

The Municipality of Searsport, Maine



2012 Emergency Operations Plan

Searsport Office of Emergency Management (SOEM)
Searsport, ME 04974

Approved May 15, 2012

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

TABLE OF CONTENTS

Section	Page
Table of Contents	3
Distribution	3
Emergency Proclamation & Emergency Powers	5
Plan Approval	6
BASIC PLAN	7-12
FUNCTIONAL ANNEXES	
A - Direction and Control	13-20
B - Communications	21-23
C - Warning	25-26
D - Public Information	27-28
E - Evacuation	29-30
F - Mass Care	31-32
G - Public Health & Medical	33
H – Resource Management	35-41
I – Damage Assessment	43-48
J – Homeland Security	49-50
K – Continuity of Operations	51-53
HAZARD ATTACHMENTS	
1 – Severe Winter Storms	55
2 – Forest Fires	57
3 – Flooding	59
4 – Hazardous Materials	61-63
5 – Hostile Incident at School	65
6 – Prolonged Power Outage	67

DISTRIBUTION

- Town Office of Emergency Management
- Fire Station
- Town Office Records
- School Superintendent’s Office
- Waldo County Emergency Management Agency

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

EMERGENCY PROCLAMATION and EMERGENCY POWERS

The Searsport Chief Executive Officer shall have the power and authority to issue a proclamation that an emergency exists under the conditions specified in Title 37-B M.R.S.A. sec. 742. The proclamation may declare the fact that an emergency exists in any or all sections of the Municipality. A copy of such a proclamation shall be filed within twenty-four (24) hours with the Town Clerk.

(A) Notwithstanding the above, when consultation with the Chief Executive Officer would result in a substantial delay in an effective response in alleviating or preventing an emergency or disaster, the First Selectman is authorized to take whatever actions are necessary to prevent the loss of life and property in the Town of Searsport.

(B) Whereas, the Board of Selectmen is charged with the responsibility for the well being of citizens within said Town; and

(C) Whereas, the Board of Selectmen is in session only at special times, and when the First Selectman is not available, they have empowered the Searsport Emergency Management Director with the authority to proclaim an emergency state for or within the said Town should it exist.

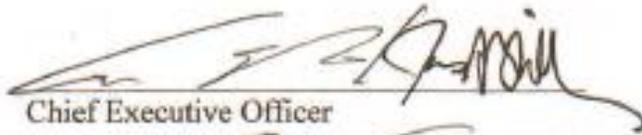
(D) The Searsport Emergency Operations Plan shall be the Town's governing document for emergency response and recovery by all municipal organizations. An emergency situation shall be defined as an event that threatens the life, safety, and property of the residents or visitors of Searsport or destruction of the environment.

Searsport, Maine Emergency Operations Plan

EMERGENCY OPERATIONS PLAN APPROVAL

TOWN OF Searsport

The Emergency Operations Plan for the Town of Searsport has been approved.



Chief Executive Officer

5-14-12
Date



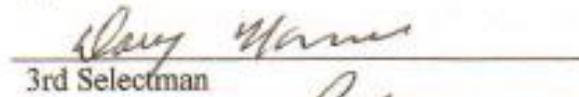
1st Selectman

5-14-12
Date



2nd Selectman

5-14-12
Date



3rd Selectman

5-15-12
Date



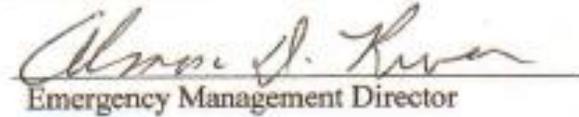
4th Selectman

5/15/12
Date



5th Selectman

05-15-12
Date



Emergency Management Director

5/15/12
Date

Searsport, Maine Emergency Operations Plan

BASIC PLAN

PURPOSE

This emergency operations plan identifies hazards and vulnerabilities and the likelihood and severity these hazards will impact the communities vulnerabilities. This plan defines the efforts and resources to mitigate the effects and prepare for and respond to an emergency or disaster event.

Throughout this plan, the **Town of Searsport** shall be referred to as the “Town”.

SITUATION AND ASSUMPTIONS

The Town could experience disaster situations that are local or statewide. Local disasters could include forest fires, hazardous materials incidents, mass casualty incidents, building collapses, or a school attacks. Statewide disasters may include flooding, prolonged power outages and severe winter storms. A Hazard Risk Assessment was completed with the following hazards identified:

Severe winter storms have the potential of shutting down the community by blocking roads, knocking out electrical power distribution, freezing facilities, and trapping people.

Since most of the Town is forestland, the entire town is susceptible to an out of control **wildland/forest fire** and could cause severe property damage and limited loss of life.

There are very few properties within the Searsport Floodplain. The most likely damage from **flooding** will be to roadway sections that contain bridges or culverts and through erosion of gravel roads.

Though **hazardous materials** could be transported on any community road, the greatest traffic flow of hazardous materials is along Route 1. The residences and public school along this traffic corridor are most susceptible to a HazMat incident. HazMat incidents could occur at the fixed facilities on mack point and Kidder’s Point. Protective measures may need to be considered for areas up to two to five miles downwind of these facilities.

The most likely **hostile incident** would involve the public school. This contains the largest concentration and the most vulnerable people in the community. Attacks may involve the taking of hostages, bomb threats or explosions and/or mass shootings.

We have already experienced in recent years a **prolonged power outage** as the result of an ice storm. This will affect the entire County and will have its greatest impact to living conditions during severe cold weather.

Other hazard events could occur, but are very unlikely. As such, this plan will develop an All-Hazards Emergency Response, but will not define other hazards in the Hazard Attachments.

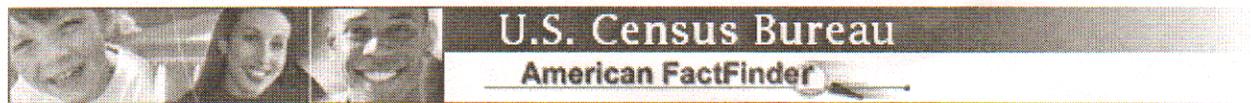
HAZARD EVENT	VULNERABILITY LOCATION	LIKELIHOOD	MAJOR DAMAGES	DEATHS OR INJURIES
Forest Fires	Entire Town	Remote	Forests & Homes	Firefighters
HazMat Incident (EHS)	State Route, Industrial Facilities	Occasional	Roadway, Industrial or Marine facilities	Residents, Workers & Responders
School Attack	Town School	Remote	School	Students & Faculty
Flooding	Gravel Roads	Probable	Roadways	None
Power Outages	Entire Town	Probable	Frozen Plumbing & Power Lines	None
Winter Storm	Entire Town	Frequent		Motorist or Elderly

Searsport, Maine Emergency Operations Plan

+The Town has its own law enforcement, medical services, public works department. Regional hospitals are located in Belfast. Ambulance services are provided by Searsport Ambulance. The State of Maine and Waldo County provide limited hazmat response, though the HazMat equipment is housed at the Searsport Fire Station. The school district could provide emergency public transportation. Fire Protection services are handled by the Town Fire Department.

The likelihood of a disaster situation occurring in the Town that could cause multiple deaths or injuries is very low. There are no large passenger transportation services. There are few structures over two stories. Local forest fires are not swift and timely evacuations of the very low population density would not be difficult. Residents are accustomed to dealing with winter storms and power outages. There are no major bridges or waterways in town and only 3 homes are in shallow flood zones. The major portion of transported hazardous materials consist of petroleum products and the hazards would be localized. School attacks present the only real danger to life, but the likelihood is remote.

Current CENSUS:



POPULATION FINDER

United States | Maine | Waldo County | Searsport town

Searsport town, Waldo County, Maine

Maine is 2,583.

The 2009 population estimate for Searsport town, Waldo County,

city/ town, county, or zip

searsport

state

Maine

GO

search by address »

Note: Information about challenges to population estimates data can be found on the Population Estimates Challenges page.

View population trends...

	2009	2000	1990
Population	2,583	2,641	2,603

Source: U.S. Census Bureau, 2009 Population Estimates, Census 2000, 1990 Census

View more results...

Population for all cities and towns in Maine, 2000-2009:

alphabetic | ranked

Map of Persons per Square Mile, City/Town by Census Tract:

2000 | 1990

See more data for Searsport town, Waldo County, Maine on the Fact Sheet.

The letters PDF or symbol  indicate a document is in the Portable Document Format (PDF). To view the file you will need the Adobe® Acrobat® Reader, which is available for free from the Adobe web site.

CONCEPT OF OPERATIONS

Searsport, Maine Emergency Operations Plan

The Emergency Management (EM) Director is responsible to the Chief Executive Officer for coordinating disaster response activities, requesting resources from mutual aid partners and from the County and for compiling disaster information. The Board of Selectmen is legally responsible for the function of the local government.

Disaster or major emergency notification will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Waldo County Regional Communication Center, (WCRCC) radio-page to the Town Fire Department, a Waldo County EMA “Fan-out” or by announcements on area television and/or radio broadcasts.

Either the Chief Executive Officer or the EM Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to man the EOC.

The Chief Executive Officer will issue an emergency declaration when the situation warrants the full use of resources to save lives and protect property. When the emergency is beyond the control and resources of the local government, a request for assistance may be made through the Waldo County EMA to the Maine EMA and Governor. The Governor may declare a disaster within certain or all parts of Waldo County and make State resources available to save lives, protect property and aid in disaster recovery.

The emergency response force in the Town is comprised of the Fire Department, the Ambulance Service, and the Police department. The Fire Chief or Senior Fire Officer may request Aid from neighboring communities. Currently, the Fire Department and the Office of Emergency Management (OEM) both have written mutual aid agreements with several other towns.

For a localized emergency, such as a mass casualty incident, an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.

For a wide area emergency, such as a severe winter storm, all emergency operations will be run out of the EOC. Emergency Responders and Emergency Management personnel will be dispatched by the EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard-line communications are out.

A limited EOC may also be activated if emergency and disaster support is being provided to other communities. This will be primarily to coordinate logistics and monitor the situation. A large forest fire in the next community could eventually impact the Town, and certain preparedness actions should be started by the EOC.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following town officers may be tasked during a community emergency or disaster:

Chief Executive Officer:

1. Assumes responsibility for the overall response and recovery operations by the municipality.
2. Approves the EOC manning assignments recommended by the EM Director.
3. Establishes a public disaster assistance program.
4. Approves press releases to the media.
5. Oversees the Damage Assessment program.

Searsport, Maine Emergency Operations Plan

Emergency Management Director:

1. Establishes and maintains the town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with Waldo County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC) and School District.
5. Responsible for the town Emergency Public Information program.
6. Responsible for the tracking and assignment of emergency/disaster resources.
7. Establishes EOC communications and public warning systems.

Fire Chief:

1. Oversees all fire department resources and directs fire department operations.
2. Responsible for initiating and implementing emergency evacuations.

Fire Warden: Coordinates with the Maine Forestry Service.

Public Works Foreman:

1. Coordinates road repair and maintenance.
2. Responsible for organizing the Damage Assessment program.

Shelter Officer: Appointed during emergency by Board of Selectmen to establish a Disaster Shelter.

Town Clerk and Treasurer:

1. Tracks disaster expenditures and pays bills authorized by the board of Selectmen.

Town Constable:

1. Notifies town residents of special meetings and assistance programs.
2. Point of contact with law enforcement agencies.

Animal Control Officer: Coordinates services and assistance provided to animal victims.

Health Officer:

1. Report on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services.
2. Receive and evaluate complaints concerning nuisances posing a potential public health threat within the town.
3. Order the suppression and removal of nuisances and conditions posing a public health threat found to exist.

ADMINISTRATION AND LOGISTICS

The Chief Executive Officer and the EM Director are responsible for the activation of this plan.

The Town EM Director is responsible for the submission of reports to MEMA, through the Waldo County EMA (WOEMA). Town officers provide reports of response activities, damages, and other related information to the EM Director. Each officer keeps records of actions, expenditures and financial obligations in emergency operations.

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements. Agreements exist with other towns for emergency services. They also exist with State of Maine agencies for forest fire suppression, rural search and rescue, and riot control.

Searsport, Maine Emergency Operations Plan

All town disaster expenditures must be approved by the Board of Selectmen on the Town Warrant. The Town Treasurer will complete all financial actions once the expenditures have been approved.

PLAN DEVELOPMENT AND MAINTENANCE

Deficiencies found in this plan should be summarized and submitted in writing to the EM Director when noted.

The EM Director maintains a file of recommended changes or improvements. He reviews the entire plan annually and ensures that all procedures, policies, data and responsibilities are current and reflect actual assignments.

All changes to the plan will be approved by the Chief Executive Officer and Board of Selectmen.

AUTHORITIES AND REFERENCES

A. Authorities

- Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.
- Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.
- Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

B. References

- Federal Emergency Management Agency. Objectives for Local Emergency Management. CPG 1-5, July 1984.
- Federal Emergency Management Agency. Guide for Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans. CPG-101, November 2010.
- Department of Homeland Security, National Response Framework, January 2008

Searsport, Maine Emergency Operations Plan

Searsport

& Searsmont

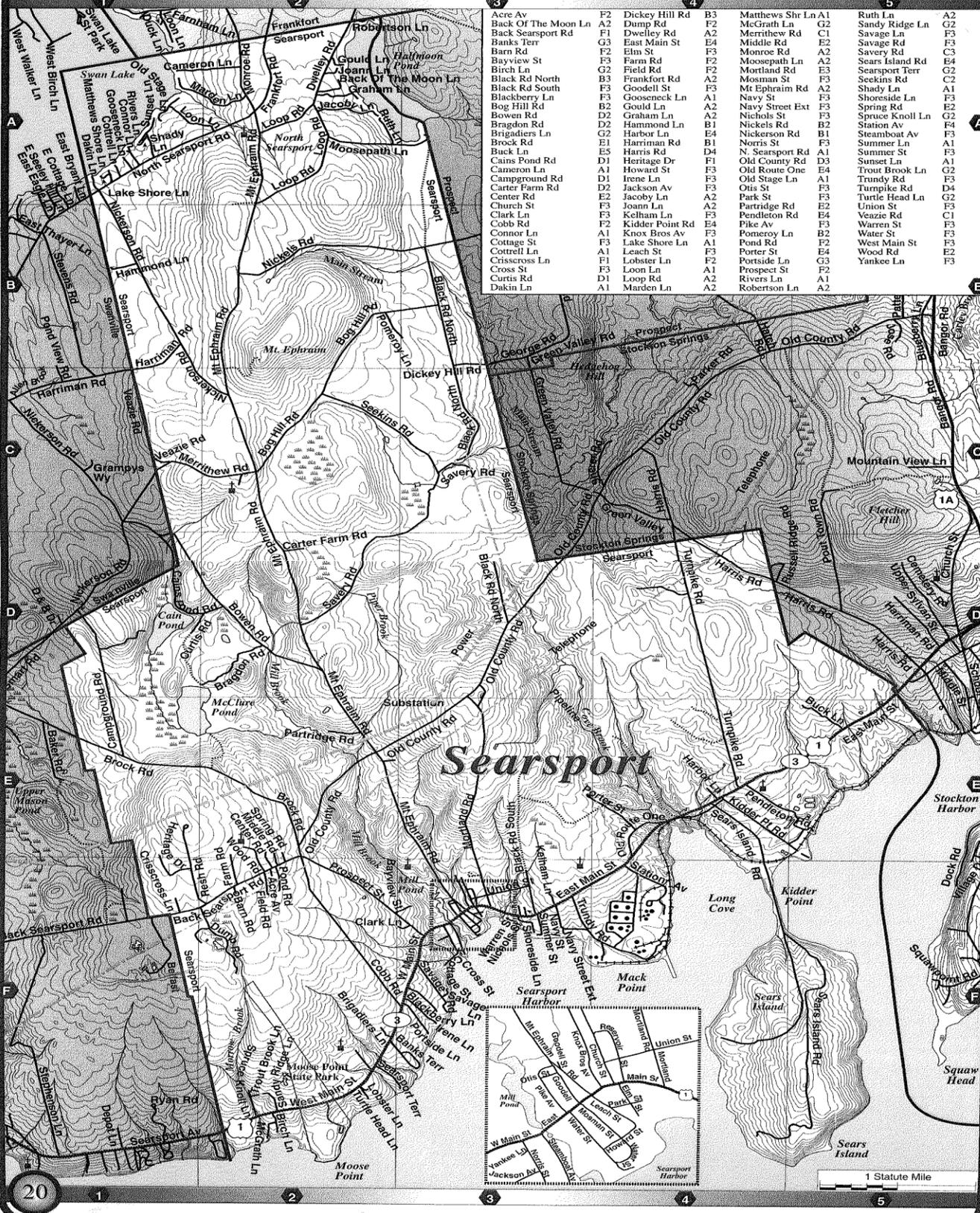
Street Map Waldo County, Maine



ISBN 1-890709-17-4



Timestream Multimedia
Apopka, Maine
© 2006 by Tay Vaughan
All Rights Reserved



Acre Av	F2	Dickey Hill Rd	B3	Matthews Shr Ln	A1	Ruth Ln	A2
Back Of The Moon Ln	A2	Dump Rd	F2	McGrath Ln	G2	Sandy Ridge Ln	G2
Back Searsport Rd	F1	Dwellely Rd	A2	Merrithew Rd	C1	Savage Ln	F3
Banks Terr	G3	East Main St	E4	Middle Rd	E2	Savage Rd	F3
Barn Rd	F2	Elm St	A2	Monroe Rd	A2	Savery Rd	C3
Bayview St	F3	Farm Rd	F2	Moosepath Ln	A2	Sears Island Rd	E4
Birch Ln	G2	Field Rd	F2	Montland Rd	E3	Searsport Terr	G2
Black Rd North	B3	Frankfort Rd	A2	Mosman St	F3	Seekins Rd	C2
Black Rd South	F3	Goodell St	F3	Mt Ephraim Rd	A2	Shady Ln	A1
Blackberry Ln	F3	Gooseneck Ln	A1	Navy St	F3	Shoreside Ln	F3
Bog Hill Rd	D2	Gould Ln	A2	Navy Street Ext	F3	Spring Rd	E2
Bowen Rd	B2	Graham Ln	A2	Nichols St	F3	Spruce Knoll Ln	G2
Braddon Rd	D2	Hammond Ln	B1	Nickels Rd	B2	Station Av	F4
Brigadiers Ln	G2	Harbor Ln	E4	Nickerson Rd	B1	Steamboat Av	F3
Brook Rd	E1	Harriman Rd	B1	Norris St	F3	Summer Ln	A1
Buck Ln	E5	Harris Rd	D4	N Searsport Rd	A1	Summer St	F3
Cains Pond Rd	D1	Heritage Dr	F1	Old County Rd	D3	Sunset Ln	A1
Cameron Ln	F1	Howard St	G2	Old Route One	E4	Trout Brook Ln	G2
Campground Rd	D1	Irene Ln	F3	Old Stage Ln	A1	Trundy Rd	F3
Carter Farm Rd	D2	Jackson Av	F3	Otis St	F3	Turnpike Rd	D4
Center Rd	F3	Jacoby Ln	A2	Park St	G2	Turtle Head Ln	A1
Church St	F3	Joann Ln	A2	Partridge Rd	E2	Union St	F3
Clark Ln	F3	Kelham Ln	F3	Pendleton Rd	E4	Veazie Rd	C1
Clayton Rd	F2	Kidder Point Rd	E4	Pike Av	F3	Warren St	F3
Connor Ln	A1	Knox Bros Av	F3	Pomeroy Ln	B2	Water St	F3
Cottage St	F3	Lake Shore Ln	A1	Pond Rd	F2	West Main St	F3
Cottrell Ln	A1	Leach St	F3	Porter St	E4	Wood Rd	E2
Criscross Ln	F1	Lobster Ln	F2	Portside Ln	G3	Yankee Ln	F3
Cross St	F3	Loon Ln	A1	Prospect St	F3		
Curtis Rd	D1	Loop Rd	A2	Rivers Ln	A1		
Dakin Ln	A1	Marden Ln	A2	Robertson Ln	A2		

Searsport, Maine Emergency Operations Plan

ANNEX A - DIRECTION AND CONTROL

PURPOSE

The Town employs full-time and/or paid emergency responders. All town officers and most response personnel are serving in a volunteer status. This annex will give guidance on actions to be taken during emergencies by these town officers and volunteers and the coordination efforts by the municipal officials with county, state and contractor personnel.

SITUATION AND ASSUMPTIONS

Many hazards can cause disasters of a magnitude that makes centralized direction and control necessary. The Town EOC will be established by the Chief Executive Officer or EM Director if they feel the emergency warrants the establishment. Emergency staffing must be documented with the EMA Director for protection under State law.

CONCEPT OF OPERATIONS

The priority in emergencies is to save lives, limit injuries, limit damage to property, maintain the continuity of government, and return the area to normal.

By Executive Order enacted July 18, 2006, the Town of Searsport has established the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for the Town of Searsport, Waldo County, State of Maine and Federal 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. By adopting NIMS, the Town utilizes standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) is utilized by all Town emergency and disaster responders for incident management.

Normally, initial notification of an emergency will be a radio-page from the Waldo County Regional Communications Center (WCRCC) to the Fire Department's volunteer firefighters. There are no firefighters on shift duty. Disaster or major emergency notifications will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the WCRCC radio-page Fire Department, a Waldo County EMA "Fan-out" to the EM Director, or by announcements on area television and/or radio broadcasts.

The Chief Executive Officer has responsibility for the continuance of local government operations. The EM Director assists the Chief Executive Officer in this task. The Chief Executive Officer or the EM Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to man the EOC. The EOC can be activated at three different manning levels.

EOC ACTIVATION LEVELS

LEVEL	STATUS	ACTION
1	Standby	EOC Set up and ready to be activated
2	Increased Readiness	EM Director staffs the EOC on a temporary basis
3	Full Activation	Entire EOC staff recalled; 24 hour shifts established

Searsport, Maine Emergency Operations Plan

The primary Emergency Operations Center (EOC) is set up at the Town Fire Station at 3 Union St. The alternate EOC is located at the Town Office at 1 Union St. The EOC's communications capabilities include telephone, internet and 2-way radios. All Fire Department personnel can be reached through the WCRCC via radio-pagers. The Waldo County EOC is located at 4 Public Safety Way, Belfast, ME 04915.

If an on-scene command post is established, the incident commander is the senior officer on the scene from the emergency service best suited to handle the situation. For a situation involving a fire or hazardous materials, the Incident Commander will be the Fire Chief. For any incident involving a terrorist situation, the first or most senior law enforcement officer from the Searsport Police Department will be the Incident Commander. The command post keeps the EOC informed of the situation. The Town EOC keeps the Waldo County EOC informed.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

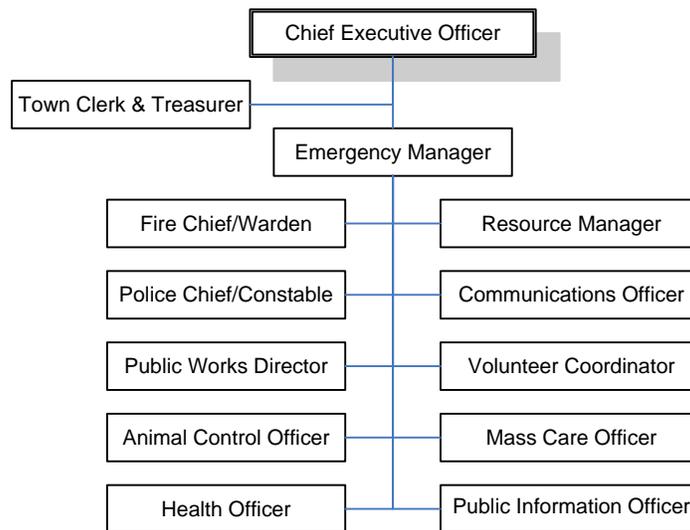
The Chief Executive Officer exercises broad control over emergency operations. The Chief Executive Officer provides guidance on policy and approves information for the public. Town officers manning the EOC assure work is accomplished in a mutually supportive way. The EOC staff will keep in contact with field forces and record their status, issue instructions to personnel, monitor progress, and keep the Selectmen informed.

When directed by the Chief Executive Officer or by the EM Director, the EOC will be established and manned. At the discretion of the Chief Executive Officer or EM Director, the following town officials and volunteers may be included in the Town EOC:

Chief Executive Officer	Make policy decisions and have responsibility for emergency response within the Town. He/she will carry out welfare general assistance as required.
Emergency Manager	Maintains the EOC and advises officials and agencies on emergency procedures. The EM Director activates the EOC when necessary, coordinates resources, emergency response and recovery efforts, and compiles damage assessment reports.
Town Clerk/Treasurer	Maintains official town documentation and completes all financial transactions, once approved by the Board of Selectmen.
Fire Chief	Directs the actions of the Volunteer Fire Department.
Fire Warden	Coordinates with the Maine Forest Service on all Forest Fire issues.
Police Chief	Post officials notices to the public. Provides security for the EOC.
Animal Control Officer	Directs all actions dealing with animal emergencies.
Health Officer	Responsible for all public health issues. Coordinates with local hospitals and EMS units. He is responsible for protecting the public's health.
Public Works	Completes all roadway damage assessment actions and develops repair cost estimates.
Public Information	A volunteer will be selected to provide emergency information to the public and to provide news releases to the media.
Resource Manager	A volunteer will be selected to coordinate procured and donated supplies and materials. This individual will also be responsible for acquiring additional transportation and facility assets that are needed.
Communications Officer	Answers the phone and base radio. Dispatches emergency personnel.
Mass Care	Oversees the management of Warming Centers and public feeding events. Coordinates with Waldo County EOC on Sheltering. Organizes feeding and refreshments for EOC staff and emergency response personnel.
Volunteer Coordinator	Contacts and in-process all disaster volunteers. Works for the Resource Manager.

Searsport, Maine Emergency Operations Plan

Town EOC Layout



The following emergency functions will be accomplished during an emergency in the Town.

Fire Services: The Fire Department consists of volunteer firefighters. Fire Department personnel may assist with damage assessment, search and rescue, firefighting, clearing debris, alerting the public, evacuation, and traffic control, if necessary.

Emergency Medical Services: The Town relies on Searsport Ambulance Service for Emergency Medical Services. Operational communications will be established between the Incident Commander on scene and the Senior EMS Officer. The EOC will maintain landline communications with the regional hospitals.

Law Enforcement: The Town relies on the Searsport Police Department and the Waldo County Sheriff's Department for Law Enforcement. Operational communications will be established between the Incident Commander on scene and the Senior Law Enforcement Officer. The EOC will maintain landline communications with the WCRCC to coordinate additional law enforcement requirements.

Public Works: Searsport Public Works is responsible for highway maintenance and will assist in damage assessment. They are assisted by private companies contracted through the Board of Selectmen,.

Animal Control Services: The Animal Control Officer will work with residents and local farmers to resolve issues dealing with family pets and farm animals.

Health Services: The Town Health Officer will coordinate all public health issues with the Waldo County EOC and the Maine CDC, through the Mid-Coast Regional Public Health Liaison.

Searsport, Maine Emergency Operations Plan

ADMINISTRATION AND LOGISTICS

The EOC may require 24 hour manning during the emergency period. Additional volunteers will need to be sought out.

Only the Chief Executive Officer and Selectmen may authorize emergency town expenditures. This will be done on a town warrant.

Situation reports are compiled twice daily or as requested and forwarded to the Waldo County EMA; at 7 am and 7 pm. Each municipal officer keeps a record of major events during EOC operations. The EM Director develops the event log. The Communications Officer keeps phone traffic logs. Additional operational reports are submitted as requested.

Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that are more then the Town can provide should be submitted to the Waldo County EMA by the Chief Executive Officer or OEM Director.

The Town is limited in its response and recovery capabilities. Many services may require mutual aid from other communities and from state agencies.

MUTUAL AID CHART

AGENCY	1st RESOURCE	2nd RESOURCE	3rd RESOURCE
Emergency Management	Waldo County EMA 338-3870	Maine EMA 1-800-452-8735	FEMA Region I
Law Enforcement	Searsport PD 911/548-2304	Waldo County SO 911/338-2040	Maine State Police 1-800-452-4664
Fire Protection	Searsport FD	Mutual Aid FDs	Any Waldo County FD
Public Works	Contract Services Road Commissioner	Central Maine Power 1-800-696-1000	Fairpoint 1-866-984-1611
Ambulance Services	Searsport Ambulance 911/548-2302	Mutual Aid Services 911	
Hospitals	Waldo County Gen. 1-800-649-2536	Eastern Maine Medical Center – 947-7119	
Environmental Protection	Maine DEP 1-800-482-0777	U.S. EPA 1-800-424-8802	Maine Forest Service 287-2791
National Weather Service	NWS (Gray) 1-800-482-0913		
HazMat Information	Nat. Response Center 1-800-424-8802	CHEMTREC 1-800-424-9300	CHEM-TEL 1-800-255-3924
MISC Resources	Poison Control Center 1-800-442-6305		

Searsport, Maine Emergency Operations Plan

The Town uses the National Incident Management System (NIMS) version of the Incident Command System (ICS). During any emergency, an Incident Commander will be identified in the field to coordinate emergency response and recovery forces. Normally, the IC will be the Senior Fire Officer (SFO) from the Town Fire Department or the senior police officer from the Town Fire Department. However, for incidents such as a multi-jurisdictional forest fire, the IC could be a County or State Official. In this case, if possible, the SFO will seek to establish a Unified Command in order to represent the jurisdiction of the Town.

A Town Incident Commander or member of a Unified Command will maintain communications with and report to the Town EOC, which will oversee all municipal activities. Most Planning, Logistics and Finance Section duties will be carried out at the Town EOC. The on-scene IC will assign a Planning Officer and Logistics Officer to coordinate support from the EOC and oversee planning and logistical resources located on-scene.

EOC CHECKLIST

X	ACTION
<input type="checkbox"/>	EOC Alert Status:
<input type="checkbox"/>	EOC Notification From:
<input type="checkbox"/>	Consider need to declare an emergency.
<input type="checkbox"/>	Notify all EOC staff and volunteers.
<input type="checkbox"/>	Activate and test all equipment.
<input type="checkbox"/>	Begin message and event logs.
<input type="checkbox"/>	Inspect emergency generator for fuel and start capability.
<input type="checkbox"/>	Begin plotting and posting events.
<input type="checkbox"/>	Brief staff upon arrival.
<input type="checkbox"/>	When "manned and ready", report to Waldo County EMA (338-3870).
<input type="checkbox"/>	Review staffing pattern to ensure 24 hr. capability (If needed).
<input type="checkbox"/>	Conduct "time check".
<input type="checkbox"/>	Brief elected officials on status of EOC.
<input type="checkbox"/>	Check on food, water, and sanitation supplies and make appropriate arrangements.
<input type="checkbox"/>	Submit verbal and written situation reports to County EMA (Fax 338-1890).
<input type="checkbox"/>	Establish EOC security procedures.
<input type="checkbox"/>	Conduct periodic briefings for EOC staff.
<input type="checkbox"/>	Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.
<input type="checkbox"/>	Review procedures for requesting assistance. Contact contractors for assistance.
<input type="checkbox"/>	Maintain records of expenditures.
<input type="checkbox"/>	Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.
<input type="checkbox"/>	Brief oncoming shift personnel of all events and pending actions.
<input type="checkbox"/>	Prepare initial damage assessment information for submission to Waldo County EMA.
<input type="checkbox"/>	Contact area volunteer groups to assist with emergency recovery operations.

Searsport, Maine Emergency Operations Plan

	Jurisdiction:
9	SIT REP Summary/Notes/Comments:
10	Infrastructure Impacted: Major Roads/Highways/Bridges Closed: _____ Water/Sewer/electrical: _____ Airports/Railways/Ports/Other Closures: _____ Communications - towers, telephones: _____
11	Emergency Services: (Fire, EMS, Law Enforcement, Public Works, Hospitals, Volunteers, etc.) General Activities: Depts./Facilities/Equipment out of service: Mutual Aid Activities:
12	Damage Assessment: Underway <input type="checkbox"/> Y <input type="checkbox"/> N Form 7's to be submitted. Estimated % Complete: _____ Public Estimated % Complete: _____ Private Estimated % Complete: _____ Homes Estimated % Complete: _____ Business/Economic
13	Assistance Required: <input type="checkbox"/> No <input type="checkbox"/> Being Prepared <input type="checkbox"/> Attached <i>If assistance is required please attach a completed Request for Assistance</i>
14	Prepared By: _____ Approved: _____ Time Sent: _____ Delivery Method: <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> email <input type="checkbox"/> Packet Radio <input type="checkbox"/> Courier <input type="checkbox"/> Modem

**THE CONTENT OF THIS FORM IS INFORMATIONAL ONLY
AND DOES NOT CONSTITUTE A REQUEST OF ANY TYPE**

Rev 4/27/05

Searsport, Maine Emergency Operations Plan

STATE of MAINE LOCAL EMERGENCY / DISASTER SITUATION REPORT

SITUATION REPORT INSTRUCTIONS

1. Introduction

During an emergency, information on the nature, severity, and extent of the hazard's effects must be collected and analyzed. The results must be reported through established channels. This information provides officials a logical basis for their response decisions.

Following a hazard incident, local field units must promptly conduct a rapid reconnaissance of affected areas to assess the situation and report the information to local officials. This information should be consolidated at each level. The information is then reported to the Waldo County EMA.

Depending on the severity of the situation confirmed by the reports, a decision is made at each level of government on the declaration of a "State of Emergency".

When required, these actions are followed by a detailed assessment of damage to both the public and private sector. These estimates (in dollar amounts) serve as the basis for a request of a Presidential disaster declaration. (See Annex I - Damage Assessment)

2. Situation Reporting

Following the initial area reconnaissance, reports are required at least daily to provide detailed information to the various levels of government. Reports normally originate at the municipal level. They identify the area being reported on and include observed damage. They shall be submitted through the Waldo County EMA to MEMA and consist of the following types of reports:

a. Verbal Reports: The first report is submitted by radio or telephone. Verbal reports are submitted as quickly as possible following a hazard incident.

b. Situation Reports: A refined Situation Report is prepared and submitted through the County to State EMA at least daily or as requested. This report defines affected areas, identifies closed roads and highways, estimates the number of dead or injured, homes damaged, and resources needed

Reports will provide, as a minimum, the information contained in the Situation Report Form. (See Annex I - Damage Assessment, for further reporting requirements.)

Searsport, Maine Emergency Operations Plan

ANNEX B - COMMUNICATIONS

PURPOSE

Communications during an emergency are critical. This annex shall describe the communications capabilities of the Town. It shall also provide telephone and radio lists.

SITUATION AND ASSUMPTIONS

Most local emergencies should leave the telephone system intact, however certain disasters, such as a severe winter storms and hurricanes, could knock out telephone communications. Telephones shall be used as the primary means of communicating. Two-way radios shall be used as a secondary and augmenting means of communication to the telephone system and as the means to communicate with personnel in vehicles or in the field. As much as possible, e-mail shall be used to transfer photos and large amounts of data.

When neither the telephone nor radio, are functioning, or unable to reach the intended party, Ham Radio, cell phones and runners may be used as an emergency stop-gap measure. Volunteers with appropriate vehicles (4WD, ATV, snowmobiles, etc) will be requested to support this measure. Consideration should also be made to using and compensating volunteers with cellular and satellite phones. Additionally, Waldo County EMA can activate RACES HAM radio personnel.

CONCEPT OF OPERATIONS

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is 548-2302. The Alternate EOC phone number is 548-6372

Between the Fire Department , EMS and PD, Searsport has 4 base VHF radio(s), 14 mobile VHF radios and 20 hand-held two-way radios with Waldo Fire/EMS North/South, Waldo EMA, CC-1, CC-2, the State 6 CONOP frequencies and Waldo Tac -1, 2, 3. Several mobile and hand held radios also have marine channels for communicating with the Coast Guard or marine resources. Radio traffic may be relayed through the radio base station at the Fire Station.

The Fire Station has a multi-channel two-way VHF radio base station. Contact with the WCRCC and Waldo County EOC is possible. All the volunteer firefighters are issued a VHF radio-pager. Page-outs maybe initiated from the Fire Station or the WCRCC. All fire trucks are equipped with mobile VHF radios.

The Town Office (Searsport.maine.gov) and Fire Department (searsportchief@gmail.com) both have Internet and E-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State government officers.

The Town Office can send and receive fax transmissions. (548-2305)

If the telephone system is down, then the radio system will become the primary means of communication. However, if power is lost, many of the radios and pagers may die if there is no means of recharging them. In this case, it may become necessary to set up a system of “runners”. Runners are people with transportation who will be used to hand deliver messages.

ADMINISTRATION AND LOGISTICS

The EOC shall determine what communications requirements it needs and allocate town resources as necessary.

Consideration should also be made to determine what private communication assets may be borrowed or rented from local residents and volunteer groups.

Searsport, Maine Emergency Operations Plan

TOWN OFFICIALS TELEPHONE LISTING (A completed copy of this list is maintained in the EOC)

POSITION	NAME	OFFICE TELEPHONE	HOME/CELL TELEPHONE
Chief Executive Officer			
First Selectman			
Second Selectman			
Third Selectman			
Fourth Selectman			
Fifth Selectman			
TOWN OFFICE			
FIRE STATION			
Town Clerk			
EM Director			
Fire Chief/Fire Warden			
Police Chief			
Public Works			
Emergency Medical Services			
Code Enforcement Officer			
Animal Control Officer			
Health Officer			
Harbormaster			

EXTERNAL CONTACTS

AGENCY	LOCATION	TELEPHONE #
Ambulance Service	Searsport	548-2302
Searsport District High School	Searsport	5482313
Searsport District Middle School	Searsport	548-2311
Searsport Elementary School	Searsport	548-2317
Central Maine Power -Fire Emer only	Augusta	1-800-535-5532
CHEMTREC	Washington D.C.	1-800-424-9300
Forest Fire Control	Augusta	287-2275
General Aviation Weather	Bangor International Airport	1-800-992-7433
Maine DEP	Augusta	1-800-482-0777
Maine DOT (Spill Contain)	Augusta	289-2551
Maine EMA	Augusta	1-800-452-8735
Maine Floodplain Mgmt	38 State House Station, Augusta	287-8063
Maine State Police	Augusta	1-800-452-4664
National Response Center	2100 2nd St. SW, Wash D.C.	1-800-424-8802
National Weather Service	1 Weather Lane, Gray	1-800-482-0913
Poison Control Center		1-800-442-6305
Waldo County General Hospital	Belfast	338-2500
Searsport Health Center?	Searsport	548-2475
Waldo County EMA	4 Public Safety Way., Belfast	338-3870 Fax 1890
Waldo County Sheriff	4 Public Safety Way., Belfast	338-2040
Waldo County RCC	111 Miller St, Belfast	1-800-660-3398

Searsport, Maine Emergency Operations Plan

FAX MACHINE DIRECTORY

OFFICE	TELEPHONE NUMBER
Town Office	548-2305
Fire Station	548-6079

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ANNEX C - WARNING

PURPOSE

This annex describes the current warning capabilities of the Town of Searsport and Waldo County.

SITUATION AND ASSUMPTIONS

The primary National Warning System (NAWAS) warning point for Waldo County is the Waldo County Regional Communications Center (WCRCC) located at 111 Miller St. in Belfast. The WCRCC number is 1-800-660-3398 or 911. The WCRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Waldo County EMA is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the entire County. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The primary local warning point is the Fire Station. The secondary warning point is the Town Office. The Fire Department members and EM Director can be radio-paged out by the WCRCC. The EM Director is responsible for alerting the Chief Executive Officer and town officers. He is also responsible for providing warning to the Searsport Schools and the public via warning devices and mobile notification.

CONCEPT OF OPERATIONS

The Waldo County Warning Point (County RCC or EMA) fans out information to the local jurisdictions, by contacting the town emergency management directors, by telephone, radio or pager.

The Emergency Alert System (EAS) is activated according to the Maine Emergency Alert System Plan. The Town Emergency Management Director may contact the Waldo County EMA Director or WCRCC to request activation of the EAS system. Waldo County will pass the request to the Maine Emergency Management Agency (MEMA) who can complete the EAS activation. The Town EM Director or Chief Executive Officer may also contact area radio stations directly to request that they pass emergency information.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Chief Executive Officer and Town Board of Selectmen are ultimately responsible for ensuring that alerting and warning capabilities exist and special needs populations (school children and elderly) are notified.

The EM Director shall update Town Official Phone Roster, alert EOC Staff, relay fan-out information and report status to the Waldo County EMA.

The EOC shall initiate warning communications to town residents through phone calls, traveling teams or by commercial radio stations.

ADMINISTRATION AND LOGISTICS

The EOC Communications Officer will make verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded and given to the OEM Director.

Searsport, Maine Emergency Operations Plan

MOBILE NOTIFICATION ROUTES

VEHICLE	ROADS (In Order) Starting From Fire Station
1	
2	
3	
4	
5	

WARNING CHECKLIST

X ACTION

- Received notification:
- Fan-out Information:
- If limited warning time, the following actions may be undertaken by the EOC and Fire Department.
 - a. Telephone and Radio callout.
 - b. Mobile notification routes with public address system or door to door notification.
 - c. Warning notification to the school.
- Other public warning is used as available and as time permits.
 - a. Radio announcements
 - b. Television announcement
- Keep signed logs of emergency communication traffic.

Searsport, Maine Emergency Operations Plan

ANNEX D - EMERGENCY PUBLIC INFORMATION

PURPOSE

This annex will describe the Emergency Public Information program and the duties of the Public Information Officer (PIO).

SITUATION

The Town has an ongoing program to provide information about potential hazards, local government preparedness activities and emergency services to the public. Activities may be brochures, pamphlets, publications, or press releases.

Town residents will need to be notified immediately if forest fires, a hazardous materials accident, or a terrorist situation forces them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm. The Town's School children and elderly living alone should be notified and assisted first.

The primary means of dissemination will be by telephone. The Town EOC will call key residents on each of the town roads and request that they pass the word to their neighbors.

The secondary means of dissemination, especially within the immediate danger zone, will be by using the Fire Department to go door-to-door.

The Selectmen should consider contacting area radio and television stations to disseminate information.

CONCEPT OF OPERATIONS

The Chief Executive Officer and/or EM Director will initiate the dissemination of emergency public information.

The Town Media Center will be established in the Searsport Public Safety Building for a major incident that the TV Media arrives in Town. Media briefings are held as frequently as possible. Media releases are prepared in the EOC. The EOC will monitor radio & television news for media feedback information.

The Maine EMA activates the Emergency Alert System. The Town EOC will contact the County EOC or WCRCC to request the State activation of EAS.

The Public Information Officer (PIO) is responsible for all contacts with the media.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Either the Chief Executive Officer or a member of the Board of Selectmen will be selected to be the Public Information Officer (PIO). The EM Director will act as an alternate PIO. The PIO is responsible for providing emergency information to the public and media. If time permits, the PIO should coordinate any news releases with the Chief Executive Officer, prior to release. The PIO keeps logs of emergency information activities.

ADMINISTRATION AND LOGISTICS

Emergency information is released to the local media through the EOC. Information is verified before release. Rumors are investigated and correct information issued if necessary. Radio, television and newspaper announcements are monitored to ensure accuracy.

Searsport, Maine Emergency Operations Plan

EMERGENCY PUBLIC INFORMATION CHECKLIST

Below are suggested actions for the Public Information Officer (PIO) to take during an emergency. Changes may be made depending on the situation.

_____ Ensure that information is clear, confirmed, and approved by the Selectmen or IC before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.

INCIDENT INFORMATION

Nature	
Location	
Time of Impact	
Casualties	
HazMat	
Explosives	
Cordon Size	
Evacuation Instructions	
Firefighting	
Public Dangers	
Decontamination	
Property Protection Measures	
Who to Contact	
Current Response Actions	

_____ Monitor news programs and review news articles for accuracy. Correct serious misinformation when possible.

_____ Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.

_____ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.

_____ Initiate procedures for contacting people who may have been injured, or suffered losses.

_____ Keep the Selectmen informed of all actions taken or planned.

_____ Maintain a log and a file.

_____ Keep Waldo County EMA informed of all information released.

Searsport, Maine Emergency Operations Plan

ANNEX E - EVACUATION

PURPOSE

This annex will describe the provisions for the Town to ensure the safe and orderly evacuation of residents threatened by disaster situations.

SITUATION

Evacuation may be used to protect the health and safety of the public. Private vehicles and school buses are the primary means of transportation. Emergency services vehicles are also used when needed for incapacitated people. No one can be forced to leave their home, but efforts are made to inform every one of the threat and of help available for evacuees.

Town residents may be evacuated if they are threatened by an out-of-control forest fire, a hazardous materials accident, or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the US Route 1 traffic corridor. The most likely location for a terrorist situation is at the school.

A slow, controlled evacuation of a few personnel may take place in a severe winter storm. The most likely evacuees will be elderly residents or families who lose the ability to heat their homes.

CONCEPT OF OPERATIONS

The EM Director or Fire Chief will oversee a general evacuation of residents within the town. They may request assistance from the Waldo County EMA and the State of Maine.

For a terrorist situation, the senior law enforcement officer from the Searsport Police Department or the Waldo County Sheriff's Department will oversee the evacuation of the immediate area around the incident. They may request manpower and equipment assistance from the Fire Department.

The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. The EM Director or the Fire Chief is responsible for the final route determination. Evacuation will be coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, including elderly and handicapped are transported by other means. The EOC will contact the Superintendent for RSU #20 in order to request school buses to aid in the evacuations.

Evacuation and reentry instructions are given via radio, television, and by traffic control personnel. Signs and cones may be needed to help direct evacuees.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Chief Executive Officer and Selectmen are the authority for establishing evacuation policy.

The EM Director coordinates evacuation activities, compiles all evacuation information, and keeps the Selectmen informed. The Fire Department, with assistance from the Searsport Police Department, shall be responsible for traffic control and barricades. The Animal Control Officer will coordinate efforts for the evacuation and sheltering of animals, especially farm animals.

Searsport, Maine Emergency Operations Plan

ADMINISTRATION AND LOGISTICS

The Chief Executive Office and Selectmen, Fire Chief, or EM Director are responsible for ordering evacuation to protect the health and safety of the public. The first responding emergency services personnel initiate emergency evacuation of a threatened area and notifies their headquarters.

Attempt should be made to record the names of all those residents who have been evacuated.

Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.

Emergency services personnel in the field report the status of evacuation to their agencies. The agency keeps the EOC informed. The EOC informs the Waldo County EMA of response actions.

SPECIAL NEEDS FACILITY INFORMATION

Facility	Population	Phone	Transportation	Destination
Bayview Manor	30	548-2415	School Bus	Searsport Evac Center
Harbor Lights Square			School Bus	Searsport Evac Center

EVACUATION INFORMATION

Roads/Areas to be Evacuated:	
Roads to Use for Evacuation:	
Shelters established:	
Method to disseminate information to those affected:	
How much time to complete evacuation:	
Evacuation Directed at (time):	
Transportation Assets to come from:	
Signage made by:	
Signage to be located at:	
Traffic Control Points set up at:	
Medical Support provided by:	

Searsport, Maine Emergency Operations Plan

ANNEX F - MASS CARE

PURPOSE

This annex will describe the Town Mass Care Shelter program.

SITUATION

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. The Town will not be responsible for opening Overnight Shelters to lodge residents. Waldo County EMA will be responsible for establishing regional Overnight Shelters. The Town may choose to open Warming Centers to provide a warm place for residents to go to during the day and to acquire food, water and take a shower.

The nearest Regional Mass Care facility for large evacuations that will require overnight accommodations will be established by the American Red Cross (ARC) through Waldo EMA at the Searsport Middle School. This facility will be used as feeding and sleeping quarters for evacuated residents. Contact the Waldo County EOC to coordinate the use of this facility. Waldo County EMA and the ARC have agreements with five other sheltering locations:

- Troy Howard Middle School, Belfast
- Lincolnville Middle School, Lincolnville
- Searsmont Community Center, Searsmont
- Mount View School Complex, Thorndike
- Islesboro

If residents only require a day-time shelter for food, water and warmth will be the Town will establish a warming center at the Searsport Middle School. Other facilities and manpower may come from local organizations, such as the Local Churches and Lions Club.

Due to Extremely Hazardous Substances (EHS) hazardous materials (HazMat) being transported through Town, sheltering-in-place by Town residents may be considered.

CONCEPT OF OPERATIONS

The Waldo County EMA works with the American Red Cross to develop regional shelter use agreements, select shelter sites, and train shelter management teams. The County EM Director coordinates the efforts of the school system, other facility owners and the American Red Cross.

If the Town has established a Warming Center, then the Board of Selectmen will assign a Mass Care Officer who will supervise operations in the facility. This person may be any town resident who is willing to take on the responsibilities. Consideration should go to a local organization, such as the Lions Club or Church to request staffing for a shelter management team. The Mass Care Officer reports to the Town EOC.

The Town EOC will determine if there are any residents who do not have a place to stay the night and coordinate with the County EOC. Most people will stay with relatives or friends, instead of in an overnight shelter.

Actions must be taken to register people reporting into the town warming center.

Food, water and sanitation supplies may need to be provided. The Chief Executive Officer may authorize the purchase of emergency supplies, food, water, sanitation supplies.

Consideration may be made to establish a bus service to pick up those needing sheltering and transporting them to the Regional mass care shelter.

Searsport, Maine Emergency Operations Plan

The Waldo County Pet Shelter Team is trained and equipped to provide shelter services for cats and dogs of residents that are staying the night in a regional shelter.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

There is a regional agreement between the County EMA and the Local Chapter of the American Red Cross to manage overnight shelters during an emergency. The ARC will coordinate and manage their shelter management teams. If a Warming Center is opened by the Town, a town resident should be appointed the Mass Care Officer to ensure that all shelter tasks (registration, feeding, etc.) are accomplished.

The Animal Control Officer may assist the County Pet Shelter Team with organizing an effort to help shelter local animals.

ADMINISTRATION AND LOGISTICS

The Mass Care Officer will keep the Town EOC informed of the status of the shelters. The Town EOC will keep the Waldo County EOC informed.

Complete records of expenditures and operations are given to the Town EOC. If the town operates a Warming Center, the Town will shoulder all the costs. If a President Declaration is made, FEMA and the State may reimburse the Town up to 90%.

MASS CARE CHECKLIST

X	ACTION
<input checked="" type="checkbox"/>	Contact the Waldo County EMA to determine if the County is establishing any overnight shelters.
<input checked="" type="checkbox"/>	Ensure the Town Warming Center is adequately stocked and staffed.
<input checked="" type="checkbox"/>	Provide communications link between the Warming Center and the Town EOC.
<input checked="" type="checkbox"/>	Maintain status of Center operations and allocations.
<input checked="" type="checkbox"/>	Clean and return the Center to original condition.
<input checked="" type="checkbox"/>	Submit Center expenditure statement and invoices for reimbursement.

Searsport, Maine Emergency Operations Plan

ANNEX G - HEALTH AND MEDICAL

PURPOSE

This annex will describe the Health and Medical options open to the Town.

SITUATION AND ASSUMPTIONS

The Town has one medical center, a Volunteer emergency medical service, no public or environmental health services, and one mortuary service.

If there is a large scale disaster, in which there are large numbers of casualties in the area or county, outside emergency medical services may not be able to respond immediately to Town.

It is critical that roads be kept clear of debris so that EMS personnel can locate and transport casualties.

CONCEPT OF OPERATIONS

The Fire Chief will coordinate the requirements for medical attention at a localized disaster scene, such as a Hazardous Materials accident or a Terrorist attack.

The Searsport Ambulance Service will be the primary EMS.

If the situation warrants, the Town EOC will request volunteers to assist with Search and Rescue, expedient casualty care, and possible transportation of victims.

A Mortuary Collection Point (MCP) will be established in a safe and secure area near the mass casualty incident scene for storage of the deceased. Volunteers will be used to secure the MCP.

If the incident involves HazMat, the Fire Chief must initiate decontamination measures for the emergency responders, evacuees, victims, and the deceased. The Fire Chief will request the County Decon Strike Team.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Fire Chief is the incident commander (IC) for all mass casualty incidents.

The EM Director will coordinate emergency medical assistance through the Waldo County RCC.

The EOC will attempt to collect the names of all personnel who are injured, killed, or missing.

The Chief Executive Officer or Fire Chief may request the use of heavy equipment needed for debris clearance.

The Town Police Chief will coordinate with the Waldo County Sheriff's Dept or the Maine State Police to provide security to the disaster scene.

ADMINISTRATION AND LOGISTICS

Emergency Medical support may come from the Waldo County General Hospital, the Searsport Health Center, Stockton Springs Health Center, the Waldo County Search and Rescue (SAR) Team, the American Red Cross, or the Maine National Guard. See the communications annex for telephone numbers.

Some town residents may have limited medical training. Contact these individuals.

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ANNEX H - RESOURCE MANAGEMENT

PURPOSE

This annex will list some sources of resources in the Town or in neighboring communities.

SITUATION AND ASSUMPTIONS

All emergency situations will require manpower, communications, and vehicles.

The town has no career employees for use in emergency response and recovery. Manpower will be all volunteer. The initial manpower source will be the Fire Department. There are 30 firefighters who can be quickly notified and can respond within minutes. The Town EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the Waldo County EMA.

The Town owns a total of 25 vehicles; eight are fire department trucks. Consideration should be made to contract with local contractors and individual residents for other vehicle resources.

Communications consists of telephones in the Town Office and Fire Station and with the two-way radios maintained by the Fire Department. Requests for additional communications equipment should be made to the Waldo County EMA and WCRCC.

Forest Fires will require a great deal of manpower and water transportation. Initiate fire department mutual aid agreements with area towns and the Maine Forest Service.

Hazardous Material Incidents will require outside support immediately. The owner of the HazMat is responsible for cleanup, however the Fire Department is responsible for establishing hot, warm and cold zones, decontaminating, isolating and evacuating contaminated people, collecting and up-channeling information on the incident, and restricting access. Notify the WCRCC and Waldo County EMA immediately.

The Town has limited resources to respond to a Terrorist Incident except to extinguish any fires, search for explosives, evacuate the injured, and close roads in the area. The Searsport Police Department shall be notified immediately.

Severe winter storms will require snow removal and debris clearance for local roads, and electrical power generation for the Fire Stations and Town Office.

Flooding will require emergency road repairs, which must be contracted. Road damage assessment will be completed by the Road Commissioner.

CONCEPT OF OPERATIONS

The Town will use its local resources and will call upon disaster mutual aid before contacting Waldo County for assistance. The Waldo County EMA then coordinates resource acquisition. Records are kept of the deployment of resources. The Town EOC will inventory town resources, replenish depleted stock and recondition or replace used equipment after an emergency.

The storage, maintenance and replacement of equipment borrowed from the County and State are the responsibility of the Town. This information will be tracked on a wall-mounted status board or a computer-based spreadsheet.

In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Recovery Centers (DRC's) in the most seriously

Searsport, Maine Emergency Operations Plan

damaged areas. Officials at the Federal and State decide the final number and locations of the DRC's. Individual victims and businesses go to DRC's to apply for assistance.

The Chief Executive Officer will attend FEMA Public Assistance briefings to initiate the application process for public facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A volunteer will be assigned the job of Resource Management Officer. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

A staging area will be established in the Public Safety Building parking lot or other designated location.

The Chief Executive Officer will establish contracts or expend town funds to procure emergency supplies, equipment, materials, and services.

The Chief Executive Officer administers the community's general assistance programs. The Chief Executive Officer and EM Director will provide Disaster Individual Assistance information to the town residents.

Public Works will coordinate resources to reopen blocked or damaged roads and bridges.

The Town Volunteer Coordinator will coordinate the receiving of donations and the use of volunteers.

ADMINISTRATION AND LOGISTICS

The EOC staff will identify needs that cannot be met with local and mutual aid resources, and track these needs. When it appears local resources will be exhausted, a request for assistance is made to the Waldo County EOC.

An emergency response equipment Resource Sheet for the Town such as that shown below will be on File in EOC.

EMERGENCY RESPONSE EQUIPMENT

RESOURCE	SIZE/TYPE	QTY	CONTACT	PHONE
Snow Plows				
Dump Trucks				
Excavators				
Front End Loaders				
Pickup Trucks				
Buses				
Generators				
Water Pumps				
2 way Radios				
Fire Trucks				
Personal Vehicles				

Searsport, Maine Emergency Operations Plan

VOLUNTEER MANAGEMENT

The Town EM Director and/or EOC coordinate the efforts of local volunteer organizations and unaffiliated volunteers. The EM Director will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The Selectmen or EM director will appoint an individual to be the Volunteer Coordinator. The Volunteer Coordinator will set up a Disaster Volunteer Reception Center at the Public Safety Building. This individual will make phone calls to residents requesting their volunteer support.

The Public Information Officer will contact the area TV and Radio stations and request they make an announcement regarding the need for and type of volunteers.

Residents who show up at the Disaster Volunteer Reception Center will be processed into the Town EM organization using the “Disaster Volunteer Survey” sheet which follows this page. Contact information and special skills will be recorded. The survey sheets will be sent over to the EOC for use in assigning volunteers to specific jobs.

Some supply items that the Volunteer Coordinator will need are: pen, pencil, highlighter, pad of paper, clipboard, stapler, post-it pad, Disaster Volunteer Survey Forms and a local Telephone Listing.

Once assigned to a disaster role, Disaster Volunteers will be issued a Town OEM Badge that identifies their name and volunteer duty position. They will be integrated into the emergency response organization.

DONATIONS MANAGEMENT

The Public Information Officer shall use the media, brochures and phone calls to request the public make financial contributions as much as possible. Cash donations help to avoid the labor and expense of sorting, packing, transporting and distributing donated goods. The Town Treasurer will open a separate banking account for these financial donations and establish an accounting system to track the contributions.

The Town Treasurer will receive and account for all financial donations. The Resource Manager will receive and account for all material donations. The Resource Manager will use any available space in the Town Hall or seek space at another facility to receive, inventory and distribute donated materials.

Item Received	Quantity Available	Category	Person Donating	Date Received

Searsport, Maine Emergency Operations Plan

TOWN EM - DISASTER VOLUNTEER SURVEY FORM			
NAME			
HOME ADDRESS			
HOME/WORK PHONE			
E-MAIL ADDRESS			
<p>The Purpose of this survey is to identify volunteers' special skills. Please indicate the area(s) that apply to you and return this survey to the Volunteer Coordinator when you finish.</p>			
<input type="checkbox"/> Doctor: _____ <input type="checkbox"/> Nurse: _____ <input type="checkbox"/> EMS: _____ <input type="checkbox"/> First Aid <input type="checkbox"/> CPR <input type="checkbox"/> Mental Health <input type="checkbox"/> Child Care <input type="checkbox"/> Elderly Assistant <input type="checkbox"/> Veterinary <input type="checkbox"/> Animal Care <input type="checkbox"/> Minister/Preacher	<input type="checkbox"/> Emergency Mgmt <input type="checkbox"/> Shelter Management <input type="checkbox"/> Firefighter <input type="checkbox"/> HazMat: _____ <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Search & Rescue <input type="checkbox"/> ARC Trained <input type="checkbox"/> Food Services <input type="checkbox"/> Social Worker	<input type="checkbox"/> Ham Radio Operator <input type="checkbox"/> Dispatcher <input type="checkbox"/> Phone Operator <input type="checkbox"/> Public Information <input type="checkbox"/> Photographer <input type="checkbox"/> Language: _____ <input type="checkbox"/> Clerical <input type="checkbox"/> Computer User <input type="checkbox"/> Legal Affairs <input type="checkbox"/> Safety Officer <input type="checkbox"/> Accounting	<input type="checkbox"/> Engineer: _____ <input type="checkbox"/> Damage Assessment <input type="checkbox"/> CERT Trained <input type="checkbox"/> Carpenter <input type="checkbox"/> Metal Worker <input type="checkbox"/> Plumber <input type="checkbox"/> Electrician <input type="checkbox"/> Heating <input type="checkbox"/> Equipment: _____ <input type="checkbox"/> Bus Driver <input type="checkbox"/> Material Inventory <input type="checkbox"/> Janitorial
<p>Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster.</p> 			
<p>Do you have any Health Limitations?</p> 			
<p>I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the Town of Searsport from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I will abide by all safety instructions and information provided to me during disaster relief efforts. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Maine, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</p> <p>I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.</p> <p>I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.</p>			
Volunteer	Sign:	Date:	

Searsport, Maine Emergency Operations Plan

STATE OF MAINE REQUEST for ASSISTANCE FORM

Part I: REQUEST

01	Requested By: SEARSPORT BOARD OF SELECTMEN	Date:	Time:
02	County: WALDO		
03	Jurisdiction: TOWN OF SEARSPORT		
04	Resource Requested:		
05	Location Requested:		
06	Remarks:		

Part II: ALLOCATION

07	Allocator:		
08	Resource Available:	___ YES	___ NO
09	Resource Provider:	Telephone:	
10	Type/Quantity of Resource Allocated:		
11	Remarks:		

Part III: DISPOSITION

12	Location of Committed Resource:		
13	Resource Arrived:	Date:	Time:
14	Assigned to (Name):	Telephone:	
15	Resource Used For:		
16	Remarks:		
17	Resource Returned to:	Date:	Time:

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ANNEX I - DAMAGE ASSESSMENT

PURPOSE

This annex will describe the actions to be taken and forms to be completed for the Town Damage Assessment program.

SITUATION AND ASSUMPTIONS

When extensive property damage, injuries, or loss of life occurs, a damage assessment expedites response and recovery operations.

The Road Commissioner will assess damages to town roads and bridges.

The Fire Department, along with other volunteers, will be organized into Damage Assessment Teams in order to assess damages to homes, etc. American Red Cross and MEMA guidance will be used.

All damage assessments and repair cost estimates will be reported to the Town EOC, and then up-channelled to the Waldo County EOC as soon as possible. A verbal report may be completed prior to a written one.

CONCEPT OF OPERATIONS

There are three phases of damage assessment.

Basic Situation Appraisal (MEMA Form 7): Accomplished by the Chief Executive Officer and the EM Director to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A MEMA Form 7 and instructions for completion follow this page. It is designed to measure impact as it relates to possible Emergency Disaster Declarations by the Governor or the President.

The MEMA Form 7 is sent by e-mail, phone, fax or hand delivered to the Waldo County EOC as soon as possible. The Waldo County EOC Director reviews the assessment information and forwards it to the Maine Emergency Management Agency (MEMA).

Preliminary Damage Assessment: This assessment is completed by State and Federal damage assessment personnel with input and guidance from local officials. These personnel will assess damages to publicly owned property (bridges and roads). They also verify private damages included on the submitted MEMA Form 7. The Waldo County EMA is the liaison between these teams and local officials.

Damage Survey: After a Disaster Declaration by the President, State and Federal personnel conduct a more detailed survey for cost estimates of repairs to public property. The Chief Executive Officer provides guidance.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Chief Executive Officer is responsible for assuring an initial situation appraisal is conducted. The EM Director is responsible for coordination with the county, state and federal personnel involved in damage assessment.

ADMINISTRATION AND LOGISTICS

Initial damage assessment reports to county may be verbal, but are followed with hard copy information on a Form 7 within 24 hours. Prompt submission of Form 7's is necessary for assistance from the State and federal governments in recovering from a disaster.

Searsport, Maine Emergency Operations Plan

MAINE EMERGENCY MANAGEMENT AGENCY (MEMA) FORM 7

DAMAGE and INJURY ASSESSMENT

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

NOTE: Report Individual Damage on the other side of this worksheet.

Searsport, Maine Emergency Operations Plan

INDIVIDUAL DAMAGE <small>FORM 7 Page 2</small>				
Jurisdiction:			Date:	
PEOPLE AFFECTED		Number	ASSISTANCE PROVIDED	
	Deaths		Persons Evacuated	
	Injuries		Persons in Public Shelters	
	Missing			
RESIDENTIAL		Primary		Secondary
		Number	Value (if known)	Number
				Value (if known)
(ARC) 3	Houses destroyed		\$	\$
(ARC) 2	Houses with major damage		\$	\$
(ARC) 1	Houses with minor damage		\$	\$
	Houses affected		\$	\$
(ARC) 3	Mobile homes destroyed		\$	\$
(ARC) 2	Mobile homes severely damaged		\$	\$
(ARC) 1	Mobile homes moderately damaged		\$	\$
	Mobile homes affected		\$	\$
	TOTAL		\$	\$
TOTAL RESIDENTIAL (primary plus secondary)				\$
BUSINESS				
			Businesses affected	\$
			Number now unemployed	
			Estimated duration of unemployment (weeks)	
TOTAL BUSINESS				\$
AGRICULTURE				
			Farm buildings and equipment	\$
			Crop land (all crops)	\$
			Livestock	\$
TOTAL AGRICULTURE				\$
INDIVIDUAL DAMAGE TOTAL				\$
EMAIL, FAX, or CALL THIS INFORMATION to the WALDO COUNTY EMA as SOON as POSSIBLE (BEFORE MAILING)			Waldo County EMA 45A Congress Street Belfast, Maine 04915 Phone: 338-3870 FAX: 338-1890	

MAINE EMERGENCY MANAGEMENT AGENCY

Searsport, Maine Emergency Operations Plan

DAMAGE AND INJURY ASSESSMENT FORM 7 ABBREVIATED INSTRUCTIONS

Reasonable estimates are acceptable. Information should be reported to the Waldo County Emergency Management Agency (EMA) within 24 hours of a request for information from Waldo EMA or MEMA. Even if you consider damage in your area to be insignificant, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community.

If you need further assistance, contact Waldo County EMA.

General Information

Original or revision: Check one only. Each report should contain the current totals (all the damage up to that point). Number each revised report consecutively, i.e., first revision #1, second revision #2, etc.).

Type of disaster: Enter "flooding", "hurricane", "coastal storm", "earthquake", etc.

Information provided by: Person who should be contacted for more information.

Public Damage

Public damages are damages to government-owned properties and facilities. They are based on the cost of returning those properties to their pre-disaster condition. They also include out-of-pocket costs incurred by government in response to the disaster.

A. Debris Removal: The debris must be a direct result of the disaster. Enter costs incurred or projected for removing debris from public property. Do not include debris removal estimates from private property, unless local government has a legal responsibility to so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

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

C. Road Systems: Cost to return property to its pre-disaster condition. Include only property owned by the jurisdiction (do not include any State or Federal Aid System roads, streets, bridges, etc.)

D. Water Control Facilities: Facilities owned, operated, or maintained by the local unit of government.

E 1. Public Buildings, Facilities and Equipment: This should include any equipment directly damaged by the disaster (not those damaged during response), replacement of broken windows, damaged roofs, etc.

E 2. Schools & School Property: Separate public school supplies and property from other public facilities and equipment. Do not include private, non-profit schools. They are included under Individual Damage.

F. Public Utility Systems: Enter all costs to repair damages to City or county owned utilities and utility systems. These can be the emergency repair and/or projected permanent replacement costs.

Total Public: Add totals in all public categories.

Searsport, Maine Emergency Operations Plan

Individual Damage

Individual damages are damages to individuals, businesses and working farms (crops, livestock, buildings or equipment), and private non-profit facilities (for example, churches or private schools).

NOTE: Re-enter name of jurisdiction and current date at top of Page 2.

Residential: Primary homes are those used as reference for filing income taxes and voting. Homes may be considered "primary" which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable. (Do not list homes situated on active farms in this section. They will be included under Agriculture.)

- a. Destroyed: Totally uninhabitable and beyond repair.
- b. Severely Damaged: Structural damage that cannot be repaired within 30 days. These houses are uninhabitable without major structural repairs.
- c. Moderately Damaged: Structural damage that can be repaired within a 30 day time period. These houses can be lived in with minor repairs.

Note: The Red Cross does not categorize major/minor damage in the same manner. You should be aware of this if you decide to utilize their damage assessment.

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

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

Total Residential: Include both Primary and Secondary Residences.

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

Agriculture: Include operating farms only. Damage to a rural located "farmhouse" and/or outbuildings that are not part of an operating farm should be listed under Residential.

Crop Land: Estimated dollar value of damage to field crops, fruit trees, and timberlands significantly damaged by the disaster.

Private Non-Profit Facilities: Do not include facilities supported by tax dollars and the responsibility of government. They should be listed in the Public Damage section.

Total Individual: Add Total Residential, Total Business, Total Agriculture and Total Private.

GRAND TOTAL: Add Total Individual Damage and Total Public Damage.

Searsport, Maine Emergency Operations Plan

DAMAGE ASSESSMENT CHECKLIST

X ACTION

Recall all firefighters. Contact the Selectmen and Public Works. These people will form core of the Damage Assessment Team (DAT). Seek out volunteers to assist.

Assign roads and/or areas of towns to each Damage Assessment Team. Hand out damage forms for teams to record information.

Assign hand held or vehicle radios or cell phones to each DAT.

Dispatch teams with water, food, and foul weather clothing.

Issue each DAT a disposable camera or a digital camera.

Report damage information to the Town EOC. Damage reports will be reviewed by the Selectmen and submitted to the Waldo County EMA Director.

Request public to report damages of businesses and private property to the Town EOC.

Consolidate damage assessment information, prepare the MEMA Form 7 and send the report to Waldo County EMA as soon as possible.

If severe or extended event, supply initial report to County and follow up with detailed information.

Information should be reported at least daily if major disaster.

Searsport, Maine Emergency Operations Plan

ANNEX J – HOMELAND SECURITY

PURPOSE

This annex will describe the actions to be taken for the municipal implementation of Homeland Security (HLS) and the HLS Advisory system.

SITUATION AND ASSUMPTIONS

It is highly unlikely that the Town will be a target for international terrorists. However, a “home-grown” terrorist situation such as a hostage situation, bomb scare or criminal attack at the School, a crazed individual with a gun or a group effort to disrupt the community is a remote possibility.

The Emergency Management (EM) Director will initiate all Homeland Security planning, preparedness and mitigation activities. The Town EOC will be alerted and activated to respond and recover from a HLS incident.

The Town does have its own police department. All criminal related events will be dealt with by the Searsport Police Department or Waldo County Sheriff’s Office.

CONCEPT OF OPERATIONS

The U.S. Department of Homeland Security (DHS) has developed The National Terrorism Advisory System, or NTAS, that replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Searsport, Maine Emergency Operations Plan

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

See Basic Plan for the organization of the EOC and Incident Command structure.

ADMINISTRATION AND LOGISTICS

The Town has no HazMat/CBRNE response capability. The Fire Department does have SCBA, which might be used for emergency rescue only.

Searsport, Maine Emergency Operations Plan

ANNEX K – CONTINUITY OF OPERATIONS

PURPOSE

It is the policy of the Town to have in place a program to ensure continuity of essential municipal functions under emergency circumstances. This section describes the Town’s Continuity of Operations Program (COOP). It describes the process to delineate essential municipal functions; specify lines of succession; provide for the safekeeping of vital records and databases; identifies alternate operating facilities; and provides for interoperable communications. COOP is important to provide vital services, exercise civil authority and provide for the public safety during any emergency or disaster event.

SITUATION AND ASSUMPTIONS

The Continuity of Operations Program (COOP) is applicable to all officers, officials and functions of the municipal government of the Town. The hazards that could affect the continuity of essential municipal functions include a structure fire involving a municipal facility, an extended power outage and a HazMat transportation accident that causes a municipal facility to evacuate and/or close.

ESSENTIAL MUNICIPAL FUNCTIONS

PRI	FUNCTION	TYPE	OPR	FACILITY
1	Chief Executive Officer	Civil Authority	Town Manager	Town Office
2	Fire Protection	Public Safety	Fire Chief	Fire Station
3	Emergency Management	Public Safety	Emergency Mgmt Director	Fire Station
4	Municipal Finances	Vital Services	Town Treasurer	Town Office
5	Municipal Records	Vital Services	Town Clerk	Town Office
6	Voting	Civil Authority	Town Clerk	Town Office
7	Municipal Tax Collection	Vital Services	Town Tax Collector	Town Office
8	Road Maintenance	Vital Services	Public Works	Town Office
9	Public Health	Public Safety	Health Officer	Town Office
10	Animal Control	Public Safety	Animal Control Officer	Town Office
11	Tax Assessing	Vital Services	Municipal Assessors	Town Office
12	General Assistance	Vital Services	Overseer of the Poor	Town Office
13	Code Enforcement	Civil Authority	Code Enforcement Officer	Town Office
14	Planning & Appeals	Civil Authority	Planning & Appeals Boards	Town Office

NON-ESSENTIAL MUNICIPAL FUNCTIONS

PRI	FUNCTION	TYPE	OPR	FACILITY
	Educational Policymaking	Regional	School Board Director	Director’s Home
	Motor Vehicle Registration	State Licensing	Town Tax Collector	Town Office
	Fish and Game Licensing	State Licensing	Town Clerk	Town Office
	Cemetery Records	Public Records	Town Clerk & Sexton	Town Office
	Parks & Recreation	Public Service	Recreation Committee	Town Office

OPR = Office of Primary Responsibility

Searsport, Maine Emergency Operations Plan

CONCEPT OF OPERATIONS

Any one of the Offices of Primary Responsibility (OPR) may initiate COOP actions if their function is disrupted. The Chief Executive Officer or Emergency Management Director may direct that any or all essential municipal functions implement COOP actions during an emergency.

There are three ways that Town's Essential Municipal Functions may be disrupted.

A HazMat Transportation Accident could cause either the Fire Station or Town Office to be evacuated. This would most likely be a very short term event; perhaps a few hours. The only real impact would be if the Firefighters were unable to get the Fire Trucks out of the Fire Station. The Town Office would be closed for the short duration; without any real impact on its functions. Evacuations will be in accordance with Annex E.

An extended Power Outage will disrupt normal operations at the Fire Station and Town Office and could cause damage to the facilities' heating and plumbing if they were to freeze up during the winter months. Emergency power capability (transfer switch/panel and 5kw generator) already exists at the Fire Station. A generator will have to be hardwired into the Town Office electrical panel to provide power.

A Structure Fire at either the Fire Station or the Town Office would cause the loss of very important hardcopy and electronic records and databases. It would cause the loss of functional resources and the loss of the structure from which the essential municipal functions were being performed. This would be a permanent loss that would take a great deal of time and finances to restore, if at all. If the Fire Department apparatus were lost, the Town would have to rely on its mutual aid partners to provide emergency services until new apparatus, equipment and a station were acquired.

The Board of Selectmen can continue to operate with only three of the five members. A special town meeting will be called to replace any members of the Board of Selectmen. This process is described in detail in State of Maine Statute and will not be further defined in this plan.

The Fire Department already has a distinct line of succession established, (i.e., Chief, Assistant/Deputy Chief, Captain and Lieutenant). The Town Clerk has a Deputy Town Clerk who can fill in, until the next election. The Emergency Management Director has a Deputy. All other Town Officials are one deep. The Board of Selectmen will have to appoint a replacement.

If the Town Office is destroyed by Fire, then all the Essential Municipal Functions, minus the Fire Protection and Emergency Management will need to be relocated to the Fire Station.

There will be no reconstitution requirements for a HazMat release evacuation or an extended power outage. If a municipal facility is lost due to a structure fire, the Selectmen will need to hold a Special Town Meeting for the voters to decide the next course of action for the Town. Options include building a new facility, leasing an existing facility, or combining some of the Essential Municipal Functions with another community.

An alternate Town Office will require space for the town administration and records storage. The Town Office will require, at a minimum, a desktop computer, copies of all software and digital records, a telephone, photocopier, customer service desktop/table, filing cabinets, book shelves, tables and chairs for the Selectmen, a location to lock up ballots, a bathroom and heat.

An alternate Fire Station will need to have sufficient storage and door clearance for the Tanker, Engine(s) and Forestry, Utility and associated equipment. The building will need to be heated.

Searsport, Maine Emergency Operations Plan

VITAL RECORDS AND DATABASES

Vital Records	OPR	Mitigation Measure(s)
Tax Assessing Records	Selectmen	Store hardcopies in fireproof containers Scan hardcopies into digital format. Back up digital files and store offsite
General Assistance Records		
Town Meeting Warrants	Town Clerk	
Selectmen Meeting Warrants		
Certified Ordinances		
Marriage, Death and Birth Records		
Cemetery Records		
Voting Records		
Dog and Kennel Records		
911 Address Data Base		
Fish and Game Licenses	Town Treasurer	
Municipal Financial Records		
IRS Records	Town Tax Collector	
Municipal Property Tax Records		
Municipal Excise Tax Records		
Motor Vehicle Registrations	Fire Chief	
FD Financial, Training, Personnel & Reports	EM Director	
Emergency Plans & MAAs	Road Commissioner	
Road Maintenance Records	Code Officer	
Code Enforcement Records		

ADMINISTRATION AND LOGISTICS

This plan identified what activities need to be accomplished in order to have a successful COOP. Actions needed to ensure that these functions are being accomplished will be tracked separately by The Chief Executive and the EM Director.

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ATTACHMENT 1 - SEVERE WINTER STORMS

NATURE OF THE HAZARD

The Town is very susceptible to severe winter storms. Central Maine can receive a great deal of snow and ice and air temperatures can drop to 30-50 deg F below zero. All Town roadsides are heavily forested.

RISK AREA

It is very easy for town residents to become trapped in their homes due to totally impassable roads, especially on the single lane dirt roads. The major concern is the difficulty for emergency response by EMS and Fire Protection Services.

Another area of concern is for elderly residents who lose the capability to heat their homes and fail to communicate the danger they are in.

Finally, the electrical power distribution system is very susceptible to damage by accumulating ice and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with heating, water supply, sanitation, and food preparation.

DIRECTION AND CONTROL

The Chief Executive Officer and EM Director should consider activating the EOC during an extended severe winter storm. The EOC will organize water supply, heat assistance, emergency food supplies, and disaster volunteers for disaster response, setting up shelters, and collecting damage assessment information.

Public Works and/or the Chief Executive Officer are responsible for keeping the town roads open for traffic.

Central Maine Power's outage reporting hotline is 1-800-696-1000.

RESOURCE MANAGEMENT

The EOC will locate an electrical power generator and hook up the Town Office to emergency power. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kit. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions.

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ATTACHMENT 2 - FOREST FIRES

NATURE OF THE HAZARD

The Town is primarily forest land and fields. Therefore, during long dry periods, the town is susceptible to grass fires and forest fires. Most will be minor incidents that the Fire Department, with mutual aid support will be able to handle. This attachment will deal with a major, large scale wildland fire.

RISK AREA

The most severe threat will be to homes and the town roads. The homes of most residents are completely surrounded by forest land. The town roads are tree lined over the majority of the mileage. During a large scale wildland fire, many roads could be blocked by burning trees and brush. Residents could very well be trapped within the forest fire with no way to reach safety. The Fire Department will be quickly overwhelmed; with many of the volunteers themselves becoming trapped within the fire zone.

DIRECTION AND CONTROL

All wildland fires must be reported to the Waldo County Regional Communications Center. The Fire Chief and the Fire Warden must quickly assess the situation and determine the scale of support needed. A large scale wildland fire will require the support of the Maine Forest Service (MFS). The Fire Warden, Selectmen, EM Director, or Fire Chief should immediately request such support through the Maine Forest Service and Waldo County EMA. The EOC will be activated. The Fire Warden is the Incident Commander, unless relieved by a Maine Forest Service Ranger.

WARNING

Residents must be alerted immediately, in order for a safe and orderly evacuation to proceed. The EOC will contact local radio and television stations and request that they broadcast information on the disaster. The warning should contain:

- 1) The nature of the emergency and current situation
- 2) What areas are affected
- 3) What actions need to be taken by which Residents
- 4) Roads that are closed
- 5) Where volunteers can go to help

If possible, the Town Office will start telephoning residents in the danger zones to help spread the warning information around quicker.

EVACUATION

The EOC will need to determine what routes will be used in order to evacuate residents. Contact the town officials of neighboring towns to make sure that you are not evacuating people in another town's danger zones. Attempt to post the evacuation routes and barricade the closed roads. For residents that are trapped within the danger zones, consider contacting the MFS and Maine Army National Guard for helicopter assistance.

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ATTACHMENT 3 - FLOODING

NATURE OF THE HAZARD

Searsport is a very hilly area and has part of 1 lake (Swan Lake) and 3 ponds. (Cain's, Half Moon and McClure's) There is one stream located in Town. (Mill Stream)

RISK AREA

There are 3 homes and 1 business structure in areas with a potential for major flooding. None of these homes and businesses is subject to destruction, but could have flooded basements.

All gravel roads with slopes may face some runoff damage, which are mostly due to inadequate drainage capabilities in the roadways. There are several roads that can become damaged from major flooding, as shown on the town floodplain maps. Some of these roads are:

1. Cottage St.
2. Black Rd. North
3. East Main St.

DIRECTION AND CONTROL

Public Works or the Chief Executive Officer will be responsible for responding to flood damaged roads by initiating repair contracts or by contacting the Searsport Station of the Maine Department of Transportation (for State-maintained road surfaces).

WARNING

Public Works or the Chief Executive Officer will be responsible for posting any and all roads that he deems unsafe for vehicle or pedestrian traffic.

RESOURCE MANAGEMENT

The Town has a public works department, and equipment. All road work associated with flooding will require a contract for repairs. The Searsport Camp of the Maine Department of Transportation may be available for roadway repairs in the advent of a life emergency.

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ATTACHMENT 4 - HAZARDOUS MATERIALS ACCIDENT

NATURE OF THE HAZARD

Hazardous materials (HazMat) travel through and are stored in the Town every day. A HazMat accident can happen at any time at any location in Town. However, there are certain areas in Town that are more susceptible to a HazMat accident than the other parts of Town.

Personnel from the Fire Department may be the first to arrive at the scene of an accident or an incident involving HazMat. Most HazMat materials transported or stored in Town are fuel products. Flammability is the most likely hazard to personnel. Environmental contamination will be the most likely result.

Response capability is provided by cooperative support provided by the Searsport Fire Department, Maine Department of Environmental Protection, local industrial facilities, the Waldo County Decon Strike Team and the US Coast Guard.

RISK AREAS

US Route 1 is a primary transportation corridor for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc). US Route 1 has been identified as carrying reportable quantities of extremely hazardous materials (EHS), however there are other types of HazMat that may transit this corridor in limited quantities.

The largest concentration of stored fuels is at Irving and Sprague Energy and at several automobile repair facilities. There are two gas stations, and two fuel oil dealers, or propane dealers in Town. There is a chemical processing and a waste treatment plant in Town.

Due to the fact that every home in town has heating systems, the potential for carbon monoxide leaks in homes is moderately high. Carbon monoxide is an inhalation hazard. The Fire Department has an SOP for responding to and resolving residential CO leaks.

CONCEPT OF OPERATIONS

Fire Department personnel have been trained to recognize the presence of hazardous materials, collect additional information on the HazMat material, implement personal protective actions, call for trained personnel and secure the area. Eleven of 33 Searsport Firefighters are HazMat operations level qualified.

Personnel will assess the hazards, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present. The IC will record the incident information on the Maine EMA AR-1 form and will report the information to the WCRCC. The IC will assess the situation from a safe distance. Binoculars are located on the Engines. The IC will refer to the 2008 US DOT Emergency Response Guidebook (ERG) for guidance.

The IC will request technical support from the Maine Department of Environmental Protection, Emergency Spill Response Team, by contacting the WCRCC. The Maine DEP will have primary responsibility for the recovery efforts of a HazMat spill. All spills, to include fuel lost from an automobile during a vehicle accident will be reported to the Maine DEP.

The IC will assign a Safety Officer for every incident identified as involving HazMat.

The Fire Department will implement traffic and crowd control procedures, using road blocks as much as possible. The IC will determine what protective actions (evacuations or shelter-in-place) outside the Hot Zone will be

Searsport, Maine Emergency Operations Plan

implemented. The 2008 USDOT ERG will be consulted for initial isolation and protective action distances. Evacuees must be moved to a safe place of refuge using routes that will not cause exposure to the HazMat. The Fire Department will park far enough from the incident site so as to not introduce an ignition source. All vehicles will be parked facing away from the incident, in the event that an emergency withdrawal is required.

The Department will locate a decontamination area upwind of the scene, beyond the inside perimeter, and in a hazard free area. All equipment and uninjured personnel leaving the "hot zone" will be isolated at the decontamination area and decontaminated.

The Searsport Ambulance will be requested through the WCRCC, when the possibility of victims or contaminated personnel exists.

Fire Department personnel will fight fuel and propane fires. Department personnel will perform containment actions for fuel spills that are well outside the hazard areas. An example would be constructing a dike or covering up a storm drain well ahead of the spill.

The Department maintains and trains with carbon monoxide detection equipment and SCBA. Firefighters will shut off heating appliances and ventilate homes that have CO leaks.

DIRECTION AND CONTROL

The Chief Executive Officer and EM Director will consider the activation of the EOC during a HazMat incident that causes residents to be evacuated or sheltered-in-place. The IC or EM Director will establish communications with the Waldo County EMA or RCC. The NIMS ICS will be utilized at a HazMat Incident.

ADMINISTRATION AND LOGISTICS

All Firefighters receive annual HazMat: First Responder Awareness Training. Currently 18 members are trained at the Operations level. Training is accomplished in accordance with 29 CFR 1910.120(q). Immediately following a HazMat response, the Fire Chief will debrief the responders to determine the summary of response activities, health and safety issues, any immediate problems and the corrective actions for future responses.

FIXED HAZMAT FACILITIES

Facility Name	Location	Chemical Name	CAS #	Quantity (lb.)
GAC	34 Kidder Rd	Ammonia	7664-41-7	110,000
				320,000
		Chlorine	7782-50-5	360,000
		Aluminum Sulfate Solution	10043-01-3	675,000
				700,000
		Aluminum Trihydrate	1344-28-1	300,000
		Ammonium Sulfate	7783-20-2	150,000
				3,000,000
				60,000
				1,000,000
		Aqueous Ammonia	1336-21-6	240,000
		Defoamer	64742-46-7	60,000
#2 Fuel	6876-34-2	84,000		

Searsport, Maine Emergency Operations Plan

		#6 Fuel	68533-00-4	94,132
		Sodium Aluminate Solution	11138-49-1	175,000
		Sodium Hydroxide	1310-73-2	63,800
				127,600
		Sodium Hypochlorite	7681-52-9	600,000
		Urea	57-13-6	200,000
				200,000
		Raw Cod Oil	8016-13-5	94,130
		Soybean Oil	8001-22-7	94,130
		Tanning Ois		46,000
		Polyacrylamide (emulsions)	6941-26-4	140,000
		Polyacrylamide	9003-53-6	150,000
		Sulfuric Acid	7664-93-9	14,000,000
		Ammonium Polyphosphate	68333-79-9	3,000,000
		Urea Ammonium Nitrate Solution	15978-77-5	1,090,000
Irving's 51 Searsport Terminal 52 Station Rd.		#2 Fuel	68476-30-2	52,185,000
				40,257,000
		Gasoline	8006-61-9	41,160,000
				18,816,000
		Kerosene	8008-20-6	39,690,000
				23,520,000
		Ethanol	64-17	11,104,800
		Diesel	68334-30-5	37,275,000
MDOT Searsport	290 E. Main	Diesel	6476-31-6	38,538
RSU 20	30 Mortland	#2 Fuel	65476-30-2	25,000
	26 Mortland			15,000
	24 Mortland			10,000
Sprague Energy Corp	70 Trundy Rd	Asphalt	8052-42-4	44,896
		#2 Fuel	68476-30-2	110,880
		#6 Fuel	68553-00-4	31,501,144
		Petroleum Coke		15,618,000
		Sodium Chloride	7647-14-5	124,123,000
		Sodium Hydroxide	1310-72-3	41,514,000
Sunrise Div./Lane Construction	Dump Rd	NewChem Ground	65996-69-2	140,000
		Portland Cement		140,000
		Darachem	37293-74-6	11,022
		Microsilica	7631-86-9	45,000
Fairpoint Searsport	Prospect St.	Sulfuric Acid	7664-93-9	14
				592
Verizon Wireless	125 Sears Island Rd.	Sulfuric Acid	7664-93-9	703

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ATTACHMENT 5 – HOSTILE INCIDENT AT SCHOOL

NATURE OF THE HAZARD

The Town is a very small rural community with very few locations for public gatherings. The primary location in town that has a regular public gathering is the Searsport School. Although a political terrorist attack is very unlikely, a domestic incident by an individual or several individuals attacking students is within the realm of possibility. A small improvised explosive device (IED) or an attack with small arms will be the most likely weapons for terrorists to utilize in an attack.

RISK AREA

Our children are very important, so even remote chances for an incident at the School must be prepared for in order to safeguard our most precious resource. The Town has its own law enforcement personnel. There are no security personnel at the Searsport School Complex, so school administrators and teachers will be the first line of defense. Internal school policies will attempt to limit weapons from getting into the school in the hands of students, but the school officials have no way to protect against an attack which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

DIRECTION AND CONTROL

At the first indication of trouble, the Waldo County Regional Communications Center must be notified. Consideration by the School should be given to establishing two-way radio communications, since it would be very easy for a terrorist to cut the telephone lines.

The senior Searsport law enforcement officer will be the incident commander.

School officials will attempt to safeguard the children by evacuating them from the danger zone.

WARNING

Close contact between the School Officials and the Searsport Police Department must be established. Any “intelligence” that the Police Department receives that might be linked to possible eventual trouble at the school should be immediately provided to the School Superintendent.

EVACUATION

Careful consideration should be given to developing school policy regarding evacuations during terrorist attacks.

An internal method for alerting teachers of the type of danger and what actions should be taken must be established.

Locations for students to evacuate to must be established. These locations require a much greater distance from the school than a structure fire, since small arms fire and explosives have a much greater danger zone.

Once internal terrorist incident policies are established, drill evacuations should be practiced. Consider implementing a terrorist incident response training program for teachers and administrators.

Searsport, Maine Emergency Operations Plan

This Page Intentionally Blank

Searsport, Maine Emergency Operations Plan

ATTACHMENT 6 - PROLONGED POWER OUTAGE

NATURE OF THE HAZARD

Due to the rural nature of the community, the Town is susceptible to a prolonged power outage. Severe winter or summer storms, ice storms, hurricanes, and wind storms all have the potential to cause a great deal of damage to the overhead power lines that run along tree lined roads. It is likely that such an event would be regional in nature and therefore little help is expected from neighboring communities.

RISK AREA

The effects of a prolonged power outage will be that the normal tasks of heating, cooking, water collection, sanitation, waste removal, cleaning, food storage, information gathering, communication and acquiring supplies will be severely restricted or made impossible. The dangers will be greatly increased if the power outage takes place during cold weather.

DIRECTION AND CONTROL

The Town EOC will be activated if the power outage goes into a second day. The Fire Station is already equipped with a generator and transfer switch/panel. However, the Town Office will need to acquire and hook up a generator in order to provide lights and heat.

The EOC will call in the outage information and community status to the Central Maine Power's outage reporting hotline (1-800-696-1000) and to the Waldo County EOC.

The Fire Department will be used as a core of volunteers to coordinate all response and recovery. Additional volunteers should be sought to add to the ranks of the FD.

EMERGENCY PUBLIC INFORMATION

If telephones are still functioning, contact should be made to a minimum of one representative on each road who will assist in passing emergency public information to the other residents on that road. Information regarding the requirements for and capabilities of the electrical status, mass care, water, food, heating, sanitation, and other supplies will be passed to the town residents.

MASS CARE

Most residents will be able to stay in their own homes. Elderly and special needs individuals should be checked up on by the Fire Department to see if these people will need to be transported to a disaster relief shelter. Contact the Waldo County EOC to determine what shelters have been established in the County and which may be used by Town residents.