



Town of Falmouth, ME.

"ALL-HAZARDS EMERGENCY OPERATIONS PLAN"

Prepared by

Falmouth Department of Emergency Management

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ADDENDUM (Under Separate Cover)

Hazard Mitigation
 Hazard Assessment
 Emergency Actions by Hazard
 Standard Operating Guidelines
 School Emergency Plan(s)

ATTACHMENTS – (not included)

1. Emergency Maps of Falmouth, Maine
 - A. Street/Road Maps
 - B. Hazard Maps (Flood plains etc.)
 - C. Facility Floor plan(s) (EOC & Schools)
2. Resource List
3. Phone Directory for Emergency Personnel
4. Outside Resource Locator List

PROMULGATION & APPROVAL

This document is referred to as the Falmouth All Hazards Emergency Operations Plan (FAHEOP), and is designed to provide a common approach to how the Town responds to any hazard it may confront. It provides a framework for the Town to use in performing emergency response functions before, during and after a natural disaster, a technological hazard, or weapons of mass destruction (WMD) event.

This comprehensive plan includes discussions about all five phases of emergency management:

- (1) Prevention- activities and measures that eliminate a disaster.
- (2) Mitigation – activities which eliminate or reduce the chance of occurrence, or the effects of a disaster;
- (3) Preparedness – activities describing how to respond to an emergency or disaster;
- (4) Response – immediate activities and actions which prevent loss of lives and property, and provide emergency assistance, and;
- (5) Recovery – short and long-term actions designed to restore order and community services after an emergency or disaster has occurred.

The Falmouth Director of Emergency Management is responsible for the development and maintenance of this All-Hazards Emergency Plan. This plan was developed in accordance with existing local, state of Maine and federal statutes and ordinances. It will be tested, revised and updated as required. All recipients of this Plan are requested to review the plan, be familiar with its contents, and advise the Director of Emergency Management if improvements are recommended.

The Falmouth All-Hazards Emergency Plan has been reviewed and approved.

Town Council Chairperson

Date

Town Manager

Date

Director of Emergency Management

Date

**Town of Falmouth
ALL HAZARDS EMERGENCY PLAN
CONTROLLED DISTRIBUTION LIST**

Copy #	Agency/Department	Person Responsible
1	Town Council	Chairperson
2	Director of Emergency Management	Kevin Cady
3	Town Manager	Nathan Poore
4	Assistant Town Manager	Amy Lamontagne
5	Parks & Public Works Director	Skip Varney
6	Police Chief	Edward Tolan
8	Fire Chief	Howard Rice
9	Emergency Communications Center	Carol Kloth
10	Kathleen Babeau	Town Clerk
11	Corporation Counsel- Town Attorney	Bill Plouffe
12	School Superintendent	Dr. George Entwistle
13	Cumberland County EMA Director	James Budway
14	State of Maine – MEMA Director	Robert McAleer
16	Emergency Operations Center	Kevin Cady
17	Emergency Operations Center	Kevin Cady
18	School Emergency Coordinator	Jack Hardy
19	School Resource Police Officer	Bob Susi
20	Falmouth Waste Water	Peter Clark

STATEMENT OF PURPOSE

PURPOSE OF THE PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the town of Falmouth, Maine.

The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific, covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information relative to **when** and **where** the response will be effective, and even **why** it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing "**how**" to carry out its assignments in support of the plan. However, suggested operating guidelines for coordination of effort is found in the Addendum.

SITUATIONS AND ASSUMPTIONS

SITUATION:

The Town of Falmouth is located in the northeastern part of Cumberland County, bordered by the communities of Portland, Cumberland, Windham, and Westbrook. The geographic characteristics vary, including rivers, streams, hills, fields, three inhabited islands (remote and bridged), and the Atlantic Ocean. The highest point in the Town of Falmouth is 500 feet above sea level and the lowest point is sea level. The population of Falmouth is approximately 11,500 year-round, median age is 40.7, density (persons per square mile) 348.1, household Density 2.61, total homes 4,169, year round homes 3,948. (source 2004 US Census) 2,253 Students attend Falmouth schools (2007) with approximately 220 faculty and staff. 650 students attend Falmouth High School, 750 students attend Falmouth Middle School, 328 students attend Plummer-Motz, and 428 students attend D.W. Lunt.

The Maine Turnpike and Interstate 295 provide major highway access to through the Town. Rail service is provided by Guilford / Pan Am and St. Lawrence Railroads. The Town has a paid/volunteer fire department. Mutual Aid System - The Fire Department has mutual aid agreements with Portland, Westbrook, Cumberland, Law enforcement is handled by a police department with headquarters at Woods Road. Dispatching communications services are provided by the Falmouth Police Department.

The Town's Parks & Public Works is located at 101 Woods Road and is responsible for maintenance of roads & highways within the Town.

There are 2 elementary schools, 1 middle school and 1 High School. School buses transport the school's students.

The nearest hospital's are:

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

There are long-term care nursing homes located on US Route 88:

Sedgwick Commons
Falmouth By The Sea

VULNERABILITY:

Several rivers / streams flow through Falmouth and have been the cause of some flooding problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in town that are located within designated flood plains. The mountainous areas in town are not vulnerable to this phenomenon. The frequency of extreme weather events fluctuates from year to year. See Hazard / Risk Assessment in the Addendum for further information.

ASSUMPTIONS: (FROM HAZARD & RISK ASSESSMENT)

FLOODS: Floods are the most probable natural cause of emergencies or disasters in Falmouth. Spring thaws and ice breakups may cause some lowland flooding. Summer or fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations, are fairly commonplace in Falmouth, Maine. The town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving a people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Falmouth, Maine. Hurricanes are a common and reoccurring event in Maine. Most windstorms result in downed trees, damaged phone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all time low during the nationwide drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreational and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt in Maine in the past and remain a geological possibility. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to non-reinforced masonry (brick) buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Falmouth, Maine is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous Materials lead the list of potential hazards which could impact the town of Falmouth, Maine. Fuels are the most widespread materials likely to create problems. Chemicals used in waste treatment, transported and in industry are also sources of possible HAZMAT incidents.

Radiological Emergencies are possible from vehicles traveling on Interstate 295 and the Maine Turnpike.

Aircraft Crashes can happen anywhere in Maine. Small private planes and military aircraft are more common in the Greater Portland air space. A commercial airliner, off course in bad weather, could land in Falmouth and remains a potential threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Falmouth, Maine. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

OTHERS: Other types of potential disasters are addressed in the Addendum.

CONCEPT OF OPERATIONS

General:

1. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, and other non-governmental agency.
2. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.
3. The Town of Falmouth Department of Emergency Management will be the coordinating agency for all activity in connection with emergency management in Falmouth.
4. The Town Council or their designees will be responsible for the execution of the plan and for minimizing the disaster effects.
5. Central control from the Emergency Operations Center (EOC) provides the requisite direction and coordination. The primary EOC is located in the Falmouth Police Department's headquarters building. Alternate EOC is located in the Winn Road Falmouth Fire Station.

Operations:

Operation of the plan commences when the Falmouth Town Council Chairperson / Town Manager / Emergency Management Director and / or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property to a minimum.

1. Alert and order the mobilization of the Town emergency management organization.
2. Activate the Town Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster (see Readiness Modes in Addendum).
3. Alert the general population of the disaster or impending disaster.
4. Arrange for the evacuation of threatened areas.
5. Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas outside of the affected geographical boundaries.
6. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross and Salvation Army, and establish liaison as necessary.
7. Alert County & State emergency management office for assistance and coordination of other State agencies with disaster capabilities.
8. Notify local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization:

1. The Town Council may convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
2. The Town Council Chair/Town Manager shall appoint an Emergency Management Director whom shall be the Director of the Emergency Management forces of this Town and shall be responsible for coordination of operations.
3. The Emergency Management Director, under the supervision of the Town Manager through the Police Chief, shall be responsible for the overall planning, coordination and operation of the Emergency Management activity in the Town.
4. The employees, equipment and facilities of all town departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization shall also include volunteer agencies and/or persons offering services to the Town, upon acceptance thereof.
6. Duties and responsibilities assigned to a Town Department Head and his /her staff shall be the same or similar to the normal duties of the Department during a non-emergency.
7. The EM Director shall oversee the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

Continuity of Government

General

Maintaining the continuity of town government at the time of an emergency is critical. It is essential that the local government continue to function in order to preserve law and order and restore local services. In the event a local emergency is serious enough that the continuity of government is temporarily disrupted, the restoration of government services shall be the primary objective. The continuation of government services, despite an emergency, instills confidence in the residents of the Town, thereby reducing panic and fear and preventing chaos. Gaining the confidence of the residents directly assists the Town in controlling and managing the adverse effects of the emergency, and helps ease the restoration process;

If it becomes necessary to abandon Town Hall, the temporary seat of government will be at the Falmouth Police Station, or a site to be determined, which includes the Emergency Operations Center and the Communications Facility.

In the event the Falmouth Police Station is not available, the temporary seat of government will be located at the alternate site, which is the Winn Road Fire Station. The Director of Emergency Management through the Town Manager may also designate another location if necessary for establishing a temporary seat of government.

1. The Line of Succession for the Town of Falmouth shall be:

- a. **Town Council Chairperson**
- b. **Town Vice Council Chairperson**
- c. **Town Manager**
- d. **Assistant Town Manager**
- e. **Finance Director**

Responsibilities:

The Town "All Hazards" emergency operations plan consists of this basic plan with appropriate annexes and addendum to cover emergency operations as follows:

ANNEX A. Direction and Control: Emergency Management Director(s). Includes staffing and functioning of the EOC and succession of command.

ANNEX B. Evacuation: Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.

ANNEX C. Communications: Communications Officer. Includes local emergency communications to be utilized for all types of disasters.

ANNEX D. Alert and Warning: Fire Chief. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX E. Shelter: Emergency Management Coordinator. Includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.

ANNEX F. Radiological Protection: Radiological Officer. Includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.

ANNEX G. Police: Chief of Police. Includes maintenance of law and order, control of traffic, controlling and limiting access to the scene of a disaster.

ANNEX H. Fire Rescue & EMS: Fire Chief. Includes actions to limit or prevent loss of life and property from fire or threat of and assisting in rescue, warning and evacuation.

ANNEX I. Public Works: Highway Superintendent & Waste Water Superintendent. Includes maintaining the Town's roads, bridges, and sewer systems and assisting with equipment and personnel if a disaster threatens or occurs.

ANNEX J. Emergency Public Information: Emergency Management Director(s). Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.

ANNEX K. Resource Management: Emergency Management Director. Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, resources for special or critical facilities, and planning.

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town department and/or agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

Development of these Annexes shall be coordinated with the Emergency Management Director and updated annually by Department/Agency Head.

ADMINISTRATION EMERGENCY MANAGEMENT STAFF

The Town Council shall approve the appointment by the Town Manager of the director of emergency management. The **Town Emergency Management Director** shall be the individual responsible for day-to-day emergency management coordination of emergency operations.

The Emergency Management Director shall have the general supervision of the Emergency Management program and Emergency Management Coordinator, if designated. This will include any direction and guidance necessary.

The **Director** will be responsible for:

- Chairing all Emergency Management meetings.
- Preparing and promoting ordinances when necessary.
- Providing Town resources in establishing and operating an EOC.
- Provide guidance in the annual Emergency Management budget and preparation of reports.
- The preparation of the basic plan and its review and update.
- With the approval of the Town Council/Town Manager, appoint service heads to the Emergency Management program.
- Shall have direct responsibility for the organizations, the administration, and operations subject to the direction and guidance of the Town Council.
- Schedule training, drills, and exercises to train and test the local government's response capability.
- Shall be responsible for coordination the Cumberland County Emergency Management Agency.
- Will encourage participation by staff members for Emergency Management training courses and seminars.
- Shall prepare annual reports for Emergency Management.
- Be responsible for establishing and setting up the EOC.
- Be the EOC Manager and provide for adequate staffing.
- Attend training courses, meetings and seminars and seminars at local, state and regional levels.
- Perform the duties of Planning Operations Chief, if practical, when the ICS system is implemented.
- Safety Officer for emergency related events.

RESOURCES AND SUPPORT

RESOURCES:

1. Normal supply methods will be utilized.
2. If emergency supplies are required they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director(s).
3. The Town does not have a central procurement warehouse or distribution system. Emergency supplies will be stored at or by the American Red Cross.

SUPPORT:

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements.
2. Support by State departments and/or agencies will be requested through Cumberland County Emergency Management.
3. The Governor can activate military support. Requests for assistance will be coordinated through Maine Emergency Management.

PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

Town officials and dedicated citizens developed this Emergency Operations Plan (EOP) for the Town of Falmouth. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided.

It is intended that this EOP be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Emergency Management Director will be responsible for keeping this plan up-to-date by an annual review. Following any exercise or actual emergency or disaster, the Director will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the town's emergency response capability.

EXERCISES AND TRAINING

EXERCISES:

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every Town department/agency head to ensure that his or her personnel receive adequate training; **including the basic and advanced course requirements in respect to Incident Command System.**

Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator.

AUTHORITIES AND REFERENCES

FEDERAL STATUTES

- The Federal Civil Defense Act of 1950, Public Law 81-920, (As amended by Public Law 85-606)
The Disaster Relief Act of 1970, Public Law 91-606;
The Disaster Relief Act of 1974, Public Law 93-288 and, Executive Order 11795; and
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707
The Food Stamp Act of 1977, Public Law 95-113
The Atomic Energy Act of 1954, Public Law 83-703, As amended
- The Act of January 5, 1905, Responsibilities of the American National Red Cross
- The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, Title III (SARA)

FEDERAL PUBLICATIONS

Reorganization Plan No. 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA)
Regional Emergency Operations Plan, Appendix A, Emergency Response Team Plan

State of Maine

Maine Bureau of Civil Emergency Preparedness Act Title 37B Ch. 13 states, in substance, the following:

The Maine Civil Emergency Preparedness Act, found in title 37-B of Maine Revised Statutes Annotated, establishes a general scheme for management of emergencies within the State. The Act establishes state, regional and local responsibilities for disaster planning and response activities. Relevant sections are included below.

1. Section 741 includes broad powers for the Governor during disasters and emergencies including making and rescinding orders and rules in cooperation with other state, federal agencies or foreign countries. Specific authority exists to prepare a comprehensive plan and program for state civil emergency preparedness, of which this document is a part.
2. Section 1005 criminalizes intentional destruction, impairment, injury interference or tampering with certain types of property as a class B crime.
3. Section 1006 criminalizes sabotage of certain products or planning or execution of civil emergency planning as a class B crime.

4. Section 1007 deals with conspiracy of 2 or more persons to commit any crime defined by this chapter.
5. Section 1009 criminalizes trespass on certain types of property and interference with emergency preparedness planning or execution of plans as a class E crime.
 - Town of Falmouth Ordinances, Part I, Section 1, Article 102
 - Town of Falmouth Ordinances, Part II, Chapter 2, Article V, Sec. 2-435

Other Applicable State of Maine Authorities

MRSA Title 22: Health and Welfare

1. Section 801 includes the definition of a public health threat, which means any condition or behavior which can reasonably be expected to place others at significant risk of exposure to infection with a communicable disease.
2. Section 802 outlines the authority of the Department of Human Services which includes establishing requirements for the reporting or surveillance methods measuring the occurrence of communicable diseases, occupational diseases and the potential for epidemics. It also includes language covering investigation, and the establishment of procedures to control, detect prevent and treat same. This section contains broad powers to adopt emergency rules for the protection of the public health relating to:
 - a. Procedures for the isolation and placement of infected persons for purposes of care, treatment or infection control;
 - b. Procedures for the disinfecting, seizure or destruction of contaminated property;
 - c. The establishment of temporary facilities for the care and treatment of infected persons.
3. Section 803 provides the authority for any duly authorized agent of the department, on reasonable grounds to believe that there exists a communicable disease to enter any place, building, vessel, aircraft or common carrier with the permission of the owner to inspect and examine where the communicable disease is reasonably believed to exist. If entry is refused, that agent applies for an inspection warrant from the District Court.
4. Section 804 provides enforcement authority to all agents of the Department (DHS), municipal health officers, sheriffs, state and local law enforcement officers and other officials designated by the Department to enforce the rules of the department made pursuant to Section 802. Persons neglecting, violating or refusing to obey such rules or who willfully obstructs or hinders the execution of the rules may be ordered by the Department to cease and desist. Such orders may be brought by action in District Court to obtain an

injunction enforcing the cease and desist order.

5. Section 807 provides for the control of communicable diseases by the establishment of procedures for agents of the Department in the detection, contacting, education, counseling and treatment of individuals having or reasonably believed to have a communicable disease. Additionally, the Department may designate facilities for the confinement and treatment of infected persons posing a public health threat.
6. Sections 3021-3034 provide authorities and functions of the Medical Examiner Act.

MRSA Title 38: Waters and Navigation

1. Section 1317 includes definitions of hazardous matter, designated as such by the US EPA and / or Maine Board of Environmental Protection. And prohibitions against discharge of same.
2. Section 1318 includes reporting requirements, State cost recovery authority, and public order preservation requirements on the part of local public safety agencies. The Maine Department of Public Safety is called upon to exercise this authority in those areas of the State without a local public safety agency, or if assistance is requested by a local public safety agency. Under this section, Maine DEP has authority to direct removal of hazardous matter.
3. Section 1319 includes powers of the Board of Environmental Protection. The board may identify by rule substances designated as hazardous by the US EPA under the Clean Water Act, Section 311, PL 92-500. Additionally, any substance, which has not been so designated by the US EPA, may be identified by rule as hazardous matter by the board. Such rules must be submitted to the Standing Committee on Energy and Natural Resources for review, and become effective after the next regular session of the Legislature only if approved by Joint Resolution.
4. Section 1402 provides immunity to persons providing assistance or advice in mitigating or attempting to mitigate the effects of an actual or threatened discharge of hazardous materials, or in preventing, cleaning up or disposing of same.
5. Section 1403 provides exceptions to section 1402, which includes persons causing the discharge, and persons compensated for assistance.

A. Reference

1.
 - a. FEMA CPG 1-5, Objectives for Local Emergency Management July 1984.
 - a. FEMA CPG 1-20 (Draft) Emergency Operating Center EOC Handbook, February 1982.
 - b. All other CPG's as needed.
2.
 - a. State of Maine Emergency Operations Plan, August 1980.
 - b. State of Maine Radiological Incident Plan-Maine Yankee Atomic Power Plant, March 198

**ANNEX A
DIRECTION AND CONTROL
Town of Falmouth, Maine**

I. AUTHORITY:

1. U.S. Public Law 920, 81ST Congress 1950 (as amended)
2. See authorities and reference section

II. PURPOSE:

To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect the town. To provide emergency information and advice to the public.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. (See Situation, Basic Plan).
2. The primary Town EOC is located in the Falmouth Police Department's Headquarters, 2 Marshall Drive, Falmouth, Maine.
3. Alternate EOC is the Falmouth Fire Department, Winn Road, Falmouth, Maine, or mobile units such as Fire Rescue Unit 1 if necessary.
4. The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the town's normal capability to respond.
5. The decision to order activation of the EOC will be made by direction of the Emergency Management Director or designee.

The primary staff may consist of:

Town Council Chair
Town Manager
Emergency Management Director
Fire Chief
Police Chief
Parks & Public Works Director or
Others as required / requested (eg, in the case of a Unified Command)

Secondary Staff:

Assistant Fire Chief
Police Lieutenant
Water and Sewer Department Supervisory Personnel
Communications Supervisory personnel
Parks & Public Works Supervisory Personnel

(The type of Disaster/Emergency and response may dictate additional staff.)

B. Assumptions:

1. The EOC will be adequate for direction and control.
2. Communications will be available.
3. Close coordination will occur with neighboring jurisdictions, State officials, volunteers and industry.

IV. CONCEPT OF OPERATION:

The EOC staff, upon activation will prepare the EOC for operation, and:

1. Ensure that information is being received from field forces, recorded and evaluated.
2. Based on evaluation, coordinate response.
3. Develop and maintain a town situation map identifying problem areas and deployment of responders.
4. Determine the capability of the town to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
5. Issue information and advice to the general public. Be prepared to brief media and answer questions.
6. Prepare for possible 24 hour EOC operation, if warranted.
7. Determine procedures for damage assessment and recovery operations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

1. EOC Manager - Town Manager/Council has authority to:
 - A. Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
 - B. Ensure promulgation of regulations to protect life and property and preserve critical Resources.
 - C. Request assistance from the State, or other political subdivision, where conditions in the town are beyond the control of local emergency management forces.
 - D. Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of the people.
 - E. Maintain liaison with State and federal authorities and local authorities from nearby jurisdictions.
 - F. Coordinate the activity of public and private agencies, including volunteers, Red Cross, industry, etc.

G. Assume such authority and activity to promote and execute the emergency management plan.

2. Police Chief:

- A. Normal operational requirements of the Police Department and coordination with other services.
- B. Determine traffic control points.
- C. Coordinate with other services if an evacuation advisory is anticipated or issued. Assist in warning.
- D. Security of evacuated areas.
- E. Security of EOC.
- F. Recommendation for requesting outside assistance, including military.

3. Assistant to Police Chief – Police Lieutenant:

- A. Emergency plan development for the Police Department.
- B. Assume duties of the Chief in his absence, or by his direction.

4. Fire Chief:

- A. Normal operational requirements of the Fire Department and coordination with other services.
- B. Coordinate with other services if an evacuation advisory is anticipated or issued.
- C. Disseminate warnings to the public as required.

5. Assistant Fire Chief:

- A. Assume the duties of Fire Chief in his absence, or by his direction.

6. Parks & Public Works. - Director, or in his absence, a supervisor from the Department.

- A. Normal operational requirements of the Public Works Department and coordination with other services.
- B. Debris clearance from town roads.
- C. Coordination of emergency transportation through the Emergency Management Director.
- D. Damage assessment as directed by Emergency Management Director.

7. Water & Sewer Dept. - Water & Sewer Superintendent or in his absence a lead man from Water and Sewer Department:

- A. Normal operational requirements of the Water and Sewer Department and coordination with other services.
- B. Wastewater Treatment Facility.

VI. ADMINISTRATION AND LOGISTICS:

- 1. Town Manager/Emergency Management Director has the responsibility for assuring that the EOC is physically opened.

2. First person at the EOC has responsibility for assuring that primary staff has been notified (not necessarily do the actual notification).
3. Department heads have a responsibility for providing radio communications to their department by bringing a portable radio (in the event power is lost).
4. Emergency Management Director or Communications Supervisor, if one designated, will arrange for additional telephones or extensions in the EOC if needed.
5. Emergency Management Coordinator has responsibility for providing personal services to the staff. (Food, water, sleeping accommodations, etc.) The Central Fire Station is available and suitable for use as a central distribution point. (Approximately ____ beds and blankets are stored there – [pending](#)).

VII. Readiness Levels:

EOC Operations

1. The Falmouth Emergency Operations Center is located at the Falmouth Police Department building.
2. There are three levels of EOC staffing. The Director of Emergency Management will, in consultation with senior town staff, determine which mode is appropriate for the event.

[Note: FEMA, MEMA, & CCEMA have no consistent Operations status level mode]

Monitoring Mode - Level 1

1. The Town of Falmouth may, in response to local, regional, statewide, or national event, decide that the EOC should be activated, but kept in the Monitoring Mode. This mode would most likely involve one staff person (e.g. the Director of Emergency Management) setting up the EOC if needed, monitoring outside events, and providing key event information to senior city staff. The EOC may be taken from Monitoring Mode to Full Activation Mode if event circumstances dictate.

ICS Mode - Level 2.

1. The EOC may be partially activated to support Incident Command System (ICS) field operations. For example, response to a large fire would involve activation of the ICS command system. Field operations (at the scene of the large fire) would include the Incident Commander and his key staff, along with the Operations Section and the Logistics Section. If established, the Logistics Section, the Planning Section and the Finance and Administration Section could be located at the EOC to provide emergency support to the Incident Commander and his senior staff.

Full Activation Mode – Level 3.

1. The decision may be made by the Director of Emergency Management to bring the EOC up to full activation mode. In this mode, the EOC staff will be organized along the Emergency Support Function (ESF) organization included in

the Federal Response Plan. ESFs will be activated and staffed as necessary for the management of event response. ESF functions include:

DEPARTMENTAL STAFF

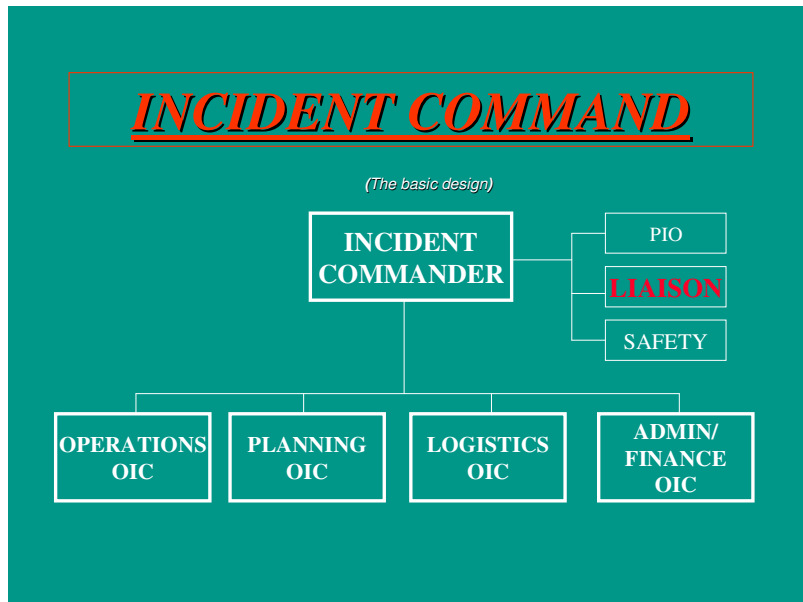
- Suggested Emergency Support Functions from each Town Department

ESF 1 – Transportation-Schools
ESF 2 – Communications
ESF 3 – Public Works
ESF 4 – Fire Department
ESF 5 – Information and Planning
ESF 6 – Mass Care - Shelters
ESF 7 – Resource Support
ESF 8 – EMS/Medical Support
ESF 9 – Urban Search and Rescue Support
ESF 10 – Hazmat Support
ESF 11 – Food Services
ESF 12 – Energy and Water Resources
ESF 13 – Law Enforcement
ESF 14 – Public Information
ESF 15 – Donations and Volunteer Coordination
ESF 16 – Record Keeping / Finance

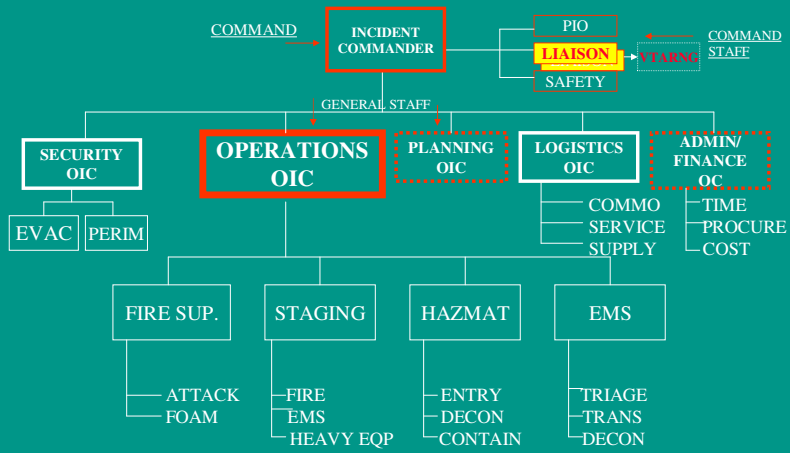
VII. Use of National Incident Management System (NIMS)

1. Falmouth has adopted and uses the National Incident Management System (NIMS) to manage the response to major emergencies in accordance with Homeland Security Presidential Directive-5, "Management of Domestic Incidents". Use of NIMS allows federal, state and local governments to work together in a consistent manner to prepare for, respond to and recover from emergency events, whether natural or manmade.
2. **NIMS** standardizes the use of the **Incident Command System (ICS)** and Multi-Agency Coordination Systems, such as an Emergency Operations Center to manage emergency response operations. The ICS is used, according to NIMS guidance "to organize both near term and long term field level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade."

Sample Incident Command Structure



INCIDENT COMMAND



ANNEX B
EVACUATION
Town of Falmouth, Maine

I. AUTHORITY:

1. See Basic Plan.
2. See authorities and reference section

II. PURPOSE:

To provide procedures that would assist the Town in accomplishing or assisting in an orderly evacuation of people.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

The Town of Falmouth has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The Town could also be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries as outlined in the American Red Cross agreements.

B. Assumptions:

The Town of Falmouth has a capability to offer some assistance if this happens. Direction and Control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, volunteers, surrounding jurisdictions, and State agencies, if required. (See Basic Plan, Assumptions)

IV. MISSION:

To carry out basic government functions of maintaining the public peace, health, and safety if an evacuation of population is contemplated or occurs.

V. CONCEPT OF OPERATIONS:

Service heads of Town departments involved in emergency response have a responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Emergency Management Director for implementation and coordination from the Emergency Operations Center. Town agencies as covered in their respective annexes, have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

VI. ASSIGNMENT OF RESPONSIBILITIES:

- A. The Emergency Management Director is responsible for:
 - 1. Development and coordination of evacuation plans.
 - 2. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
 - 3. Maintain liaison with State and Federal authorities and authorities of other nearby political sub-divisions.
 - 4. Negotiating and concluding agreements with owners of persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters.
 - 5. Coordination of the activity of all other public and private agencies.
 - 6. Reviewing and updating this annex on an annual or as needed basis.
- C. The Fire Chief is responsible for:
 - 1. Recommending and assisting in evacuation if situation warrants.
 - 2. Assisting in dissemination of warning.
 - 3. Fire inspections and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Director.
- D. The Police Chief is responsible for:
 - 1. Assisting in dissemination of the warning.
 - 2. Coordinating with Emergency Management Director or designee on transportation to shelters.
 - 3. Emergency traffic control and crowd control.
 - 4. Assisting in evacuation within capabilities and as requested by service heads or Director.
 - 5. Security of evacuated areas and shelters.
- E. The Highway Superintendent (Parks & Public Works Director) is responsible for:
 - 1. Clearing of debris from town roads.
 - 2. Coordination of emergency transportation through the Emergency Management Director.

VII. DIRECTION AND CONTROL:

Responsibility for implementing an evacuation, time permitting, rests with the Town Manager and Emergency Management Director in consultation with the Police and Fire Chief. Coordination will be accomplished through the Emergency Operations Center under the general direction of the Emergency Management Director who will coordinate the actions and responsibilities of the service heads as covered in their respective annexes and outlined in this annex under Vermont assignment of responsibilities.

VIII. COMMUNICATIONS:

Communications will primarily be by telephone, town radio, cellular phone and REACT organization.

IX. TRAINING AND EXERCISE:

It is the responsibility of the Emergency Management Coordinator to see that training and exercises are conducted on an annual basis.

ANNEX C
COMMUNICATIONS
Town of Falmouth, Maine

I. AUTHORITY:
See Basic Plan.

II. PURPOSE:

To identify communication equipment and procedures that will be utilized during an emergency in the Town of Falmouth.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan.
2. The Emergency Management Director or designee will be responsible for coordinating all emergency communications activities during an emergency.
3. The Police Department will have the responsibility for alert/notification of the town from outside hazards
4. Emergency services have sufficient radios and telephones for day-to-day emergency operations.

B. Assumptions:

1. See Basic Plans.
2. Local radio will be utilized for emergency warning and instructions to the public.

IV. MISSION:

To provide the EOC staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Police Department:

1. To maintain Police Dept. / Fire Dept. telephone and base and portable radio systems.
2. Maintain telephone / communication systems at the EOC. Obtain additional telephone lines and cellular telephones during an emergency.
3. Test all radio and telephone system periodically.
4. Maintain statewide Emergency Management radio link.

B. Emergency Management Agency:

1. To provide liaison with County, State and Federal agencies.
2. Ensure that Cumberland County Emergency Management is aware of the local communications system procedures.
3. Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
4. See that personnel are trained and that communications systems and tested.
5. Coordinate with the local volunteer organizations.

VI. CONCEPT OF OPERATIONS: EOC Under Construction

In an emergency, the primary EOC will be located in the Falmouth Police Dept. at 2 Marshall Drive. The EOC will use telephones for primary communications.

The EOC has _____ listed telephone lines and _____ unlisted telephone line. (The unlisted line can be used for outgoing calls only) The local telephone company can easily add an additional _____ telephone lines to the EOC. [Pending](#)

In addition to telephone communications, several town departments utilize radio communications. The Fire Department base radio station is located (at the EOC.) The Police Department, Highway/Public Works Department, and Sewer & Water Departments can utilize portable radio communications.

The local cellular phone company has agreed to make additional cellular phone available to the EOC in an emergency. There is relatively good reception for cellular usage in the Falmouth area.

Another important communications resource to the EOC is the local ham radio operators organization called Amateur Radio Emergency Service- ARES, which is comprised of approximately 60,000 ham operators nationally, each equipped with their own portable radios which operate on the ham radio frequencies. Ham operators frequently participate with local Maine emergency response personnel during emergency exercises. Use of ARES is requested by the Emergency Management Director through the Cumberland County Emergency Manager.

ANNEX D
ALERT AND WARNING
Town of Falmouth, Maine

I. AUTHORITY:

See basic plan.

II. PURPOSE:

To identify responsible authorities and the method that will be utilized to alert town authorities and warn the general public.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan.
2. The Falmouth Fire Chief is the Warning Officer for the Town of Falmouth.
3. The Falmouth Police Department has the responsibility for alert/notification and for contacting the Fire Chief.
5. The fire vehicles and police vehicles are equipped with loud speakers.
6. Door to Door warning will be necessary for part of the population.
7. The Town has a viable alert notification system for Town response personnel and the school department.

B. Assumptions:

1. See Basic Plans.
2. Fire Vehicles and police vehicles will be available.
3. Fire, Police and volunteers will be utilized for emergency warning and instructions.
4. Local radio will be utilized for emergency warning and instructions to the public.
5. A telephone fan-out may be required for affected industries.
6. Warning time will vary depending on the hazard and speed of onset. Time available can vary from ample to none but will generally allow Town officials sufficient time to evaluate necessary actions.
7. A requirement for warning may be local, area, state or national in origin.

IV. MISSION:

To notify the EOC staff and the general public as the situation or hazard requires.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Police Department:

1. To receive warning notification through the Fire Dept. from the County or from the public and disseminate as required.
2. Assist the Fire Department in warning the public.
3. To alert the EOC primary staff when EOC is activated.

B. Fire Department:

1. To disseminate a warning to the public using sirens, public address systems, town agencies, volunteers and the media as required.
2. Maintenance of outdoor warning devices.

C. Emergency Management Agency:

1. To provide liaison with County, State and Federal agencies.
2. Assure that the County EMA office is aware of the local warning point and that procedures are up to date and operational for reception by Falmouth if any warning disseminated from the County warning point or proper State agency is requested.
3. Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
4. See that personnel are trained and that warning functions are exercised.
5. Provide liaison with Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.
6. Check with warning officer (Fire Chief) that nursing homes, major industries and other key locations have been notified.
7. See that Fire and Police make verification of warnings before dissemination.

VI. CONCEPT OF OPERATIONS:

The Falmouth Police have primary responsibility for initial reception of any warning disseminated by the County / State. If a warning is locally generated it would normally be received by the Police / Fire Department by telephone. Once this is accomplished the Fire Chief has the responsibility for public notification, assisted by the Police, and, the Police Chief has the responsibility of EOC staff notification. Time permitting, a decision to warn the public and the method to be utilized will be coordinated with the Emergency Management Director particularly if the method of protecting the public includes sheltering and/or evacuation.

VII. COMMUNICATIONS:

Town departments will use the municipal frequency for interface including a land-line to the School department to man their base if the situation so requires. Primary communications with the media, State and other surrounding local governments will be by telephone. The State-wide radio and the Mutual Aid Fire radio systems can be utilized as back-up if necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, town portable radios, town mobile radio equipped vehicles or messengers will be used.

ANNEX E
EMERGENCY SHELTER
Town of Falmouth, Maine

I. GENERAL:

A. Authority:

1. See Basic Plan I.A.
2. U.S. Public Law 4, 58th Congress, January 5, 1905
3. U.S. Public Law 93-288, Disaster Relief Act of 1974
4. Statement of Understanding - FEMA and National Red Cross, January 22, 1982
5. Statement of Understanding - Falmouth and American National Red Cross, September 27, 2007

B. Purpose:

To define the duties and responsibilities of shelter service in the event of a natural or man-made disaster.

II. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan
2. The Town of Falmouth could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
3. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross.
4. Activation of shelters will be determined by the Emergency Management Director and will be dependent on the magnitude of the disaster.
4. The American Red Cross has both the expertise and experience in operating public shelters.
5. Special needs for the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be provided for.

B. Assumptions:

1. See Basic Plan.
2. The American Red Cross, with Town assistance, will recruit necessary volunteers to complement Red Cross staff in shelter operations.
3. The Red Cross will coordinate with the Emergency Management Director for any additional support that can be provided by local government agencies.
4. Shelters in the town of Falmouth will not normally be stocked. The Red Cross will obtain supplies through local sources when possible.
5. If the Red Cross utilizes provisions on-hand owned by the town, the ARC will reimburse the town for all items consumed / used.

III. MISSION:

To protect the population from the effects of a disaster, or impending disaster, by directing the public to available shelters, performing necessary tasks during the shelter stay, and releasing the shelter occupants when the situation warrants.

IV. EXECUTION:

A. Organization:

1. Emergency Management Director will be liaison between the Town and the Red Cross Shelter Coordinator.
2. Members of the Red Cross and volunteers, recruited from State agencies or the local populace, will constitute each individual shelter organization.
3. The Emergency Management Coordinator will coordinate outside shelter assistance requested from Town Departments and/or agencies. (Police, Fire, Water, Sewer, etc.)

B. Alert Notification:

1. Emergency Management Director will notify The Red Cross Shelter Service of the need for shelter services.
2. Notification of other members of the Red Cross Chapter will follow Red Cross procedures.

C. Emergency Operating Center:

1. A Red Cross representative may report to the EOC when necessary to assist in the coordination of shelter operations.
2. Status charts may be utilized at the EOC to indicate the location of shelters and available spaces, etc.
3. A log of incoming and outgoing messages concerning shelter operations will be maintained.
4. Coordination with other emergency services will be accomplished through the Emergency Management Director(s).
5. Primary shelter communications will be by telephone. Radios or messengers may also be utilized when available. If additional radio communications are desired, request will be coordinated through the Emergency Management Director(s). The use of Amateur Radio Operators will be considered according to availability.

D. Concept of Operations:

1. The Red Cross and the Emergency Management Director will coordinate designation of the shelters as part of this plan. The Red Cross will have a position reserved in the Falmouth Emergency Operations Center.
2. The Red Cross will be the sole operator of the Falmouth town emergency shelters. Assistance in feeding may be provided by volunteers.
3. Fire inspections are routinely performed by the Fire Department in designated shelters.
4. Assistance in security, inside and outside, will be coordinated with the Falmouth Police Department.
5. Health requirements and inquiries about missing persons will be a Red Cross responsibility assisted by the Fire Chief / Police Chief or designee, if necessary.
6. Public information concerning shelters will be coordinated through the Emergency Management Director(s).
7. If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Emergency Management Director.
8. The Emergency Management Director will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any

remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

E. Training and Exercise

1. It is expected that the Red Cross will train shelter staff. Town shelter liaison and coordination duties will be developed and participating town personnel trained.
2. If additional or special training is required, it will be coordinated through the Emergency Management Director(s).
3. Shelter exercises will be held at the request of the Red Cross. Emergency Management Director will coordinate exercises.

ANNEX E - APPENDIX E-1
SHELTER LISTING

SCHOOLS (Contact Emergency Management Coordinator of Schools- Jack Hardy –
781-7429)

Falmouth High School (ARC Regional Facility) 781-7429

Plummer-Motz Middle School (ARC Secondary Shelter) 781-3988

Central Fire Station (Emergency Services Employee's ARC Designated Facility ONLY)

**ANNEX E - APPENDIX E-2
AMERICAN RED CROSS**

The American Red Cross, as mandated by Federal Law 36-ISC-3 and reaffirmed in Public Law 93-288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime.

At the State level, the Statement of Understanding between the American Red Cross and The State of Maine establishes the operating relationships between these agencies. The major care and shelter responsibilities of the Red Cross in the emergency period include:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

The Red Cross acts cooperatively with State and local governments and other private relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for Red Cross involvement in a State of War Emergency, however, assistance and support will be provided to Maine Emergency Management, to the extent possible.

**STATEMENT OF UNDERSTANDING
BETWEEN THE STATE OF MAINE
AND THE AMERICAN NATIONAL RED CROSS**

PURPOSE

The purpose of this statement of understanding is to provide for cooperation and coordination between the State of Maine, its agencies, counties and municipalities, and the American National Red Cross (hereinafter known as the American Red Cross), in carrying out their assigned responsibilities in the event of natural or man-made disasters or enemy attack.

DEFINITION OF DISASTER

A disaster is an occurrence such as hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, blizzard, pestilence, famine, fire, explosion, volcanic eruption, building collapse, transportation wreck, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

AUTHORITY

State of Maine

In cooperation with the federal government, the State of Maine is responsible for the development and execution of civil preparedness programs and for providing assistance to local governments in their development of disaster preparedness plans and capabilities. In conducting these operations, the State of Maine will encourage all town, city, and county agencies of government to cooperate with agencies established by laws of the United States. The Maine Department of Public Safety, Office of Emergency Management, has been designated by the Governor as the coordinating agency for disaster operations.

The American Red Cross

The American Red Cross is an instrumentality of the United States Government, with a Congressional Charter, codified at 36 U.S.C., Section 1 et. seq., under which it is charged to "...carry on a system of relief in time of peace and apply the same in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities..." This role has been restated in the Disaster Relief Act of 1974 (P.L. 93-288) which says "...nothing contained in this act shall limit, or in any way affect the responsibilities of the American National Red Cross under the Act of January 5, 1905."

SCOPE OF AMERICAN RED CROSS ACTIVITIES

Natural Disasters

The magnitude of a disaster may be such that it simultaneously affects tens of thousands of people in several states or it may bring suffering and anguish to just a few persons in one apartment building or group of houses. Regardless of the extent of the disaster, it is the responsibility of the American Red Cross to help meet the human needs that the disaster has caused. These needs may include food, clothing, shelter, first aid, and other basic elements for comfort and survival.

The American Red Cross also helps disaster victims needing long-term recovery assistance by advising and counseling them on the availability of resources, so that they can resume living in keeping with acceptable standards of health, safety and human dignity. Such resources include those of their own family, as well as federal, state and local agencies, both public and private. If there are not other resources available, the American Red Cross may provide direct additional assistance to enable the victims to re-establish themselves.

Red Cross assistance to disaster victims is not dependent upon a Presidential or other federal disaster declaration but is provided regardless of the size of the catastrophe or disaster incident. In carrying out its responsibilities to provide for mass care in peacetime disasters, including precautionary evacuations and peacetime radiological emergencies / nuclear accidents, the American Red Cross will operate appropriate shelter facilities and arrange for mass feeding and other appropriate support. In doing so, the Red Cross will pay related costs only when such activities are under the administrative control of or authorized by the American Red Cross, or when prior written agreements have been made for some other organization to provide emergency services on behalf of the Red Cross.

American Red Cross disaster responsibilities are nationwide. Therefore, when the local chapters in the affected areas are unable to meet the needs of disaster victims, the resources of the total organization are made available.

The American Red Cross provides blood and blood products and handles welfare inquiries from anxious relatives outside the disaster area.

The American Red Cross will conduct an appeal for voluntary contributions of funds at the time of disasters.

In disasters with company or owner liability implications, the customary emergency services will be extended on either a mass care basis or to individuals and families if such help is not or cannot be provided immediately by the owner of the property involved, after such unpredictable catastrophes as collapse of private dams, fires in hotels, theaters, and night clubs, and on pleasure boats.

Peacetime Radiological Emergencies / Nuclear Accidents

In the case of peacetime radiological emergencies/nuclear accidents, which have company or owner liability implications, the American Red Cross will conduct shelter and feeding operations in centers and facilities designated in advance by the Civil Defense Division, under arrangements worked out among the Civil Defense Division, the American Red Cross and officials or owners of the buildings.

Civil Disorders

Where there are suffering and want resulting from civil disorders, and fundamental human needs are not met, the American Red Cross will participate in community action to supplement the efforts of the responsible civil authorities in extending emergency services and relief to the victims of such disturbances.

Other Emergency Situations

Situations caused by economic, political and social maladjustment including the usual hazards of industry and agriculture, are not usually considered to be within the American Red Cross responsibility for disaster preparedness and relief. There may be other kinds of emergencies involving large numbers of people; or problems related to energy outages, costs or shortages that create evident human needs or in which public officials request Red Cross assistance.

War-Caused Situations

In war-caused situations, the American Red Cross will use its facilities and personnel to support and assist mass care and emergency operations of the Civil Defense Division, to the extent that the Red Cross considers possible, while carrying out its other essential responsibilities and assignments.

The American Red Cross will support national emergency blood collections and supply efforts as provided for under special Federal Emergency Management Agency procedures and regulations related to the National Emergency Blood Program.

Coordination and Cooperation

In the discharge of its responsibilities the American Red Cross recognizes the responsibility of the State of Vermont in disasters and will coordinate its activities with the responsible state agencies and local governments, as required. This is essential when the Governor declares a state of emergency or the President has declared an emergency or major disaster.

The American Red Cross will keep the Governor or his designee advised of actions taken and will keep a continuing liaison with the offices of the State of Vermont to ensure effective assistance to all disaster victims.

Responsibility for coordinating the services of other voluntary agencies or groups during and after a major disaster will be undertaken by the American Red Cross upon a request from the Emergency Management Division, and with the consent of such agencies or groups. The American Red Cross agrees that, in an emergency, at the request of the Civil Defense Division (Emergency Management), Red Cross liaison personnel will be provided at the State's Emergency Operations Center (and to other district or regional Emergency Operations Centers, as appropriate.)

Planning and Implementation

Cooperative arrangements for planning, exchange of information and continuing liaison regarding preparedness and disaster operations will be developed and maintained by the Civil Defense Division and the American Red Cross.

Local counterparts of the two organizations will be encouraged to make similar arrangements.

**ANNEX F
RADIOLOGICAL PROTECTION
Town of Falmouth, Maine**

PURPOSE

To provide protection for the population of the town from the effects of radioactive materials.

SITUATION AND ASSUMPTIONS

Radioactive materials could travel through the town on the Maine Turnpike and Interstate 295. An accident involving a vehicle carrying radioactive materials would be a matter of concern.

CONCEPT OF OPERATIONS

The Emergency Management Director will handle the situation in the same manner as any hazardous materials incident. The area would be secured at an appropriate distance and the Falmouth Fire Chief would assume command. Outside assistance would be requested as outlined in mutual-aid agreements.

RADIOLOGICAL OFFICER

The town **does not** have a Radiological Officer.

RADIOLOGICAL INSTRUMENTS

The town has no radiological detection instruments.

The town has no trained Radiological Monitors.

ANNEX G
FIRE AND EMS (RESCUE)
Town of Falmouth, Maine

I. AUTHORITY:

1. Falmouth Emergency Management ordinance
2. Chapters 1 and 3, Title 20, VSA 1951 (as amended)
4. U.S. Public Law 920, 81st Congress, 1950 (as amended)

II. PURPOSE:

To develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Falmouth Fire Department personnel.

III. SITUATION AND ASSUMPTIONS:

1. The Falmouth Fire Department has the primary responsibility of responding to emergencies in the Town where fire, or threat of fire may exist.
2. It has a responsibility of responding to fire emergencies outside Falmouth through mutual aid compacts with surrounding communities.
3. The Fire Department can expect assistance from other Town agencies and departments upon request.
4. Fire Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies (see all- hazard analysis Addendum).

IV. MISSION:

1. To limit or prevent loss of life and property from fires or threat of fires.
2. To assist in warning and evacuation.
3. To assist and cooperate with other Town agencies and departments responding to disaster.

V. ADMINISTRATION:

1. The Fire Department is headed by a Chief appointed by the Town Council / Manager.
2. The Fire Department is normally composed of 17 officers and 75 call firefighters/EMTs.
3. The Department is continuously in the process of re- evaluating pre-fire plans for hospitals, schools, and major industries within the Town.
4. A copy of the resource inventory is included as part of this Annex and identifies the type and locality of major pieces of equipment.
5. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Management Coordinator.

VI. CONCEPT OF OPERATIONS:

1. Operations of the Fire Department require a rapid and coordinated response.

2. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by the Fire Alarm if a response by the Department is required.
3. Telephone fan-out can be used as a back-up.
4. The Fire Officer in charge of the incident has responsibility for requesting additional assistance.
5. Initial Response will include an evaluation of the on-scene situation, establishment of command, if necessary, and identification of a staging area if additional assistance is required.

VII. RESPONSIBILITIES:

- A. Fire Chief or Designee:
 1. Responding to fire or threat of fire.
 2. Any rescue work needed, then protecting exposures as required and extinguishing fires.
 3. Assisting other Town agencies, if requested, when life or property is threatened.
 4. Assisting in dissemination of warning.
 5. Recommending and assisting in evacuation if situation warrants.
 6. Requesting assistance from Mutual Aid System and other town agencies/ departments.
 7. Keeping proper authorities informed of situation.
 8. Normal operation of the Fire Department.
- B. Fire Department Officers
 1. Must have ability and knowledge to service as officer-in-charge at an incident until superior officer or chief is on-scene and assumes control.
 2. Knowledge and skills to perform day-to-day operations as described in staff duties.
 3. Other specific or related fire response duties as assigned by the Chief or Officer-in-Charge at the scene or as indicated in standard operations procedures / guidelines.

VIII. DIRECTION AND CONTROL:

Direction and control, as a function, is covered in Annex A.

1. Requests for off-site assistance shall be requested by the Officer in charge through Fire Alarm.
2. A command post shall be established at the scene with responding agencies reporting on arrival.
3. If the situation warrants the opening of the Town's Emergency Operations Center, the Officer in charge shall assure that communications with the EOC are established and he or a designee shall go to the EOC to provide information and coordination.

IX. COMMUNICATIONS:

1. Fire Department frequencies are used both for toning out the Fire Department personnel and for two-way communications.
2. Fire apparatus is radio equipped with these frequencies.
3. The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
5. (The Fire Department also has a base radio station capable of communicating with Cumberland County Emergency Management frequency.)

X. WARNING:

1. The Fire Chief, or Officer in charge if the Fire Chief is not available, has the responsibility as Town Warning Officer of disseminating severe weather warnings.
2. The Fire Chief, or designee, has the responsibility of assisting in warning the population in an area recommended for evacuation.

XI. SHELTER:

If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Emergency Management Director.

XII. TRAINING/EXERCISES

The Fire Chief has the responsibility for on-going training and exercising of the Department. It is expected that the Department may be asked to coordinate with the Emergency Management Agency in an annual exercise involving other Town departments.

**ANNEX H
POLICE
Town of Falmouth, Maine**

I. AUTHORITY:

1. Falmouth Emergency Management Ordinance
2. Public Law 920, 81st Congress (As Amended)

II. PURPOSE:

To provide for disaster and emergency response by the Police Department of the Town of Falmouth.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the town.
2. The town has a population of 11,500 (2004 census), located throughout the town which creates a demand for response at widely separated locations.

B. Assumptions:

1. Assistance may be available from the Maine State Police, Cumberland County Sheriff, and area law enforcement agencies during a major disaster or emergency affecting Falmouth.
2. Assistance may be secured from outside the Town of Falmouth by requesting aid from the State of Maine through Cumberland County Emergency Management.
3. Assistance requested from the town of Falmouth Police Department from outside areas will be provided at the sole discretion of the Falmouth Police Chief and he / she will advise the Emergency Management Director in the event such assistance can be allocated.

IV. MISSION:

1. Protection of Life and Property.
2. Maintaining law and order.
3. Emergency traffic control
4. Crowd control
5. Assisting in evacuating.
6. Assisting in warning of residents.

V. ADMINISTRATION AND LOGISTICS:

1. Normal channels will be used for day-to-day operations.
2. Emergency supplies and equipment will be secured through area supply agencies and administered by the Police Chief or his designee.

3. Emergency funding will be requested through the Emergency Management Director before, during, or after disasters or emergencies.
4. Legal questions will be referred to the town attorney.
5. Records of purchasing and disbursements applicable to the disaster/emergency will be kept through normal procedures.

VII. CONCEPT OF OPERATIONS:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. All off-duty personnel will be called in as deemed appropriate by the Chief of Police.
2. All personnel will be placed on stand-by.
3. All equipment will be checked and prepared for use.
4. Feeding and lodging of emergency personnel will be instituted per the ARC agreement.
5. Security, and protection of departmental personnel will be maintained by the Department or by calling in other area law enforcement agencies.
6. Area police assistance is provided and coordinated through the Falmouth Police Dispatch center.
7. Evacuation of endangered areas will be accomplished using mobile public address system followed by a door- to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
8. The Police Chief, or designee, will report to the EOC, if activated, to provide direction and coordination of police functions.
9. The Police Chief will recommend activation of the EOC if circumstances indicate.
10. Alternate EOC may be mobile command units.

VIII. ORGANIZATION AND ASSIGNMENTS

1. The Falmouth Police Department consists of approximately 22 sworn and 8 civilian personnel.
2. The Police Chief is responsible for day-to-day and emergency operations of his/her department and for coordination with other town agencies.
3. The Police Lieutenant or designee (EMA Director) has authority delegated by the Chief for disaster planning and for maintaining and updating this police annex annually or on an as-needed basis and coordinating changes with Emergency Management.
4. The line of succession for the Department is as follows:
 - A. Police Chief
 - B. Police Lieutenant
 - C. Police Sergeant / Supervisor
 - D. Police Senior Officer
5. The officers have the responsibility on-scene of reporting to an established command post or of recommending or creating a command post if the situation indicates.

IX. DIRECTION AND CONTROL:

1. The Police Department is located at 2 Marshall Drive.
2. The Police Chief exercises direction and control of the Departments' emergency forces. This is accomplished at Police Headquarters under normal operating conditions and at the Town of Falmouth EOC, located at the Police Department, if activated for an emergency.

3. Maps and markers, charts, etc., as needed to display the following information will be located in the EOC and maintained by the Town Manager and the Emergency Management Director:
 - A. Deployment of Personnel.
 - B. Location of vehicles.
 - C. Lodging (Shelter) areas.
 - D. Location of emergency command post (field).
 - E. Location and nature of problem(s).
 - F. Weather information.
 - G. Type and location of disaster area.
 - H. Location of identified high hazard areas.
 - I. Other pertinent information.

X. COMMUNICATION:

1. Emergency Communications equipment is maintained and operated through the Town of Falmouth Police Department Headquarters by a full-time dispatcher.
2. Twenty-four hour dispatch is covered by Falmouth Police Department.
3. The Police have radio capability for communicating with Municipal Government, Parks & Public Works, Fire & EMS, Falmouth Schools, State Fire, Cumberland County Sheriff's Department, area law enforcement agencies and Maine State Police.
4. (The Police Department may also Dispatch and act as telephone answering agent for the Red Cross.)
5. Contact with Regional Hospitals is relayed through the REMIS.

XI. TRAINING AND EXERCISES:

1. Emergency Operations Training for Department Personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for Department personnel will be conducted in cooperation with the Falmouth Emergency Management Director and/or Coordinator.

ANNEX I
DEPARTMENT OF PARKS & PUBLIC WORKS
Town of Falmouth, Maine

I. AUTHORITY:

1. Falmouth Emergency Management Ordinance.
3. U.S. Public Law 920, 81st Congress, 1950 (As Amended).

II. PURPOSE:

To assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the Town Emergency Management ordinance.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the Town. (See Basic Plan)
2. The geography of the Town is approximately 32 square miles, with a business section and . There is 2 railroads, rivers and streams, as well as being at the intersection of 2 highways (including Interstate 295 and Maine Turnpike) which could affect a response to disasters.
3. The distribution of the Town population 11,500 (2004 census), throughout the Town could create a demand for response to different locations.

B. Assumptions:

1. Assistance will be available from other Town departments, local communities, and State agencies, during/after a major disaster or emergency affecting the town.
2. Assistance may be secured from outside of Falmouth and from the State of Maine through Cumberland County Emergency Management.
3. Assistance requested from the Public Works Department will be provided by the Emergency Management Director in the event such assistance can be spared.

IV. MISSION:

To provide manpower, vehicles, and equipment to maintain roadways and town water supply and sewer system, and to assist other Town agencies, when requested, with personnel, material and equipment, before, during and after disasters or emergencies.

V. ADMINISTRATION AND LOGISTICS:

1. Normal channels will be used for day to day operations.
2. Emergency supplies will be secured by the Town (Administrator, Manager, etc.)
4. Emergency funding will be requested through Emergency Management Director before, during, and after disaster/emergencies.
5. Legal questions will be referred to the town attorney.
6. Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

VI. WARNING:

1. The Department of Parks and Public Works (Highways, and Waste Water, etc.) will receive warning of a disaster or emergency through communications by telephone, municipal radio or messenger, or via the State fan out system. (as described in Annex D.)
2. They may also receive notification from:
 - A. The Emergency Management Director
 - B. The Police and/or Fire Department
 - C. The Emergency Management Coordinator
3. The Superintendent (Foreman, etc.) is on 24-hour call and can be reached by telephone.
4. A highway workman is on duty during winter months at the Town Garage. "Winter" is determined by weather rather than by calendar.
5. A fan-out list for key personnel in the water and sewer department and the highway department is posted in the Town office and in the highway garage.

VII. CONCEPT OF OPERATIONS:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. The Town (Administrator, Manager, etc.) or designee will report to the EOC, if activated, to provide direction and coordination of public works functions.
2. The Town (Administrator, Manager, etc.) or designee will recommend activation of the EOC if circumstances indicate.
3. Pre-impact preparations:
 - A. Notify key public works personnel
 - B. Assign duties and crews
 - C. Check all appropriate equipment
 - D. Check fuel supply
4. If necessary to restore or maintain essential services:
 - A. Call in former or retired department employees.
 - B. Make use of local contractors.
 - C. Contact Vermont Emergency Management through the Emergency Management Director or designee for State and/or federal assistance.

VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

- A. The Superintendents of Water and Sewer and the Highway Department are responsible for:
 1. Day to day and emergency operations of their department, and coordination with other Town agencies.
 2. An up-to-date inventory of departmental resources and personnel maintained at the Town office with a copy at the town garage office.
 3. Clearing of debris from town roads.
 4. Maintaining water and sewer system.
 5. Supplying emergency power, if needed, to emergency shelters.
 6. Coordination of emergency transportation through the Emergency Management Director or Coordinator.
 7. Emergency operations training for department personnel.

8. Maintenance and repair of department emergency vehicles by department personnel.
 9. Maintaining and updating this annex, annually or as needed, as part of the Town's emergency operations plan; testing or evaluating it annually in coordination with the Emergency Management Coordinator.
 10. Reporting to the EOC, if opened, and/or recommending opening the EOC if the situation warrants.
 11. Emergency operations are under the general direction of the Emergency Management Director or Coordinator.
- B. The Road Foreman is responsible for:
1. Day to day maintenance equipment.
 2. Emergency operations instructed by the Superintendent or in the Superintendent's absence, under the general direction of the Emergency Management Director or designee.
- C. Succession/Continuity:
1. Assistant Director of Parks & Public Works
 2. Foreman of Highway Dept.
 3. Superintendent of Waste Water Dept.
 4. Foreman of Waste Water Dept.

IX. DIRECTION AND CONTROL:

1. The Director's and Foreman's offices are located at 101 Woods Rd.
3. Direction and control of emergency forces is accomplished from the town garage under normal operating conditions and from the Town of Falmouth EOC, if activated for an emergency.
4. Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the appropriate Supervisor of Highway or Waste Water Dept. and the Emergency Management Director.

X. COMMUNICATIONS:

1. Day to day and emergency communications are maintained and operated from the highway garage.
2. The department has a radio capability for communicating with other municipal departments on the municipal frequency.

XI. TRAINING AND EXERCISING:

1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for department personnel will be conducted in cooperation with the Falmouth Town Emergency Management Director and/or Coordinator.

Emergency Action Plan
Falmouth Wastewater Treatment Facility

The plant Superintendent is responsible for development and implementation of this plan and will be known as the Emergency Response Team Coordinator (ERTC). In the event that the Superintendent is unavailable, the senior most employee on staff will serve in this capacity. This plan shall be implemented in conjunction with the Town of Falmouth's "All Hazards" Emergency Operations Plan in accordance with the Emergency Management Ordinance.

Emergency Escape Routes

It is the responsibility of the Superintendent to see that emergency escape maps are developed, accurate, and posted. Emergency escape routes are conspicuously posted in each building.

Reporting Fires and Other Emergencies

In the event of an emergency that requires immediate evacuation the person discovering the emergency should move to a previously designated safe area and alert others using the phone paging system if possible.

To contact outside emergency personnel **Dial 911**. NOTE: Phones require selecting a line via a button on the phone and dialing 8 to obtain an outside line prior to dialing the emergency number.

Emergencies requiring the evacuation of the premises include, but are not limited to, fires, bomb threats, or any situation that creates an immediate detriment to life and health (IDLH) environment.

Contact Persons

The Emergency Response Team Coordinator or the senior employee on site will be the contact person for emergency personnel that arrive on the scene. During any declared emergency, the ERTC will implement the **Incident Command System** in coordination with emergency response personnel.

Accounting for employees

Employees should immediately evacuate and meet in the parking lot between the administration building and control building. The Emergency Response Team Coordinator will be responsible for accounting for all employees at the meeting spot and assure that all employees are accounted for or who is missing. [The ERTC shall implement a Personnel Accountability Report (PAR) to account for the safe egress of all staff as soon as possible. Any unaccounted staff shall be reported to the first responding public safety personnel.]

In the event that the Superintendent is not on-site the senior employee on site will assume the role of ERTC, and be responsible for accounting for all department employees [PAR]. Once a PAR has been conducted, the results shall be forwarded to the Incident Commander (IC)

Accounting for visitors

Visitors shall be accompanied at all times by plant personnel and that accompanying employee shall be responsible for directing the visitor in evacuating the facility and included in all PAR's during an emergency.

Special Needs Individuals

Disabled persons or those requiring special needs may be present and may need to be assisted by employees in evacuating that area. It shall be the responsibility of the ERTC to determine whether individual(s) with special needs are on-sight and are accounted for during the implementation of this plan.

Critical Operations

There are no critical operations that need to be attended to prior to [and during] evacuation.

Inside Safe Refugee Area

Emergency incidents may occur that do not require evacuation of the building such as severe weather. The safe refugee area at this facility is the administration building. Communication will be maintained via land line phone, cell phone and two way radio. This communication equipment is available in the safe refugee area along with emergency contact phone numbers. Portable radios and extra batteries are kept in the safe refugee area.

Evacuation Drills

Evacuation drills will be conducted on an annual cycle. It will be the responsibility of the Superintendent to arrange with the Fire Chief and Emergency Management Director for drills when applicable. After each drill the employees will meet to review the drill and determine where, if any, changes need to be made. Employees should provide input as to the effectiveness of the drill. Best practices should be recorded and this plan shall be amended to implement suggested changes from Best Practices.

Personal Protective Equipment (PPE)

The use of personal protective equipment to evacuate safely is not anticipated [is PPE maintained & utilized?]

Training

Training of employees on the proper procedures to follow in the event of an emergency will be conducted at the direction of the Superintendent. Initial training of employees will be done upon hire and annually thereafter. Annual training will cover topics such as 1.) new equipment, materials or processes, 2.) layout or design of the facility changes, 3.) employee's responsibilities or designated actions under the plan change, 4.) drills demonstrate that employee performance must be improved. 5.) A record of all drills will be maintained and include type of drill, with times and dates of each drill conducted, 6.) Incident Command System 100 & 700 for new employees.

Employee training includes [but is not limited to]:

- ▶ review of Emergency Action Plan
- ▶ review of emergency escape routes
- ▶ fire extinguisher training
- ▶ means for reporting emergencies
- ▶ shut down procedures for critical operations
- ▶ alarm systems

- types of potential emergencies
- hazardous areas to avoid during an emergency incident
- location of meeting spot
- procedures for Individuals with special needs
- location of safe refuge
- personal protective equipment use (where applicable)
- complete workplace layout
- alternate escape routes
- chemical/process hazards in the facility
- NIMS and ICS 100 & 700 certification (Per Town Policy & Ordinance)
- CPR & AED annual certification
- HAZWOPER certification

Rescue and medical duties

Rescue and medical duties will be performed by the local fire department rescue personnel outside of basic first aid, CPR, and use of an AED during an emergency for trained employees.

Plan development and maintenance

This plan will be reviewed by the Superintendent and the Falmouth Emergency Management Director on an annual basis. This plan will be an added addendum to the Falmouth "All Hazards" Emergency Operations Plan. A distribution list and record of changes of the plan shall be maintained as part of the permanent record.

Adopted this date _____ 2008

Superintendent: _____

ANNEX J
EMERGENCY PUBLIC INFORMATION

Town of Falmouth, Maine

I. GENERAL:

- A. Authority - See Basic Plan.
- B. Purpose - To outline the role of the Public Information service in the event of a natural or man-made disaster.

II. SITUATION AND ASSUMPTIONS:

- A. Situation:
 - 1. Radio and Television stations can provide information and instructions to the public during an emergency.
 - 2. Local television stations are the authorized emergency broadcasting stations (EBS), authorized to provide immediate information and instructions during an emergency.
 - 3. The Portland Press Herald newspaper will be asked to publish informational and instructional material when the situation warrants.
- B. Assumptions:
 - 1. The Television and radio Stations have emergency power to remain on the air in the event of a power failure.
 - 2. The Portland Press Herald newspaper has emergency power also.
 - 3. The local news media will be asked to cooperate with the public information officer in providing information and instructions to the public in an emergency.
 - 4. The Public Information Officer (The Town Administrator, Manager, etc.) or designee will ensure that the Emergency Public information package is printed and distributed to the public.

III. MISSION:

To provide accurate and official information and instructions to the people through all available media before, during, and after emergencies.

IV. EXECUTION:

- A. Organization:
 - 1. The Public Information Officer, or designee, will select personnel to assist in providing fast accurate reporting during emergencies.
- B. Warning:
 - 1. The Public Information Officer, or designee, will be alerted by Emergency Management if required, when any emergency situation exists.
 - 2. The Public Information Officer, or designee, will alert his assistants.
- C. Concept of Operations:
 - 1. The Public Information Officer, or designee, will report to the EOC or alternate EOC when requested by the Emergency Management Director.

2. The Public Information Officer, or designee, will coordinate the collection and evaluation of information instructions for the public.
3. All releases, information, instructions will be cleared with the Emergency Management Director before being disseminated to the Public.
4. No releases will be made concerning bomb threats at the schools.

D. Assignment of Responsibilities:

The Public Information Officer, or designee, will be responsible for the following:

1. Maintaining a list of local news media personnel within the city together with their phone numbers.
2. Maintaining any other material necessary to carry out their assignment.
3. Maintaining a file of all news releases.
4. Establishing an information center at the EOC for the media.
5. Preparing appropriate news releases. (See Appendix K2.)
6. Coordinating information for public release with the other emergency services.
7. Contacting the Emergency Broadcast Station, WNVN to determine EBS entry.
8. Notifying the public of information and instructions outlined in the Emergency public information package and assuring that the package is up to date.

E. Training and Exercises:

1. Training - The Public Information staff will undergo training as necessary.
2. Exercises - Test exercises may be conducted annually. The Public Information Officer will participate in, or at least be present, at the exercise.

V. ADMINISTRATION AND COMMUNICATIONS:

A. Administration:

1. The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the Emergency Management Director.

B. Communications:

1. The primary communications between the public information officer and news media will be by telephone.

APPENDIX J1

The following lists the types of information that should be released to the public after approval by the Emergency Management Director and Incident Commander:

1. Nature of disaster
2. Location of disaster
3. Time of disaster
4. Agencies involved in response
5. Scope of agency involvement
6. Number of casualties
7. Nature and severity of injuries
8. Condition of casualties and where treated
9. Identification, age, sex, address of casualties

*** Assure that all attempts to notify next of kin have been accomplished before releasing names.**

APPENDIX J2

1. The PIO will establish a media room.
2. When the EOC is activated, access to the following area by the media will be allowed only with the Public Information Officer or a representative:
 - A. Town (Administrator's, Manager's etc.) Office
 - B. Emergency Management Director's Office
 - C. Operations Room
 - D. Communications Room

ANNEX K
RESOURCE MANAGEMENT
Town of Falmouth, Maine

Comment [VEM1]:

This Annex contains the lists of resources available to the Town of Falmouth, Maine in an emergency or disaster situation.

PENDING

(INSERT APPROPRIATE LISTS OF RESOURCES)

People with Disabilities

I. Use Assumptions

This document focuses on the equal access requirements for people with disabilities that apply to the points-of-service that address human needs, specifically the functions and activities comprising the Emergency Support Function for Disaster Mass Care, Housing, and Human Services. The document serves as a concise reference guide that describes existing legal requirements and standards relating to access for people with disabilities. This Guide does not create new standards and obligations, financially or otherwise, nor is it intended to modify any existing legal requirements and standards.

Although this Guide is organized by type of provider, providers must be aware that they may fall into more than one category of provider. For example, a state agency that receives Federal financial assistance must comply with laws that apply to Federal financial assistance recipients as well as to laws that apply to state and local governments. Non-profit organizations that receive Federal financial assistance to provide food, clothing, shelter, or transportation in connection with an emergency must comply with obligations applicable to recipients of such assistance as well as requirements generally applicable to nonprofit organizations that provide services to the public.

This Guide provides brief summaries of the applicable laws. It is not intended to be a comprehensive resource on all possible legal obligations. Users of this technical assistance guide should anticipate the need to uphold these obligations while addressing resource and service limitations.

II. Planning Assumptions

Federal civil rights laws require accessibility and prohibit discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery. To comply with these laws, people responsible for notification protocols, evacuation and emergency operation plans, shelter identification and operations, emergency medical care facilities and operations, human services, and other emergency response and recovery programs must:

1. have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws;
2. be familiar with the demographics of the population of people with disabilities who live in their community;
3. involve people with different types of disabilities in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that residents and visitors with disabilities will need during an emergency; and
4. identify existing and develop new resources within the community that meet the needs of residents and visitors with disabilities during emergencies

III. Non-discrimination Principles of the Law

Federal civil rights laws require equal access for, and prohibit discrimination against, people with disabilities in all aspects of emergency planning, response, and recovery. To comply with Federal law, those involved in emergency management should understand the concepts of accessibility and nondiscrimination and how they apply in emergencies. Following are key nondiscrimination concepts applicable under those Federal laws and examples of how these concepts apply to all phases of emergency management.

5. **Self-Determination** - People with disabilities are the most knowledgeable about their own needs. Whenever choices are available, people with disabilities have the right to choose their shelter location, what type of services they require, and who will provide them.
6. **No "One Size Fits All"** - People with disabilities do not all require the same assistance and do not all have the same needs. Many different types of disabilities affect people in different ways. Preparations should be made for individuals with a variety of functional needs, including individuals who use mobility aids, require medication or portable medical equipment, use service animals, need information in alternate formats, or rely on a care giver.
7. **Equal Opportunity** - People with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities. Emergency recovery services and programs should be designed to provide equivalent choices for people with disabilities as they do for individuals without disabilities. This includes choices relating to short-term housing or other short- and long-term disaster support services.
8. **Inclusion** - People with disabilities have the right to participate in and receive the benefits of emergency programs, services, and activities provided by governments, private businesses, and nonprofit organizations. Inclusion of people with various types of disabilities in planning, training, and evaluation of programs and services will ensure that this population is given appropriate consideration during emergencies.
9. **Integration** - Emergency programs, services, and activities typically must be provided in an integrated setting. The provision of services such as sheltering, information intake for disaster services, and short-term housing in integrated settings keeps individuals connected to their support system and caregivers and avoids the need for disparate service facilities.
10. **Physical Access** - Emergency programs, services, and activities must be provided at locations that all people can access, including people with disabilities. People with disabilities should be able to enter and use emergency facilities and access the programs, services, and activities that are provided. Facilities typically required to be accessible include: parking, drop-off areas, entrances and exits, security screening areas, toilet rooms, bathing facilities, sleeping areas, dining facilities, areas where medical care or human services are provided, and paths of travel to and between these areas.
11. **Equal Access** - People with disabilities must be able to access and benefit from emergency programs, services, and activities equal to the general population. Equal

access applies to emergency preparedness, notification of emergencies, evacuation, transportation, communication, shelter, distribution of supplies, food, first aid, medical care, housing, and application for and distribution of benefits.

12. **Effective Communication** - People with disabilities must be given information comparable in content and detail to that given to the general public, as well as accessible, understandable, and timely.

Auxiliary aids and services may be needed to ensure effective communication. These may include pen and paper or sign language interpreters through on-site or video interpreting for individuals who are deaf, deaf-blind, hard of hearing or have speech impairments. Individuals who are blind, deaf-blind, have low vision, or have cognitive disabilities may need large print information or people to assist with reading and filling out forms.

13. **Program Modifications** - People with disabilities must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices, and procedures. Service staff may need to change the way questions are asked, provide reader assistance to complete forms, or provide assistance in a more accessible location.

14. **No Charge** - People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment. Examples of accommodations provided without charge to the individual may include ramps, cots modified to address disability-related needs, a visual alarm, grab bars, additional storage space for medical equipment, lowered counters or shelves, Braille and raised letter signage, a sign language interpreter, a message board, assistance in completing forms, or documents in Braille, large print, or audio recording.

QUARTERLY CHECK LIST FOR READINESS

- ☐ Contact list has been reviewed and updated within the last 4 months.
- ☐ Supply of personal protective equipment is adequate and in-place.
- ☐ Interoperability of communications has been tested within the last 3 months.
- ☐ Roster of key positions is at least 3 deep.
- ☐ Latest changes to SOGs have been communicated to all personnel.
- ☐ SOGs have been reviewed within the last year and all relevant personnel know their roles.
- ☐ Communications systems have been checked within 30 days.
- ☐ **Drill(s) on basic readiness are conducted every 3 months.**

Town of Falmouth

Department of Emergency Management & Homeland Security

Purpose:

It is the intent and purpose of this ordinance to establish a Department of Emergency Management & Homeland Security in compliance and in conformity with the provisions of Title 37-B, M.R.S.A., § 781 et. seq., to ensure the complete and efficient utilization of the Town's facilities and resources to combat disaster as defined herein.

Definitions:

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

Department. "Department" shall mean the Department of Emergency Management and Homeland Security as established by this ordinance.

Civil Emergency Preparedness. "Civil Emergency Preparedness" means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize and repair injury and damage resulting from disasters or catastrophes caused by enemy attacks, sabotage, riots or other hostile action, or by fire, flood, earthquake or other natural or man-made causes. These functions include, without limitation, firefighting, police, medical and health, emergency welfare, rescue, engineering, and communications services, evacuation of persons from stricken areas, allocation of critical materials in short supply, emergency transportation, other activities related to civilian protection and other activities necessary to the preparation for the carrying out of these functions.

Civil emergency preparedness forces: "Civil emergency preparedness forces" shall mean the employees, equipment and facilities of all town departments, boards, institutions and commissions; and in addition, it shall include all volunteer persons, equipment and facilities contributed by or obtained from volunteer persons or agencies.

Director: "Director" means the director of the Town of Falmouth Department of Emergency Management & Homeland Security, appointed as prescribed in the ordinance.

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

Organization:

- (a) The town manager shall be responsible for the department's organization, administration and operation. The town manager may employ such permanent or temporary employees as he deems necessary and prescribe their duties.
- (b) The town council shall review the existing operational organization to ascertain the department's ability to cope with its responsibilities and shall approve the town's emergency operation plan.

Appointment of director; duties and responsibilities:

The town manager shall appoint the director of the department, who shall coordinate the activities of all town departments, organizations, and agencies for civil emergency preparedness within the town and maintain a liaison with other civil preparedness agencies, public safety agencies, and have such additional duties as prescribed by the town manager.

Rules and regulations:

The director shall prepare, under the direction of the town manager or designee, such policies as may be deemed necessary or the administration and operational requirements of the department, which policies must be approved by the town council prior to becoming effective.

Emergency proclamation:

- (a) The town council chairperson, in consultation with the town manager, shall have the power and authority to issue a proclamation that an emergency exists whenever a disaster or civil emergency exists or appears imminent; The proclamation may declare that an emergency exists in any or all sections of the town. If the town council chairperson is temporarily absent from the town or otherwise unavailable, the vice chairperson of the town council may issue the proclamation that an emergency exists. If neither the chairperson, or the vice-chairperson of the town council is available, then the following persons shall have the power and authority to issue a proclamation that an emergency exists, in the following order of succession: the town manager, the director; the chief of police, the fire chief. A copy of such proclamation shall be filed within twenty-four (24) hours in the office of the town clerk.
- (b) Notwithstanding the above, when consultation with the chairperson of the town council would result in a substantial delay in an effective response in alleviating or preventing an emergency or disaster, the town manager is authorized to take whatever actions are necessary to prevent the loss of life and property in the town.
- (c) The town manager and the director shall be responsible for submitting a full report to the town council of all actions taken as a result of the declared emergency as soon as the town council can be convened.

Termination of emergency:

- (a) When the town council chairperson, in consultation with the town manager, is satisfied that a disaster or civil emergency no longer exists, he / she shall terminate the emergency proclamation by another proclamation affecting the sections of the town covered by the original proclamation, or any part thereof. Said termination of emergency shall be filed in the office of the town clerk.
- (b) No state of emergency may continue for longer than five days unless renewed by the town council.

Manager's duties and emergency powers:

- (a) During any period when an emergency or disaster exists or appears imminent, the town manager may promulgate such regulations as he / she deems necessary to protect life and property and to preserve critical resources within the purposes of this ordinance. Such regulations may include, but are not limited to, the following:
 - (1) Regulations prohibiting or restricting the movement of vehicles in areas within or without of the town;
 - (2) Regulations facilitating or restricting the movement of persons within the town;
 - (3) Regulations pertaining to the movement of persons from hazardous areas within the town;
 - (4) Such other regulations necessary to preserve public peace, health and safety.

Nothing in this section shall be construed to limit the authority or responsibility of any department to proceed under powers and authority granted to them by state statute, town ordinance or the charter of the town.

- (b) The town manager or designee may order the evacuation of persons from hazardous areas within the town.
- (c) The town manager shall be authorized to request aid or assistance from the state or any political subdivision of the state and shall render assistance to other political subdivisions under the provisions of Title 37-B, M.R.S.A., section 781.
- (d) The town manager may obtain vital supplies, equipment and other items found lacking and needed for the protection of health, life and property.
- (e) The provisions of this section will terminate at the end of the declared emergency.

Emergency operations plans:

The director shall prepare an emergency operations plan for the town, which shall be submitted to the town council for approval.

It shall be the responsibility of all town departments and agencies to perform the functions assigned and to maintain their portions of the plan in a current state of readiness. The town plan shall be reviewed periodically by the town manager in conjunction with all town department heads and the director.

Immunity from liability:

All members of the civil emergency preparedness forces, while engaged in civil emergency preparedness activities, shall be immune from liability, as set forth in Title 37-B, section 822 M.R.S.A.

Compensation for injuries:

All members of the civil emergency preparedness forces shall be deemed to be employees of the state when engaged in training or on duty and shall have all of the rights of state employees under the *Workman's Compensation Act*, as set forth in Title 37-B, section 823, M.R.S.A.

Violation of regulations:

It shall be unlawful for any person to violate any provisions of this article or of the regulations or plans issued pursuant to the authority contained herein, or to obstruct, hinder or delay any member of the civil emergency preparedness organization as herein defined in the enforcement of the provisions of this ordinance or any regulation or plan issued there under.

Penalty:

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

Severability:

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

Conflicting ordinances, orders, rules and regulations suspended:

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

EMERGENCY DECLARATION

As of (date) _____, the Town of Falmouth has sustained serious damage to its infrastructure and/or public and private property due to (type of event: storm, man-made disaster, etc.) _____ on (date) _____. At this time we have exhausted our local resources and request County, State and/or Federal assistance.

Therefore, a special Council board meeting was held on _____. We the Council board (majority) of the Town of Falmouth agree and declare a local state of emergency to exist.

Falmouth Town Council Chairperson:

Signature

Date

Falmouth Town Manager

Signature

Date

Call or FAX :

CUMBERLAND COUNTY EMERGENCY MANAGEMENT

1-207-892-6785