



Basic Emergency Operations Plan ADDENDUM

HAZARD / RISK ASSESSMENT

EMERGENCY ACTIONS

Standard Operating Guidelines

Prepared by

Falmouth Department of Emergency Management

EMERGENCY OPERATIONS

HAZARD ASSESSMENT - ANNEXES - STANDARD OPERATING GUIDELINES

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HAZARD MITIGATION

I. PURPOSE

To eliminate hazards that constitutes a significant threat to the citizens of your town and or reduces the efforts of unavoidable hazards through a problem of Hazard Mitigation.

II. SITUATIONS AND ASSUMPTIONS

Mitigation can protect people from disasters by:

- a. Eliminating the hazards or reducing the frequency and or severity of their occurrences.
- b. Protecting people who come in contact with a particular hazard.
- c. Altering the way people live in order to avoid the hazard altogether.

III. CONCEPT OF OPERATION

Hazard Mitigation is oriented toward the future and is intended to minimize threat on a long-term basis; i.e., mitigation is not a quick fix to make it through the next disaster. Mitigation generally will occur on the local level through ordinances and policies. Mitigation can occur as a single purpose project to be completed in a certain period of time. It can occur as an ongoing process, or it can occur as part of a repair and restoration process following a disaster.

IV. RESPONSIBILITIES

A. Community

1. Fund Mitigation projects.
2. Draft and ratify local ordinances.
3. Monitor compliance with mitigation standards and regulations.
4. Evaluate the performance and local costs of mitigation efforts.
5. Search the mitigation resources (manpower, materials, funds and skills).

B. Emergency Management

1. Inform and educate the public.
2. Assist community in identifying potential hazards.

V. ESTABLISHING A HAZARD MITIGATION PROGRAM.

- A. Survey the jurisdiction to determine types of hazards and potential impact.
- B. Map Hazard area and make these maps available to developers, community officials, the public and other interested parties.
- C. Develop a hazard mitigation program, which establishes objectives, and policies a part of the jurisdiction development process.
- D. Assign priorities for corrective and preventive actions.
- E. Work with other communities as appropriate to undertake multi-jurisdictional approaches to mitigation. Carefully delegate responsibilities of all involved agencies and organizations.
- F. Review local codes and ordinances to ensure that regulations controlling new development recognized the presence of hazards in the community.
- G. Establish codes as necessary, to protect structures from hazards. An example would be a local site selection review process for construction projects involving hazardous materials or in locations subject to hazards (such as a flood plan).
- H. Work with community planners in developing a master plan to formulate future land use policies to prevent or limit construction projects in hazardous areas.
- I. Provide homeowners with information and conduct workshops or seminars to encourage the incorporation of hazardous mitigation techniques in maintenance, repair and home improvements.
- J. Promote fire prevention by enacting local ordinances requiring sprinklers, and some and heat detectors, where appropriate, in building in the community.
- K. For jurisdictions at risk of serious flooding, participate in the National Flood Insurance Program and adopt and enforce a flood plan management program to make flood insurance available.

Town of Falmouth Hazard / Risk Assessment

Risk Assessment

Identifying Hazards:

[The risk assessment shall include] description of the type...of all natural and man-made hazards that can affect the jurisdiction...

Listed below is a summary of the Hazard Mitigation Planning Team's identification and ranking of the natural hazards for which the Town of Falmouth is at risk. The planning team split the hazards into high, medium, and low priorities, based on the results of a prioritization methodology shown at the end of this section. The mitigation planning process focused on the three hazards in the high priority category. Medium and low priorities may be addressed in future planning activities in conjunction with Cumberland County's initiatives. Acknowledgement should be given to Cumberland County Emergency Management Agency for their assistance with the Town of Falmouth Hazard Mitigation Plan.

High Priority:

- Flooding
- Severe storm events (all seasons)
- Wildfire

Medium Priority:

- Coastal Erosion
- Drought
- Earthquake

Low Priority:

- Avalanche
- Blight / Infestation
- Landslide
- Others

A. FLOODING HAZARDS

How identified:

Review of FIRM AND SLOSH maps, review of past disaster declarations, review of repetitive loss properties, input from municipal staff;

Description:

The Town of Falmouth has suffered repeatedly from flood hazard events, both riverine and coastal. These events have resulted in significant damage to property, economic disruption, reduced access for emergency vehicles, injury and death of persons (within the county confines). These events are associated with spring runoff events and coastal storms. The most recent significant event was the 2007 Patriot's Day Nor'Easter.

B. SEVERE STORM EVENTS HAZARD

How identified:

Review of past disaster declarations and input from municipal staff;

Description:

The Town of Falmouth is subject to periodic severe summer and winter storms. The ice storm of 1998 was one of the most disruptive and damaging hazard events of recent history in Maine. Summer storms have caused damage and injury from micro-bursts and tornado-like events; hurricanes pose a significant hazard to the Town of Falmouth, with the coastal zone posing the most vulnerability to loss of life and severe property damage.

C. WILDFIRE HAZARD

How identified:

Review of Maine Forest Service records;

Description:

Outside of the urbanized areas of the town, much of the land area is forested. The town has a recent history of experiencing numerous small brush and wildfires.

D. DROUGHT

How identified:

Review of NOAA records;

Description:

Droughts have occurred in the town of Falmouth in the past. However, NOAA and state records indicate little significant economic impact from droughts within the town.

E. COASTAL EROSION HAZARD

How identified:

Input from municipal staff, review of Maine Geological Survey maps, and review of “Living with the Coast of Maine”;

Description:

Coastal communities have identified coastal erosion as an on-going problem at specific locations. It is not, however, a widespread risk for this community.

F. EARTHQUAKE HAZARD

How identified:

Review of CCMA, MEMA and FEMA data;

Description:

Maine has a low but steady rate of earthquake occurrence. No significant amount of motion has been shown for any fault since the last Ice Age, about 20,000 years ago, and geological evidence demonstrates that many faults have been inactive since the formation of the Appalachians, over 300,000,000 years ago. Most Maine earthquakes are of small magnitude and too small to feel. No Maine earthquake has ever caused significant damage.

G. LANDSLIDE HAZARD

How identified:

Review of Maine Geological Survey Coastal Bluffs maps and Coastal landslide Hazard maps;

Description:

Although landslides do occur in the Town of Falmouth, they are extremely localized and do not pose a significant nor widespread risk.

H. AVALANCHE HAZARD

How identified:

Review of USGC maps;

Description:

There are no mountains in the Town of Falmouth with topographic and vegetative characteristics that result in avalanches.

I. BLIGHT / INFESTATION HAZARD

How identified:

CCEMA and MEMA data;

Description:

Data indicates that there is limited history of damage, injury, or death resulting from blight and infestation in the town of Falmouth.

J. GROUND SUBSIDENCE HAZARD

How identified:

Review of Maine Geological Survey records;

Description:

There have been no reported incidences of sudden land subsidence occurring in the Town of Falmouth.

K. MARITIME RELATED HAZARDS (non-weather related)

How identified:

Review of past disasters and input from municipal staff;

Description;

There have been numerous significant disasters related to the accidental discharge of hazardous material into Casco Bay such as crude oil and other fuel oil caused directly by vessel transportation incidents. The M/V Tomanos spilled thousands of barrels of crude oil after anchoring off Clapboard Island in 1972; the results of a catastrophic collision with Soldiers Ledge off the western end of Long Island. More recently, the M/V Julie N struck the Casco Bay Bridge which resulted in the discharge of thousands of barrels of fuel oil. The threat of a terrorist incident post-9/11 continues to be a very real possibility. The Town of Falmouth has been, and continues to be, at risk to these types of disasters due to its close proximity to the Port of Portland.

HAZARD PROFILES

Following are more detailed descriptions of the high and medium priority hazards in the town of Falmouth.

I. HAZARD-FLOODING

Flooding has been the most common hazard affecting Falmouth in the past. Between 1987 and 2003 there were seven federally declared disasters in Falmouth in which FEMA funds were utilized, six of which were flood events. The average flood resulted in disaster assistance funding to 14 municipalities in Cumberland County. A total of approximately \$15 million in FEMA public disaster assistance was provided to Cumberland County during this period as a result of flood damage (figure does not include 2007 Patriots Day storm).

FEMA Aid to the Town of Falmouth

1. 1989 FEMA ID # DR-830 Flood
2. 1991 FEMA ID # DR-915 Flood
3. 1996 FEMA ID # DR-1114 Flood
4. 1996 FEMA ID # DR-1143 Flood
5. 1998 FEMA ID # DR-1198 Flood
6. 1998 FEMA ID # DR- Ice
7. 2007 FEMA ID# 005-24495-00 Flood / Wind Damage

The Town of Falmouth has many areas that are susceptible to coastal and riverine flooding because of the coastline exposure to the Atlantic Ocean and the many lakes, streams, rivers and wetlands within its border. Worthy of note is the 10% increase of population from 1990 to 2000 in Cumberland County. Falmouth had a population growth rate during the same period of over 30%. Storm water runoff from this growth is regulated to a degree by the municipality and the state DEP. However, this regulation is typically on a site-by-site basis and does not take into account watershed effects or incremental effects from developments that are too small to trigger regulation.

The Town of Falmouth receives a fairly high level of precipitation at all seasons of the year. Severe widespread flooding occurs regularly in the spring and fall. Localized flooding occurs during the summer as a result of short high-density rainfall from thunderstorms.

FEMA Questionnaire 2007

- I. **I Jurisdiction: Falmouth, Maine**
- II. **II Associated River(s)/Stream(s) (Water Courses/Basins)**

Community Watershed (NHD River Db) See list below

- III. **III Hazard Mitigation Plan on File**

The Hazards We Face-State Hazard Mitigation Plan 2004-Maine
State Hazard Mitigation Plan

Cumberland County Maine Hazard Mitigation Plan December 23, 2004

Local or Multi-jurisdictional Hazard Mitigation Plan – completed pending Town Council approval

IV Emergency Management Plan: Yes

V Gauge(s) _____

IV. VI In the Flood Plain

Category	DATABASES Watershed Policies /Claims Repetitive Loss	Directly from Community (Considered to be accurate)
<u>Population in Floodplain (estimate)</u>	479	220 (2.5 per household)
Seasonal Population		N/A
No. of Housing Units in Floodplain (estimate)	206	84 SFH, 2 multi-unit dwellings, Total: 88
Policies in Effect	25	Unknown
Single Claims	8	Unknown
Repetitive Losses (NFIP)	1	Unknown
Repetitive Losses (Other)		Unknown

V. VII Structures/Critical Facilities in Flood Plain

Critical Facilities, Infrastructure, and Areas of Interest	<u>LINKS TO: State Hazard Mit Plan Hazard Mitigation Plan Map Modernization ARC-GIS Databases</u>	Directly from Community None in floodplain
Schools (public and alternative)		None in floodplain
Daycare (Licensed Childcare)	<i>Little Red Caboose DCC</i>	None in floodplain
Special Needs Populations (hearing-impaired, vision-impaired, homeless, mentally-ill, etc.)		Baxter School for the Deaf Mackworth Island (potential for stranding)
Half-way Houses		None in floodplain
Shelters (for disasters, for homeless, other)		None in floodplain
Nursing Homes	<i>-Falmouth By the Sea -Sedgewood Commons</i>	None in floodplain
Prisons/Jails		N/A
Worship, Places of		None in floodplain
Non-residential Structures		3 Commercial properties / 1 marina and 2 offices Total: 3
Communications Facilities		None in floodplain
Emergency Medical Care Facilities		None in floodplain

Emergency Operation Centers		None in floodplain
Fire Protection	<i>Falmouth Volunteer Fire -Engine 2,4, and central station</i>	None in floodplain
Police		None in floodplain
Power Facilities (Hydro, Nuclear, Coal-fired)		None in floodplain
Public Water Facilities/Supplies (Includes purification facilities, wells and reservoirs)		
Sewer & Wastewater Treatment Facilities		Route 88 @ Millcreek and Clearwater Drive (partially in floodplain) Total: 2
Hazardous Materials Facilities (ex. Commercial, manufacturing, storage, agricultural, sewage treatment, retail – gasoline/propane)		Route 88 @ Millcreek and Clearwater Drive (partially in floodplain) Total: 2 Sewage treatment
Environmental (Hazardous waste sites)		N/A
Dams / levees		N/A
Historic Structures (also, cemeteries, etc)	<i>Halls Tavern</i>	None in floodplain
Supermarket(s)		None in floodplain
Transportation (Major Roads, Airports, Railroads, Ports, Other)		None in floodplain

Water bodies of Falmouth, Maine

ATLANTIC OCEAN
CASCO BAY
CHENERY BROOK
EAST BRANCH PISCATAQUA RIVER
HIGHLAND LAKE
HOBBS BROOK

MEADER BROOK
MUSSEL COVE
NORTON BROOK
PISCATAQUA RIVER
PRESUMPSCOT RIVER
SCITTERYGUSSET CREEK

VI. Additional Gauge Data

USGS 01064135 Meader Brook near Falmouth, Maine

USGS 01064149 PRESUMPSCOT R AT PRESUMPSCOT FALLS NR FALMOUTH
ME

USGS 01064140 PRESUMPSCOT RIVER NEAR WEST FALMOUTH, ME

VII. Other Critical Facility Information

VIII. Projects under Development or Planned for the Future

IX. Grant Applications (past / future)

(PDM, FMA, HMGP)

X. Success Stories

(FEMA-funded projects that worked)

Prepared by: **Kevin J. Cady, EMA Director**

Date: **11/20/2007**

II. HAZARD-SEVERE SUMMER AND WINTER STORMS

The National Oceanic & Atmospheric Administration (NOAA) Coastal Services Center maintains maps and data as far back as 1851.

The Coastal Services Center reports that there have been 15 Hurricanes, extra tropical storms, tropical storms, and tropical depressions that have either passed through Falmouth or within 100 miles of Falmouth since 1951. Of these, four actually passed through Cumberland County, and the remaining 11 came within 100 miles. Of the 15 storms, four reached hurricane level: Edna in 1954, Donna in 1960, Gloria in 1985, and Bob in 1991. Both Edna and Gloria were classified as a Category 1 Hurricane, while Donna and Bob were class 2. There have been no Class 3 or higher hurricanes reported for Falmouth in the past 100 years. The only Class 3 or higher hurricane reported by the Coastal Services Center for Cumberland County was an 1869 event with a maximum wind speed of 115 miles/hour.

The National Climate Data Center (a division of NOAA) collects statistics on severe winter storms. The NCDC of NOAA reports from 1993 to 2003 the following in Cumberland County:

91 winter related events, 1 death, total damage estimated at \$313,700,000.00

During this 11-year period, Falmouth experienced a total of 91 winter storms, an average of about eight winter storms (as defined by NOAA) per year. Of these 91 storms, the majority were characterized as snowstorms, with 42 characterized as heavy snowstorms and 22 characterized as light or moderate snowstorms. Although relatively frequent, these storms do not typically result in significant property damage. Severe ice storms, although relatively infrequent, have caused substantial property damage, as illustrated by the two ice storms of January 1998 which caused 304 million and 9 million in damages statewide.

The history of severe summer and winter storms indicates that Falmouth will continue to experience storms on a regular basis. On a more frequent basis, the town will experience winter storms and summer thunderstorms, which will not likely to produce significant damage. Less frequently, the town will experience more damaging ice storms, tropical storms or hurricanes. Although micro-bursts or even small tornado- like events may occur periodically; these events typically affect fairly small localized areas. According to the NOAA National Climate Data Center, from 1950 until September, 2004 Cumberland County experienced 2 F0 tornadoes and 4 F1 tornadoes with 2 injuries and minor property damage. Because of the infrequent and minimally damaging effects from micro-bursts and tornado-like events, these are not addressed further in this plan.

III. HAZARD-WILDFIRE

Despite containing a high percentage of heavily forested areas, Cumberland County has not experienced major wildfire events in recent years, with the last widespread wildfire occurring in 1947. This wildfire event caused multiple deaths and resulted in the burning of over 200,000 acres throughout the State of Maine, with the greatest impacts in York County and on Mount Desert Island. Since the 1947 fire, it is typical for Cumberland County to experience several wildfires per year. Between 1995 and 2001, the County experienced 380 separate wildfires [Falmouth included in this statistic with 2 wildfires reported during that time period]. The fires were typically relatively small and quickly contained. Only three communities experienced no wild fires during the period of 1995-2001, which were Portland, Westbrook and Frye Island.

IV. HAZARD-EARTHQUAKES

The USGS Earthquake hazards Program reports a total of seven significant earthquakes in Maine over the past 100 years, all of which were felt in Cumberland County, although none were centered in Cumberland County and none caused major damage. The years of these earthquakes were 1904, 1912, 1925, 1929, 1943, 1949, and 1957. The most significant earthquake over the past 100 years was in 1929. This event measured 7.2 on the Richter scale, and was centered off the coast of New Foundland. In total, it affected 80,000 square miles in the United States, and coastal Maine was affected the most of any location in the U.S. however, no major damages to buildings or public infrastructure resulted, with damage in Maine restricted to broken household items and stopped clocks .The last significant earthquake that affected Falmouth was in 1957, when a tremor occurred 20 miles off the coast of Portland. This tremor resulted in damage to chimneys, windows, and dishes, but did not cause major damages. There have been no significant earthquakes affecting Cumberland County in the past 46 years.

V. HAZARD-COASTAL EROSION

The shoreline of Falmouth belongs to the *indented shoreline compartment* (which extends from Cape Elizabeth to Penobscot Bay). In this compartment, glaciers have scraped deep valleys out of soft metamorphic rocks to form long narrow estuaries separated by peninsulas. The estuaries are composed of extensive mudflats.

During the last Ice-Age, all of Maine was covered by ice and the ice extended as far south as Cape Cod and Long Island, NY. The ice weighed so much that it depressed the rocky crust of the earth beneath it. As the ice melted away, approximately 12,000 years ago, the land rebounded to its former elevation and the sea retreated from the land quickly.

As the former seafloor mud emerged it became unstable and slumped to fill old river valleys. Hilly areas lost their sediment cover, exposing bare rock, while lowland areas were buried by marine deposits and glacial till. Around 9,000 years ago, the sea reached its lowest elevation at around 200 feet below current sea level.

From that point on, worldwide melting of glaciers caused the sea level to begin to rise, which it has been doing until the present day, although not at a uniform rate. Northeast Maine is experiencing rapid subsidence (possibly related to earthquakes in that area),

the central coast is relatively stable, and the southern coast is slowly subsiding, but at a lesser rate than the northeast coast.

VI. HAZARD-DROUGHT

Drought was rated a medium priority and was not addressed further in this plan.

C. ASSESSING VULNERABILITY: IDENTIFYING ASSETS

The risk assessment shall include a description of the jurisdiction’s vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community. The plan should describe vulnerability in terms of: the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas.

Critical facilities are defined by FEMA as “facilities that are critical to the health and welfare of the population and that are especially important following hazard events. Critical facilities include, but are not limited to, shelters, police and fire stations, and hospitals.”

Critical facilities in Falmouth:

1 Municipal Office	5 Schools
4 Fire Stations	2 Shelters
1 Police station	0 Hospital / Clinic
0 Water Treatment	0 Airport / Seaport
1 WWTP (minor)	0 Dams
1 WWTP (major)	2 Rescue Ambulances
1 Library	1 Fire Heavy Rescue

The three highest priority hazards identified in Falmouth are **Flooding, Severe Summer and Winter Storms, and Wildfires**. The following describes the vulnerability of critical facilities to each of these hazards:

I. Flooding:

The typical damage resulting from flooding in Falmouth is structural damage to roads and utility infra-structure. There may be other types of critical facilities that are susceptible to damage from flooding, but insufficient data was available to determine these facilities. Mitigation measures in the future might include a more comprehensive field analysis of vulnerability. However, due to the varied topography within the town and the availability of higher elevation sites within the town, all critical facility structures are located outside of the flood zones.

II. Severe summer and winter storms:

Localized events, such as micro-bursts or small tornados have the potential to cause significant damage to structures, should they happen to occur in direct proximity to a critical structure. The more wide-spread events, such as hurricanes, tropical storms, blizzards and ice storms, will typically impact the town through severe damage to overhead electrical and utility line infrastructure and blockage of roads by debris. When accompanied by flooding, the impacts will be as described above.

III. Wildfire:

The combination of a high degree of development within a town which is still primarily heavily-forested creates the potential for significant damage to critical facilities, homes and commercial property in the town from wildfires.

D. ESTIMATING POTENTIAL LOSSES

The plan should describe vulnerability in terms of an estimate of the potential dollar losses to vulnerable structures identified previously in this plan and a description of the methodology used to prepare the estimate.

The planning team estimated losses to roads and structures resulting from the three highest priority hazards, flooding, severe summer and winter storms, and wildfire. These estimates were based on data from the Maine Office of GIS, Maine Department of Transportation, and Maine Forest Service. The results of this analysis are found on the following pages. The methodologies are described at the beginning of each hazard section.

Severe Storms, Ice, and Wind

The principal potential damages resulting from severe storms, ice and wind are to utility infrastructure and roadways. The loss estimates are based on a cost of \$500/mile to clear road debris or remove snow, a cost of \$2000/mile to repair or replace telephone lines, and a cost of \$32,000/mile to repair or replace electrical lines. The worst case scenario of total loss of all utility poles and lines were supplied by Central Maine Power.

Town of Falmouth

Critical Facility	Type	Length (miles)	Loss Estimate
Electrical Power Lines	Electricity	114.69	\$3,670,080.00
Telephone Lines	Communications	114.69	\$229,380.00
Paved Road Surfaces	Transportation	114.52	\$ 57,260.00
Gravel road Surfaces	Transportation	.17	\$85.00

WILDFIRE

The damage losses that are expected due to wildfire in Falmouth are damage and/or destruction to structures within the wildland-urban interface. The damage cost estimates are based on total municipal assessment figures, adjusted for community size (fire-fighting capacity), fire hazard land cover values (from Maine Forest Service) and number of fires in the last 7 years.

Falmouth

The Town of Falmouth recorded no wildfires in the past 7 years, is considered a suburban community, and with estimated damage costs total of \$199,726,680.00 (according to the Cumberland County hazard mitigation analysis).

E. DEVELOPMENT TRENDS

The plan should describe vulnerability in terms of providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land uses decisions.

Falmouth is a suburb of Portland and a part of the most populous county in the state. Land use in Falmouth ranges from a populated urban area to suburban residential areas to farm and forest land. Falmouth has enacted a comprehensive plan in compliance with Maine statute. Falmouth is a participant of the NFIP program and has floodplain ordinances to regulate development within flood zones.

Population growth rates for the Town of Falmouth from 1990-2000:

1990: 7,610

2000: 10,310

Net change, 1990-2000: 2,700

Growth Rate, 1990-2000: 35.5%

The Past Events & Mitigation Measures / Costs is best viewed in “Web Lay-Out”

Falmouth: Review of Past Events & Mitigation Measures / Costs							
LOCATION	TYPE	DATE of KNOWN EVENTS	EVENT DESCRIPTION	IMPA CTS	CAUSE	PROPOSED REMEDIES	ESTIMATED COST
Flooding-Stream Flow							
Stream Crossing of East Branch Piscataqua River and Woodville Rd. Piscataqua River and Falmouth Road (2007)	MDOT owned, large double culvert classified as Bridge	8/19/91, 10/22/96, 4/16/07 several other storm events about once every 2-3 years	Flooding overtops roadway by up to 4 ft and road is closed to traffic for up to 12 hours	All traffic, including emergency vehicles are rerouted	Inadequate capacity of culverts	Increase effective capacity of culverts by adding additional culverts or replacement with a true bridge structure or larger pipes	>\$500,000
FLOODING-STORM DRAIN							
Middle Road & Scittery Gusset brook crossing	Triple Culvert	8/19/91, 10/22/96 and several other storm events about once every 2-3 years	Flooding overtops roadway by up to 1 ft and road is closed to traffic for up to 6 hours	All traffic, including emergency vehicles are detoured. Safety	Inadequate capacity of culverts	Increase effective capacity of culverts by adding additional culverts or replacement with a true bridge structure or larger pipes	>\$500,000

Woodville Road @ Falmo High School	Culvert	8/19/91, 10/22/96 several other storm events about once every year		hazard before barricade installed All traffic, including emergency vehicles are detoured. Safety hazard before barricades installed	Inadequate capacity of culverts	Increase effective capacity of culverts by adding additional culverts or larger pipes	\$200,000 - \$500,000
Woodville Road @ # 138	Double culvert	8/19/91 and 10/22/96, several storm events about once every year	Flooding overtops roadway by up to 1.5 ft road closure up to 6 hours to all traffic		Inadequate capacity of culverts	Increase effective capacity of culverts by adding additional culverts or larger pipes	\$200,000 - \$500,000
Location	Type	Dates of Known Events	Description of Events	Impacts	Cause	Proposed Remedies	Estimated Cost
Woods Road @ Field Road	Culvert	8/19/91 and 10/22/96, several storm events about once every year	Flooding overtops roadway by up to 1 road closure up to 6 hours for all traffic	All traffic, including emergency	Inadequate capacity of culverts	Increase effective capacity of culverts by adding additional culverts or	\$200,000 to \$300,000

				y vehicl es, is detou red. Safet y hazar d befor e barric ades install ed	larger pipes	
SHORELINE EROSION						
Ocean Embankments		Annual re-occurrence	Embankment failure	Municipal sewer in danger of failure	Mitigate by keeping trails open for emergency fire access	Minimal
FOREST FIRES						
Town Wide	Localized areas			Loss of timber, possible loss of homes, other property, pollution	Mitigate by keeping trails open for emergency fire access	Minimal

FIGURE 1: HAZARD SUMMARY

1 – 7 = Low Risk

8 – 11 = Medium Risk

12 – 16 = High Risk

	FREQUENCY	MAGNITUDE	WARNING TIME	SEVERITY	RISK PRIORITY
Hazard Type:					
<i>NATURAL</i>					
EARTHQUAKE – 8	2 Possible	2 Limited	2 Minimal	2 Limited	Low
FLASH FLOODING – 9	3 Likely	3 Critical	1 12-24 hours	2 Limited	Medium
FLOODING (RIVER OR TIDAL)- 9	4 Highly Likely	2 Limited	1 12-24 hours	2 Limited	Medium
HURRICANE – 12	4 Highly likely	4 Catastrophic	0 24+ hours	4 Catastrophic	High
TORNADO – 12	2 Possible	4 Catastrophic	2 Minimal	4 Catastrophic	Low
WILDFIRE- 11	1 Unlikely	4 Catastrophic	2 Minimal	4 Catastrophic	Low
WINTER STORM – 9	4 Highly likely	3 Critical	0 24+ hours	2 Limited	Medium
<i>HUMAN MADE</i>					
CHEMICAL/HAZARDOUS MATERIALS- 10	2 Possible	3 Critical	2 Minimal	3 Critical	High
FIRE – 10	2 Possible	3 Critical	2 Minimal	3 Critical	Medium
POWER OUTAGE – 10	3 likely	2 Limited	2 Minimal	3 Critical	High
WATER SYSTEM FAILURE – 10	2 Possible	3 Critical	2 Minimal	3 Critical	High

ACCIDENTS -10 (TRANSPORTATION)	4 Highly likely	2 Limited	2 Minimal	2 Limited	Medium
MEDICAL EMERGENCY – 9	4 Highly likely	2 Limited	2 Minimal	1 Negligible	Medium
MASS CONTAMINATION – 10	2 Possible	3 Critical	2 Minimal	3 Critical	High
APPARENT SUICIDE 6	2 Possible	1 Negligible	2 Minimal	1 Negligible	Low
BOMB THREAT – 7	2 Possible	2 Limited	2 Minimal	1 Negligible	Low
CIVIL DISORDER – 7	1 Unlikely	2 Limited	2 Minimal	2 Limited	Low
DEATH ON CAMPUS 5	1 Unlikely	1 Negligible	2 Minimal	1 Negligible	Low
EXPLOSION – 8	2 Possible	2 Limited	2 Minimal	2 Limited	Low
HOSTAGE SITUATION – 8	2 Possible	2 Limited	2 Minimal	2 Limited	Medium
INTRUDER – 6	2 Possible	1 Negligible	2 Minimal	1 Negligible	Low
KIDNAPPING/ABDUCTION – 6	2 Possible	1 Negligible	2 Minimal	1 Negligible	Low
REPORT OF WEAPON ON CAMPUS – 6	2 Possible	1 Negligible	2 Minimal	1 Negligible	Low
SEXUAL ASSAULT - 6	2 Possible	1 Negligible	2 Minimal	1 Negligible	Low
SUSPICIOUS PACKAGE/DEVICE 6	2 Possible	1 Negligible	2 Minimal	1 Negligible	Low
TERRORISM – 9	1 Unlikely	3 Critical	2 Minimal	3 Critical	Low

WEAPONS ASSAULT 6	2 Possible	1 Negligible	2 Minimal	1 Negligible	Low
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FLOODING EMERGENCY ACTIONS

NATURE OF THE HAZARD

The Town of Falmouth is subject to flooding events, primarily from storm surges and rapid accumulation of storm water runoff.

The Cumberland County Hazard Mitigation Plan, dated December 24, 2004, notes that "Cumberland County has suffered repeatedly from flood hazard events, both riverine and coastal; These events have resulted in significant damage to property, economic disruption, reduced access for emergency vehicles, injury and death of persons; These events are associated with spring runoff events and coastal storms" (p. 15). Flooding events are rank ordered as high priority events, as there have been 10 federally declared disasters in Cumberland County between 1987 and 2003 due to flooding events. Six of these 10 disaster declaration flood events involved South Portland.

RISK AREA

Much of the Town is subject to flooding, because of the coastal nature of the Town (located on the Atlantic Ocean) and because of the frequency of severe intense thunderstorms that bring large amounts of rain in a short timeframe to the area. The County Hazard Mitigation Study cited above lists several areas of Falmouth that are susceptible to frequent flooding.

DIRECTION AND CONTROL

Normal flooding events are handled by Town departments without any emergency assistance. If flooding occurs, it is likely going to be a town-wide issue, and therefore a scene specific Incident Commander is not anticipated. The Emergency Operations Center should be activated to manage emergency response actions.

The Director of Emergency Services (Town Manager) may designate the EMA Director to manage EOC operations in response to flooding conditions.

COMMUNICATIONS

Normal Town communications channels will be used to manage response to flooding conditions. Flooding events are not likely to overload telephone, cell phone and two way radio systems.

WARNING

Flooding events may come with short advance notice (e.g. severe spring storms dropping significant rainfall in short amounts of time), or may be known hours in advance.

In any event, areas of the Town that may be in danger because of severe flooding will be warned via methods described in the All-Hazards Emergency Plan, including use of the EAS system, use of police officers and firefighters using bullhorns and other devices, using the emergency warning system designed for the hard of hearing and other means. Warning messages and methods will be coordinated by the EOC staff, if activated and in conjunction with the Communications and Warning Appendix.

EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO). Methods of EPI dissemination will be

coordinated by the EOC staff in conjunction with the Communications and Warning Appendix. News releases will be developed as needed by the PIO, approved by the EOC Manager, and then disseminated to the public through Portland area radio, TV and print media outlets.

EVACUATION

EOC staff would determine, based on current flood conditions, forecast flood conditions, road conditions, and other factors, if evacuation of the public were necessary. Appropriate evacuation routes would be developed in the EOC, approved by the EOC Manager, and then broadcast to the public via the EPI system described above. A combination of police officers, firefighters, public works staff, and appropriate barricades and other traffic control devices would be employed to effect the evacuation in an orderly and timely manner.

MASS CARE

EOC staff will determine if mass care facilities should be opened and manned. The primary mass care facility in Falmouth is Falmouth High School. Approximately 1000 evacuees can be processed in this mass care facility. Other Town facilities include the Middle School that could be utilized as a mass care facility.

HEALTH AND MEDICAL CONCERNS

The Portland Water District may be contacted once floods have receded to ensure the safety of the drinking water supply. Local officials may mandate “boil water” orders for those on well water systems or others as determined necessary.

Local medical resources are deemed to be adequate to deal with flood victims.

SPECIFIC ACTIONS FOR FLOODING EVENTS

A. Fire Department Actions

1. Implement SOGs as appropriate.
2. Work with other Town agencies to determine mitigation methods (sandbags, evacuation, road closures, etc) and help implement those measures.
3. Respond as requested by the EOC.

B. Police Department Actions

1. Work with other Town agencies to determine mitigation methods (sandbags, evacuation, road closures, etc.) and help implement those measures.
2. Respond as requested by the EOC.

C. Public Works Actions

1. Work with other Town agencies to determine mitigation methods (sandbags, evacuation, road closures, etc.) and help implement those measures.
2. Respond as requested by the EOC.

D. EOC Actions

1. Activate and staff as needed.
2. Notify the public and key infrastructure facilities of actions taken, expected

duration of flooding, impact on the community, and determine what additional measures should be taken.

3. Coordinate mitigation, response and recovery actions with CCEMA, MEMA/State EOC and other jurisdictions as needed.

SEVERE WINTER / SUMMER STORMS EMERGENCY ACTIONS

NATURE OF THE HAZARD

The Town of Falmouth is subject to severe winter storms and the effects of these storms.

The Cumberland County Hazard Mitigation Plan, dated December 24, 2004, notes that Cumberland County experienced 91 winter storms between 1993 and 2003, for an average of about 8 large storms per year. Of these 91 storms, 42 were listed as major or heavy snowstorms, 22 were characterized as light or moderate snowstorms, and the rest of the storms were classified as snowstorms.

Severe ice storms, while infrequent, do occur along the coast. The ice storms of January 1998 caused over \$300 million in damages across the state of Maine.

RISK AREA

The entire Town is subject to the effects of winter storms, because of the coastal nature of the Town (located on the Atlantic Ocean) and because of the frequency of severe storms that bring large amounts of snow in a short timeframe to the area. The Town is diverse enough geographically so that Public Works management reports that it can be snowing in one part of the Town, and raining at the other end of the Town.

DIRECTION AND CONTROL

Normal winter storm events are handled by Town departments without any emergency assistance. If major snow or ice events occur, it is likely going to be a Town-wide issue, and therefore a scene specific Incident Commander is not anticipated. The Emergency Operations Center may be activated to manage emergency response actions.

The Director of Emergency Services (Town Manager) may designate the EMA Director to manage EOC operations in response to flooding conditions.

COMMUNICATIONS

Normal Town communications channels will be used to manage response to severe winter storm conditions. Such events are not likely to overload telephone, cell phone and two way radio systems.

WARNING

Severe winter storm events may come with short advance notice or may be known hours and days in advance.

In any event, areas or the Town that may be in danger because of severe winter storms will be warned via methods described in the All-Hazards Emergency Plan, including use of the reverse 911 system, use of police officers and firefighters using bullhorns and other devices, using the emergency warning system designed for the hard of hearing and other means. Warning messages and methods will be coordinated by the EOC staff, if activated.

EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO).

News releases will be developed as needed by the PIO, approved by the EOC Manager, and then disseminated to the public through Portland area radio, TV and print media outlets.

EVACUATION

EOC staff would determine, based on current storm conditions, forecast conditions, road conditions, and other factors, if evacuation of the public were necessary. Appropriate evacuation routes would be developed in the EOC, approved by the EOC Manager, and then broadcast to the public via the systems described in the Communications and Warning Appendix. A combination of police officers, firefighters, public works staff, and appropriate barricades and other traffic control devices would be employed to effect the evacuation in an orderly and timely manner. Generally evacuation would NOT be recommended for a severe winter storm, as evacuation during severe weather conditions may be more dangerous than having people shelter in place. IF evacuation were appropriate as a protective action for severe storm conditions (e.g. ice storm with downed power lines, severe damage, etc) then appropriate transportation measures would be implemented (perhaps busses, or borrowing 4 wheel drive vehicles from local car dealers) to ensure a safe and expedient evacuation.

MASS CARE

EOC staff will determine if mass care facilities should be opened and manned. Falmouth High School is the primary mass care facility which could handle approximately 1,000 evacuees. Other Town facilities include the Middle School that can be used as a mass care shelter.

The Shelter Officer in the EOC has a procedure book that includes copies of all shelter agreements and shelter surveys completed by the American Red Cross.

HEALTH AND MEDICAL CONCERNS

Local medical resources are deemed to be adequate to deal with severe winter storm victims, who may suffer from storm related problems such as frostbite and hypothermia.

RESOURCE MANAGEMENT

Local resources are considered adequate to deal with severe winter storm events. If additional resources are needed, Cumberland County Office of Emergency Management will be contacted by the Falmouth EOC and requested to facilitate the procurement of additional needed resources.

Once the storm has abated, resources from Falmouth will be deployed to conduct preliminary damage assessment and assess the condition of transportation routes, neighborhoods, public utilities such as the water system and the electrical distribution system and other city infrastructure components. SPECIFIC ACTIONS AND CONSIDERATIONS FOR SEVERE STORMS

A. Fire Department Actions

1. Implement appropriate SOG's.

2. Respond as requested by the EOC.
3. Assist with functions such as staffing Town shelters, notifications, access control, checking generators, etc.
4. Assist critical infrastructure facilities, including schools, long-term care facilities, etc. with implementing their emergency plans.

B. Police Department Actions

1. Implement appropriate SOG's.
2. Work with the Fire Dept. to assist other Town agencies and critical infrastructure facilities with storm preparations.
3. Test all communications methods and evaluate options for alternate communications methods.
4. Control access to danger areas as needed.
5. Implement actions as requested by the EOC.

C. Public Works Actions

1. Evaluate equipment and material (trucks, barricades, sand, sandbags, etc) available for a major storm event and obtain additional resources as needed.
2. Implement actions as requested by the EOC.

D. EOC Actions

1. Meet as an EMLT 48 hours before to any storm that may produce gale force or higher winds or other methods of damage (anticipated storm surge, anticipated major precipitation, etc) and develop response and resource plans; Plan for 24-hour EOC and field operations.
2. Staff the EOC 12 hours prior to the arrival of any major storm event that could produce gale force or higher winds.

**HURRICANE
EMERGENCY ACTIONS**

NATURE OF THE HAZARD

The Town of Falmouth is subject to hurricanes and the effects of these storms.

According to the MEMA website, “A hurricane is a tropical cyclone in which winds of 74 miles per hour or more and blow in a large spiral around a relatively calm center. It produces measurable damage and destruction from heavy rainfalls, winds and flooding.” Secondary effects include injury, potential loss of life, structural damage to homes, businesses and municipal operations, and may require evacuation of the public in high-risk areas, including campgrounds, trailer parks, flood plains and other areas.

Hurricanes Carol and Edna struck within two weeks of each other in 1954, causing 11 deaths and \$17 million in damage in Maine. Coastal communities in Cumberland and York counties are most susceptible to erosion from storms, as there are more beach areas and less rocky coastline.

RISK AREA

The entire Town is subject to the effects of hurricanes, because of the coastal nature of the Town (located on the Atlantic Ocean).

U.S. Routes 1 and 88 and the Falmouth anchorage, where approximately 1300 boats are moored during the boating season, are most at risk from the effects of hurricanes.

DIRECTION AND CONTROL

The Emergency Operations Center should be activated ***in Monitoring Mode (Mode 3) to begin planning*** emergency response actions for a hurricane WATCH with the Emergency Management Leadership Team (EMLT), and should be activated ***in Full Activation Mode (Mode 1)*** for a hurricane WARNING that may impact the greater Portland/Casco bay metropolitan area. EOC management room staff should be kept to a minimum so as not to crowd the management area. Additional support and liaison staff should be located in the EOC Operations Support Room when the ICS organization is established to respond to the event. The EOC Manager should assign a support person to serve as EOC Scribe to keep notes and logs.

The EOC management staff should also evaluate options to relocate the EOC, if the primary EOC becomes inoperable due to heavy rains or storm surge.

The Director of Emergency Services (Town Manager) may designate the EMA Director to manage EOC operations in response to hurricane conditions.

Pre-Hurricane Planning

The recommended approach to managing hurricane preparedness and response is to have the EMLT meet as a **Policy Team**, consisting of the City Manager, the EMA Director, the Town Attorney, the Finance Director, the Police Chief, the Fire Chief, the PWD Director, Harbor Master, School Superintendent, Water Resources Director, and other senior Town staff as deemed necessary. This policy team will develop overall goals and objectives for the response to and recovery from a hurricane at least 72 hours

in advance of the hurricane's ETA. NOTE that the American Red Cross may be invited to these policy discussions.

Hurricane Response

- A. Activate the EOC management area with a small POLICY TEAM consisting of:
- Town Manager – Director of Emergency Services
 - EMA Director
 - Deputy EMA Director
 - Fire Dept. representative
 - Police Dept. representative
 - Public Works/Parks and Recreation Dept. representative

EOC management functions include obtaining a declaration of emergency from the Chairman / Town Manager, providing liaison with the Town Manager and the Council, providing liaison with other levels of government (EMA Director), coordinating overall support to the field operations staff, and resolving any city management issues that may arise.

- B. Activate the EOC Support Group area with:
- Logistics Section – for overall coordination of communications, food and supplies, facilities and medical services
 - Planning Section - for overall coordination of resources, situational awareness, event response documentation and demobilization planning
 - Shelter Section – to coordinate operation of required shelters.
 - Finance Section – to coordinate and track emergency expenditures and to authorize emergency expenditures as required.

The EOC Support Group is responsible for providing planning, financial and logistical support to emergency field operations commanders.

- C. Activate a Unified Command structure consisting of :

- Town Manager
- EMA Director
- Police Chief
- Fire Chief
- Parks & Public Works Director

Unified Command is responsible for the actual management of field operations before, during and immediately after a hurricane strikes the area. Unified Command oversees the Operations Section staff, provides briefings to and requests additional resources from the OC.

- D. Create an Operations Section that consists of two area commands:
- Eastern Area Command
 - Western Area Command
- (NOTE- consider splitting the Town at Middle Road for command purposes)

Each area command consists of a police supervisor, a fire supervisor and a public works supervisor to coordinate operational activities (search and rescue, street opening, emergency operations, etc) in their half of the city.

A sample ICS staffing plan is included in the “Basic Emergency operations Plan”.

COMMUNICATIONS

Normal Town communications channels will be used to manage response to hurricanes. Such events may overload or damage communications systems. Alternate communications methods, including using county ham radio operators and satellite phones, should be planned for.

Communications mechanisms between local and state Emergency Operations Centers (esp. between Falmouth, Portland, Cumberland County and the State EOC in Augusta) should be tested to ensure availability. Communications Protocols (e.g. start with conference call to link EOCs, followed by radio communications, followed by email, followed by ham radio comms, followed by SAT phones) should be established between major partners prior to hurricane arrival.

The Maine Amateur Radio Network can be utilized if other means of communication fail. The Network is available through Cumberland County EMA.

WARNING

The general path of the hurricane should be known for days in advance. The exact location where the eye will cross land may not be known until just hours before actual landfall. In any hurricane warning event, areas of the Town that may be in danger will be warned via methods described in the All-Hazards Emergency Plan, including use of the EAS system, *including Citywatch*, use of police officers and firefighters using bullhorns and other devices, using the emergency warning system designed for the hard of hearing and other means. The EOC staff will coordinate warning messages and methods, if activated.

Per Fire Department procedure, the following stages of hurricane preparation are included in this plan:

72 hours before gale force or higher winds –awareness level

48-72 hours before gale force or higher winds – stand by level (all departments)

24-48 hours before gale force or higher winds – response level (activate EOC)

EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO). Refer to the Communications and Warning appendix for suggested procedures.

News releases will be developed as needed by the PIO, ***coordinated with other key partners, including the Portland EOC and the state of Maine EOC***, approved by the EOC Manager and Unified Command, and then disseminated to the public through Portland area radio, TV and print media outlets.

EVACUATION

EOC staff would determine, based on current storm conditions, forecast conditions, road conditions, and other factors, if evacuation of the public were necessary. Appropriate evacuation routes would be developed in the EOC, approved by the EOC Manager, and then broadcast to the public via the EPI system described above. A combination of police officers, firefighters, public works staff, and appropriate barricades and other traffic control devices would be employed to effect the evacuation in an orderly and timely manner. EOC management staff should establish wind speed and weather condition limits that, if achieved, would require the recall of all public safety people currently helping with the evacuation process and other outdoor activities. IF evacuation were appropriate as a protective action for expected hurricane conditions, then appropriate transportation measures would be implemented (perhaps busses, or borrowing 4 wheel drive vehicles from local car dealers) to ensure a safe and expedient evacuation.

MASS CARE

OC staff will determine if mass care facilities should be opened and manned. The primary mass care facility in Falmouth is the High School. Approximately 1,000 evacuees can be processed in this mass care facility. Other Town facilities are the Middle School which can be used as a mass care shelter.

The Shelter Officer has a procedure book that includes copies of all shelter agreements and shelter surveys completed by the American Red Cross creation of up to four shelters should be planned for: (1) mass shelter for the general public, using the High School; (2) special needs shelter for handicapped, hard of hearing, the blind and other community members from the long-term care facilities who have special needs; (3) a shelter for city emergency worker families, overseen by a fire department staff person, and (4) a shelter for people with pets (consider the elementary school gyms).

HEALTH AND MEDICAL CONCERNS

Local medical resources are deemed to be adequate to deal with hurricane victims, who may suffer from storm related injuries.

RESOURCE MANAGEMENT

Local resources are considered adequate to deal initially with hurricane events. If additional resources are needed, ***the State EOC in Augusta*** will be contacted by the Falmouth EOC and requested to facilitate the procurement of additional needed resources. Once storm conditions have abated, resources from Falmouth will be deployed to conduct preliminary damage assessment and assess the condition of transportation routes, neighborhoods, public utilities such as the water system and the electrical distribution system and other city infrastructure components. ***Requests for state resources and other important storm related information (e.g. damage assessment, status of emergency response actions) will be transmitted to the Cumberland County EOC as necessary.***

References:

The after Action Report from Hurricane TTX with Portland and South Portland (exercise # 2005-04), conducted on 8/31/05.

After Action Report from Hurricane TTX with Portland, South Portland and the US Coast Guard conducted on July 25, 2006.

SPECIFIC ACTIONS AND CONSIDERATIONS FOR HURRICANES

Fire Department Actions

1. Implement appropriate SOG's.
2. Respond as requested by the Unified Command and the Operations Section Chief.
3. Assist with functions such as staffing Town shelters, notifications, access controls, checking generators, etc.
4. Assist critical infrastructure facilities with implementing their emergency plans.

Police Department Actions

1. Work with the Fire Department to assist other Town agencies and critical infrastructure facilities with storm preparations.
2. Test all communications methods and evaluate options (e.g. satellite phone leasing) for alternate communications methods.
3. Control access to danger areas as needed. Implement actions as dictated by the Unified Command and the Operations Section Chief.

Parks & Public Works Actions

1. Evaluate equipment and material (e.g. trucks, barricades, sand, sandbags, etc) available for a major storm event and obtain additional equipment as needed through local vendors.
2. Implement actions as directed by the Unified Command and the Operations Section Chief.
3. Develop plans for road clearance measures, using Town crews and contract crews from Lucas Tree and other tree/debris removal vendors.
4. Obtain and stock extra tires for police vehicles, fire vehicles, public works vehicles and busses.
5. Develop debris removal plans that include a separate landfill if available. Try and separate debris by category (e.g. green debris from trees, shrubs, etc., appliances, roofing shingles that can be recycled, construction debris, etc) and make sure plans call for handling debris as few times as possible.

EOC Actions

Preparedness actions

Meet as a Policy Team at least 72 hours prior to any storm that may produce gale force or higher winds in the Portland harbor area and develop response and resource plans; Plan for 24 hour a day EOC and field operations. Develop pre-plan goals for the ICS team to implement that include the following:

1. Plan for alternate EOC locations, Winn Rd Fire Station, or using the FD mobile command post as a temporary EOC if needed.
2. Plan for evacuation routing, and shelter operations, with up to four shelters.
3. Plan for food and water for emergency workers and evacuees for 7 days, using supplies from Hannaford's Distribution Center or other sources.

4. Plan for emergency deliveries of fuel for emergency generators at public works, Town Hall, the Falmouth Police Station complex.
5. Plan for emergency staffing, allowing half the emergency team to leave and tend to their families and homes, and then allow the other half to do the same when the first half returns to work.
6. Plan for 5 day shifts of at least 12 hours Implement actions as dictated by the Unified Command and the Operations Section Chief. Staff the EOC 24 to 12 hours prior to the arrival of any major storm event that could produce gale force or higher winds. Keep EOC management staff to a minimum. Other important staff can function in the EOC Operations Support Room. Appoint a Scribe to take careful notes of discussions, decisions, maintain an EOC master log, etc.

Referring to storm surge prediction maps (SLOSH maps) in the EOC, ensure the Town is prepared for the onslaught of a hurricane. Make sure additional food and water supplies are available, generators are topped-off, make sure the Town's shelters are staffed and operational as needed 12 hours prior to the storm's arrival.

Notify school officials and coordinate necessary school closures and bus schedules.

Inventory available shelter space, including available hotel rooms, cruise ships in the Port, long-term health care facilities for open bed space, etc.

Ensure adequate supplies are available in the EOC. Consider food, water, toiletries, cots, ICS forms, flashlights and other potential emergency needs.

Develop a staffing plan, to include plenty of support staff to operate phones, copying machines, maintain status boards, work the radios (using trained Incident Dispatchers where available), log emergency response information on WebEOC, and make sure key EOC staff have developed a 24/7 staffing plan for themselves.

Consider creating and staffing a Community Information Team comprised of library and other staff, who can serve as a clearing house for community information concerns (which shelters are open, which *modes of transportation are available to which areas of town, which ATM machines, gas stations, stores, are open*),

Public Works Actions

Evaluate equipment and material (e.g. trucks, barricades, sand, sandbags, etc) available for a major storm event and obtain additional equipment as needed through local vendors.

Implement actions as directed by the Unified Command and the Operations Section Chief.

Develop plans for road clearance measures, using city crews and contract crews from Lucas Tree and other tree/debris removal vendors.

Obtain and stock extra tires for police vehicles, fire vehicles, public works vehicles and busses.

Develop debris removal plans that include a separate landfill if available. Try and separate debris by category (e.g. green debris from trees, shrubs, etc., appliances, roofing shingles that can be recycled, construction debris, etc) and make sure plans call for handling debris as few times as possible.

Response Actions

Determine when it is appropriate to pull emergency workers and vehicles off the street (e.g. when winds reach 65 mph). Determine, with Portland EOC staff, when it is appropriate to close down the Martins Point Bridge.

Coordinate closely with CCEMA and with MEMA. Assign a liaison officer to serve at the Cumberland County EOC in Windham (the bunker) to work closely with county staff, and private industry staff from Verizon, CMP, etc.

Ensure the Town has the proper equipment, manpower and other resources to manage emergency response to a hurricane.

Continue to provide emergency public information to residents and visitors prior to, during and after the storm.

Use ICS forms available in the EOC to track manpower assignments, resource requests, ICS organization, incident objectives and other important incident planning and response information.

Recovery Actions

Conduct damage assessment once the storm passes and work with CCEMA officials to complete damage assessment forms for the city. Consider working with the USCG to use CG helicopters to do initial damage assessment from the air.

Coordinate recovery resources with Portland and other harbor communities. Resources include tree removal services, CMP crews, harbor resources, Red Cross shelter managers, etc.

Develop recovery plans that address public safety first, restoration of public utilities and other essential services second, and restoration of business functions and city functions third.

Make plans to clear lifelines first (major routes that ambulances and other public safety and utility vehicles must travel).

TRANSPORTATION RELATED MASS CASUALTY INCIDENT EMERGENCY ACTIONS (NON-MARITIME)

I. NATURE OF THE HAZARD

The Town of Falmouth is subject to transportation related mass casualty events.

Mass Casualty Incidents (MCI) can and do occur on the major roads that traverse Falmouth, including the Maine Turnpike, Interstate 295, US Route 1 and other heavily used roads, such as Route 26. MCI transportation events can also occur on ships in port (e.g. cruise ships, ferries and other boats, primarily on the Portland side).

II. RISK AREA

The entire Town is subject to the risk of a MCI. Areas more prone to transportation related MCI events are the major highways that traverse through the Town. An aircraft MCI is a distinct possibility from the approach and take-off vectors of the Portland International Jetport.

III. DIRECTION AND CONTROL

Transportation related MCI events are generally managed at the scene of the MCI event, using the Incident Command System, mobile command posts, and multiple fire departments, EMS and law enforcement resources.

The Director of Emergency Services may decide to staff up the Town EOC to provide support to the Incident Commander in the field.

IV. COMMUNICATIONS

Normal Town communications channels will be used to manage response to MCI events. Because such transportation related MCI events generally require a large regional response, it is expected that mutual aid radio channels and other communications channels will be utilized by the IC and by responding units.

V. WARNING

Transportation related MCI events occur with no advanced warning. Areas of the Town that may be in danger because of transportation related MCI events will be warned via methods described in the All-Hazards Emergency Plan, including use of the City Watch system, use of police officers and firefighters using bullhorns and other devices, using the emergency warning system designed for the hard of hearing and other means. The EOC staff will coordinate warning messages and methods, if activated.

VI. EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO). Methods of EPI dissemination include

The instructions outlined in the Communications and Warning appendix. News releases will be developed as needed by the PIO, approved by the EOC Manager, and then disseminated to the public through Portland area radio, TV and print media outlets.

VII. EVACUATION

IC staff would determine, based on current scene conditions, road conditions, and other factors, if evacuation of the public were necessary. Appropriate evacuation routes would be developed in the EOC, approved by the EOC Manager, and then broadcast to the public via the EPI system described above. A combination of police officers, firefighters, public works staff, and appropriate barricades and other traffic control devices would be employed to effect the evacuation in an orderly and timely manner.

VIII. MASS CARE

EOC staff in concert with scene IC staff will determine if mass care facilities should be opened and manned. The primary mass care facility in Falmouth is the Falmouth High School. Approximately 1,000 evacuees can be processed in this mass care facility. Other Town facilities, including the Middle School to be used as a mass care shelter.

IX. HEALTH AND MEDICAL CONCERNS

Area and regional hospitals will be alerted as soon as possible and asked to prepare for an MCI event using their established and tested MCI plans and procedures.

X. RESOURCE MANAGEMENT

Local resources are generally inadequate to deal with transportation related MCI events. If additional resources are needed, the Falmouth Dispatch Center will request mutual aid responders from area communities. The Cumberland County Office of Emergency Management will be contacted by the Falmouth EOC and requested to facilitate the procurement of additional needed resources if mutual aid resources are inadequate.

II. SPECIFIC ACTIONS FOR TRANSPORTATION RELATED MCI EVENTS

E. Fire Department Actions

1. Respond as requested and implement SOG, *Mass Casualty Incidents*.
2. Alert area hospitals and EMS services to be on stand by.
3. Take command and appoint an Incident Commander and ICS staff as appropriate for the event.
4. Keep the EOC, if activated, informed of the event and request resources through the EOC as needed.

F. Police Department Actions

1. Assist the Fire Department with initial response.
2. Direct traffic as required to keep the public away from the event and keep approaches to the event location clear for emergency vehicle traffic.

3. Work with the fire department as needed as part of a Unified Command structure if law enforcement needs (traffic accident investigation, for example) must be included in command decisions.

G. Public Works Actions

1. Assist with traffic control and with transportation support as needed.

H. EOC Actions

1. Activate the EOC if needed to support Incident Command staff at the scene.
2. Coordinate resource requirements, communications, public information and coordination between the city, the county, other mutual aid communities, and the state as needed.

**HAZARDOUS MATERIALS EVENTS
EMERGENCY ACTIONS**

I. NATURE OF THE HAZARD

The Town of Falmouth is subject to large-scale hazardous materials events. According to the *Maine Commodity Flow Study of Hazardous Materials* (Greater Portland Council of Governments publication, July 2002), the vast majority of hazardous materials (hazmat) and extremely hazardous substances (EHS) either enters Maine through Falmouth, or traverses Maine through Falmouth, via road and railway networks.

Known Falmouth Facilities Storing HAZMAT are maintained by Falmouth Fire & EMS.
[Pending](#)

In addition to the major hazmat and EHS facilities listed above and discussed elsewhere in this Plan, The Maine Turnpike, Pan Am Rail, and Interstate 295 traverse Falmouth and hundreds of shipments of hazmat occur weekly via these major truck routes.

II. RISK AREA

The entire Town is subject to the effects of a hazmat event.

III. DIRECTION AND CONTROL

Small hazmat events are handled by Town departments without any emergency assistance through assignment of an Incident Commander (IC), typically from the Fire Department. If a large hazmat event occurs, then the Emergency Operations Center should be activated to support emergency response direction and control at the incident scene.

The Director of Emergency Services may designate the EMA Director to manage EOC operations in response to hazmat events.

IV. COMMUNICATIONS

Normal Town radio communications channels will be used to manage response to hazmat events. Such events are not likely to overload telephone, cell phone and two-way radio systems.

V. WARNING

Hazardous material events typically occur with little or no advance warning. Areas of the Town that may be in danger because of the short term or long term affects of a hazmat incident will be warned via methods described in the All-Hazards Emergency Plan, including use of the City Watch system, use of police officers and firefighters using bullhorns and other devices, using the emergency warning system designed for the hard of hearing and other means. Warning messages and methods will be coordinated by the EOC staff, if activated.

VI. EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO). Methods of EPI dissemination are included in the Communications and Warning appendix.

News releases will be developed as needed by the PIO, approved by the EOC Manager and the Incident Commander, and then disseminated to the public through Portland area radio, TV and print media outlets.

VII. EVACUATION

EOC staff would determine, based on current hazmat conditions, forecast weather conditions, road conditions, and other factors such as probable duration of the event, if evacuation of the public were necessary. Appropriate evacuation routes would be developed in the EOC, approved by the EOC Manager, and then broadcast to the public via the EPI system described above. A combination of police officers, firefighters, public works staff, and appropriate barricades and other traffic control devices would be employed to effect the evacuation in an orderly and timely manner.

VIII. MASS CARE

EOC staff will determine if mass care facilities should be opened and manned. The primary mass care facility in Falmouth is the Falmouth High School. Approximately 1,000 evacuees can be processed in this mass care facility. Other Town facility, includes the Falmouth Middle Schools. The Falmouth High School has no backup power supply at present, but future plans call for purchasing a 150 kW EDG to provide emergency power for evacuees. The Falmouth Middle School would require portable generators if utilized as a mass care facility.

IX. HEALTH AND MEDICAL CONCERNS

The Portland Water District may be contacted to ensure the safety of the drinking water supply. Area hospitals will be placed on stand by at the first hint of a hazmat event that may require EMS response.

Local and regional medical resources are deemed to be adequate to deal with small to medium sized hazmat events.

X. RESOURCE MANAGEMENT

Local resources may not be adequate to deal with medium to large hazmat events. If additional resources are needed, mutual aid agreements would be invoked by the Incident Command, and the Cumberland County Office of Emergency Management will be contacted by the South Portland EOC and requested to facilitate the procurement of additional needed resources.

South Portland Fire Department maintains a substantial amount of equipment in a 26-foot trailer and elsewhere designed to be immediately available to respond to a hazmat incident. All fulltime-uniformed members of the South Portland Fire Department are

trained to the hazmat technician level and are fully capable of responding to and mitigating the effects of hazmat events.

XI SPECIFIC ACTIONS FOR HAZMAT EVENTS

A. Fire Department Actions

1. Respond to the event and implement the applicable SOG, *Hazardous Materials and Weapons of Mass Destruction events*.
2. Isolate the area and establish a perimeter.
3. Establish cold, warm and hot zones.
4. Provide victim assistance.
5. Provide sampling to determine nature and scope of hazmat event.
6. Provide decontamination services to public safety personnel and members of the public affected by the event.
7. Assign a Captain or higher to serve as the Fire/EMS/Hazmat Coordinator in the EOC.

B. Police Department Actions

1. Work with the Fire Department to provide perimeter security.
2. Assign the Chief or Deputy Chief to serve as the Law Enforcement Coordinator in the EOC.

C. Public Works Actions

- 1 Provide assistance as needed to the Incident Commander and/or the EOC staff, including Water Resources Dept. assistance (confined space rescue team and equipment), barricades for perimeter security and other help as requested.

D. EOC Actions

1. Assist the Incident Commander with resources as needed.
2. Provide updates to the community, including emergency public information as needed, and provide updates to county and state EOC officials as requested.
4. Coordinate and implement protective actions, such as hazmat scene and area evacuation.

DISEASE AND EPIDEMIC EMERGENCY ACTIONS

I NATURE OF THE HAZARD

The Town of Falmouth is subject to large outbreaks of disease, as is the rest of the country. Included in this hazard is the possibility for worldwide epidemics and pandemics (e.g. worldwide outbreak of the Avian Flu) as well as exposure to widespread disease spread by weapons of mass destruction.

There are five (5) levels of preparedness for the Avian Flu pandemic, if it occurs, according to the State of Maine draft “ Pandemic Influenza Plan”, dated 7/22/05:

Level I – Human infection with a new virus, but no human-to-human spread.

Level II – Small clusters, but limited human-to-human spread.

Level III – Large clusters, but human-to-human spread still localized.

Level IV – Pandemic Phase – worldwide human-to-human spread.

Level V – Post Pandemic Phase – when flue levels return to normal.

If the Avian Flu pandemic does occur and affects Maine, the Centers for Disease Control estimates there will be an additional 165,000 outpatient visits to hospitals and doctors offices, 4,000 additional hospital admissions, and 900 additional deaths.

Once a new strain of flu has been identified as the one strain causing the pandemic, vaccinations can be developed. It is estimated that mass production and distribution of a new vaccine will occur up to 6 months after the flu strikes.

The Maine Pandemic Influenza Plan lists the following priorities for vaccinations:

- a. Governor and senior state officials
- b. Healthcare workers, first responders, National Guard, fuel and food suppliers.
- c. Transportation workers, UPS, bus drivers, Red Cross, Corrections staff.
- d. Immediate family members of groups A and B above.
- e. Day care workers, teachers, clergy.
- f. Public at high risk.
- g. People providing care to members of the high risk public.

II RISK AREA

The entire Town is subject to the possible affects of disease outbreak, either initiated externally from the Town (e.g. by the crew of an oil tanker in port) or initiated externally, such as a major outbreak of Avian Flu within the Greater Portland Metroplex. Falmouth has a relatively large population of elderly residents, many living in common structures, making the spread of diseases easier to propagate among the elderly.

III DIRECTION AND CONTROL

If disease outbreak occurs, it is likely going to be a citywide and regional issue, and therefore a scene specific Incident Commander is not anticipated. The Emergency Operations Center should be activated to manage emergency response actions.

The Director of Emergency Services may designate the EMA Director to manage EOC operations in response to disease outbreak conditions.

State health officials will normally direct and control actions, under emergency state law designed to prevent epidemics and disease outbreaks from spreading. The Southern Maine Regional Resource Center (SMRRC) located at Maine Medical Center, may take a leading role in coordinating health services, medicine stockpiling and distribution and other health related emergency services.

IV COMMUNICATIONS

Normal Town communications channels will be used to manage response to disease outbreak conditions. Such events are not likely to overload telephone, cell phone and two way radio systems.

V WARNING

Outbreaks of disease will most likely be noticed first within the medical community. By the time an outbreak or an epidemic is identified, warning times for the rest of the public are probably minimal at best. In contrast, warning times for worldwide or countrywide epidemics, such as the flu or other similar disease outbreaks may be known weeks in advance, allowing advance planning and advance public warnings to occur.

VI EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO). Methods of EPI dissemination are included in the Communications and Warning appendix.

News releases will be developed as needed by the PIO, approved by the EOC Manager, and then disseminated to the public through Portland area radio, TV and print media outlets.

News releases must be coordinated with public health officials to ensure consistency of the message to the public.

[See the Falmouth School Emergency Operations Plan for further planning and suggested sample letters pre, during, and post of an outbreak.](#)

VII EVACUATION

Evacuation of the public is not a likely protective action for disease outbreaks and epidemic conditions.

VIII MASS CARE

EOC staff will, in concert with state and local public health officials, determine if mass care facilities should be opened and manned. The primary mass care facility in Falmouth is the Falmouth High School. Approximately 1,000 evacuees can be processed in this mass care facility. Other Town facilities that may serve as an emergency shelter is Plummer-Motz elementary school.

Other facilities where critical emergency care of patients and patient isolation can occur; Such facilities will be identified by state public health officials (in accordance with existing surge capacity plans) and staffed by public health officials. Local officials may be asked to provide support (traffic control, security, etc) at these surge facilities.

IX HEALTH AND MEDICAL CONCERNS

Local health and medical resources are not adequate to deal with large disease outbreaks and epidemics. The Centers for Disease Control (CDC) will most likely be contacted by state health officials to help with medical treatment protocols, providing additional medical supplies from the Strategic National Stockpile (SNS), providing additional medical personnel and equipment and other needs. Local officials may be asked to provide support through decontaminating patients and medical staff, providing logistical support, providing security for the SNS if requested and deployed in Maine, and providing other help as needed to the medical community.

The State Bureau of Health (Maine Center for Disease Control) will determine vaccine distribution centers in affected communities, once the flu pandemic strikes.

Per Maine law (LD 1405) the state government can compel quarantine and isolation of affected individuals and groups (eg. Entire day care center).

The State can also require other measures be taken, such as wearing masks while riding on public transportation, fever screening before students enter schools, etc.

The State may designate and order quarantine in the following locations:

- a. order home quarantine
- b. order work quarantine (can go to work and home only)
- c. designated facility quarantine.

The State may seize or negotiate with hotel and motel owners to turn entire hotels into quarantine facilities, if deemed necessary.

X RESOURCE MANAGEMENT

Local resources are considered inadequate to deal with disease outbreak and epidemic events. If additional resources are needed, Cumberland County Office of Emergency Management will be contacted by the Falmouth EOC and requested to facilitate the procurement of additional needed resources. As noted above, public health officials will generally determine what resources are available, how those resources will be allocated, and determine what additional resources are going to be needed.

EARTHQUAKE EMERGENCY ACTIONS

I NATURE OF THE HAZARD

The Town of Falmouth is subject to earthquake events.

The Cumberland County Hazard Mitigation Plan, dated December 24, 2004, notes that “The USGS Earthquake Hazards program reports a total of seven significant earthquakes in Maine over the past 100 years, all of which were felt in Cumberland County, although none were centered in the county, and none caused major damage in the immediate area”.

An earthquake measuring 7.2 on the Richer scale occurred off the coast of Newfoundland in 1929 that affected the coast of Maine. Another earthquake occurred in 1957, when a tremor occurred 20 miles off the coast of Portland, resulting in minor damage to homes (chimney damage, broken dishes, windows, etc).

The US Geological Survey (USGS) measures earthquake risk by estimating Peak Ground Acceleration (PGA), measured in percent g, or the percent of acceleration due to gravity. Minor earthquake damage occurs typically at 10 percent g or greater. Severe damage occurs generally at the 60% g or greater level.

To estimate risk from earthquakes, the USGS estimates the highest level of PGA, which has a 10 percent probability of being exceeded during a 50-year period. The range of values in Cumberland County ranges from 4%g to 7%g.

II RISK AREA

The entire Town is subject to earthquakes and subsequent damage from earthquakes.

III DIRECTION AND CONTROL

If an earthquake occurs and is felt in Falmouth, it is likely going to be a Town-wide issue, and therefore a scene-specific Incident Commander is not anticipated. The Emergency Operations Center should be activated to manage emergency response actions.

The Director of Emergency Services (City Manager) may designate the EMA Director to manage EOC operations in response to flooding conditions.

IV COMMUNICATIONS

Normal Town communications channels will be used to manage response to earthquake conditions. Earthquake events are not likely to overload telephone, cell phone and two way radio systems; however some systems may be damaged and assumed to be unavailable.

V WARNING

Earthquakes occur with no warning. The public will be warned as soon after an earthquake that has been felt in Falmouth has occurred, via methods described in the All-Hazards Emergency Plan, including use of the City Watch system, use of police officers and firefighters using bullhorns and other devices, using the emergency warning system designed for the hard of hearing and other means. Warning messages and methods will be coordinated by the EOC staff, if activated.

VI EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO). Methods of EPI dissemination are included in the Communications and Warning appendix.

News releases will be developed as needed by the PIO, approved by the EOC Manager, and then disseminated to the public through Portland area radio, TV and print media outlets.

V EVACUATION

EOC staff would determine, based on current conditions, weather forecast conditions, road conditions, and other factors, if evacuation of the public were necessary. Appropriate evacuation routes would be developed in the EOC, approved by the EOC Manager, and then broadcast to the public via the EPI system described above. A combination of police officers, firefighters, public works staff, and appropriate barricades and other traffic control devices would be employed to effect the evacuation in an orderly and timely manner.

VI MASS CARE

EOC staff will determine if mass care facilities should be opened and manned. The primary mass care facility in Falmouth is the Falmouth High School. Approximately 1,000 evacuees can be processed in this mass care facility. Other Town facilities, includes the Falmouth Middle School, can be used as a mass care shelter.

VII HEALTH AND MEDICAL CONCERNS

The Portland Water District may be contacted to ensure the safety of the drinking water supply. Local officials may mandate “boil water” orders for those on well water systems or others as determined necessary. If massive damage occurs to one or more sections of the city, then the Mass Casualty Incident (MCI) Plan may be implemented.

Local medical resources are deemed to be adequate to deal with earthquake victims.

VIII RESOURCE MANAGEMENT

Local resources are considered inadequate to deal with earthquake events. If additional resources are needed, Cumberland County Office of Emergency Management will be contacted by the Falmouth EOC and requested to facilitate the procurement of additional needed resources.

MAJOR SHIP / HARBOR EVENTS EMERGENCY ACTIONS

I NATURE OF THE HAZARD

The Town of Falmouth is subject to, and has experienced, major ship and Portland harbor events.

Major ship and harbor events could include terrorist related acts (e.g. intentional grounding of a ship at the entrance to Portland Harbor, rendering the Harbor impassible for months), attacks on the Casco Bay Bridge, or major accidents involving oil tankers on the South Portland side of the harbor or cruise ships on the Portland side.

The Julie N tanker struck the Casco Bay Bridge in the 1990's, causing the bridge to be out of service for a substantial length of time, and creating an oil spill from the tanker that took months to remediate.

The M/V Tomano, a large oceangoing crude oil tanker, struck Soldier's Ledge in 1972 releasing thousand of barrels of number 2 crude oil into the harbor off Clapboard Island causing wide scale destruction to the Falmouth waterfront. If this type of disaster were to occur today during the summer months, the resulting damage to property and industry would total an estimated one-hundred million dollars.

An aviation accident could also occur in the harbor that would qualify as a major disaster. The City of Washington D.C. planned for a worst case accident, which involved a fully loaded jet crashing on take off or landing at the Reagan Airport, with the crash occurring on a major bridge during a storm, in rush hour traffic. In fact that worst case accident did occur in the mid 1980s with the crash of Florida Air Flight 90 (Palm 90) into the 14th Street Bridge during a snowstorm with rush hour traffic.

II RISK AREA

The entire coastline area of Falmouth, from the Portland / Falmouth line at Martin's Point to the Cumberland / Falmouth line, is at risk from the affects of a major ship or harbor accident.

III DIRECTION AND CONTROL

A harbor event would be a very challenging event to direct and control. A unified command (UC) post and team would be quickly established at a site near the scene. Participating in the UC structure would be fire, EMS, law enforcement and emergency management officials from Falmouth, Portland, and South Portland, along with the US Coast Guard and representatives from the ship or terminal where the emergency occurred.

The Falmouth EOC would be quickly activated to (1) provide support to the Unified Command team, and (2) evaluate other Town emergency needs, such as the evacuation of populations near the scene, opening of mass care shelters, evaluation of public utility status, including water, gas and electrical utilities, and to coordinate emergency actions

with county, state and federal officials involved in the response operation or the recovery operation.

The US Coast Guard, pursuant to 33 CFR Subchapter H and federal maritime law (such as Section 102 of Public Law 107-295, the Maritime Transportation Security Act) will have primary jurisdiction for events that occur in the harbor. The USCG would activate their Area Maritime Security Plan (AMSP), section 6000.

Additional federal and state representatives from the FBI and the Maine National Guard WMD Civil Support Team are expected to be quickly mobilized and requested to respond.

The Director of Emergency Services may designate the EMA Director to manage EOC operations in response to evolving conditions.

IV COMMUNICATIONS

Normal Town communications channels will be used to manage response to ship accident and harbor accident conditions. Events of this magnitude are likely to overload telephone, cell phone and two way radio systems during the initial hour or so after the emergency occurred. The US Coast Guard may designate certain VHF channels as working channels for the duration of the incident.

V WARNING

Shipboard and other harbor events will most likely occur with no or very little advanced warning. A warning time of a few minutes may occur with a plane attempting an emergency landing at the Portland Jetport or a ship losing steerage and collision, exploding, etc.

VI EMERGENCY PUBLIC INFORMATION

Emergency Public Information (EPI) will be issued as necessary by the EOC staff, through the Public Information Officer (PIO). Methods of EPI dissemination are included in the Communications & Warning appendix.

News releases will be developed as needed by the PIO, approved by the EOC Manager, and then disseminated to the public through Portland area radio, TV and print media outlets.

All EPI must be closely coordinated between Portland, South Portland, the State of Maine, the USCG and other federal agencies participating in emergency response operations.

VII EVACUATION

EOC staff would determine, in concert with the Unified Command team at the ICP, based on current conditions, forecast conditions, road conditions, and other factors, if evacuation of the public were necessary. Appropriate evacuation routes would be developed in the EOC, approved by the EOC Manager, and then broadcast to the public via the EPI system described above. A combination of police officers, firefighters, public works staff, and appropriate barricades and other traffic control devices would be employed to effect the evacuation in an orderly and timely manner.

VII MASS CARE

EOC staff will determine if mass care facilities should be opened and manned. The primary mass care facility in Falmouth is the Falmouth High School. Approximately 1,000 evacuees can be processed in this mass care facility. Other Town facilities such as the Falmouth Middle School can also be used as a mass care shelter.

VIII HEALTH AND MEDICAL CONCERNS

Local and regional EMS services would most likely be activated in response to a major ship or harbor event. EMS resources would be controlled and coordinated through the UC at the ICP. Area and regional hospitals would initiate their disaster plans as they would for any mass casualty incident.

IX RESOURCE MANAGEMENT

Local resources are considered inadequate to deal with the consequences and effects of major ship and harbor emergency events. If additional resources are needed, Cumberland County Office of Emergency Management will be contacted by the Falmouth EOC and requested to facilitate the procurement of additional needed resources. The ***Greater Portland Standard Operating Guidelines for Command & Control of Port Incidents*** is incorporated herein by reference and found as an attachment.

EMERGENCY MANAGEMENT AGENCY Standard Operating Guidelines

I. PURPOSE

The purpose of this guideline is to outline the responsibilities of the Emergency Management Agency Staff as well as to provide procedures to be used maintaining and operating an Emergency Operations Center.

II. CONCEPTS OF OPERATIONS

A. General

The Emergency Management Agency Staff prepares, plans and provides training that may be needed in an emergency, keeps the Emergency Operations Center in a State of readiness and advises the Director and elected officials on all aspects of emergency preparedness.

B. Phases of Management

1. Mitigation

- a. Maintain inventory of resources available from private and resources.
- b. Recruit and train volunteers.
- c. Coordinate development of mutual aid agreements between emergency agencies.
- d. Prepare Hazard Identification Reports.

2. Preparedness

- a. Develop, review and update the Emergency Operations Plan Annually.
- b. Prepare and keep up to date a roster with necessary Telephone numbers.
- c. Outfit and maintain the Emergency Operations Center (EOC).
- d. Increased readiness;
 1. Review emergency procedures with staff and volunteers.
 2. Distribute radiological monitoring equipment.

3. Response

- a. Advise the elected officials on all emergency procedures and when Requested, notify staff to activate EOC.
- b. Coordinate local emergency preparedness efforts with County, State, and Federal Levels.
- c. Provide public information with the help of a Public Information Officer.
- d. Keep a log of events and record of costs.
- e. Monitor supply and manpower needs so that requisitions or reserves are attainable without interrupting operations.
- f. Coordinate radiological monitoring reports.

4. Recovery

- a. Prepare damage assistance forms for Town Official's review and approval.
- b. Reduce staff and close EOC when advised by Emergency Management.
- c. Critique actions taken during the emergency.
- d. Prepare a report for the Town Officials and Department Heads on emergency response problems and suggested improvements in procedures.

C. Continuity of Government

1. Lines of succession

This information can be found in the Direction and Control Annex

2. Operational Sites

The Emergency Operations Center in town is located at The Falmouth Police Department.

The alternative Emergency Operations Center is located at Winn Road Fire Station.

3. Preservation of Records

Records of Emergency Management functions will be maintained and preserved approximately 3 years, considering their form. These records include the Emergency Operations Plan, financial records, purchasing, personnel, disaster assistance, situation and damage assessment reports.

III. ADMINISTRATION AND LOGISTICS

A. Reporting

1. The Town Officials will be kept informed of any and all significant activities.
2. An event log will be maintained which will not the events and the response actions taken.
3. Records of all expenditures and obligations will be maintained.

B. Agreements and Authority

1. Legal Authority

Unless the situation dictates otherwise, the Town Emergency Manager with the Authority of the Town Officials will authorize all major activities and all public information during an emergency.

II. DEVELOPMENT AND MAINTENANCE

A. General

It is the responsibility of the Emergency Management Director to ensure the operational capabilities of the Emergency Operations Center. This Annex is part of the Emergency Management Plan for the Town of Falmouth.

B. *Deficiencies: Under Review*

C. Update and Revision Procedures

1. The attachments to this annex will be kept current.
2. This annex will be reviewed annually by the Emergency Management Director and changes will be made as needed.

EMERGENCY SERVICES

Standard Operating Guidelines

I. PURPOSE

The purpose of this guideline is to develop coordinated operational planning and preparedness capabilities for the emergency service organizations based in Falmouth.

This annex will outline the responsibilities of the law enforcement, fire, rescue, public works, and emergency management.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

The EMA, Fire, Rescue, Parks & Public Works, and Law Enforcement agencies are all support services to the town.

B. Assumptions

The town could be overtaxed in all departments in an emergency situation. It is assumed that by utilizing the information presented within this annex, the emergency support agencies of your town, will be aware of their own SOP's and resources along with those of other emergency support agencies.

III. CONCEPTS OF OPERATIONS

General

The emergency operations of all emergency agencies are extensions of their routine duties and responsibilities. The support system given to each of the other is likely to protect the citizens and decrease the possibility of loss of life and property in town. Specific responsibilities are outlined in the attachments to this plan.

Phases of Mitigation

1. Mitigation

- a. Train and educate local emergency service personnel
- b. Provide regular maintenance for equipment
- c. Prepare, review, update and recommend improvements and changes to emergency plans and procedures.
- d. Develop mutual aid agreements

2. Preparedness

- a. Prepare and maintain up to date rosters for emergency service personnel.
- b. Maintain all equipment in working order.
- c. Establish mutual aid agreements and inform personnel of them.
- d. Take part in a regular schedule of tests, drills and exercises independently or with other emergency service agencies..

3. Response

- a. Keep key officials informed of all developments.
- b. Assign a representative to the EOC when activated to collect information and coordinate with other response agencies.
- c. Review plans, gauge impact of emergency and determine course of action.
- d. Perform warning notification.

4. Recovery

- a. Revise codes, laws, procedures and suggest improvements where necessary to the Emergency Management Agency Director
- b. Institutes clean up and return to normal conditions.
- c. Review actions taken during the emergency and suggest alternatives.

IV. CONTINUITY OF GOVERNMENT

1. Lines of Succession
The lines of succession in all emergency service agencies are part of their SOP's and will be addressed further in the individual appendices.
2. Preservation of Records
All agencies will make every effort to protect the vital records of their respective departments.

V. ADMINISTRATION AND LOGISTICS

A. Reporting

1. An actions and events log will be maintained noting date, time and sequence of events.
2. Dispatchers will keep radio logs of all radio communications noting times and contents of transmissions.
3. Expenditures and obligations during the emergency situation will be recorded.

B. Agreements and Authority

1. The Town Council/Selectmen have the ultimate legal authority.
2. Mutual aid will be discussed in the attachments to each departmental attachment.

C. Organization Inventory

Equipment, manpower and communications are all addressed in each of the appendices within this annex. Additional information can be found in both the Resource Management and Communications Annex.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibilities

1. The operational capability of all departments is the responsibility of the respective department heads.

B. Deficiencies

1. Deficiencies will be identified and revised whenever possible and budgets allow.

C. Updating and Revision

1. The County Emergency Manager will be informed of any changes in resources or personnel.
2. This annex will be reviewed and updated annually.

EMERGENCY OPERATIONS CENTER Standard Operating Guidelines

I. PURPOSE

To provide standard guidelines, for routine and emergency duties of personnel, within the Emergency Operations Center (EOC);

II SITUATION AND ASSUMPTIONS

Situation

The EOC for the Town is located at the Falmouth Police Department. During an emergency situation it would be staffed 24 hours a day with personnel working in shifts. The alternate EOC is located at Winn Road Fire Station and would be activated if the Primary EOC is not able to function.

Assumption

1. The local field forces under procedures established by the Local Government will handle most emergency situations.
2. Other organizations in the Town are the Fire and EMS and also the Parks & Public Works Department.
3. In large scale emergency disaster situations, or when the local level has the need to request the County EOC will operate on a 24 hour basis until the situation has stabilized.

III CONCEPTS OF OPERATIONS

1. Direction and Control for local level emergency operations will be conducted from the EOC under the supervision of the Emergency Manager or his representative.
2. The Town Council/Town Manager, as the situation merits, may operate from the EOC or their normal offices, maintaining contact with the Local EOC by telephone or liaison personnel.
3. Should a command post become necessary in the field at this point in time it would be Rescue One, which is equipped with communications equipment linking Local Emergency Management to County Emergency Management, Local Fire, State Fire and Public works.
The On-scene coordinator will be the Local Director or their representative.
4. Upon activation, the Emergency Manager will notify County EMA, then will keep the County Informed of the situation daily, and should request all County Agencies assistance through County EMA. Local Support agencies are listed in the Basic Emergency Operations Plan and are detailed in the Emergency Services Annex.

II. RESPONSIBILITY

- A. The Emergency Manager is responsible for the staffing and maintaining of the EOC readiness.

- B. The overall authority lies with the Town Council, assisted by the Emergency Manager (Town Manager). In their absence, those listed in the Line of Succession attachment will resume this responsibility.
- C. Local Emergency Management Staff will be responsible for maintaining a duty roster and work schedule for a 24 hour operating capability.

III. **ACTIVATION OF EOC**

- A. The Falmouth Emergency EOC will be activated upon receipt of:
 - 1. Proclamation of an emergency by the President of the United States and or the Governor of the State of Maine, the Director of Plans and Training Officer of the Cumberland County Emergency Management Agency or at the request of the Town Manager.
 - 2. Others who have authority to activate the EOC are listed in priority order below:
 - a. Town Council
 - b. EMA Director
 - c. Police Chief
 - d. Fire Chief
 - 3. Emergency Management Lines of Succession for operational authority are:
 - a. EMA Director
 - b. Deputy EMA Director
 - c. Town Manager
 - d. Fire Chief

B. Location of the EOC

- 1. The Primary EOC for the Town is located at the Falmouth Police Department.
- 2. The alternate EOC is Winn Road Fire Station.

C. *Emergency Supplies*

One person should be assigned to oversee the operations of feeding and housing the staff:

- 1. **HOUSING OF STAFF-** as needed
- 2. **FOOD-** Food for two meals a day will be purchased at a local store and funded / reimbursed by the American Red Cross.
- 3. **WATER-** the EOC has water from Portland Water District.
- 4. **MEDICAL SUPPLIES:** Supplies are obtained through the Red Cross and can be obtained from a local pharmacy with a purchase order.
- 5. **SLEEPING FACILITIES-** for emergency personnel are located at Central Fire Station.
- 6. **HOUSEKEEPING:** Supplies are maintained by the fire department
- 7. **OFFICE SUPPLIES:** Pre-printed forms are available from the police department records department.
- 8. **WALL DISPLAYS:** Maps of the Town, County and State are located at the EOC.

9. **EQUIPMENT READINESS:** All equipment is subject to a check to maintain an operational condition.

D. Operation of Mechanical Equipment

1. Upon notification of activation of the EOC, building maintenance should notify the suppliers of heating oil and gasoline dealers for deliveries.
2. Operating instructions for the following system will be on file at the EOC and posted:
 - a. Generators:
The generators are tested **weekly** by the **communications staff**. There are operational instructions at **communications center**. The generator is serviced by **Cummins-Northeast, Inc.**
 - b. Heating System:
LP Gas is supplied by **Irving**.

E. Operation of Communication Equipment

1. Telephone Numbers
2. Radio
All radio equipment remains in the EOC and is tested monthly. The EMA Director is responsible for their operational readiness.
3. Messages
All outgoing messages will be assigned an identification number, starting with number 1, a letter designation from each situation by the operation section.
Incoming messages will be given an identification number by the Message Center. Details are in the Communications Annex.

IV. RESPONSIBILITIES

A. Alerting and Warning Procedures

1. The first local staff member to arrive at the EOC, should notify the County EOC and will verify that the Emergency Manager has been notified.
2. The Town Selectmen, based on the recommendation of the Local Emergency Manager should determine when to implement the Emergency Plan of government.
3. The EMA Director will include in his plan a fan-out system for warning all staff members of their organization.

B. Radiological Officer

The Radiological Officer is responsible for coordinating radiological activities within the Town. The EMA Director will establish operations within the EOC, will supervise field monitoring activities, situation assessment, personnel protective measures and decontamination

procedures. The Radiological Officer will evaluate field data and furnish recommendations to the Town Manager to minimize injuries to the public.

C. Radio Officer

1. Coordinate the message center and monitor logs of incoming and outgoing messages.
2. Acknowledge, report and control all messages from radio operators to the operations section.
3. Ensure that all radios are manned for 24-hour periods.

D. Emergency Management Staff

1. Control, coordinate and assist in actions required of their section during an emergency.
2. Maintain a section status board and log of activities.
3. Maintain a current inventory of resources available.
4. Submit a status report of Emergency Manager every 6 hours or upon request.

E. Section Deputies

1. Control, coordinate and assist in all actions required of their section during an emergency
2. Maintain a section status board and log of all activities.
3. Maintain a current inventory of resources available.
4. Each section will submit a status report to the EMA Director every 6 hours or upon request.

V. CONCEPT OF OPERATIONS

A. Pre-Disaster

1. Be familiar with applicable section of the Emergency Operations Plan.
2. Be staffed for 12 or 8-hour shifts, depending on the emergency.
3. Attend all drills and training to maintain an effective operation.

B. Receipt of Disaster Warning

1. Report to the EOC.
2. Call in additional personnel as needed.
3. Establish priorities according to the situation.

C. During the Disaster

1. Keep the Emergency Manager and or Selectmen informed of all activities.
2. Maintain supervision over your sections.

3. Take actions required during the disaster. All coordination for towns should be through the local EOC. For receiving reports, analyze the information by Local Staff and coordinate activities with other Towns and County. Situation reports (SITREP) should be transmitted to the County EOC from the Falmouth EOC by the County/Town radio net. See attachment.

D. Basic Format for Briefings:

1. Review for events since the last briefings.
2. Current situation (including adjacent areas).
3. Current status of resources.
4. Significant problem area and action in progress.
5. Projected situations (weather, additional damage, evacuations etc).

E. Deactivation

1. All logs, status boards, display sheets, and maps should be placed in the EOC for safekeeping; to be compiled and or recopied for storage.
2. Purchase invoices and purchase orders for the incident should be compiled and given to the Falmouth Emergency Manager.
3. Debrief Staff to critique the operation.

F. After Action Activities

1. Hold a formal critique of the Local personnel involved.
2. Develop an after action report.
3. Develop a shortfall list and a corrective action plan.

VI. INTERNAL SECURITY

The Town EMA Director is responsible for assigning personnel for a security force to the EOC if required by the emergency incident. Security would be provided by law enforcement.

[SEE EMERGENCY OPERATIONS PLAN FOR ORGANIZATION CHART AND LINE OF SUCCESSION]

ATTACHMENT
FUNCTIONAL AND VOLUNTEER STAFF
(sample document)

DUTY

PERSONNEL

Management

Personnel

Administration

EOC Maintenance

Operations

Engineering

Disaster Analysis

Police

Fire

Health

RADEF

Communications

Message Center

Communications Maintenance

Radio Operators

Red Cross

Food

OPERATIONAL AND SITUATIONAL REPORTS

I. PURPOSE

To establish a system of reporting significant data from Local Subdivisions to the County Emergency Operations Center (EOC) during a Disaster /Emergency Situation.

II. GENERAL

- A.** Operational reports are a collection and evaluation of the Emergency Management Agency's operational information necessary in order that decision and coordination can be made.
- B.** Situation Reports (SITREP) are narrative reports from local subdivisions that have suffered an emergency and/or disaster, to include reasonable estimates of damage.

III. REPORTING PROCEDURES

Operational Reports

- 1. Reports should be based on the period of time from midnight local time until midnight of the next day. (0000 hours to 2400 hours).
- 2. Reports should be transmitted over the County/Town Radio Net or by telephones required by the situation with no set time elements.
- 3. Reports should be made at least every 8 hours even if negative. (i.e. nothing to report, no change or information not presently available).

SITREP

- 1. An initial report should be transmitted to County as soon as possible upon activation of the Local EOC.
- 2. Additional reports should be transmitted, as more information becomes available.
- 3. In multi-day situations, an update should be sent to County Daily at 1700 hours.

IV. ITEMS TO REPORT

A. Operational Reports

- 1. Factual/confirmed information by competent authority.
- 2. Estimated information based on results from reasonable assumptions or logical analysis.
- 3. Complete and incomplete information as confirmed for the jurisdiction and the situation.

B. SITREP

1. Type of emergency by name, location when it is or it is likely to happen.
2. Damage type and extent to property, public or private.
3. Casualties.
4. If evacuation is necessary or has begun.
5. Status shelters.
6. Communications command channel.
7. Specific resources urgently required.
8. Specific operational support required.
9. Status of emergency government.

POLICE SERVICES

Standard Operating Guidelines

I. PURPOSES

This annex assigns responsibilities and provides coordination of law enforcement agencies operating during emergencies.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

During emergencies, law enforcement agencies must expand their operations in order to provide increased protection required by disaster conditions. Numerous Federal, State and County Law Enforcement agencies are available to support law enforcement agencies.

B. Assumptions

During an emergency, activities of law enforcement agencies will increase significantly. Adequate law enforcement resources and services will often be over taxes and support will come from Mutual Aid. County, State and Federal Law Enforcement Agencies will provide additional support.

III. CONCEPTS OF OPERATIONS.

A. General

Emergency law enforcement operations for Cumberland County Sheriff's Office, the Maine State Police or local Police Departments, will be an expansion of normal functions and responsibilities. These responsibilities will include:

1. Maintenance of law and order.
2. Traffic Control
3. Crowd Control
4. Providing security to other public safety elements of local government as needed.

The Police Department's primary responsibilities are routine law enforcement. Support groups will assist in traffic control, crowd control and security if needed.

B. Phases of Mitigation

1. Mitigation

- a. Review the Hazard Identification Report regarding hazards and vulnerable areas to determine law enforcement needs.
- b. Identify resources that are attainable if need arises.
- c. Continue the review and updating of the Emergency Operations Plan.

- d. Develop mutual aid agreements and understandings with other agencies.
- e. Train municipal law enforcement personnel for disaster work.
- f. Recruit and train volunteers.

2. Preparedness

- a. Maintain up to date rosters.
- b. Identify existing resources and where additional supplies can be obtained.
- c. Review plans and Standard Operating Procedures.
- d. Obtain protective clothing, equipment and antidotes for hazardous environmental situations.
- e. Inventory equipment and maintain in operational readiness.
- f. Obtain maps/charts of the local area.
- g. Develop communications with the Emergency Operations Center.

3. Response

- a. Maintain law and order.
- b. Provide traffic control.
- c. Relocate and house prisoners.
- d. Provide law enforcement at reception centers, feeding facilities and shelters.
- e. Provide security for evacuated or disaster areas for the protection of property to prevent looting.
- f. Assist in movements to shelters.
- g. Report status of victims and property damage, to the Elementary Operations Center.
- h. Decontaminate exposed personnel.
- i. Direct, control and coordinate response personnel.
- j. Maintain records of all decisions, activities, financial expenditures and use of law enforcement resources.

4. Recovery

- a. Continue law enforcement activities as long as necessary
- b. Assist in the return of evacuees to their homes.
- c. Continue damage assessment activities.
- d. Provide missing persons inquiry service.
- e. Prepare a report for governing board, on emergency response problems and recommendations for improvements.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Daily Police Services are provided by the Falmouth Police Department.

- B. Mutual aid is listed in attachment.
- C. If necessary, any prisoners will be the responsibility of the Cumberland County Sheriff.

V. *DIRECTION AND CONTROL*

The Falmouth Police Department is responsible for coordinating law enforcement activities in our town. This law enforcement agency has the authority and responsibility to designate a representative to serve as law enforcement coordinator in the Emergency Operations Center. Routine law enforcement procedures will be followed when and where feasible. The establishment of priorities and coordination between law enforcement units will be effected through mutual aid. Federal support will be requested (i.e. National Guard) through the County Emergency Management Operations Center, but only after all local resources have been expended or deployed.

VI. *ADMINISTRATION AND LOGISTICS*

- A. Emergency authority is granted to the Sheriff's Office and prescribed by State, County, and/or local legislation.
- B. Communications will operate as usual with additional manpower as needed. HAM radio operators can be called in for additional support if necessary.
- C. Security for the Emergency Operations Center, will be provided by the Local Law Enforcement Agency as manpower is available.
- D. Reports and Records will be maintained and submitted to the Naples Town Office to assure historical dates and substantiate reimbursement and Disbursement requests.

PARKS & PUBLIC WORKS

Standard Operating Guidelines

I. PURPOSE

To outline responsibilities, obligations and to develop public works plans for emergencies when extra measures must be taken to protect lives and property.

II. SITUATIONS AND ASSUMPTIONS.

A. Situations

The Town having identified its hazard vulnerability developed this section to meet any circumstances that would create a need for Public Works Services.

The Public Works Director, in addition to supervising day to day operations, would be guided by reports from all the municipal agencies and his own work crews, as to the need for additional services, manpower and equipment.

B. Assumptions

The Public Works Director is aware of additional resources available, to include local contractors, as there are not at this time any mutual aid agreements for public works.

III. CONCEPTS OF OPERATIONS

A. General

1. The ultimate responsibility for providing public works services during an emergency rests with the Road Commissioner.
2. The Road Commissioner will coordinate all activities of his department. During emergencies he will report to the Selectmen and when possible, provide a public works representative to be in contact with the

Emergency

Operations Center.

B. Phases of Emergency Management

1. Mitigation

- a. Relocate materials and equipment out of identified hazard areas whenever possible.
- b. Review the Hazard Identification Report periodically regarding hazards and vulnerable areas to determine measures that can be taken to reduce the effects of potential hazards, plan appropriate response activities and identify the equipment and materials that might be required.

2. Preparedness

- a. Place standby equipment in operational readiness.
- b. Obtain additional personnel or equipment that may be needed.
- c. Review and update all utility and public works maps of jurisdiction.
- d. Ensure that adequate barriers and traffic control devices are available, and in good repair.
- e. Identify existing resources and where additional supplies can be obtained (including heavy equipment).

3. Response

- a. Remove debris ice or snow from roadways.
- b. Provide portable emergency power to essential facilities.
- c. Provide portable water and temporary sanitary facilities during an emergency as needed.
- d. Establish communications with the Emergency Operations Center.
- e. Erect barricades and traffic control devices as necessary.

4. Recovery

- a. Coordinate restoration of utilities to essential facilities.
- b. Coordinate repairs to essential services and facilities as appropriate
- c. Participate in compiling after action reports and critiques.
- d. Make recommendations to legislative body about changes, planning, zoning and building codes ordinances to mitigate impact of future disasters.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Town officials along with the Parks & Public Works Director are responsible for carrying out public works plans.

VIII. DIRECTION AND CONTROL

- A. When local resources are used up, work will done by mutual aid assistance.
- B. Central Maine Power and Verizon Telephone Company, will do restoration work as needed.
- C. Water is provided in town by well and Portland Water District.
- D. The Parks & Public Works Director can be reached by radio and cell phone.
- E. The Public Works Director or a representative will check frequently with the EOC during a disaster for updates of any problem areas.
- F. Sanitation services are done by Falmouth Parks & Public Works or contracted to a private company.

FALMOUTH FIRE & EMS

Standard Operating Guidelines

I. PURPOSE

The purpose of this section is to outline the duties of the Falmouth Fire & EMS Department and to provide organization, coordination, and assignment of responsibilities during emergency situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection including conflagrations, forest fires, and hazardous materials accidents.

B. Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from County, State, and Federal Agencies.

III. CONCEPTS OF OPERATIONS

A. General

The responsibilities of fire service personnel for the town in a disaster situation are basically the same as in daily operations.

The primary responsibility is fire prevention and control. Supplemental emergency management duties include operation of the warning system and support radiological operations.

B. Phases of Management

1. Mitigation

- a. Review/update and enforce fire codes.
- b. Review the Hazard Identification Report periodically regarding hazards and vulnerable area to plan mitigation and response activities.
- c. Develop mutual aid agreements and understandings with other fire services in neighboring communities.

2. Preparedness

- a. Inventory equipment and maintain in operational readiness.
- b. Maintain current call up roster.
- c. Establish and maintain warning system and procedures.
- d. Obtain protective clothing, instruments, equipment and antidotes for hazardous environmental situations.

3. *Response*

- a. Rescue injured persons.
- b. Provide information to decision makers regarding hazardous materials.
- c. Deploy equipment and personnel as required in response to emergencies.
- d. Provide information to all emergency service organizations regarding the dangers of fire and technological hazards (chemical and radiological).
- e. Provide fire prevention and suppression training at reception centers, feeding facilities and shelters if required.
- f. Control exposure of personnel in hazard areas and decontaminate exposed personnel.

4. *Recovery*

- a. Continue fire service activities as long as necessary.
- b. Clean, restore, return, or replace if necessary, all borrowed equipment.
- c. Complete cleanup operations and restore to pre-disaster condition wherever possible.
- d. Prepare a report for the governing board on emergency response problems and recommendations for improvements.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In Accordance with Federal and State Fire Regulations, the fire department shall:

- a. Coordinate all fire service activities within the Town of Naples.
- b. Prevent, fight and control Fire
- c. Operate warning sirens.
- d. Control hazardous material situations.
- e. Support radiological protection/detention
- f. Enforce existing fire codes.
- g. Support other public safety organizations
- h. Conduct rescue operations
- i. Have an effective fire prevention program.

V. DIRECTION AND CONTROL

The Fire Chief is responsible for the operation of the fire department within the town. All fire related Emergency Operations will be directed by the Fire Chief or a designated representative. Routine operations will be handled by standard procedures. Additional support will be called up as needed.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for the Fire Department are according to the Standard Operating Procedures for the Department.

VII. ADMINISTRATION AND LOGISTICS

A. Fire resources are listed in attachments:

1. Inventory of all equipment and resources will be maintained by the fire service.

C. Plan Development and Maintenance: This appendix will be developed and maintained by the Emergency Management and Fire Services Agencies covered by it. It will be reviewed annually. Necessary updates will be made.

D. Reporting: Fire service agencies will report damage assessment and observations to the Emergency Operations Center. This will include personal injury and or loss of life and damage to or loss of property both public and private.

EMERGENCY MEDICAL SERVICES (continued)
Standard Operating Guidelines

I. PURPOSE

The purpose of this annex is to outline the duties of the Emergency Medical Service, and to provide organization, coordination and assignment of responsibilities, during emergency situations.

II. CONCEPTS OF OPERATIONS

A. *Assignment of Responsibilities*

1. *Mitigation*

- a. Review the Hazard Identification Report, periodically regarding hazards and vulnerable areas to determine potential emergency medical and rescue services situations.
- b. Develop, review and update emergency procedures.
- c. Develop agreements and understandings with other emergency medical and rescue services.
- d. Train additional personnel for disaster work.
- e. Provide public schools with instructional and educational materials for first aid survival.
- f. Develop public information programs in cooperation with the Public Information Officer(s) for the media about surviving natural and technological disasters.

2. *Preparedness*

- a. Maintain current call up rosters.
- b. Obtain protective clothing, equipment and antidotes for hazardous environmental situations.
- c. Coordinate Emergency Medical and Rescue capabilities with neighboring communities.
- d. Identify existing resources and where additional supplies may be obtained.
- e. Establish training programs for search and rescue personnel.
- f. Develop communications with Emergency Operations Center and other emergency response agencies.

3. Preparedness

- a. Deploy emergency medical and rescue services as required in an emergency.
- b. Rescue and transport injured people to medical care facilities.
- c. Assign a representative to the Emergency Operations Center to advise decision-makers and communicate with the other response agencies.
- d. Provide medical services at reception centers, feeding facilities and shelters.
- e. Maintain communications with Emergency operations Center.
- f. Decontaminate exposed personnel.
- g. Use appropriate protective equipment, instruments, antidotes and clothing to perform tasks in hazardous areas.
- h. Maintain records of all decisions, activities, financial expenditures and use of emergency medical and rescue resources.

4. Recovery

- a. Continue emergency medical and rescue activities as long as necessary.
- b. Return mutual aid to home jurisdictions as soon as possible.
- c. Inventory supplies and equipment and re-supply to pre-emergency levels.
- d. Conduct a critique of actions taken during the emergency.
- e. Prepare a report for the governing board on emergency response problems and recommendations for improvements.

III. ADMINISTRATION AND LOGISTICS

A. Policies

- 1. The Emergency Medical and Rescue Agencies will maintain an inventory of all equipment and resources.
- 2. Staff Rosters will be kept up to date.
- 3. Coordination of emergency medical and rescue activities will emanate from dispatch headquarters for day to day operations and the town Emergency Operations Center in a disaster situation.

B. *Preservation of Records*

Records of Emergency Medical and Rescue activities will be maintained and preserved. These records include financial records, response activities, purchasing, personnel, situation and damage assessment reports and logs of activities and communications.

C. *Reporting*

1. Emergency Medical Release Agencies will report casualties, deaths and observations to the Emergency Operations Center.
2. An event log will be maintained which notes the events and response actions taken.
3. Records will be maintained of resources acquired and financial obligations.

D. *Deficiencies: (list)* Under Review

E. *Agreements and Understandings:* Rescue services for the Town of Falmouth are provided by Falmouth Fire & EMS.

DISASTER RECOVERY

Standard Operating Guidelines

I PURPOSE

To outline the procedures for quick and efficient recovery from a disaster, including damages assessment, disaster assistance and hazard mitigation.

II SITUATIONS AND ASSUMPTIONS

During and following a disaster, timely response is necessary to activate disaster resources and to provide for the comfort and safety of the victims.

III CONCEPTS OF OPERATIONS

- A. As soon as a disaster is recognized, efforts must be made to provide for victims of the incident and to assess impact. Local organizations and private agencies will be involved in these activities until resources are expended, at which point, mutual aid and subsequent State-Federal Aid may be activated.
- B. Phases of Management for Disaster Recovery
 1. **Mitigation**
Coordinate recovery response plans between emergency services and among disaster assistance organizations.
 2. **Preparedness**
Review Recovery Plan. Coordinate available resources. Alert Mutual Aid Communities.
 3. **Response**
Activate recovery systems, damage assessment teams and disaster assistance organizations. Utilize resources and mutual aid pact efficiently. Request State and Federal Aid when local resources and capabilities have been taxed.
 4. **Recovery**
Activate recovery systems, damage assessment teams and disaster assistance organizations. Utilize resources and mutual aid pact efficiently. Request State and Federal Aid when local resources and capabilities have been taxed.

IV RESPONSIBILITIES

- A. **Local Fire Departments**
 1. Fire fighting
 2. Rescue people that are trapped in debris.

3. Identify unsafe building with local building inspector and prevent access to them.
4. Notify utilities to cut off power where lines are downed or could otherwise present a hazard.
5. Control hazardous materials incidents.
6. Perform fire inspections.
7. Direct Decontamination efforts.

B Law Enforcement

1. Maintain law and order.
2. Provide security to shelters and other key officials.
3. Provide traffic control and control access to restricted areas.
4. Assist evacuees upon return to the community.
5. Provide RADEF support as appropriate.

C Health and Medical

1. Establish a field aid/triage station.
2. Transport seriously injured victims to appropriate medical facilities.
3. Assist in Rescue operations.
4. Establish a public information system to inform victims of service available.

D Service Organizations

1. Provide basic first aid to non-seriously injured victims.
2. Assist in providing food, shelter and sanitary facilities for victims.
3. Participate in establishing a Disaster Assistance Center where appropriate assistance programs can be coordinated.
4. Establish a public information system to inform victims of services available.

E Local Code Enforcement/Building Inspector and Tax Assessor

1. Provide technical assistance in damage assessment activities.
2. Actively disseminate useful information to the public, including assistance programs available, status of the incident, traffic flow, shelter locations where relatives may be found etc.
3. Review Hazard Mitigation plans.

F Local Emergency Management

1. Coordinate the recovery effort and serve as communications interface as necessary.
2. Actively disseminate useful information to the public, including assistance programs available, status of the incidents, traffic flow, shelter locations where relatives may be found etc.
3. As interface between local and state governments and agencies.
4. Conduct radiological surveys as appropriate.

G Utilities

1. Repair or restore damaged power lines and facilities needed to restore electrical power for emergency use.
2. Priority repairs to critical facilities.

3. Cut off supplies to downed electrical lines and broken gas or water lines.
4. Repair utilities on a priority basis.

H Public Ways

1. Repair sewers and drains to remedy unsanitary conditions
2. Pump and drain water and other flooded deposits to facilitate rescue efforts and emergency repairs.
3. Assist in rescue efforts by removing debris and rubble.
4. Clear roads and barricade damaged areas as directed.
5. Provide portable water and temporary sanitary facilities as needed.
6. Assist in debris clearing, digging, excavating, lifting of weights, firefighting etc.
7. Call out private contractors and other assistance as necessary.
8. Assist in damage assessment.

I Other Construction

1. Establish a temporary morgue for the collection, identification, preparation of records, and the disposition of the dead and to provide for the safekeeping of valuables removed from the remains.
2. Provide lighting for nighttime rescue and recovery efforts.

V OPERATIONAL SITE

Local recovery efforts will be coordinated from the Falmouth EOC. County side recovery efforts will be coordinated at the EOC, 22 High Street, Windham, Maine. Local Disaster Response Teams will work at various locations but should work through the EOC, at least via telephone.

VI ADMINISTRATION AND LOGISTIC

- A. Policy
Municipalities are responsible for immediate recovery response, and may seek assistance from the Cumberland County EMA when local resources are expended. The State EMA will assist when local and county capabilities have been exceeded.
Once state resources are exhausted, a Presidential Declaration will be requested and Federal Programs may be activated.
- B. Disaster recovery efforts beyond the county will be coordinated jointly by State and Federal Officials, who will monitor for duplication of benefits and will compile local, regional and state totals for state and federal records.
- C. Preservation of Records.
Copies of all completed recovery related forms would be maintained in the Town Office Safe. They will be maintained in County and State EOC's for three years.

VII AGREEMENTS AND UNDERSTANDINGS

There is a Statement of Understanding between FEMA and the American Red Cross. In it the Red Cross agrees to provide emergency assistance to evacuees, disaster victims, and emergency works. Assistance may include fixed or mobile feeding stations, clothing, mss or individual shelter, cleaning supplies, comfort kits, first aid, blood and blood products. Financial aid (grant only) may be available to cover unmet needs. They may also provide counseling and referral services to those who wish to apply for Federal Assistance. The Red Cross may also participate in damage assessment activities.

As the “First On Scene” the Red Cross has a national center which charges it to provide for the basic needs of disaster victims, at least until Federal Assistance Programs begin operating, possibly longer.

Any mutual aid agreements for the Town are outlined in the Emergency Services annex and may be activated in the recovery process.

VIII. PLAN AND DEVELOPMENT

The primary responsibilities for the development and maintenance of this annex belongs to the Town’s Emergency Management Director. This annex will be exercised on a regular basis and will be reviewed and updated as necessary. A record of all revisions will be maintained with the annex.

DAMAGE ASSESSMENT Standard Operating Guidelines

I. PURPOSE

To provide procedures for the assessment of damage resulting from a disaster, as well as for the assessment of the disasters human impact (casualties, homeless, unemployed) as a result of the disaster.

III. SITUATION AND ASSUMPTIONS

Situations

During and following a disaster, efficient damage assessment is necessary to expedite a request for a disaster declaration. Without a declaration, Federal Response Support and funding will not be made available.

Assumptions

The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster and will have bearing on the manner in which recovery is affected.

IV. CONCEPTS OF OPERATIONS

- A. Local personnel to determine the need for immediate aid and to estimate the magnitude of the situation must conduct an initial appraisal. Information should be gathered by the community and forwarded to the County EMA. This survey should include:
 - 1. Number and type of casualties.
 - 2. Public/private property damage/destruction
 - 3. Evacuation shelter status.
 - 4. Radiation Levels.
 - 5. Contaminated areas and levels.
- B. If the degree of damage appears to warrant a "Disaster Declaration", then the State, Federal and Local Personnel, will conduct a "Preliminary Damage Assessment. (PDA).
- C. A detailed damage survey will be conducted by State, Federal and Local Personnel to establish a basis for a declaration request. At this point it is necessary to place monetary values on damages to determine eligibility for Federal Recovery Assistance.

VI. PHASES OF MANAGEMENT

A. Mitigation

1. Establish a damage assessment program.
2. Emphasize a need for development or enforcement of Building Codes and land use regulations.
3. Disseminate emergency response information to the public and to local officials.

B. Preparedness

1. Train local personnel in damage assessment techniques. Include personnel from non-profit organizations as well as any other professionals who could provide assistance. Coordinate damage assessment teams at the local level.
2. Coordinate and participate in exercises that include damage assessment functions.
3. Develop procedures for collecting damage information.
4. Maintain familiarity with procedures and forms used at County and State Levels.
5. Maintain pre-disaster maps, photos, resource lists and other documents for damage assessment purposes.
6. List critical facilities that would require priority repair if damaged.

C. Response

1. Coordinate local damage assessment efforts.
2. Compile damage reports as quickly as possible and forward that information to County EMA.

D. Recovery

1. Review and coordinate submission of documents to County EMA.
2. Keep accurate records of requests for Federal Assistance Monitor restoration activities.
3. Monitor restoration activities.
4. Identify unsafe structures and prevent their use.
5. Review (or suggest review) of building codes and land use regulations for possible improvements.
6. Review land damage assessment and response and update plan if necessary.

VII ADMINISTRATION AND LOGISTICS

A. Lines of Succession

The Damage Assessment Coordinator for the Town is the Falmouth Parks & Public Works Director. If that person is not able to meet the responsibility of that position, then the Emergency Manager will delegate the position. The Damage Assessment Coordinator reports to the Town Council / Manager and or the Emergency Management Director .

VIII ORGANIZATION AND RESPONSIBILITIES

A. Municipality

1. Gather initial damage assessment figures via local damage assessment teams and/or household reports. Local damage assessment teams should include:
 - Code Enforcement Officer
 - Tax Assessor
 - Real Estate Appraiser (as assigned)

This team will perform initial assessments. These estimates must be as accurate as possible, without inflation.

2. Provide Assessments in each of the following categories:
 - a. Debris Clearance
 - b. Protective clearance
 - c. Road and bridge.
 - d. Water Control facilities.
 - e. Public utilities
 - f. Facilities under construction
 - g. Private non-profit facilities
 - h. Other (recreational and park facilities)
 - i. Private or individual dwellings.
 - j. Businesses or places of business.
 - k. Agricultural damages.
 - l. Individual assistance (other than dwellings)
 - m. Disaster related expenses not shown elsewhere.
3. Photograph/film all damages to public and private non-profit facilities immediately after the Disaster and Document any emergency work performed on such facilities. In the event that areas of the state are declared disaster areas such work may be eligible for Federal Reimbursement but only if the community documents that a dangerous condition existed to the emergency work and that emergency work was actually completed.
4. Forward information promptly to County EMA.

B. County EMA

1. Receive, summarize and report damage information that has been collected by municipalities of the County.
2. Report damages and other information to State EMA within 24 to 48 hours, of a request for a "Disaster Declaration". Initial reports may be verbal, but must be followed by a written report within 48 hours.
3. Coordinate the deployment of State and Federal Assistance.

4. Submit a second written report to State EMA, 7 to 10 days following the original request. This information may be used to support a request for a "Presidential Disaster Declaration", or to appeal a Federal Decision to deny disaster assistance. It may also be used as basis for reallocating resources or to otherwise assist the State in planning its recovery.

C. State EMA

1. Receive and compile state agency and county/local damage assessment and human impact information.
2. Coordinate the formation and deployment of joint Federal and State Damage assessment teams.

IX RELEASE OF ASSESSMENT INFORMATION

1. Private appraisers, insurance adjusters and others may obtain damage assessment reports from the Damage Assessment Officer, Only with the Consent, of the Board of Selectmen (or list whom). Such information will be limited to that necessary to assist them in expediting the adjustment of claims.
2. Media personnel may obtain general damages reports from the Public Information Officer. Details released to the media must be authorized by the Town Manager.

**DAMAGE ASSESSMENT
ATTACHMENT**

I. PURPOSE

This attachment documents procedures which may be implemented following a Presidential Disaster Declaration, to assist victims of the disaster.

II. SITUATIONS AND ASSUMPTIONS

In an emergency or disaster situation, there will be damage and a need for technical and financial assistance for the community and its residents.

Some programs require a presidential declaration in order to activate. Others are available without a declaration.

Local assistance efforts may be immediately implemented, whereas Federal and State Programs may take several days to activate.

III. PHASES OF MANAGEMENT

1. ***Mitigation***

Communities should be familiar with potential hazard areas and disaster response options, as well as programs such as flood insurance and disaster recovery.

2. ***Preparedness***

Develop a plan to coordinate the responses of the disaster assistance agencies. Exercise the plan on a regular basis. Select potential sites for Disaster Assistance Centers. Review and coordinate public information programs to inform the public of assistance programs available.

3. ***Response***

Activate disaster assistance programs. Coordinate the programs between the agencies involved. Establish a Disaster Assistance Center (DAC) where victims can report to submit applications, seek assistance and notify the public of the locations of these DAC's,

4. ***Recovery***

Conduct post-disaster critiques with all agencies involved, determining inadequacies in the systems or the plan. Revise the Disaster Assistance Plan as appropriate.

IV. ORGANIZATION AND RESPONSIBILITIES

A. **Local EMA**

1. Work with private service organizations, state and Federal Agencies to locate and establish a DAC.
2. Assist in public information efforts.
3. Assist incapable victims.
4. Recovery briefings with DAC.

B. **Disaster Assistance Organizations/ Agencies**

1. Inform public of assistance each organization has available.
2. Administration assistance programs from the DAC's.
3. When necessary, coordinate assistance between organizations to minimize duplication of benefits.

C. **County EMA**

1. Inform public of assistance programs.
2. Act as Liaison between Local/State and Federal Agencies

D. **State EMA**

1. Assist in establishing the DAC's (Disaster Assistance Centers)
2. Act as liaison between local and federal agencies.

V OPERATIONAL SITES

A disaster assistance center (DAC) will be established where victims can apply for recovery assistance in Presidential Declared Disaster Area. The location of the DAC will be decided by collaboration between local, state and assistance organizations.

When locating a potential DAC, consideration should be given to:

1. Proximity to the affected area.
2. Parking availability.
3. Access via public transportation
4. Ability of the site to accommodate representatives of assistance agencies (size, seating capacity, desks etc). and the expected number of people seeking assistance.

RECOVERY PHASE CHECKLIST

	Release outside assistance, including volunteers
	Ensure the return of borrowed or rented equipment and supplies
	Reduce or remove restrictions in disaster area
	Mark a map of the community to show damage sites and types of damage
	Estimate damages to public facilities, and the cost of public personnel services in the repair and clean up in these categories. Use Damage/Injury Assessment Form.
	Complete Debris Removal
	Lift Emergency Measures, as appropriate
	Restore Damaged Roads/Streets/Bridges/Culverts
	Assess Status of Water Control Facilities
	Estimate Damage to Public Buildings
	Estimate Damage to Private Nonprofit Facilities
	Estimate Damage to Other Public Facilities, such as Parks or Recreational Areas
	Identify the effects of any damage on people and the delivery of essential public services, determine: <ul style="list-style-type: none"> • Number dead, injured, missing, homeless • People needing shelter, food, or clothing • Number in shelters • Number evacuated
	Collect information to determine damages to: <ul style="list-style-type: none"> • Private residences • Business and industry • Municipally owned property • Farms • Schools • Hospitals, nursing homes
	Update information previously reported to Vermont Emergency Management by phone. Mail or FAX Damage/Injury Assessment Form to Vermont EMA as soon as possible. Report severe damages as soon as you know of them, even if you cannot make a good cost estimate. This will alert State officials that a major problem exists in your community.
	Request State/Federal Assistance through the Vermont Emergency Management, if necessary
	Photograph as much damage as possible, for documentation

	Maintain records of labor, equipment, and materials used in disaster response
	Participate with Federal/State/County Preliminary Damage Assessment Team
	<p>If a Presidential Declaration is received:</p> <ul style="list-style-type: none"> • Receive notice of Presidential Declaration of Disaster • Meet with State and Federal EMA representatives at an Applicants' Briefing to complete an Application for Assistance Form for federal assistance • Provide space for Disaster Recovery Center (DRC), if needed • Provide a representative at DRC
	<p>After each disaster operation:</p> <ul style="list-style-type: none"> • Assure proper notification of relatives of victims • Ensure debris clearance • Activate decontamination, if applicable • Keep public informed • Obtain crisis counseling for victims and responders <p>After each disaster operation:</p> <ul style="list-style-type: none"> • Critique community's response to the disaster • Prepare report for official records • Update/revise emergency plans

All services are to be performed at your own expense. The contractors will be billing you directly.

EMERGENCY PUBLIC INFORMATION Standard Operating Guidelines

I. PURPOSE

To establish procedures for distributing emergency and non-emergency information to the public as efficiently as possible. This annex also provides procedures for coordinating public information with the media and other departments that could become involved.

II. SITUATION AND ASSUMPTIONS

A. Situation

The Citizens of the Town speak English as a primary language. At present there *are* hearing impaired citizens in the community. The population is approximately 12,000, but may increase in the summer because of tourism.

TV and Radio Broadcasts come out of the Portland, Maine Broadcasting Stations. The local newspapers are the Portland Press Herald and the Forecaster. Many residents subscribe to the Portland Daily papers.

Radio communications can occur between the Town EOC and the County EOC, and messages can be relayed to the Emergency Broadcast System(EBS).

B. Assumptions

During emergencies, the public will demand and will need information about the situation, including instructions on proper survival or response actions.

The media may demand information about the status of events, public safety measures, etc, in fact, the demand for information could be overwhelming if procedures are not in place to deal with requests. The media can plan an important part in keeping the public informed before, during and after an emergency. If interested reporters are not kept informed, there is a possibility that rumors and or panic could spread. This plan is written on the assumption that the media will be willing and able to keep the public informed.

This annex assumes that telephone communications will remain open during an emergency, since the Emergency Broadcast station (WTHT-

FM 10-3, Portland) requires a phone call to request activation of the Emergency Broadcast System.

It is assumed that the citizens of New Gloucester will have the capability to tune in to the EBS station.

III. CONCEPT OF OPERATION

A. General

During an emergency, public information will generally be specific to the event. Information should be instrumental in nature, although efforts may be made to keep people informed of the progress of events.

Information should be presented as accurately and as positively as possible and efforts should be made to control the spread of rumors.

B. Phases of Management

1. Mitigation

As much as possible ongoing efforts should be made to keep the public informed of possible emergencies, and how to respond to them. An informed public will be better able to take action during an emergency. Public affairs brochures are available from County and State Emergency Management Agencies and can be distributed before and during an emergency.

2. Preparedness

Plans, procedures, checklists, contact lists and standby public instructions have been prepared as part of this annex. Instructional information is also available through County EMA.

Capabilities have been developed to provide immediate emergency information to as much of the public as possible.

Options include:

- a. Public Service Announcements on Television and Radio Stations (contact lists are attached). Written agreements with the stations are on file at County EOC.
- b. Use of the Emergency Broadcast System through the County EOC.
- c. Instructions may be printed and passed out to the public prior to an emergency (by either police or emergency management).

During an emergency of longer duration, local and county newspapers may be available to print emergency instructions.

The Towns Public Information Spokesperson should be familiar with media operations and should develop working relationships with local reporters.

3. Response

In the event of a public emergency, local officials and the Emergency Manager will determine the best method to notify the citizens.

Possible options are:

1. Radio and TV Broadcasts, including EBS
2. Mobile public address
3. Door to door notification
4. Pre-printed instructions
5. Handouts distributed at traffic control points during an evacuation and/or when evacuees return to their homes.

One person should be designated to distribute information and instructions to the public and to work with any reporters covering the incident.

Public Information should be given according to the priority:

1. Lifesaving and safety instructions
2. Emergency status information
3. Other useful information, either from the government or in response to media requests.

A media center may be established at the EOC or at the Scene of the incident. This should be the point-of-contact for all reports.

The Emergency Broadcast System should be used only in very large-scale disasters. In most cases, public service announcements are a better option. The decision to activate the EBS must be made by the Towns Emergency Manager, or the County Emergency Manager.

4. Recovery

Following an emergency public information should include information on restoration of essential services, return to evacuated areas and assistance programs available.

When time allows, a review of the emergency public information system should be conducted and this annex should be changed as appropriate.

V. ORGANIZATION AND RESPONSIBILITIES

- A. The ultimate responsibility for emergency information belongs to the Falmouth EMA Director who sets policies and directs the staff in carrying them out. The Emergency Manager has responsibilities for the EOC and emergency communications. Initial public warning is addressed in the Communications and Warning Annex of this plan.

- B. A Public Information Officer (PIO) or spokesperson will be designated by the Falmouth EMA Director and will act under that persons supervision. The PIO is responsible for the activities of the emergency public information system. The PIO may delegate responsibilities with the approval of the Incident Commander. During an emergency the PIO will.
1. Establish an information center as the point of contact for reporters during an emergency. This may be at the EOC or on the Scene of the Incident.
 2. Collect, evaluate and relay information and instructions to the public:
 3. Work with reporters as necessary.
 4. Coordinate emergency information between the different agencies who have information to distribute.
 5. Distribute printed emergency information materials, which can be obtained through County EOC.
 6. Verify incoming information before releasing it to the public or to reporters.
 7. Clear all information with the Town Officials before releasing it to the Public or to reporters.
 8. Inform the public about places of contact for missing relatives, continued emergency services, restricted areas etc.
 9. Monitor media broadcasts for accuracy and when appropriate, correct any inaccurate statements and prevent the spread of rumors.
 10. Keep records of all action taken (for future reference). A permanent file should be maintained at the EOC.

During non-emergency periods, the PIO should coordinate on-going public education with the County PIO. Programs are available through County to address public safety in a variety of emergencies.

C. Coordination of Emergency Public Information

1. On the Scene PIO's will coordinate among themselves and will normally release emergency information from a single location. Representatives from the Red Cross, Salvation Army, utility companies, and other response organizations should be available at this location.

2. If the County or State Emergency Management Agency activates a joint information center, or if the Governor's Press Secretary acts in that capacity, the spokesperson (s) from Falmouth should coordinate emergency information before releasing it. In an emergency with Statewide impact, the Governor's Press Secretary may establish a State Information Center which must coordinate information from the Local Information Center.
3. The State Public Information Officer will summarize the disaster situation and report on state agency response activities. The State PIO will also coordinate with FEMA and provide support to local spokespersons on request.
4. The FEMA PIO will provide information on Federal Response efforts and will coordinate with state and local PIOs.

VI. ADMINISTRATION AND LOGISTICS

A. Lines of Succession

In the event that the designated emergency information spokesperson cannot perform the assigned duties, the position would be assumed by another after consultation with the EMA Director and the Incident Commander.

B. Policies

It is the policy of the Town of Falmouth to cooperate fully with the media by providing complete and accurate information.

All information released must be verified by at least one appropriate source (On-Scene Commander, Fire Chief, Town Manager etc), and cleared through the Incident Commander.

Media relations and emergency information for local incidents will be the responsibility of the local spokesperson until assistance from the County PIO is requested or accepted.

Emergency Information will be presented as positively, yet as accurately as possible.

C. Sites of Operation

The local spokesperson should coordinate emergency information from one location. An information center may be established on the scene of the incident, at the EOC, or in another location determined suitable. This information center should be the one place where reporters can be briefed and can gather information.

D. Preservation of Records

The local spokesperson should log all media contacts, save copies of any press releases, and should keep a record of any information released to either the press or the public. Other departments that issue press

releases should forward a copy of the local spokesperson, although other departments are responsible for their own records regarding media contact.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Town's Emergency Manager will maintain this annex. It should be reviewed and exercised and update annually. Any revisions will be distributed to all those who have a copy of this annex. A log of revisions must be maintained and kept with this annex.

VIII. DEFINITIONS

EBS- Emergency Broadcast System	EMA- Emergency Management Agency
EOC- Emergency Operations Center	EPI Emergency Public Information
JIC- Joint Information Center	PIO- Public Information Officer
SOP- Standard Operating Center	

PUBLIC INFORMATION OFFICER

1. Refer to this Annex for more detailed information on strategies for emergency information.
2. Make sure that all information has been confirmed and approved before it is released. It should be brief and easy to understand.
3. Release emergency instructions and information to the public.
4. Make sure that official spokespersons are thoroughly briefed about all aspects of the emergency.
5. Keep the Emergency Manager informed of the types of information you are making available to the public and media.
6. Coordinate your work with the Public Information Officers or spokespersons of other agencies and departments.
7. Activate the Emergency Alert System if the incident is severe enough. Public Service Announcements through TV and Radio may be quicker and more appropriate. EAS Instructions are included as an Attachment
8. Recruit additional staff if necessary, to man the phones, collect information etc. If the emergency is a long term one, assign the staff in shifts.
9. Designate someone to monitor TV and Radio Broadcasts for accuracy and instruct them to take steps to correct any misinformation (if appropriate).
10. Log all incoming media and public calls and note what type of information was given to them.
11. Dispatch an On-Scene PIO if appropriate to:
 - a. Establish a media control point near the incident site.
 - b. Maintain liaison with the Incident Commander/Emergency Manager.
 - c. Keep the EOC informed of the situation.
 - d. Arrange media interviews (if such action does not hinder response efforts).
12. Arrange media briefing/press conference on a regular or as needed basis. Arrange for an official spokesman.
13. Produce news releases as required.
14. Work with the Red Cross, etc, to provide information on procedures for determining the status relatives and friends in the disaster area. Also help to distribute information on assistance programs available.
15. Release General damage assessment figures when they become available.

16. Consider using “returning home” handouts for evacuees to address initial recovery and safety issues. These could be distributed at traffic control points.
17. Maintain Records of all information and advice you release.

ON-SCENE PUBLIC INFORMATION OFFICER

1. Gather supplies and aids that could help make or clarify a point. Suggestions are:
 - a. Maps of the area affected.
 - b. Marking pens
 - c. Pens and Pencils
 - d. Tape
 - e. Flashlight
 - f. Easel and paper for diagrams etc
 - g. Emergency information SOP's and contact list
 - h. Prepared emergency information materials.
2. Establish a media control point in the vicinity of, but separated from, an incident site or command post.
3. Request media cooperation with “Ground rules: established by the Incident Commander or Emergency Manager.
4. Brief the media on the incident and response actions underway. DO NOT release names or otherwise identify casualties.
5. Maintain Liaison with the Incident Commander or the Emergency Manager to obtain the latest information on the situation.
6. Arrange interviews and live camera shots with key personnel when requested by the media and when such requests can be accommodated without interfering with response actions.
7. Coordinate the use of media pool to minimize traffic in or around the incident scene and command post. Use one or two reporters who agree to “share” the information with the other reporters from other stations.
8. Take steps to control air space if media aircraft interfere with response actions (wind patters etc). If efforts to contact the aircraft fail, contact the Portland Jetport to request restricted air space.

MEDIA INQUIRY

(sample form)

DATE: _____

TIME: _____

ORGANIZATION: _____

REPORTER/EDITOR: _____

TELEPHONE NUMBERS: _____

INFO REQUESTED: _____

USE: _____

DEADLINE _____

RECEIVED BY: _____

RESPONSE: _____

TIME: _____

FURTHER DETAILS: _____

MEDIA INFORMATION SHEET

Nature of Incident:

Current Status:

Injuries: _____

Fatalities _____

Response Actions Taken:

Areas Affected:

Evacuation Recommended: _____ By Whom _____

Public Shelters Opened: (list)

Evacuation Routes(name)

Evacuation Procedures are outlined in the Citizens EPI Instructions Guide.

Other Public Information and recommendations can be found in the Guidebook under the appropriate hazard.

Other information:

EMERGENCY PUBLIC INFORMATION RELEASE

MEDIA CONTACT LOG

RELEASE PAPER

Date	Time	Type	Radio Name	Spoke with	Subject

P= Phone Report

O= Office Visit

F= Field Contact

N= News Release

T= Taped or Live Broadcast

MESSAGE FORMS

DATE:
TIME:
COMPLETED BY:

	Number	Hospitalized	Treated/Released
Injuries			
Facilities			

Hospitals move to	Open	Closed	Limitations	Patients
Mid Coast Hospital 123 Medical Center Drive Brunswick, Me 04011				
Parkview Hospital 329 Maine Street Brunswick, Me 04011				
Maine Med. Center 22 Bramhall St. Portland, Me 04102				

Mercy Hospital 144 State Street Portland, Maine 04101				
Brighton Med Center 335 Brighton Ave Portland, Me 04102				

AIR & MILITARY SUPPORT

Standard Operating Guidelines

I. PURPOSE

To establish procedures for requesting air and military support in support of Civil Emergency Preparedness.

II. ASSUMPTIONS

- A. Request for air and/or military support will be submitted only after all resources available to Local Subdivisions and/or county have been exhausted.
- B. Upon declaration of an emergency, military and/or civilian aircraft may be available.
- C. Civil Air Patrol (CAP) and US Coast Guard Auxiliary (USCGAUX) personnel will be present in County EOC to coordinate requests for civilian air support.
- D. A military liaison officer will report to County EOC to coordinate military support.
- E. If subject to nuclear attack, civil authorities will require support from the military.
- F. Authorization of general war mobilization plans will be prior to or following nuclear attack on CONUS.

III. GENERAL

- A. Requests for civilian air support will be according to agreement with MECAP, MEWG, CAP, USCGAUX, and the State SAR Plan.
- B. Requests for military support will conform to the Military Support and Civil Defense Plan (OPLAN-1-83) and Operations Plan State Emergency (OPLAN STEM-Apr 78).
- C. Requests for support will be submitted by Local subdivisions to County Using format indicated in Appendix 1.
- D. Submission of such requests certifies that all available resources in Local Subdivisions have been exhausted. County at this time will submit requests for support needed to appropriate agencies.

IV. AIR AUTHORITY

- A. Two types of civilian aircraft are available, namely light fixed wing and helicopter.
- B. Arrangements have been made between Cumberland County CAP, USCGAUX, and various businesses for use of available aircraft when such aircraft are not available through established CAP or Military channels.
- C. Fixed wing aircraft may fly in and out of only airfields approved by FAA unless cleared by FAA on an individual basis at time of existing emergency.
- D. Type of missions that may be flown.
 - 1. Aerial monitoring
 - 2. Search and Rescue
 - 3. Observations of Disaster and Damage analysis
 - 4. Evacuation of Personnel to Medical Installations
 - 5. Delivery of Emergency Supplies and or Personnel.
- E. Requests for air support must be specific as to who, what, where and when. Requests for helicopters must be specific in location of site where helicopter may land. Area must be free of trees and high-tension wires. Landing sites should be as close to a road as possible for ease in operation and where possible, colored markers (orange/yellow recommended) should be placed on the ground to identify landing site.
- F. Location of landing sites must be specific by grid coordinates. If available use easily identifiable objects such as towers, pole lines, etc or numbered road intersections from road maps. Remember trails and roads can be difficult to identify from the air without points of reference.

V. MILITARY SUPPORT

- A. All military forces (active and reserve) located within the State of Maine, with limited exceptions, are potentially available resources.
- B. Military forces may employ available resources not being used in combat support, in support of CAP or USCGAUX operations.
- C. A military commander, in furnishing support to Civilian support to civilian authorities is subject to **NO AUTHORITY** other than that of his superior in the military chain of command.
- D. Request for military support will be directed from the Cumberland County EMA Director or his designed representative to the Director of the Maine Civil Emergency Preparedness (MECEP). The State Director will forward the request to the Commander Maine State Area Command.
- E. Primary means of communications will be commercial telephone (Annex G OPLAN 1-83).
- F. Any agency requesting assistance will be responsible for emergency procurement except when under direct order from the President of the United States or the Governor of the State of Maine.
- G. When Military support is requested for localized disasters for the Local Community must be prepared to assume financial responsibility.
- H. Type of Military support:
 - 1. Emergency Repair or Reconstruction.
 - 2. Rescue, Evacuation and First Aid.
 - 3. Explosive disposal
 - 4. Recovery, Identification, etc of Deceased Personnel.
 - 5. Radiation Monitoring and Decontamination
 - 6. Emergency provision of food and facilities for food preparation.
 - 7. Damage assessment of Facilities, Communications and Utilities.
 - 8. Provision for interim communications.
 - 9. Fire fighting and other support Forces with Specialized Skills as required.

MASS CASUALTY INCIDENT SUGGESTED GUIDELINES

INCIDENT COMMANDER

1. In overall charge.
 2. Determines which part of the Guide used or changes to be made.
 3. Designates Medical Commander
 4. Coordinates with Medical Commander on areas of Medical Operations to prevent space conflicts with Fire Operations.
-

Fire Suppression Commander

Fire Resources Officer

Security Officer

Public Information Coordinator

Other

Medical Commander- may be Incident Commander

MISSION:

Direction and Control of Medical Effort

1. Designate Communications Officer for Medical Effort.
2. Make rapid assessment of incident. (Number of casualties and type).
3. Inform Communications Officer of assessment for relay to REMIS.
4. Check with Incident Commander to determine if safe to begin operations.
5. Coordinate with the Incident Commander on areas of Medical Operations to prevent space conflicts with Fire Operations.
6. Designate and assemble following officers, if necessary:
 - a. Extrication
 - b. Triage
 - c. Treatment
 - d. Transportation
 - e. Resources

7. Inform Officers of the following:
 - a. Location of Medical Command Post.
 - b. Information to any changes in this guide.
 - c. Only the Medical Resources Officer will assign all present and incoming resources.
 - d. Areas of Medical Operations.
 - e. Resource needs will be given to Medical Resources Officer, ASAP>
 - f. Obtain locations of extrication, triage, treatment, transportation, and resources C.P's (f not with Medical CP).
 - g. Obtain information on Triage/Treatment areas layouts from Triage/Treatment Officers.
 - h. Get information on entry/exit ambulance routes from Transportation Officer.
 - i. Inform Incident Commander and all other OIC's of A,B,&C.
 - j. Determine the need for a helicopter(s).
8. Get reports from Extrication, Triage, Treatment, Transportation and Resource Officers. Inform Incident Commander.
9. Determine the need for mobile Doctor/Nurse Team(s) from hospitals. Make necessary arrangements.
10. Have Communications Office alert Medical Examiner if necessary through dispatch.
11. Reassign personnel wherever necessary. Take action to correct any problems.
12. After all casualties are dispatched, make arrangements for movement of injured. Coordinate with Transportation Officer.
13. As extrication, triage, treatment or transportation functions, reduce, reassign personnel as necessary.

COMMUNICATIONS OFFICER

MISSION:

Establish and maintain contacts with REMIS, provide communications needs of all Commanders and relay information through REMIS and/or Dispatch and all Commanders.

1. Contact REMIS immediately, request Med Channel for duration of the emergency.
2. Inform REMIS of Medical Commanders Assessment. Request names of Hospitals and numbers of casualties each can handle.
3. Provide REMIS information to Transportation Officer when received.
4. Inform Resource Officer on equipment/supply/manpower needs for Communications Operations.
5. Establish Communications CP location.
6. Assemble necessary personnel for Communications and assign tasks, designate alternate Communications Officer.
7. Provide situation reports to Medical Commander, Dispatch and REMIS.
8. Consult with Extrication, Triage, Treatment, and Transportation Officers on Communications needs. Take necessary actions.
9. Match communications needs with equipment available. Assign by priority. Keep Medical Commander informed of this.
10. Check with Resource Officer on securing unmet communications needs, using any available resource. Assign when received.
11. If possible, insure that no radio system gets traffic overload.
12. Relieve, shift or reduce communications personnel as necessary.

EXTRICATION OFFICER:

MISSION:

Remove casualties to Triage.

1. Check with Medical Commander on whether its safe to begin extrication.
2. Check with Triage Officer on location of Triage Area.
3. Coordinate with Resources Officer on getting manpower lined up.
4. Assemble teams and designate officer in charge (OIC) for each.
 - a. Assign each team to a particular area of responsibility.

5. Assemble all Teams OIC's – Inform all of :
 - a. Location of Extrication Command Post.
 - b. Location of Triage Area entry point.
 - c. That the OIC's are to inform Extrication Command Post of special equipment and operator needs.
6. Relay special equipment and operator needs of OIC's to Resource Officer.
7. Assemble Extrication C.P. Staff. Make task assignments. Designate alternate Extrication Officer.
8. Compile information on types of casualties, numbers and situations.
9. Inform Medical Commander of:
 - a. Location of Extrication CP
 - b. Plan of extrication-number of teams, time frames and situation.
10. Keep Medical Commander informed on the situation, what has been requested, what has been provided or not provided and any changes in operations.
11. Begin relieving, shifting or reducing teams as necessary.

TRIAGE OFFICER:

1. Coordinate with Treatment Officer on location of Triage/Treatment and temporary morgue areas.
2. Inform Extrication Officer on locations of areas above.
3. Establish Triage Command Post (CP) location, assemble staff, if necessary, designate alternate Triage Officer.
4. Inform Resources Officer of needed manpower/supply/material needs.
5. Assemble staff as necessary and assign tasks.
6. Begin Triage of casualties as they arrive. As casualties are triaged, inform treatment officer including information on casualties needing special treatment.
7. Keep transportation officer informed of numbers of casualties, periodically.
8. Keep Medical Commander informed.
9. Begin relieving or reducing staff.

TREATMENT:

MISSION:

Stabilize/Treat Casualties

1. Coordinate with Triage Officer on locations of Triage/Treatment areas and their organization. Include casualty flow.

2. Inform Resources Officer of manpower/equipment/supply needs.
3. Establish a Treatment Command Post (CP).
4. Assemble Staff, as necessary. Designate alternate Treatment Officer. Assign Staff to necessary tasks in Treatment areas with Officer in Charge (OIC) of each.
5. Coordinate with Transportation Officer on Treatment Area Exit Point(s).
6. Oversee Stabilization/treatment of casualties after they have been triaged.
7. Make sure Transportation Officer knows which casualties are to be sent to specialty treatment centers.
8. Report to Medical Commander on situation, locations of Treatment CP, treatment and temporary morgue areas.
9. If mobile Doctor/Nurse Team arrives, brief its OIC and take actions to support the Team's operations.
10. Provide report updates to Medical Commander and Transportation Officer periodically.
11. Begin reducing, shifting or relieving treatment personnel, as necessary.

RESOURCES OFFICER:

MISSION

Provide manpower, equipment and supplies as requested from whatever source available. May be combined by Incident Commander with Fire Resources Officer.

1. Coordinate with Fire Resources Officer first and then Extrication, Triage, Treatment and Transportation Officers, and get manpower/equipment/supply needs from each.
2. Establish Resources Command Post (CP) Location.
3. Assign available personnel in scene to extrication, triage, treatment and transportation, in that order. If possible, assign by units from which they come.
4. Assess what is on hand, what is needed and request through Communications Officer additional resources, coordinate with Fire Resources Officer before transmitting requests.
5. Assemble Resources Staff, provide task assignments for each. Designate alternate Resources Officer.
6. Keep track of resource requests, what is received, by whom used and when returned.
7. Provide report to Medical Commander on Resources CP Location, status of resources on hand, requested and received and any problems encountered. Provide same report to Fire Resources Officer. Keep both periodically informed.
8. Begin reducing, shifting or relieving Resources Staff, as necessary.

TRANSPORTATION OFFICER:

MISSION:

Organize, dispatch of casualties to hospitals/specialty treatment centers.

1. Coordinate with Treatment Officer on flow of casualties from Treatment areas to Transportation Pickup point.
2. Obtain from Communications Officer names of hospitals (including specialty treatment centers) and number of casualties each can take, as follows:

<u>HOSPITAL</u>	<u>SPECIALTY</u>	<u>#OF SPACES</u>	<u># SENT</u>
------------------------	-------------------------	--------------------------	----------------------

3. Coordinate with Medical and Fire Resources Officer on ambulances staging area locations and entry/exit flow ambulances.
4. Get reports on number of casualties by type from Triage officer, update periodically so that information is current.
5. Inform resources officer of manpower/equipment/supply needs.
6. Coordinate with Medical Commander on Helicopter landing zones, if needed.
7. Establish Transportation Command Post (CP) location.
8. Assemble staff and make assignments. Designate alternate Transportation Officer.
9. Begin lining up ambulances at pickup points.
10. As casualties arrived from Treatment Areas, dispatch by ambulance or helicopter to appropriate hospital or specialty treatment center according to triage tag.
 - a. Keep records of casualties sent to each facility. Do not exceed number each can handle.
 - b. Insure that each ambulance driver knows location to which dispatched and how to get there.
 - c. Check with Treatment Officer to identify casualties designated for specialty treatment centers.
11. Provide reports to Medical Commander on location of Transportation CP, entry/exit points, flow of ambulances and any other pertinent information. Keep Medical Commander updated periodically.
12. Begin relieving, shifting or reducing Transportation Staff as necessary.

EMERGENCY SHELTER Standard Operating Guidelines

SHELTER

I. PURPOSE

To establish procedures for providing shelter protection, emergency lodging and feeding of evacuees displaced as a result of emergency conditions or disaster situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

It is the responsibility of municipal governments to protect their citizens by providing shelter in response to emergencies.

Each municipality has identified potential congregate care facilities and reception centers. Some shelters have been identified as offering suitable protection from most hazards (weather, hazardous materials etc), excluding radiological fallout. The National Shelter listing of fallout is unreliably out of date.

There are two types of sheltering situations, those that require protective facilities to protect people from a hazard (storm, fallout) and those that only have lodging and feeding requirements. In some situations, in-place protective sheltering which would require movement through a hazard area. When shelters are required for radiological protection, radiological monitoring must occur. Survey meters are stored and are available for distribution to shelters, which deemed appropriate by the County Emergency Manager.

B. Assumptions

Small scale localized incidents may require evacuation and lodging of a small population, whereas a major disaster would require lodging and feeding of large masses.

FEMA references indicate that in localized incidents, as much as 50% of the population may spontaneously evacuate and seek shelter with family or friends rather than go to an established shelter. The remainder will wait for instructions on evacuation routes, destinations, and shelters.

In some situations, time might not allow for activation of public shelters or there may be inadequate shelter spaces available. In such cases, the public would have to be instructed about in place sheltering techniques.

III. CONCEPTS OF OPERATIONS

A. General

In the event that an evacuation of an area if necessary, provisions have been made for sheltering and feeding of evacuees. In addition skeleton fallout shelter systems exists to support civil defense efforts in time of war.

B. Phases of Mitigation

1. Mitigation

Falmouth Emergency Management will:

- Inform citizens of the availability and locations of Shelters through a strong, ongoing public information program.
- Establish an emergency public information system for announcements about shelter announcements.
- Identify trained radiological monitors and shelter managers.
- Maintain current resources and physical resources.
- Draft announcements with facilities to guarantee access and availability of staff during emergencies.
- Maintain a list of buildings that could be upgraded to protective shelters.
- Encourage shelter considerations in architectural design, especially in buildings being constructed with public funds.
- Identify areas.
- Identify shelter and feeding facilities.

2. Preparedness Municipal Emergency Management

- Review shelter lists, identify short and long term facilities and identify lodging and feeding resources.
- Identify campgrounds that might serve as a reception areas, draft agreement with owners.
- Prepare operating procedures for shelters.
- Coordinate training of shelter managers and radiological monitors.

- Obtain necessary materials for implementation of shelter manager training
- Coordinate emergency public information system with the media.
- Outline a procedure for stocking shelters in an increased readiness phase.
- Determine shelter requirements for registration, food, water, radiological monitoring, medical and health care and sanitation.
- Assemble shelter management materials and stockpile sanitation.
- Identify suitable protective shelters for various types of hazards (i.e., is a reception center adequate or are sleeping and eating facilities required).
- Review Shelter protection and upgrading needs.
- Prepare plans and operating procedures for shelters, including crisis making and stocking, reception and care.

3. *Response*

- Select shelters, assign managers, and distribute Shelter Managers handbooks.
- Open and staff shelters and reception areas.
- Activate Emergency Public Information Systems.
- Mark or otherwise visibly identify shelters, post direction signs to rest rooms etc.
- Maintain records of financial expenditures
- Coordinate municipal Red Cross Shelters.
- Coordinate the distribution of shelter materials and supplies.

4. *Recovery*

- Deactivate unnecessary shelters and have evacuees return to homes when it is deemed safe by municipal officials.
- Clean, repair, restore shelters to original condition, return borrowed equipment and replace used supplies.

- Complete shelter expenses reports and submit them for payment to the Red Cross for the Red Cross operated shelters and to the Local Emergency Manager for shelters opened by the municipality.
- Prepare a report of all activities.

C. Continuity of Government

Designation of responsibilities and lines of succession in a shelter should follow recommendations in the attached operation checklist.

The Municipal EOC's will be the primary operational site for coordinating local sheltering efforts. The County EOC will be activated for County wide sheltering efforts.

Each reception center or shelter will be considered an independent operational site and should have a reasonably structured management organization.

DIRECTION AND CONTROL

A. General

1. The Emergency Manager is responsible to the Town Manager. The Emergency Manager is responsible for coordinating the planning by other agencies and departments.
2. The Emergency Manager appoints the Shelter Coordinator to oversee shelter operations and provide support in Planning. Under most circumstances, the Shelter Coordinator will work out of the EOC. Supporting agencies must be coordinated through the Shelter Coordinator, if unable to meet the responsibilities of the position, the position will be filled by the Emergency Manager, who may choose to delegate this authority.
3. Shelter Managers will be responsible for the operations of their individual shelters. The attached Operations checklist should be used as a reference for shelter organizations.
4. The government of each municipality should be prepared to assist Shelter Operations and should be prepared to offer Staff and or resources.

B. Coordination

The County EMA will coordinate with the Local Emergency Manager for Sheltering responses. County EMA will receive information and supplies (shelter signs) from State EMA and will distribute them to local Emergency Managers as appropriate.

The Local Emergency Managers will coordinate with municipal officials school systems, other facility owners.

Communications with most shelters may be limited. Law Enforcement and Fire Departments may help obtain mobile/portable radio's emergency communications in shelters.

C. Reports

The Shelter Manager should keep the Reports:

- Personnel Records, a list of the shelter population.
- Expense Records
- Tools and Equipment borrowed or loaned.

D. Personal Comfort

Due to shortages of available blankets, citizens requiring overnight shelter should be pre-warned and advised to take their own blankets and or sleeping bags with them to the shelter.

ORGANIZATION AND RESPONSIBILITIES

A. Responsibilities

1. *Municipal Emergency Management*

- Develop and maintain this annex. Identify shelter sites, working with local emergency manager.
- Arrange for management of the shelters with public sector organizations.
- Oversee shelter activities.
- Survey Shelters.
- Develop shelter use agreements.
- Provide Shelter use Agreements
- Provide Shelter Management with kits and supplies consistent with recommendations in the Shelter Managers Handbook.
- Establish public information and education programs.
- Activate and de-activate shelters as needed.
- Provide communications capabilities.
- Develop shelter facility pet care.
- Designate a shelter coordinator.

2. *County Emergency Management/Shelter Coordinator*

- Coordinate mass shelter and or crisis relocation efforts.
- Distribute fallout shelter and crisis relocation efforts.
- Coordinate public information efforts.
- Provide training opportunities for shelter manager and provide crises training to ensure radiological monitors are in each shelter.
- Distribute shelter registration.

3. *Law Enforcement*

- Provide security and law enforcement for shelters.
- Provide traffic control during movement of evacuees to the shelters.
- Provide alternative communications for shelters via mobile units.
- Deliver shelter management kits.
- Train Police Auxiliary personnel to be immediately useful in limited roles in support of law enforcement.

4. Public Works

- Inspect shelter sites.
- Maintain water supplies and sanitary facilities at shelter during an
- Emergency.
- Prepare and or upgrade shelters at the request of the EOC.
- Prepare shelter markings.
- Assist in training the public in expedient fallout shelter construction.

5. Fire Service

- Survey shelters for fire safety.
- Provide advice on shelter fire security.
- Train selected evacuees to serve on shelter fire teams during emergency operations.

6. Salvation Army and other Private Organizations

Support shelter operations to general operating procedures.

ADMINISTRATION AND LOGISTICS

A. Policies

Each jurisdiction will be responsible for establishing, managing and cleaning shelters.
Facilities will be opened and managed by facility personnel, including feeding efforts.

Registration forms should be maintained at each shelter and registration center.

NO Citizens may be denied access to a shelter because of race, color, national origin, sex, age, handicap or creed.

Citizens with contagious illness will be quarantined as appropriate.

In situations requiring radiological protection, procedures, should be followed to prevent (or minimize) the spread of radioactive contamination in the shelters. (See Radiological Annex).

PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Manager and Shelter Coordinator are responsible for maintaining currency of shelter lists and shelter manager lists.
- B. Deficiencies
The State Shelter Plan is not complete.

Existing shelter lists are updated and shelter surveys and ARC agreements have been updated and signed in 2007.

There has been minimal training in shelter management, although opportunities are offered. Few people are prepared to assume responsibility for a shelter. There is a plan to rectify this situation through collaboration with the ARC.

REFERENCES

- a. As in Basic Plan.
- b. CPG 1-19 July 1978, Guidance for the Development and Emergency Fallout Shelter Stocking Plan.
- c. FEMA, May 1984, Shelter Management Handbook.
- d. SM 11 June 1981, How to Manage Congregate Lodging Facilities and Fallout Shelters.

SAMPLE
IN-PLACE SHELTER ANNOUNCEMENT

The Falmouth Emergency Management Director has released the following message for the Town of Falmouth.

The Director has announced that an emergency exists at _____.

OPTION #1

Persons living, working or traveling within ____ miles of this area should take sheltering action.

Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.

All persons traveling in the area in motor vehicles, should roll up their windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not available, improvised respiratory protection may be taken by placing a handkerchief, towel or other similar item over the nose and mouth until you can get indoors.

Persons who have taken shelter should observe the following procedures.

1. Close all doors and windows.
2. Disconnect air conditioners and fans, and close all flue pipes.
3. Lower the thermostat setting to any heater to minimize the intake of external air.
4. Remain indoors, keep your radio and TV turned on and listen for further emergency instructions.
5. Do not use the telephone. Leave all of the lines open for emergency communications.

6. Special arrangements have been made by local official to take care of school children and hospital/nursing home patients. Others not at home should take the best available shelter near where they are.
7. Do not attempt to evacuate when shelter is ordered, such a course may be more hazardous then staying.
8. If a cloud of material directly threatens your area and you are so advised take shelter in an inner room or basement, placing as much distance and mass as possible between you and the outside.
9. If you feel that you have been exposed to any materials, particularly if you have just come in from outside, wash your hands and face thoroughly. If possible take a shower. Immediately notify the shelter supervisor for further instructions.
10. Keep pets inside and to the extent possible, bring farm animals into covered facilities.
11. Stay in your place of shelter until you receive official notice that it is safe to go out. The proceeding has been an announcement by the Augusta Emergency Manager, for the Town of Augusta. It calls for all persons living, working or traveling within ____ miles of _____-to take shelter.

For further information stayed tuned to this station.

ANIMAL SHELTERING Standard Operating Guidelines

I. PURPOSE

To inform residents on how to plan for the care of their pets for any natural or manmade disaster in the area. This is a local plan but may be used in association with the Cumberland County Community Animal Response Team (CART) and State of Maine Animal Response Team (SMART) plans.

- Encourage pet owners to take pets with them if they evacuate the area
- In the event that they cannot take their pets, they should make arrangements in advance with friends or relatives to house pets in case of emergency
- If you are able to take your pet ensure that you bring your pet's food, medications (if any) and a pet carrier to house your pet in at the shelter
- Residents are encouraged to obtain identification for their pets, such as a town license, rabies tags and microchip or tattoo identification for livestock if other means of identification is not available
- Owners of livestock should become familiar with loading their animals in trailers for transporting

II. TEMPORARY MUNICIPAL ANIMAL SHELTERS

Municipal Contacts:

Chuck Burnie
Animal Control Officer
271 Falmouth Rd
Falmouth, ME
Office: 781-2300 ext 150
cburnie@cumberlandmaine.com

Kevin Cady
EMA Director
271 Falmouth Rd
Falmouth, ME
Office: 781-2300
kcady@town.falmouth.me.us

The following town facilities can be used as primary temporary shelters for individuals with service/working animals:

Falmouth High School
Woodville Rd
Falmouth, ME

Plummer-Motz School
Lunt Rd
Falmouth, Me

The following town facilities can be used as primary temporary shelters for individuals with the following caged companion animals; Dogs, Cats, Ferrets, Snakes, Fish, Mice, Rats, and Birds.

Falmouth High School

The following town facilities can be used as alternative temporary shelters. These buildings are equipped with heat and running water to sustain a temporary shelter for a short period of time:

1. Under Review

Available Local Animal Shelters

Facility	Address	Contact	Phone	Notes
FALMOUTH HAPPY CAT	561 BLACKSTRAP RD, FALMOUTH	CLAIRE CHELLIS	797-0001	LIMITED SPACE CATS ONLY
WESTSIDE ANIMAL CLINIC	GRAY RD CUMBERLAND	DR PERKINS-	829-4090	LIMITED SPACE CATS & DOGS
CARWAY	CUMBERLAND RD NORTH YARMOUTH	RYAN FORMDAM	829-6312	LIMITED SPACE DOGS ONLY

EMERGENCY ANIMAL CARE

Facility	Address	Contact	Phone	Notes
EMERGENCY VET CENTER	WARREN AVE PORTLAND		878-3121	CAN HANDLE MOST SMALL ANIMAL CASES
BLACKSTRAP VET CLINIC	21 SCHUSTER RD CUMBERLAND	DENISE MCNITT	838-4206	HORSES & OTHER SIMILAR LIVESTOCK

MAINE EQUINE ASSOCIATES	31 ESTES RD NEW GLOUCESTER		782-8318	HORSES

EVACUATION

Standard Operating Guidelines

I. PURPOSE

- A. To provide for the orderly and efficient evacuation of any part of the population of the Town.
- B. To provide a planning base for the any type of evacuation that might be necessary. This annex is part of the Town's Emergency Operations Plan and is intended for use in conjunction with other annexes. Reception and Care operations are outlined in the Shelter Annex.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

There are many hazards that could necessitate an evacuation of some or all of the population of the town. The situation and amount of warning time will determine the evacuation procedures. Additional transportation resources will be necessary to assist those who do not leave in their own vehicles and those that are handicapped and inform.

B. Assumptions

The nature of the threat and the possibility of evacuation must be considered. Information will be related to the public by established warning procedures. Those who refuse to follow instructions will be left alone until all that are willing to leave are provided for. Then, time permitting, further efforts will be made for a secondary search to persuade stay-puts (or anyone left behind) to evacuate.

III. CONCEPTS OF OPERATIONS

A. General

Evacuation may prove to be the only practical means of protecting people from the efforts of some disasters. Evacuation may be necessary when any portion of the public would be in extreme danger as a result of exposure to a hazard.

The decision to evacuate must come from the Governor of Maine, the Town Officials upon recommendation of the Fire Chief, Law Enforcement or field officials.

The primary means of transportation will be by private automobile, although some portions of the Towns population will require other organized means of evacuation.

IV. Phases of Management.

1. Mitigation

- a. Identify possible evacuation areas
- b. Prepare plans to include transportation means, routes and traffic control.
- c. Determine the transportation needs and numbers of citizens unable to evacuate independently.
- d. Identify suitable reception areas.

2. Preparedness

- a. Provide for relocation of essential resources.
- b. Identify essential industries and services.
- c. Identify pickup points and rest areas.
- d. Coordinate public information with media.
- e. Coordinate evacuation with reception areas.

3. Response

- a. Establish evacuation routes, traffic control points, and barricades.
- b. Notify the public by all possible means, the need to evacuate.
- c. Establish a reception area and provide a site manager and security if necessary.
- d. Coordinate public information and provide transportation for those unable to do so themselves. Emphasize car-pooling.
- e. Establish area for pets to remain and receive care.
- f. Transport personnel, critical supplies and equipment to reception areas using all available means.

4. Recovery

- a. Announce re-entry of essential service personnel and provide transportation if necessary.
- b. When the public is allowed to return, announce re-entry via all possible means, provide traffic control and transportation as necessary.
- c. Continue to provide traffic control and transportation as necessary.
- d. Pets must be claimed and transported by owners.

V. Direction and Control

The overall authority for coordinating an evacuation lies with the Town Manager. The Emergency Manager may provide support. Unless impossible, the evacuation will be coordinated from the Pownal EOC. If that location is part of the area being evacuated, then operations will be moved to alternate EOC.

VI Continuity of Government

Continuity of Government is addressed in the Direction and Control Annex to this plan: Specifics to recovery are outlined in appendices to this annex.

VII. RESPONSIBILITIES

A. Law Enforcement

1. Assist in Evacuation
2. Provide Traffic Control
3. Assist in public information
4. Provide security in evacuated area; prohibit unauthorized movement of personnel into the evacuated area.
5. Provide security at reception area.
6. Maintain law and order

B. Emergency Management: Primarily the Town EMA, Supported by County EMA on request.

1. Coordinate evacuation efforts
2. Provide public information and instructions.
3. Coordinate transportation resources with School Department.
4. Communicate evacuation status to County EMA.
5. Maintain evacuation plans and associated annexes.

C. Evacuation Coordinator

1. Implement the Evacuation Annex
2. Provide information to the Public Information Office, who in turn will inform the public.
3. Coordinate transportation of the handicapped, the elderly, etc.
4. Establish evacuation of the handicapped, the elderly etc.
5. Establish reception centers, inform reception center managers to prepare centers as necessary prior to arrival of evacuees.

D. Public Information Officer

1. Coordinate information and evacuation status with Evacuation Coordinator and or Emergency Manager.
2. Notify the public via all possible means of the needs to Evacuate. See EPI Annex for messages and public information.

E. Animal Control Officer

1. Inform potential animal services of need of their services.
2. Coordinate with Public Information Officer to inform public of available animal shelters.

F. Health and Medical Services

1. Coordinate the relocation of patients, equipment and personnel of hospitals, nursing homes and other health care facilities.
2. Coordinate the allocation of medical resources to the host area.
3. Safeguard public health.

VIII. EMERGENCY PUBLIC INFORMATION INSTRUCTIONS

- A. Public warning procedures are outlined in the Warnings and Communications Annex of this plan. The Emergency Public Information Annex contains fill-in-the blank evacuation announcements, and instructions, as well as a listing of local broadcast stations, which have agreed to air such announcements.
- B. The EPI Annex has evacuation instructions outlined in an easy to ready format, which is suitable for photocopying and distributing as time allows.

IX. MUNICIPAL POLICIES

- A. The President of the United States, the Governor of Maine, or Cumberland County EMA may authorize an evacuation. **The Town does have an evacuation ordinance.**
- B. Those who refuse to follow evacuation instructions will be left alone until all that are willing to leave are provided for. Then, time permitting, further efforts will be made for a secondary search to persuade resistant citizens to evacuate.

E. PLAN MAINTENANCE

- A. This annex will be maintained by the Towns Emergency Management Director and will be reviewed and updated annually.
- B. This annex should be exercised on a regular basis.

F. AUTHORITIES AND REFERENCES
Listed in Basic Plan

EVACUATION LINE OF SUCCESSION

Elected Town Officials

EMA Director

Evacuation Coordinator

Operational Site Coordinator

**Reception Center
Coordinator**

**Transportation
Coordinator**

**Feeding
Coordinator**

**Medical
Coordinator**

**Reception Center
Managers**

**Feeding
Facilities**

**Personnel
Exposure**

Assignment Coordinator

SAMPLE EVACUATION ANNOUNCEMENT

The Falmouth Fire Chief recommends that citizens and visitors located in _____ evacuate the area immediately. An emergency condition exists at _____, and could effect your health and safety because of _____. Please listen for evacuation instructions.

Take the following items from you:

- Important papers
- Prescription medicines
- Personnel Care Items
- Blankets
- Small Pets

Lock your home. Turn off electricity. Turn off Gas. Turn off Water.

Leave the area, using the following routes: (list routes)

If you need transportation notify the following: (provide list of who to call with phone numbers)

Travel to friends or relatives home or report to one of the shelters: (list shelters, location, phone numbers).

Children may be picked up at the following locations: (list locations)

All persons outside of the risk area are safe and have no need to move, but you should stay tuned to your radio or TV in case the situation changes. If you live outside the affected area you are asked not to travel on or near the evacuation routes.

REPEAT MESSAGE

SAMPLE
IN-PLACE SHELTER ANNOUNCEMENT

_____ recommends that citizens and visitors located (list location) take shelter immediately. An emergency condition exists at _____ and your health and safety could be affected because of _____. Do not attempt to leave the area, you could place yourself at a higher risk if you do. Please listen to the following instructions:

- Close all doors and windows.
- Disconnect air conditioner, fans, and close flue pipes.
- Keep small pets inside.
- Remain indoors, stay tuned to your radio or TV.
- Arrangements have been made by local officials to take care of school children, and hospital/nursing home patients.

DO NOT use the phone, leave lines open for emergency communications.

If you are in an automobile, roll up the windows and turn off the air conditioners. Some protection may be obtained from placing a handkerchief or towel over your mouth and nose until you get indoors. Drive at safe speed until you have left the risk area.

EVACUATION OUTLINE of RESPONSIBILITIES FOR LAW ENFORCEMENT AGENCIES

PERSONNEL: Law Enforcement Agencies

MISSION: Security and Traffic Control

CONTROL: Coordinate activities through Command Post

1. First on the scene
 - Do not initially approach the scene. Observe situation upwind at safe distance.
 - Identify the hazard:
 - a. Placard # and/or color design
 - b. DOT Guidebook
 - c. Shipping Papers
 - d. Facility representatives.
 - Relay appropriate information to Dispatch, including safe access routes, size of hazard area etc.
 - Secure the area and wait for further information or assistance. NO SMOKING. Do not attempt rescue until certain that it can be accomplished safely.
2. Provide a decision-making representative to the command post.
3. Prevent unauthorized personnel from entering the scene. Establish a safe perimeter (consult command post or DOT Guidebook), provide traffic and crowd control.
4. Assist in evacuation efforts (may be coordinated with the Emergency Manager).
 - Determine the location of shelters, prior to notifying the public.
 - Consider door to door notification as appropriate.
 - Establish traffic control points.
 - Provide security at the shelters and in evacuated areas.
 - Coordinate assistance for those citizens who are unable to move themselves. If time allows, establish public transportation pickup points and use buses to move large numbers at a time (and to minimize traffic).
 - Assist in return of residents.
5. Maintain exposure control and personnel monitoring.

EVACUATION OUTLINE of RESPONSIBILITIES

FIRE SERVICE

PERSONNEL: Fire Service

MISSION: Assume command of Hazardous Materials Incident

CONTROL: Command activities through Command Post

1. First on the Scene:
 - Do not initially approach the scene. Observe situation upwind at safe distance.
 - Identify the hazard:
 - a. Placard # and or color/design.
 - b. DOT Guidebook
 - c. Shipping Paper
 - d. Facility Representative
2. Establish a command post and designate who will be the On-Scene Commander.
3. Until Law Enforcement is provided, prevent unauthorized personnel from entering the scene. Establish a safe perimeter (consult command post or DOT Guidebook) provide traffic and crowd control. If necessary, establish a media control point.
4. Coordinate with the other agencies or facility personnel to determine the most appropriate response. Consider the following:
 - a. Letting the incident take its course.
 - b. Stopping the leak/spill at the source.
 - c. Containing the material
 - d. Fire fighting

Consult reference materials (DOT Guide, CHEMTREC) or specialists (EPA, Coast Guard Etc). For more detailed response options.
5. Establish a "hot zone" for area access control and decontamination. Monitor personnel safety.
6. Assist in public notification if necessary.

PERSONNEL: Emergency Medical Services

MISSION: Provide for the health and safety of responders and victims.

CONTROL: The On-Site Medical Coordinator should coordinate this group

1. First on the scene.
 - a. Do not initially approach the scene. Observe situation upwind at safe distance.
 - b. Identify the hazard:
 - Placard # and or/color design
 - DOT Guidebook
 - Shipping Papers
 - Facility representative
 - c. Relay appropriate information to Dispatch, including safe access routes, size of hazard area etc.
 - d. Secure the area and wait for further information or assistance. NO SMOKING. Do not attempt rescue until certain that it can be accomplished safely.
2. Assign an On-Site Medical Coordinator to the Command Post.
3. Notify hospitals and the Poison Control Center as necessary. Seek antidote options. Inform Command Post of Health Hazards.
4. Rescue injured only with the On-Scene Commanders approval.
5. Establish a medical screening area designated to accomplish the following tasks.
 - a. Render first aid
 - b. Assist in personnel monitoring
 - c. Establish comfort station.
 - d. Classify and segregate various casualties for medical attention.
6. Establish patient decontamination and treatment areas. When possible, decon prior to transporting, or take steps to minimize contamination of the vehicle.
7. Assist in coordination of medical transportation to hospitals, or if necessary, to evacuate hospitals. When possible, decontaminate victims prior to transporting.
8. Provide medical screening at shelters if required.

EVACUATION OUTLINE of RESPONSIBILITIES

FOR THE LOCAL AND COUNTY EMERGENCY MANAGERS / VOLUNTEERS

PERSONNEL: Local and County Emergency Managers/Volunteers

MISSION: To provide support to HazMat Response Operations

CONTROL: This group will be under the control of the Emergency Manager for the jurisdiction.

1. Establish an EOC a safe distance from the incident. Representatives from all response groups should be represented.
2. Coordinate public warning, evacuation and shelter efforts, resources, and emergency response as requested by the On-Scene Commander.
3. Facilitate overall incident management by assuring that responding agencies are communicating with each other and are participating in the decision making process.
4. Coordinate public information efforts, media requests, etc as necessary.
5. Notify appropriate state and federal authorities of the incident.
6. Provide technical assistance through Material Safety Data Sheets, CHEMTREC, and other response groups.
7. Coordinate relief personnel as needed (Example, police for scene security).
8. County Emergency Manager may request declaration of a "State Emergency or Disaster", if appropriate.

EVACUATION OUTLINE of RESPONSIBILITIES

FOR PARKS & PUBLIC WORKS

PERSONNEL: Public Works (Schools, Police, Red Cross, Public Transportation Systems)

MISSION: To provide support for response and evacuation.

1. Provide equipment and manpower (buses, vans etc) for physical evacuation of affected residents. To establish barricades and other traffic control devices on request of Law Enforcement.
2. Transport sand, gravel and other materials, (including heavy equipment) to the site of building containment dikes on request of Fire Department.

COMMUNICATIONS AND WARNING Standard Operating Guidelines

I. PURPOSE

To outline the communication capabilities within Falmouth and to provide for the alerting of key officials and the public in the event of a threat to public safety.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

The Falmouth EOC has communications capabilities with County EMA, the Emergency Managers of other communities and local response and emergency services. The County EMA network is the link between Falmouth EMA and MEMA. These networks have been established primarily for emergency communications and are seldom used otherwise.

A 24-hour local warning point has been established to receive weather and attack information disseminated by the Cumberland County Primary Warning Point and to relay it to municipal officials. This point is presently located in the Public Safety building.

In the event of an emergency, members of the Town Council must be informed. Methods must also be in place to warn and inform all affected public. Responsibility for public warnings (including sensitive facilities) during an emergency belongs to Emergency Management and local officials. Private organizations such as industrial plants, offices etc, should be encouraged to develop internal warning systems to extend public warnings. County EMA will become involved in multi-jurisdictional public information efforts.

Since hazards vary greatly in predictability and speed of onset, advance-warning time may vary from ample to none.

Falmouth's warning system is consistent with the County and State Warning Systems. State, County and local governments are responsible for maintaining warning systems and for disseminating all warnings and emergency public information.

B. Assumptions

Locations from which emergency communications systems are operated should have adequate onsite emergency power and fuel.

Members of the public should be familiar with local warning signals and with sources of emergency information.

It is assumed that in an emergency, State, County and Local Governments will have the capabilities for providing the public with warnings and emergency safety information.

III. CONCEPTS OF OPERATIONS

A. General

There are two facets of emergency warning: notifying organizations and individuals with emergency management responsibilities and communications with the public.

A warning may originate from MEMA, Cumberland County EMA, Portland Primary Warning Point (Portland Public Safety Communications) NAWAS or NOAA Weather in Gray, Maine.

When the Local Warning Point receives a message the dispatcher will attempt to notify appropriate officials. If necessary, the dispatcher will activate local out door warning systems. Presently alert systems are located at the following locations around town:

The Emergency Broadcast System (EBS) station for the Falmouth area is WMGX (fm 93.1) in Portland. To activate EBS, a request is made to the Town of Falmouth Emergency Manager whom will coordinate through the Cumberland County EMA. (See EBS procedure outline). Other avenues of media communication are addressed in Emergency Public Information Annex to this plan.

B. Phases of Management

1. Mitigation

Falmouth has emergency service radios for localized emergencies, a 24 hours Attack and Weather Warning Point and fan-out system for multi jurisdictional emergencies and Communications capabilities with other Emergency Management Agencies (County, other locals and MEMA via County). All radios are tested on a regular basis. The alternate means of communications would be via telephone.

2. Preparedness

When a warning has been received or when local event warrants, municipal officials and emergency management staff will be contacted. County EMA may confirm that local Emergency

Management has been informed. Schools and nearby hospitals must be informed of large-scale emergencies. Volunteers and radio operators may need to be recruited and trained in radio procedures.

3. Response and Recovery

When necessary, the public will be alerted by all possible means (as outlined in the Public Information and Education Annex).

Communications and response activities may be coordinated in the local EOC's until the situation has stabilized.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Falmouth Emergency Manager, under the Direction of the Town Council, has the overall authority for the EOC, and its emergency communications center. This person should designate a Communications Officer, who will be responsible for the activities in the Emergency Communications Center and who may also act as the Warning officer, when appropriate.

The Emergency Manager is responsible for:

1. Locating the local warning point at an installation that is manned 24 hours a day.
2. Providing the local warning point with a current emergency notification roster of key EMA and local officials, so as to minimize the time needed to alert them.
3. Establish and execute the Citywatch system to broadcast emergency alert message to inform citizens of a situation requiring their attention.
4. Establishing a notification system for areas not covered by the outdoor warning system. Options include public address systems, warden service and neighborhood telephone fan-outs.
5. Educating the public to recognize warning signals and systems and to be aware of the associated protective actions.
6. Testing systems on a routine basis to check operability and to familiarize the public with them. (Coordination with surrounding communities will aid in eliminating any confusion during tests.

Volunteer radio operators will be the responsibility of the Communications Officer. Radio operators who are representatives from other agencies, although acting in the best interest of that agency, should be responsive to the guidance of the Communications Officer, as well as any procedures associated with his plan.

The County EOC may support communications by acting as a liaison between the Falmouth EOC and other response agencies. County communications capabilities are:

1. Cumberland County Sheriff

2. State Police Car to Car (State Police, Game Warden, Army National Guard Helicopters, Maine Marine Patrol, etc.)
3. Emergency Broadcast System
4. County/Town LGRS
5. County/Town Special Emergency
6. State Fire
7. Forestry Service
8. Portland Water District
9. Central Maine Power
10. Civil Air Patrol
11. State LGRS-MEMA to County, County to County
12. Amateur radio/two meter
13. National Guard
14. US Coast Guard (VHF Channel 16, 22a, 23a)

V. TESTING

Falmouth will participate in radio drills coordinated by the County EOC to test equipment and ensure familiarity with communication procedures. These should include EMA staff and volunteers who would be available during an emergency. County EMA will provide radio-training courses as necessary.

ATTACHMENT 1

NOTIFICATION ROSTER

DIAGRAM OF LOCAL COMMUNICATIONS CAPABILITIES

COUNTY EMA	155.760	STATE FIRE	155.310
FALMOUTH EMA	FALMOUTH PUBLIC SAFETY	FALMOUTH FIRE	
	Police Freq's 155.790	Public Works Freq. 156.165	Rescue Freq. 154.980

Emergency Telephone Number to Public Safety

9-1-1, 781-2300, 781-4242 and 781-4273

RADIO COMMUNICATIONS FREQUENCIES

1. Falmouth Public Works – 156.165
2. Falmouth Police – 155.790
3. Falmouth EMA – 155.760
[Falmouth EMA will primary with Falmouth Fire Alarm]
4. Falmouth Fire & EMS Department – 154.980

II. **RADIO DRILL**

The Town Net is opened. Town Operators will use the Communications log for documentation.

This is KCI 275/KCM 381, NET CONTROL FOR THE CUMBERLAND COUNTY EMERGENCY MANAGEMENT NETWORK, CALLING THE NET FOR A SCHEDULED DRILL. ALL STATIONS STANDBY FOR ROLL CALL.

1. Give roll Call
2. Take RADEF readings and report high, average and low readings
3. Proceed with the drill.

When closing the net, County will recite.

THIS IS KCI 275/KCH 381, NET CONTROL FOR THE CUMBERLAND COUNTY EMERGENCY MANAGEMENT NETWORK. THE NET HAS BEEN IN THE OPERATION FOR A SCHEDULED DRILL. THERE BEING NO FURTHER BUSINESS, THE NET IS DECLARED CLOSED. THIS IS KCI 275/381, NET CONTROL, SECURING STATION AT DECLARED CLOSED. THIS IS KCI 275/381, NET CONTROL, SECURING STATION AT TIME.

LRGS CHART OF COUNTY/TOWN EMA RADIO SYSTEMS

FREQUENCY 15576 MHZ

TOWN	STATION	TOWN	STATION
Cumberland	KC1275	Pownal	Unit 6
Bridgton	Unit 1	Raymond	Unit 7
Cape Elizabeth	Unit 2	Scarborough	Unit 8
Freeport	Unit 3	Westbrook	KRT904
Harrison	Unit 4	Windham	Unit 9
		Yarmouth	Unit 10

Frequency 47.46 MHZ

TOWN	STATION	TOWN	STATION
Cumberland County	KCE627	Naples	Unit 3
Baldwin	Unit 1	New Gloucester	KCG295
Brunswick	KCG296	North Yarmouth	Unit 4
Cumberland	KCG 294	Portland	KBZ85
Falmouth	KDE275	South Portland	KCE661
Gray	KC1219	Standish	KCE978
Harpswell	Unit 2		

NOTIFYING OFFICIALS AND WARNING THE PUBLIC

NOTIFYING LOCAL OFFICIALS

- A. The warning system for Cumberland County is a Fan-Out system, which will initiate over the NAWAS phones. There are 3 types of messages:
 - Fan-Out
 - Weather Warnings
 - Emergency Message
 1. A FAN-OUT:
 - Test occurs twice a month and is conducted by the MEMA Communications Officer. County Emergency Manager may also initiate a system test.
 2. A WEATHER WARNING:
 - May be initiated by the National Weather Service (NWS) in Portland, MEMA, or County EMA.
 3. EMERGENCY MESSAGE:
 - Is initiated by NAWAS, MEMA. County EMA or the Primary Warning Point.
- B. The County Fan-out is then executed by the Primary Warning Point, on State Fire Frequency (154.31), to all communities with State Fire Capability. The 3 or 4 communities without this capability are reached via telephone. The average time for the entire Fan-out is 3 minutes.
- C. Local Warning procedures should be initiated by Contacting the local officials, staff and other communities as outlined in the Direction and Control Annex.

- D. Citywatch broadcast consist of the following: Citizens should be familiar with the warning and should know to listen to a local radio or TV station for more information.
 - 1. On receipt of the Citywatch broadcast, the following actions will be taken by the Local Emergency Manager:
 - a. Activate local warning system
 - b. Staff the EOC and enter radio net with County.
 - c. Tune into local radio or EBS to gain additional information transmitted nationally. UPI and AP will disseminate warning to radio, TV and newspapers.
- E. There are known hearing impaired residents. The Maine Assoc. for the Deaf provides a telephone directory of citizens known to use the TTY systems for telephone communications. This directory may be referenced at County EMA. There is not a significant non-English speaking population.
- F. Termination of warning will be issued by State or County CEP and fanned out over the warning system.

SYSTEMS TEST

- A. Unannounced tests and exercises will be conducted periodically to check the system and maintain operator familiarity.
1. The term, FAN-OUT will be used to describe the drill. The typical Fan-out message may read:
Attention all stations. This is a Fan-Out Test.
Time Date
 2. Immediately upon receipt of a Fan-out test, the local warning point will disseminate the message as outlined on the attached warning message form.

SUGGESTED GUIDELINES IN CASE OF A LAUNCH OF A NUCLEAR WEAPON

MESSAGE: WARNING OF A MISSILE LAUNCH

1. The County Fan-Out System will be activated.

A. COUNTY RESPONSE

Assist in Fan-out

Initial contact with Emergency Broadcast Station

Warn Citizens to take cover immediately

B. LOCAL RESPONSE

Activate EOC and establish communications with County EMA

Participate in warning efforts.

FOR AREA WITHIN ABOUT 500 MILES OF THE THREATENED AREAS AND ELSEWHERE IN THE UNITED STATES.

Activate EOC's and establish communications with County EMA. Advise Citizens that protective actions are not necessary at this time, but to listen to the radio/TV for further instructions.

Activate EOC's and establish communications with County EMA.

Advise Citizens that protective actions are not necessary at this time, but to listen to the radio/TV for further instructions. EOC staff should prepare to coordinate fallout shelter efforts.

MESSAGE: NUCLEAR DETONATION (NUDET) HAS OCCURRED THREATENED AREA RESPONSE:

Instruct citizens to remain under cover.

Conduct emergency operations as feasible.

WITHIN ABOUT 500 MILES OF THE THREATENED AREA:

Advise Citizens to prepare PROMPTLY to protect themselves from fallout (if NUDET proves to have been a surface burst). Public instructions are included in the Public Information and education annex.

Mobilize RADEF system.

Prepare to provide support for affected or impact area, if requested by MEMA.

ELSEWHERE IN THE U.S.

Provide Emergency Public Information EPI. Areas with potential fallout threat should mobilize the RADEF system and prepare to take measures for radiological protection.

MESSAGE: IMPACT OCCURRED WITHOUT DETONATION JURISDICTION IN THREATENED AREA.

Advise citizens to remain under cover until further notice. Consult State Officials to determine if the unexploded weapons presents a threat.

WITHIN ABOUT 500 MILES OF THREATENED AREA

Advise citizens that fallout protection will probably not be required as a result of that weapon.
Phase down EOC staffing as instructed by MEMA.

ELSEWHERE IN THE UNITED STATES

Advise citizens that no NUDET occurred and that there will be fallout threat as a result of that weapon.
Phase down EOC staffing as instructed by State.

MESSAGE: NUDET IDENTIFIED AS A BURST (no fallout resulted)

JURISDICTION IN THREATENED AREA

Citizens should remain undercover.
Conduct Emergency operations as feasible.

WITHIN ABOUT 500 MILES OF A THREATENED AREA

Advise citizens to suspend actions to protect themselves from fallout.

Provide support for impact area, if request by CCEMA / MEMA.

ELSEWHERE IN U.S.

Advise citizens that there is little threat of fallout.

RADIOLOGICAL PROTECTION Standard Operating Guidelines

I PURPOSE

The purpose is to provide the Town with effective Radiological Monitoring and reporting capability. Included in these procedures are detecting, monitoring and assessing and decontamination of a radioactive environment.

II SITUATIONS AND ASSUMPTIONS

Situation

Accidents involving radioactive material and could occur during transportation through Falmouth to other areas of the State.

The Town of Falmouth could receive radioactive fallout from an accident or deliberate Nuclear Weapons Detonation.

Assumptions

By properly developing, exercising and maintaining a fully operational radiological protection system, the number of injuries from a radiological incident will be significantly reduced.

Adequate facilities, equipment and trained personnel will be available to collect, record and evaluate data.

During a radiological incident, communications systems may be disrupted and additional assistance may be expected from higher levels of government.

III CONCEPTS OF OPERATIONS

General

1. The management of radiological emergencies involves three critical activities.
 - Environmental Surveillance
 - Personnel Exposure Control
 - Protective Measures
2. In a large-scale emergency involving radioactive materials, many elements of local governments will be integrated into coherent Radiological Protection Systems with the following components.
 - Facilities
 - Equipment
 - Trained Personnel
 - Communications

Plan and Procedures

3. The Falmouth Police Department is designated as the Emergency Operations Center (EOC) and will be the primary focal point of communications with State and County Government.

C. Phases of Management

1. **Mitigation**

- Designate a Radiological Protection Planner.
- Design and develop a Radiological Protection System that provides for detection, reporting assessment and decontamination of a Radiological Environment.
- Train Emergency response personnel in the detection and identification of radioactive materials.
- Obtain and distribute radiological instruments throughout the community to trained emergency service organizations.
- Establish a single location to be designated for direction and control. Establish a public information system to advise citizens during a radiological situation.
- Identify locations that will provide adequate protection against the effects of a radiological environment.
- Periodically test and exercise the radiological protection system.
- Provide periodic refresher training in all aspects of radiation protection.

2. **Preparedness**

- Review and update plans and standard operating procedures.
- Prepare for inspection and calibration of radiological support equipment.
- Test and develop alternate communications systems.
- Develop resource lists.

3. **Response**

- Direct key radiological personnel to a command post at the incident scene or within the EOC.
- Activate and deploy trained emergency services radiological teams with equipment to assess the situation.
- Rescue and provide emergency care to the injured.
- Establish a reporting station network.
- Determine degree of hazard.
- Request additional radiological assistance as required.
- Activate Public Information System.

4. Recovery

- Continue monitoring the area.
- Conduct decontamination of personnel and equipment.
- Maintain exposure records.
- Save all data for historical records.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The EMA Director will be responsible for the organizations and agencies to participate in radiological protection activities, to form a planning team and develop a jurisdictional plan.

- Assemble representatives from organizations and agencies to participate in radiological protection activities, to form a planning team and develop a jurisdictional plan.
- Establish an incident reporting system.
- Develop an analysis and assessment system.
- Determine availability of radiation detection equipment and instrument service.
- Ability
- Establish an equipment distribution system.
- Develop public information and education programs.
- Deploy radiological monitoring teams as required.
- Develop a capability to control and reduce the hazards of a radiation area.
- Identify sources of states and federal assistance.

V. DIRECTION AND CONTROL

The EMA Director is responsible for coordinating all radiological activities within the Town. The EMA Director will establish operations within the EOC, supervise field monitoring activities situation assessment, personnel protective measures and decontamination procedures. The EMA Director will evaluate all field data and furnish recommendations to minimize injuries to the public.

VI. CONTINUITY OF GOVERNMENT

In the event the EMA Director is unavailable to serve for any reason, the following personnel are the designated alternates:

First: Deputy EMA Director
Second: Fire Chief
Third: Police Chief

VII. PLAN DEVELOPMENT AND MAINTENANCE

The EMA Director or his designee will develop the Radiological Protection Plan in cooperation with the Cumberland County EMA Director and with guidance from the State of Maine Radiological Planner.

The Radiological Protection Plan will be reviewed and updated at least once a year by the County Radiological Officer/Director.

The County Radiological Officer will manage a training program for local emergency service personnel; provide distribution, maintenance and calibration of radiation detection instruments.

