, most notably the purchase of home generators. Other actions such as stockpiling food and water and ensuring adequate medical supplies are available all serve to strengthen the overall resilience of the Town. Also, as a rural community there is a tradition of family and friends assisting one another during emergencies. Because most of our citizens are self-reliant, the first responders are better able to deal with the most severe impacts of any event.

The three Fire Departments are taking steps to standardize training, operations SOPs, and equipment so that are able to assist one another more effectively. This increased interoperability improves the effectiveness of mutual aid within the Town and is in direct compliance with interoperability concepts as outlined in NIMS.

#### **(iv) Planning Assumptions**

Organizations and billet holders with responsibilities identified in the plan are aware of those responsibilities and are trained and prepared to meet them as required.

The Town will continue to maintain its rural nature. The plan does not anticipate any large scale commercial or industrial developments. Nor is there any expectation of large scale high density population centers being developed.

The three Fire Departments will remain the Town's largest source of trained, organized and equipped manpower immediately available for response.

The three Fire Departments will continue to operate under their current construct as independent volunteer based operations. Any future full-time augmentation or consolidation will not have a negative impact on the plan.

The Town will continue to outsource most if not all Public Works type activities.

The number of Town employees that are available to respond for EOC or other operational requirements will not change significantly.

Future climatic conditions will not change in a way that will reduce the seriousness or impact of naturally occurring events. Conversely, those same conditions may have an increasingly detrimental impact on the Town.

Events in Harpswell may be part of more expanded regional events that would strain available resources.

## **b) Concept of Operations**

The three Town Selectmen are overall responsible for the safety and well-being of Harpswell's citizens. As indicated earlier, on a routine basis, this responsibility is met through existing arrangements between the Town and the three Fire Departments as well as the Cumberland County Sheriff's Office. Certain employees, most notably the Road Commissioner and Harbor Master, also have direct safety and well-being responsibilities. Additionally, the Fire Departments have verbal mutual aid arrangements with several neighboring communities as outlined in Annex B -- Resources. These arrangements are designed to extend the capacity of the departments. Finally, the Town is covered by a State-wide Mutual Aid Agreement.

During periods of extreme emergency or large-scale disasters, response requirements may well exceed the resource limits and areas of expertise or training of our normal response assets. During such occasions, the Town may need to reach out to regional partners to augment local assets or to acquire resources to meet specific needs that do not come under the purview of our local response assets. Because these types of actions generally have a cost associated with them, such requests may only be made by those with the proper authority to obligate the Town financially. Additionally, as was demonstrated in New York and New Jersey during Hurricane Sandy and in Vermont during Hurricane Irene, response to and recovery from major disasters often requires establishment of priorities that may impact individual citizens positively or negatively. These are decisions that must be made at the highest level of governance and carried out in a coordinated and controlled manner.

During situations such as those mentioned in the previous paragraph, Town Selectmen or the Town Administrator may elect to activate the Emergency Operations Center (EOC). The EOC may be activated at various levels from situation monitoring to full activation. The primary purposes of the EOC are to maintain situational awareness, consolidate unmet requirements, source those requirements and track costs. The EOC is also a critical source of public information. The EOC will also provide consolidated information essential to the Selectmen's decision-making process. The EOC does not direct or control the on-scene activities of first responders. In accordance with the Incident Command System (ICS) that is the responsibility of the IC. The EOC will, however, work to meet unmet requirements identified by the IC. On occasion, the EOC may also make specific response requests through the Regional Communications Center or the County EMA. The EOC will be run by the Town's Emergency Management Agent under direction of the Town Administrator and with guidance from the Selectmen. Additional information regarding EOC operations may be found at Annex A -- Direction and Control.

The Town will ensure that any actions taken before, during or after an event will be designed to meet the Americans with Disabilities Act (ADA). Specifically, evacuation, sheltering and emergency transportation will accommodate citizens with disabilities or functional needs and their service animals. In instituting these activities, the physical and communications needs of these individuals will be accounted for.

It is the responsibility of each school to develop its own Emergency Response Plan. Any Town entity with an identified responsibility in the school plan will review that plan and be prepared to respond accordingly.

### **c) Organization and Assignment of Responsibilities**

This section of the plan provides a description of the general types of responsibilities that are placed on various organizations and key personnel with regard to large scale or complex events. Additional details are provided in the Lead Agencies section and the Hazard/Activity Specific Protocols sections of the plan.

#### **Selectman**

- Provide policy and operational guidance to the Town Administrator and EMA
- Approve a Declaration of an Emergency when appropriate
- Participate in media events as necessary
- Interact with County, State and Federal officials in response to outreach efforts or site visits
- Assist with assessment of the overall scale of damages
- Preside at any Town citizen meetings related to response or recovery

#### **Town Administrator**

- Ensure the Selectmen are informed of emergency response and recovery operations
- Provide operational direction to Town employees regarding their emergency response duties or activities to re-establish/maintain normal administrative functions
- Direct the development and release of public information and messaging
- Evaluate and provide approval for emergency purchases and fiscal commitments
- Coordinate with the EMA regarding activation of the EOC
- Perform duties as the EOC Coordinator
- Coordinate with the EMA to develop a tactical plan for response and recovery priorities
- Provide a mechanism for ensuring response to citizen requests for information or assistance
- Assist with assessment of the overall scale of damages

#### **Emergency Management Agent**

- Provide pre-event and post-event forecasts and assessments to the Town Administrator and First Responder Leadership
- Provide recommendations to the Town Administrator regarding EOC activation
- Establish EOC operations, determine staffing requirements and act as the EOC Coordinator
- Maintain communications with First Responders to determine resource and response assistance requirements
- Identify and provide fiscal requirements to the Town Administrator

- Locate and request resources as necessary to support First Responder or other activities
- Assist the Town Administrator with the development of public information and messaging
- Provide recommendations to the Town Administrator regarding response and recover priorities
- Respond to media requests for information and participate in media events
- Provide County EMA with event impact and response/recovery operations and assistance requirements
- Coordinate damage assessment efforts
- Interact with County, State and Federal emergency management officials
- Prepare an After Action Report for review by the Town Administrator and Selectmen and take appropriate action with regard to any lessons learned

#### **Fire and Rescue Departments**

- Respond to calls for assistance from the RCC
- Respond to calls for assistance from the EOC
- Coordinate with the Road Commissioner regarding road blockages
- Be prepared to coordinate with the American Red Cross to identify temporary housing needs
- Be prepared to establish an Incident Command structure in their geographic region of Town
- Provide traffic control as necessary
- Assist with health and welfare checks of vulnerable citizens

#### **Law Enforcement**

- Respond to calls for assistance from the RCC
- Respond to calls for assistance from First Responders or the EOC
- Provide security at incident sites
- Assist with traffic control, especially during evacuations
- Be prepared to establish an Incident Command structure during law enforcement incidents
- Be prepared to provide assistance to the EOC regarding community security issues

#### **Road Commissioner**

- Maintain situational awareness with regard to the road conditions
- Advise Town Administrator/EMA of road closure status
- Coordinate with the RCC to deploy Maine DOT for the repair or clearance of State roads
- Act as the Town's primary POC for coordinating with the snow plow contractor
- Coordinate with local contractors for clearing Town roads
- Be prepared to coordinate with the Regional Communications Center (RCC) to request CMP response when needed
- Participate in post-event damage assessments
- Perform road related functions within the EOC as necessary

**Public Health Officer** -- Designation of a Public Health Officer (PHO) is required under Maine Law. However, the PHO may or may not have any medical training and health privacy laws (HIPPA) severely restrict the information that may be available to the PHO. Nevertheless, the Town does have certain responsibilities towards its citizens with regard to public health issues associated with public health emergencies. Those responsibilities include the following:

- Primarily responsible for dissemination of information to the public during public health emergencies
- Update the Town's Facebook with appropriate information
- Work with the Harpswell TV station to broadcast public health related information
- Use email to provide information to citizens that have registered to receive informational emails from the Town
- Develop informational bulletins for mass mail-outs
- Advise the Selectmen regarding public health issues
- Monitor the CDC Health Alert Network (HSN) broadcasts for public health information
- Be prepared to coordinate shot or other prophylaxis clinics
- During wide-spread incidents advise citizens regarding alternate mass-care facilities

#### **Harbor Master**

- Survey the condition of mooring fields
- Address issues of boats adrift and damaged wharfs
- Check on the condition of Town Landings
- Coordinate with the US Coast Guard
- Coordinate clearance of marine debris as necessary
- Provide waterborne liter bearing capacity to Emergency Medical Services
- Be prepared to assist with rescue operations

#### **d) Direction and Control**

Once an emergency reaches a certain level of seriousness, a determination may be made to activate the Emergency Operations Center (EOC). Whether it is a partial activation or full-scale will be dependent upon response requirements. Once activated, the EOC becomes the primary coordination location for the Town Administration's consolidated response operation. Depending on the severity of the event, demands placed upon response organizations and the type of resources required, the EOC may act primarily in a supporting role locating and deploying resources to assist first responders. In other instances, the EOC may need to be the central point for developing the Town's overall strategic response while leaders of the response agencies retain operational control of the tactical response. The degree of EOC activation will be determined by the Town Administrator based on a recommendation from the EMA. The Emergency Proclamation is generally the instrument that results in a shift from basically a supporting role to a more centralized directive role. This decision should be made in consultation with first responder leadership to avoid confusion regarding roles, responsibilities and expectations. In some instances, it may be most effective for the first responders and town administration to work together directly to form a Multi-Agency Coordination Center (MACC). Under such a scenario, all of the necessary expertise and knowledge will be working side by side to develop a well coordinated town-wide response.

Additional detail regarding EOC operations can be found in Annex A -- Direction and Control.

### **e) Information Collection, Analysis and Dissemination**

The most likely major events with the potential of impacting the Town are generally weather related. Because most weather events are foreseeable, there is an opportunity to collect information regarding the event and to disseminate that information appropriately. The Emergency Management Network relies upon the State to interact with experts at the Federal level and to then facilitate discussions and information sharing with Federal, State, Regional and Private Sector partners through a series of conference calls and email briefings. The County then passes that information on to local communities. In this way, the information being passed is consistent throughout the County and community situational awareness is generally at the same level. The Town's EMA will also monitor internet postings such as those found at: <http://www.weather.gov/gyx/EMhome>. By analyzing the information presented on such a site, the EMA will be better able to judge how an event might impact our town which may well be different from the County or State perspective. The EMA is responsible for ensuring local officials and First Responder Departments are informed. In the event a very serious occurrence is expected, the EMA in coordination with the Town Administration will use available communications methods to help inform the general public.

During the response to a large event and during the initial stages of the recovery effort, it is important that the lines of communication between first responders and the EMA remain open. This is critical for developing a comprehensive understanding of what the impacts have been so the Town Administration is fully informed and planning can begin for taking actions to assist the First Responders as needed or to make decisions regarding activities beyond the scope of the First Responders. It is also important the Town is able to communicate an accurate picture of our situation to County EMA. The more complete the consolidated picture is when rolled up by the State, the more effectively the State can bring to bear resources to which it has access. Situational awareness can be obtained, by monitoring radio traffic, periodic status reports from Incident Commanders or other responders, face-to-face meetings and site visits. The method used will be situation dependent.

Much like the weather web site run by the National Weather Service, the Maine CDC runs a Health Alert Network at: <http://www.maine.gov/dhhs/mecdc/newhan.shtml>. Information on this network is available to all citizens, but it especially important in assisting the Town's Local Health Officer (LHO) in becoming and remaining informed with regard to public health issues. The LHO also has access to Health Alert Network (HAN) communications system. The Maine HAN is a secure, web-based communication system used by the Maine Center for Disease Control and Prevention and its partners to exchange information within and between their respective agencies. Members include physicians, nurses, hospital staff, clinicians, public health workers, emergency preparedness and management personnel, first responders, and many others.

### **f) Communications**

During any emergency situation, effective communications are of paramount importance. Two of the most important aspects of effective communications are interoperability and redundancy. Annex D -- Communications provides details regarding our radio communications and the various channels available to our first responders to ensure interoperability. Use of preprogrammed channels will allow

Incident Commanders (IC) to establish communications networks during large events that will connect all responding agencies without over use of any single channel. Multiple channels also provide redundancy as do our primary and secondary antennas and several other means of communications that are primarily designed for public information. While not all communications systems work well all of the time, the Town has sufficient assets in place to ensure that any IC will have effective communications and the Town Administration will be able to provide the public with necessary information to help protect itself or receive necessary assistance. During the recovery phase of a major disaster, there will likely be considerable federal resources to assist with the public information and assistance operations.

During ongoing disasters, it is important for the County and the State to develop an understanding of the magnitude of the event and its impact. The information needed to accomplish this comes, in large part, from the local communities. The EMA has access to internet based technology called WebEOC that allows the Town to provide situation updates and report road closures, activation of warming centers or shelters and other significant events. It is also the most effective way to document resource requirements so that the County or State is aware and able to assist. WebEOC can be accessed from any computer with internet connectivity.

#### **(i) Town Web Site**

The Town's web site can very well serve as a means of communicating emergency related information. Although posting times make it difficult to stay current during a rapidly evolving event, the site does provide a location to post more fixed information such as steps to take for individual, family, or business preparedness. In the aftermath of a disaster the site may also be useful for posting disaster assistance and recovery information.

#### **(ii) Community TV and EAS**

Harpwell Community Television provides the Town with a means to communicate important information to virtually every citizen in a timely and effective manner. As long as power outages are not negatively impacting the ability to broadcast or receive signals, the station can be used prior to, during or in the aftermath of significant events.

- Emergency Alert Broadcasts -- FCC licensing requirements mandate the station to maintain the capability to receive and broadcast emergency alert warning messages generated by Federal or State Agencies. These messages may be written or verbal. The technology used for these broadcasts operates automatically without the need for additional actions by station personnel. The Town may also use this same capability to generate it own messages. In such cases, the Town will need to coordinate with the station to have the necessary message content broadcast. Generally, these messages are very short and designed to alert the public that something significant is imminent and possibly advising actions to be taken, such as protective actions or where to obtain additional information.
- Special Broadcasts -- The station has the capability to broadcast programs that are not part of the regular scheduling. This could be used to provide information critical to preparing for a developing event, such as expected flooding or long-term power interruptions. During an event,

this capability may be used to inform citizens of actions being taken to respond or perhaps to simply broadcast the activities of the EOC. This helps citizens to understand there is a coordinated response effort underway and the Town's Leadership is in fact taking action to return to a normal status. After an event it could be used to inform citizens of the recovery efforts and specific assistance that may be available. The Town Administrator and emergency Management Agent will coordinate with the station regarding program content and timing.

- Streaming Video -- The station maintains the capability to stream programming over the internet in real time. In the event citizens did not have access to a television broadcast, they may still be able to obtain the program information via the internet. The decision to stream emergency related content will be coordinated with the station by the Town Administrator or Emergency Management Agent.
- VIMEO -- The station uses this internet based technology for long-term storage of programming that can be accessed by citizens on a 24/7 basis. This provides the Town with the capability to create educational programs that can help citizens prepare for or recover from significant events, be aware of specific response procedures, such as power restoration, and understand the disaster declaration process and assistance that may be available. Creation of this programming is an ongoing process and it is the responsibility of the Emergency Management Agent in coordination with the station. The VIMEO library may be accessed through the Town's web site "Hot Links" section or directly at: <http://vimeo.com/harpswelltv>.

### **(iii) 211**

Much like the 911 system that is used by citizens to report life safety issues, the 211 system is available for citizens to use to obtain non-life safety information, such as the status of shelters or warming centers. Information that the Town desires to have posted with 211, will be passed to the system through County EMA.

### **(iv) CodeRED Emergency Communications Network**

The Cumberland County Regional Communications Center (CCRCC) operates a phone and computer based system that provides the capability to rapidly broadcast citizen alerts over an entire region, to a very specific section of the Town, or to individual residences. The current system, Code Red, replaced the former system called City Watch. By means of an MOU with Cumberland County, Harpswell has access to this system, at no cost, for use in sending out emergency information. Potential uses of the system include, but are not limited to the following situations: missing child, potential for storm related flooding in low lying areas, sheltering-in-place instructions because of a hazardous material incident, extended road closure requiring a detour, evacuation instructions, public safety emergencies and school related emergencies.

To ensure that only authorized broadcasts are released, authority to activate this system within Harpswell is limited to specifically trained personnel including, at a minimum, the Emergency Management Agent. At their own discretion, school administrators may elect to participate using specially created databases involving only the families of students. These databases would need to be created by the schools. They can then be imported into the system and saved for repeated use and revised as necessary. Access to the system requires a User Name and Password which can be initiated

by Cumberland County Regional Communications Center. The login URL is: <https://next.coderedweb.com>. Emergency messages may also be broadcast by CCRCC upon request by authorized personnel “on scene” followed by a written request as soon as possible. A copy of the written request form is located in Annex H.

The system uses the existing 911 database and a GIS mapping program to send verbal messages to landline phones within the designated area. CodeRED recognizes a registered TTY in the selected area and will alert the sender to select the TTY function as well as the voice function when processing the message. Individual citizens may also sign up to receive information on mobile phones (verbal or text), TDD/TTY equipment for the hearing impaired, and email. The URL for an individual to sign up is: <https://public.coderedweb.com/CNE/BFB7CC4C6C0A>. This link is embedded at the bottom of the Town’s Home Page. Technical assistance is available from the service provider during working hours at (866) 939-0911 or after hours at 1(800) 336-3410 or (541) 471-8420.

The Town Administrator will ensure the Board of Selectmen and Public Safety Agencies are notified any time this system is activated. Additionally, the Town recognizes that the CodeRED System will not always make a successful notification to each of the individuals desired in an Alert Message. Subsequently, the Town will continue the use of print, radio and television media for emergency notifications when appropriate. The Town will also consider the need to conduct door to door notifications in certain situations.

The system also has the capability to broadcast non-emergency information; however, there is the potential to incur costs for these broadcasts. Agencies wishing to use the system for non-emergency purposes agree to pay for such use as a percentage if the allotted annual minute total surpasses 200,000 minutes County-wide. FairPoint 911 data cannot be used for non-emergency messages.

### **g) Administration, Finance and Logistics**

**Administration** -- Based on historical precedent, most events that occur in the Town do not required a large scale activation of the Emergency Operations Center (EOC). Generally speaking the EMA working in close coordination with the Town Administrator and First Responder organizations is sufficient to manage the event. However, in an instance where the event is prolonged or exceptionally large a more robust activation may be required. During such time additional staffing may be required to ensure citizen needs are identified, resource requirements are addressed and financial data is tracked. Personnel who normally work in the Town Office may be temporarily reassigned to accomplish these tasks. Ideally these individuals will be pre-designated so that they are prepared to perform as expected. Additional details regarding the operation of the EOC are contained in Annex A -- Direction and Control.

**Finance** -- It is critically important that the financial aspects of the response and recovery efforts are authorized through established processes and carefully documented. There are budget implications for the Town and the State will need this information to support any disaster assistance funding decisions. First responder organizations are authorized to request resources that may ultimately result in a financial obligation in order to save lives or protect property. However, the Town must be notified as soon as possible.

**Logistics** -- The Town does not own a significant amount of equipment or warehouse stockpiles of supplies. Beyond what the Fire Departments have, any additional resources would need to be provided through mutual aid or by normal contracting procedures with the Private Sector. Annex B -- Resources provides a listing of various resources providers that are either local to Harpswell or located in nearby communities. This list is by no means complete, but is designed to act as a starting point. Annex F -- Mutual Aid details the various Mutual Aid Agreements that are available to meet the Town's needs. Coordination of resources is an important function of the EOC that will help to ensure that the right resources get to the right place at the right time and that resources are not wasted.

## **h) Plan Development and Maintenance**

Development and maintenance of the plan is primarily the responsibility of the Emergency Management Agent (EMA). While the plan is tailored to meet the needs of the Town, it is also intended to follow the guidance of the Comprehensive Planning Guidance 101 (CPG 101) published by the Federal Emergency Management Agency. In addition to CPG 101, the plan is designed to establish procedures that are in line with the National Incident Management System (NIMS) and the Incident Command System (ICS).

The EMA will coordinate with town officials and first responder organizations to ensure that any of the policies, procedures or processes detailed in the plan reflect current practices and are in keeping with how organizations intend or are expected to operate. It is also critical that those organizations and individuals are aware of what is in the plan so that they are prepared to respond accordingly.

The EMA will review the plan at least biennially to ensure all information is current and will make recommendations for changes to the Town Administrator or Selectmen as appropriate.

## **i) Authorities and References**

There are two principal legal documents that serve as the basis for emergency management operations within the Town.

- The first is Maine Revised Statutes Title 37-B Chapter 13, which also includes the Maine First Responders State-wide Mutual Aid Agreement. Subchapter 3 of this law addresses local emergency management programs and outlines requirements, authorities and protections.
- The second principal document is the Town's Emergency Management Ordinance that was enacted in 2007. A copy of this ordinance can be found in Annex G. This ordinance details responsibilities, authorities and immunities, etc. at the local level.

The governing body of the Town of Harpswell is the Board of Selectmen. A line of succession has been established to provide continuous policy and funding during any emergency situation. This line of succession will be followed in the event an individual(s) is unable to perform their duties. The most senior person in the line of succession will assume governing responsibilities. The line of succession is as follows:

Chairman of the Board of Selectmen  
Remaining Selectmen with Longest Tenure  
Remaining Selectmen with Least Tenure  
Town Administrator

## Lead Agencies

The following chart depicts various Emergency Functions that may be necessary during a large-scale event. Primary (P) and Supporting (S) individuals/entities are also identified. It is not the intent of this EOP to define detailed roles for each functional area. Rather it is the intent to recognize certain functions may need to be addressed and who is likely to be involved.

	Selectmen	Town Administrator	EMA	Fire and Rescue	Road Commissioner	Law Enforcement	Harbor Master	Codes Enforcement	Planner
Direction, Control and Coordination	P	S	S			S			
Continuity of Government		P	S						
Communications		S	S	P	S	S			
Transportation		S	S		P				
Warning			P	S		S	S		
Public Information		P	S	S		S			
Population Protection		P	S	S		S			
Mass Care, Emergency Assistance, Housing and Medical Services		P	S	S					
Resource Management		P	S	S	S				
CIKR Restoration	P	S	S		S			S	
Damage Assessment			P	S	S		S	S	
Firefighting			S	P		S			

	Selectmen	Town Administrator	EMA	Fire and Rescue	Road Commissioner	Law Enforcement	Harbor Master	Codes Enforcement	Planner
Logistics Management and Resource Support			P						
Search and Rescue			S	P		S	S		
Oil and Hazmat Response			S	P	S	S	S		
Agriculture and Natural Resources			P			S	S		
Public Safety and Security			S	S		P			
Long-Term Recovery	P	S	S		S				
Financial Management		P	S	S	S				
Mutual Aid		S	P	S					
Private Sector Coordination			P		S				
Volunteer and Donations Management		P	S						
Worker Safety and Health		S		P	S				
Prevention and Protection			S	S		P		S	

## **Hazard/Activity –Specific Protocols**

### **a. Bridge Collapse, Maintenance and Capital Improvement**

In accordance with Maine State Statute, bridges within the Town are classified as either “Bridges” or “Minor Spans.” A Bridge has a span of 20’ or more. A Minor Span has a span of 10’-20’. There is an additional category, Low Use/Redundant Bridges. However, the State has not identified any such structures within Harpswell. The bridge structures within Harpswell include the following: Dingley Island Causeway, Ewings Narrows, Orr’s Island, Gurnet, Cribstone, Strawberry Cove, and Poor’s Point on Bethel Point Road. The State DOT is responsible for inspecting all bridges and minor spans on all public ways every two years. Because of the regular inspection schedule, the probability of a sudden catastrophic failure is reasonably low. However, when maintenance or capital improvements are necessary, including temporary structures, the State is responsible for all of the bridges listed above, with the exception of the culvert at Poor’s Point. The Town is responsible for that structure.

In the unlikely event of a catastrophic failure, the Town would be responsible for establishing an alternative transportation system until a temporary structure was constructed. While the loss of any of these structures would have a negative impact at a minimum and possibly serious impacts on first responder response times, the loss of only two of these structures, the Cribstone Bridge and the Orr’s Island Bridge, could result in a potentially extended isolation of a significant portion of the Town. Depending on circumstance at the time of the incident, including time of year, construction schedules and cost factors, the Town will need to decide on arranging transportation for people and/or vehicles. The Cribstone Bridge has the greatest exposure to hurricane impacts, the most likely natural cause for failure, but the local geography and infrastructure provide some possible solutions for landing sites.

### **b. Evacuation**

In accordance with Title 37-B of the Maine Statutes, the Governor has the authority to order and compel evacuations. In practice, this authority is rarely exercised so that local officials may take the actions they believe are appropriate. Section 8 paragraph (c) of the town’s Emergency Management Ordinance states, “The Board of Selectmen or its designee may order the evacuation of persons from hazardous areas of the Town.” Because of the turmoil that is generally associated with any large scale evacuations and the fact that there are very few instances when a general evacuation would be necessary, such as a large scale forest fire or extremely severe weather event, evacuation has not historically been a part of the Town’s emergency response.

If conditions did warrant consideration of an evacuation order, coordination with First Responders, Emergency Management, Road Commissioner and County/State officials will be critical to ensure the operation is carried out in an orderly fashion. Based on the information available, a determination will need to be made regarding area to be evacuated, evacuation routes, potential shelter locations for evacuees and their pets, transportation dependent citizens, traffic control responsibilities, evacuation timeline, security, dissemination of public information and notification and what actions will be taken if

citizens refuse to comply. Such determinations may take time to time to occur. Therefore the process will be started as soon as there is an indication that an evacuation is potentially necessary.

As soon as practical and when the situation is considered safe, the Board of Selectmen will lift the evacuation order. Because of safety and security concerns, re-entry will not be permitted until it can be accomplished in a controlled manner. This process will again involve, First Responders, EMA, the Road Commissioner as well as the Codes Enforcement Officer.

### **c. Hazardous Material Incident**

Because of the life safety issues involved, response to hazardous material incident is limited to the training and equipment of the First Responders. Generally speaking Harpswell First Responders have only Awareness Level training and no equipment to enable them to go down range into a “hot zone.” Their response will be limited to scene isolation and public warning and any containment actions that do not risk personal contact with or impact from the hazardous material. The IC should request assistance from the CCRCC to contact the Maine DEP Emergency Response Services or call 1800-482-0777 for oil spills or 1 800 452-4664 for hazardous material incidents. The DEP will respond to the scene and alleviate the situation or request outside assistance from a local Regional Response Team (RRT) or a private sector organization such as Clean Harbors. The DEP will pay for costs incurred once they have arrived on scene. **Note: Response costs incurred prior to their arrival, by local requests for assistance, will be billed to the Town. These costs can be very significant and should be avoided.**

### **d. Hurricane**

Being a coastal community, Harpswell is at risk of being impacted by hurricanes. Fortunately, the colder waters in the Gulf of Maine generally help reduce the strength of hurricanes so that most are reduce to a Sub-Tropical Storm or a Category 1 hurricane when they make landfall in Maine. Nevertheless, being prepared to assist the community requires that Town Leaders, Emergency Management, First Responders and others are aware of the potential threat and the extent of that threat. With today’s technology, the National Weather Service is equipped to provide sufficient advanced warning of these events. And, while the exact track of a particular storm is often difficult to determine, there are numerous models that are available to assist with those predictions.

**I. EMA --** Whenever there is potential for a hurricane to impact Maine, authorities at the State level begin a series of coordinated conference calls involving Federal, State and County agencies to ensure a common understanding of the risk and an exchange of the most accurate and up to date information. The information exchanged during these calls is then provided to EMS’s at the local level to ensure adequate situational awareness at the municipal level. It is the responsibility of the EMA to ensure appropriate officials within the Town and within the Fire and Rescue Departments are fully informed. The EMA also has access to federally maintained technology called HURREVAC that provides the latest storm information and track/strength predictions. This tool can also assist with decision making regarding evacuations. The EMA and Town Administrator will make a determination regarding activation of any part of the Emergency Operations Center. Regardless of activation level, the EMA will provide the Town Administrator with regular situational updates as the storm progresses. If evacuation

operations take place, the EMA will coordinate with County EMA and the Red Cross to request assistance with sheltering.

**II. Town Administrator** -- Based on information provided by the EMA, The Town Administrator will coordinate with the Selectmen regarding the possible need for an Emergency Declaration and whether to recommend or direct any evacuations. The Town Administrator will determine the level of operations necessary within the Town Office and Recycling Facility. Finally, the Town Administrator will direct the EMA to provide public information and guidance to the citizens of Harpswell via the Code Red Alerting System.

**III. First Responders** -- Our First Responder represent the largest source of consolidated manpower and equipment resources. Prior to landfall they may be called upon to assist individual evacuations or larger scale operations. They may also be asked to conduct wellness checks to ensure our most vulnerable citizens are aware of and prepared to deal with the potential impact.

#### **e. Power Outage**

Power outages, usually associated with severe weather events, do present challenges for the Town. With no central water provider, homes rely on wells and pumps to get water for cooking, drinking and sanitation. During cold weather periods, homes can become nearly uninhabitable and pipes can freeze. Loss of food because of spoilage and impacts on some medical devices are also concerns. Many of the Town's residents have acquired generators that provide adequate power during outages. However, there are numerous residents that are fully vulnerable. Generally speaking, the Town does not have the resources to individual residential issues. However, neighbors can and often do assist those in greatest need.

**I. EMA** -- During extended or wide-spread outages, the EMA will coordinate with the CMP Service Center Manager or Account Manager in the Brunswick Office to determine when a response can be expected and an anticipated time for restoration. This information will be communicated to the Town Administrator and the Fire Departments. If any Warming Centers or shelters are opened, the EMA will enter that information into WebEOC so that the County EMA can notify the 211 Call Center.

**II. Town Administrator** -- Depending on the severity of the weather during an extended outage, the Town Administrator may elect to open the Town Office as a Warming Center. Hours of operation and staffing will be determined at that time. If the situation is such that additional Warming Centers are needed, the Town Administrator may direct the EMA to coordinate with potential centers to arrange for opening of the facility and staffing.

**III. First Responders** -- Based on their assessment of the local situation, a Fire Chief may elect to coordinate directly with a potential Warming Center. The issues of staffing and hours of operation should be resolved, before any announcements are made. Also, the EMA should be notified to ensure County EMA/211 and Town Administrator are aware.

## **f. Road Closure**

Extended road closures can occur for several reasons; however, the most common reason is because of fallen trees and/or power lines. Because of the unique geography of Harpswell, these closures have the potential to leave significant portions of the Town isolated. This potential has serious life safety and public safety implications and can be a major inconvenience for the citizens. While our Fire and Rescue Departments have some emergency clearing capabilities, their primary responsibility is fire and rescue and not public works type activities. In instances where electrical wires are involved, no clearing will be undertaken until the scene has been made safe by CMP. While each situation may vary slightly and will require on the spot decisions by the Incident Commander, response duties are generally as follows:

### **I. Tree(s) down, no wires involved, road blocked –**

Regional Communications Center (RCC) will contact the Road Commissioner via telephone. If the Road Commissioner is not available, the RCC will contact the EMA or Town Administrator. If the location involves a State Road (RT 123, RT 24, Cundy’s Harbor Road, Mountain Road), the Road Commissioner will request the RCC to contact DOT for a response and estimated response time. The Road Commissioner may elect to contact DOT Central Dispatch directly (624-3339). If the response time is expected to be prolonged, the Road Commissioner may, at his discretion, engage the services of a local contractor to clear part or the complete tree. If the tree is located on a Town Road, the Road Commissioner will automatically engage a local contractor. Once the road is clear, the Road Commissioner will notify the RCC. To ensure situational awareness, the RCC will also tone out the Fire Departments to notify them of the blockage so that they are prepared for the potential impact on any fire or rescue response.

### **II. Tree(s) down, wires involved, road blocked**

The RCC will tone out the appropriate Fire Department and notify the Road Commissioner via telephone if he does not also respond to the tone out. When a First Responder or the Road Commissioner confirms the “wires involved” situation, they will request the RCC to notify CMP for assistance. Depending on the location of the incident, the Road Commissioner will request the RCC contact DOT for assistance or he will alert a local service provider. The responding Fire Department will, at a minimum deploy warning devices such as traffic cones, barriers or signage as appropriate to alert approaching drivers. Because of the electrical hazard involved, the IC may also elect to use department personnel to redirect traffic until the situation is resolved. On scene personnel will inform the RCC when the electrical hazard has been eliminated and again when the road is passable.

If the blockage with wires involved occurs south of the Mountain Road on RT 123 or RT 24, or along the Cundy’s Harbor Road, there is the likelihood that the rescue responders will not be able to transport through the scene to the medical facility. In such cases patients may need to be transitioned from one transport vehicle to another. The resulting delay could present a serious problem. It is also possible that blockages in these locations will prevent a Fire Department from responding to an incident at a location normally in their jurisdiction. Because of these issues, the IC will request the RCC to advise CMP of the isolation issue.

When any of the Departments are isolated by a blockage, the Town EMA will work directly with the designated Customer Service Representative and/or the Brunswick Service Center Manager to ensure there is a clear understanding of the nature of the situation and to help expedite the “make safe” response to the degree possible. The EMA will advise the IC via radio of the actions taken and any information regarding response time. The EMA will also advise CC EMA regarding the situation.

### **III. Wires down with potential for loss of life**

In any case where wires are down and a vehicle and its occupants are trapped, there is a high risk for loss of life. In such instances, upon confirmation by the first responders, the RCC will be asked to contact the CMP Emergency Center (1-800- 535-5532) for an expedited response.

### **IV. EMA Coordination**

During routine responses, the procedures outlined above should be sufficient to meet the needs of the first responders. However, during more serious events with multiple impacts in Harpswell and throughout the Region, our State-level and Private Sector partners may have limited response capability. Additionally, our local response assets may be committed to multiple scenes and operating under adverse weather conditions. During these situations, an IC or the Road Commissioner may elect to deal directly with the Town EMA who may be in a less stressful environment and better situated to coordinate and track response by external partners to multiple incidents. During major weather events when phone service may not be reliable, radio communications will be the preferred means of communication. This allows direct communications between the IC and the EMA and allows others to monitor the information exchange for their situational awareness. The EMA will also document significant incidents via WebEOC.

### **g. Search and Rescue**

In accordance with State Statute, The Department of Inland Fisheries and Wildlife’s Warden Service is the lead agency for overland Search and Rescue (SAR) operations. The USCG with support from the Maine Marine Patrol is the lead for SAR operations in coastal waters. Regardless of the type of operation, the appropriate State Agencies should be notified by CCRCC based on the information received through a 911 call or upon requests from a local First Responder agency. **Because of the complexity of SAR operations, it is critical that the designated agencies being given the opportunity to coordinate the response activities as appropriate.** This is necessary to avoid evidence destruction, contamination of scent items, and tracking/accountability issues involving ad hoc search personnel. Because of the training required to conduct a proper SAR operation, it is likely that local first responders will not become involved in that activity. The Wardens will use their own personnel or request assistance from the Maine Search and Rescue teams. The one general exception to this is in cases where someone may have been hiking on a trail or is at a known location and loses daylight, gets injured or for some other reason becomes unsure of how to proceed towards their start point. In many cases, these individuals can be located using cell phone information and local responders with knowledge of the trail are able to proceed directly to them and guide them out. Even in such cases, it is advisable to notify the Warden Service before initiating link-up operations.

While local First Responders may not be involved with the actual search operations, there are a number of things they can provide to assist:

- Erect a barrier to protect the integrity of the “last seen” site
- Identify location of scent items without actually touching those items
- Establish a containment ring around the likely search area using the road network or other openings that provide a good line of sight
- Coordinate the location/provision of logistical support such as food and water (The EMA can also assist with this requirement.)
- Identify potential locations for establishing a mobile command post
- Provide local knowledge of the terrain and potential hazards
- Provide EMS support as necessary

## **h. Sheltering**

Sheltering differs from Warming Center operations in that 24/7 operations are anticipated, requiring the ability, at a minimum, to feed and provide sleeping arrangements. For this reason, they are generally more staff intensive and require supplies such as cots and blankets. The shelter must also be ADA compliant. Because of the increased complexities involved with running shelters and the levels of stress and potential “special needs” of the occupants, they are usually run with assistance from the American Red Cross or by a Community Emergency Response Team (CERT) with specialized training in shelter operations. It is also widely recognized that people will not go to shelters if there are no accommodations for pets either at the shelter separated from humans or at a nearby location. It should also be noted that limited resources to support sheltering necessitate the use of Regional Shelters when a large area has been impacted. The closest Regional Shelter is Mt. Ararat High School in Topsham. If the requirement is limited to Harpswell, the Red Cross has a shelter agreement in place with the Elijah Kellogg Church. The Harpswell Community School also has adequate facilities to establish a 24/7 shelter.

**I. EMA --** When local sheltering is required, the EMA will contact the Red Cross to determine their capability to provide the necessary support or any gaps that will need to be addressed. The EMA will also notify County EMA and request deployment of a portion of the shelter supplies cache including cots, blankets and animal cages. If the County’s supplies have been used up, the State has additional stockpiles. Notifying the County also ensures that 211 will be provided the necessary information to inform any callers looking for assistance. The EMA will also ensure our First Responders are aware, although in all likelihood, they will have been part of the decision making process. The EMA may also elect to generate a Code Red message to advise citizens that the shelter is open. (Note: If phone lines are down, only those citizens that have registered additional contact information such as cell phones or email, will receive the message.)

**II. Town Administrator --** Based on input from citizens contacting the Town Office, the First Responders and the EMA, the Town Administrator will make the decision to request assistance in establishing a local shelter.

**III. First Responders --** Our First Responders are best positioned to establish contact with citizens in need and therefore may well have the best situational awareness regarding the level of need for sheltering. It is therefore critical that information be given to the Town Administrator so that a timely decision can be made. Also, First Responders may well be the best way to inform citizens once the shelter is operational, because the First Responders will be providing assistance to some of the most needy as a result of 911 calls to the Dispatch Center.

**i. Snow Plowing**

The Town’s road network consists of a number of Town Roads and Private Roads. Responsibility for maintaining them, including snow plowing, is dependent upon the type of road.

**I. Town Roads**

Plowing of Town Roads is accomplished through a commercial contractor and under the direction of the Road Commissioner. The Road Commissioner has the ability to monitor radio traffic between First Responders and the CCRCC. The Road Commissioner also has radio and telephone connectivity with the contractors. When road conditions are impeding First Responders, the Road Commissioner will contact the contractor to take appropriate actions. First Responders may also elect to request the CCRCC to contact the Road Commissioner to ensure he is aware of the situation.

**II. Private Roads**

Maintenance of Private Roads is the responsibility of the property owners along the road. Snow plowing is generally accomplished by agreements between the property owners and local snow plow operators. Because these operators have limited resources and manpower, it is not uncommon for private roads to become impassable during large storm events. Such situations may delay or prevent a timely response by First Responders. Nevertheless, the primary responsibility for snow clearing remains with the property owners.

**III. Fire and Rescue Departments**

In response to the possibility of blocked private roads, the HNFDP has acquired snow plow equipment. Other Departments may elect to do the same or establish some type of agreement with local operators to respond in an emergency situation. Because of State laws dealing with the expenditure of tax dollars on private property, costs associated with use of local operators cannot be paid by the Town without some means of reimbursement.

**IV. Alternative Emergency Action**

As a **solution of last resort**, when a serious life safety issue is in question, the Road Commissioner may direct/request the Town’s contracted assets or other local assets to provide assistance. Such actions will only be taken when a true emergency exists and all other options have been explored.

**j. Winter Storm/Blizzard**

Winter storms and blizzards are a common seasonal occurrence in Harpswell. Because these events are recognizable in advance, there is sufficient time to take certain preparedness steps.

I. **EMA** -- One of the most important steps is the dissemination of timely and accurate weather related information. As discussed in the Information Collection, Analysis and Dissemination section of this EOP, the Town's EMA will monitor an internet web site specifically designed to provide emergency managers the information they need to make sound decisions. Also, the EMA is provided with graphical briefings that summarize the situation and provide current forecasts. All of this information is collated by the EMA and forwarded to the Town Administrator, Road Commissioner, the leadership of the three Fire and Rescue Departments and the Board of Selectman's representative to the Emergency Services Committee as well as the two school administrators in Town. The EMA will provide updates throughout the event.

II. **Road Commissioner** -- The Road Commissioner will coordinate with the Town's contracted plow operators to ensure they are aware of the expected storm and the severity. The Commissioner will also confirm that the contractors are prepared to respond with the necessary equipment, materials and personnel for the duration of the storm. Throughout the storm the Commissioner will maintain contact with the contractors in the event there are specific areas that need immediate attention. Refer to the snow plowing section for additional information.

III. **Town Administrator** -- Based on the projected or actual impacts of the storm, the Administrator will make a determination regarding operation and staffing of the Town Office. The Administrator will notify the EMA of interruptions to normal operations so that they may be reported via WebEOC to assist with the County's situational awareness

#### **k. Additional Events#**

There are numerous other events that may be addressed in future revisions of this EOP. Included among those events are: Mass Casualty Incidents, Forest Fires, Aircraft Accidents and Marine Incidents. Development of responses to these types of events may require a considerable planning effort involving a number of agencies/organizations.

## **Annex A -- Direction and Control**

### **General**

The Town's response to emergency situations that exceed the combined individual capacities of the three Fire Departments will be managed from the Emergency Operations Center (EOC). The EOC will be activated at the discretion of the Town Administrator based on the recommendation of the Emergency Management Agent (EMA). Those recommendations will be based on the severity, complexity and expected length of the event. Those factors will also be used to determine the level of activation which may range from simply monitoring activities up to a full activation that could involve several members of the Town Office Staff, the Road Commissioner, First Responder Liaisons and representation from State Agencies such as DOT, Marine Patrol, the Warden Service or Forestry.

The EOC Coordinator will notify County EMA and the various Fire Chiefs when the EOC is activated or deactivated and provide the level of activation. In the case of the Fire Chiefs, this may be done by telephone or by use of the radio system through the CCRCC. The Town Administrator will provide the Selectmen with this same information. Operation of the EOC is flexible so that the level of activation may change during the course of the event. The EOC is responsible for maintaining situational awareness, providing public information, acquiring necessary response resources, tracking expenses, keeping the Selectmen advised and maintaining contact with Cumberland County EMA.

### **Functions**

During major events, the EOC may need to initiate focused yet general operations, logistics, finance, public information/media and communications activities.

- **Operations** -- The operations activities involve maintaining situational awareness, identifying requirements and providing information to CCEMA as directed by the EOC Coordinator.
- **Logistics** -- The logistics activities involve locating, acquiring and tracking required resources identified by operations and planning for potential future requirements. The EOC Coordinator in coordination with the Town Administrator is the approving authority for acquisition of resources that have financial implications. Any emergency purchases will be accomplished by Purchase Orders or Charge Accounts.
- **Finance** -- Finance operations involve documenting all costs associated with the response. Unbudgeted expenses involving personnel, equipment or supplies will need to be paid for. If the event results in a Presidential Disaster Declaration, the majority of these expenses may be reimbursed by Federal and State funds. Accurate and complete documentation of these expenses is essential for budgetary reasons and to support any reimbursements.
- **Public Information** -- Publication of information for use by the general public is an important element of the EOC operations particularly during the response and recovery phases. The EOC needs to provide accurate information regarding what has happened, what is happening and what resources are available for citizens to begin addressing their own individual needs. It also helps to reduce the sense of isolation and feelings of being overwhelmed that some citizens may experience. The Communications section of the Basic Plan describes some of the means

available for issuing Public Information. An integral part of Public Information involves interaction with the media. Whenever a major event occurs, the media will be present either in person or by electronic means. This provides the Town the opportunity to demonstrate to the public that the Town's Administration is working in a coordinated manner to respond to the event and to get the Town back to normal as quickly as possible.

- **Communications** -- Communications and the resulting exchange of information with First Responder organizations and external partners, in particular Cumberland County EMA, provide the backbone of emergency management operations. Without communications the EOC will have very limited ability to support the response and recovery efforts. Because all means of communication may not be working or are available to all concerned, the Town relies on redundant methods. Land lines, cell phones and the internet are fast and widely used. They are also some of the most vulnerable systems. Annex D -- Communications also provides detailed information regarding radio communications capabilities available to the Town. Radio communications have been proven to be very resilient and may be the only means available.

The designated communications officer is responsible for:

- Maintaining logs of incoming and outgoing messages, indicating date, time, sender and subject
- Acknowledging and controlling all messages going to and from the EOC
- Ensuring the radio is manned as necessary during activation of the EOC

## Facilities

The Town is fortunate to have access to three potential facilities from which it could operate an EOC. Each of these facilities has advantages and disadvantages.

- **Primary EOC** -- The primary location for the EOC is the Town Office. The Town Office is centrally located, has several rooms suitable to various aspects of an EOC operation, provides immediate access to staffing and administrative supplies, has wireless internet connectivity, has adequate restroom capacity and is generator equipped. Until an antenna is installed, radio communications with Cumberland County EMA (CCEMA) will require the activation of the EMA radio located at the OBIFD. Communications between the EOC and the radio at the OBIFD can be achieved via handheld portable radios. On the negative side, the Town Office is located just a few feet above sea level which could render it unusable during severe ocean flooding. It also has very limited cooking facilities.
- **First Alternate EOC** -- The first alternate location is the OBIFD building. This building has at least two rooms that could support EOC operations, some cooking facilities, is generator equipped and is the location of the back-up antenna that provides a direct connection for the EMA radio and reliable communications with CCEMA. This building is not centrally located and is not close to Town Office Staff. It also has limited restroom facilities and only one telephone line.
- **Second Alternate EOC** -- The second alternate location is the HNFDD building. This building has generally the same facilities as the OBIFD building, but only one large meeting room. It is also

the location for the alternate PSAP line and dispatching equipment. There is no antenna for use by the EMA radio.

After hours access to the Primary EOC location will be initiated by the Town Administrator or designee. Access to the alternate EOCs is by means of a combination lock on the outside doors. The Town EMA has access to the necessary combination, but will ensure that the appropriate Fire Chief is aware that the building will be in use.

**Staffing**

Initially, the EMA will staff the EOC and act as the EOC Coordinator. As the situation evolves, the EMA will communicate directly with First Responder leadership and coordinate response support activities with the Town Administrator or various members of the staff with applicable areas of expertise. As the event expands with increasing requirements, Town Office Staff may be assigned to perform one or more of the functional activities mentioned above.

During large scale prolonged incidents, it may be necessary to operate the EOC on a 24 hour basis. During such events, it is normal to use two 12-hour shifts on a rotating basis for the first few days. If the requirement continues, three 8-hour shifts may be established. Because workload generally is reduced during the evening and early morning hours, the staffing levels may be different from shift to shift.

**Staff Assignments**

In view of their daily work responsibilities, Town Office employees may reasonably expect to be assigned emergency duties as depicted below and should be prepared to perform those duties:

<b>EOC Coordinator:</b>	Town EMA	Town Administrator
<b>Operations Section:</b>	Deputy Administrator	Town Clerk
<b>Logistics Section:</b>	Town Planner	Code Enforcement
<b>Finance Section:</b>	Treasurer	Assessor
<b>Public Information:</b>	Town Administrator	Deputy Administrator
<b>Communications:</b>	Harbor Master	Alt. Code Enforcement
<b>Reception:</b>	Receptionist	Planning Assistant
<b>Damage Assessment:</b>	Road Commissioner	
<b>EOC Support:</b>	Receptionist	Planning Assistant

**Equipment and Supplies**

With the exception of one mobile and one portable VHF radio, there is no dedicated cache of equipment or supplies. Nor is there a dedicated space solely for EOC operations. However, the Town

Office has several areas that could be used for EOC operations that are not generally occupied on a regular basis. Depending on the size of the EOC operation any one or more of these spaces could be set aside. In general, the types of equipment and supplies needed for an EOC operation are the same as those in use by the Town on a daily basis and therefore readily available.

### **Feeding**

Depending on the nature of the event, the EOC Coordinator in coordination with the Town Administrator will make a decision regarding the provision of food. In wide-spread events local stores may not be able to function normally, however, arrangements may be made to provide certain basic food items. Prepared meals may need to be delivered/picked-up from businesses in Brunswick. In many instances, it may be more practical for staff to simply bring their own food to the EOC.

### **Briefings**

During an activation, the EOC becomes the central location for maintaining situational awareness of events that have taken place, or are expected to take place as well as the status of response to those events. Part of this awareness includes recognition of any shortfalls. Collection of this information is primarily the responsibility of the Operations Section if it has been established with input from the other sections as necessary. Briefings should be provided during any shift changes and as requested by the Town Administrator or Selectmen. For consistency, all briefings will address at least the following five areas:

- Review of events since the last briefing
- Current situation (including adjacent areas)
- Current status of resources
- Significant problem areas and action in progress
- Projected situation (weather, additional damage, evacuations etc.)

### **Security**

Because of the need to conduct EOC operations in an orderly fashion and to reduce distractions, the EOC operating area is not normally accessible to the general public. However, during serious events it is likely that citizens will have a genuine need to access services from members of the Town Office. This may require EOC Staff to return to their normal work station to conduct this business.

If stress or other factors are impacting public behavior, it may require assistance from law enforcement officials. Unless it is an emergency situation that threatens to disrupt EOC operations, use of law enforcement officials must be authorized by the Town Administrator or designee.

## Annex B -- Resources

### List of Facilities

#### Day Care Facilities

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
-none -	Elijah Kellogg Church	-none -

#### Nursing Homes

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
- none -	Vicarage by the Sea 9 Vicarage Lane 833-5480	- none --

#### Other Critical Facilities

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Town Hall Recycling Center Emergency Services Building	-none-	- none -

#### Schools

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Harpwell Community School 308 Harpswell Islands Road 729-5177	Harpwell Coastal Academy 9 Ash Point Rd 833-3229/3231	-none-

#### Warming Centers/Shelters

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Cundy's Harbor Community Center Town Hall	Harpwell Coastal Academy Elijah Kellogg Church	Old Orr's Island School Bailey Island Community Church

### Emergency Suppliers

#### Fire Departments

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
(1) Type I Fire Engine (Pumper)	(2) Type I Fire Engine (Pumper)	(2) Type I Fire Engine (Pumper)
(1) Type I fire Engine (Tanker)	(2) Type I Fire Engine Tanker	(1) Type 1 Fire Engine (Tanker)
(1) Type 4 Ambulance	(1) Type 4 Ambulance	(1) Type 4 Ambulance
(1) F550 Utility Rescue	(1) F550 Utility Truck	(1) Utility Truck

**Scene Support**

**FOOD**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
Watson's Store 984 Cundy's Harbor Rd 725-7794	HNF&R Auxiliary c/o Judy Small via: HNF&R pager	Bailey Island General Store 2124 Harpswell Islands Rd 833-6601
Block and Tackle Restaurant 845 Cundy's Harbor Rd 725-5690 ( <i>Seasonal</i> )	Ship 2 Shore 1220 Harpswell Neck Rd 833-6780	Giant Stairs Sea Grille 2118 Harpswell Islands Rd 833-5000
	Vegetable Corner 513 Harpswell Neck Rd 729-2719	Cooks Lobster House 68 Garrison Cove Road 833-2818
	Estes Lobster House 1906 Harpswell Neck Road 833-6340 ( <i>Seasonal</i> )	Morse's Cribstone Grill 1945 Harpswell Islands Rd 833-7775
	Dolphin Marina 515 Basin Point Road 833-5343 ( <i>Seasonal</i> )	Driftwood Inn 81 Washington St. 833-5461 ( <i>Seasonal</i> )
	School House Café 506 Harpswell Neck Rd 406-2316	

**EMERGENCY LIGHTING ON SCENE:**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
Mobile and Portable	Mobile and Portable	Mobile and Portable

**SCENE SUPPORT (FOR EMERGENCY PERSONNEL)**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
- none -	HNF&R Auxiliary c/o Judy Small Via: HNF&R pager	- none -

**Other**

Red Cross Mid Coast Chapter 16 Community Way, Topsham Office: 874-1192 x407	Salvation Army IC contact CCRCC via radio	
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Cell: 274-1824	Donnie Walsh, E.D.S. Truck Cell: 333-1063 Pager: 580-3943  Lt. Dan Johnson Cell: 312-3159  Major Ken Henderson Cell: 504-1397	
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**SANITATION (Portable Toilets)**

Blow Brothers, Bath 1-800-427-6889	G.A. Downing, Minot 782-4508 1-800-924-4500	
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**DRY HYDRANTS**

Great Island - Cundy's Harbor	Harpswell Neck	Orr's - Bailey Islands
Gun Point Rd Richard and Ann Nemrow	Rt 123 near Lookout Point Rd Dain Allen	Bailey Island Fire House (Tank) H. Leo Coombs
Across from Cundy's Harbor Rd Richard and Eleanor French	Thorburn Pond/Allen Point Rd Ruth Lilly and Howard Thorburn	Wilson's Pond John E. Bear Jr.
Grover Ln (Leeman Pond) Josephine Warner	Fire House Rd Stanley Merriam	Dipper Cove Dipper Cover Association
Oakhurst Harbor Rd Arboretum Homeowners Assoc	Hurst Pond/South Harpswell Wayne Hurst	
	Etnier's Pond/Basin Point Stephen Etnier	
	Mountain Rd Dennis Gagnon	
	High Head RD Scott and Valerie Howard	
	Kalm Harbor – Shore Acres Rd Kalm Harbour LLC	
	Goose Ledge Rd James and Jennifer Talbot	

**Heavy Equipment Support**

**BUCKET TRUCKS**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
- none -	Frank Hilton 833-0025	Tim Vail 833-2949

**Other**

Welltree Inc, Brunswick Jeff Gillis 729-9210		
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**DUMP TRUCKS**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
Webber Constr. 725-7727	Richard Graves 833-6684 Fred Kenney 729-3000 Ron Ponziani 833-6465	Webber Constr. 725-7727

**EARTH MOVING EQUIPMENT**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
Webber Construction 725-7727	Richard Graves 833-6684 Fred Kenney 729-3000 Mort Morgan 729-4548 Ron Ponziani 833-6465	

**Other**

Crooker & Sons, Topsham 729-3331	Ray Labbe and Sons, Brunswick 725-7336	
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**TOW TRUCKS**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
Lucas Auto 798-3923	Dennis Field 833-2872 Morgan's Garage 729-8142	- none -

**Energy Resources**

**DIESEL FUEL**

Great Island - Cundy's Harbor	Harpowell Neck	Orr's - Bailey Islands
Watson's Store 725-7794	HNFR Station 833-6714 Allen Seafood 833-2828 Dolphin Marina 833-5343 Interstate Lobster 833-5516 Sheldon Morse 833-2399 Whidden Wharf 833-5913	OBI Fire Station 833-5405 Mackerel Cove Marina 833-6656

**GASOLINE**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Watson's Store 725-7794	Allen Seafood 833-2828 Dolphin Marina 833-5343 Interstate Lobster 833-5516 Whidden Wharf 833-5913 Ship 2 Shore 833-6780	Mackerel Cove Marina 833-6656 Orr's-Bailey Yacht Club (call Geo. Patterson 725-1445)

**FUEL OIL**

Downeast Energy 18 Spring St., Brunswick 729-9921	CN Brown 111 Pleasant St., Brunswick 729-0438	Dead River 2 Industrial Pkwy, Brunswick 729-6688
Crowley Energy 51 Greenwood Rd, Brunswick 721-1192		

**MOTOR OIL**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Watson's Store 725-7794	Field Auto 833-2872 Morgan's Garage 729-8142	Bailey Island General Store 833-6601

**Other Support****AUTOMOTIVE SUPPLIES**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
- none -	Dennis Field 833-2872 Morgan's Garage 729-8142	- none -

**BARRICADES**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Webber Constr. 725-7727	- none -	- none -

**Victim Support****BUSSES**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
-none-	Harpwell Coastal Academy 833-3229/3231	-none-

**Other**

MSAD #75 (Topsham) 725-1608	Bo-Mar (Topsham) 725-7189	
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**CLOTHING**

Salvation Army 25 Congress St, Bath 443-3611	Red Cross 16 Community Way, Topsham Larry French 874-1192 x 407 Cell 274-1824	
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**GROCERIES**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Watson's Store 984 Cundy's Harbor Rd 725-7794 Other	Vegetable Corner 513 Harpswell Neck Rd 729-2719	Bailey Island General Store 2124 Harpswell Islands Road 833-6601
Zach's Country Store 641 Gurnet Rd, Brunswick 725-2821	Shaw's Supermarket 147 Bath Rd, Brunswick 725-8751	Hannaford Supermarket 35 Elm St, Brunswick 725-8701

**RESTAURANTS**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
Block & Tackle 843 Cundy's Harbor Road 725-5690 <i>(Seasonal)</i>	Estes Lobster House 1906 Harpswell Neck Road <i>(Seasonal)</i>	Giant Stairs Seafood Grille 2118 Harpswell Islands Road 833-5000
Holbrook's Wharf 963 Cundy's Harbor Road <i>Telephone? (Seasonal)</i>	Dolphin Marina 515 Basin Point Road 833-5343 <i>(Seasonal)</i>	Cooks Lobster House 68 Garrison Cove Road 833-2818  Morse's Cribstone Grill 1945 Harpswell Islands Road 833-7775

**Skill Resources****ELECTRICAL**

Great Island - Cundy's Harbor	Harpwell Neck	Orr's - Bailey Islands
	Frank Hilton 833-0025	
Other		
Favreau Electric 37 Jordan Ave, Brunswick 725-2005	Bath Electrical Services 140 Rock Haven Dr, W. Bath 443-6434	

**ELECTRONICS**

Maine Stream Solutions 12 1 <sup>st</sup> Street, Topsham 729-9136	RCM Communications 158 Rand Rd, Portland 797-7503	
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**PLUMBING/HEATING**

Great Island - Cundy's Harbor	Harpswell Neck	Orr's - Bailey Islands
Tom Trytek & Sons Inc 44 Upper Spruce Rd 725-8700 or (C)576-5821	Sea Breeze Plumbing Rick Leary 833-7355	

**Other**

DownEast Energy 18 Spring St., Brunswick 729-9921	Dead River Two Industrial Pkwy, Brunswick 729-6688	
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## Annex C -- Points of Contact

### IN TOWN:

<b>TOWN OFFICE</b>	833-5771	
<b>SELECTMEN</b>		
Richard Daniel	729-7176	
Elinor Multer	833-5476	
Kevin Johnson	833-6731	Cell: 841-2291
<b>TOWN ADMINISTRATOR</b>		
Kristi Eiane	833-6296	Cell: 751-4995
<b>DEPUTY FIRE WARDENS</b>		
Charles Perow, Jr.	833-6472	
Linda Strickland	833-5771	
Dick Wyer	833-5462	
<b>EMERGENCY MANAGEMENT AGENT</b>		
Robert McAleer	833-5574	Cell: 837-4335
<b>EMERGENCY MEDICAL SERVICES BUILDING</b>	844-4729	
<b>FIRE AND RESCUE DEPARTMENTS</b>		
<b>CUNDY'S HARBOR Fire Station (837 Cundy's Harbor Rd)</b>	729-8911	
Ben Wallace Jr., Fire Chief	373-0914	Cell: 798-2557
Aaron Despres, Assistant Fire Chief	729-0951	Cell: 751-6347
Sheila Lucas, Rescue Captain	729-6848	Cell: 319-8420
<b>HARPSWELL NECK Fire Station (1426 Harpswell Neck Rd)</b>	833-6714	
David Mercier, Assistant Fire Chief	833-5106	Cell: 841-4501
Gail Hart, Rescue Chief	833-6950	508-942-8035
<b>ORR'S-BAILEY ISLAND Fire Station (1600 Harpswell Islands Rd)</b>	833-5405	
Ben Wallace Jr., Chief	373-0914	Cell: 798-2557
Jim Whittaker, Assistant Chief		Cell: 522-5065
Cathy Piffath, Rescue Captain	833-5257	Cell: 522-9849
<b>FIRE WARDEN</b>		
Frank Hilton	833-6318	Cell: 833-0025
<b>HARBORMASTER</b>		
Jim Hays	833-2850	Cell: 751-9298
<b>HEALTH OFFICER</b>		
Terri Lynn Sawyer	833-5771	
<b>MID-COAST STANDBY EMT</b>	844-4729	
<b>ROAD COMMISSIONER</b>		
Ron Ponziani	837-7744	Cell: 751-0897
<b>SCHOOLS</b>		
Harpswell Community School	729-5177	
Harpswell Coastal Academy	833-3229	833-3231

<b>SHERIFF'S SUB STATION TOWN OFFICE</b>	833-6620	
<b>TOWN CONSTABLE</b>		
Vacant		
<b>OUT OF TOWN:</b>		
<b>AMERICAN RED CROSS, (Mid Coast Chapter)</b>		
Larry French, Disaster Program Manager	874-1192 x407	Cell: 274-1824
<b>BRUNSWICK EMA</b>		
Ken Brilliant, Fire Chief	725-5541	
<b>BRUNSWICK PUBLIC WORKS</b>		
John Foster, Head	725-6654	
<b>CENTRAL MAINE POWER, Brunswick Power Operations Center</b>		
CMP Outages or Troubles	1 800-696-1000	
Lloyd Hendricks (Service Center Manager)	721-8031	Cell: 242-4011
Sandy Milliken (Account Manager)	721-8087	Cell: 242-0492
CMP Emergency Center (Life Threatening Only)	1-800-535-5532	
<b>CCSO DISPATCH CENTER</b>	1-800-501-1111	
<b>CIVIL AIR PATROL</b>		
Colonel Marc Brunelle	626-7830	
<b>COMMUNICATION SUPPORT</b>		
Active Communications (Geoff Bates)	729-9136	Cell: 522-6031
<b>CUMBERLAND COUNTY EMERGENCY MANAGEMENT AGENCY</b>		
Jim Budway	892-6785	Cell: 329-3638
<b>DISTRICT ATTORNEY-CUMBERLAND COUNTY</b>	871-8384	
<b>FAIRPOINT COMMUNICATIONS</b>		
Emergency Repair Center (24/7)	1-866-884-2001	
Katie England, Dispatch Center Manager	878-7230	
Jennifer Barker, Repair Supervisor	Cell: 650-9296	
<b>FOREST RANGER</b>		
Regional Office – Southern Region	624-3700	
<b>HOSPITALS:</b>		
Mid Coast Emergency Department	373-6800	721-0027 (Ambulance use only)
Maine Med Emergency Department (Portland)	662-2381	REMIS 662-2950 (Ambulance use only)
Central Maine Med Emergency Department (Lewiston)	795-2200	Signal 100 (Ambulance use only)
<b>INLAND FISHERIES AND WILDLIFE WARDEN DISPATCH</b>	657-2345	1-800-228-0857
<b>LIFE FLIGHT</b>	1-888-421-4228	
<b>MAINE CDC HOTLINE (DHHS 211 REFERRAL)</b>	1-888-257-0990	

<b>MAINE DEP HAZMAT SPILL REPORTING</b>	1-800-452-4664	
<b>MAINE DEP OIL SPILL REPORTING</b>	1-800-482-0777	
<b>MAINE DEP PORTLAND OFFICE</b>	822-6300	1-888-769-1053
<b>MARINE RESOURCES WARDEN</b>	633-9595	
<b>MDOT</b>		
Central Dispatch (Augusta)	624-3339	
Topsham Division	725-8042	
<b>MEMA DUTY OFFICER</b>	624-4400	
<b>MID COAST RED CROSS</b>		
Larry French, Disaster Program Manager	874-1192 x 407	274-1824
<b>MSAD 75</b>		
Brad Smith, Superintendent	729-9961 x 222	Cell: 712-9115
Bus Garage	729-1608	
<b>NAWAS POINT-COUNTY EMA</b>	892-6785	
<b>SALVATION ARMY</b>		
Scene Commander contact Dispatch	Radio	
Donnie Walsh, E.D.S. Truck	Cell: 333-1063	Pager: 580-3943
Lt. Dan Johnson	Cell: 312-3159	
Major Ken Henderson	Cell: 504-1397	
<b>SHERIFF-CUMBERLAND COUNTY</b>	774-1444	
LEC/Sheriff/Patrol/Detectives/Civil/Police Records	774-1444	1-800-266-1444
Dispatch & Public Safety (Non-Emergency)	893-2810	
<b>STATE POLICE HEADQUARTERS, GRAY</b>	657-3030	1-800-228-0857

## **Annex D -- Radio Communications**

**Redundancy** -- Radio communications are an essential part of the Town's emergency response capability. When normal means of communication (landlines, cell phones and internet) fail our network of radio communications may well be the only means of communicating internally and externally. While topography sometimes makes radio communication a challenge, radios provide the Town with a generally reliable and redundant source of communications. All of our first responder assets, emergency management and Town Administration have the capability of monitoring radio traffic and using radios to communicate. First Responders are able to communicate directly with the Cumberland County RCC for purposes of dispatch, developing consistent situational awareness and requesting additional mutual aid resources. Emergency Management is able to monitor First Responder communications as well as communicate directly with Cumberland County EMA to provide situational awareness or request mutual aid resources. Appendix 1 details the frequencies programmed into first responder radios throughout the Town. Individuals that have radios with only 16 channels will all have the first 16 channels listed in the appendix.

**Interoperability** -- In addition to redundancy, a principle concept of NIMS with regard to communications is that they need to be interoperable. Since First Responder organizations have radios with identical programming, it is simply a matter of the IC determining which responding agencies will use a particular frequency and when they should use it. During particularly complex responses, internal frequencies may be inadequate to meet the coordination requirements for an organized and effective response. Additionally, deployment of resources into the Town may well involve response by assets that do not have any of the Town's frequencies programmed into their radios. In either one of these instances, there are a number of designated interoperability channels that are not only programmed into our radios, but are likely programmed into the radios of most responding agencies. In keeping with ICS protocols, it is the responsibility of the IC to determine which of these interoperability channels will best meet his/her needs, take the necessary steps to gain access to them and designate which organizations/individuals should switch to those channels. Appendix 2 details the channels that are available to enhance interoperability and the procedures for gaining access to them.

### **HAM Radio –**

Throughout the years, the network of HAM Radio Operators has been proven to be a reliable and resilient asset for providing emergency communications. These operators can communicate from both mobile and stationary locations and provide their own communications equipment. With prior planning they can be effectively deployed to add an additional layer of redundancy or very possibly the only layer of communications. It is the intention of the Town to incorporate the use of HAM Radio Operators into our overall communications strategy. HAM Operators could be used to help establish communications between the EOC and other critical nodes throughout the Town or Region. One way to do this is to coordinate with/or establish a local ARES or RACES Team. This is also in keeping with the basic NIMS strategy.

ARES stands for the Amateur Radio Emergency Services. This group consists of licensed amateurs who have voluntarily registered their qualifications and equipment with their local leadership for communications duty in the event of a disaster.

RACES stands for "Radio Amateur Civil Emergency Service," a protocol created by the Federal Emergency Management Agency (FEMA) and the Federal Communications Commission ([FCC Part 97, Section 407](#)). Many government agencies across the country train their Auxiliary Communications Service (ACS) volunteers using the RACES protocol. The volunteers serve their respective jurisdictions pursuant to guidelines and mandates established by local emergency management officials.

RACES volunteer operators are:

- Licensed Radio Amateurs
  - Certified by a emergency management agency
  - Able to communicate on Amateur Radio frequencies during drills, exercises and emergencies
  - Activated by local, county and state jurisdictions and are the only Amateur Radio operators authorized to transmit during declared emergencies when the President of the United States specifically invokes the *War Powers Act*.

Appendix 3 lists the HAM Operators in Harpswell.

**Communication Infrastructure** -- There are two main repeater antennas that serve the Town. The primary antenna is located on the tower at the Recycling Center. The back-up antenna is located at the OBIFD. The two towers are connected by means of a "voter system" which determines which of the two towers is best suited to transmit and receive a particular radio signal. There is also a repeater for the local Law Enforcement frequency located on the Harpswell Television tower. This frequency is primarily for use by law enforcement, but could also include fire police or others involved in direct support of law enforcement operations as a means of establishing interoperable communications.

**Back-up PSAP Capability** -- The HNFd has the capability of providing PSAP service and dispatching for the Town in the event that County Dispatch is unable to do that. Once County Dispatch is aware of an issue they will notify the town via phone. Any 911 calls from Harpswell will be automatically transferred to a phone at the HNFd. The number for that phone is (207) 833-7326. The operator at the station will take the information and use in-place encoding and radio equipment to tone out the appropriate Fire or EMS assets and provide them with information received from the caller. If County Dispatch is unable to contact the Town, they could also relay the notification through Brunswick Fire, which also has the capability of dispatching Harpswell assets.

### Appendix 1 -- Frequencies Used by Harpswell First Responders and EMA

ID	Channel Name	Rx Freq (MHz)	Tx Freq (MHz)	CTCSS/D CS Rx	CTCSS/D C S Tx	Tx Deviation	Power Level	Squelch Level	Network ID	Secure Mode	Scan
1	PRI	154.19000	153.77000	C192.8	C192.8	NARROW	High	County	NONE	NONE	YES
2	T/A	154.19000	154.19000	C192.8	C192.8	NARROW	High	County	NONE	NONE	NO
3	ST FIRE	154.31000	154.31000	NONE	NONE	NARROW	High	County	NONE	NONE	YES
4	OPS	155.56500	154.86000	C186.2	C186.2	NARROW	High	County	NONE	NONE	YES
5	OPS T/A	155.56500	155.56500	C186.2	C186.2	NARROW	High	County	NONE	NONE	NO
6	FIRE 265	154.26500	154.26500	NONE	NONE	NARROW	Low	County	NONE	NONE	YES
7	TANK 280	154.28000	154.28000	NONE	NONE	NARROW	High	County	NONE	NONE	YES
8	HOSPITAL	155.32500	155.32500	NONE	NONE	NARROW	High	County	NONE	NONE	NO
9	MAR 16.	156.80000	156.80000	NONE	NONE	Wide	High	County	NONE	NONE	NO
10	MAR 22A	157.10000	157.10000	NONE	NONE	Wide	High	County	NONE	NONE	NO
11	MAR 74	156.72500	156.72500	NONE	NONE	Wide	High	County	NONE	NONE	NO
12	MAR 88A	157.42500	157.42500	NONE	NONE	Wide	High	County	NONE	NONE	NO
13	BRUNFIRE	154.34000	154.34000	C179.9	C179.9	NARROW	High	County	NONE	NONE	YES
14	TOPSFIRE	153.98000	155.11500	C82.5	C210.7	NARROW	High	County	NONE	NONE	YES
15	SAGFIRE	154.29500	153.78500	C127.3	C127.3	NARROW	High	County	NONE	NONE	YES
16	VEHRPTR	172.05000	172.05000	NONE	C77.3	NARROW	High	City	NONE	NONE	NO
SCAN						TAIT					
17	WEATHER	162.55000	0.00000	NONE	NONE	NARROW	High	County	NONE	NONE	NO
18	LINCFIRE	155.98500	158.77500	C118.8	C127.3	NARROW	High	County	NONE	NONE	NO
19	SWEMS	155.38500	155.38500	NONE	NONE	NARROW	High	County	NONE	NONE	YES
20	CC EMA	155.76000	155.76000	C192.8	C192.8	NARROW	High	County	NONE	NONE	YES
21	TAC 1	155.10000	155.10000	C173.8	C173.8	NARROW	High	County	NONE	NONE	NO
22	TAC 2	155.64000	155.64000	C173.8	C173.8	NARROW	High	County	NONE	NONE	NO
23	TAC 3	155.68500	155.68500	C173.8	C173.8	NARROW	High	County	NONE	NONE	NO
24	TAC 4	155.95500	155.95500	C173.8	C173.8	NARROW	High	County	NONE	NONE	NO
25	TAC 5	155.37000	155.37000	C173.8	C173.8	NARROW	High	County	NONE	NONE	NO
26	CC FIRE	155.62500	160.45500	C107.2	C107.2	NARROW	High	County	NONE	NONE	NO
27	CC LAW	154.87500	160.54500	C107.2	C107.2	NARROW	High	County	NONE	NONE	NO
28	SWCC	154.69500	154.69500	NONE	NONE	NARROW	High	County	NONE	NONE	YES
29	NWCC	155.47500	155.47500	NONE	NONE	NARROW	High	County	NONE	NONE	NO
30	LASER	155.16000	155.16000	NONE	NONE	NARROW	High	County	NONE	NONE	NO
31	SPCC	154.93500	154.93500	NONE	NONE	NARROW	High	County	NONE	NONE	YES
32	SWSP	154.71000	154.71000	NONE	NONE	NARROW	High	County	NONE	NONE	NO

## Appendix 2 -- Interoperable Communications

**Concept of Operations (CONOPS)** -- When multiple agencies are responding to a single incident, interoperable communications are essential to the establishment and coordination of an effective ICS operation. In accordance with NIMS, it is the responsibility of the Incident Commander to ensure responding agencies are assigned to use specific channels as determined in the overall communications plan. The State of Maine has designated seven radio frequencies as being available for use by Incident Commanders to assist with the establishment of interoperable communications during significant events. These seven channels, one of which is a “Repeated” channel for hailing, are available state-wide and should be programmed into all radios. The criteria for requesting use of these frequencies and the associated process are as shown below:

**STATE of MAINE  
Concept of Operations Plan (CONOPS)  
for Incident Communications Interoperability  
QUICK REFERENCE**

**CONOPS Criteria**

The incident:

- Involves response from four (4) or more agencies
- Has an anticipated duration of six (6) or more hours
- Involves response from at least three (3) levels of govt.
- Local simplex (talk-a-round) channels not adequate for commanders needs.

If any 3 of the 4 criteria are met, the incident commander may request a “CONOPS” authorization.

**CONOPS Authorization  
Request**

The incident commander calls MEMA at 1-800-452-8735 (24/7/365), identifies himself, summarizes the situation, requests specific frequencies, identifies inbound calling freq., and gives contact information.

If request is approved MEMA will notify all communications centers within the incident region through

State of Maine Public Safety Dispatch Centers. IC notifies MEMA when operations terminate.

## CONOPS Frequencies

- |                       |                        |
|-----------------------|------------------------|
| 1. SWSP 154.7100      | 4. SPCC 154.9350       |
| 2. NWCC 155.4750      | 5. STATE FIRE 154.3100 |
| 3. EMS/LASER 155.1600 | 6. SWCC 154.6950       |
| 7. VCall 10 155.7525  |                        |

More CONOPS information at:

[http://www.maine.gov/mema/communications/comm\\_conops.shtml](http://www.maine.gov/mema/communications/comm_conops.shtml)

**Maine State Communications Network (MSCommNet)** -- MSCommNet supports interoperable radio communications among State Agencies. The network uses digital radios transmitting via 40 towers located throughout the State. The frequencies used by State Agencies are not for use by non-State Agencies. Additionally, the analogue radios used by Harpswell responders would not be able to operate on the digital network. However, to facilitate interoperability between State and local agencies the network also supports four RegionNet Channels aligned with the four State Police Zones. In those instances where our responders have a requirement to communicate with a State Agency, such as Marine Patrol, Wardens or Forestry, the IC should contact our RegionNet communications center and request a patch to the appropriate State Agency. Once the link is established, the IC can request the State Agency to conduct additional communications via one of the CONOPS channels detailed above. Harpswell is covered by RegionNet Zone 1, Gray RCC.

Channel Name	Rx Freq	Rx Tone/NAC	Tx Freq	Tx Tone/NAC
Gray RCC	151.1600	162.2	155.9700	162.2

**Additional Interoperable Communications Channels** -- In addition to the CONOPS Channels listed above, the following Talk-Around/Simplex channels are also available for use by Incident Commanders to help establish an effective communications network during large, complex or long lasting response operations:

**Cumberland County EMA:**

CCEMA Primary	155.7600
CCEMA Tac 1	155.1000
CCEMA Tac 2	155.6400
CCEMA Tac 3	155.6850 (See note below)

CCEMA Tac 4 155.9550 (See note below)

CCEMA Tac 5 155.3700 (See note below)

Incident Commanders that require the use of the County EMA channels may do so as required on a not to interfere basis. These channels may be assigned for use by any type of responding agency as determined by the Incident Commander. If they are to be used for an extended period, CC EMA should be notified. **Note: CCEMA 3 and 4 are also used by Sagadahoc County Dispatch and may only be used in the Western and Southern parts of the County. CCEMA 5 is also the Brunswick PD Repeater frequency and should not be used in Harpswell. (Note: The Town is in the process of eliminating Tac 3, 4 and 5 and installing a VTac Channel and RegionNet Zone 1 Frequencies as part of a County-wide initiative to standardize channel and frequency assignments.)**

**Fire Chiefs Channels:**

280 (VFire 21) Southern Maine 154.2800

265 (VFire 21) Southern Maine 154.2650

Incident Commanders that require the use of the Fire Chiefs Channels may do so as required on a not to interfere basis with out additional notification.

**Emergency Medical Service Channel**

EMS Tac State-wide (Formerly EMS Disaster) 155.3850

Incident Commanders that require the use of this EMS Channel may do so on a not to interfere basis without additional notification.

In the event that non-Federal entities, such as private sector organizations, are involved in the response operation, the following Nation-wide Talk-Around/Simplex channels are available:

**VTac Channels**

VTac 11 151.1375

VTac 12 154.4525

VTac 13 158.7375

VTac 14 159.4725

Incident Commanders may use these VTac Channels at their discretion. These channels would be appropriate to use when Federal resources are deployed, but are not restricted to use with such forces.

In addition to the Simplex Channels, there are three Simulcast/Repeater Channels available.

**Repeater Channels**

County Fire (CCRCC) (Simulcast)                    155.6250 (RX) 160.4550 (TX)

County Law (CCRCC) (Simulcast)                    154.8750 (RX) 160.5450 (TX)

Region 2 (LE Channel)                                155.5350 (RX) 154.8000 (TX)

Incident Commanders that require the use of these Channels should coordinate use through the CCRCC.

### Appendix 3 -- Ham Radio Operators

HAM Radio Operators have the potential to provide a critical communications resource in the event of landline, cell or internet communications systems fail.

The following chart reflects the HAM Radio Operators in Harpswell with active call signs as of December 8, 2015. An updated list can be obtained at this site: <http://callsign.ualr.edu/callsign.shtml>. Use the Name/Address search box and enter Town Name, State and Zip Code.

<b>Name</b>	<b>Address</b>	<b>Call Sign</b>
Brigham, Kenneth G.	926 Cundys Harbor Rd	K1AEZ
Mynahan, Francis S.	22 Stovers Cove Rd	K1FSM
Maxwell, Ralph I.	1744 Harpswell Neck Rd	K1NOZ
Meyer, Ronald R.	126 Pinkham Point Rd	KA9LLF
Meyer, Sandra J.	126 Pinkham Point Rd	KB9HPW
Chandler Sr, George G.	20 Gray Osprey Ln	N1DMM
White, Michael K.	9A Intervale Ct	N1MW
Selee, Bryan C.	46 Eider Rd	N1OXG
Monroe III, William D.	95 Gurnet Landing Rd	N3APT
Monroe, Paul J.	96 Harpswell by the Sea	KB1JTF
Hitchcock, William H.	610 Harpswell Neck Rd	KB1OPI
Woodworth, Archie D.	21 Doughty Point Rd	KD0MVF
Warren, Joseph P.	210 Pinkham Pt	AB1RA
Tupper, Christopher N.	576 Cundys Harbor Rd	KC1CIG

## Annex E: Damage Assessment and Disaster Assistance

### Damage Assessment

In the event of a serious event impacting the Town, it will be necessary to quickly assess the extent of the damages to both Public Property (Town owned) and Private property. The Road Commissioner is responsible for completing damage assessment to Town roads and providing these assessments to the Town Administrator/EMA. The Road Commissioner may elect to work with a Private Sector contractor to develop the cost estimates. The Town Administrator/EMA will work with our Insurance Agent and appropriate contractors to conduct damage assessments on other Town property. The Town EMA will coordinate with individual property owners and the American Red Cross in the event there are damages to private property that might generate Federal Individual Assistance. During the early stages of the assessment it may be difficult to obtain cost estimates. At this stage it is more critical to know the number of homes impacted and the extent of the damage. It is important to conduct these assessments rapidly so that the information can be collated by MEMA and a determination made regarding a request for a Disaster Declaration within the time limits established by FEMA. This information will be forwarded to the County EMA by the Town EMA. Appendix 1 contains the instructions for conducting these assessments and examples of the forms. Electronic fillable forms are available at: [http://www.maine.gov/mema/ema/mema\\_ema\\_forms.shtml](http://www.maine.gov/mema/ema/mema_ema_forms.shtml). Scroll down to Damage Assessment Form: Cumberland County. This information will be forward to MEMA for making a determination if the State may qualify for a Presidential Declaration of a Major Disaster. In the absence of invoices, informed estimates are acceptable. Confirmation of damages will be accomplished by FEMA Disaster Assistance Experts (DAEs) prior to a formal request for a Declaration being made by the State.

**Note:** If repairs are made to Private or Public Property before the DAEs have an opportunity to see the damages, it is important to carefully document what was done and to make a photographic record of the damages before repairs.

**Disaster Declaration Process:** A Major Disaster Declaration usually follows these steps:

- **Local Government Responds**, supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance;
- **The State Responds** with state resources, such as the National Guard and state agencies;
- **Damage Assessment** by local, state, federal, and volunteer organizations determines losses and recovery needs;
- **A Major Disaster Declaration** is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery;
- **FEMA Evaluates** the request and recommends action to the White House based on the disaster, the local community and the state's ability to recover;
- **The President approves** the request or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.

Once a Presidential Disaster Declaration has been made, FEMA will deploy a significant number of personnel to assist with all aspects of the Recovery operation. Applicant briefings will be held to inform the community on what steps need to be taken to get assistance. Centers will be set up to work with individual citizens to determine what assistance they may be eligible to receive. Public Information experts will also be deployed to ensure consistent and accurate information is available for our citizens. And, FEMA and MEMA staff will complete the necessary paperwork to ensure records are accurate and complete. The intent is to allow the community to focus on actual recovery efforts. The Town's primary responsibilities are to document the damages and ensure citizens are aware of where they can go to seek assistance.

### **Disaster Assistance**

If the State qualifies for a Disaster Declaration and Cumberland County reaches the threshold for inclusion in the Declaration, then all communities within the County are eligible to receive Federal Disaster Assistance.

There are three major categories of disaster aid:

#### **Individual Assistance**

Immediately after the declaration, disaster workers arrive and set up a central field office to coordinate the recovery effort. A toll-free telephone number is published for use by affected residents and business owners in registering for assistance. Disaster Recovery Centers also are opened where disaster victims can meet with program representatives and obtain information about available aid and the recovery process. Disaster aid to individuals generally falls into the following categories:

- **Disaster Housing** may be available for up to 18 months, using local resources, for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement of damaged items to make homes habitable.
- **Other than Housing Needs:** Money is available for necessary expenses and serious needs caused by the disaster. This includes:
  - Disaster-related medical and dental expenses.
  - Disaster-related funeral and burial expenses.
  - Clothing; household items (room furnishings, appliances); tools (specialized or protective clothing and equipment) required for your job; necessary educational materials (computers, school books, supplies).
  - Fuels for primary heat source (heating oil, gas).
  - Clean-up items (wet/dry vacuum, dehumidifier).
  - Disaster-related damage to a vehicle.
  - Moving and storage expenses related to the disaster (moving and storing property to avoid additional disaster damage while disaster-related repairs are being made to the home).
  - Other necessary expenses or serious needs as determined by FEMA.

- **Disaster Grants**, are available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, and transportation, medical, dental and funeral expenses.
- **Low-Interest Disaster Loans** are available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be available for repair or replacement of homes, automobiles, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.
- **Other Disaster Aid Programs** include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security and Veteran's benefits. Other state or local help may also be available.
- **Assistance Process** -- After the application is taken, the damaged property is inspected to verify the loss. If approved, an applicant will soon receive a check for rental assistance or a grant. Loan applications require more information and approval may take several weeks after application. The deadline for most individual assistance programs is 60 days following the President's major disaster declaration.

Audits are done later to ensure that aid went to only those who were eligible and that disaster aid funds were used only for their intended purposes. These federal program funds cannot duplicate assistance provided by other sources such as insurance.

After a major disaster, FEMA tries to notify all disaster victims about the available aid programs and urge them to apply. The news media are encouraged to visit a Disaster Recovery Center, meet with disaster officials, and help publicize the disaster aid programs and the toll-free tele-registration number. This link provides greater detail regarding Individual Assistance: <https://www.fema.gov/grants-assistance-programs-individuals>.

### **Public Assistance**

Public Assistance is aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Generally, public assistance programs pay for 75 percent of the approved project costs. The State will cover 15 percent and the Town will be responsible for the remaining 10 percent. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions and grants for public schools. This link provides greater detail regarding Public Assistance: <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>.

### **Hazard Mitigation**

Disaster victims and public entities are encouraged to avoid the life and property risks of future disasters. Examples include the elevation or relocation of chronically flood-damaged homes away from flood hazard areas, retrofitting buildings to make them resistant to earthquakes or strong winds, and adoption and enforcement of adequate codes and standards by local, state and federal government. FEMA helps fund damage mitigation measures when repairing disaster-damaged structures and through the Hazard Mitigation. This link provides greater detail regarding Hazard Mitigation Assistance: <https://www.fema.gov/hazard-mitigation-grant-program>.

## **Appendix 1 -- Damage and Injury Assessment Form 7**

(Note: Electronic fillable forms available at: [http://www.maine.gov/mema/mema\\_library.shtml](http://www.maine.gov/mema/mema_library.shtml))

### **Maine Emergency Management Agency Form 7 Damage and Injury Assessment Instructions**

The following instructions will assist you in completing the Damage and Injury Assessment Form, MEMA Form 7, revised Feb. 2000. Complete this form as soon as is practical following a disaster. Even if you consider damage in your area to be insignificant, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community. When exact figures are not available, reasonable estimates should be used. This will identify areas of greatest impact and the most appropriate recovery programs.

The information should be reported (via telephone or radio) to your county Emergency Management office as soon as the form is completed. You should report within 24 hours of a request for information from your county EMA or the Maine Emergency Management Agency (MEMA). Then, after you have made your verbal report and if they request it, mail or FAX a copy of the form to your county office. If possible, prepare a map showing the jurisdiction described on the form and the sites of damage. This will facilitate on-site verification by FEMA and/or State Preliminary Damage Assessment (PDA) Teams. Retain one copy of the map in the town office and attach one copy to the MEMA Form 7. Counties should be sure that one form is completed for each affected political jurisdiction including a separate form for the county public damage. Counties should fax copies of all forms, or a County summary, to MEMA.

#### **General Information**

Original or Revision: Check one only. Each report should include the total of previously reported damage plus (or minus) the additional information. Continue to supply new information to county as it is received. Number each revised report consecutively. Enter the current date on each revised form. Type of disaster and date of occurrence: Enter "flooding", "hurricane", "coastal storm", "earthquake", etc. and dates the event began, continued, and ended.

Jurisdiction: Enter name of town, city, or county.

County: If information is not pre-printed, enter county in which jurisdiction is located.

Area Affected: Enter section of town, city, or county damaged.

Information Provided by: List name, address, title, and day and night phone of the person from the jurisdiction to contact for further information. Maine Emergency Management Agency Form 7 Instructions

#### **Public Damage**

Public damages are damages to government-owned properties and facilities, and damage to the facilities owned by Private Non-Profit Organizations (PNPs). They are based on the estimated cost of returning those properties to their pre-disaster condition. "Public damages" also includes out-of-pocket costs incurred by government in response to the disaster; PNPs are not eligible for out-of-pocket reimbursement. Government damages listed in this section are to facilities or property owned by the jurisdiction filing this report. Do not include state or federally owned property.

**A. Debris Removal:** The debris must be a direct result of the disaster and be an immediate threat to lives, public health and safety. Enter costs incurred or projected for removing debris from public property. Do not include estimated debris removal from private property, unless government would normally have a legal responsibility to do so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

**B. Emergency Protective Measures:** Protective measures can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety. In all cases, the disaster must be responsible for your extra costs.

**C. Roads and Bridges:** Enter the actual or estimated cost to return the following public property which may have been damaged by this disaster to its pre-disaster condition: roads, streets, bridges, rights-of-way, culverts, curbs, gutters, sidewalks, etc. Do not include federal or state owned property.

**D. Water Control Facilities:** Enter the actual or estimated cost to repair or replace to the pre-disaster levels the capabilities of flood control, drainage, and irrigation facilities owned, operated, controlled, or maintained by the unit of government covered in this report.

**E. Buildings and Equipment:** Enter the estimated cost of repairs to any facility and/or equipment damaged by this disaster. This should include any equipment directly damaged by the disaster (not those damaged during response). Replacement of broken windows, damaged roofs, etc. is also included in this category.

**F. Utilities (Publicly-owned):** Enter all costs as appropriate for damages to utilities and utility systems. These costs can be both for emergency repair and/or projected permanent replacement.

**G. Parks, Recreational, and Other (Not in above):** Enter repair or replacement costs to public parks, recreational areas or facilities. The replacement of trees, shrubs, and other ground cover is not eligible for reimbursement.

**Total Government Damage:** Add figures from Categories A through G.

**Private Non-profit (PNP):** Enter the estimated cost of repairs or replacement of any facility owned by a PNP. Operating costs are not eligible for reimbursement through the Public Assistance Program.

**Public Damage—Grand Total:** Add figures from Total Government Damage and Private Non-Profits.

## **Individual Damage**

Individual damages are damages to homes, businesses, or working farms. Although the dollar figure for this damage may be much lower than for damage to publicly owned facilities, the effects are just as devastating. The number of people affected and the type of damages they have tells both MEMA and the Federal Emergency Management Agency (FEMA) the amount of assistance and which programs are needed. The number of affected people and the number of damaged homes are more important than the dollar figures for early reports.

**NOTE: Re-enter jurisdiction and date at the top of second page.**

### **People Affected:**

Deaths: If count is not confirmed, note as "estimated".

Injuries: Enter number of those injured due to the disaster.

Diseased: Enter number of those ill due to the disaster.

### **Assistance Provided:**

Persons Evacuated: Enter the number of those removed from their homes because of threatening disaster conditions.

Persons in Public Shelters: Enter the number of persons temporarily housed in public shelters.

### **Residential:**

Primary homes are those used as reference for filing income taxes and voting. Homes may be considered "primary" which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable.

**Destroyed:** Total loss or not economically feasible to repair. Not habitable.

**Major Damage:** Heavy damage to structure. Can be livable with extensive repairs requiring a long period of time.

**Minor Damage:** Minor damage to structure and essential living areas.

**Affected:** Only minor damage to the essential living space or major damage to areas that do not affect the essential living areas.

**NOTE: The American Red Cross categorizes major/minor damage with slightly different definitions from the FEMA definitions. You should be aware of this if you decide to utilize their damage assessment.**

**Mobile Homes:** Use same categories of damage as houses above. Water above the floor of a mobile home for any significant length of time generally causes severe damage to it, even though some occupants may choose to move back in structural damage is very likely.

**Report numbers of homes damaged even if you do not at present know the value.**

**Total Residential:** Include both Primary and Secondary Residences.

**Business:**

**Businesses affected:** List number of businesses affected and the value of their losses.

**Number Now Unemployed:** Those who are unemployed due to the disaster. This can be the result of either business damage or their inability to travel to that business.

**Estimated Duration of Unemployment:** How long will businesses be closed or roads impassable, keeping employees from work?

**Total Business:** Enter dollar figure from Businesses affected, above.

**Agriculture:**

This section applies only to losses to operating farms. Therefore, damage to a rurally located "farmhouse" and/or outbuildings, that are not part of an operating farm, should be listed under Residential.

**Farm Buildings and Equipment:** Submit estimated dollar value of damage done to farmhouses, mobile farmhouses, service buildings and machinery/equipment.

**Cropland:** Submit estimated dollar value of damage crops grown for food, fiber (except for trees), and specialty crops, such as aquaculture, floriculture, ornamental nursery, Christmas trees, turf for sod, industrial crops, and seed crops that have been significantly damaged by the disaster.

**Livestock:** Submit estimated dollar value of missing, injured, or dead livestock.

**Total Agriculture:** Total farm damage.

**Total Individual Damage:**

Add Total Residential, Total Business, and Total Agriculture.

**GRAND TOTAL:**

Add Total Public Damage and Total Individual Damage

### DAMAGE and INJURY ASSESSMENT

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town): Harpswell		County: Cumberland
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
<b>PUBLIC DAMAGE</b>		
<b>A</b>	<b>DEBRIS REMOVAL</b> (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
<b>B</b>	<b>EMERGENCY PROTECTIVE MEASURES</b> (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
<b>C</b>	<b>ROADS AND BRIDGES</b> (roads, culverts, bridges, and associated facilities)	\$
<b>D</b>	<b>WATER CONTROL FACILITIES</b> (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
<b>E</b>	<b>BUILDINGS AND EQUIPMENT</b> (buildings, supplies, inventory, vehicles, and equipment)	\$
<b>F</b>	<b>UTILITIES</b> (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
<b>G</b>	<b>PARKS, RECREATIONAL, AND OTHERS</b> (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$

	<b>TOTAL</b>	\$
<b>PRIVATE NONPROFIT</b> (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.] )		\$
<b>PUBLIC DAMAGE—GRAND TOTAL</b>		\$

**NOTE:** Report Individual Damage on the next worksheet.

## INDIVIDUAL DAMAGE

<b>Jurisdiction:</b> Harpswell		<b>Date:</b>		
<b>PEOPLE AFFECTED</b>		<b>ASSISTANCE PROVIDED</b>		
	<b>Number</b>		<b>Number</b>	
<b>Deaths</b>		<b>Persons Evacuated</b>		
<b>Injuries</b>		<b>Persons in Public Shelters</b>		
<b>Missing</b>				
<b>RESIDENTIAL</b>		<b>Primary</b>		<b>Secondary</b>
	<b>Number</b>	<b>Value (if known)</b>	<b>Number</b>	<b>Value (if known)</b>
(ARC) 3 Houses destroyed		\$		\$
(ARC) 2 Houses with major damage		\$		\$
(ARC) 1 Houses with minor damage		\$		\$
Houses affected		\$		\$
(ARC) 3 Mobile homes destroyed		\$		\$
(ARC) 2 Mobile homes severely damaged		\$		\$
(ARC) 1 Mobile homes moderately damaged		\$		\$
Mobile homes affected		\$		\$
<b>TOTAL</b>		\$		\$
<b>TOTAL RESIDENTIAL (primary plus secondary)</b>				\$
<b>BUSINESS</b>				
Businesses affected				\$
Number now unemployed				

Estimated duration of unemployment (weeks)		
<b>TOTAL BUSINESS</b>		\$
<b>AGRICULTURE</b>		
Farm buildings and equipment		\$
Crop land (all crops)		\$
Livestock		\$
<b>TOTAL AGRICULTURE</b>		\$
<b>INDIVIDUAL DAMAGE TOTAL</b>		\$
<p><b>CALL or FAX THIS INFORMATION to your COUNTY EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)</b></p>	<p>Cumberland County Emergency Management Agency  22 High St.  Windham, ME 04062  Phone: 892-6785  FAX: 892-8617</p>	

## Annex F -- Mutual Aid

As a rural State, Maine communities have long depended upon mutual aid as a way of extending available resources. Although Harpswell has considerable resources compared to other town with our size population, the Town does rely on mutual aid on a regular basis.

**Level One:** The first level of mutual aid is between the three Fire Departments. Based on long standing agreements, the departments regularly assist one another in dealing with incidents. Appendix 1 is a copy of the written Mutual Aid Agreement. Additionally, the Town has contracted with Mid-Coast Hospital to ensure 24/7 presence of a fully qualified paramedic who is stationed at the Emergency Services Building near the Town Offices. This paramedic responds to every EMS call to assist the EMTs and if necessary accompany the patient to the hospital.

**Level Two:** The next level of mutual aid is reached when our departments require resources from outside of the Town. To expedite response, Cumberland County Dispatch has pre-designated a number of towns to participate in Engine Company, Tanker/Tender Company, Ladder Company, Forestry Unit, and Ambulance Strike Teams. If the incident is beyond the response capabilities of Harpswell resources, the IC may contact Dispatch to receive additional help from these Strike Teams as necessary. Dispatch uses software technology that enables them to track the status of all EMS and Fire Fighting equipment in the County. Dispatch will deploy the necessary equipment to the scene as determined by the IC. If the event involves HazMat or oil spills, the IC will notify Dispatch and request assistance from the Maine DEP Emergency Response Services. Alternatively, DEP can be contacted directly. The number to call for HazMat spills is 1-800-452-4664. The number to call for oil spills is 1-800-482-0777. Once the DEP representative is on scene, the DEP will pay the cost for deployment of any additional response assets.

In instances when Dispatch is unable to fill the request because the assets are not available or are of such a nature that Dispatch does not track them, then the Town may elect to use the Maine Statewide Mutual Aid Agreement. This agreement, put into effect by Maine PL 2009 c.135, establishes the protocols and processes that enable any town in the state to request or provide mutual aid as needed. Use of this agreement is coordinated between the Town's EMA and Cumberland County EMA. The County EMA will either locate the required resources or coordinate with the State to locate them. **Note: Because use of this agreement obligates the Town to financial reimbursement, it should generally be coordinated through the EMA with the guidance of the Town Administrator.**

This does not preclude the Incident Commander from making the request for a standard response if the appropriate EOC has yet to become operational. For rapid type responses the request may be made by the Incident Commander or his/her designee directly to the Dispatch Center. When the situation escalates beyond local capabilities, requests for assistance will be processed through the county EOC in the following sequence:

- Upon receiving a request for assistance, the County Director will complete a Request for Assistance Form listing which municipality is making the request, exactly what resources are

being requested, nature of the mission to which those resources will be assigned and the anticipated duration of the mission.

- The County Director locates and coordinates delivery of resources from within the county.
- If resources are not available within the county, the County Director will notify MEMA of the request.
- MEMA staff will coordinate with Emergency Response Team (ERT) members and other County Directors to locate potential resources.
- Sender County confirms availability of resources and concurs with deployment.
- Sender County coordinates delivery of resources.
- MEMA notifies requesting County Director. Requesting County Director notifies local requesting entity.

**Level Three:** The State participates in Mutual Aid Agreements with other States through the Emergency Management Assistance Compact, and the Eastern Provinces of Canada and Quebec through the International Emergency Management Assistance Compact, that could be brought to bear in assisting the Town. And the State has the ability to request Federal resources. Although use of resources at this level is rare within the State, they are still available and the process and procedures for requesting and deploying them are well established and documented.

## Appendix 1 -- Harpswell Fire Departments' Mutual Aid Agreement

### Mutual Aid Agreement

Mutual Aid Agreement made between and by Bailey Island Fire Department, Inc., Cundy's Harbor Volunteer Fire Department, Inc., Orr's Island Fire Department, Inc., and Harpswell Neck Fire Department, Inc., all being authorized entities of the Town of Harpswell and all parties being located in the County of Cumberland, State of Maine.

WITNESSETH:

WHEREAS, by virtue of 30 M.R.S.A., Chapter 288 P3777, the parties by their officers and directors may authorize their respective departments to aid in extinguishing fires and to aid in other emergencies in other jurisdictions.

NOW THEREFORE pursuant to 30 M.R.S.A., Chapter 288 P3777, the parties by their membership and directors hereby resolve that their respective departments are authorized to give aid and the parties agree as follows:

1. In the event that in the judgment of the Chief or officer in charge of the department, a fire or other emergency is occurring or is about to occur in his jurisdiction of such magnitude that it cannot be adequately controlled by his equipment and personnel, said officer may call on the other party's department to furnish available firefighting equipment and personnel for use either:
  - a. In combating the fire or other emergency or
  - b. As a standby reserve to meet other calls in the jurisdiction until the local force is free to handle them
2. Upon receipt of such a call, the aiding department shall furnish such equipment and personnel as may be available for the stricken jurisdiction except that the aiding department shall be permitted to retain sufficient apparatus and personnel to fight any fire or meet any emergency within its own boundaries that may be reasonably anticipated.
3. When a fire department responds to a fire or emergency in another's jurisdiction, the company shall report to the Chief or officer in charge of the department requesting aid and shall follow his directions in meeting the needs of the incident involved, until dismissed by him. Each company shall operate under the supervision of its own officer(s).
4. Each party is responsible for damage to and loss of its own equipment, except damage or loss caused by the negligence or fault of the other party.
5. Each party will be responsible for the legal consequences of its own negligence to the extent provided by the law. It is understood that any liabilities to third parties caused by the negligence or

fault of the Chief or officer in charge of the requesting department, shall to that extent be the responsibility of the department requesting aid.

- Services rendered by any party to this agreement shall be performed without cost or reimbursement to such party, except in the event of a forest fire, in which case reimbursement shall be made by the department in whose territory the fire occurs, from funds provided by and at the rate established by the Department of Conservation, Bureau of Forestry, State of Maine.

IN WITNESS THEREOF, The parties hereto set their hands and seals.

BAILEY ISLAND FIRE DEPARTMENT, Inc

Robert W. Williams President

Date: 3/25/83

Robert J. Leeman Chief

Date: 3-25-83

CUNDY'S HARBOR VOLUNTEER FIRE DEPARTMENT, Inc.

Carl M. Taylor Jr President

Date: 4/10/83

Rob Miller Chief

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

ORR'S ISLAND FIRE DEPARTMENT, Inc.

Stan J. Leeman President

Date: 4, 5-83

Walter J. Stemma Chief

Date: 4/1/83

HARPSWELL NECK FIRE DEPARTMENT, Inc.

William J. Locke President

Date: 4/11/83

James J. Chipman Chief

Date: 4/10/83

## **Annex G -- Emergency Management Ordinance**

### **Town of Harpswell**

### **Emergency Management Ordinance**

**Enacted March 10, 2007**

#### **SECTION 1. Purpose**

It is the intent and purpose of this ordinance to establish an Emergency Management Agency in compliance and conformity with the provisions of 37-B M.R.S.A. Section 781 et seq., as may be amended from time to time, to ensure the complete and efficient utilization of the Town's facilities and resources to combat disaster as defined herein.

#### **SECTION 2. Definitions**

The following definitions shall apply in the interpretation of this ordinance:

Agency. "Agency" means the Emergency Management Agency as established by this ordinance.

Agent. "Agent" means the director of the Town of Harpswell Emergency Management Agency, appointed as prescribed in this ordinance.

Disaster. "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause. These can include, but are not limited to, fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, critical material shortage, infestation, explosion or riot.

Emergency Management. "Emergency Management" means the coordination and implementation of an organized effort to mitigate against, prepare for, respond to and recover from a disaster.

Emergency Management Forces. "Emergency Management Forces" means the employees, equipment and facilities of all Town departments, boards, institutions and commissions and, in addition, it shall include all volunteer persons, equipment and facilities contributed by or obtained from volunteer persons or agencies.

#### **SECTION 3. Organization**

- (a) The Board of Selectmen shall be responsible for the agency's organization, administration and operation. The Board of Selectmen may employ such permanent or temporary employees as it deems necessary and prescribe their duties.
- (b) The Board of Selectmen shall review the existing operational organization on a periodic basis to ascertain the agency's ability to cope with its responsibilities and shall approve the Town's Emergency Preparedness Plan.

#### **SECTION 4. Appointment of Director; Duties and Responsibilities**

The Board of Selectmen shall appoint the Emergency Management Agent, who shall coordinate the activities of all Town departments, organizations and agencies for civil emergency preparedness within the town and maintain a liaison with other emergency management agencies, public safety agencies and have such additional duties as prescribed by the Board of Selectmen.

#### **SECTION 5. Rules and Regulations**

The Emergency Management Agent shall prepare such policies as may be deemed necessary for the administration and operational requirements of the agency, which policies must be approved by the Board of Selectmen prior to becoming effective.

#### **SECTION 6. Emergency Proclamation**

- (a) The Chairman of the Board of Selectmen shall have the power and authority to issue a proclamation that an emergency exists whenever a disaster or civil emergency exists or appears imminent. The proclamation may declare that an emergency exists in any or all sections of the town. If the Chairman of the Board of Selectmen is temporarily absent from the town or otherwise unavailable, then the following persons shall have the power and authority to issue a proclamation that an emergency exists, in the following order of succession: the Emergency Management Agent, if he/she is available in consultation with the Town Administrator if possible; and then the Town Administrator. A copy of such proclamation shall be filed within twenty-four (24) hours in the office of the Town Clerk. (See Example Reference A)
- (b) Notwithstanding the above, when consultation with the Chairman of the Board of Selectmen would result in a substantial delay in an effective response in alleviating or preventing an emergency or disaster, the Emergency Management Agent or his/her successor as outline above is authorized to take whatever actions are necessary to prevent the loss of life and property in the town.
- (c) The Emergency Management Agent shall be responsible for submitting a full report to the Board of Selectmen of all actions taken as a result of the declared emergency as soon as possible.

#### **SECTION 7. Termination of Emergency**

- (a) When the Board of Selectmen is satisfied that a disaster or civil emergency no longer exists, it shall terminate the emergency proclamation by another proclamation affecting the sections of the town covered by the original proclamation, or any part thereof. Said termination of emergency shall be filed in the office of the Town Clerk.
- (b) No state of emergency may continue for longer than five (5) days unless renewed by the Board of Selectmen.

#### **SECTION 8. Board of Selectmen Duties and Emergency Powers**

- (a) During any period when an emergency or disaster exists or appears imminent, the Board of Selectmen may promulgate such regulations as it deems necessary to protect life and property and to preserve critical resources within the purposes of this ordinance. Such regulations may include, but are not limited to, the following:

- 1) Regulations prohibiting or restricting the movement of vehicles in areas within or without the Town;
  - 2) Regulations facilitating or restricting the movement of persons within the Town;
  - 3) Regulations pertaining to the movement of persons from hazardous areas within the town; and
  - 4) Such other regulations necessary to preserve public peace, health and safety.
- (b) Nothing in this section shall be construed to limit the authority or responsibility of any department to proceed under powers and authority granted to them by State statute or local ordinance.
- (c) The Board of Selectmen or its designee may order the evacuation of persons from hazardous areas with the town.
- (d) The Board of Selectmen shall be authorized to request aid or assistance from the State or any political subdivision of the State and shall render assistance to other political subdivisions under the provisions of Title 37-B of the Maine Revised Statutes.
- (e) The Board of Selectmen may obtain vital supplies, equipment and other items found lacking and needed for the protection of health, life and property during an emergency without following normal purchasing or formal bid procedures.
- (f) The provisions of this section will terminate at the end of the declared emergency. (See example Reference B)

#### **SECTION 9. Emergency Operational Plans**

The Emergency Management Agent shall update an emergency operational plan for the Town as necessary and shall present such modifications within 90 days of appointment to the Board of Selectmen.

It shall be the responsibility of all municipal departments and agencies to perform the functions assigned and to maintain their portions of the plan in a current state of readiness. The Town plan shall be reviewed periodically by the Board of Selectmen in conjunction with the Emergency Management Agent.

#### **SECTION 10. Immunity from Liability**

All members of emergency management forces, while engaged in emergency management activities, shall be immune from liability, as set forth in 37-B M.R.S.A. Section 822, as may be amended from time to time.

#### **SECTION 11. Compensation for Injuries**

All members of emergency management forces shall be deemed to be employees of the State when engaged in training or on duty and shall have all of the rights of State employees under the Workmen's Compensation Act, as set forth in 37-B M.R.S.A. Section 823., as may be amended from time to time.

#### **SECTION 12. Violation of Regulations**

It shall be unlawful for any person to violate any provisions of this ordinance, or of the regulations or plans issued pursuant to the authority contained herein, or to obstruct, hinder or delay any member of

the emergency management organization, as herein defined, in the enforcement of the provisions of this ordinance or any regulation or plan issued hereunder.

**SECTION 13. Penalty**

Any person, firm or corporation violating any provision of this ordinance or any rule or regulation promulgated there under, upon adjudication thereof, shall be punished by a civil fine of not more than five hundred dollars (\$500.00) and the costs of prosecution.

**SECTION 14. Severability**

Should any provision of this ordinance be declared invalid for any reason, such declaration shall not effect the validity of other provisions or of this ordinance as a whole, it being the legislative intent that provisions of this ordinance shall be severable and remain valid notwithstanding such declaration.

**SECTION 15. Conflicting Ordinances, Orders, Rules and Regulations Suspended**

At all times when an emergency proclamation is in effect, the orders, rules and regulations made and promulgated pursuant to this ordinance shall supersede all existing ordinances, orders, rules and regulations, insofar as the latter may be inconsistent herewith.

**REFERENCE A**

**EMERGENCY PROCLAMATION**

Section 6 (after c)

Pursuant to the authority vested in me by the TOWN OF HARPSWELL EMERGENCY MANAGEMENT ORDINANCE, I hereby proclaim that an emergency exists in the following location(s) of the Town of Harpswell:

Location(s):

Due to the following emergency:

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

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

Time: \_\_\_\_\_

Title: \_\_\_\_\_

**REFERENCE B**

**PROCLAMATION TERMINATING EMERGENCY**

Section 8 (after f)

Pursuant to the authority vested in me by the TOWN OF HARPSWELL EMERGENCY MANAGEMENT ORDINANCE, I hereby proclaim that the emergency created by:

Emergency Proclamation dated: \_\_\_\_\_

Shall be terminated at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

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

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

Time: \_\_\_\_\_

Title: \_\_\_\_\_

**Annex H -- CODERED Emergency Notification Request**



# Cumberland County Regional Communications Center

## CODERED EMERGENCY NOTIFICATION REQUEST

*This notification request form must be completed, signed and submitted to the CCRCC by an authorized person (Town/City/County Manager or designee, Police/Fire/Rescue Chief or predetermined designee, Emergency Communications Director or designee, Emergency Management Director or designee, or Public Safety Incident Commander before a notification is sent.*

*In an emergency, an authorized person may provide the following information over the phone and request a notification, followed by a written request as soon as practical following the emergency.*

---

Type:    Emergency    Non-Emergency

Date/Time of Request: \_\_\_\_\_

Time to be Sent:    Immediately \_\_\_\_\_ or Scheduled for: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reason for Notification: \_\_\_\_\_

List(s) or Area to be Notified:

---

Channel(s):    Voice    Email    TTY

Exact message to be sent...

---

Requested By: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

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