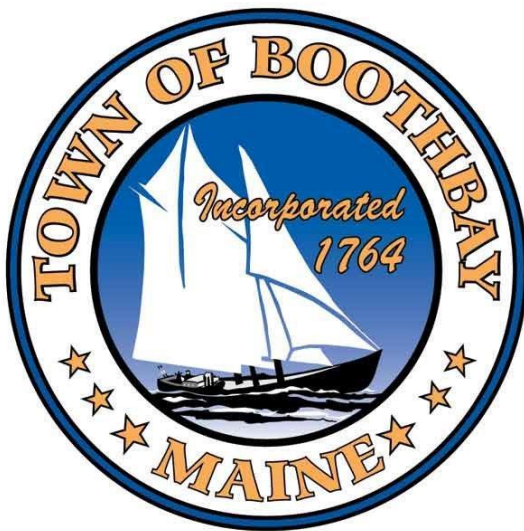


Boothbay Region

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

January 2021



Promulgation Statement

A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens is never more threatened than during times of disaster and other serious emergencies. The primary goal of emergency management is to ensure that effective multi-discipline and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist so that the public welfare and safety are preserved. To that end, Maine Emergency Management Agency (MEMA), requires that each community in the State develop and maintain an all-hazards emergency operations plan/comprehensive emergency management plan.

The Boothbay Region Comprehensive Emergency Management Plan (CEMP) provides a framework for a community-wide emergency management system to ensure a coordinated response to emergencies and coordinated support of certain pre-planned events. The CEMP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers and community partners that may be involved in response operations, and identifies how regional, state, federal, private sector, and other resources may be activated to address disasters and emergencies in the community.

It is intended that this plan and annexes conform to the terms and conditions of all Maine Laws and Regulations and as amended, the State of Maine Comprehensive Emergency Management Plan, and such Federal Acts and Regulations as may be applicable. The Boothbay Region Comprehensive Emergency Management Plan assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, from ongoing planning efforts, from training and exercise activities and continuing state and federal guidance.

Therefore, in recognition of the emergency management responsibilities of the Town manager of Boothbay Harbor, Boothbay, and Southport Island and within the authority vested by the citizens of the region, I do hereby promulgate the attached Boothbay Region Comprehensive Emergency Management Plan on this the first day of January 2021.

Julia Latter
Town Manager
Boothbay Harbor

Date

Daniel G. Bryer Jr.
Town Manager
Boothbay

Date

Gerald Gamage
Selectmen Chair
Southport Island

Date

David W. Cody
Emergency Management Director
Boothbay Region

Date

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Approval and Implementation

This Comprehensive Emergency Management Plan (CEMP) will go into effect immediately upon approval and signature by each of the participating entities. Once approved, this plan will supersede all previous plans for emergency management. The region authorizes certain town officials to make certain modifications to this plan without the express written approval of the representatives. These modifications must be recorded in the Record of Changes section of this plan.

Authorized modifications include:

- Contact information.
- Strategic locations
- Updates to emergency management regulations.
- Addition of Appendix, Attachments, Supplements, Annex

The following officials have the authority to make the above-named changes during emergency operations.

1. Emergency Management Director
2. Chief of Fire Departments
3. Chief of Police

Julia Latter Town Manager Boothbay Harbor	Date
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Daniel G. Bryer Jr. Town Manager Boothbay	Date
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Gerald Gamage Selectmen, Chair Southport	Date
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David W. Cody Emergency Management Director	Date
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Signature Page

The following Boothbay Region officials have reviewed the plan and acknowledge their Towns/department's roles and responsibilities.

Julia Latter
Town Manager
Boothbay Harbor

Date

Daniel G. Bryer Jr.
Town Manager
Boothbay

Date

Gerald Gamage
Selectmen Chair
Southport Island

Date

Robert Hasch
Police Chief

Date

Nick Upham
Director of Public Services
Fire_Chief

Date

Scott Lash
Emergency Medical Services
Director of Operations

Date

Dr. Keith S. Laser, Ed
Superintendent of Schools

Date

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Section 1: PLAN OVERVIEW

1.1 Introduction

The Boothbay Region (the Region) is vulnerable to a host of natural and man-made hazards, from nor'easters, tornados and hurricanes to pandemics, urban fires, hazardous materials releases, and acts of terrorism. When a disaster impacts a community, the government has a legal and moral responsibility to provide coordinated, comprehensive response and recovery actions. Planning then, is critical to effective emergency management should disaster strike.

Planning provides three principal benefits. First, planning allows jurisdictions to influence the course of events during an emergency by determining in advance the actions, policies, and processes that will be followed. Second, it guides other preparedness activities and resource management. Finally, planning promotes unity of effort by providing a common blueprint for response activities.

A Comprehensive Emergency Management Plan (CEMP) is the apparatus that defines the scope of preparedness and emergency management activities in a community. The CEMP facilitates preparedness, mitigation, response, and short-term recovery; all of which sets the stage for a successful long-term recovery. The CEMP consists of a Base Plan supplemented with Emergency Support Function Annex's. The Base Plan forms the overall framework for emergency management in the community. The emergency support function annex's provide additional detail on essential discipline-specific functions. It also contains Emergency Operation Center (EOC) forms, phase checklists and positional Standard Operating Procedures (SOP). This CEMP assigns responsibilities to organizations and individuals for carrying out specific actions in support of emergency operations. Further, this CEMP outlines how the Boothbay Region interfaces with other emergency management stakeholders, to include local, state, and federal governmental agencies as well as, private sector, nongovernmental organizations (NGOs).

The Boothbay Region Emergency Management Director gratefully acknowledges the contributions of all local, state, federal, NGO, and private-sector stakeholders to the content of this CEMP and its associated annexes.

1.2 Purpose

The purpose of the Boothbay Region Comprehensive Emergency Management Plan (CEMP) is to establish the overall framework for the integration and coordination of emergency management activities and to facilitate coordinated response for events requiring multi-agency support. The CEMP identifies local agencies and partner organizations that perform critical emergency management functions and outlines the organizational structure for lines of effort. The plan identifies the roles and responsibilities of each organization or stakeholder at each stage of an incident or event. It also provides for the systematic integration of additional resources; however, it does not replace other state or federal emergency operations plans or procedures. This CEMP implements the National Incident Management System (NIMS), deconflicts Command and Control (C2), establishes Unified Command, and coordinates lines of legal authority in the execution of emergency management activities.

To that end, this CEMP is intended to accomplish the following overarching initiatives:

- Assign responsibility to agencies, organizations, and individuals for carrying out specific actions during an emergency or event.
- Detail the methods and procedures to be used by designated personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters.
- Identify the responsibilities of local, state, non-governmental, volunteer, private sector and federal agencies during emergencies or disasters.
- Identify the lines of authority and coordination for the management of an emergency or disaster.
- Coordinate mutual aid to supplement city resources
- Provide guidance for strategic thinking and decision-making as it relates to emergency operations.

Finally, the purpose of this plan is to provide the Local Government Officials, and other community officials with a systematic apparatus from which timely, effective decisions can be based. Charged with the safeguarding of lives, property and environment, government and community leaders are often forced to make expedited decisions in highly dynamic settings. During emergency response, the CEMP establishes centralized C2, communication, real-time Situation Reports (SITREPS), progress metrics, and available resources; all of which are critical to the decision maker's ability to make appropriate decisions with limited time.

1.3 Scope

This CEMP encompasses the four phases of the emergency management cycle: preparedness, mitigation, response, and recovery; and is applicable to all community departments, response agencies, citizens and stakeholders operating within the community's geographical boundaries. The application of this plan also pertains to those entities, public or private, and acting for or on behalf of the governments of the Boothbay Region members in response to an emergency, or, in support of an event. Department or organization-specific plans should be developed by community agencies and/or partners to supplement this plan as an Annex. Supplemental plans developed by pertinent community stake-holders detail unique circumstances or special considerations for emergency response.

This Plan addresses two types of response scenarios:

- **Planned or Anticipated Incidents:** Incidents that can be planned for in advance such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits....
- **Immediate Response Incidents:** such as a major traffic accident, airplane crash, tornado, earthquake, fire, hazmat incident, terrorism, active shooter, kidnapping, major crime....

The CEMP is a preparedness document to be read, understood, and regularly exercised during non-emergency conditions. It is not intended as a detailed emergency checklist or "quick action" guide. It is a planning document meant to provide a framework, guidance and insight into statewide strategic thinking and decision-making as it relates to the phases of emergency management. It does not replace an organization's responsibility to develop and validate its own emergency plans and/or SOPs.

The Boothbay Region CEMP does not supersede any departmental SOP or said department's normal responsibilities or day-to-day operations. The CEMP supplements but does not supplant the responsibilities or duties of any department or agency. The CEMP also describes cooperation and integration of actions with other nearby communities and response entities. This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

The CEMP is based on the Federal Response Plan (FRP), the National Response Framework (NRF) and National Preparedness Goal and is compliant with the National Incident Management System, Incident Command System (NIMS/ICS), and the Comprehensive Preparedness Guide (CPG) 101 Version 2 national standards. The CEMP is also compatible with the state-level Maine Comprehensive Emergency Management Plan.

All community officials, departments, response agencies and stakeholders should become familiar with this document to ensure efficient and effective execution of their emergency management responsibilities. While the plan establishes functional interrelation,

responsibilities, and general guidance for emergency response, it does not replace each department's responsibility for developing and testing its own emergency protocols. The CEMP is only one aspect of a prepared and resilient community.

1.4 Situation

1.4.1 Population

According to the 2018 United States Census Bureau, the population of the Region is approximately 5580 and includes 19,399 households. The Regions population consists of a large percentage of individuals 65 and older. Boothbay 24.9%, Boothbay Harbor 33.2%, and Southport 37.0%.

1.4.1.1 Access and Functional Needs

In the State of Maine 200,000 individuals or 16% of the population present with a disability affecting at least one of the following areas: sensory, cognitive, ambulatory, self-care, or independent living. Other groups with function-based needs that may not be captured in demographic data may include, but are not limited to, people who are morbidly obese, pregnant women, people who require prescription medication for daily well-being, and people who are transportation disadvantaged.

For this plan, access and Functional Needs populations are defined as populations whose members may have additional requirements for support before, during, and after an emergency, including, but not limited to maintaining independence, communication and access to information, transportation, and medical care. Access and functional needs populations may include individuals with disabilities, persons living in institutionalized settings, the elderly, children, people from diverse cultures, individuals who do not speak English fluently, and individuals without access to transportation.

Federal civil rights law and policy require nondiscrimination for certain populations, including on the bases of race, color, national origin, religion, sex, age, disability, English proficiency, and economic status. Many individuals with access and functional needs are protected by these provisions.

Considerations for individuals with disabilities and others with access and functional needs (AFN) are integrated into this CEMP; however, the CEMP is not the exclusive medium by which the needs of these populations are addressed. Departments and community organizations that support the regions individuals described above should develop a specific organizational Access and Functional Needs Plan as an annex to this CEMP.

1.4.1.2 Language

7.8 percent of Maine residents speak a language other than English at home. French is spoken by approximately 5 percent of Mainers. Passamaquoddy is a language native to Maine. Major immigrant languages include Somali, Spanish, Arabic, Chinese, Khmer, and Vietnamese.

1.4.1.3 Education

91 percent of Mainers over the age of 25 have a high school diploma. 28 percent have a bachelor degree or higher.

1.4.2 Community Support Services

The Boothbay Region is fortunate to have a wide variety of services that supports the community and its citizens:

Boothbay Region Food Bank, 125 Townsend Ave. BBH ME, serving Boothbay, Boothbay Harbor, and Edgecomb.

Boothbay Region YMCA, 261 Townsend Ave BBH ME, committed to providing an inclusive and inviting environment.

The Community Center, Meadow Mall, 185 Townsend Ave. BBH ME, providing Education in safety, health, wellness, and awareness. Transportation available.

Boothbay Region Community Resource Council, 6 St. Andrews Lane BBH ME, assisting people in need with information, referrals, resources, and programs.

Additional Local Resources found in Attachment 14.

1.4.3 Geography

The Boothbay Region is in Lincoln County, situated in the Midcoast region of Maine. The Region has a total area of 161.83 square miles which is comprised of water and waterways, rocky shores, and saltmarshes. The Region is bordered by the Atlantic Ocean and Damariscotta River to the east, the Atlantic Ocean to the South, the Sheepscott River to the west and the Town of Edgecomb to the North. The Regions peak elevation is 127 feet above sea level.

Southport Island- Lat 43.82N Long. 69.67W 23.16 square miles with 5.38 sq. miles land and 17.78 sq. miles water. The highest elevation is 62 feet.

Boothbay Harbor- Lat. 43.85N Long. 69.6 9.216 square miles with 5.70 sq. miles land and 3.52 sq. miles water. The highest elevation is 40 feet.

Boothbay- Lat. 43.87 Long. 69.61 71.80 square miles with 21.93 sq. miles land and 49.87 sq. miles water. The highest elevation 127 feet.

1.4.4 Roadway Infrastructure

The Region has a robust network of primary, secondary and private roadways.

1.4.4.1 Primary roadways:

Boothbay: 2 State Routes, Rt. 27, and Rt.96.

Boothbay Harbor: 2 State Routes, Rt. 27, and Rt.96.

Southport: 2 State Routes Rt.27, and Rt.238.

(All Routes maintained by the State and plowed by the towns.)

1.4.4.2 Secondary roadways:

Boothbay:

Back Narrows Rd. Country Club Rd.

Beath Rd. Samoset Rd.

Back River Rd. Barters Island Rd.

Boothbay Harbor:

Atlantic Ave. Kennyfield Rd.

Crest Ave Lobster Cove Rd

West St. Western Ave.

Howard St. Oak St.

Southport:

1.5 Threat, Hazard and Vulnerability Analysis

Recognizing vulnerabilities and critical capabilities is vital to ensuring preparedness. Further, hazard types and their impact on critical infrastructure can vary with each jurisdiction. In that way, the first step towards comprehensive readiness is recognizing hazard types and critical vulnerabilities within our Region. To that end, the Region has completed a threat, hazard, and vulnerability assessment. The analysis identified the following potential hazards, threats, and vulnerabilities and their respective impact on population, property, and critical infrastructure.

1.5.1 Natural Hazards

Natural Hazards are defined as naturally occurring events that have the potential to harm people, property, or the environment. Natural hazards include flooding, hurricanes, tropical storms, coastal flooding, earthquakes, tornadoes, wildland fires, pandemics, and severe winter storms. The following natural hazards can affect the Region.

- Severe Winter Storms: The Region is vulnerable to the hazards of severe winter storms, nor'easters, blizzards, polar vortex, and freezing rain. Common hazards of these natural events include roof collapse, road closures, coastal flooding, boating emergencies, power outages, and low temperature injuries.
- Coastal Flooding: Riverine flooding from coastal storms, high winds and elevated precipitation is common in areas adjacent to the Regions coastline.
- Pandemic: The Boothbay Region is vulnerable to any pandemic that impacts the State of Maine and beyond.
- The Boothbay Region has not experienced significant hazards relating to tropical storms, earthquakes, tornadoes, wildland fires. That said, 2 tornadoes have occurred inside of Lincoln since 1950. The last earthquake in the Region occurred October 3rd, 2006 and registered 4.3 in magnitude.
- Because the Regions layout is expansive this makes it conducive to wildland fires/brush fires. Fire have occurred and will continue to require prompt and effective response to minimize extension of both human and environmental damage.
- The Boothbay Region experiences temperature extremes of more than 100 degrees Fahrenheit in Summer months and below 0 degrees Fahrenheit in Winter months. Temperature extremes cause significant injuries and even fatalities. Shelter preplanning is critical to public welfare during periods of temperature extremes. Sheltering will take place County wide in large shelters due to equipment constraints and manpower. Warming stations will also be set up on a as need basis during power outages.
- The Boothbay Region is susceptible to Hurricanes from the Eastern seaboard, and extreme weather fronts from the Northwest. The convergence of these weather patterns can have devastating effects on coastal communities.

- **1.5.2 Technological Hazards**

Technological Hazards generally refer to hazardous materials, petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals at fixed facilities or in transport. The following is list of Tier II Reporters and facilities with technological hazards in the Boothbay Region:

- 1.5.2.1 Hazardous Material Facilities/Tier II Reporters**

Hazardous facilities include buildings that maintain hazardous chemicals or materials on site, including fuel transfer stations, Tier II facilities, and any facility in or near the community that would be classified as otherwise hazardous.

1. Hannaford-Boothbay
2. Down East Energy-Boothbay
3. Colby & Gale-Boothbay
4. Dead River-Boothbay Harbor
5. Lincoln Health Urgent Care-Boothbay Harbor
6. Consolidated Communications-Boothbay Harbor
7. Washburn & Doughty-East Boothbay
8. Bigelow Labs-East Boothbay
9. Hodgdon Yachts-Southport
10. U.S. Coast Guard-Boothbay Harbor
11. Boothbay Region High School
12. Boothbay YMCA-Boothbay Harbor
13. Lincoln Health Village-Boothbay Harbor
14. Maine Department of Marine Resources-West Boothbay

See Attachment 13 for details

- 1.5.3 Transportation Hazards**

Transportation Hazards generally refer to hazards that exist on the various transportation networks in a community. These could include roadways, railways, waterways that may serve as routes for the transport of hazardous materials, or airfields in the communities. This includes the following transportation networks in the Region.

- **Roadways:** The primary means for transporting most of the technological hazards in the Region are over the roadways. Most notably, the Propane and #2 fuel oil used primarily for home heating.

- **Waterways:** Waterways do not transport hazardous materials and do not present a hazard other than what is on board for fuels on commercial and private vessels.
- **Air Space N/A**

1.5.4 Man-Made Hazards

Man-Made Hazards generally refer to hazards which are caused by humans, either accidentally or intentionally. These could include, but are not limited to, cyber threats, chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) threats, and terrorism. The following man-made hazards can cause an impact in the Boothbay Region:

- **CBRNE:** Chemical, biological, radiological, nuclear, or explosive devices and Weapons of Mass Destruction (WMD) that employ their deadly features. CBRNE and WMD attacks are not as likely to impact the Boothbay Region as Natural or Technological hazards listed; however, CBRNE or WMD attacks have the capability of inflicting unimaginable destruction on the community. Planning then is critical to the prevention, preparation for response and recovery of these types of emergencies.
- **Terrorism:** Terrorist operations are covert. The time, location, and target of their attacks are often unpredictable. As a result, the full spectrum of terrorist attacks must be considered in developing emergency response plans. Acts of terrorism are statistically a lot less likely than natural hazards; however, terrorism must be identified as a risk to our community given the death and destruction it can cause.
- **Vulnerability:** Terrorism, Active Shooters, and CBRNE/WMD attacks are designed to inflict maximum death and destruction. As a result, mass gatherings, urban centers, open area events, clubs, concerts, sporting events, schools, and tourist centers represent prime targets for these attacks. During our Regions many special events, our vulnerability increases due to large concentrations of tourists in the communities, coupled with a preponderance of open area events. Empirically, we know that terrorist activity is often shaped by target opportunity. Preparation and planning for these periods of increased vulnerability is critical to safeguarding our Region.

1.5.5 Critical Facilities and Infrastructure

Critical facilities and infrastructure are those systems, assets, and capabilities, both physical and virtual that are vital to preservation of life, property, and environment. Further, critical infrastructure may include infrastructure that supports residents with access and functional need requirements. For the purposes of this Plan critical facilities and infrastructure include public safety buildings, medical facilities, public works and treatment facilities, utility facilities, special care facilities, critical transportation infrastructure, and hazardous materials production and/or storage facilities. Below is a summary of critical infrastructure that are likely to be impacted by one or more of the hazards defined above.

1.5.5.1 Public Safety Buildings

- Boothbay Region Ambulance Service
1033 Wiscasset Rd.
Boothbay ME
- Boothbay Fire Department
911 Wiscasset Rd.
Boothbay ME
- Boothbay Harbor Fire Department
11 Howard St.
Boothbay Harbor ME
- Southport Fire Department
437 Hendricks Hill RD.
Southport ME
- Boothbay Harbor Police Department
11 Howard St.
Boothbay Harbor ME
- Lincoln County Communications 911 (Regional Resource)
32 High St.
Wiscasset ME
- Lincoln County Sheriff's Office (Regional Resource)
42 Bath Rd.
Wiscasset ME

1.5.5.2 Hospitals and Medical Facilities

Health and medical facilities include hospitals, clinics, treatment centers, hospice centers, mental health centers, renal care centers, respites, and any other applicable facility that provides critical medical or healthcare services.

- Lincoln Health St. Andrews Urgent Care Center
6 St Andrews Ln.
Boothbay Harbor ME
- Lincoln Medical Partners Family Care Center
19 St. Andrews Lane
Boothbay Harbor ME

- Boothbay Region Health Center
185 Townsend Ave
Boothbay Harbor ME

1.5.5.3 Public Works Buildings

- Southport Department of Public Works
361 Hendricks Hill Rd.
Southport ME
- Boothbay Department of Public Works
105 Country Club Road
Boothbay ME
- Boothbay Harbor Department of Public Works
133 Middle Rd.
Boothbay Harbor ME

1.5.5.4 Utilities

- Boothbay Region Water District
184 Adams Pond Rd.
Boothbay ME
- Boothbay Harbor Sewerage District
27 Sea Street
Boothbay Harbor ME

1.5.5.5 Special Care Facilities

Special facilities include schools, day cares, assisted living, camps, halfway houses, mobile home parks, nursing homes, jails and prisons, and other buildings housing vulnerable populations. The Region is home to the following special facilities:

Schools:

- Boothbay Regional Elementary School
238 Townsend Rd.
Boothbay Harbor ME
- Southport Central School
438 Hendricks Hill Rd.
Southport ME

- Boothbay Region High School
236 Townsend Ave.
Boothbay Harbor ME
- Ocean Point Child Care
307 Ocean Point Rd.
E Boothbay ME
- Browns Wicked Good Day Care
386 Back River Rd.
Boothbay ME
- Linekin Bay Pre-School
60 Oak St.
Boothbay Harbor ME
- Lighthouse Learning Center
45 Pension Ridge Rd.
Boothbay ME
- Boothbay Canine Day Care and Boarding
653 Wiscasset Rd.
Boothbay ME
- Boothbay Animal Hospital
285 Wiscasset Rd.
Boothbay ME

Shore Hills Campground & RV Park
553 Wiscasset Rd.
Boothbay ME

YMCA Camp Knickerbocker
157 Barters Island RD.
Boothbay ME

Nursing Homes and Assisted Living:

- Gregory Wing Nursing Facility
St. Andrews Village
Boothbay Harbor ME

Rehabilitation Centers:

NA

1.5.5.6 Critical Infrastructure:

- Boothbay Harbor Town Hall
11 Howard St.
Boothbay Harbor ME

- Boothbay Town Hall
7 Corey Ln.
Boothbay ME

- Southport Town Hall
361 Hendricks Hill Rd.
Southport ME

- Footbridge
Boothbay harbor ME

Southport Swing Bridge
Southport ME (DOT)

Knickerbocker Bridge
Boothbay ME (DOT)

Barters Island Bridge
Boothbay ME

Hodgdon Bridge
Boothbay ME (DOT)

Trevett Bridge
Boothbay ME (DOT)

Sawyer Island
Boothbay ME (DOT)

Mcintyre Bridge
Boothbay ME (municipality)

Echo Brook Bridge
Boothbay Harbor ME (municipality)

West Harbor Dam Bridge

Boothbay Harbor ME (DOT)

Joe Island Bridge
Southport ME (municipality)

Thompsons Bridge
Southport ME (DOT)

West Pond Siphon
Boothbay Harbor ME

Apalachee Pond Dam
Boothbay ME

West Harbor Pond Dam
Boothbay Harbor ME

Adams Pond Dam
Boothbay ME

Southport Water Supply Pond Dam
Southport ME

1.6 Planning Assumptions

The following assumptions were made in the planning of this CEMP:

- The BBR and State have effective prediction and warning systems in place. However, an incident or event can occur with little or no warning, at any time and can escalate more rapidly than the ability of any single local or state response organization to address it.
- When an incident or event occurs, the Region will utilize its own resources first, augmented as needed by resources available through community-to-community mutual aid agreements. If an incident exceeds or is expected to exceed local capabilities, state assistance may be requested. Federal assistance will be requested to support state and local efforts if an incident exceeds state and local capabilities.
- Disaster support from federal agencies may take at least 72 hours to arrive.
- When anticipating or in response to an emergency, the government leaders, Director of Emergency Management, Chiefs of Fire Department, Chief of Police Department, and Sheriff of Lincoln County Sheriff's Office are responsible for the activation of this plan.
- Community officials, agencies and partners will maintain a state of readiness by reading this CEMP, understanding their roles and responsibilities under the CEMP, maintaining appropriate plans, policies, and procedures to carry out those responsibilities. Day to day

functions which do not contribute directly to the emergency operation may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.

- Damages to Critical Infrastructure/Key Resources (CIKR) will likely diminish emergency response capabilities.
- Written Mutual Aid Agreements (MAA), Memorandums of Agreement (MOA) and/or Memorandums of Understanding (MOU) in place at the time of the emergency will streamline activation of ancillary support.
- Facilities required to file Tier II reports develop, coordinate, and provide copies of emergency plans annually to the Emergency Management Director and/or Fire Chief and/or other state departments and agencies as applicable and required by codes, laws, regulations, or requirements.
- Whenever warranted town officials may declare a local State of Emergency for the Boothbay Region in accordance with the provisions of Maine General Laws.
- The top town officials have the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or businesses of the Boothbay Region. Evacuation and/or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.
- In the event an evacuation of the Community, or any part thereof, is ordered, most of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance.
- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate.
- The Boothbay Region and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, elderly, individuals with disabilities and/or chronic conditions.

Section 2: CONCEPT OF OPERATIONS

2.1 CONOPS Overview

The concept of operations describes the sequence and scope of emergency response. The Boothbay Region has the primary responsibility for coordinating emergency management activities in the Region. These activities support the following priorities:

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Provide timely and accurate information to the public regarding emergency situations
- Provide for the immediate needs of disaster survivors
- Acquire, assess, and disseminate emergency information
- Restore essential utilities and functions

Provided under Maine Laws Title 37-B Chapter 13 requires that every city and town in the State establish a local emergency management program and appoint an official to oversee the program. The emergency management program manager is typically known as the Emergency Management Director (EMD). The EMD and other local officials are responsible for directing evacuations, opening shelters, coordinating the actions of local departments and agencies, mobilizing local resources, activating mutual aid agreements with other cities and towns, and requesting state assistance in accordance with the plans and procedures developed by the local emergency management program.

2.2 Emergency Management Phases

As defined in National Incident Management System (NIMS), a comprehensive emergency management program addresses all phases of emergency management for all types of incidents, including prevention, preparedness, response, recovery, and mitigation.

2.2.1 Prevention and Mitigation

Prevention involves identifying preventative, corrective or deterring measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters and emergencies. It includes consideration of policy issues as well as structural projects within government and the private sector. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

The goal of mitigation is to prevent future loss by eliminating or reducing risks. Mitigation activities link the recovery and preparedness phases in the emergency management cycle and can occur before or after an emergency. The goals of pre-emergency mitigation activities are to prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. The goal of post-emergency mitigation is to eliminate or

reduce the impact of the hazards realized during the emergency. Post-emergency mitigation is part of the recovery process.

2.2.2 Preparedness

Preparedness involves activities undertaken in advance of an emergency or disaster to adequately prepare for and develop the capability to respond to an emergency. Preparedness activities include planning, organizing, training equipping, exercising, evaluating, and implementing corrective actions for the emergency management program and organization.

Preparedness activities develop operational capabilities and enable an effective response to an emergency or disaster, and involve working with government partners, the private sector, and non-governmental and volunteer organizations to coordinate pre-disaster education and planning activities and lay the groundwork for coordinated disaster response.

2.2.3 Response

Response is the actual provision of emergency services during a crisis including the coordination and management of resources to support emergency response operations. These activities help to reduce casualties and damage, and to speed recovery. Response activities include alerting and notifying the public, resource, and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

The Boothbay Region will respond to emergencies by activating the CEMP, activating the EOC, coordinating with public, private and volunteer response partners as needed, coordinating, and managing resources in support of emergency response, and preparing for recovery activities.

2.2.4 Recovery

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, restoration of critical facilities/infrastructure and essential utilities such as water and power, to helping communities rebuild homes and businesses. Recovery may also incorporate mitigation measures designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.

2.2.5 Plan Activation

The CEMP and its associated annexes will be executed in whole or in part as directed by the Governmental leaders, the EMD, or other duly authorized representative in response to an existing or an impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster
- When local government has declared a local state of emergency.
- When the Governor of Maine has declared a State of Emergency for areas that include the Region, or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include the Region.

2.3 Individual Assistance

The preponderance of Individual Assistance (IA) programs activated in the Region are the result of State and Federal Declarations of emergency. Individual Assistance programs are oriented to individuals, families, and small business. Individual Assistance programs include temporary housing assistance, individual and family grants, disaster unemployment assistance, legal services, and crisis counseling. The Disaster Housing Program (DHP) ensures those whose homes are damaged by disaster have a safe place to live until repairs can be completed. These programs are designed to provide funds for expenses that are not covered by insurance and are available to homeowners and renters who are legal residents of the United States and who were displaced by the disaster. Assistance is delivered in the form of lodging expense reimbursement, emergency minimal repair assistance, temporary rental assistance, and mortgage and/or rental assistance. The Individual Households Program (IHP) provides funds for the necessary expenses and serious needs of disaster victims that cannot be met through insurance or other forms of disaster assistance. IHP is not designed to cover all of a victim's losses (home, personal property, household goods, etc.) that resulted from a disaster, nor is it intended to restore damaged property to its condition before the disaster. IHP also does not cover any business-related losses resulting from a disaster. By law, the IHP cannot provide funding for losses covered by insurance. IHP helps with temporary housing, repairs, replacements, permanent housing construction, and other needs (including medical, dental, funeral, personal property, transportation, moving/storage, and other expenses authorized). The Disaster Unemployment Assistance (DUA) program provides unemployment benefits and reemployment services to individuals who have become unemployed because of a major disaster and who are not eligible for disaster benefits under regular unemployment insurance programs.

2.3.2 Public Assistance

The Public Assistance Grant Program provides federal assistance to state and local governments and to certain private nonprofit (PNP) organizations. Funding through this program allows entities to recover from the impact of disasters and to implement mitigation measures to reduce the impacts from future disasters. This program is aimed at governments and organizations with the final goal to help a community and its citizens recover from devastating and/or major disasters. Eligible applicants include local governments and PNPs. Eligible PNP

facilities include educational, utility, irrigation, emergency, medical, rehabilitation, temporary or permanent custodial care, and other PNP facilities that are open to the public and provide essential services of a governmental nature to the public. The work must be required as the result of a disaster, be located within the designated disaster area, and be the legal responsibility of the applicant. A combined federal, state, and local team work together to design and deliver the appropriate recovery assistance for the communities.

2.4 National Incident Management System (NIMS)

The National Incident Management System integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. NIMS and its components will be discussed at greater length in Section 4.1 of this Plan. For the Concept of Operations (CONOPS), it is important to identify the following NIMS components to establish the sequence and function for activation.

2.4.1 Incident Command System (ICS)

Emergency management in the State is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government federal, state, regional and local, as well as by many private-sector and NGOs. All activity undertaken under the CEMP shall be coordinated using the Incident Command System (ICS) and the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5 and Governor's Executive Order #469, dated September 28, 2005.

2.4.2 Emergency Operations Center

Emergency operations centers are activated to coordinate resources in support of local response to an incident impacting their community. Local emergency operations center typically coordinate with the Regional Emergency Operations Centers (REOC) and/or the State Emergency Operations Center (SEOC) to obtain and share situational awareness and make requests for state and federal resources. Not all local EOCs will be activated for every incident,

and the need to activate them is incident dependent. The Regions EOC functions will be described at greater length in Section 4.2.2 of this Plan.

Section 3: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1 Organization

This section describes the organization of local government, emergency operations, and ancillary support functions. Further, this section describes the roles and responsibilities within the emergency operations organizational structure.

3.1.1 Local Government Organization

Boothbay and Boothbay Harbor both operate under a Town Manager system. The government will consist of an annual town meetings and elected board of Selectmen. Southport operates under a town meeting and select board system.

3.1.2 Emergency Operations Leadership

The Region has designated emergency management leads that, depending on the severity of the event, may or may not be involved in emergency response and coordination activities. These leads include: The Town Officials, the EMD, key town staff designated to support the EOC, and response partners such as private sector organizations, volunteer organizations, as well as regional, state, and federal partners. Some or all of these staff may help form an emergency management decision team, to help guide the community's response.

3.1.2.1 Chief Municipal Officer

The Town managers/select board lead serve as the Chief Municipal Officers and are responsible for providing for the protection of lives and property of the citizens therein. The Manager provides leadership and direction in setting objectives and priorities during emergencies and disasters. The Manager may declare a local state of emergency, call for the activation of the CEMP, call for the activation of the EOC and/or direct the evacuation of populations from threatened areas. These decisions are typically made in consultation with the EMD. If the Manager, in consultation with the EMD, identifies the need for additional emergency response resources, requests for mutual aid/assistance agreement will be submitted to the mutual aid partners or to the Lincoln County Emergency Management Agency and on to the Maine Emergency Management Agency (MEMA)/State Emergency Operations Center (SEOC).

3.1.2.2 Incident Commander/Unified Command

The Incident Commander serves as the on-scene commander for tactical response operations. The Boothbay Region may expand its incident command to unified command for incidents that require coordinated response among multiple on-site lead response partners. The Incident Commander/Unified Command receives its strategic guidance from the Decision Team, and as needed, coordinates with government leaders, the EMD, and the EOC on response strategies and resource needs.

3.1.2.3 Emergency Management Director

Maine laws requires every city and town in Maine to appoint an Emergency Management Director (EMD) and establish an emergency management program. The Boothbay region (Boothbay, Boothbay Harbor, and Southport) has a shared EMD. The EMD is responsible for maintaining and managing the activation of the regions CEMP and operating the emergency operations center. On a day-to-day basis, the EMD: coordinates emergency planning for the region, working with the leadership of the fire department, police department, sheriff's department, local public health, transportation department, public works, and others as required to share situational awareness and mobilize needed resources. In emergency response situations, the EMD manages the EOC operations and facilitates emergency response coordination. The EMD also serves an advisory role to government leaders and the Decision Team by presenting available courses of action for informed decision-making.

3.1.3 Line of Succession

The line of succession for the Emergency Management Department will be as follows:

1. Emergency Management Director
2. Deputy Emergency Management Director (presently unstaffed)
3. Ranking Fire Officer in the Region

3.1.4 Emergency Operations Organization

The Regions Emergency Management Organization supports the functions of the emergency operations center, and is comprised of partners from government agencies, non-governmental organizations, and the private sector. The positions identified to support the emergency management organization and the EOC are designated as **emergency positions**. The Regions staff and emergency management partners will be identified and trained to serve in these emergency positions.

3.1.4.1 Government

Most of the departments within the Regions government have been assigned emergency responsibilities in addition to their normal duties to support emergency

response and EOC operations. Each department is responsible for developing and maintaining its own emergency management procedures as an Annex to this Plan.

3.1.4.2 Non-Governmental

Several non-governmental organizations, such as the American Red Cross, Lincoln County Emergency Management Agency, Salvation Army, etc. will be called upon to support EOC operations and help with shelter operations and mass care needs.

3.1.4.3 Private Sector

Several private sector organizations support EOC operations and emergency response. These organizations may include Central Maine Power, Spectrum, Verizon, AT&T, Boothbay Regional Ambulance....

3.1.4.4 State Support

MEMA coordinates state level emergency operations along with Lincoln County EMA working at the County level. During an emergency or disaster, MEMA and or Lincoln County may provide direct support to the Region and may serve as a conduit for resource management from other jurisdictions, state agencies, federal agencies and/or from outside the state through the Emergency Management Assistance Compact (EMAC). MEMA/Lincoln County will facilitate requests for Federal support and acts as the liaison between local and federal governments. Following activation of said federal support, MEMA will administer recovery assistance programs issued by FEMA under Presidential disaster declarations.

3.2 Emergency Operations Center Responsibilities

An EOC should be organized to best facilitate **effective** operations for the jurisdiction. The Regions EOC is organized according to the NIM/ICS model. This assimilation facilitates the expeditious acquisition and analyzation of critical information. In turn, decision makers can more effectively and efficiently coordinate emergency response operations. Below are the key EOC positions as outlined under the NIMS/ICS organizational structure:

3.2.1 EOC Manager

The EOC Manager oversees all EOC activities, exercises overall direction and control of EOC operations, and provides policy, guidance, and direction to EOC emergency operations. The EOC Manager coordinates with incident command and response partners at the local, regional, state, and federal levels to identify necessary resources for emergency response. The EOC Manager has primary responsibility for coordinating across each EOC Section and with local government leaders and/or the Decision Team, the Lincoln County EOC, MEMA/SEOC, and EOC

Managers from neighboring jurisdictions, as appropriate. The EMD typically serves as the EOC Manager.

3.2.2 Public Information Officer

The Public Information Officer (PIO) is responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed in order to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.

3.2.3 Liaison Officer

The Liaison Officer is responsible for coordinating with agencies, organization and departments that are not in the EOC throughout the duration of response and recovery operations. This position acts as the primary point of contact and information conduit for local, state, and federal elected officials.

3.2.4 Operations Section Chief

The Operations Section Chief is responsible for coordinating EOC activities focused on mitigating the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. This includes assisting the EOC Manager in activating the EOC, making recommendations on the prioritization of resource requests based upon operational needs, providing operational support throughout the duration of emergency response and recovery operations, and supporting situational awareness. The Operations Section is typically supported by designated Emergency Support Functions (ESF) that are staffed with representatives from police, fire, emergency medical services, public works, public health, and organizations responsible for shelter operations.

3.2.4.1 Police Representative

The Police Representative is responsible for coordinating law enforcement resources to support emergency response operations and providing situational awareness to the EOC Manager, Police Department and Sheriff's Office.

3.2.4.2 Fire Services Representative

The Fire Services Representative is responsible for coordinating fire services resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Fire Department.

3.2.4.3 Public Health Representative

The Public Health Representative is responsible for coordinating public health and medical resources to support emergency response operations and providing situational awareness to the EOC Manager and the Public Health Department.

3.2.4.4 Emergency Medical Services Representative

The EMS Representative is responsible for coordinating EMS resources to support emergency response operations and providing situational awareness to the EOC Manager and to the EMS organization and/or Fire Department.

3.2.4.5 Public Works Representative

The Public Works Representative is responsible for coordinating transportation, public works, and engineering resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Public Works Department.

3.2.4.6 Mass Care and Shelter Operations Representative

The Mass Care and Shelter Operations Coordinator is responsible for coordinating resources to support shelter operations and mass care services, and providing situational awareness to the EOC Manager, partnering non-governmental organizations, and operating shelters.

3.2.4.7 School District Representative

The School Department Representative is responsible for coordinating resources to support school operations and/or evacuations, sharing information with schools, and providing situational awareness to the EOC Manager.

3.2.5 Emergency Support Functions

Emergency Support Functions align categories of resources and types of assistance available to support emergency response operations to provide strategic objectives for their use. Some or all of the Emergency Support Functions may be activated depending upon the size, scope and needs of emergency response operations. The Boothbay Region has designated the following Emergency Support Functions:

- **Emergency Support Function 1:** Transportation
- **Emergency Support Function 2:** Communications
- **Emergency Support Function 3:** Public Works
- **Emergency Support Function 4:** Firefighting

- **Emergency Support Function 5:** Emergency Management
- **Emergency Support Function 6:** Mass Care, Housing and Human Services
- **Emergency Support Function 7:** Logistics/Resource Support
- **Emergency Support Function 8:** Public Health and Medical
- **Emergency Support Function 9:** Search and Rescue
- **Emergency Support Function 10:** Hazardous Materials
- **Emergency Support Function 11:** Agriculture
- **Emergency Support Function 12:** Energy
- **Emergency Support Function 13:** Public Safety/Law Enforcement
- **Emergency Support Function 14:** Long-Term Recovery
- **Emergency Support Function 15:** External Affairs

3.2.6 Planning Section Chief

The Planning Section Chief oversees the collection and evaluation incident information and intelligence, and the dissemination of this information to the EOC Manager, other incident management personnel, key local and state officials, and the LCEOC &SEOC. The Planning Section Chief is also responsible for coordinating with the Operations Section Chief to develop Incident Action Plans (IAP) and situation reports (SITREP).

3.2.7 Logistics Section Chief

The Logistics Section Chief oversees the coordination and provision of all service support requirements needed to facilitate effective and efficient emergency response operations and EOC operations, tracking the status of resources, and coordinating with the Staging Area and Points of Distribution.

3.2.8 Finance and Administration Section Chief

The Finance/Administration Section is responsible for tracking expenditures related to incident response, including personnel time, procurement of resources, activation and management of vendor contracts, administration of compensation and claims, and overall cost analysis for the incident, as required.

Under ICS, the EOC Manager, PIO, and Liaison Officer are known as Command Staff; the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief are known as General Staff.

Section 4: DIRECTION, CONTROL, COORDINATION

4.1 National Incident Management System

NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

4.1.1 Incident Command System

Emergency management and incident response in the Region is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional and local – as well as by many private-sector and NGOs.

All activity undertaken under the CEMP shall be coordinated using NIMS/ICS in accordance with Homeland Security Presidential Directive (HSPD) 5. NIMS/ICS Command structures include:

4.1.1.1 Incident Command

Single Incident Commander: Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

4.1.1.2 Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents, or incidents involving multiple agencies or jurisdictions. A Unified Command

typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that in Unified Command the command representatives will appoint a single Operations Section Chief.

4.1.1.3 Area Command

During a situation involving multiple incidents, an Area Command may be established to provide for Incident Commanders at separate locations. Generally, an Area Commander will be assigned a single person, and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an Operations function.

4.1.2 Transfer of Command

Responsibility can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as Incident Commander to handle the ever-growing needs of the incident. Or this may occur in reverse; when an incident reduces in size, the command can be passed down to a less qualified person, but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility, or the normal turnover of personnel due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

4.2 Incident Coordination and Function Centers

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. The Region may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- Incident Command Post
- Emergency Operations Center
- Staging Area
- Points of Distribution
- Evacuation Assembly Points
- Evacuation Transportation Hubs

4.2.1 Incident Command Post

An Incident Command Post (ICP) is the field location where the Incident Commander operates, onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations

during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has tactical control of and authority over all resources at the scene.

4.2.2 Emergency Operations Center

The Regions EOC serves as the central point for coordination of the Regions emergency management and response activities, maintaining situational awareness about the emergency, and facilitating requests for deployment of resources.

Primary EOC:

- Boothbay Harbor Department of Public Works Garage
133 Middle Street
Boothbay Harbor ME 04538

Alternate EOC:

- Boothbay Harbor Fire Department
11Howard Street
Boothbay Harbor ME 04538

The EMD often serves as the EOC Manager and has the responsibility and authority for managing the EOC and the Regions emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions and is charged with advising local government leaders when major decisions need to be made. The EOC Manager serves as a liaison with the County, State, and Federal emergency agencies.

4.2.2.1 EOC Goals

The following are the general goals for the EOC. These goals can be adjusted by the EOC Manager in coordination with local government leaders and the Incident Commander, when the EOC is activated.

- Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
- Establish an incident planning cycle.
- Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
- Establish a seamless transition into recovery operations.
- Provide emergency notification and warning to responders and residents
- Assess and document impacts from events for recovery process

4.2.2.2 EOC Activation Levels

The Regions EOC has designated three activation levels that increase in intensity, ranging from modest emergency effects associated with Level 1, to catastrophic emergency effects associated with Level 3.

- Level 1: EOC minimally staffed with key personnel to monitoring the situation
- Level 2: EOC partially staffed to monitor the situation, facilitate occasional resource requests, and maintain situational awareness
- Level 3: Fully staffed to monitor the situation, facilitate larger volumes of resources requests, and maintain situational awareness

4.2.2.3 EOC Equipment

The EMD or designee will ensure the equipment in the EOC is functional and ready to support an activation. This equipment may include:

- Laptops
- Phones
- Monitors
- Smart Boards
- Radios/Base Stations

This equipment should be tested monthly to ensure its readiness. Additionally, exercises of the EOC may be held on a quarterly schedule.

4.2.2.4 EOC Staffing

The EMD or designee will maintain a current list of EOC positions. The EMD will coordinate with department heads to identify and train staff to serve in EOC positions. Department heads or their designees will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. A copy of this CEMP will be located at both the primary and backup EOC. The personnel contact list can be found in Appendix X of this CEMP. Each department will maintain these lists and provide a monthly status update to Emergency Management.

4.2.2.5 EOC Activation

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an activation via telephone call, the primary notification system for EOC activations. However, if telephone communications are inoperable EOC activation notifications may be made by email or other two-way messaging modes. This notification system will be activated by the EMD or designee. Each EOC member will be notified that the EOC has been activated and will be provided with the time to report to the EOC and method to verify receipt of the notification.

4.2.2.6 EOC Deactivation

The EOC Manager/EMD, in consultation with the local government leaders and the Incident Commander, is responsible for the decision to deactivate the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they are no longer needed to support response efforts.

4.2.3 Staging

A staging area is a location where resources needed to support emergency response operations are aggregated and readied for deployment. A staging area, which could be co-located with an ICP, should be located close enough to the incident to allow a timely deployment of assets to the area of the incident, but far enough away to be out of the immediate impact zone. There may be more than one staging area supporting an incident. For several reasons, Boothbay Regional High School is an excellent example of an effective emergency staging area for our Region. The roadway to the primary entrance provides adequate vehicle and equipment staging space while the building provides sufficient collocated space for different response functions to remain proximal to the Incident Commander and ICP. The infrastructure also enables long term, 24-hour operations. Finally, the roadways leading to and from the High School allow for redundant, expeditious access from the ICP to incident location and vice versa.

4.2.4 Points of Distribution

Points of Distribution (PODs) are centralized locations where the public can obtain critical commodities following a disaster or emergency. PODs can accommodate vehicle traffic (drive-through), pedestrian traffic (walk-through) and/or mass transit traffic (bus or rail). Typical critical commodities provided to impacted populations through PODs can include but are not limited to, shelf-stable food, bottled water, ice, tarps and/or blankets. In the event of an emergency or disaster, PODs would be designed and located throughout the community based on the nature of the incident, area affected, and the needs of the affected.

4.2.5 Shelters

The Region has several designated facilities that can be used to shelter evacuees or displaced persons in emergency situations. However, with limited resources and staffing this function, sheltering, will be coordinated through the Lincoln County EMA. Sheltering through the County will be on a regional plan utilizing centrally located facilities. The American Red Cross will be called upon to provide provisioning and required mass care services to evacuees and displaced persons. Regional sheltering requests will be initiated at the direction of the EMD or EOC Manager. Shelter facilities are not automatically activated during all times of emergency; therefore, residents should obtain guidance and information from local officials on where shelters may be open.

The following facilities are designated as possible emergency cooling/warming stations and may be activated during times of emergency. Emergency cooling/warming stations will be selected

and activated based on a number of criteria. These criteria include but are not limited to nature and scope of incident, location, security, weather, provisioning logistics, and available resources. The designated locations listed below are intended to provide local government leaders with options should one or multiple emergency cooling/warming stations become compromised.

4.2.5.1 Emergency Cooling/Warming Locations:

- Boothbay Town Hall
7 Corey Lane
Boothbay, ME

Boothbay Harbor Town Hall
11 Howard Street
Boothbay Harbor, ME

Southport Town Hall
361 Hendricks Hill Road
Southport, ME

4.2.5.2 Fixed, year-round shelter locations:

N/A

4.2.5.3 Shelter Support:

- American Red Cross
- Boothbay Region Community Resource Center
St. Andrews Lane
Boothbay Harbor, ME
207-633-6272

4.2.5.3 Animal Shelters:

Midcoast Humane
27 Atlantic Highway
Edgecomb ME
207-882-9677

Boothbay Canine Daycare & Boarding
653 Wiscasset Rd.
Boothbay ME

4.3 Evacuation

Local governmental leaders have the authority to issue evacuation orders or recommendations. The Governor of Maine also has the authority to make evacuation recommendations, and/or issue evacuation orders under a Gubernatorial Declaration of Emergency.

If an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their own private vehicles or be transported from Evacuation Assembly Points (EAP) with transportation assets coordinated/obtained by the Region. Depending upon the hazard and other circumstances, shelters for evacuees will be located outside of the Region.

Evacuees are expected to follow the direction and guidance of trained emergency workers, traffic coordinators, and other assigned emergency officials. Evacuation routes should be pre-identified by the EMD in coordination with other community officials. The nature of the incident will determine evacuation action plans.

4.3.1 Regional Road Evacuation Routes: TBD

4.3.2 Regional Waterway Evacuation Points: TBD

4.3.2 Regional Aerial Evacuation Points: TBD

- LZ-1:
- LZ-2:
- LZ-3:
- LZ-4:

4.3.4 Evacuation Assembly Points

Evacuation Assembly Points (EAPs) are location(s) within the Region that serve as assembly points for evacuees who do not have their own transportation. EAPs are typically located at cross streets, and within walking distance of nearby residences. The Region will use buses or other vehicles to pick up evacuees from EAPs and transport them to either a shelter or to a local evacuation transportation hub. EAPs are locally designated and operated and are likely not in enclosed facilities (like a bus stop concept). Support services are typically not provided at EAPs.

4.3.5 Evacuation Transportation Hub (T-Hub)

In situations when residents may need to be evacuated outside of the community, the Region will activate one or more Evacuation Transportation Hubs (T-Hubs) where large numbers of evacuees transported from EAPs throughout the Region assemble and wait for transportation to either a County/State-operated Regional Reception Center (RRC) or a designated shelter outside of the Region. T-Hubs are locally operated, have adequate indoor facilities to stage evacuees, and adequate outdoor areas for vehicle staging and evacuee embarkation. The County/State will be responsible for providing buses or other vehicles to transport evacuees from local T-Hubs to RRCs or shelters.

Section 5: COMMUNICATION

Communication is a critical component for the control and coordination of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners must have ready access to all available forms of communication. This section outlines the types of equipment/systems available for internal, external, and public communication (see table 6-1).

5.1 Information Collection, Analysis, Dissemination

When disaster strikes, timely notification and recall of emergency responders is critical. Communication modes utilized to notify, and recall responders of an emergency should provide enough information for situational awareness and preparation and allow for message acknowledgment and response.

5.1.1 Situational Awareness

The five elements below are the backbone of good situational awareness:

- Define your information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The Region has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners as well as the public.

5.1.2 Information Collection

Information will be collected from a variety of sources. The EOC Manager or his/her designee at the EOC will be charged with collecting information. The following list contains examples of potential sources of operational information:

- On-scene responders
- Regional departments and agencies
- WebEOC and Lincoln County/MEMA Situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio, and print media
- Social media
- Victims of the emergency and the general public
- Subject matter experts

5.1.3 Information Analysis

After information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or his/her designee will analyze information that is received and prepare intelligence reports for leadership.

5.1.4 Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

5.1.5 Internal Messaging

EOC Manager or his/her designee in the EOC will assist in conveying information as necessary to responders, community departments and agencies and other partners. Additionally, the EOC Manager or his/her designee will maintain and update the Incident Action Plan (IAP), which will contain critical information and intelligence updates.

5.1.5.1 Notification of Key Officials

When an emergency requires the notification of key Regional officials, the EMD and EOC manager will utilize the following means as appropriate:

- Landline telephone
- Text
- Email
- Cellular Phone
- 2-way radio systems
- Dispatch a vehicle for in-person notification
- Face-to-face communication

5.1.5.2 Notification of Emergency Response Personnel

When an emergency requires the notification of emergency response partners from local, state, federal, non-profit, and private sector organizations, Lincoln County, and the Regions emergency management leadership will utilize the following means as appropriate:

- Landline telephone
- Text
- Email
- Cellular Phone
- County 2-way radio systems
PAGE Alerts
- Dispatch a vehicle for in-person notification
- Face-to-face communication

5.1.5.3 EOC Communications

The Region uses Lincoln County Communications Center located in Wiscasset as their primary means of communications. The Center is capable of operating, the following communication systems: multiple UHF/VHF Radio frequencies, web platforms, MEMA Situational Awareness Log, landlines, mobile devices, and local television alerts. The Center is staffed and operates 24 hours a day and its personnel are trained and capable of operating all parts of the systems.

Within 12 hours of an emergency event, the EMD will submit a Local Situation Report (see Attachment X) to the County/MEMA office. For a significant incident, the situation

report should be followed by an Initial Damage Assessment as soon as specific damage information is available but not later than 24 hours after the peak of the event.

5.2 Emergency Alert and Warnings

Emergency alert and warning systems are designed to allow community officials to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay emergency public information is immediate, The Regions PIOs will coordinate the development of public warning messages. The Lincoln County EMA will implement the dissemination of the messages via the public warning systems at the request of the Region.

5.2.1 Public Information Officer

Some departments may have their own PIO. During emergency response operations the PIO may be selected based on the nature of the incident, area of expertise, or other qualifications. Ultimately the Local Government leader(s) will select the PIO for public statements intended for the community. The Public Information Officer is responsible for the following actions:

- Determine or create proper message content
- Select appropriate public warning system(s) for use
- Disseminate public warnings after receiving written approval from the EOC Manager or his/her designee
- Initiate Protective Action Advisory Implementation
- During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of [public information / education materials, will be provided to the public via newsletters, brochures, publications in telephone directories, Community CATV Local Access and the Community website, etc.

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. The PIO will establish a media monitoring and rumor control program in the communications section, and it will be staffed by trained PIOs from the various contributory agencies

5.2.2 Public Warning

To ensure one consistent and accurate voice, all public information releases will be coordinated through the EOC Manager or his/her designee. Public warning is accomplished using the following methods as appropriate:

- Emergency Alert System (EAS)
- Code Red
- Wireless Emergency Alerts
- Sirens
- NOAA Weather Radio
- Website notification
- Social media
- Electronic sign boards

5.2.3 Local Declaration of Emergency

In general, a Declaration of Emergency is made only by local Government Leaders and may be used to allow spending of funds without a budget allocation, facilitate emergency procurement, or issue emergency orders such as evacuation, curfew, quarantine, or shelter in place orders. A local Declaration of Emergency may be declared by the local Government leader or as permitted by local charter, bylaw or ordinance, or state law. Whenever a local emergency has been declared the EMD will notify the LCEMA/ MEMA through their regional office. When all emergency activities have been completed, the EMD will coordinate with the local Government Leaders to terminate the declared emergency.

5.2.4 Emergency Alerts for Persons with Access and Functional Needs

Access and functional needs populations will be warned of emergencies by available methods, that may include the following:

5.2.4.1 Visually impaired

EAS messages on radio, sirens, NOAA Weather Radio, reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)

5.2.4.2 Hearing impaired

Captioned EAS messages on television, TTY on reverse telephonic notification systems (locally based), Maine Alerts, route alerting (locally based), door-to-door notification (locally based)

Non-English speaking: Translators if available. messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, et cetera.

5.2.5 Emergency Dispatch Recall Records (intentionally left blank)

5.2.6 Contact Continuity

It is the responsibility of each community agency and department head to ensure the emergency contact information for their organization is updated with the Regional EMA.

Section 6: ADMINISTRATION, FINANCE AND LOGISTICS

Timely financial support for any extensive response activity could be crucial to saving lives and property. The Region has an allocated budget for some routine Emergency Management functions. Additional funding for Emergency Management functions is processed through the EMD and directed to Boothbay Harbor Town Manager for approval. This section describes emergency management administration and funding considerations to include resource requests, resource management, and mutual aid.

6.1 Finance and Administration

Emergency preparation and response operations can become costly in a relatively short period of time. Policies and procedures for emergency response activities should ensure that administrative and financial transparency, integrity, and accountability are maintained before, during, and after emergency incidents. This is especially important during emergencies and events that may receive state and federal funding retroactively. Each agency is responsible for establishing effective administrative and internal controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all procurements, contracts, and expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification.

6.1.1 Records

The EMD will manage the Regions Emergency Management budget and maintain the record of expenditures. These records may be used for justification of reimbursement or resource requisitions. Detailed financial records should be kept for every emergency or disaster managed by the community. Having detailed and complete financial records are requirements for

receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours, specific equipment costs, expenditures/procurements, and costs incurred by the Region. Financial records are essential to a successful recovery effort. All records relating to the allocation and disbursement of funds for activities covered in this plan must be maintained, as applicable, in compliance with the Code of Federal Register, Title 44, *Emergency Management Assistance*, and all Maine statutes pertaining to state financial matters and emergency management powers and responsibilities.

6.1.1.1 Record Retention

Retention of records involving emergencies/disasters will be maintained by the EMD according to local policies for a period of ten years from the date of occurrence. In addition, records regarding hazardous materials exposures will be maintained by EMD for a period of ten years.

6.1.1.2 Preservation of Records

It is the responsibility of the local Government Leaders to ensure that public records be protected and preserved in accordance with applicable state and local laws. Storage locations for various vital records are in Attachment X. TBD

6.1.2 Resource Management and Logistics

Resource Management and Logistics responsibilities include all service support requirements needed to facilitate effective and efficient resource management and logistics, including ordering resources from off-incident locations. Each Department head and emergency response agency in our Region is responsible for logistical considerations relating to their respective functions. Shortfalls in activation or capability should be communicated to the Regions EMD for consideration in planning. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, organizing, and tracking will facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. Resource management should be flexible and scalable to support any incident and be adaptable to changes. Efficient and effective deployment of resources requires that resource management concepts and principles be utilized in all phases of emergency management and incident response. Resource management involves the coordination, oversight, and processes that provide timely and appropriate resources during an incident.

As incident priorities are established, needs are identified and resources are ordered, resource management systems are utilized to process the resource requests. In the initial stages of an incident, most of the resources requested are addressed locally and/or through mutual aid/assistance agreements. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. As an incident grows in size or complexity, or if it

starts on a large scale, resource needs may be met by other sources. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible. The following are sources or potential sources for resources that may be available to the Community in responding to disasters and emergencies:

- Personnel, equipment, and facilities belonging to the Community
- Resources available from other jurisdictions through local mutual aid agreements
- Resources available from the private sector through purchase, lease, or MOU
- Resources of the State of Maine including the National Guard through MEMA
- Mutual aid resources from other states via the EMAC, through MEMA
- Intrastate mutual aid available through a Statewide Mutual Aid Agreement
- Resources available from the federal government under the National Response Framework (NRF), through MEMA

If existing Regional resources and mutual aid resources are exhausted, or if the Region has a need for a resource that it neither has nor has access to, the EOC may submit a request for assistance to LCEMA/MEMA via phone or radio to LCEMA/MEMA’s Regional Office or Headquarters, MEMA is responsible for coordinating support from all state agencies, including the National Guard, State Police, Department of Transportation, Department of Public Health, etc.

The figure below depicts the process by which MEMA receives, processes, tracks, and fulfills requests from cities and towns, and other stakeholders for support.



6.1.3 Resource Request Process

Effective resource management and tracking processes are critical to ensuring economy of force and efficiency of effort. Monitoring available resources and forecasting the need for additional resources should continue through each phase of an incident. Resource requests are generated from the scene of the incident or by organizations serving as response partners for the incident. Resource requests are submitted to the REOC and/or LCEMA/MEMA and assigned through the Resource Unit under the Operations Section. The Resource Unit coordinates with the Procurement Unit (under the Administration and Finance Section) and the Mutual Aid Unit to determine the most feasible approach to obtaining the requested resource. The

Procurement Unit, if tasked, utilizes a well-established procurement process to ensure efficiency while supporting the resource request. In addition, the Operations Section Chief will coordinate support through MEMA. MEMA will facilitate federal support when needed and acts as a liaison with FEMA.

6.2 Mutual Aid

Mutual Aid Agreements (MAA), Memoranda of Understanding (MOU), and Memoranda of Agreement (MOA) are essential components in emergency management planning, response, and recovery activities. These agreements for reciprocal aid and assistance in case of emergencies can increase resources available to a given jurisdiction and improve response and recovery efforts. As described below, mutual aid can come from several sources at varying levels of government and private sector. Some mutual aid agreements may be formal and/or may be activated with some degree of frequency, such as mutual aid provided in the fire services community. Other mutual aid agreements are informal, and/or activated infrequently and only under emergency circumstances. The Region has community-to-community and state-to-community mutual aid agreements for the full spectrum of emergency response operations. In that way, The Region and its neighboring cities and towns enjoy reciprocity of emergency response functions. The following cities and towns are those that border the Region and have full reciprocity for mutual aid functions:

- North: Edgecomb
- North-West: Wiscasset
- North-East: Damariscotta

6.2.1 Community-to-Community Mutual Aid

6.2.1.1 Neighboring Communities Mutual Aid Agreements

Many communities have developed formal and informal mutual-aid agreements with neighboring cities and towns. In addition to these pre-existing agreements, the State has passed legislation to create a supplemental statewide mutual-aid framework available for the use of all cities, towns, governmental units, and regional transit authorities that choose to take part. This is an opt out plan.

6.2.1.2 Public Works Mutual Aid Agreement

A public works mutual aid agreement also exists which is fundamentally similar to the statewide mutual aid agreement, with the exception that it can be used for day-to-day operations and allows for governmental units beyond the Region to join as well.

6.2.2 State-to-Community Mutual Aid

If an event or incident exceeds the Regions resources or capability to respond, LCEMA/MEMA is authorized to make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area. Requests for state support will be processed by the EMD and Chief Municipal Officer from whom a formal request for state support will be made. A Governor’s Declaration of Emergency for an affected area will also initiate State to Community mutual aid. MEMA is authorized to reinforce emergency management agencies in areas stricken by emergencies or disaster.

6.2.2.1 Main Statewide Fire Mobilization Plan. TBD

6.2.2.2 Maine Statewide Law Enforcement Mobilization Plan. TBD

Section 7: PLAN DEVELOPMENT AND MAINTENANCE

An essential component of this CEMP is the ability to conduct training and exercises in order to validate the CEMP’s contents. These events should take an all hazards, approach. In addition, training and exercises could focus on specific areas, such as hazardous materials incidents or natural disaster events. A training and exercise program should be developed to effectively implement the CEMP.

The following sections describe some of the various training opportunities an Emergency Management Program can take advantage of. This section outlines the overall approach to the planning process and the assignment of plan development and maintenance responsibilities. The EMD is responsible for the contents of the CEMP including its annexes as well as the coordination of its maintenance. Agencies and organizations with a role in this plan should be familiar with its contents and will be responsible for contributing to the revision and maintenance of this plan.

7.1 Ancillary Support Plans

7.1.1 Site Emergency Plans

These plans describe an organization’s policies and procedures for coping with emergency situation at a specific site.

7.1.2 Point of Distribution Plans

This plan details how and where emergency supplies could be distributed to residents in the event of an emergency.

7.1.3 SARA Title III Plans

SARA Title III federal legislation mandates that a Local Emergency Planning Committee (LEPC) or Regional Emergency Planning Committee (REPC) develop emergency response plans for specific sites within their jurisdictions which have one or more “extremely hazardous substances” above a given threshold planning quantity. These plans are intended to protect the community in the event of off-site release occurs from such a site.

7.1.4 Continuity of Operations Plan (COOP) Continuity of Government (COG)

This plan describes how a jurisdiction’s governmental operations will continue to function in the event of a disaster or emergency.

7.1.5 Community Animal Response Plan

The purpose of this plan is protecting the public health, the public food supply, domesticated and wild animal resources, the environment, and the agricultural economy and to ensure the humane care and treatment of animals in case of an emergency or any situation that can cause an animal suffering.

7.2 CEMP Maintenance

The Boothbay Regions EMD will facilitate the development and maintenance of the CEMP Base Plan. All community agencies will be responsible for updating their respective Emergency Support Function (ESF) Annexes to this plan. The CEMP and annexes will be reviewed and updated every two years, in accordance with the state Emergency Management Program Administrative Policy. These reviews will take the following elements into consideration:

- Formal updates of planning guidance or standards
- Change in government officials
- Changes in response resources (e.g., policies, personnel, organizational structures, leadership/management processes, facilities, or equipment)
- After-action reports and improvement plan from exercises or actual events
- Enactment of new or amended laws or Executive Orders
- Changes in demographics or hazard profiles

7.3 CEMP Distribution

The success of this CEMP hinges on familiarization of the plan's components and processes. To that end, an electronic copy of this plan is available to all the Regions emergency support functions (ESF), community officials and department heads. Further, an electronic copy of this plan will be provided to any party that wishes to learn more about the Regions Emergency Management Program and CEMP.

7.4 Training

It is the responsibility of each of the Regions emergency support functions to develop a comprehensive ESF Annex to this CEMP for their respective organization or function. Further, each organization is responsible for the regular review and exercise of their ESF Annex and the CEMP. Frequent and realistic training in peacetime will save lives during real-world emergencies. At a minimum, this CEMP will be exercised at least once annually.

7.4.1 MEMA Provided Training

LCEMA/MEMA Training and Exercise Units offers numerous classroom training opportunities throughout the calendar year. These all-hazards training programs cover various topics and offer unique perspectives on emergency management planning and response. Specific training programs can be found on MEMA's website.

Some examples of training may include:

- Incident Command Systems (ICS) 300
- Incident Command Systems (ICS) 400
- ICS for Elected and Senior Leaders
- Emergency Operations Center (EOC) Awareness and Operations
- Community Points of Distribution (C-POD)
- Homeland Security Exercise and Evaluation Program (HSEEP) Training

7.4.2 Emergency Management Institute Training

The Emergency Management Institute (EMI) has a series of online Professional Development Training Programs designed to bolster the knowledge emergency managers need to possess. These online based classes can be found on FEMA's Emergency Management Institute Website, under their Professional Development Section.

7.4.3 Hazardous Materials Training

Section 303 (c) (8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The LEPC intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The LEPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.

The LEPC will work in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The LEPC will coordinate local training initiatives to ensure consistency with the Hazardous Materials Plans and will maximize training resources available from all levels of government and the private sector.

Employees who participate, or are expected to participate in emergency response shall be given training in accordance with the following paragraphs:

7.4.3.1 First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- An understanding of what “hazardous materials” is, and the risks associated with them in an incident.
- An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
- The ability to recognize the presence of hazardous materials in an emergency.
- The ability to identify the hazardous materials, if possible.
- The understanding of the role of the first responder awareness individual in the employer’s emergency response plan including site security and control and the North American Emergency Response Guidebook.
- The ability to realize the need for additional resources and to make appropriate notifications to the communication center.

7.4.3.2 First Responder Operations Level

First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect further exposures.

First responders at the operation level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- Knowledge of the basic hazard and risk assessment techniques.
- Know how to select and use proper personal protective equipment provided to the first responder operation level.
- An understanding of basic hazardous materials terms.
- Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- Know how to implement basic decontamination procedures.
- An understanding of the relevant standard operating procedures and termination procedures.

7.4.3.3 Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level does in that they will approach the point of release to plug, patch, or otherwise stop the release of hazardous substance.

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- Know how to implement the employer's emergency response plan.
- Know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment.
- Be able to function within an assigned role in the Incident Command System.
- Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
- Understand hazard and risk assessment techniques.
- Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
- Understand and implement decontamination procedures.

- Understand termination procedures.
- Understand basic chemical and toxicological terminology and behavior.

7.4.3.4 Hazardous Materials Specialist

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however they may be called upon, where a more specific knowledge of the various substances is needed. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities regarding site activities.

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- Know how to implement the local emergency response plan.
- Understand the classification, identification, and verification of known and unknown materials by using advance survey instruments and equipment.
- Knowledge of the state emergency response plan.
- Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
- Understand in-depth hazard and risk assessment techniques.
- Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- Be able to determine and implement decontamination procedures.
- Have the ability to develop a site safety and control plan.
- Understand chemical radiological and toxicological terminology and behavior.

7.4.4 Incident Command System

Incident Commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- Know and be able to implement the employer's incident command system.
- Know how to implement the employer's emergency response plan.
- Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- Know how to implement the local emergency response plan.
- Knowledge of the state Emergency Response Plan and of the Federal Regional Response Team.

- Know and understand the importance of decontamination procedures.

7.4.5 Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. Fire Academy, FEMA Emergency Management Institute, U.S. EPA, Maine's Fire Academy or Maine's Emergency Management Agency; or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

7.5 Exercises

Exercises are generally classified in three major categories: Tabletop, Functional, and Full Scale. Local jurisdictions may also consider preliminary exercises called *Orientations* to introduce participants to the plan and prepare for the exercise process. Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides their own benefits, and all should be considered in the overall development of an exercise program.

7.5.1 Exercise Orientations

Orientations are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. Orientation is especially effective in ensuring that emergency personnel understand their roles and responsibilities and clarifying any complex or sensitive plan elements. While the orientation does not normally involve any direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

7.5.2 Tabletop Exercise

A *Tabletop Exercise* is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. *Tabletop Exercises* are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. They are also good environments for reinforcing the logic and content of the plan and integrating new policies into the decision-making process, since they allow participants to act

out critical steps, recognize difficulties, and resolve problems in a non-threatening environment.

7.5.3 Functional Exercise

A *Functional Exercise* is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. It is more complex than the *Tabletop Exercise* and focuses on the interaction of decision making and agency coordination in a typical emergency management environment such as an Operating Center or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision-makers, command officers, coordination, and operations personnel to practice emergency response management in a more realistic environment, complete with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions such as direction and control, assessment, and evacuation.

7.5.4 Full Scale Exercise

The *Full-Scale Exercise* evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, like the *Functional Exercise*, but it is different from the *Functional Exercise* in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction and operations, and includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

7.5.5 Progressive Exercise Program

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the LEPC will establish a progressive exercise program by scheduling basic *Orientations* to introduce the plan and the specific policies and responsibilities established. *Tabletop Exercises* will then be held to implement actual coordination and leadership provisions of the plan, including emergency operations concepts that maybe new to many local personnel. These will be followed by *Functional Exercises* to integrate the plan's more complex sections under simulated emergency conditions. The entire hazardous materials emergency response system will then be evaluated by a *Full-Scale Exercise*.

7.5.6 Exercise Schedule

The specific exercise schedule will be developed after the CEMP has been reviewed and accepted by the Region. A plan to evaluate Hazardous Materials Plans may also have to be

approved by the State Emergency Response Commission. An exercise of this plan should be held annually.

7.6 After-Action Reports (AAR)

An after-action report (AAR) captures observations of the response to an event or exercise and makes suggestions for post-response improvements to plans, policies, and procedures. An improvement plan (IP) identifies specific corrective actions, assigns these actions to responsible parties, and establishes target dates for action completion. While the AAR and IP are different documents and developed through different processes, they are complementary and should be printed and distributed jointly.

The AAR will be developed from information collected from response participants upon completion of an Activation, Incident or Exercise, during an After-Action Meeting, or through a Desktop Review. The AAR will be compiled and developed under the supervision of the IC, ESF leadership, and/or the EMD. Records created during the response, such as position logs, message forms, maps, situation reports, Incident Action Plans, news releases, or written requests for resources may also help inform an AAR.

The AAR will identify best practices and corrective actions. A draft report will be shared with pertinent stakeholders for review, and as appropriate stakeholder feedback will be incorporated into the AAR. The local government officials, EMD and/or ESF leadership will then assign responsibility to appropriate stakeholders for implementing corrective actions and will track and document progress on those actions.

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Section 8: AUTHORITIES AND REFERENCES

8.1 Authority

8.1.1 Federal Laws, Executive Orders, and Homeland Security Presidential Directives:

- Homeland Security Presidential Directive (HSPD) 3, “Homeland Security Advisory System”, March 11, 2002
- Homeland Security Presidential Directive (HSPD) 5, “Management of Domestic Incidents”, February 28, 2003
- Homeland Security Presidential Directive (HSPD) 8, “National Preparedness”, December 17, 2003
- Public Law 81-920, the Federal Civil Defense Act of 1950, as amended, provides a system for joint building of capability at the Federal, state, and local levels to deal with all hazards.
- Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting, and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged because of disasters.
- Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distribution after a major disaster.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- Public Law 93-288, Disaster Relief Act of 1974, as amended, which provides authority for response assistance under the National Response Framework and which empowers the President to direct any Federal agency to use its authority and resources in support of state and local assistance efforts.
- Public Law 95-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
Section 8
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (“Stafford Act”), which amends the Disaster Relief Act of 1974 and constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs,
- Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in

pollutants.

- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 104-321, Granting the consent of Congress to the Emergency Management Assistance Compact.
- Public Law 106-290, Disaster Mitigation Act of 2000, which amends the Stafford Act and provides the legal basis for FEMA's mitigation plan requirements for local, state, and tribal mitigation plans as a condition of mitigation grant assistance.
- Public Law 109-308, Pets Evacuation and Transportation Standards (PETS) Act of 2006, which amends the Stafford Act to require states seeking FEMA assistance to include provision for pets and service animals in evacuation planning.
- Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management Food and Shelter Program.
- National Flood Insurance Act of 1968, 42 USC 4001 et seq.
- 44 CFR Parts 59-76, National Flood Insurance Program, and related programs.
- 44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- 44 CFR Part 10, Environmental Considerations.
- 44 CFR Part 14, Audits of State and Local Governments.
- Nuclear Regulation (NUREG) 0654/FEMA-REP-1, which provides federal guidance for development and review of Radiological Emergency Management Plans for nuclear power plants.

8.1.2 Maine State Laws

- Maine Public Law Chapter 146
- Title 37-B Chapter 13

8.1.3 Supporting Documents:

8.1.3.1 Federal:

- National Incident Management System (NIMS)
- National Response Framework (NRF)
- FEMA Region 1 Operations Plan
- National Infrastructure Protection Plan
- National Disaster Housing Strategy
- Homeland Security Exercise and Evaluation Program (HSEEP)

8.1.3.2 State:

- EMAC Operations Manual
- Maine Hazard Identification and Risk Assessment
- Maine State Homeland Security Strategy
- Maine Emergency Operations Plan
- Massachusetts Threat and Hazard Identification and Risk Assessment

Appendix A: Acronyms

**Note: The acronyms in this Appendix may or may not have been used in this plan. Their inclusion in this appendix is intended to serve as a quick reference guide for common Emergency Management acronyms if needed during emergency response operations.*

ALS	Advanced Life Support
ARF	Asset Request Form
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
COG	Continuity of Government
COOP	Continuity of Operations Plan
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DRC	Disaster Recovery Center
EAP	Emergency Action Plan
EAS	Emergency Alert System
EDS	Emergency Dispensing Site
EMD	Emergency Management Director
EMS	Emergency Medical Services
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EPZ	Emergency Planning Zone
ERT-A	Emergency Response Team, Advance Element
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
GAR	Governor's Authorized Representative
HHAN	Health and Homeland Alerting Network
HIPAA	Health Insurance Portability and Accountability Act

HPAI	Highly Pathogenic Avian Influenza
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IMAT	Incident Management Assistance Team
IP	Implementing Procedure
ISCU	Influenza Specialty Care Unit
IMT	Incident Management Team
JFO	Joint Field Office
JIC	Joint Information Center
MACS	Multi-Agency Coordination System
mR	Millirem
NIAT	Nuclear Incident Advisory Team
NIMS	National Incident Management System
NPP	Nuclear Power Plant
NRF	National Response Framework
PA	Public Assistance
PIO	Public Information Officer
PSAP	Public Safety Access Point
PWR	Pressurized Water Reactor
REM	Roentgen Equivalent Man
RERP	Radiological Emergency Response Plan
RM&D	Radiological Monitoring & Decontamination Station
RMS	Resource Management System
RRCC	Regional Response Coordination Center
RTA	Regional Transit Authority
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SHMP	State Hazard Mitigation Plan
SMART	State of Massachusetts Animal Response Team
SOG	Standard Operating Guidance
SOP	Standard Operating Procedure
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter
UC	Unified Command
UCC	Unified Command Center
VMAT	Veterinary Medical Assistance Team

Appendix B: Local Governmental Official Checklist

Prevention and Mitigation

- Coordinates with the EMD and others in the emergency management organization to identify risks and hazards in the community
- Reviews and approves hazard mitigation plan
- Authorizes mitigation strategies

Preparedness

- Appoints Emergency Management Director
- Approves the Comprehensive Emergency Management Plan (CEMP)
- Approves emergency management-related policies
- Ensures individuals are appointed to serve in critical emergency management organization positions
- Ensures emergency preparedness information and guidance is provided to residents
- Ensures emergency facilities and other emergency locations are in a state of readiness

Response

- Responsible for overall response operations
- Receives recommendations from the Incident Commander, EMD and/or EOC Manager on emergency response decisions
- Ensures the EOC is operational, staffed, and functional
- When necessary, issues a local declaration of emergency
- Ensures emergency information and guidance is provided to residents
- Upon recommendation by the EMD and/or Incident Commander, issues evacuation orders or recommendations, when necessary
- Authorizes the activation of mass care facilities
- Coordinates with other elected officials at the state and federal level
- Makes decisions on all non-routine matters

Recovery

- Approves disaster recovery policies
- Serves as an advocate for constituent recovery efforts
- Hosts community meetings to ensure needs are being addressed and to provide information to residents

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Appendix C: Emergency Medical Director (EMD) Checklist

Prevention and Mitigation

- Coordinates with emergency management partners and community officials to identify risks and hazards in the community
- Coordinates the development and implementation of hazard mitigation plan and strategies

Preparedness

- Facilitates and ensures the development and maintenance of the comprehensive emergency management plan
- Ensures the CEMP is reviewed, revised, and adopted in accordance with plan maintenance policies.
- Designates facilities to be used as an EOC and an alternate EOC
- Ensures the emergency operations center (EOC) and alternate EOC remain in a state of readiness
- Develops and maintains EOC activation procedures to ensure the EOC can be activated quickly
- Maintains lists designated EOC personnel
- Maintains Standard Operating Procedures for EOC operations
- Trains public officials and EOC personnel on EOC operations
- Oversees the planning and development of basic warning/notification functions
- Ensures swift access to supplies and equipment needed for emergency operations
- Coordinates with public health to ensure individuals with access and functional needs can be adequately supported during times of emergency
- Coordinates with appropriate community and emergency management partners to designate locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Coordinates and/or provides training, drills, and exercises necessary to prepare community and emergency management partners to perform identified roles and responsibilities.
- Recruits, trains, and facilitates activation of Community Emergency Response Team program
- In cooperation with volunteer agencies, assists with the recruitment, registration, and identification of volunteer emergency workers.
- Promotes coordination among public and private agencies regarding emergency management
- Coordinates Continuity of Operations planning, and prepares standards and guidelines for developing, testing, and exercising continuity of operations plans.
- Manages the NIMS Compliance Program necessary to establish the Incident Command System (ICS) procedures to during a disaster
- Conducts community outreach and public emergency education programs
- Assists with the development of mutual aid agreements with other public and private agencies

Response

- Activates EOC and initiates response procedures and activities
- Coordinates all EOC activities and associated emergency response activities of other agencies
- Coordinates with on-site Incident Command on resource needs

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- Ensures situational awareness information is disseminated to pertinent emergency management and response partners
- Serves as the primary liaison with MEMA
- Ensures the coordination of resources to support emergency response activities
- Coordinates with public health and public works/transportation to facilitate the transportation of individuals with access and functions needs
- Coordinates the submission of all requests and responses for statewide mutual aid
- Directs and re-allocates community assets and resources during a disaster
- Coordinates requests for state and federal assistance
- Coordinates resource management including donations of materials, equipment, and services.
- Makes recommendations to Mayor on evacuations
- Determines if a shelter(s) is to be opened and assists with selection of shelter site(s)
- Activates local public information hotline
- Demobilizes the EOC when appropriate to do so.
- Directs an after-action assessment of the disaster to determine what actions can be taken to mitigate future disaster effects.
- Maintains a database to identify lessons learned and corrective actions taken

Recovery

- Initiates recovery activities including conducting initial damage assessments and compiling damage assessment data, providing the data to MEMA and FEMA when needed
- Coordinates with MEMA on state and/or federal disaster assistance
- Coordinates with MEMA on opening Disaster Recovery Centers, when needed
- Works with the Chief Municipal Officer to establish a framework within which short-term and long-term recovery operations are coordinated

Appendix D: Police Department Checklist

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representatives are trained
- Ensures that law enforcement mutual aid agreements are in place
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinate law enforcement resources to support emergency response operations
- Provides liaison and coordination with other law enforcement agencies, including Massachusetts State Police, and mutual aid organizations
- Provides security for the EOC
- As needed, provide resources for traffic control, crowd control and restricted area control, including patrolling evacuated areas
- As needed, provide resources for security to critical facilities including mass care shelters
- As needed, provide warning and notification support which may include the use of public address systems on vehicles
- As needed, provides communications support
- As needed, provides resources to support search and rescue operations
- As needed, issues restricted area passes to appropriate personnel
- As needed, assists with evacuations
- As needed, assists with enforcement of quarantine and protection orders
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities

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Appendix E: Fire Department Checklist

Prevention and Mitigation

- Provides fire code enforcement and fire prevention services including inspections and public education
- Ensures hazardous materials safeguards are in place
- Ensure Tier 2 facility reports are filed on an annual basis
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that fire services and hazardous materials response mutual aid agreements are in place
- Maintains readiness of all fire service equipment, supplies, procedures, and mutual aid agreements needed for disaster response activities.
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities

Response

- Provides EOC representative(s) to coordinates fire services resources to support emergency response operations
- As needed, provides fire response and control during a disaster
- As needed, requests, and manages mutual aid for fire services response.
- As needed, provides warning and notification support which may include the use of public address systems on vehicles
- As needed, provides resources to support search and rescue operations
- As needed, provides radiological monitoring and decontamination support
- As needed, ensures hazardous materials incident response, control, and operations support.
- As needed, provides primary or secondary emergency medical services
- As needed, assists in the triage of disaster victims
- As needed, provides communications support
- As needed, notifies, and advises in-field response agencies of any dangers to personnel at or near the scene of the disaster.
- Maintains fire protection for those areas of the community not affected directly by the disaster
- As needed, determines need for evacuations associated with hazardous materials risk and/or exposure
- As needed, assists with evacuation operations
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

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Recovery

- As needed, assist EMD with recovery activities including damage assessments.
-
-

Appendix F: Public Works/Transportation Department Checklist

Prevention and Mitigation

- Inspects public and private water impoundment sites
- Maintains road, bridges, waterways and water and sewer systems and services
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Maintains readiness of all DPW equipment and personnel in connection with disaster response activities
- Provides fuel storage
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains debris management plan
- Ensures written agreements are in place with emergency response organizations for use of equipment

Response

- Provides EOC representative(s) to coordinates public works and engineering resources to support emergency response operations
- A needed, provides staffing for resource distribution centers
- A needed, provides fuel for emergency generators
- A needed, coordinates the deployment of traffic control devices
- A needed, coordinates the provision of potable water
- A needed, provides support to clear debris and/or remove snow
- Monitors community dams during a disaster
- To the extent practicable, maintains sanitary sewer and refuse collection services during a disaster
- Assesses impact of disaster on available equipment and resources
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- In coordination with the EMD, conducts damage assessment of public buildings, roads, bridges and other facilities and infrastructure
- Coordinates record keeping related to damage assessment and recovery resources

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- Provides debris clearance and disposal
- Coordinates with public health on water testing
- Provides road, bridge, and other public facility repair
- Coordinates with utility companies to restore services
- Continues to provide EOC support until no longer needed
- Coordinates debris removal by government agencies and private contractors.

Appendix G: Emergency Medical Services Checklist

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that mutual aid agreements for emergency medical services are in place
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains readiness of all EMS equipment, supplies, procedures, and mutual aid agreements needed for disaster response activities

Response

- Provides EOC representative(s) to coordinate emergency medical services resources to support emergency response operations
- As needed, provides emergency medical services/pre-hospital care, triage and transportation of disaster victims
- Requests and manages mutual aid for emergency medical services operations
- As needed, assists in the evacuation of hospitals and nursing homes
- Coordinates the dispatch of ambulances and the number and types of injured to area hospitals
- Provides emergency medical service to areas of the community not directly affected by the disaster
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities including damage assessments
-

Appendix H: Water/Sewer Treatment Department Checklist

Prevention and Mitigation

- Maintains Water/Sewer Department infrastructure
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of all water and sewer equipment and personnel in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinate resources to support emergency response operations or manage consequences
- Monitors status of and impacts to water and sewage systems
- Takes actions necessary to prevent contamination of water supply
- Ensures adequate water resources for fire services
- As needed, coordinates resources to support restoration of water and sewage services
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- Coordinates with EMD to conduct damage assessments on water/sewer department facilities and infrastructure
 - Coordinates with public health on water testing
 - Provides repair of water/sewer department facilities
-

Appendix I: Public Health Department Checklist

Prevention and Mitigation

- Conducts public health inspections at public sector facilities
- Coordinates immunization programs
- Coordinates with EMD to identify risks and hazards in the community
- Facilitates education programs to the public on disease prevention

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of public health personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with medical facilities to ensure readiness of supplies, equipment, and personnel for use during a disaster
- Provides training to appropriate personnel in detection, evaluation, and prevention of communicable diseases
- Provides protection of food and water supply
- Coordinates with EMD to ensure planning for and coordination of health/medical aspects of response to a disaster
- Coordinates pandemic planning with MA Department of Public Health and community public and private health care provider network
- Maintains procedures for mass and mobile medical countermeasures dispensing for mass prophylaxis or vaccination
- Advises on control of disease vectors such as insects and rodents
- Recruits, trains, and facilitates activation of community Medical Reserve Corps
- Coordinates with the EMD to ensure individuals with access and functional needs can be adequately supported during times of emergency

Response

- Provides EOC representative(s) to coordinate public health and medical resources to support emergency response operations or manage consequences
- Monitors status of and impacts to public health and healthcare facilities
- As needed, coordinates with the water/sewer department on any issues on water supply contamination
- As needed, provides resources to investigate and correct problems with sanitation conditions during a disaster
- As needed, coordinates safe waste disposal
- As needed, coordinates water and food inspection and associated laboratory testing
- As needed, advises on disease vectors such as insects and rodents Provides pest control

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- As needed, coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues and identification and registration of victims
- Assists in the determination and elimination of health hazards in the disaster area
- Upon authorization from MA Dept. of Public Health, implements isolation and quarantine measures, as needed
- Issues health advisories, as needed
- Coordinates the activation and operation of medical countermeasures Emergency Dispensing Sites
- Coordinates the monitoring of food safety and general sanitation at mass care shelter facilities
- Orders testing of diseased animals
- Advises on public health hazards related to medical waste and other biohazards, hazardous materials and radiological materials during an emergency.
- Liaises with state and federal health and environmental agencies
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs

Recovery

- Coordinates with EMD to conduct damage assessments as needed
- Coordinates with the debris removal agencies regarding any debris that may pose a public health hazard

Appendix J: Information and Technology Department Checklist

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of IT personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Ensures radio, telephone, computing resources and network communications capability essential to emergency operations are maintained
- Ensures emergency backup and contingency communications capability in the event normal communications are disrupted
- Ensures the protection of vital records through ongoing support processes for data backup, IT security measures and standard procedures for firewall management, intrusion detection, anti-virus protection and access control
- Assists agencies with Geographic Information Systems (GIS) technology services in supporting incident response, recovery, and mitigation activities
- Provides authority and governance protocols for access to IT resources, systems, data, and facilities that house IT assets and for invoking disaster recovery procedures on IT-supported equipment and systems

Response

- Provides EOC representative(s) to support EOC and emergency response operations
- Provides technical assistance to the EOC as required to activate and maintain communications and information systems capabilities to support emergency operations
- Assists with providing emergency printing services and other printing as appropriate

Recovery

- Assists with the recovery of electronic records and invokes recovery in accordance with the IT Department, Continuity of Operations plan

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Appendix K: School Department Checklist

Prevention and Mitigation

- Implements school safety and security programs
- Conducts exercises and drills on the school safety and security programs
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Maintains plans for protection of students during a disaster
- Regularly practices through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency
- Coordinates with the American Red Cross and the local emergency management organization regarding arrangements to use schools and/or school food stocks for mass care shelter and feeding

Response

- Protects students in school by releasing them, sheltering them, or evacuating and relocating them to safe areas during emergency/disaster
- Provides school buildings for public shelter
- Provides buses for evacuation of students and public during emergency/disaster
- Provides for the emergency care of students and employees during normal school hours
- Provides available facilities for medical dispensing sites

Recovery

- Coordinates safe re-entry of students into school after the emergency has passed
 - Assists in damage assessments of school facilities.
-

Annex L: Animal Control Checklist

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Coordinates planning with appropriate public and private sector agencies which provide for protection of domestic animals, fish, and wildlife during a disaster
- Forms emergency response teams to address activities necessary for the care of animals in an emergency such as evacuation, sheltering and medical treatment

Response

- Coordinates the animal services and assistance necessary during a disaster including protection and care of injured animals and disposal of dead animals

Recovery

- Coordinates return of domestic animals to owners after emergency has passed

Annex M: Local Government Agencies Checklist

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements
- Identifies sources of emergency supplies, equipment, and transportation
- Establishes and maintains a list of succession of key personnel

Response

- Protects and preserves vital records essential for the continuity of government and delivery of essential functions
- Provides EOC support

Recovery

- Maintains records of disaster-related expenditures, including appropriate documentation
 - Continues to provide EOC support until no longer needed
 - Provides support for damage assessment activities
-

Annex N: Community Relief Services, Local Volunteers/Businesses, Civic Groups, Faith-Based Organizations, Advocacy Groups Checklist

Prevention and Mitigation

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements

Preparedness

- Identifies sources of emergency supplies, equipment, and transportation.
- Establishes and maintains a list of succession of key personnel

Response

- Provides EOC support

Recovery

- Continues to provide EOC support until no longer needed
- Provides support for damage assessment activities

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Attachment 1: EOC Activation Checklist

- Notify all individuals on the EOC roster of the EOC activation using telephone and two-way messaging systems.
- Set-up the EOC stations, equipment (computers, television, smart board, projectors, maps, etc.) and the EOC communications
- Install and check all telephones
- Install and check all laptop computers
- Obtain EOC documents to be used during activation
- Establish WebEOC connection with the MEMA
- Establish an EOC personnel ID station (if needed)
- Assign security to EOC entrance and log all EOC access
- Command Staff review of EOC operating procedures
- Emergency Management Director briefs EOC personnel on situation

Each department shall be responsible for further notification and staffing in accordance with their department's Standard Operating Procedures. Staffing levels will be determined by the Emergency Management Director based on the scope and extent of the emergency.

Attachment 2: EOC Operational Capabilities Checklist

	Primary EOC Boothbay Harbor Department of Public Works	Alternate EOC Boothbay Harbor FD Headquarters
Generator (detail size, connections, fuel type, etc.)		
Date of Last Test		
Number Days of Fuel Supply		
Radio Communications (channels, frequencies, bands, equipment, etc.)		
Wall Charts (list what is in each EOC)		
Media Briefing Room (equipment, capabilities, etc.)		
Alternate Water Supply		
Food Storage (how much, expiration, for how many people)		

Number of Days of Food		
Sleeping Area (how many beds, comfort kits, etc.)		

Attachment 3: Local Government SITREP Checklist

REPORT #:

DATE:

TIME:

COMMUNITY:

COUNTY:

MEMA Region:

REPORTED BY (name):

TITLE:

TELEPHONE:

CELL PHONE:

1. INCIDENT DESCRIPTION:

2. LOCAL STATE OF EMERGENCY (CIRCLE): NO YES DATE: TIME:

3. CASUALTIES (provide latest figures): Fatalities: Injuries: Missing:

4. EOC OPERATIONAL (CIRCLE): YES NO

5. EMERGENCY ORDERS (If any. Examples: evacuation ordered, snow emergency, driving ban, curfew, etc.):

6. AGENCIES SUPPORTING/ON-SCENE MUTUAL AID (CIRCLE):

Police Fire Public Works Medical Other

(Describe): _____

7. SHELTER STATUS (Example: Shelter name, location, number of people, managed by Red Cross or Community, contact phone#, etc.):

8. DAMS/RIVERS STATUS:

9. ROADS/BRIDGES STATUS (Example: Blocked, washed out, flooded, closed, location):

10. DAMAGE REPORT (Example: Minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.):

11. REMARKS:

12. ASSISTANCE REQUESTED (Example: size, amount, location, and type):

Name/Title of Contact:

Phone number:

INSTRUCTIONS FOR COMPLETING THE LOCAL GOVERNMENT SITUATION REPORT FORM (LOGOSITREP)

Local officials should provide Situation Reports whenever requested to do so by MEMA and/or when local emergency operations are undertaken. Situation Report information may be entered into County WebEOC. Situation Reports should be provided anytime there is a significant change in the status of an item(s) listed on the Situation Report Form.

1. Incident Description: Provide a short narrative description of the event affecting your community, including specific locations and impacts.
2. Local State of Emergency: Indicate whether or not your local Chief Governmental Official has declared a Local State of Emergency, including date and time declared.
3. Casualties: Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.
4. EOC Activation: Indicate if the local EOC is activated or closed.

5. Emergency Orders: Indicate any emergency orders or declarations issued by the Chief Elected Official (evacuation ordered, driving ban, curfews in effect, etc.).
 6. Mutual Aid Received From: Indicate any mutual aid being received from other towns or cities (not the State).
 7. Shelter Status: Indicate all public shelters that are currently open, name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, local Fire Department, etc.).
 8. Dams/Rivers Status: List the name of any rivers approaching flood state or currently flooding. List the name of any dams that are threatened or breached.
 9. Roads/Bridges Status: Describe the observed impact on the local road system or bridges (both State and locally maintained) and the extent to which roads and bridges have been made impassable by downed trees, wires, snow, and other debris.
 10. Damage Report: Fill in damage observed; minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.).
 11. Remarks: Provide any pertinent information which you feel State officials should be aware of regarding the situation in the community.
 12. Assistance Requested: Indicate what type of assistance the community requires, if any, and a local point of
-

Attachment 4: Chief Municipal Official SOP

The ultimate responsibility for all emergency management activities is vested in the Chief Municipal Official. He or she is responsible for all emergency management policies, and during emergency operations will have final responsibility for decision making concerning emergency management actions.

It is the responsibility of the Chief Elected Official to ensure an approved line of succession exists in case some individuals are unable to perform their duties during an emergency. It is ultimately incumbent upon the Chief Elected Official to ensure vital records are maintained.

All required reports and records of emergency operations activities should be submitted to the Chief Elected Official as well as the Emergency Management Director (EMD).

Initial Actions

- ____ Receive notification of emergency
- ____ Discuss with EMD the need to activate the Emergency Operations Center (EOC)
- ____ Review emergency management plan with EMD (consider developing ICS 202 Incident Objectives)
- ____ Maintain situational awareness and determine if there is an imminent threat
- ____ Report to the EOC if activated

EOC Activation

- ____ Report to the EOC
- ____ Make sure all actions under Initial Actions are complete
- ____ Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)
- ____ Assign Public Information Officer

- _____ Issue initial public information statements if necessary
- _____ Authorize activation of community notifications system(s)
- _____ Identify someone to manage expenditures/finance if needed
- _____ Review the community Continuity of Operations Plan for line of succession guidance

EOC Operations

- _____ Log all actions taken (EOC Chronological Log)
- _____ Discuss with EMD the need to declare a local state of emergency and declare if needed
- _____ Discuss anticipated resource needs with EMD
- _____ Authorize activation of shelters if needed
- _____ Prepare and coordinate public information releases
- _____ Authorize inspection of all damaged buildings for structural integrity
- _____ Inspect all arterial roads for damage, assess and address repair as needed
- _____ Conduct regularly scheduled briefings for EOC staff (form ICS 201 Incident Briefing)
- _____ Discuss with EMD relocation of EOC if necessary
- _____ Coordinate or delegate actions re: donated resources and volunteer resource activities

EOC Demobilization

- _____ Authorize re-entry of evacuees

_____ For evacuees who cannot return home arrange temporary housing in coordination with partner agencies

_____ Coordinate with volunteer agencies involved in disaster relief operations

_____ Maintain records of personnel, equipment, and supplies use for possible reimbursement

_____ Apply for state and federal disaster relief funds if appropriate

_____ Address public health and sanitation issues

_____ Establish disaster recovery centers if needed

_____ Address legal and insurance matters

Attachment 5: Emergency Management Director SOP

The Emergency Management Director (EMD) advises the Chief Elected Official on courses of action available for decision making during the emergency. The EMD acts as the Emergency Operations Center (EOC) manager while the EOC is activated. They oversee those responsible, for the implementation of the plan, and ensure all are well-versed in their roles and responsibilities.

The EMD will periodically brief participating officials on their emergency management roles. The EMD will conduct mock exercises of incidents to provide practical and controlled experience in simulated conditions. He or she will call for an annual review with all involved officials and update the plan from lessons learned.

Initial Actions

- _____ Receive notification of incident
- _____ Review emergency management plan with CEO (consider developing ICS 202 Incident Objectives)
- _____ Assess the situation and make appropriate notifications to activate and staff EOC
- _____ Establish a communications link with affected jurisdictions and volunteer agencies

EOC Activation

- _____ Activate the EOC (attachment EOC Activation Team Checklist)
- _____ With the Chief Elected Official determine the need to declare a local state of emergency
- _____ Make sure all actions under Initial Actions are complete
- _____ Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)
- _____ Contact MEMA regional office to notify of EOC activation
- _____ Brief EOC staff on status of emergency (form ICS 201 Incident Briefing)
- _____ Prepare for 24-hour operations if necessary, to include staffing, food/water, and facility operation

(EOC Activation continued)

_____ Determine readiness of communications and back-up communication systems

____ Telephone and radio networks, including cell phones

____ Fire and Police radios

____ 800 MHz systems

____ Phone systems of state agencies

____ Community notification system

EOC Operations

_____ Prepare an Incident Action Plan in conjunction with Incident Commander for all active resources

_____ Maintain situational awareness to determine impact if any

_____ Coordinate need for EOC security with Police Department

_____ Implement shelter plan in coordination with partner agencies if needed

_____ Manage requests from incident scene

_____ Have Fire Department/Police form and dispatch search and rescue teams as required

_____ Have Fire Department coordinate EMS teams as required

_____ Work with Medical Examiner's Officer on matters pertaining to the disposition, handling, and identification of the deceased

_____ Conduct needs assessment and provide aid to individuals with access and functional needs.

_____ Determine the condition/capacity of hospitals and other healthcare facilities serving the community

_____ Acquire status of utilities within the affected area.

- _____ Validate status of critical resources to support operations.
- _____ Periodically solicit reports from EOC staff to maintain Local Government Situation Report
- _____ Establish traffic control plan with Police Department if needed
- _____ Coordinate debris removal from main routes with Department of Public Works if necessary
- _____ Continue to monitor NWS alert system in coordination with MEMA

(EOC Operations continued)

- _____ Identify transportation-related needs and contact transportation support partners if needed
- _____ Review mutual aid agreements
- _____ Submit resource request(s) for any unmet needs to the MEMA regional office
- _____ Coordinate with Police Department for security patrols of impacted area

EOC Demobilization

- _____ Coordinate with local, state, and federal agencies in damage assessment and cost of recovery activities
- _____ Inform the public of disaster recovery activities via community notification system
- _____ Continue to assist in the restoration of normal services and operations
- _____ Close shelters and coordinate re-entry of evacuees with partner agencies
- _____ Coordinate with Department of Public Works to ensure all streets are accessible
- _____ Periodically receive reports from EOC staff regarding situation recovery status
- _____ Coordinate with Police and Department of Public works to establish a traffic control plan
- _____ Maintain records of personnel, equipment, and supplies use for possible reimbursement

- _____ Conduct critical incident stress management activities
 - _____ Establish disaster recovery centers for victims in conjunction with MEMA/FEMA if asked
 - _____ Coordinate application for state and federal disaster relief funds with CEO, if appropriate
 - _____ Lift local state of emergency if declared
 - _____ Initiate deactivation of EOC and notify Chief Elected Official and departments –
 - _____ Close logs of all actions taken (EOC Chronological Log)
 - _____ Contact MEMA regional office to notify of EOC deactivation
 - _____ Debrief response personnel; prepare incident report, and update plan based on lessons learned
 - _____ Conduct an evaluation on the overall effectiveness of the community’s response and recovery actions
-

Attachment 6: Fire Department Representative SOP

The role of the Fire Department in emergency/disaster situations is primarily fire-related incident control and management of any hazardous materials, including radiological. They also may lead search and rescue operations. During emergency response

activities, if Fire Department resources become exhausted, additional support will be obtained through local mutual aid and then state agencies. The Fire Chief or his designee is responsible for coordinating all Fire Department operations.

Initial Actions

- _____ Receive notification of emergency
- _____ Review emergency management plan and checklist
- _____ Keep detailed logs of all actions taken by Fire Department during the incident (EOC Chronological Log)
- _____ Maintain situational awareness and how it may pertain to Fire Department operations
- _____ Determine the status of medical treatment site(s) to be used as triage areas or mass decontamination sites
- _____ Determine availability of EMS personnel, supplies, and equipment and if more is needed request mutual aid support
- _____ Determine availability of search and rescue personnel, supplies and equipment and if more is needed, request mutual aid support

EOC Operations

- _____ Coordinate dispatch of EMS teams to the scene(s) as required
- _____ Coordinate dispatch of search and rescue teams to scene(s) as required
- _____ Coordinate evacuation for affected residents
- _____ Coordinate decontamination capabilities within the Fire Department and if insufficient notify EMD
- _____ Arrange for a representative of the Fire Department to team with Police and Department of Public Works representatives to identify and restrict access to all structurally unsafe buildings
- _____ If mass casualties have occurred work with EMD to contact mutual aid partners and establish triage site
- _____ Coordinate the set-up of the decontamination area for emergency responders and those affected if needed
- _____ Coordinate emergency power and lighting at the incident site upon request

(EOC Operations continued)

_____ Coordinate the identification of the condition of hazardous materials where they are stored or used

_____ Identify resource shortfalls and coordinate additional contractor resources to assist in hazardous materials response, informing EMD of availability

_____ Coordinate with Fire Department staff to determine if all critical equipment is operational

_____ Coordinate door-to-door warnings with the Police Department if necessary

_____ Route resource requests for unmet needs to the EMD

_____ Periodically update EMD on incident status

EOC Demobilization

_____ Support damage assessment activities as needed

_____ Coordinate clean-up as required

_____ Coordinate the return of all equipment to quarters or mutual aid partners

_____ Coordinate the decontamination of firefighters, gear and equipment as needed

_____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____ Coordinate the release of mutual aid companies as they become available

_____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 7: Police Department Representative SOP

The Police Department's role in an emergency will be an expansion of its normal daily routine. The Police Chief is responsible for coordinating law enforcement emergency activities. If, during emergency operations, local law enforcement capabilities are

exceeded, support will be available through existing mutual aid agreements and from state and federal law enforcement agencies. The Police Chief or his designee will integrate and manage outside law enforcement agencies which are brought in for assistance.

The Police Department is generally responsible for all traffic control and security services. In addition, during a large-scale incident, they may be asked to perform additional activities depending on the incident. If the EOC becomes activated, the Police Department will place a representative in the EOC to help coordinate activities with other community resources.

Initial Actions

- _____ Receive notification of emergency
- _____ Review emergency management plan and checklist
- _____ Keep detailed logs of actions taken by Police Department during the incident (EOC Chronological Log)
- _____ Maintain situational awareness and how it may pertain to Police Department operations

EOC Operations

- _____ Coordinate availability of emergency response equipment and place on standby
- _____ Coordinate the verification of communications capability within the affected area
- _____ Assign a liaison to Incident Command in the operational area
- _____ Coordinate the request of mutual aid from State Police as required
- _____ Establish security for EOC and other critical facilities and essential supplies if requested
- _____ Establish security for damaged public buildings if needed
- _____ Coordinate confinement and access control areas for security purposes
- _____ Coordinate dedicated access routes to these areas for Incident Response personnel
- _____ Coordinate the investigation of the cause of the incident as appropriate
- _____ Coordinate the securing of the scene, rerouting of traffic, and implementing crowd control measures

_____ Organize the evacuation of the public and of special facilities if required

(EOC Operations continued)

_____ Coordinate road closures

_____ Coordinate providing back-up communication if needed

_____ Periodically update EMD on emergency response status

_____ Coordinate door-to-door warnings with Fire Department

_____ Route resource requests for unmet needs to the EMD

EOC Demobilization

_____ Support damage assessment activities as needed

_____ Coordinate with state and federal authorities to investigate the incident if needed

_____ Coordinate restricted access to suspected unsafe structures pending evaluation by Building Inspector

_____ Coordinate reentry of evacuees

_____ Coordinate the return of all equipment to station or mutual aid partners

_____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____ Coordinate the release of mutual aid units as they become available

_____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 8: DPW Representative SOP

In emergency situations the Department of Public Works is responsible for deploying available equipment and manpower. In the event that local resources are exhausted assistance may be requested from mutual aid partners or MEMA. The Department of Public Works is responsible for ensuring the community's roads and bridges are in passable condition. During a large-scale incident they may be asked to perform additional activities depending on the incident. If the EMD activates the EOC the Department of Public Works will place a representative in the EOC to help coordinate activities.

Initial Actions

- _____ Receive notification of emergency
- _____ Review emergency management plan and checklist
- _____ Keep detailed logs of actions taken by the Department of Public Works during the incident (EOC Chronological Log)
- _____ Maintain situational awareness and how it may pertain to the Department of Public Works operations

EOC Operations

- _____ Coordinate availability of emergency response equipment and place on standby
- _____ Coordinate the verification of communications capability within the affected area
- _____ Assign a liaison to Incident Command in the operational area
- _____ Coordinate the request of mutual aid from mutual aid partners and contractors as required
- _____ Coordinate providing essential supplies to the operational area if requested
- _____ Ensure dedicated access routes to operational areas are open for Incident Response personnel
- _____ Coordinate assisting the Police Department with traffic control if necessary
- _____ Coordinate assisting with evacuation of public and special facilities if required
- _____ Coordinate road closures if necessary
- _____ Periodically update EMD on emergency response status
- _____ Coordinate door-to-door warnings with other departments if necessary
- _____ Coordinate the rectification of immediate life-threatening hazards
- _____ Coordinate with EMD for site decontamination assistance from regional Hazmat Team

(EOC Operations continued)

- _____ Coordinate identification of and restrict access to structurally unsafe buildings with Police Department

- _____ Coordinate the remediation and clean-up of any hazardous materials that may have entered well water or drainage systems
- _____ Coordinate the clearance and removal of debris as directed
- _____ Support Fire Department in search and rescue operations
- _____ Provide barricades and temporary fencing as requested
- _____ Coordinate emergency repairs to streets and bridges as necessary to support emergency operations
- _____ Coordinate with representative from the Fire Department to conduct preliminary assessment of damage to structures and utilities
- _____ Provide other public works and engineering support for emergency operations as necessary
- _____ Route resource requests for unmet needs to the EMD

EOC Demobilization

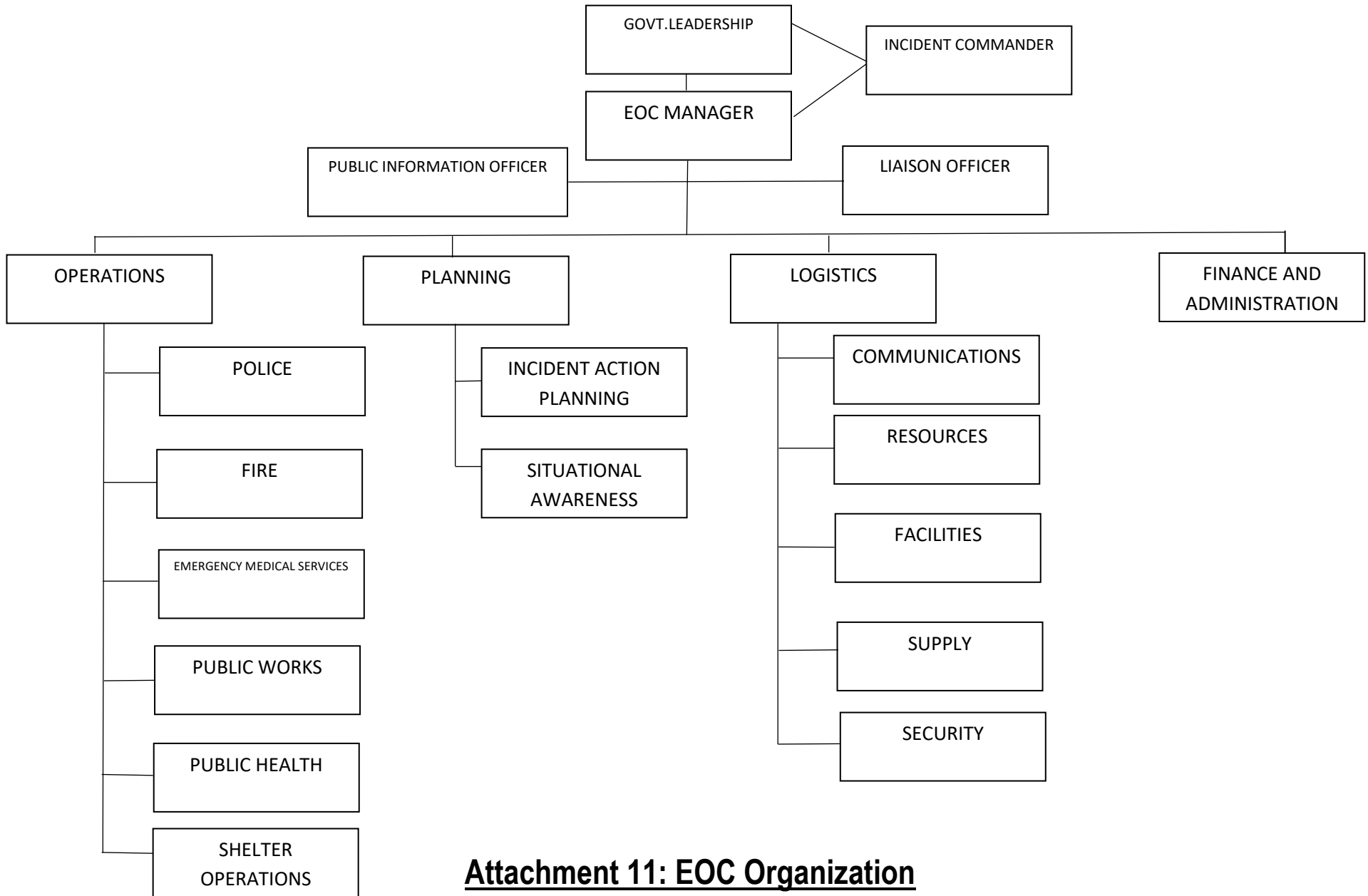
- _____ Support damage assessment activities as needed
- _____ Coordinate demolition of unsafe structures
- _____ Assist Public Health Services with emergency waste disposal and sanitation, as necessary
- _____ Assist other agencies with recovery operations and damage assessment activities
- _____ Coordinate with utilities to restore services
- _____ Coordinate the return of all equipment to garage or mutual aid partners
- _____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident
- _____ Coordinate the release of mutual aid units as they become available
- _____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

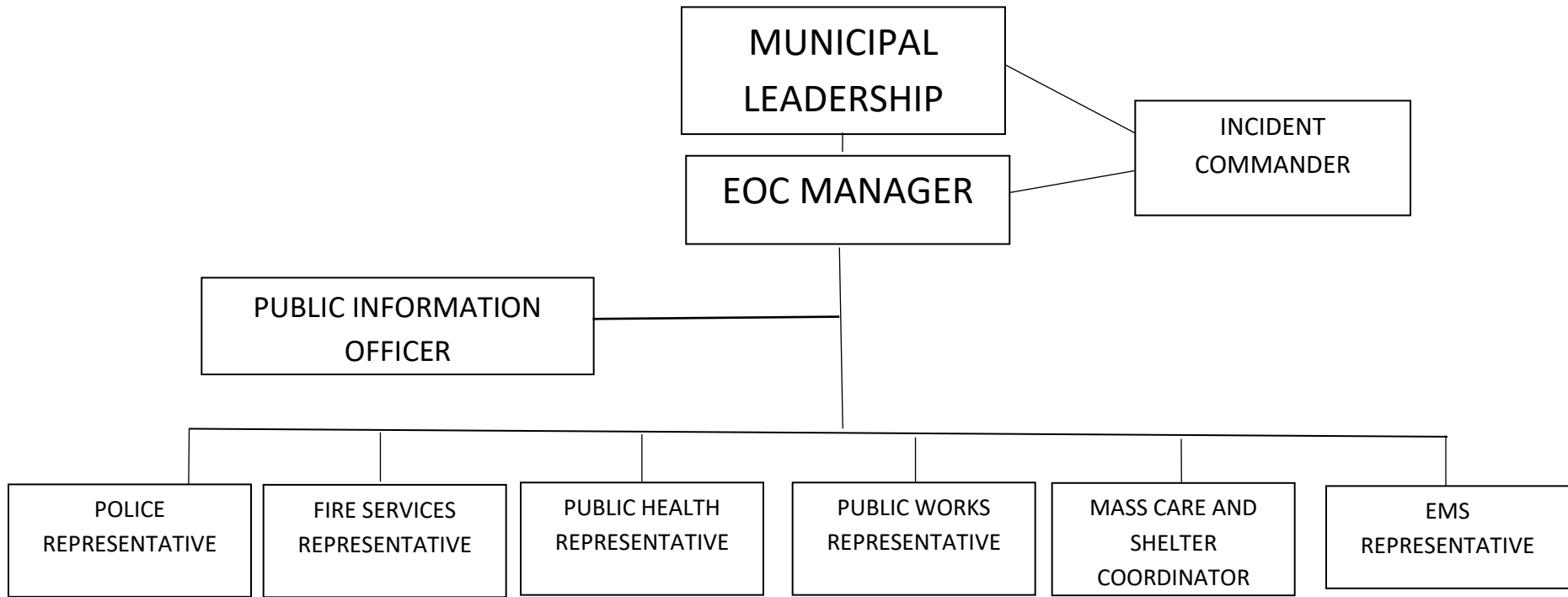
Attachment 9: Records Custodian Table

6.1.1.2

Location of City Clerk’s Original Records:	
Form of City’s Original Records:	
Location of City Clerk’s Duplicate Records:	
Form of City Clerk’s Duplicate Records:	
Location of Principal Assessor’s Original Records:	
Form of Principal Assessor’s Original Records:	
Location of Principal Assessor’s Duplicate Records:	
Form of Principal Assessor’s Duplicate Records:	
Location of Board of Health’s Original Records:	
Form of Board of Health’s Original Records:	
Location of Board of Health’s Duplicate Records:	
Form of Board of Health’s Duplicate Records:	

Attachment 10: NIMS/ICS Framework





Attachment 12: Maps

Attachment 13 Tier II Reporters

1. **Hannaford
180 Townsend Ave
Boothbay Harbor
207-633-6465**
2. **Down East Energy
Boothbay Harbor
207-633-6652**
3. **Down East Energy-
East Boothbay**
4. **Dead River-Boothbay Harbor
216 Middle Road
Boothbay Harbor
207 633-3144**
5. **Lincoln Health Urgent Care-Boothbay Harbor
6 St Andrews Ln.
Boothbay Harbor
207-633-2121**
6. **Consolidated Communications-Boothbay Harbor
866-885-0419**
7. **Washburn & Doughty-East Boothbay
7 Enterprise Street
East Boothbay
207-633-6517**
8. **Bigelow Labs-East Boothbay
60 Bigelow Drive
East Boothbay
207-315-2567**
- 9 **Dee/Superior-Boothbay**

- 10 Hodgdon Yachts-Southport
100 Ebenecook Road
Southport
207-633-2970**

- 11. U.S. Coast Guard-Boothbay Harbor
166 McKown Point Road
Boothbay Harbor
207-633-2661**

- 12. Boothbay Region High School
236 Townsend Ave.
Boothbay Harbor
207-633-2421**

- 13. Boothbay YMCA
261 Townsend Ave.
Boothbay Harbor
207-633-2855**

- 14. Lincoln Health Village-Boothbay Harbor
6 St. Andrews Lane
Boothbay Harbor
207-633-2121**

- 15. Maine Department of Marine Resources-West Boothbay
194 McKown Point Road
West Boothbay Harbor
207-633-9500**

Attachment 14 Community Support Services

FOOD RESOURCES

AOS 98: School Lunch

Monday-Friday 11:30-12:30 with curbside pickup at Main Entrance:

- Boothbay Region Elementary School
- Southport Central School
- Edgecomb Eddy School

Boothbay Region YMCA Student Curbside Grab & Go Meals

Stephanie Tucker 633-2855

- Monday-Friday 5:30 am to 6 pm
- Saturday 7:00 am to 5 pm

Boothbay Region Food Pantry

Fleet Davies 350-2962

- Fridays 11:30-1:30
- Delivery available, call ahead
- Updates provided on Facebook page

Boothbay Rides Grocery Delivery Assistance

Volunteer driver delivery. Requires 48 hours notice. Breanna Davis 633-4357

Food for Thought (healthy snack options for the weekend): Hannah Corkum 350-1743

- In-home delivery every Fridays

Hannaford Supermarket (7am – 9 pm):

Senior Shopping Time: Tue-Thurs, 7- 8 am

Manager: Nikki Emerson 633-6465

Meals on Wheels (elderly in-home meal delivery): Pat Wheeler 633-4370 or Mary Lou Koskela 633-5161

Wiscasset Food Pantry: 882-9088

MUNICIPAL RESOURCES

Boothbay Town Office: 633-2051

Boothbay Harbor Town Office: 633-3671

Boothbay Harbor Police: 633-5616

Southport Town Office: 633-3318

OTHER LOCAL RESOURCES

Community Resource Council

-Hannah Corkum 350-1743 (client services)

-Breanna Davis 633-4357 (volunteer coordinator; meal/grocery delivery)

-Holly Stover 350-7477

Boothbay Harbor Memorial Library

Unemployment Filing Assistance Only
Joanna Breen 633-3112

Health Care Facilities

Family Care Center-BBH: 633-7820
Lincoln Health-Damariscotta: 563-1234
Mid Coast Hospital: 373-6000
Boothbay Region Health Center: 633-1075
(M-F 8:00-4:30; Sat 10-4)
St. Andrews Urgent Care: 633-2121
(temporarily closed during COVID surge)
Lincoln County Dental 386-6600 (Medicaid
& sliding fee) 93 Churchill Street, Wiscasset

Pharmacies

Nathan's Pharmacy: 315-2280

- Curbside pick-up and home delivery

Walgreens: 633-7023

- Curbside (all predicts; order online); home delivery of medications only

Mental Health Services

Addiction Outreach- BRCRC: 350-7477
Addiction Resource Center: 373-6950
Alanon-Statewide: 800-498-1844
Alcoholics Anonymous- 800-737-6237
Alliance on Mental Illness (NAMI): 800-464-5767
BB Region Nursing & Outreach: 633-5533
Child Protective Services- DHHS: 800-452-1999
Domestic Violence Hotline: 866-834-4357
Healthy Lincoln County: 563-1330
Low-Cost Drug Program: 855-797-4357
Maine Behavioral Health: 884-292-0111
Mid Coast Hospital Outpatient Behavioral Health: 373-6980
New Hope for Women: 800-522-3304
Sexual Assault Support Services: 800-871-7741
Sweetser Behavioral Health: 800-434-3000 VA Medical Center/Togus: 877-421-8263

