

## EMERGENCY MANAGEMENT POLICY

### TOWN OF ALEXANDER

#### **Purpose**

It is the intent and purpose of this policy to establish an Emergency Management Agency in compliance and in conformity with the provisions of Title 37-B, MRSA, Section 781 et seq., to ensure the complete and efficient utilization of the Town's facilities and resources to combat disaster as defined herein.

**Establishment.** The Alexander Office of Emergency Management (OEM) and the position of Emergency Management Director for the Town of Alexander are hereby created. The Selectmen may appoint additional OEM staff members, as needed.

#### **Definitions**

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

**Emergency Management Director (EMD).** "Emergency Management Director" shall mean the appointed town official responsible for performing the four phases of Emergency Management (preparedness, response, recovery, and mitigation) and for liaison with the Washington County Emergency Management Agency.

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

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

When directed by the Chairman of the Board of Selectmen or by the Emergency Management Director, the Emergency Operations Center will be established and manned. At the discretion of the EMD, the following town officials may be included on the

Emergency Operations Center staff:

- A. Selectmen
- B. Emergency Management Director
- C. Fire Chief or Deputy
- D. Town Clerk

**Director.** "Director" means the director of the Town of Alexander Emergency Management Agency, appointed as prescribed in this policy.

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

### **Organization**

The Selectmen shall be responsible for the agency's organization, administration and operation. The Selectmen may employ such permanent or temporary employees, as he/she deems necessary and prescribe their duties.

The Alexander Selectmen shall review the operational organization to ascertain the agency's ability to cope with its responsibilities and shall also approve the Town's Emergency Operations Plan.

### **Appointment of Director, Duties, and Responsibilities**

**Appointment, Term and Removal:** The Selectmen shall appoint an Emergency Management Director, who shall coordinate the activities of all town departments, organizations and agencies for civil emergency preparedness within the town and maintain a liaison with other emergency management agencies, public safety agencies, and have such additional duties as prescribed by the Selectmen. No member(s) of the Board of Selectmen may serve concurrently as Emergency Management Director. The Selectmen may remove the Emergency Management Director for just cause.

**Duties and Responsibilities:** The Emergency Management Director's duties shall include, but not be limited to, the following:

- A. Prepare and update a Hazard Risk and Vulnerability Assessment.
- B. Serve at the designated National Incident Management System (NIMS) Coordinator for the Town of Alexander with the responsibility to promote the use of and compliance with NIMS; and complete NIMS compliance reporting as directed by the County Emergency Management Director.
- C. Prepare and maintain the Alexander Emergency Operations Plan.
- D. Organize, activate & operate the Alexander Emergency Operations Center.
- E. Prepare and maintain a list of disaster resources.
- F. Develop procedures for the operation of the Emergency Operations Center.
- G. Coordinate and maintain written disaster Mutual Aid Agreements with the approval of the Selectmen.
- H. Provide Emergency Management training to town officials and responders.
- I. Develop and implement a Disaster Exercise program.
- J. Provide disaster preparedness information to town residents.
- K. Complete and report damage assessments to the Washington County Emergency Management Agency.
- L. Complete and submit applications for FEMA disaster funds and grants.

The Emergency Management Director may take necessary training as provided by the Washington County Emergency Management Agency, Maine Emergency Management Agency (MEMA), and FEMA.

### **Rules and Regulations**

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

### **Emergency Proclamation**

The Emergency Management Director shall have the power and authority, after consultation with the Chairperson of the Selectmen, to issue a proclamation that an emergency exists whenever a disaster or civil emergency exists or appears imminent. The proclamation may declare that an emergency exists in any or all sections of the town. If the Emergency Management Director is temporarily absent from the town or otherwise unavailable, the Fire Chief may issue the proclamation that an emergency exists. If neither the Emergency Management Director nor the Fire Chief is available, then the following persons shall have the power and authority to issue a proclamation that an emergency exists, in the following order of succession: the Chairperson of the Selectmen, other members of the Selectboard. A copy of such proclamation shall be filed within twenty-four (24) hours in the office of the town clerk.

Notwithstanding the above, when consultation with the Chairperson of the Selectmen would result in a substantial delay in an effective response in alleviating or preventing an emergency or disaster, the Emergency Management Director, or his/her successor as outlined above, is authorized to take whatever actions are necessary to prevent the loss of life and property in the town.

The Emergency Management Director shall be responsible for submitting a full report to the Selectmen of all actions taken as a result of the declared emergency as soon as the Board of Selectmen can be convened.

### **Termination of Emergency**

When the Emergency Management Director or his/her successor as outlined above is satisfied that a disaster or civil emergency no longer exists, he/she shall terminate the emergency proclamation by another proclamation affecting the sections of the Town covered by the original proclamation, or any part thereof. Said termination of emergency shall be filed in the office of the town clerk.

No state of emergency may continue for longer than five (5) days unless renewed by the Selectmen.

### **Emergency Management Director's Duties and Emergency Powers**

During any period when an emergency proclamation is in effect, the Emergency Management Director may promulgate such regulations, as he/she deems necessary to protect life and property and to preserve critical resources within the purposes of this ordinance. Such regulations may include, but are not limited to, the following:

1. Regulations prohibiting or restricting the movement of vehicles in areas within or without the town;
2. Regulations facilitating or restricting the movement of persons within the town;
3. Regulations pertaining to the movement of persons from hazardous areas within the town;
4. Such other regulations necessary to preserve public peace, health and safety.

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

The Emergency Management Director or his/her designee may order the evacuation of persons from hazardous areas within the town.

The Emergency Management Director or his/her designee shall be authorized to request aid or assistance from the state or any political subdivision of the state and may render assistance to other political subdivision under the provisions of Title 37-B, M.R.S.A.

The Emergency Management Director may obtain vital supplies; equipment and other items found lacking and needed for the protection of health, life and property during an emergency without following normal purchasing or formal bid procedures.

The provisions of this section will terminate at the end of the declared emergency.

### **Emergency Operational Plans**

The Emergency Management Director shall prepare an all hazard emergency operational plan for the town, which shall be submitted to the Selectmen for approval.

It shall be the responsibility of all municipal departments and agencies to perform the functions assigned and to maintain their portions of the plan in a current state of readiness. The Selectmen, in conjunction with all the town department heads and the Emergency Management Director, shall review the town plan periodically.

Establishment of the National Incident Management System: The Town of Alexander hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for Federal, State, and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. NIMS will utilize standardized terminology, standardized organizational structures, interoperable communications, consolidate action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. All municipal emergency and disaster responders for incident management will utilize the NIMS Incident Command System (ICS).

### **Immunity from Liability**

All Emergency Management Agency Forces, while engaged in Emergency Management Agency activities, shall be immune from liability, as set forth in Title 37-B, Section 822 M.R.S.A.

### **Compensation for Injuries**

All of Emergency Management Agency Forces shall be deemed to be employees of the state when engaged in training or on duty and shall have all of the rights of state employees under the Workmen's Compensation Act, as set forth in Title 37-B, Section 823 M.R.S.A.

### **Violation of Regulations**

It shall be unlawful for any person to violate any provisions of this policy or of the regulations or plans issued pursuant to the authority contained herein, or to obstruct, hinder or delay any Emergency Management Agency Forces as herein defined in the enforcement of the provisions of this ordinance or any regulation or plan issued hereunder.

### **Penalty**

Any person, firm or corporation violating any provision of this policy or any rule or regulation promulgated hereunder, upon conviction thereof, shall be punished by a fine of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) and the costs of prosecution.

### **Severability**

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

### **Conflicting Policies, Orders, Rules and Regulations Suspended**

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

# **Emergency Operations Plan: Town of Alexander**

Adopted on: July 23, 2009

# PROMULGATION STATEMENT/LETTER

## To All Recipients:

This is the Emergency Operations Plan for the Town of Alexander, Washington County, Maine. It provides a framework for the use in performing emergency functions during a major emergency or disaster in the town.

This Emergency Operations Plan includes the five phases of emergency management. They are:

**Preparedness** - those activities developed to save lives and minimize damage;

**Prevention** - those activities that eliminate or reduce the probability of an incident;

**Response** - immediate activities that prevent loss of lives and property and provide emergency assistance; and

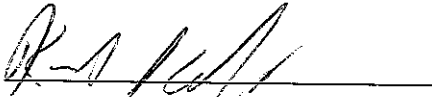
**Recovery** - short and long term activities that return all systems to normal or improved.

**Mitigation** – activities that will reduce the probability of another disaster or reduce the effects.

This plan is prepared in accordance with Federal and Maine statutes. It will be tested, revised and updated where required. All recipients are requested to revise Alexander's Emergency Operations Plan regarding recommendations for improvements.

Signed:

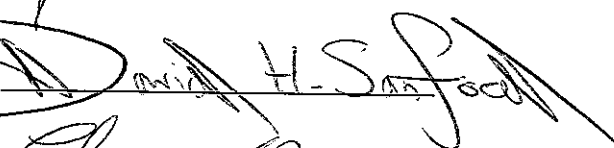
Chair, Selectman



Selectman



Selectman



Selectman



Adoption Date: July 23, 2009



## PURPOSE OF THE PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response by the Town of Alexander, Washington County, Maine.

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

The plan is intended to be both "generic" and "hazard specific", covering the entire range of emergency and disaster situations, natural disasters to humans-caused disasters, and technological hazards.

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

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing *how* to carry out its assignments in support of the plan.

## **SITUATIONS AND ASSUMPTIONS**

The Town of Alexander, located in Washington County, Maine, has an area of 43.9 square miles and a population of 514 (2000 census).

**Transportation.** Major roadways – Route 9. There are no port or rail facilities in Alexander.

**Fire Response.** The Town has a volunteer fire department located on the Cooper Road just off Route 9. Alexander Volunteer FD provides contract fire protection for the Town of Crawford. Dispatching services are provided through the Calais Fire Department.

**Mutual Aid System.** The Alexander Volunteer Fire Department has mutual aid agreements Calais FD, Meddybemps Volunteer FD, Cooper Volunteer FD, Baileyville FD, Princeton Volunteer FD, Indian Township FD, and Wesley Volunteer FD. Alexander Volunteer is licensed to provide first response EMS; and has an agreement with Down East EMS to provide ambulance services.

**Law Enforcement.** Law enforcement is handled by the Maine State Police (MSP) in conjunction with the Washington County Sheriff's Office. Dispatching services are provided through the Regional Communications Center (RCC) located at 41 Court Street, Machias.

### **Vulnerable Populations**

There are two schools located in the Town of Alexander: Alexander Elementary School and Downeast Christian School.

The nearest hospital is Calais Regional Hospital located in Calais (15 miles away).

## **HAZARD ANALYSIS**

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

**SUMMER STORMS/HURRICANE:** Summer storms and/or windstorms that cause property damage are relatively frequent in Alexander, Maine. The probability of a hurricane or severe storm resulting in injuries or requiring an evacuation is low. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses. All areas of town are subject to the risk of severe summer storms.

**WILDFIRE:** Wildfires are possible in the forested and heavily brushed areas of town during spring, late summer, and early fall. The forests contain potential fuel for a dangerous conflagration. There are a significant number of recreation and retirement homes with single access roads that would be in jeopardy. Fire detection methods are basically good.

**HAZARDOUS MATERIALS:** Hazardous materials incidents are among the most frequent hazards which could impact the Town of Alexander, Maine. Fuels are the most widespread materials likely to create problems. Hazardous materials are commonly transported on roads throughout Alexander, most notably Route 9.

**RADIOLOGICAL EMERGENCIES:** Radiological emergencies are possible from vehicles traveling on Route 1. A radiological emergency at Point LePreau, New Brunswick also has the potential to impact Alexander.

**NATIONAL EMERGENCY/TERRORISM:** A national emergency or terrorism incident could impact the Town directly or indirectly. Since Alexander, Maine is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact on the town's population.

## CONCEPT OF OPERATIONS

Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, or other non-governmental agency. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.

The Town of Alexander Emergency Management Director will be the coordinating officer for all activity in connection with Emergency Management. The primary Emergency Operations Center for Alexander is located in the Alexander Volunteer Fire Department on Cooper Road. Alternate emergency operation centers are available at the Alexander Elementary School or Breakneck Mountain Snowriders Clubhouse. Arrangement would have to be made if either of the alternate EOC is used.

The County Emergency Operations Center at 34 Center Street in Machias is also available for use by town officials upon request to the County EMA Office.

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

1. The EMD will alert and order the mobilization of the Town emergency management organization with notification and activation of County and State EMA as needed.
2. The EMD will activate the Town Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster per standard operating procedures in place.
3. The EMD will alert the general population of the disaster or impending disaster through all means necessary.
4. The EMD will arrange for the evacuation of threatened areas.
5. The Emergency Management Director should make every effort to contact the Washington County EMA as early as possible with requests for support from state and federal disaster response resources available for immediate deployment if the emergency exceeds the town's response capabilities. Support may be requested through the Washington County Emergency Management Agency (255-3931).

## **ORGANIZATION AND RESPONSIBILITIES:**

1. The Town Board of Selectmen will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
2. The Emergency Management Director, under the supervision of the Town Selectboard, shall be responsible for the planning, coordination, and operation of the Emergency Management activity in the Town.
3. The employees, equipment, and facilities of all town departments, boards, institutions, and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
4. Duties assigned to a Town Department shall be the same or similar to the normal duties of the Department.
5. The Emergency Management Director shall oversee the recruitment of volunteer personnel agencies to augment the personnel and facilities of the Town for emergency management purposes.

## **PLAN DEVELOPMENT AND MAINTENANCE**

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

It is intended that this Emergency Operations Plan be the primary guidance for emergency or disaster operations.

### **EOP Maintenance:**

The Emergency Management Director and elected administrative officials will be responsible for keeping this plan up-to-date by annual review.

### **Annual EOP Testing (Exercises):**

Testing this EOP ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

## **A – Direction and Control**

### **(Role of the Emergency Operations Center)**

#### **Situation**

The primary town Emergency Operations Center is located in the Alexander Volunteer Fire Station. Alternate emergency operation centers are available at the Alexander Elementary School or Breakneck Mountain Snowriders Clubhouse. Arrangement would have to be made if either of the alternate EOC is used. The County Emergency Operations Center at 34 Center Street in Machias is also available for use by town official upon request to the County EMA Office. Assistance with direction and control may be requested of the County EMA at any time.

The Emergency Operations Center will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the town's normal capability to respond.

The decision to order activation of the Emergency Operations Center will be made by direction of the Emergency Management Director as established in the town's Emergency Operations Policy.

#### **Concept of Operation:**

1. The first person at the Emergency Operations Center has responsibility for assuring that primary staff have been notified (not necessarily perform the actual notification).
2. The Emergency Management Director or Communications Officer, if one is designated, will arrange for additional telephones or extensions in the Emergency Operations Center if needed.
3. The Emergency Management Director (or designee) will establish communications with response operations in the field using any means of communication available and coordinate the municipal response.
4. The Emergency Management Director will determine if arrangements need to be made for prolonged operation of the EOC. If so the Emergency Management Director (or designee) will make arrangements for staffing the EOC and provide EOC workers with food, water, and sleeping accommodations as necessary.
5. The Emergency Management Director will determine the capability of the town to respond to the situation and whether outside assistance is needed. If it is determined that additional support will be needed to assist in response operations, the

Emergency Management Director will contact the Washington County Emergency Management Agency to request support.

6. The Emergency Management Director will issue information and advice to the general public. Be prepared to brief media and answer questions.
7. The Emergency Management Director will determine procedures for damage assessment and recovery operations.

### **Organization and Responsibility**

The Primary Emergency Operations Center Staff should consist of, but will not necessarily be limited to:

- Selectmen/Road Commissioner
- Emergency Management Director
- Fire Chief
- Asst. Fire Chief
- Town Clerk
- A liaison from Downeast EMS (if necessary)

In the event of an emergency response that requires additional staff for the EOC, the Emergency Management Director will call on other town employees and volunteers as necessary.

### **Logistics**

Communication during an emergency will be by any means available including land line telephone, cell phone, internet, two-way radio, amateur radio, runner, etc. Department heads have a responsibility for providing communications to their department member by any means available, preferably by radio.

Maps and markers, charts, etc., needed to display the following information will be located in the Emergency Operations Center and maintained by the Town Manager/Selectmen and the Emergency Management Director:

- A. Deployment of personnel.
- B. Location of vehicles.
- C. Lodging (Shelter) areas.
- D. Location of incident command post.
- E. Location and nature of problem(s).
- F. Weather information.
- G. Type and location of disaster area.
- H. Location and identified high hazard areas.
- I. Other pertinent information.

## **B - Evacuation**

### **Situation**

The Town of Alexander has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The Town could also be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries. Large scale evacuations that involve multiple towns will be coordinated through the County EMA Office.

For smaller and more localized evacuations, direction and control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, if required.

The Fire Chief and Emergency Management Director have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Board of Selectmen for implementation and coordination from the Emergency Operations Center.

The Incident Commander or Fire Ground Commander may order an evacuation at any time, without prior approval of the County Emergency Management Agency or the EOC, if he/she feels there is an immediate threat to the lives of people in the area.

Evacuation will always be away from the danger. Specific evacuation routes will be determined on a case-by-case basis. The Town will assist in evacuation by providing traffic control, security, and door-to-door notification, if necessary. The Town Emergency Management Director may request assistance from the County Emergency Management Agency to assist in any evacuation effort.

Alexander Elementary School could be warming facility in the event of an evacuation. The school has a kitchen and bathroom, however the school does not have back up power.

The following populations within the Town of Alexander have been identified as needed special consideration in the event of an evacuation:

- Alexander Elementary School
- Downeast Christian School

Alexander Elementary School should have an Emergency Plan that covers evacuation procedures. The Town requests that the school consult with the Town's Emergency Management Director in establishing their plan; and that a copy of their plan be placed on file in the Town Office and Alexander Volunteer Fire Station.



### **Concept of Operations:**

1. Determine if evacuations or sheltering-in-place will be accomplished and release this information to the public.
2. In the event of an evacuation for an emergency with little or no warning, the Incident Commander should immediately contact the Regional Communication Center to activate the town's emergency response plan and request immediate assistance.
3. Alert the general population of the disaster or impending disaster.
4. Coordinate the evacuation of threatened areas, using all available resource to assist with notification of residents, traffic control, notification and transportation of residents with special needs, and security, of evacuated areas.
5. Notify local industries, public utility companies, schools, hospitals, and any other entities with larger populations of workers of the disaster or pending disaster as necessary.
6. Notify those public and private agencies that provide assistance in emergency situations (Red Cross, Salvation Army) and establish liaison as necessary.
7. Establish temporary shelter, food, and medical for the evacuees as necessary, including pet/domestic animal care. Evacuees from threatened areas outside of the immediate geographical boundaries may be present.

### **Logistics**

Communications to assist with notification of an evacuation will be by any means necessary. The Incident Commander or Emergency Management Director may request activation of the Emergency Alert System by contacting the Regional Communications Center or the County Emergency Management Agency (255-3931). Door-to-door notification may be necessary to reach vulnerable populations.

## **C – Communications**

### **Situation**

The Emergency Management Director will be responsible for coordinating all emergency communications activities during an emergency.

The State Police, RCC, EMA, and Washington County Sheriff's Office will have the responsibility for alert/notification of the Town of outside hazards.

Local radio and other media will be utilized for emergency warning and instructions to the public.

### **Concept of Operations**

In an emergency, the primary Emergency Operations Center will be located in the Alexander Town Office or other back-up locations. In an emergency, communications through the Emergency Operations Center will be by any means available, preferably by telephone or radio, using any available numbers and frequencies.

The primary Emergency Operations Center has one telephone line. The local telephone company can easily add additional telephone lines to the Emergency Operations Center.

In addition to telephone communications, the Fire Department utilizes radio communications. The Fire Department can utilize portable radio and marine VHF radios communications. In the event of an emergency, department will utilize normal channels for radio communication as long as they are available and unless otherwise instructed.

An important outside communications resource is the County ham radio operators' organization. Amateur radio operators are equipped with their own portable radios which operate on the ham radio frequencies. Assistance from this team is requested through Washington County Emergency Management Agency.

CONOPS frequencies may be requested through the county EMA if the situation involves multiple jurisdictions and/or agencies. The County EMA will follow up with approval from the State EMA director for requested CONOPS frequencies.

## **D – Alert and Warning**

### **Situation**

Warning time will vary depending on the hazard speed at onset. Time available can vary from ample to none but any warning time will allow Town officials time to evaluate necessary actions. A requirement for warning may be local, area, state, or national in origin.

Primary notification of an impending emergency is provided through the Regional Communication Center. The Town Fire Chief is the Warning Officer for the Town of Alexander. Upon notification an impending emergency, the Warning Officer may initiate a telephone fan-out or mobilize local first responders to alert vulnerable populations and affected industries.

In the event of an incident requiring fire response, the EMD would request assistance with warning from through the RCC. The Alexander Volunteer Fire Department can request assistance from responders in neighboring communities and law enforcement, if necessary.

Fire vehicles are equipped with loud speakers. Door-to-door warning may be necessary for part of the population.

Local radio may also be requested to assist in emergency warning and instructions to the public.

### **Concept of Operations**

1. The dispatchers will contact the Emergency Management Director and Fire Chief, or their assigned representatives, through the normal channels. The EMA Director and Fire Chief will alert personnel as required using any means available.
2. The Emergency Management Director (or designee) will alert the Board of Selectmen and other municipal department to relay any hazard information that is needed by those parties.
3. Warning is disseminated through all appropriate systems to affected jurisdictions and the public. The Emergency Management Director may request activation of the Emergency Alert System (EAS) through the Regional Communication Center. The Emergency Management Director may also contact local radio stations to assist with public warning.

4. If necessary, the Emergency Management Director will designate a Public Information Officer. The Public Information Officer will be responsible for communicating pertinent information regarding the disaster in a timely manner.
5. If necessary, the EMD may also delegate to the Fire Chief responsibility for warning vulnerable populations. In the event of an evacuation or other immediate action (shelter in-place), door-to-door warning may be needed to alert vulnerable populations and/or those without power. The Fire Chief may call upon all available resource to effectuate door-to-door warnings in a timely manner.

## **E – Shelter**

### **Situation**

The Town of Alexander could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross. Activation of shelters will be determined in coordination with the American Red Cross. The American Red Cross will coordinate with the Town Emergency Management Director for any additional support that can be provided by local government agencies.

The American Red Cross for Alexander residents will normally be located in Calais. The Alexander School could be used as a locally operated shelter/warming center. It has bathrooms and a kitchen and can be hooked up with back up power if necessary.

### **Concept of Operations**

1. The Town Emergency Management Director may request assistance from the Washington County EMA or directly notify the American Red Cross Shelter Service of the need for shelter services.
2. The American Red Cross and the Emergency Management Director will designate shelter locations in accordance established policies and procedures. The American Red Cross will be the Manager of the emergency shelters. Notification of other members of the American Red Cross Chapter will follow American Red Cross procedures. Assistance in feeding may be provided by volunteers.
3. The shelter will remain in communication with the EOC using any available means of communication.
4. Public information concerning shelters will be coordinated through the Town Emergency Management Director. Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.
5. If the Town of Alexander elects to open a locally operated shelter or warming center, the Emergency Management Director (or designee) should arrange for communication between the shelter location(s) and the EOC and inform the Washington County EMA so that appropriate arrangements for public safety can be made.
6. Any locally operated shelter or warming center should maintain a visitor log (sign-in and sign-out) to assist with the location of missing persons in the event that families become separated as a result of the emergency.

## **F – Radiological Protection**

### **Situation and Assumptions:**

Radioactive materials are transported through the Town. An accident involving a vehicle carrying radioactive materials would be a matter of concern.

### **Concept of Operations:**

The Town has limited capabilities to respond to a radiological incident; therefore immediate assistance will be requested from county, state, and federal assets. The Town Emergency Management Director will handle the situation in a similar manner as other hazardous materials incidents. The area would be secured at an appropriate distance and County assistance should immediately be requested through the RCC.

## **G – Police**

The Town of Alexander does not maintain a municipal police force. Police protection and public security are provided by the Washington County Sheriff's Department and the Maine State Police.

In the event of an emergency, assistance may be requested through the Washington County Emergency Management Agency to request and coordinate police response during a disaster.

## **H – Fire and Rescue**

### **Situation and Assumptions:**

The Fire Department has the primary responsibility of responding to emergencies in the Town where a fire or threat of fire may exist. It has a responsibility of responding to fire emergencies in the neighboring towns through automatic mutual aid agreements.

The Fire Department can expect assistance from other Town agencies and departments upon request. Fire Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

The mission of the Fire Department in the event of an emergency is to limit or prevent loss of life and property from fires or threat of fires, assist in warning and evacuation; and assist and cooperate with other agencies and departments responding to disaster as resources allow.

The Alexander Fire Department is headed by the Fire Chief. The Fire Department is composed of 14 members. If necessary, the Fire Officer-in-charge of the incident has responsibility for requesting additional assistance through dispatch.

Resources immediately available to the Fire Department include:

- 1 Pumper truck
- 1 Tanker truck
- 1 Forest Fire truck
- 1 Emergency Response Vehicle

Fire department volunteers are trained to an awareness level for hazardous materials incidents. Three members are also member of other regional hazard materials teams and are trained to a technician level.

Operations of the Fire Department require a rapid coordinated response. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified through normal communication channels. A telephone fan-out can be used as a back-up.

### **Concept of Operations**

1. The Emergency Management Director in conjunction with the Fire Chief will determine the extent of the emergency response. All personnel needed for the response may be called-in or placed on stand-by.

2. The Fire Chief, or designee, will report to the Emergency Operations Center, if activated, to provide direction and coordination of fire department functions.
3. On-scene command post(s) should be established at the scene with responding agencies reporting on arrival. Communications should be maintained between the command post(s) and the EOC by any means available.
4. Responsibilities of the Fire Department in assisting municipal emergency response include:
  - A. Normal operation of the Fire Department.
  - B. Emergency medical response.
  - C. Responding to fire or threat of a fire.
  - D. Any rescue work needed, then protecting exposures as required and extinguishing fires.
  - E. Assisting other Town agencies, if requested, when life or property is threatened.
  - F. Assisting in dissemination of warning.
  - G. Recommending and assisting in evacuation if situation warrants.
  - H. Requesting assistance from Mutual Aid System and other Town agencies/departments.
  - I. Keeping proper authorities informed of situation.
  - J. Assisting in other aspect of the municipal response as requested by the Emergency Management Director.
5. If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of determining that proper procedures for adequate fire controls for shelter occupancy have been completed before hand. The above will be coordinated with the Town Emergency Management Director.

### **Communications**

The Alexander Volunteer Fire Station has a base radio on VHF Public Band on County Fire (154.190 mhz), State Fire (154.310 mhz). Alexander Volunteer Fire typically operates on State. The Fire department use the County's interdepartmental frequency for on-scene tactical operations.

The Fire Department also has portable radios with multiple frequencies capable of communicating with the Regional Communications Center, Washington County EMA, other departments, and medical services.



## **I – Public Works**

The Town of Alexander does not maintain a municipal Public Works Department. Selectmen act as the Road Commissioner in charge of road maintenance for town roads. Many road maintenance and other public works functions are contracted out. In the event of an emergency, the Selectmen will be responsible for keeping the roads clear of debris. The Town may employ the services of local contractors to assist with the debris clearance and other public works functions under terms established in the Town's Emergency Operation Policy. Assistance may also be requested through the Washington County EMA.

## **J – Emergency Public Information**

### **Situation**

During a disaster response, emergency public information is needed to inform the public about the disaster, provide information about any steps they should take to protect themselves from the effects of the disaster, and control rumors and misinformation.

The Town of Alexander will provide accurate and official information and instructions to the people through all available media before, during, and after emergencies.

### **Concept of Operations**

1. The Emergency Management Director may designate a Public Information Officer to assist with the release and dissemination of emergency public information. The Public Information Officer shall be the sole point of contact for media inquires and the release of public information regarding municipal response. If no Public Information Officer is designated, the Emergency Management Director or designee will act in the role.
2. The Public Information Officer shall report to and work from the EOC. Should it become necessary, a Media Center may be established in order to release emergency public information to the broadcast and print media.
3. News releases should include the following information:
  - a. Nature of the disaster.
  - b. Location of disaster.
  - c. Time of disaster.
  - d. Agencies involved with response.
  - e. Scope of agency involvement.
4. All releases, information, instructions will be cleared with the Incident Commander before being disseminated to the public. Releases concerning bomb threats at the schools will be approved through law enforcement except for contact information and pick-up locations for students and parents.
5. The Public Information Officer may establish a public information line to respond to information requests from the public.
6. The Town of Alexander is responsible for providing emergency public information for any disaster events that are solely within its jurisdiction. The municipality may request emergency public information resource assistance from the County EMA office.

7. The County is responsible for providing and coordinating emergency public information for disasters that involve all or parts of the County. The County EMA office may request that municipal PIOs become a part of the County emergency joint information system and assist at the County EOC and/or County Media Center.
8. The Public Information Officer should maintain a chronological record of media contacts and releases of information and a copy of all press releases.

## **K – Hazardous Materials**

### **Purpose**

Provide a Hazard Analysis of hazardous materials that are located in Alexander. The analysis includes fixed facilities as well as hazards on highways. This section provides information regarding the Town's response to a hazardous materials emergency.

Information regarding follow-up procedures to a hazardous materials emergency is also included. This section lists Hazardous Material training and plan exercise requirements.

### **Situation**

Hazardous Material are frequently used throughout town and transported on public roads. There is potential for a hazardous materials incident at numerous locations in town, the most likely of which is a transportation incident along Route 9.

### **Concept of Operations**

1. Many emergency incidents have the potential to involve hazardous materials. The first responder at the scene must immediately assess this potential; further action should be in accordance with the department's standard operating procedures.
2. The first responder on the scene should refer to the Emergency Response Guidebook (DOT) for Initial Response to Hazardous Material Incident or other certified publication and report findings to the Regional Communications Center.
3. First person on the scene should serve as a temporary on-scene communications point until the fire department establishes an incident command post.
4. Establish a secure area. Personnel should not enter the incident area without appropriate protective clothing, training, and equipment!
5. Evacuate immediate affected areas and establish and control the incident perimeter.

### **Alerting and Warning**

Public warning of hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System. EAS can be activated through the Regional Communication Center. Callers should provide information summarized on the Hazardous Materials Incident Information Form.

Loudspeakers are available in fire vehicles. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used.

### **Emergency Information**

The Public Information Officer will disseminate official information and instructions to the public when in the judgment of the Incident Commander a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, a shelter will be designated.

*A sample emergency message would be "At 00.00, emergency personnel were notified that an incident had occurred, resulting in the release of toxic chemicals. Residents of (the specific area involved) are advised to leave the area immediately.*

*All efforts are being made to control the release. Local and County officials have been notified. Additional details will be released as they become available."*

### **Actions for Citizens**

If there is an immediate life-threatening situation, the Incident Commander may order a precautionary evacuation of affected areas.

### **Law Enforcement**

The Washington County Sheriff's Office will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.

### **Fire and Rescue**

Hazardous Materials incidents are often accompanied by fire or injured persons. The Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Upon arrival of any Hazardous Materials response team, DEP representatives or EPA representatives, access to the scene will be controlled by the specially trained personnel. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be present are not to be entered by persons that have not been trained and equipped to the Operations or Technician level.

Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Trained rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Incident Commander.

### **Health and Medical Services**

The Town of Alexander contracts for ambulance services through Downeast EMS. Assistance from other nearby ambulance services can also be requested through the RCC.

Medical services are provided by Calais Regional Hospital in Calais. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be coordinated by the Incident Commander if the potential for spreading hazardous materials contamination is present.

The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed in order that the hospital and EMS services may initiate proper protocols to protect their personnel and equipment.

### **Local Resources**

Washington County Emergency Management Agency or RCC can be contacted to request assistance from the Hazardous Materials Strike Team, Department of Environmental Protection, and other available resources.

As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department, Police Department, and the Public Works Department. Missing or damaged items or equipment shall be repaired or replaced.

### **Testing the Plan**

This plan should be tested to identify operation deficiencies and procedural improvements that should be adopted. The Emergency Management Director will initiate the exercises and chair a committee that will evaluate the response. He/she will also be responsible for the implementation of procedural improvements.

In addition to annual testing of the plan, an assessment of this plan should also be completed after each incident that required the plans implementation.

- A. Were the appropriate persons listed on the Municipal Contacts Report notified and the contacts information on this report is current.

- B. Were responders informed of the hazards of the materials at the scene prior to entry? Were additional materials discovered after the initial size up? Was the recommended personnel protective equipment appropriate to all exposure hazards discovered?
- C. Was response equipment in working order?
- D. Were all persons at risk evacuated to a safe area?
- E. Was the public kept advised of the severity of the incident and the progress of corrective actions?
- F. Were all written reports properly prepared and filed?
- G. Did all aspects of the response comply with current OSHA, Health Department, Agency of Natural Resources, and Department of Public Safety regulations?

### **Updating the Plan**

As a result of the assessment completed, the plan should be reviewed for modifications. Revision pages will be issued to all holders of the plan. The revision will be recorded on the Revision Sheet as listed on page 4 of the plan.

## **L – Emergency Medical Services**

### **Dispatch Protocol**

Dispatch protocol for a mass casualty incident is the same as for other types of incident. Alexander Fire Department is normally toned out the Washington County RCC. Downeast EMS will request assistance as necessary from Alexander Fire Department.

Any responding units will report to the Incident Commander Post or a staging area for assignment.

### **Response Protocol**

The first arriving unit; state or local police, sheriff, fire officer, or EMS crew chief; will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, or cause to be reported, the information to dispatchers.

Based on the information received from the scene a Mass Casualty Incident may be declared. The basic criteria for the declaration shall be any incident that will overload capabilities and resources of the local medical community.

All emergency responders shall follow their department's standard operating procedures for a mass casualty incident.

### **Communications**

In the event of a mass casualty event, special radio channels (CONOPS) may be designated for emergency response operations. Response personnel will be made aware of designate channels as they become available.