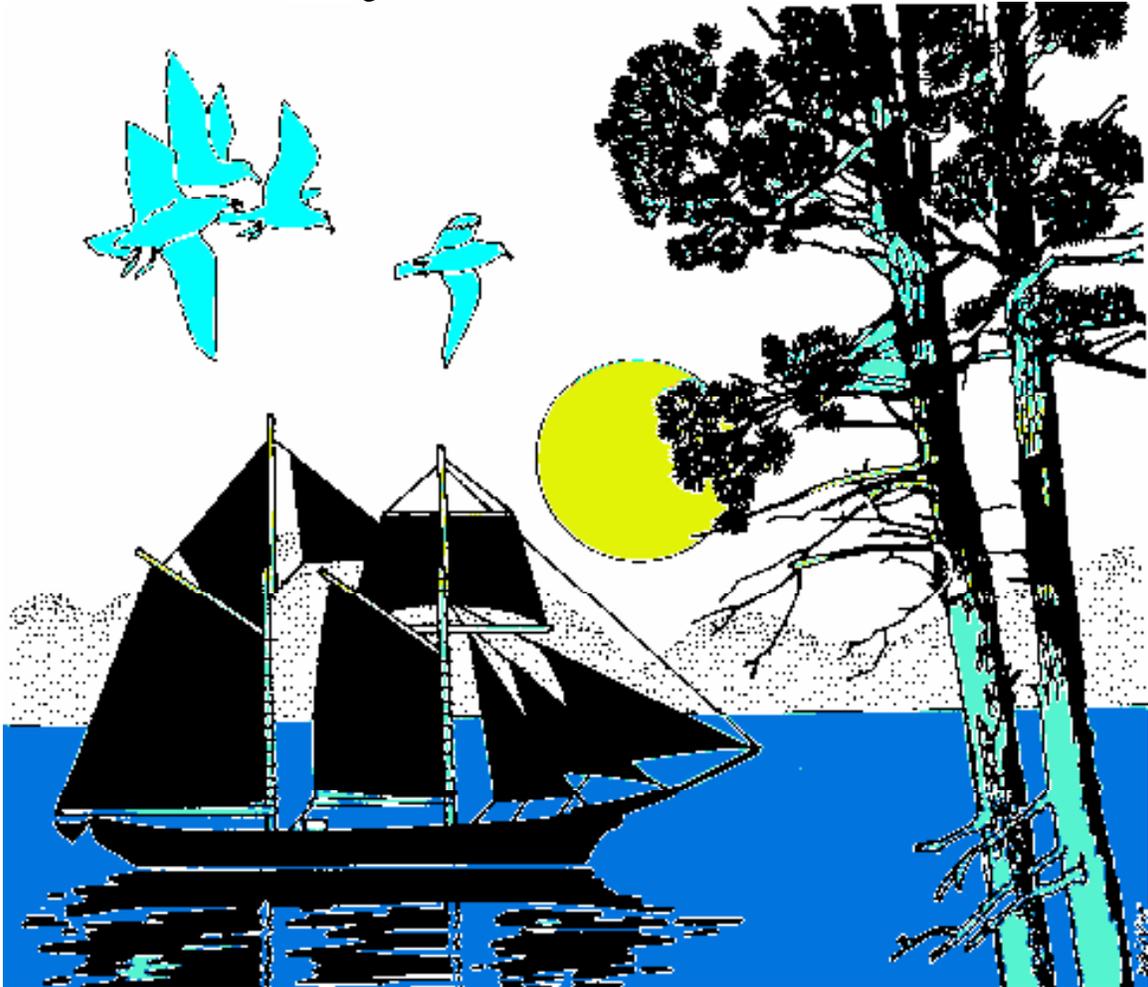


Town of Lamoine, Maine



Policy Manual

As of May 16, 2008

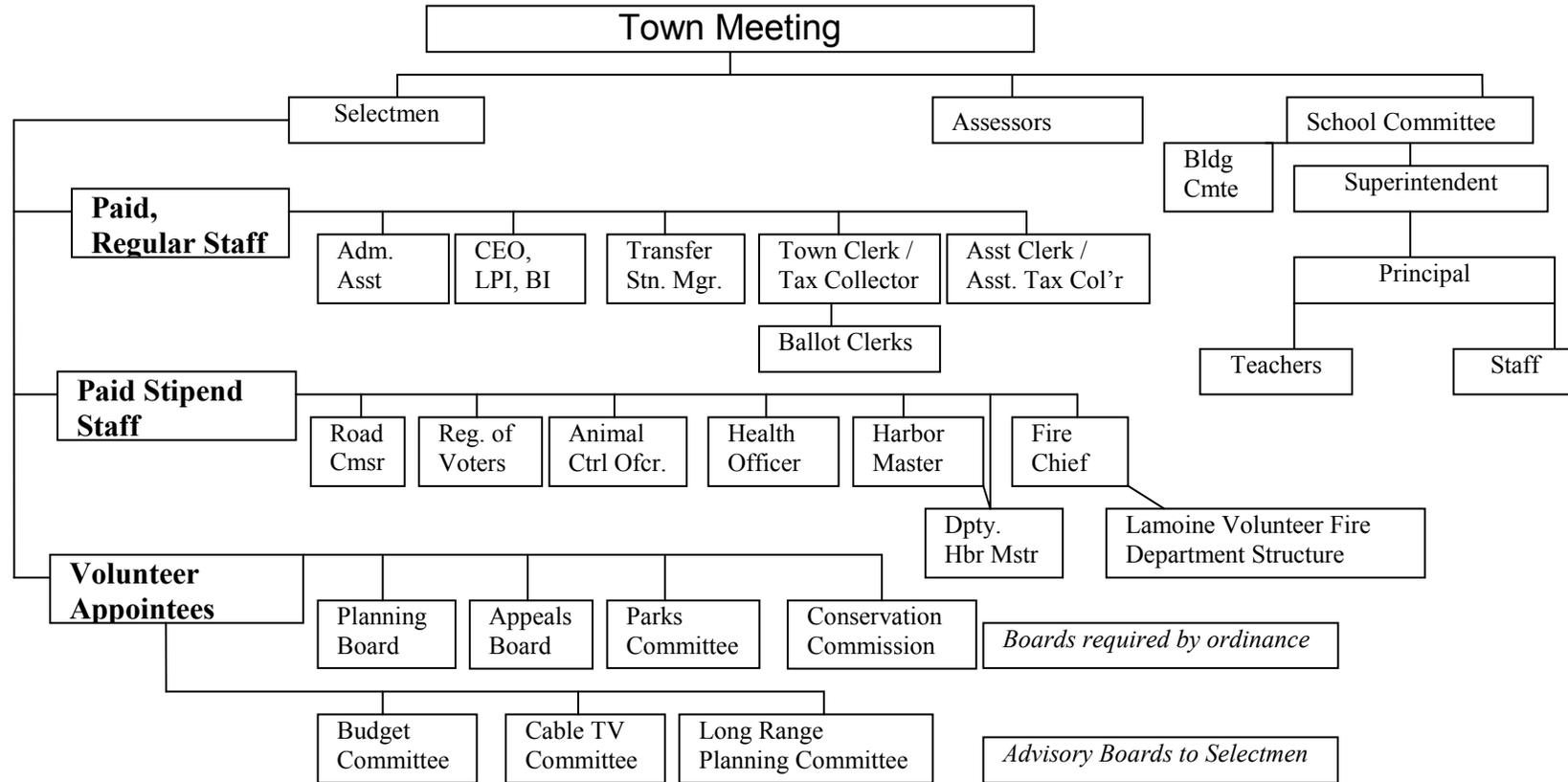
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I. Organizational Chart – Town of Lamoine, Maine



II. Job Descriptions

Administrative Assistant to the Selectmen

Summary of Duties: The Administrative Assistant's position is an all encompassing job with a multitude of responsibilities.

Specifically, the Administrative Assistant shall:

1. Execute and attempt to coordinate and enforce all laws, ordinances of the Town.
2. Make the needed purchases for the efficient running of the Town Office: Purchase limit is \$500.
3. Attend all Selectman's Meetings, acting as secretary and keeping and maintaining minutes of those meetings.
4. Look for ways to run the Town more efficiently and economically.
5. Prepare the annual Town budget.
6. Collect data and information needed for the Capital Improvement Plan.
7. Coordinate the preparation of the annual Town Report
8. Attend all Town Meetings
9. Attend other meetings of Town and Regional Boards affecting the business of the Town of Lamoine as required by the selectmen.
10. Act as the administrator for General Assistance, and prepare all the documentation necessary for each case, and the reimbursement forms.
11. Prepare the information forms for the various insurances the Town requires, including, but not limited to, Unemployment Compensation, property & casualty, public officials liability, workers compensation.
12. Act as the bookkeeper and treasurer for the Town and make reports on the status of the budgets and accounts for the Town periodically to selectmen.
13. Seek grant monies and other sources of outside assistance for the Town.

(Administrative Assistant, continued)

14. Prepare a report of Town activities and distribute the report to the selectmen before their regular and special meetings.
15. Assist the other officials of the town as needed
16. Prepare the agenda for the Selectman's meeting, and post the agenda appropriately
17. Carry out acts on behalf of the selectmen when instructed to by a majority vote of the board.
18. Prepare the treasurer's warrant for each selectman's meeting and check into questionable expenditures.
19. Act as the liaison between the Board of Selectmen and other town officials, boards, and commissions, and the general public.
20. Carry out other duties as required by the selectmen.
21. Be responsible for maintaining the Town Office in a neat and orderly fashion, arranging for proper maintenance of the buildings, grounds, and machinery within the constraints of the budget.
22. Maintain lists of sworn Town Officials and work diligently to keep the offices filled.
23. Maintain a list of job descriptions for Town Officials with approval of the Selectmen

Town Clerk:

In General: The town clerk shall conduct the official business a Town must transact on a day to day basis.

Specifically, The Town Clerk shall:

1. Attend all Town Meetings and Record in writing all business transacted at Town Meetings.
2. Maintain the records of births, deaths & marriages in the Town of Lamoine
3. Collect all fees for licenses, including but not limited to victular's licenses, marriage licenses, certified copies, and dog licenses.
4. Maintain a list of all dog owners in the Town of Lamoine.
5. Post notice of all Town Meetings and elections.
6. Deal courteously and efficiently with the public.
7. Account for all monies collected, and turn said monies over to the treasurer on a timely basis.
8. Maintain a permanent record book in which information on all Town Meetings, Pole permits, swearings in, appointments, and other information vital to the town's history is recorded.
9. Maintain the logs of the minutes of the various boards and commissions of the Town of Lamoine.
10. Annually report on the statistics of the Town including numbers of marriages, births, deaths and other vital statistics.
11. Maintain regular office hours at the Lamoine Town Hall.

Tax Collector

In General: The tax collector is responsible for collecting all taxes in the Town of Lamoine.

Specifically: The Tax Collector of Lamoine shall:

1. Collect all real estate taxes committed by the assessors, sending out bills in a timely fashion for said taxes.
2. Collect all personal property taxes committed by the assessors, sending out bills in a timely fashion for said taxes.
3. Collect all excise taxes on automobiles registered to residents of Lamoine
4. Make out a receipt for the taxes paid by residents and give a copy to the resident, a copy to the treasurer/administrative assistant, and maintain a copy for the tax collector's records.
5. Maintain account balances for real estate taxes.
6. Act as the agent for the Maine Department of Motor Vehicles in re-registration of vehicles.
7. Act as the agent for the Department of Inland Fisheries and Wildlife in registration of boats, ATV's and snowmobiles, and issuance of hunting and fishing licenses.
8. Prepare and maintain financial records of all monies received and turned over to the Treasurer.
9. Send out 30-day notices prior to the date liens will be placed on delinquent real estate taxes.
10. Research deeds at the Hancock County Registry of Deeds in advance of sending out liens so that mortgage holders are properly notified.
11. Turn any unpaid liens over to the Town Treasurer.
12. Turn over all agent fees to the Town Treasurer who will make out a receipt for payment back to the tax collector.
13. Annually prepare a report on tax amounts collected in the previous fiscal year, listing out liens placed on individual properties, and delinquent taxes on individual properties.
14. Periodically report to the Administrative Assistant the account balances on unpaid taxes

Treasurer

Effective July 1, 1994, the Treasurer's job is incorporated into that of Administrative Assistant. The treasurer is the chief financial officer of the Town of Lamoine, responsible for the safekeeping of cash, disbursements as instructed by the Selectmen, and maintaining good records of such.

Specifically, the treasurer shall:

1. Be responsible for all cash and give cash receipts for all monies turned over to him/her from all Town sources.
2. Deposit all monies into the Town checking account at least once a week.
3. Reconcile the checking account with the bank statement so that the two agree.
4. Prepare a report on cash accounts for each selectman's meeting.
5. Be responsible for cash management & investment of town funds.
6. Write and deliver checks from the selectman's warrant.
7. Be responsible for withholding payroll taxes, and filing the proper returns with the appropriate taxing agencies. Also maintaining adequate records in W-2, W-4 and other forms as necessary.
8. Maintain a general ledger showing all financial transactions of the town.
9. Manage the cemetery trust accounts held by the town.
10. Prepare an annual report for the Town Report.
11. Collect the tax liens, mail out foreclosure notices, discharge paid liens, compute interest and fees on liens and maintain a good file on all liens.

Registrar of Voters

The registrar of voters is generally responsible for making sure those eligible to vote in Lamoine can be registered. Specifically, the registrar of voters shall:

1. Periodically, as required by law, make him/herself available to eligible voters of Lamoine to register.
2. Maintain a list of registered voters, said list being available to the Town Clerk and the general public at the Town Hall.
3. Attend, or assign a deputy to attend, all Town Meetings for the purposes of identifying registered voters.
4. Attend, or assign a deputy to attend, all elections where records of a voting list are required.

Road Commissioner

The Road Commissioner for Lamoine is responsible for the maintenance and safe passage of all Town roads. Specifically, the Road Commissioner shall:

1. be in charge of the repair of all highways and bridges within the Town under the direction of a majority of the Selectmen (as per 23 MRSA § 2701)
2. With approval of the selectmen, employ the necessary personnel and equipment as private contractors, and purchase necessary materials for the repair of highways and bridges.
3. Plan in conjunction with the selectmen and the administrative assistant repair, maintenance, and major projects. Develop a schedule detailing the work to be done, cost estimates, and locations of projects. The schedule will be adhered to as best as possible.
4. In cases of sudden damage to ways and bridges, the Road Commissioner must, without delay, repair them. In these emergency cases, prior approval from the Selectmen is not required. However, the Road Commissioner must file a detailed report the next business day after the emergency repair is completed. For this purpose, an emergency is defined as any incident which could immediately endanger life and/or property (as per 23 MRSA § 3201)
5. The Road Commissioner shall inspect town ways in Lamoine each year and report to the Selectmen the status of the town ways and suggest needed repairs.
6. The Selectmen will either approve or disapprove of all projects, including winter sand, tarring, road repairs, mowing and major construction after the Road Commissioner submits a detailed budget. No project shall be undertaken unless approved.

7. When any ways are blocked or encumbered with snow, the Road Commissioner will remove the snow, or arrange to have it removed in a manner directed by the Selectmen (as per 23 M RSA § 3201). The Road Commissioner will also direct removal of brush and loose obstructions from town ways that impede travel.
8. All equipment costing more than \$150 will be purchased through bids. The Road Commissioner will draft complete specifications for any equipment and submit them to the Selectmen for review and to be sent out for bids.
9. The Road Commissioner shall keep accurate records of hours worked by him and submit those in a timely fashion to the Administrative Assistant. He must also confirm road repair bills that come to the town. Purchases under \$100 must be recorded with the Administrative Assistant. Purchase over \$100 must receive prior approval from the Selectmen.
10. The Road Commissioner shall participate in the Budget process for determining appropriations for the coming year.
11. If a majority of the Selectmen determine that a condition exists which creates a hazard and renders a way unsafe for motor vehicle traffic, they will give the Road Commissioner written notice of the condition and order him to remedy the situation within 24 hours. If the Road Commissioner fails to act as directed, a majority of the Selectmen may take any steps necessary to eliminate the safety hazard.
12. The Road Commissioner's salary shall be approved by Town Meeting. In general practice, the Road Commissioner has received a salary of \$500 annually, plus \$10/hour for road work performed by him/her.

Health Officer

The Local Health Officer may hold office for a period of 3 years from initial appointment. In general, the duties include administrative functions, communicable disease control, environmental health protection and nuisance control, and other duties as needed. Specifically, the health officer for Lamoine shall:

1. Annually report to the Department of Human Services proceedings and other facts required as per 22 MRSA § 455.
2. Assist in report, preventing and suppressing diseases and dangerous conditions to health subject to the supervision of DHS. If the Health Officer is aware of a notifiable disease, it must be reported to DHS.
3. Receive and examine all complaints concerning nuisances dangerous to life and health within the limits of jurisdiction.
4. Enforce all state laws & rules of DHS, and call for assistance of a police officer if bodily harm is feared.
5. If required, make an annual report to the Selectmen of all complaints received & actions taken in capacity as Health Officer of Lamoine. If no actions are taken and no complaints received, no report is needed.

Animal Control Officer

The Animal Control Officer is what is generally known as the Dog Officer for Lamoine. He/She shall enforce the State laws concerning dogs. Specifically, the Animal Control Officer shall:

1. Enforce all state laws as they relate to dogs roaming at large.
2. Receive from the Town Clerk each year, after the Town Clerk has notified the dog owners, a list of owners of unlicensed dogs. After receiving the list, the Animal Control Officer shall deliver a notice of violation to each owner. This may be done by certified mail, or in person. All owners are given 7 days to obtain a license from the Town Clerk. There will be an assessed late fee which is dictated according to State law. If after the 7 day period no action has taken place, the Animal Control Office shall, with the permission of the Selectmen, visit homes of each unlicensed dog owner and collect all fees, including a collectors fee of \$10.00.
3. In performing collection and licensing duties, the Animal Control Officer shall turn over all monies collected to the Town Clerk. The Officer shall provide a break down of the fees collected.

4. The selectmen shall pay the Animal Control Officer the \$10 fee collected for each home visit.
5. The Animal Control Officer shall have a published phone number and act on all complaints from the public and town officials.
6. Periodic reports, at least annually, shall be turned in to the Administrative Assistant on the complaints received, actions take, mileage, and hours spent on complaints.
7. The Animal Control Officer shall be reimbursed at .22 per mile, and at \$10/hourly.
8. The animal control officer shall enforce state laws regarding dogs and ferrets roaming at large.
9. If an animal needs to be destroyed, the Animal Control Officer shall contact the Maine Warden Service and advise them of such. The Animal Control Officer shall **not** have permission to destroy an animal without direct authorization of the Board of Selectmen.

Assessor

The job of Assessor is an elected position with a 3 year term in Lamoine. Assessors are responsible for placing values on property and maintaining a record of properties and values for Real Estate tax purposes. Specifically, an assessor shall:

1. Comply with the laws regarding assessing by the State of Maine.
2. Update, as needed, the property records for the Town of Lamoine.
3. Provide a listing of properties and values to the Tax Collector
4. Determine the annual mil rate based on the vote of town meeting.
5. See that proper tax bills are prepared for mailing by the Tax Collector based on property values and mil rate.
6. Act on requests for adjustments and abatements by the general public.
7. Keep the selectmen informed as to assessing activities.
8. Annually prepare a report for the Town Report on the value of all taxable properties in Lamoine.
9. Maintain a good filing system for each individual property in Lamoine.
10. Assist the public to a reasonable extent in finding information on property tax assessments, records, and values.

Code Enforcement Officer

The Code Enforcement Officer is responsible for enforcing the Building and Land Use, Shoreland Zoning, Subdivision, Gravel Extraction, Site Plan, Flood Plain, (Automobile Graveyard/Junkyard*) and other general ordinances enacted by the Town Meeting of Lamoine and, where applicable, ordinances of the State of Maine. Specifically, the CEO shall:

1. Inspect permit applications and, if within the purview of the CEO and in compliance with the codes of Lamoine, issue a permit for said application.
2. If an application is not in compliance, the CEO shall deny the permit and refer the applicant to the Planning Board or the Board of Appeals.
3. Meet with developers to make certain pre and final applications are complete before submission to the Planning Board.
4. For approved permits, the CEO shall inspect buildings under construction, alteration or repair to ensure compliance with all ordinance requirements prescribed by Town of Lamoine.
5. When conditions are attached the granting of a permit by the Planning Board, the CEO shall inspect the premises to make certain the conditions are met and to file a complaint if they are not.
6. Investigate, without bias, all complaints of possible code violations, including building, sanitation, and zoning violations and initiate appropriate remedial action to ensure compliance.
7. Determine and collect appropriate fees for all permits requiring a fee and promptly surrender fees collected to the Treasurer.
8. Inspect permitted projects and issue a certificate of occupancy when appropriate.
9. Attend ALL meetings of the Planning Board. Attend ALL meetings of the Appeals Board if the appeal being made was initiated as a result of a decision of the CEO. Attend meetings of the Board of Selectmen when requested or when necessary
10. Assist the Planning Board in the interpretation and application of Town Ordinances.
11. Assist the general public in the interpretation of Town ordinances.
12. Prosecute zoning violators in court under rule 80(k), when certified.
13. Prepare and maintain records of permits and reports on any actions taken and deliver these records to the Administrative Assistant, Assessor and Treasurer.
14. Act as the Town's Building and Plumbing Inspectors.
15. Annually inspect licensed gravel pits, with particular attention paid to water depth readings and reforestation. Water depths should be recorded in a file for each gravel pit.
16. Investigate reports of dangerous buildings, make a formal report of said building's condition and forward the report to the Board of Selectmen.
17. Annually inspect licensed automobile graveyards (and junkyards*) and make recommendations for the permitting process. Investigate reported unlicensed automobile graveyards (and junkyards*) and report violations and/or recommendations to the Selectmen.

* Junkyards will be added to the description if and when a proposal to include them in the Building and Land Use Ordinance is adopted by a Town Meeting.

Planning Board Member

A member of the Lamoine Planning Board is appointed by the Selectmen. Terms are for 5 years. In general, the Board is responsible for the implementation, interpretation, and recodification of the ordinances of Lamoine. Specifically, a planning board member shall:

1. Attend all meetings of the Planning Board.
2. Familiarize themselves with the ordinances of Lamoine, the layout of the Town, and the Comprehensive Plan.
3. Act on such issues as may come before the Planning Board.
4. Act under the direction of the Chairman and majority of the Board as to tasks that may come before the Board.

Parks & Recreation Commissioner

A Parks & Recreation Commissioner is an appointed position within the Town of Lamoine and by the Board of Selectmen. The term is for 3 years (initially staggered following the referendum vote in 1994). A Commissioner is one of a member of a board of 5 people, and is responsible for the care of the Town's Parks, and suggestions to the Selectmen and Townspeople for better ways to care for parks and increased utilization and recreation. A commissioner is also responsible for operation of the summer and winter recreation programs sponsored by the Town of Lamoine. Specifically a parks and recreation commissioner shall:

1. Attend all meetings of the Parks Commission.
2. Vote in the best interest of the Town of Lamoine, being an advocate for well kept, clean Parks and an efficient summer and winter recreation program.
3. See that the Lamoine Beach Park and Bloomfield Park are kept in good operating order.
4. Help develop the parks and recreation budget for the annual Town Meeting.
5. As a board, execute a summer and winter recreational program for the citizens of Lamoine.

Appeals Board Member

A member of the Board of Appeals is appointed by the Selectmen. The term of appointment is for 3 years. The Appeals Board handles appeals of Planning Board decisions and meets on an as needed basis. Members shall adhere to state and local ordinances when making decision on appeals, and shall issue written decisions after holding the appropriate hearings and discussions in public session. The Appeals Board shall report all decisions to the Selectmen, the Town Clerk, the Code Enforcement Officer, and the Planning Board.

Budget Committee Member

A member of the budget committee is appointed by the Selectmen. After the initial round of appointments, the term of office shall be 3 years. Budget Committee members are to act within the charter approved at the 1991 sessions. They are to review the budget and warrant articles for Town Meetings and make recommendations on such. Members are expected to attend all meetings of the committee. The committee shall report to the Selectmen, most preferably through the Administrative Assistant, of decisions and recommendations on budget matters. Members should attend Town Meetings to explain recommendations.

Selectman

A Selectman is a member of a 3 member panel which is elected by the voters of Lamoine to run the day to day business of Lamoine. The Board of Selectman meet every other week and must make decisions in the best interest of the town. Among the duties are:

1. Signing the warrant for bills to send to the treasurer for payment.
2. Hiring and firing of all appointed personnel
3. Overseer of the poor, administering General Assistance with the aid of the Administrative Assistant.
4. Preparing the warrant for Town Meetings.
5. Attending Town Meetings and Selectman's Meetings.
6. Acting as an arbitrator and decision maker on matters of property tax abatement requests in poverty cases.
7. General operations of Lamoine Town Government.
8. Acting on the Board of Selectmen as arbitrators of final recourse on routine Town matters.
9. Acting as a Board member on adoption of Town policies and ordinances not applicable to Town Meeting.
10. Act as a Board member to assist in carrying out such policies as adopted at Town Meeting.
11. Act as supervisor to the Town Administrative Assistant, and chief operating officers of the Town Government.

Harbor Master

The Harbor Master is a position appointed by the Selectmen to a term of at least one year. He is responsible for enforcing all laws in the waterways of Lamoine, State & Local.

Specifically the Harbor Master shall:

1. Recommend regulations and rules designed to keep open convenient channels for passage of vessels in harbors and waterways located in Lamoine.
2. Enforce State laws and local ordinances and regulations adopted by the Municipal Officers.
3. Maintain a map of said anchorages approved by the Harbor Master.
4. The harbor master shall be the final arbitrator in cases of mooring rights, and shall assign moorings to boat owners. The harbor master may change assignments of all watercraft moored from time to time as crowded conditions dictate and as the harbor master sees fit.
5. The harbor master shall inform mooring assignees that mooring assignments are not transferable.
6. When practical, the harbor master shall assign mooring privileges in those waters where individuals own shore rights to a parcel of land.
7. No person shall be allowed to bring into Town boundary waterways or maintain any derelict watercraft, watercraft for salvage or abandon any craft without a permit from the harbor master. (Selectmen are final judge of derelict and abandoned watercraft).

Fire Chief

The Fire Chief is appointed annually by the Lamoine Board of Selectmen. The Town is served by the separately chartered Lamoine Volunteer Fire Department. In practice, the Town appointed chief has also been the elected chief of the separate corporation, but the election by the members of said corporation shall not bind the Selectmen to choose the elected chief as the Town's appointed chief.

Specifically, the Fire Chief Shall:

1. Oversee operations of all personnel acting as the municipal fire department.
2. Be responsible for the maintenance of all fire fighting equipment including but not limited to vehicles, pumps, air tanks, communications gear, turnout gear, hydrants, buildings, and other devices used in firefighting.
3. Oversee training of all personnel, ensuring that only adequately trained personnel act on behalf of the Lamoine Fire Department.

4. Formulate the fire department's annual operating budget, and ensure that the budget is adhered to.
5. Annually report to the town the number and types of fire calls received and responded to by the fire department.
6. Maintain records relating to training, response, maintenance, and any records required by state and federal laws.
7. Keep abreast of the latest training, firefighting techniques, and laws pertaining to firefighting. Ensure that all State and Federal laws are adhered to.
8. Assist the public in fire safety and prevention questions, inquiries or inspections.
9. Appoint officers who shall serve as officers of the town including, but not limited to, Assistant Chief(s), Captain(s), Chief Engineer, Lieutenant(s), Safety Officer(s), Medical Officer(s), Training Officer(s), Communications Officer(s), and firefighters.
10. Maintain a personnel file on all persons engaging in firefighting activities within the Town of Lamoine.
11. Be responsible for formulation and updating as necessary the standard operating procedures to be used by all personnel of the fire department.
12. Report to the Code Enforcement Officer any building rendered unlivable as the result of a fire incident.
13. Report all fire losses to the Board of Assessors.
14. Report to the Board of Selectmen on those issues mutually important to the fire company, the fire department, and the town.
15. Delegate responsibilities under this job description to other officers within the department.
16. The Fire Chief shall be compensated at a rate agreed to by Town Meeting.

Transfer Station Manager

The Transfer Station Manager runs the Lamoine Transfer Station. The job was previously called attendant, and is an offshoot of the former landfill attendant position. The transfer station manager is appointed by the Selectmen, and shall work on an annual contract, with a rate of pay set by contract. The job is considered part time.

Specifically, the Transfer Station Manager shall:

1. Be present at the Lamoine Transfer Station during all hours the facility is open to the public.
2. Assist the public by advise on trash disposal options, with a special emphasis on education recycling.
3. Maintain a neat an orderly appearance of the buildings, grounds, and other facilities of the transfer station.
4. Secure the transfer station against intrusion at times the facility is not open.
5. Inspect vehicles to assure all users are permitted by the Town of Lamoine.
6. Maintain records of the swap shop, and periodically relay information regarding the type and weight of materials recycled through the shop.
7. Operate the facility within the guidelines of the DEP operating manual.
8. Periodically report to the Town the activities of the transfer station.
9. Inform the Selectmen about any problems that need to be dealt with at the facility.
10. Report any incidents, accidents, or emergencies that may occur at the facility to the proper authorities.
11. Keep the facility in safe working order for the public.
12. Report any problems with private contractors using the facility, either for trash drop off, or removal of materials under contract with the Town of Lamoine.

Signature Page

/s/Arthur Alley
/s/Richard Davis
/s/William Collier

III. Employment & Workplace Policies

A. Drug & Alcohol Policy

Alcohol Policy for town of Lamoine

Effective Date: December 23, 1993

The policy of the Town of Lamoine concerning drug and alcohol use is as follows:

1. No person apparently under the influence of drugs, alcohol, or other unknown stimulants shall perform functions as employees of the Town of Lamoine Government. Such functions relate to any part of their job description, or any action in their capacity as a paid or volunteer employee of the Town of Lamoine and its various departments.
2. If any person suspects a Town of Lamoine employee of performing a Town job function while under the influence of drugs or alcohol, it shall be reported to the employee's supervisor, the Town Administrator or the Chairman of the Board of Selectmen immediately
3. The Supervisor, Administrator, or Selectman Chairman shall determine if said person appears to be under the influence of drugs or alcohol, and if the determination is made that such condition exists, the person shall be immediately suspended from all duties having to do with the Town of Lamoine on that day, and told to surrender all equipment issued by the Town of Lamoine and to leave Town owned or controlled areas.
4. Under the influence of drugs or alcohol shall be construed to mean any ingestion of drugs or alcohol at such time prior to a work and in sufficient enough quantity to affect the judgement or ability of a person to function properly. In general, if a person has been drinking, even a small amount, in a few (3 or less) hours prior to a work assignment, they shall be considered under the influence.
5. The Town of Lamoine does not condone the use of any illegal drug.
6. The Town of Lamoine recognizes that prescription drugs may alter a person's ability to function properly on the job, and therefore would consider such drugs can, if applicable, place a person under the influence.
7. If the Board of Selectmen determines that an employee has repeatedly violated the provisions of this policy, the Board shall consult in private with that person, suggest counseling to deal with the problem, and have the right to suspend or terminate employment until the member can prove that their drug or alcohol problem is effectively being dealt with.
8. Adopted by the Lamoine Board of Selectmen this 22nd day of December, 1993

/s/ Nathan Anderson, Chairman

/s/ Richard Davis, Selectman

/s/ Arthur Alley, Selectman

B. Education & Travel Policy

Policy on travel & education

Adopted December 7, 1994

Amended December 14, 2000

Amended November 20, 2003

Amended October 6, 2005

The following policy is adopted for Lamoine Town Officials regarding Town Sponsored **Education**

1. Only duly appointed and sworn officials/employees of the Town of Lamoine shall be eligible for payment or reimbursement of educational classes *costs*.
2. Attendance at classes must be approved in advance by either the Board of Selectmen or the Town Treasurer.
3. Payment for classes shall be made directly to the sponsor of the class. In cases where the employee/official has pre-paid for an approved class, payment may be made to the employee/official.
4. Criteria for approval of attendance shall include but not be limited to:
 - a. Appropriateness of class to job function
 - b. Timing, location of class
 - c. Cost of class
 - d. Overall benefit to town government
 - e. Budget considerations
5. Whenever financially feasible and discounts apply, membership in particular organizations shall be encouraged in order to qualify for discounted class prices.
6. Copies of certificates of completion of each class shall be forwarded to the Town Administrator for inclusion in each employee/official's personnel file.
7. In jobs where certification is offered, employees/officials are encouraged to work toward certification of their job function.

The following policy shall apply to reimbursement of mileage for officials & employees of the Town of Lamoine:

1. Mileage reimbursement shall be granted ~~only~~ for mileage incurred for attendance at an approved education course, meetings requiring out of town mileage, and approved job functions requiring travel from the normal work location within or out of town. Other situations that might apply may be requested and considered on a case-by-case basis.
2. Mileage records are to be kept by the official/employee in written form and submitted to the Town Administrator for payment on the Treasurer's warrant. Information is to include the date, function attended or performed, city or location of the function, and the actual or

estimated mileage to and from the function location. The request is to be signed by the employee/official.

3. Mileage shall be reimbursed at a rate to be determined annually by the Selectmen. That rate shall be set at the first meeting of the fiscal year and shall be an average of the allowable mileage rate by the Internal Revenue Service and the mileage rate reimbursed by the Maine State Government. (Effective October 6, 2005 the rate shall be retroactive to July 1, 2005) If an employee/official chooses, a gasoline purchase slip may instead be submitted, provided the amount purchased does not exceed the equivalent of the mileage rate approved by the Selectmen.
4. Employees/officials may opt to not seek mileage reimbursement if they choose. Reimbursement is not to be considered part of the wages paid by the Town of Lamoine.
5. The Town of Lamoine assumes no responsibility for any actions, accidents, or other occurrences caused by an employee while traveling to or from a function in their personal vehicle.
6. Travel to and from the regular work location within the Town of Lamoine is not reimbursable.
7. If any part of these policies is found to be illegal, that part shall not negate any other part of the policies.

Amended this 14th day of December, 2000 by the Lamoine Board of Selectmen
Amended this 20th day of November, 2003 by the Lamoine Board of Selectmen
Amended this 6th day of October, 2005 by the Lamoine Board of Selectmen

/s/S. Josephine Cooper, Chair
/s/Cynthia Donaldson
/s/Richard Fennelly, Jr.
/s/Brett Jones

Mileage Rate Determination

We, the undersigned Selectmen for the Town of Lamoine hereby determine the mileage reimbursement rate for the fiscal year beginning July 1, 2006 and ending June 30, 2006 to be \$0.40 per mile based on the following:

IRS Mileage Rate 1/1/06 = \$0.445/mile (see attachment)
State of Maine Mileage Rate 1/2/06 = \$0.36/mile (see attachment)

This determination is made pursuant to the Travel and Education policy most recently amended on October 6, 2005.

Ordered this 13th day of July, 2006

/s/ Brett Jones
/s/ S. Josephine Cooper
/s/ Cynthia Donaldson
/s/ Richard Fennelly, Jr.
/s/ Perry Fowler

The Lamoine Board of Selectmen

C. General Employment Policies

Town of Lamoine GENERAL OFFICE POLICIES

Adopted June 29, 1994

The following general office practice policies shall apply to employees/officials of the Town of Lamoine:

I. Employment

1. Only duly elected or appointed and sworn officials may perform functions for or on behalf of the Town of Lamoine. Non-sworn personnel shall have all actions performed before swearing-in declared null and void.
2. Employees/officials may only perform services on behalf of the town within the scope of their job description. Where a function is necessary but contained in no job description, the employee/official must seek permission from the Board of Selectmen before performing that function.
3. Appointed employees/officials not under contract with the Town of Lamoine operate on an expected employment basis, i.e. their employment or service is expected until their appointment expires. Reappointment, however, is at the discretion of the Board of Selectmen.
4. Contract and appointed employees/officials may be removed for cause during the course of their appointment by the Board of Selectmen only after a hearing with the Board and the affected employee is held. The Board may opt for either termination, suspension with pay

(if applicable), suspension without pay (if applicable), or probationary continuance of job function.

5. Each employee/official shall have a personnel file maintained by the Board of Selectmen through its Administrative Assistant at the Town Office. Any employee may look at the items contained in that file. To be included are: any job application, wage information, W-4 form, I-9 form, certificates of course completion, letters of commendation, reprimand, or other correspondence concerning the Town of Lamoine, and other items deemed appropriate for such a file. The file is the permanent property of the Town of Lamoine.

II. Public Relations

1. Each employee/official shall deal with members of the public in a courteous and respectful manner. In the event the member of the public is acting in a manner deemed unacceptable for doing business with the Town, the employee/official shall ask said person to leave the premises and refer their complaint to the Board of Selectmen. In the event of abusive or dangerous behavior by a member of the public, the employee/official shall immediately seek intervention by the Hancock County Sheriff's Department.
2. Employees/officials, while not bound by a strict dress code, shall be clothed in a manner appropriate for the type of business being transacted. While conducting business for the town of Lamoine, clothing deemed offensive by its construction or printed words or pictures shall not be worn.
3. When dealing with members of the media, employees/officials are asked to cooperate as fully as possible, while maintaining any confidentiality that might exist under local practice or state law. Opinions of town officials may be stated, provided they are identified clearly as opinion. Facts as requested by members of the public and the media to be delivered as accurately and swiftly as possible. Problems with media requests shall be referred to the Board of Selectmen.

III. Security

1. The Town Clerk shall be responsible for access to the Town Hall and vault. The Clerk shall keep a log of those town officials to whom she has issued keys to the building and the combination to the vault.
2. Cash, motor vehicles stickers and stamps, and other vital documents are to be secured in the vault when the building is not in use. When no one is present in the building or its general vicinity, all interior office doors are to be locked, including the vault. The heat shall be turned no lower than 55-degrees, and lights shall be turned off.
3. Each person with keyed and combination access to the Town Office shall be responsible for securing the office upon exit from the office.

4. The Fire Chief is responsible for seeing that a list of those with keyed access to the Fire Station is maintained.
5. The Town Administrator is responsible for maintenance of a list of those with keyed access to the Lamoine Transfer Station.

IV. Telephone Use.

1. Use of the telephones is reserved for use by Town Officials/employees for business purposes.
2. Personal use of telephone equipment is allowed so long as it does not interfere with business use, and is of a nature such that toll charges are not incurred.
3. Members of the general public may use the phone for local calls only, and they are last on the priority list, unless there is an emergency they must report.

V. Maintenance.

1. The Town Administrative Assistant is responsible for maintenance of the Town Hall. It shall be kept in a neat and safe fashion, reasonably clean, both inside and outside. Specific cleaning projects may be assigned to workfare participants of the General Assistance Program.
2. The Fire Chief is responsible for maintenance of the Fire Station and its vehicles. They shall be kept in a neat and safe fashion and reasonably clean. The Chief may assign cleaning projects among membership of the Lamoine Volunteer Fire Department at his choosing.
3. The Transfer Station Attendant is responsible for maintenance of the buildings at the Lamoine Transfer Station.
4. The Parks & Recreation Board is responsible for maintenance and upkeep of Bloomfield and Lamoine Beach Parks.

VI. Hours/Attendance.

1. Appointed officials are required to attend meetings of the Board to which they are appointed. Excessive absence from such meetings shall be grounds for termination from said appointed position. Appointed officials who are absent shall notify the chairman of such board in advance, if possible.

2. Appointed officials who are required to function at a specific location at a specific time shall be present. For example, the transfer station attendant shall be present at the transfer station during its open hours.
3. Elected officials shall make every effort to attend meetings of their appropriate Board if applicable. As there is no recall provision within the Town of Lamoine, non-attendance shall not be grounds for removal from elected office.
4. The Town Clerk/Tax Collector (if the same person) shall maintain a set number of office hours weekly at the Lamoine Town Hall. Changes in the hours are subject to approval by the Board of Selectmen.
5. Appointed and Elected officials are bound by the laws of their office in determining a replacement in the event they cannot perform a duty. In the case of an elected member of a public board, transfer of power to vote to another person is not allowed. In the case of the elected Town Clerk, a deputy or assistant (approved by the Board of Selectmen) may fill in for regular office hours. Officials/employees must have approval from the Board of Selectmen before designating their job to another individual.
6. In the event no suitable replacement may be found during regular office hours, the Town Hall shall be secured and closed, and a sign placed in the window explaining the situation.
7. In the event of emergency, such as inclement weather or illness, the Town Administrator or Chairman of the Board of Selectmen shall be notified that regular office hours will not take place, and every effort shall be made to inform the public of same.

VII. Personal Use of Town Property.

1. No town official/employee is to use town property for personal use. Such property is considered public property, and private use would be considered conflict of interest.
2. Notwithstanding item 1, employees may use such office supplies/machines for personal business provided that:
 - A. Business needs of the supply/machine are given top priority;
 - B. Any use is reimbursed to the Town of Lamoine, such as copy fees, paper costs and the like;
 - C. Prior approval is received from either the Town Clerk, Town Administrator, or Board of Selectmen.
3. Any employee/official found to be improperly using town property for private use shall be subject to termination, suspension with or without pay (if applicable), or reprimand.

VIII. General Competence.

1. All employees are expected to perform their job with general competence. Appointed officials/employees may be removed from their job function if they are found by the Board of Selectmen to not be performing their job competently. Elected officials may not be removed from their job until their time of re-election and another person wins that election by a plurality vote.

IX. Removal Procedures.

1. The following procedure shall apply to all appointed employees/officials for the Town of Lamoine:
 - A. Upon a complaint being received by the Board of Selectmen, the employee/official is notified of the complaint.
 - B. If the Selectmen deem the complaint to be of a serious nature, a hearing with the employee/official shall be held within 10 days of the last Selectman's meeting.
 - C. The hearing may be in executive session, but must be public if the employee so requests and Selectmen concur.
 - D. At the hearing, Selectmen shall determine if the employee violated any policy of the Town of Lamoine, law of the State of Maine, or good general conduct. Selectmen shall have the opportunity to question the employee (at the employee's discretion), the complainant, and any pertinent witnesses.
 - E. Both the Board and the employee may be represented by legal counsel.
 - F. If the Board of Selectmen determines by majority vote in open session that a violation of policy, practice, or law has taken place, they may choose to terminate the employee, suspend for a given time with pay (if applicable), suspend without pay (if applicable) for a given time, or reprimand. Copies of all actions shall be maintained in the employee's personnel file.
 - G. Employees have the right to appeal to the Board of Selectmen within 10 days of the decision. The appeal shall be heard by the Board and a vote taken to either uphold or overturn the decision.
 - H. After appeal, affected employees who feel aggrieved may seek a solution within the Maine Court System.

X. Vacations.

Full-time employees shall be allowed at least 2 weeks of paid vacation within their contracts. Those under full time contract may negotiate the number of vacation days with the Board of Selectmen or whomever their amount of vacation time.

Non-Full-Time employees may take an equivalent of 3 weeks vacation from their normal working hours, provided they first arrange for a replacement acceptable to the Board of Selectmen (if appointed) or a sworn assistant or deputy (if elected.)

XI. Jury Duty

Employees called for Jury Duty shall serve as required by the Courts. The Board of Selectmen must be notified so that appropriate arrangements can be made to replace the affected employee so that any job functions necessary to be performed during that time jury duty is required.

Reimbursement for jury duty may, at the discretion of the Selectmen and depending on the job function, be reimbursable to the Town's General Fund to offset costs associated with replacing employees. Criteria for reimbursement shall be based mainly on the need to incur extra expense on behalf of the Town to replace an affected employee.

XII. Funerals

Employees shall be granted funeral leave with pay, provided they find a suitable replacement to perform their job function. Funeral leave eligibility shall be limited to the death of a spouse, child, parent, sibling, grand-parent, or great grand-parent. For deaths involving other relatives or close friends, funeral leave may be granted by the Board of Selectmen provided the service is within a close proximity to the Town of Lamoine (i.e. within the State of Maine).

XIII. Military Leave

Employees may be granted leave without pay to serve in the military of the United States. Written notice of service is required. The Town of Lamoine shall guarantee that any employee who leaves for military service on active duty shall return to the job they held prior to military leave, provided the job still exists. Any replacement hired in the absence of the affected employee shall be informed that said employee is on military leave and is entitled to the job back, rendering such replacement employment temporary in nature.

XIV. Outside Employment

1. Employees may be employed by other organizations while also in the employ of the Town of Lamoine. Such outside employment, however, shall not constitute any conflict of interest in which actions as an employee of the Town of Lamoine shall cause their other job(s) to pay greater due to their actions as a Town Employee.
2. Outside Employment shall be scheduled such that those hours where the employee is required to be on the job for the Town of Lamoine, the employee shall be available and serve.
3. The Board of Selectmen shall be notified by all full-time employees of any outside employment activity, the hours involved, and any conflicts that might result from that

employment. The Board shall state any objections they might have and set conditions on such employment as the Board shall deem appropriate.

XV. Suggestions

Suggestions for more efficient operation are always encouraged by employees. The process need not be formal. Any employee may suggest an efficiency to the Board of Selectmen directly or through the Administrative Assistant. It is preferred the suggestion be in writing, but verbal is acceptable. The employee should be prepared to defend and explain the suggestion to the Selectmen, and help with its implementation, if possible.

XVI. References

The Board of Selectmen shall provide references for employees on request. The reference shall include the length of employment, the type of job, the job functions, and reason, if applicable, for termination. The Board of Selectmen shall not be held liable for references regarded unfavorably by potential employers, provided such reference is truthful in the opinion of the Board.

XVII. Solicitation

Solicitation by employees for the Town of Lamoine while on the job is not prohibited, but is discouraged. In acting in a professional manner, it is discourteous to ask customers to contribute to causes they may or may not support. Employees should ask for permission from the Board of Selectmen before soliticing at the Town Hall or on Town Property.

XVIII. Severability.

Any section of this general policy deemed illegal shall not invalidate the entire document.

ADOPTION

The attached General Employment Practices Policy is adopted on this 29th day of June, 1994 by the Lamoine Board of Selectmen.

So Ordered,

/s/ Nathan Anderson, Chairman

/s/Richard Davis

/s/Arthur Alley

D. Sexual Harassment Policy

Town of Lamoine sex harassment policy

- I. **BACKGROUND.** Harassment on the basis of a person's sex by a supervisor, co-worker or other person is a discriminatory practice which violates Title VII of the Civil Rights Act of 1964 and regulations passed by the United States Equal Employment Opportunity Commission. Aside from being illegal, sexual harassment undermines the integrity of individual work relationships and damages the morale of the entire work force.
- II. **POLICY.** It is the policy of the Town of Lamoine that all employees are entitled to work in an environment free from all forms of illegal discrimination including that which is based upon a person's sex. Accordingly, any practice or activity which constitutes sexual harassment is strictly forbidden within Town work places and shall, if substantiated in accordance with this policy, result in disciplinary action.
- III. **PROHIBITED CONDUCT.**
 - A. Definition. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; or
 2. Submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting that person; or
 3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance; or
 4. Such conduct creates an intimidating, hostile or offensive work environment.
 - B. Sanctions. Sexual harassment is a serious violation of the work rules of the Town of Lamoine and, if proven, shall be grounds for the imposition of discipline. Potential sanctions for the offense shall range from a minimum of a five (5) day suspension without pay to a termination, depending upon the following
 1. The individual facts of any given case; and
 2. The employment record of the person committing such harassment.
- IV. **EMPLOYEE RIGHTS.** Any employee who believes that another employee is engaging in sexual harassment may file a complaint within a reasonable period of time after the event (normally not more than 180 days).

- V. **RETALIATION PROHIBITED.** No person filing a complaint under this policy or who legitimately assists another in the prosecution of any such complaint shall be subjected to retribution or retaliation of any kind for doing so. False claims, however are excepted in section IX.
- VI. **FILING COMPLAINTS.**
- A. Filing of Complaints. All complaints of sexual harassment shall be filed with either an immediate supervisor or chairman of the appropriate board or department, the Town Administrator, or the Board of Selectmen.
- B. Investigation.
1. Complaints filed under this policy shall be promptly and thoroughly investigated by the Board of Selectmen or their designee (normally the Town Administrator). In the case where the Town Administrator cannot investigate, Selectmen shall assign the investigation to another employee.
 2. Upon completion of the investigation, the Administrator (or other investigator) shall prepare a comprehensive report addressing all allegations in the complaint, and objectively documenting all relevant factual findings of the investigation. The investigatory report shall contain neither conclusions concerning the complaint, nor recommendations as to the disposition.
 3. The investigative report shall be presented to the Board of Selectmen upon completion within fifteen (15) days after receipt of the complaint. This time requirement may be extended by the Board of Selectmen in writing, upon request of the Administrator or other investigator, and good cause shown for such an extension.
- VII. **ADJUDICATION.**
- A. All complaints of Sexual Harassment shall be adjudicated by the Board of Selectmen.
- B. Upon receipt of the completed investigative report, the Board of Selectmen shall conduct an administrative hearing at which the report shall be presented and considered. Hearings shall be conducted before a court reporter empowered to take testimony under oath. The court reporter shall require all witnesses to provide testimony under oath and shall prepare a verbatim transcription/recording of the proceedings which shall serve as the official record of the hearing. Cost for the court reporter's fees shall be borne by the accused employee, if the Board of Selectmen finds disciplinary action is warranted. If the accusation ultimately proves false, the complainant shall bear the cost of the court reporter's fees.
- C. The accused employee shall be notified, in writing, at least ten (10) days before the hearing of the complaint and the underlying allegations. The accused employee may request one (1) postponement of the hearing upon receipt of the notice in order to obtain legal counsel, however, the delay occasioned by such request shall not exceed thirty (30) days from the date of receipt of the notice by the accused employee.
- D. The accused employee shall be entitled to attend the hearing and testify in his or her own behalf, and shall be entitled to confront and cross-examine the employee who

filed the complaint. In the event that the complainant elects not to attend the administrative hearing and upon objection from the accused to the complainant's absence, the complaint shall be dismissed and the accused be deemed innocent of the allegations.

- E. The accused employee shall be entitled to call witnesses in his or her own behalf and to introduce evidence which bears upon the issues presented by the complaint and investigative report.
- F. At the conclusion of the hearing, or within five (5) days thereafter, the Board of Selectmen shall make findings concerning the innocence or guilty of the accused of the offense of sexual harassment.
- G. A finding of guilty must be supported by substantial, credible evidence that;
 - 1. The facts alleged by the complainant occurred and are true; and
 - 2. Those facts constitute sexual harassment within the meaning of this policy; and
 - 3. The accused is the person who committed the acts amounting to sexual harassment.

VIII. RESPONSIBILITY.

- A. Supervisors/Board Chairpersons. Each supervisor or board chairperson has a responsibility to maintain the workplace free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment.
- B. Town Administrator. It is the responsibility of the Town Administrator to:
 - 1. Provide information to supervisors & board chairmen regarding this policy specifically, and sexual harassment generally; the gravity of such behavior; and the procedure to be employed in the event a complaint of sexual harassment is made or conduct amounting to sexual harassment is observed.
 - 2. Provide necessary training to managers and supervisors in order to reduce the likelihood of sexual harassment in the work place.

IX. FALSE ACCUSATIONS. Due to the serious and private nature of this offense, false accusations of sexual harassment are, and will be treated as, a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior.

X. AUTHORIZATION. The Lamoine Board of Selectmen, being the body elected by the Lamoine Town Meeting to administer policy on behalf of the Town Meeting assumes authorization to impose this policy.

Ordered this 8th day of December, 1993

/s/ Nathan Anderson, chairman

/s/ Arthur Alley, selectman

/s/ Richard Davis, selectman

E. Smoking Policy

Smoking Policy for Town of Lamoine

As Adopted on December 7, 1994

The following policy on smoking applies to all employees/officials of the Town of Lamoine:

1. Smoking of cigarettes, pipes, cigars and other tobacco products is prohibited within the public enclosed area of all buildings within the Town of Lamoine.
2. Designated Smoking areas in public facilities shall be as follows:
 - A. **Town Hall** -- Outdoors, smoking materials to be properly extinguished. No smoking in any part of the building.
 - B. **Fire Station** -- Outside in the parking lot. No smoking in any parts of the building, or between firehouse and school when school is in session.
 - C. **Transfer Station** -- Outdoors only. Smoking materials to be extinguished completely on gravel, and cool remnants to be disposed of in trash receptacle.
 - D. **Bloomfield Park, Lamoine Beach Park** -- Smoking is allowed, but preference of non-smokers is to be observed. All smoking materials to be properly extinguished and disposed of in a trash receptacle.
3. Violations of smoking policy may result in reprimand, dismissal, or reassignment of the offender. In the case of a non-official/employee smoking in a non-designated public smoking area, that person may be barred from utilizing said facility in the future.
4. All complaints of violation are to be referred to the Lamoine Board of Selectmen.

Ordered December 7, 1994 by the Lamoine Board of Selectmen

/s/William Collier

/s/Arthur Alley

/s/Richard Davis

F. Fire Department Vehicle Operations Policy

Policy for Emergency Response Vehicles Approved by the Lamoine VFD, March 29, 2007

All Lamoine Volunteer Fire Department members shall adhere to the following policies when responding to an emergency call.

Personal Vehicle Response – to the station.

1. Upon receipt of a fire call, all personnel shall respond initially as if to report to the fire station. If, en route, through monitoring of radio it is evident that response directly to the scene the vehicle shall respond directly to the incident scene.
2. Vehicle operators shall adhere to ALL state laws, including but not limited to stop signs, stopped school buses, speed limits and seat belt use. Vehicles should display “4-way” flashers when responding to the station and turn headlights on.
3. Vehicles may display a flashing red light when so authorized by the fire chief.
4. Upon arrival at the fire station, all personal vehicles shall be parked so as not to inhibit operation of LVFD response apparatus. In case of heavy parking use in the area, should a non-fire vehicle be blocked by a responding vehicle, the keys should be left either in the vehicle or in the fire station in order for the firefighter’s vehicle to be moved to unblock cars.

Personal Vehicle Response - to the scene

1. Items 1-through-3 above apply in regard to response to the scene.
2. Upon arrival at the scene, fire personnel using their personal vehicles shall all park on the same side of the road so as not to inhibit emergency traffic. The “4-way” flashers shall be left on, preferably with the vehicle running, in order to promote visibility by oncoming traffic.
3. Personnel shall not park so close to the scene as to inhibit fire and rescue tactical response, nor park in a manner as to jeopardize highway safety.
4. Personnel shall exit their vehicle safely, taking extra precaution to not open doors into oncoming traffic, donning any turnout gear out of the travel way, and extinguishing headlights when practical so as not to temporarily blind oncoming traffic and responding personnel.

Apparatus Response to the scene

1. In general, all apparatus responding to an emergency call shall be driven to the standards described in training through Emergency Vehicle Operations Courses (EVOC). Emergency lights and siren shall be employed on all responding apparatus with the following exception(s):

- a. Non-emergency calls shall cause vehicles to be operated with emergency lights only.
 - b. Overnight calls (10PM to 5AM) shall employ sirens only at intersections. Emergency lights shall be used at all times.
2. Responding LVFD apparatus shall operate no faster than 10-miles hour greater than the posted speed limit. All other state traffic laws shall be followed at all times, including and emphasizing laws pertaining to stopped school buses and seat belt use in trucks so equipped.
3. Responding apparatus shall report via radio to the Hancock County RCC the unit number of the vehicle(s) responding when leaving the station, when they arrive at the scene, and when they clear the scene.
4. Only personnel so authorized to operate LVFD apparatus by the Fire Chief shall operate the vehicles on a response.
5. Upon arrival at the scene, apparatus shall be parked in such a manner as to be visible to oncoming traffic and to keep the scene accessible to other responding apparatus/personnel as designated by the Incident Commander. The driver shall employ the parking brake(s) and wheel chocks when parking the vehicle. Emergency lights shall be kept on during the incident. If required, a safety zone around the apparatus shall be established to protect the apparatus and firefighters from oncoming traffic.
6. During cold weather, pump trucks shall engage pumps and circulate water to discourage freezing.
7. The driver shall designate an operator who shall stay with the truck during the incident if enough personnel are available to do so. In many cases the driver shall be the operator.
8. When returning to the station, emergency lights shall be extinguished.
9. A return to service form shall be prepared by the driver/operator once the vehicle is safely parked in the station. The form shall be turned in to either the assigned truck Lieutenant, or in their absence, the captain or incident commander in charge of trucks. The department shall develop and make available return to service forms.

Ordered this 29th day of March, 2007 by:

/s/

George "Skip" Smith, Fire Chief upon a positive vote by the members of the Lamoine VFD.

G. Hazardous Materials Response Policy

Lamoine Volunteer Fire Department

George Smith, Fire Chief
606 Douglas Highway
Lamoine, ME 04605

Emergency: 9-1-1
Station: (207) 667-2623
Email: lvfd@lamoine-me.gov



Hazardous Materials Incident Response Policy First Responder Awareness Level

It shall be the policy of the Lamoine VFD that the following shall take place at a hazardous materials incident.

1. Pre planning/coordination

- a. The LVFD shall annually provide a training session on hazardous materials incidents, utilizing such training materials as shall be available to the department. The training shall describe what a hazardous materials incident is, the proper personal protection for haz mat incidents, the proper agencies to call for mutual aid, and the proper safe perimeter to maintain around a haz mat scene.

2. Personnel Roles, Lines of Authority, Communication

- a. On all haz mat incidents, an incident commander (IC) shall be designated, and line officers assigned using the ICS/NIMS system as needed. The senior emergency response official shall be the initial IC.
- b. Line officers shall report to the IC
- c. Communication shall be via an appropriate mean depending on the severity of the incident. Typically fireground operations will be conducted via 2-way radio on Lamoine Local Fire Frequency (154.205mhz), multi-agency response shall be coordinated on Hancock County Fire (154.250 mhz repeaters) and/or EMA/State fire frequencies. Cellular telephone and in person communication are acceptable.

3. Emergency Recognition & Prevention

- a. As per the annual training, any LVFD personnel recognizing a potential haz mat situation shall immediately inform the IC. The IC shall make the initial determination whether a haz mat situation exists and if so, report such to the Hancock County RCC and request mutual aid as needed.
- b. The IC will determine the extent of the haz mat situation and instruct all personnel to establish a safety zone as the situation warrants.

4. Safe Distances & Places of Refuge

- a. In accordance with hazardous materials training the incident commander shall establish the boundaries of the “hot zone”, the “warm zone” and the safe zone.
- b. In accordance with the Emergency Operations Plan on file with the Town of Lamoine, places of refuge shall be established as needed and outlined.

5. Site Security & Control

- a. The first responding agency shall initially be in charge of security at the site of the Haz Mat incident.
- b. Security and Control responsibility may be passed off to other responding agencies by the first responder upon arrival and consultation with such agencies that may respond.
- c. Law Enforcement security shall be provided by the Hancock County Sheriff’s Department, Maine State Police or other law enforcement agency so designated.
- d. Traffic control and crowd control shall be established and maintained by the Lamoine Volunteer Fire Department and/or other mutual aid agencies as needed.

6. Evacuation Routes and Procedures

- a. Four established routes out of Lamoine exist via road way – Route 204/Jordan River Road to Route 3 in Trenton, Buttermilk Road to Route 3 in Ellsworth, Route 184/Douglas Highway to Route 1 in Ellsworth, and Mud Creek Road to Route 1 in Hancock. A minor evacuation route through Douglas Highway to MacQuinn Road to Route 1 in Hancock also exists, but is not ideal.
- b. Lamoine VFD personnel and apparatus will set up barricades as needed with personnel manning key intersections to provide route information for any evacuation route as needed.
- c. Lamoine VFD shall contact mutual aid departments at the appropriate evacuation receiving location to assist with the proper route.
- d. If individual homes are to be evacuated, LVFD or law enforcement personnel shall be sent door to door to inform homeowners of the incident, and the need to evacuate and assist them with directions and, if applicable, sheltering information.

7. Decontamination

- a. The Hancock County Emergency Management Agency will be contacted and requested to send decontamination equipment and personnel as needed.

8. Emergency Medical Treatment and First Aid

- a. County Ambulance shall be dispatched to the safe zone for any emergency medical treatment. Qualified LVFD personnel may administer first aid consistent with training in order to stabilize any victims so that ambulance personnel may provide more advanced treatment if needed.

9. Emergency Alerting & Response Procedures

- a. Lamoine VFD will be notified of any Haz Mat incidents via the Hancock County RCC utilizing the Hancock County Firefighters Association alerting

frequency and radio system. The HCRCC is the 911 PSAP and is the dispatching agency for Lamoine VFD.

- b. Upon receipt of a Hazardous Materials Incident report, LVFD will respond with appropriate apparatus and manpower per the Standard Operating Guidelines. Depending on the severity of the incident, mutual aid will be sought from Ellsworth Fire Department, Trenton Fire Department and Hancock Fire Department, depending on the geographic location.
- c. Upon arrival, the incident commander shall contact Hancock RCC via radio, identify which unit number is the initial incident command and provide a brief size-up of the situation.
- d. The incident commander shall determine the initial hot zone area and arrange with responding personnel to wear the proper gear and be in the appropriate area for response. The IC will request any mutual aid as needed, determine which areas will be off limits, and where the safe zone shall be. The IC shall follow the ICS system under the NIMS program in all cases.

10. Critique of Response and Follow Up

- a. For all haz mat calls, the LVFD will perform a critique session/follow up meeting at the fire station at the next regular meeting date. If mutual aid is used, those responding agencies will be requested to attend said meeting. Should another responding agency end up as the lead agency, LVFD should be invited to their critique meeting as well.
- b. Any areas found to be a critical weakness will be dealt with through possible alterations in standard operating guidelines or other department policies.

11. PPE & Emergency Equipment

- a. The LVFD is limited to awareness level response both by training and equipment.
- b. LVFD carries SCBA gear and fire turnout gear, along with minimal first aid protection gear.
- c. Any incident involving materials that require special protective gear shall be considered a "hot zone" incident, and LVFD personnel shall not enter said zone unless fully trained as part of a regional haz mat response team.

This policy adopted March 29, 2007 by:

/s/ George F. Smith, Fire Chief

H. Employees/Volunteer Firefighters Policy

Policy Regarding Volunteer Firefighters In the Employ of the Municipality of Lamoine

I. Purpose

- a. The Town of Lamoine Board of Selectmen recognizes the obligations and responsibilities of volunteer firefighters and the importance of providing public safety and emergency services to the Town of Lamoine. This policy is hereby enacted in order to set forth the standards of operation of town facilities when town employment duties and emergency calls conflict.

II. Authority

- a. The Board of Selectmen has the authority to set policy in regard to those employees appointed by the Board.

III. Scope

- a. This policy shall apply to any and all in full or part time employ of the Town of Lamoine who are members of the Lamoine Volunteer Fire Department. This policy does not apply to employees of the Lamoine School Department.
- b. This policy is to be considered in effect during normal or scheduled working hours of employees referenced in section III-a above.

IV. Standards

- a. **Emergency Response** – Volunteer firefighters employed by the Town of Lamoine may respond to any emergency call requesting assistance from the Lamoine Volunteer Fire Department (VFD) during scheduled working hours. Municipal services that depend on the employee's presence will continue without interruption as much as possible. To that end, the employee involved must inform his/her supervisor if the response to the emergency call is critical and the supervisor shall make arrangements for coverage if possible. (For example, if the employee is the operator of the transfer station, and the transfer station is to be open, a fill-in transfer station operator shall be called). In the event arrangements cannot be made, the employee/firefighter's obligation to the emergency call shall be terminated as soon as possible followed by a return to the work site.
- b. **Compensation** – Full time employees on salary shall be compensated at the same salary level. It is expected that those tasks that are to be accomplished during regular working hours will be accomplished in a timely fashion despite the emergency response. Part time, hourly employees, shall be excused from work, but not compensated for hours spent on the emergency call. If tasks remain to be accomplished outside of scheduled hours, hourly employees shall accomplish said tasks and be compensated at the regular hourly basis. Extraordinary events may be compensated at the discretion of the Board of Selectmen.

- c. **Facilities** - If a facility is to be open during a volunteer firefighter's response, arrangements should be made to have a fill-in employee if possible. Critical facilities include the transfer station during regular operating hours. The town office is not considered a critical facility and may be closed during an emergency call. If the town office is to be closed, all locks shall be secured and the building cleared of non-authorized personnel by the responding employee and a sign placed on the door explaining that the employee is responding to an emergency call.
- V. **Validity & Severability**
 - a. Should any section of this policy be declared illegal or unenforceable, it shall not invalidate any other section of this policy
- VI. **Definitions**
 - a. **Emergency Call** – An emergency call is any event in which the Lamoine VFD paging system is activated by the dispatcher other than routine messages and tests. It includes all calls for mutual aid from communities outside of Lamoine.
 - b. **Volunteer Firefighter** - A volunteer firefighter is a member of the Lamoine Volunteer Fire Department as contained on the active firefighting roster by the Chief of the LVFD.
 - c. **Extraordinary Event** – An extraordinary event is an emergency call involving the LVFD that lasts longer than 3-hours.
- VII. **Effective Date & Signature**
 - a. This policy is effective immediately following approval and signature by the Lamoine Board of Selectmen. It may be amended from time to time at an open meeting of said board.

Signed this 5th day of April, 2007:

/s/S. Josephine Cooper, Chair
/s/Brett Jones
/s/Cynthia Donaldson
/s/Richard Fennelly, Jr.
/s/Chris Tadema-Wielandt

The Lamoine Board of Selectmen

IV Fiscal Policies

A. Disbursements

Town of Lamoine, Maine

Policy Regarding Check Disbursement Prior To Expenditure Warrant Approval

I. Purpose

The purpose of this policy is to allow for prompt payments of the obligations of the Town of Lamoine by the Town Treasurer, and to allow for timely payment of bills submitted to the town, and for cash purchases by town staff prior to issuance of an expense warrant.

II. Scope

This policy is approved by the Board of Selectmen and applies to the Town Treasurer. It empowers the Treasurer to distribute certain funds prior to expenditure warrant approval. It is the policy of the Town of Lamoine that all expenditures of town funds receive written approval of the Board of Selectmen pursuant to MRS 30-A § 5603. The Treasurer shall prepare a written warrant for signature to be presented at the regular Selectmen's meeting.

III. Permitted Disbursements Prior to Warrant Approval

The following expenditures may be made by the Treasurer of Lamoine prior to final signature on the Expenditure Warrant by the Board of Selectmen:

- A. Town Employee Payroll paid on a bi-weekly schedule on Wednesdays, including reimbursement for expenditures, mileage less than \$500.
- B. School Department Personnel Warrants, due bi-weekly on Fridays.
- C. Payment of state funds collected by the agent for the Bureau of Motor Vehicles, the Department of Inland Fisheries and Wildlife and the State Animal Welfare Department. Such funds are not considered municipal funds, though they are co-mingled with the town's checking account. The tax collector and treasurer shall verify with each other that the proper balance is being paid.
- D. Payroll Taxes.
- E. Automatically deducted bank charges.
- F. Minor purchases (less than \$500) when payment is required at the time of purchase with use of town's debit card.
- G. The treasurer may schedule On-Line bill payment prior to warrant signature in order to ensure that owed funds are received on time.

IV. Prohibited Early Disbursements

The following types of expenditures must await final approval via the signed expenditure warrant process:

- A. Regular contractual payments for services (Unless by specific prior vote of the Board of Selectmen).
- B. Major purchases (over \$500) made by town staff that require cash payment before delivery.
- C. Payments not due prior to the next scheduled expenditure warrant.
- D. Education operation warrants.
- E. Items requiring final Selectman approval for payment.
- F. Any other item not covered in section III above.

V. Deadline for bill submission

To be considered for payment on the next expenditure warrant, bills for payment must be received by the Treasurer of Lamoine at least two days prior to the scheduled meeting of the Board of Selectmen at which an expenditure warrant signing is scheduled. The treasurer, may, at his discretion, present vouchers for payment after the deadline when time permits, or doing so is in the best interest of the town.

VI. Warrant Signatures Outside of Regular Meetings

The Treasurer of Lamoine may seek individual approval by the Selectmen on an expenditure warrant when meeting schedules do not coincide with the normal two-week expenditure cycle. Selectmen shall review the proposed warrant before signing. The treasurer shall note the warrant number and total amount of expenditure at the next regular Selectmen's meeting. The treasurer shall not disburse funds until a majority of the Selectmen sign the expenditure warrant.

Approved this 9th day of March, 2006

/s/ Perry Fowler

/s/Brett Jones

/s/Cynthia Donaldson

/s/Richard Fennelly, Jr.

/s/S. Josephine Cooper

B. Donation Review Policy

Town of Lamoine Town Donation Support Policy

1. Criteria for inclusion in the Town Warrant:

All organizations must meet the following requirements. They must:

- A. be non profit
- B. be non-denominational (not affiliated with any religion)
- C. be non political (not affiliated with any political party)
- D. be non-governmental (not a unit of government but may receive grants from government sources which often require a locally raised share).
- E. be local (provide services either within Lamoine or to Lamoine residents at nearby communities.
- F. operate at a fiscal level where extensive local fund raising efforts would be prohibitively expensive.
- G. make application to the Town Budget Committee by November 30 preceding the annual March Town meeting using the application form available at the Town Hall.
- H. Be in compliance with applicable State law (MRSA 30-A § 5721-5728) which establishes permissible town funding area.

2. General Procedures

- A. Organizations shall be limited to a maximum of \$600 in any town fiscal year.
- B. There is no guarantee that any application will be funded or funded at the level requested. The vote of town meeting shall be final.
- C. Should the total amounts requested exceed 5% of a mill (.05 mill) in the aggregate, the Board of Selectmen shall make a recommendation reducing the total amount to this level by proportionately reducing all voted amounts prior to voting on the article.

3. Administrative Procedure

- A. The town administrative assistant shall determine whether the application is complete.
- B. The selectmen shall determine if applicants meet the criteria for support. Organizations may appeal such a determination following the usual town procedures. Rejected organizations are urged to consult with the Selectmen before instituting an appeal.
- C. The town will notify applicants of acceptance or rejection for warrant inclusion in a timely manner.
- D. Accepted applications shall be forwarded to the Budget Committee for their recommendation.
- E. The amount requested will be shown in the Warrant followed by the Budget Committee's recommendation. The amounts in the Warrant article may be considered, amended, and voted on as individual items subject to the overall mill cap. Organizations are advised that having a contact person available to answer questions at the Town Meeting is recommended but not mandatory.
- F. All applications will be posted at the Town Hall and at the site of the Town Meeting for public examination.
- G. The application form shall require, at a minimum, the following information:
 - 1. Organization full name and mailing address
 - 2. A contact person with address and phone number
 - 3. General purpose of organization
 - 4. Amount of request
 - 5. Detailed list of services provided to Lamoine in the last year.
 - 6. Other fund raising activities
 - 7. Most recent annual budget summary

Adopted this 23rd day of October, 1996 by the Lamoine Board of Selectmen.

Signed this 6th day of November, 1996 by:

/s/ William Collier, Chairman

/s/ Arthur Alley

/s/ Glenn Crawford

The Lamoine Board of Selectmen

C. Analytical Review of Excise Tax Collections

Policy:

The objective of the policy is to strengthen internal control over excise tax collections and obtain information that can be used for budgeting excise tax revenues. It is the policy of the Town to have the Selectmen review a quarterly report of the analysis of excise tax collections.

Procedures:

The Treasurer shall perform an analytical review of excise tax collections report on an ongoing basis. This report shall be presented to the Selectmen at a Board meeting in the month following the end of a quarter. If there are significant changes in the amount of excise taxes collected for a particular period of time, an explanation shall be included as part of the report. The report shall contain the total amount of excise tax collected for the most recently completed quarter and for the same quarter for the two years previous

Oversight:

The policy and procedure is for the benefit of the Board of Selectmen. Therefore, additional oversight, or review, is not needed to determine whether it has been implemented and is being followed.

This policy shall be reviewed at least every three years by the Board of Selectmen to determine if it should be modified.

Date that the policy was originally adopted by the Board of Selectmen: 3/23/06.

Date of the most recent revision: 3/23/06.

/s/ S. Josephine Cooper

/s/ Brett Jones

/s/ Cynthia Donaldson

/s/ Perry Fowler

/s/ Richard Fennelly, Jr.

Seen and agreed to: /s/ Stuart Marckoon, Treasurer

D. Policies on Federal Compliance

Adopted: December 7, 1994

The following general compliance policies shall be in effect as of the adoption date for the Town of Lamoine

Equal Employment Opportunity

The Town of Lamoine shall not discriminate in hiring, promoting, discharging, paying, granting of fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, religion, sex, age, disability or national origin. The Town shall, however, not establish quotas to ensure employment of any actual or perceived minority, but shall hire the best-suited person for the job

Americans With Disabilities Act

The Town of Lamoine shall, to the best of its ability, comply with the Americans with disabilities act. Reasonable accommodations that do not impose undue hardship on the Town of Lamoine shall be made to accommodate those employees with disabilities.

Drug Free Work Place

As stated in the Town of Lamoine's Policies on Drug and Alcohol use, the Town shall be a drug free workplace. That means use of drugs and employment of people under the influence of drugs and/or alcohol shall not be tolerated and shall be grounds for dismissal, suspension or reprimand.

Whistleblower Protection

1. The Town of Lamoine shall not discharge, threaten or otherwise discriminate against an employee who reports actions that may be a violation of the Law, a condition that risks health or safety, who refuses to carry out an action because it may expose the employee to risk of serious injury or death, or is requested to participate in an investigation, hearing or inquiry held by a public body
2. Protection is given only if the employee first brings the alleged violation, condition or practice to the attention of the supervisor and has allowed the employer a reasonable opportunity to correct it or has specific reason to believe that reports to the employer will not result in prompt correction of the violation, condition or practice.

3. Reports of violation, unsafe conditions or practices or illegal acts in the workplace shall be made to the Town's Administrative Assistant or to the Lamoine Board of Selectmen. Complaints may also be filed to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (287-2326).

Family Medical Leave Act

If the Town of Lamoine is deemed to be covered by the Family Medical Leave Act due to the size of its part time, volunteer, and full time workforce, the Town shall comply with the law.

Taxes and Withholdings

All employees are subject to Federal and State income tax withholdings. The Town of Lamoine shall require that all employees fill out an I-9 and W-4 form as required by Federal and State Law. The town Treasurer shall withhold those amounts required by State and Federal Law. The only exceptions to withholding shall be ballot clerks on amounts totaling less than \$1,000. All other payments other than expense reimbursement made to employees of the Town of Lamoine shall be considered gross wages and subject to withholding. Other withholding requests such as for charity contributions, direct deposit payments, child support and the like shall be considered by the Treasurer on a case-by-case basis.

The above policies on Federal Compliance are adopted by the Lamoine Board of Selectmen on this 7th day of December, 1994

/s/William Collier

/s/Richard Davis

/s/Arthur Alley

Selectmen, Town of Lamoine

E. Fee Schedule

Town of Lamoine Schedule of Administrative Fees

As of March 9, 2006

Administrative service fees are enacted by the Town of Lamoine Board of Selectmen as follow:

Photocopies

.25 per page 8.5" x 11"
.50 per page 11" x 14" and larger

Facsimiles

(per page) .25 Incoming
.25 Outgoing (local call)
.50 Outgoing (long distance)

Demolition Debris Permits

1.00 Permit Fee
1.00 Billing Fee (1st permit only)
18% per annum interest on unpaid bills greater than 60 days from disposal

Telephone Calls

free local calls (3 minute maximum)
.50 per minute long distance

Ordinances

1st copy free to property owners
\$2.50 for Building & Land Use, Shoreland
Zoning, Site Plan Review, Flood Hazard
\$1.50 Gravel Extraction
\$1.00 All Others

Voter Lists

\$5.00 per list
via e-mail—free

Mailing Labels

\$2.00 per sheet
.50 per sheet if provided

Tax Record Books

\$30 for full book
via e-mail file—free

E-mail service

.25 per page received & printed

Returned Checks \$25.00 plus bank charges (policy)

Motor Vehicle Agent Fees

\$2.00 Re-registration
\$4.00 Limited New Registrations

Lamination

\$1.00 Wallet Size
\$1.50 4" x 6"
\$2.00 8.5" x 11"

Lamoine Quarterly

\$4.00 for 1 year subscription

Copies of Computer Files (New, March 2006)

*\$1.00 for floppy disc
\$2.00 for CD ROM
\$5.00 for DVD ROM
Free if buyer supplies media*

Copies of Cable TV Programs (New March 2006)

*\$25.00 for VHS
\$10.00 for DVD*

Approved March 17, 2006 by:

/s/Perry Fowler

/s/Brett Jones

/s/Cynthia Donaldson

/s/Richard Fennelly, Jr.

/s/S. Josephine Cooper

The Lamoine Board of Selectmen

F. Returned Check Policy

1. Defined

A returned check is any check which has been returned to the town after deposit at a financial institution for whatever reason. Typically a check is returned for insufficient funds or closed account

2. Treasurer's Responsibility

Collection on all returned checks shall be the responsibility of the Town Treasurer. The treasurer shall record the check in the accounting system as an account payable, after determining for what purpose the payer presented the check. In no case shall the Treasurer be held personally responsible for restitution of a returned check.

- A. Bank Verification - The treasurer shall first contact the bank on which the check is drawn, provided it's a bank with a branch office in Ellsworth. If there are sufficient funds in the account, the treasurer shall cash the check at the bank upon which the check is drawn in return for a cashier's check. A receipt will be issued for the cashier's check and the cashier's check will be endorsed and deposited to the town's regular checking account. No fee will be assessed to the maker of the check, unless a bank fee has been charged to the town, in which case restitution of the bank fee shall be due from the payer.
- B. Alternate Collection Procedure – If, upon investigation, there are not funds sufficient in the bank account, or the account is closed, the treasurer shall notify the maker of the check that it has been returned and attempt to collect on the check. A \$25 charge will be added to the amount due from the check, plus any charges imposed by the town's financial institution. If, after 30 days the check remains unpaid, the treasurer shall begin proceedings in small claims court to gain restitution on the check. All costs of the small claims court proceeding will be added to amount receivable from the check. Upon restitution, a receipt will be issued by the treasurer to the party causing the check to be collected.

3. Special Circumstances

- A. Vehicle Registrations- If the check that is returned is partially for motor vehicle registration, and collection method "2A" above is not a successful means for collection, the Bureau of Motor Vehicles shall be contacted, with the intention of suspending the motor vehicle registration until such time as the check and all related costs are successfully collected.
- B. Fisheries & Wildlife - If the check that is returned is partially for a license or RV registration with the Department of Inland Fisheries & Wildlife, and collection method "2A" above is not successful, that department will be notified and its procedures followed for collection.

- C. Real Estate Taxes (Current) – If the check that is returned was for real estate taxes which have not yet been placed into lien, and collection method “2A” above is not successful, the treasurer shall notify the tax collector who shall place the appropriate amount back into the tax receivable. If the check remains uncollected at the time tax liens normally are placed upon properties, a lien shall be placed upon the property(s) the uncollected check was designated for.
- D. Tax Liens – If the check that is returned was for a real estate tax lien, and collection method “2A” above is not successful, the Treasurer shall notify the maker of the check and any mortgage holders or other parties of interest that the check is uncollected. If a tax lien discharge has been filed at the Registry of Deeds and the check remains uncollected for greater than 30 days, the appropriate measures as suggested by Maine Municipal Association shall be followed, and a small claims court action be started in order to make restitution on the check as in “2B”. The treasurer is authorized to “sell” the uncollected check to an interested party, in which case no fee will be assessed. The physical check shall have its restricted endorsement stricken by the Treasurer and endorsed as payable to the party causing collection
- 4. Return of Check upon restitution** – Upon satisfactory collection of the check and related fees and penalties, the Treasurer shall remove the restricted endorsement and endorse the check as payable to the party causing collection, if appropriate.

Approved this 11th day of February 1999

/s/ Glenn Crawford, chair /s/ Arthur Alley /s/ Richard A. Davis, Sr.

The Lamoine Board of Selectmen

G. Investment Policy

Town of Lamoine

Investment Policy

October 9, 1996

Policy

It is the policy of the Town of Lamoine, Maine to invest public funds in a manner which will provide safety of principal with a market rate of return while meeting the daily cash flow demands of the town, and conforming to all state and local statutes governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the Town of Lamoine. The funds included in the annual audited report for the Town of Lamoine include:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Trust and Agency Funds
- Cemetery Funds
- Endowments (if any)

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objective

The primary objectives, in priority order, of the Town of Lamoine’s investment activities shall be:

Safety. Safety of principal is the foremost objective of the investment program. Investments of the Town of Lamoine shall be undertaken in a manner that seeks to ensure preservation of capital in

the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity. The Town of Lamoine's investment portfolio will remain sufficiently liquid to enable the Town of Lamoine to meet all operating requirements which might be reasonably anticipated.

Return on investment. The Town of Lamoine's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Town of Lamoine's investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

Authority to manage the Town of Lamoine's investment program is derived from 30-A M.R.S.A § 5706 et seq. and is delegated by the Board of Selectmen to the Treasurer. He shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of any other town officials.

Ethics & Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board of Selectmen any material financial interests in financial institutions that conduct business with the town, and they shall further disclose any personal financial/investment positions that could be related to the Town of Lamoine's portfolio.

Prohibited Interest

No Town employee shall invest Town funds in any instrument or institution in which he/she has any direct financial interest, nor shall he/she accept any gift, free personal service or payment of any kind for performing their duties under this policy. Employment of an employee or an employee's family members by the financial institution shall not be considered to be a financial interest, unless such employment is contingent upon the investment of Town funds in that institution.

Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions authorized to provide investment services. The Treasurer shall obtain evidence of this qualification prior to investing with said firm. No public deposit shall be made except in a qualified public depository as established by state laws.

A review of the financial condition and registrations of qualified institutions shall be made each time the Town bids for financial investment services.

Authorized Investments

The Town of Lamoine is authorized to invest only in the following types of securities:

- Obligations of the U.S. government, its agencies and instrumentalities
- Certificates of deposit and other evidences of deposit at banks and savings and loan associations.
- Prime bankers acceptances
- Prime commercial papers
- Repurchase agreements whose underlying collateral consist of the foregoing
- Money market mutual funds whose portfolios consist of the foregoing

Collateralization

Collateralization of accounts and deposits will be required only when exceeding an amount equal to 25% of capital, surplus, and undivided profits as defined in M.S.R.A. 30-A § 5706.

Safekeeping & Custody

All security transactions, including collateral for repurchase agreements, entered into by the Town of Lamoine shall be conducted on a “delivery vs. payment” basis. Securities will be held by a third party custodian, or Trust Department designated by the Treasurer and evidenced by safekeeping receipts.

Diversification

The Town of Lamoine will diversify its investments by security type and institution. With the exception of U.S. Treasury securities, no more than 50% of the Town of Lamoine’s investment portfolio will be invested in a single security type or with a single financial institution.

Maximum Maturities

To the extent possible, the Town of Lamoine will attempt to match investments with anticipated cash requirements. Unless matched to a specific cash flow, the Town of Lamoine will not directly invest in securities maturing more than four years from date of purchase.

Trust and endowment funds may be invested in securities exceeding four years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

Internal Controls

The Selectmen shall establish an annual process of independent review by an external auditor. This review will enhance internal control by assessing compliance with policies and procedures.

Accounting Method

Investments will be carried on the Town's books at cost. Gain or losses from investment sales will be credited to investment interest income at the time of sale. Premiums or discounts on securities may be amortized over the life of the securities.

External Management

The Treasurer with the approval of the Selectmen, may contract with a qualified external money management company in order to benefit from portfolio diversification, credit research, full time portfolio management, and economies of scale that are unavailable to the Town Staff. Any such contract will define and control the risks of the portfolio and establish performance criteria for monitoring and evaluating results.

Upon advice of the contracted, qualified external money management company, the Town may invest in corporate stocks, bonds or other debentures subject to limitations in M.R.S.A. 30-A.

Investment Policy Adoption

The Town of Lamoine's investment policy shall be adopted by the Board of Selectmen and administered by its Treasurer. The policy shall be reviewed every two years by the Board of Selectmen.

Approved this 9th Day of October
by the Lamoine Board of Selectmen

/s/ William Collier, Chairman
/s/ Arthur Alley, Selectman
/s/ Glenn Crawford, Selectman

H. Accounts Receivable

Policy Regarding Application of Funds to Accounts Receivable

Effective Date: June 24, 1992

The Lamoine Board of Selectmen hereby directs that all funds expended through the Town's Sludge, abatements, or other accounts should be applied to those accounts receivables that are due to the Town through liens and taxes. The only exception would be the application of General Assistance funds being applied to those accounts receivable.

All Septic Sludge bills should be checked against all liens, taxes receivable and other accounts due.

/s/ Richard Davis, Selectman
/s/ Evelyn Farrell, Selectman
/s/ Nathan Anderson, Selectman
/s/ Barbara Bartosenski, Town Clerk

June 26, 1992

I. Town Attorney Use

Policy Regarding Use of the Town Attorney July 13, 2006

This policy repeals a policy dated June 10, 1992 and replaces it with the following language.

- I. Purpose**
 - a.** The purpose of this policy is to clarify the proper procedure to utilize the services of the Lamoine Town Attorney, and to implement budgetary controls for such use.
 - b.** This policy applies to all officials of the Town of Lamoine appointed by the Board of Selectmen as well as the elected Board of Assessors and the Selectmen collectively and/or individually.
- II. Authority**

- a. The Selectmen are the duly authorized, elected and sworn municipal officers of the Town Of Lamoine and hereby are responsible for making policy regarding day to day operations of the town. The Board is also responsible for appointing and supervising numerous individuals to various boards, committees and municipal jobs within the Town of Lamoine.

III. Standards

- a. The use of the town attorney is only for issues that arise during the conduct of municipal business where a legal opinion is required in order to proceed, decide, or adjudicate matters. The following boards have permission for initial consultation with the town attorney through their chairs or through board members so designated by the chair:
 - i. Planning Board
 - ii. Board of Appeals
 - iii. Board of Assessors
- b. The following personnel have permission to initially consult with the town attorney prior to approval by the Board of Selectmen:
 - i. Administrative Assistant to the Selectmen
 - ii. Code Enforcement Officer
 - iii. Animal Control Officer
 - iv. Fire Chief
 - v. Health Officer
 - vi. Harbor Master
- c. Following initial consultation with the town attorney pursuant to paragraphs a. and b. above, the person contacting the town attorney shall notify (in writing) the Board of Selectmen through its Administrative Assistant indicating the date and the nature of the matter for which the consultation was made. The Selectmen shall decide at their next regular meeting whether further consultation shall be authorized for the affected board/position. Should the situation warrant emergency action in which waiting for a regular Selectmen's meeting to occur is impossible, the chair of the Board of Selectmen shall be notified immediately, and the Selectmen shall hold a special meeting at the earliest practical convenience. The chair of the Board of Selectmen shall have the right to grant emergency further consultation privileges.
- d. Other boards, committees, and staff appointees shall not consult the town attorney without an express vote of the Board of Selectmen.
- e. Those appointees seeking legal advise may, and are encouraged to, utilize other resources, including Maine Municipal Association's legal services, other staff, officials in other municipalities, state agencies.
- f. When contacting the town attorney, the appointed/elected official shall identify their capacity with the town, the issue upon which they seek advice, and clarify what party the town attorney is expected to represent in the matter. Ideally, initial consultations shall be in written as well as oral form.
- g. Upon request from the Selectmen, the town Treasurer will supply a written report of attorneys fees paid for the current fiscal year.

IV. Validity & Severability

- a. Should any section of this policy be declared illegal or unenforceable, it shall not invalidate any other section of this policy.

V. Definitions

- a. **Town Attorney** – The attorney so designated in the personnel list by the Board of Selectmen. At the time of initial passage of this ordinance, the Town Attorney is Anthony Beardsley of the firm of Roy, Beardsley, Williams & Granger of Ellsworth. The designation of the town attorney may change from time to time, but the designation of town attorney shall continue until the Board of Selectmen decides otherwise.
- b. **Consultation** – A consultation includes, but is not limited to, contact by telephone, facsimile, or e-mail between an appointed/elected official and the town attorney. Initial consultation shall be limited to identification of the issue, identification of the appointed/elected official, clarification of what entity the Town Attorney is representing, and, if practical, an initial response to the query posed by the appointed/elected official by the town attorney.
- c. **Municipal Matters**- A municipal matter is one that an elected/appointed official has the authority to deal with. For example, the Animal Control Officer could consult with the town attorney for a matter related to proper procedure on obtaining a search warrant on an animal complaint. That same ACO could not consult with the town attorney on a dispute with his neighbor on a potential code enforcement violation.
- d. **Emergency** – An emergency matter is one which, through inaction, could result in a threat to public safety, public or private property, or could jeopardize the legal standing of the Town of Lamoine. Such emergencies include, but are not limited to dangerous health situations, filings of lawsuits against the town, execution of administrative search warrants, matters dealing with dangerous animals, and matters dealing with unsafe building conditions.

VI. Signature

This policy is enacted, and the previous policy identified above is hereby repealed on this 13th day of July, 2006 by:

/s/ S. Josephine Cooper, Chair
/s/ Brett Jones
/s/ Cynthia Donaldson
/s/ Perry Fowler
/s/ Richard Fennelly, Jr.

The Lamoine Board of Selectmen

J. Volunteer Fire Department Pay

Town of Lamoine, Maine Policy Regarding Expense Allowance For Volunteer Firefighters November 21, 2002

1. **Purpose** – The purpose of this policy is to compensate members of the Lamoine Volunteer Fire Department for the expenses they might incur in performance of their volunteer work, including, but not limited to vehicle expenses for responding to calls either to the scene or the fire station, clothing expenses for personal clothing required or ruined in response to calls or training, and other expenses incurred in response, fund-raising activities and training.
2. **Scope** – This policy shall apply to all active volunteers in the Lamoine Fire Department that are not paid a salary in the Town of Lamoine fire department budget.
3. **Definitions** –
 - a. Active Volunteer – A member accepted by the Lamoine Volunteer Fire Department organization and identified by the appointed Fire Chief as actively involved during a given calendar year in fire department activities, including but not limited to fire suppression, training, equipment maintenance and/or fundraising.
 - b. Clothing and Mileage Allowance – An amount of money appropriated by the Lamoine Town Meeting specifically for firefighter reimbursement within the town's public safety budget.
 - c. Fire Chief – The duly appointed and sworn fire chief as appointed by the Lamoine Board of Selectmen
 - d. Treasurer – The duly appointed and sworn treasurer of the municipality of Lamoine.
4. **Policy Statement** – It is the policy of the Lamoine Board of Selectmen that each active volunteer shall be paid a sum of money to be determined by the fire chief and not to exceed \$600 annually as an allowance in recognition of the personal costs of service to the Town of Lamoine. The total payment shall not exceed the line amount approved annually in the fire department's portion of the town's public safety budget. The fire chief shall, in December, identify to the Treasurer of Lamoine the active volunteers of the fire department. The fire chief shall identify an appropriate amount of clothing and mileage allowance for each active volunteer to the treasurer based on any criteria that the fire chief may deem appropriate. The treasurer, upon receipt of the list and amounts, shall issue a check to each so identified active volunteer. It shall be up to the volunteer receiving payment to account for any identifiable expenses that might be associated with their

service to the Lamoine Fire Department. Because this is an expense allowance, no Federal Income Tax, FICA, Medicare or State of Maine taxes shall be withheld from the payment to the volunteer. Should the payment exceed the amount of identifiable expense to the volunteer, it is the duty of the volunteer to report that excess as income on their federal and state income tax returns. Because the amount will be less than \$600 and the payment is considered an expense allowance and not wages, the Treasurer shall not issue an IRS 1099 miscellaneous income form or a W-2 form to the volunteer.

5. **Effective Date** – This policy shall become effective on the date below when accepted by the Lamoine Board of Selectmen and the Lamoine Fire Chief, with input from the Lamoine Volunteer Fire Department Organization. It may be amended from time to time only with the approval by both the Fire Chief and the Board of Selectmen.
6. **Severability** – If any section of this policy is found to be illegal or unconstitutional, it shall not render any other section of this policy invalid.
7. **Signatures** –

Accepted this 21st day of November, 2002 by:

/s/ S. Josephine Cooper, Chairman	}	
	}	
/s/ Thomas Spruce	}	<i>The Lamoine Board of Selectmen</i>
	}	
/s/ Glenn Crawford	}	
	}	
/s/ George Smith, <i>Fire Chief</i>		
/s/ Joseph Young, Jr., <i>Secretary of the Lamoine Volunteer Fire Department</i>		

V. Public Safety Policies

A. False Alarms

Town of Lamoine

Policy Regarding False Fire Alarm Response

Statement of Purpose & Intent

This policy is made in response to an increasing number of fire and burglar alarm installations which have resulted in an increased number of malfunctions. Because of the potential for increased false alarms, expenses for fire department response could rise markedly. It is the purpose of this policy to discourage the incidence of false alarm. It is the intent of this policy to allow automatic fire alarms, but to encourage their proper installation and use.

Authority

This policy is jointly adopted by the Town of Lamoine Board of Selectmen and the Lamoine Volunteer Fire Department. The Fire Department, being a separate and distinct body, shall be the organization responsible for enforcement of the tenets of this policy. The Board of Selectmen, duly elected and sworn, have engaged the services of the Lamoine Volunteer Fire Department to be the primary municipal fire protection agency for the Town of Lamoine.

Validity & Severability

Should any section of this policy be declared illegal or unenforceable, it shall not invalidate any other section of this policy.

Definitions

Fire Alarm – A device which activates to indicate presence of fire or smoke within a building or area of a building.

False Alarm – A fire alarm which has activated, but there is no presence of smoke or fire within the building or area of a building to which the alarm is assigned.

Response – The activation of the fire department notification system which results in the deployment or manpower and/or equipment & apparatus from the Lamoine Volunteer Fire Department

Suppression – An act to extinguish fire, halt the travel of smoke, ventilate excessive heat, or otherwise respond to an emergency situation.

Year – A period of time involving 365 consecutive days. For purposes of this policy, the year shall start with receipt of the first false alarm.

Standards

A home with a fire alarm shall be allowed response to no more than two false alarms during any given year. The Lamoine Volunteer Fire Department shall respond to all alarm reports under its standard operating procedures in place for structure fire response. Once on the scene, the incident commander for the call shall determine whether suppression or other emergency response is necessary, or if the alarm was falsely activated.

After a second false alarm, the owner of the building with said alarm shall be notified that further alarms will result in a fine.

After the 3rd and for all subsequent alarm receipts during the year, the owner of the building shall be obligated to pay to the Lamoine Volunteer Fire Department a sum of \$100 per false alarm activation. The treasurer or chief of the Lamoine Volunteer Fire Department shall send the bill. Payment is due in 30 days. Late payments shall be charged an interest fee of 18% per year.

A copy of this policy shall be kept at the Lamoine Town Hall, available for public inspection during business hours.

Be it hereby ordered by the Lamoine Board of Selectmen this 24th day of April, 1996.

/s/ William Collier, Chairman

/s/ Arthur Alley

/s/ Glenn Crawford

This policy is adopted by the Lamoine Volunteer Fire Department this 11th day of April, 1996 at a regularly held business meeting.

/s/ George F. Smith, Chief

B. Workplace Safety Policy

Town of Lamoine Workplace Safety Policy

Original Adoption: December 7, 1994

Revised: October 19, 2000

The following policies shall apply to all employees of the Town of Lamoine regarding workplace safety:

1. The Town of Lamoine shall furnish employees a workplace free from recognized hazards that are causing or are likely to cause death or serious harm to employees. The Town of Lamoine must comply with the rules and regulations of the Maine Bureau of Labor Standards. The Town of Lamoine shall provide employees with safety equipment as may be needed to safely perform the employee's job functions.
2. Employees of the Town of Lamoine must comply with all occupational safety and health standards, regulations and orders issued under the Act that apply to their own actions and jobs.
3. If an employee of the Town of Lamoine feels that an unsafe situation exists, the Board of Selectmen shall be notified immediately. If, in the opinion of the employee, the Board fails to remedy the unsafe or unhealthful situation, a complaint should be filed with the Maine Bureau of Labor Standards or the Occupational Safety and Health Administration.
4. Any workplace injury suffered while working for the Town of Lamoine shall be immediately reported to the Town Administrative Assistant or to the Chairman of the Board of Selectmen. This is necessary for workers compensation purposes, and a claim for workers compensation must be filled out. It is also necessary so that the Town may strive to correct the unsafe working condition. The Board may conduct its own investigation into the incident to see what other hazards can be prevented, and to ensure the claim is legitimate.
5. Employees performing jobs in safety sensitive areas (i.e. firefighters) shall not perform aspects of the job exposing them to personal injury potential until such time as the employee's supervisor has been notified in writing that said employee has been adequately trained in such activities. Additionally, employees will comply with safety policies in effect by the Town of Lamoine, including but not limited to the Bloodborne Pathogen Program, the Respirator Standards Policy, and the Hazards Communication Policy.

This Workplace Safety Policy is ~~adopted this 7th day of December, 1994~~ amended this 29th day of October by the Lamoine Board of Selectmen.

Signed,

/s/Arthur Alley

/s/Glenn Crawford, Chair

/s/S. Josephine Cooper

The Lamoine Board of Selectmen

C. Respiratory Protection Program

Lamoine Volunteer Fire Department

Respiratory Protection Policy & Standards

PURPOSE:

This respiratory protection program is designed to provide a standard operating policy for the Lamoine Volunteer Fire Department. This policy is designed to insure that all firefighters engaged in emergency operations will be provided personal protection equipment to eliminate respiratory hazards. These hazards include, but are not limited to, by-products of combustion (smoke, heat, toxic gasses, and oxygen deficiency, which present a working environment that is Immediately Dangerous to Life and Health (IDLH). This policy establishes when respiratory protection shall be used and shall meet the intent of the Maine Department of Labor, Bureau of Labor Standards Respiratory Protection Standard, 29 CFR 1910.134 and amendments.

The use of Self Contained Breathing Apparatus (SCBA) shall be the worn in all IDLH atmospheres. Engineering controls, such as ventilation, may be used when the Incident Commander (IC) is able to determine, by metering, that no respiratory hazard exists. Metering must be specific and the IC must be certain that no respiratory hazard exists before respiratory protection can be removed. Ventilation during structural firefighting shall NOT be considered as a substitute for the use of respiratory protection.

SCOPE AND APPLICATION:

This program shall apply to all employees who may be or are required to wear respiratory protection during firefighting or other emergency operations where an IDLH or other respiratory hazard exists.

The Lamoine Volunteer Fire Department will be responsible for any required expenses resulting from the employee's participation in the respiratory protection plan.

DEFINITIONS:

IDLH - Immediately Dangerous to Life and Health, means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. This would include structural fire, chimney fire, dumpster fires, hazardous material incidents, vehicle fires, or any other operations, which may pose a respiratory hazard.

Rescue Team - This team shall consist of at least two (2) firefighters in full protective clothing with SCBA, have portable radios and rescue equipment immediately available. One member shall remain outside the entry point, while the other member(s) may perform limited outside duties, designated by the IC, as long as those duties do not jeopardize the safety of the interior firefighters.

Buddy System - Operating in teams of two or more firefighters. Under this system, no single firefighter shall be assigned a task to perform alone in an IDLH atmosphere. Members operating under the Buddy System shall maintain voice or visual contact with the other team member(s).

Medical Evaluation - Shall mean the completion of the attached Medical Questionnaire forms found in Appendix C of 29 CFR 1910.134 and reviewed by a Professional Licensed Health Care Provider (PLHCP).

Medical Examination - Shall mean a physical examination by a PLHCP, selected by the Lamoine Volunteer Fire Department.

Fit Testing - A test conducted on each individual who is expected to wear a respirator. The fit test will be done using the facepiece selected for that individual, to insure a proper seal. Fit testing shall meet the QLFT (qualitative fit testing) protocol found in Appendix B of 29CFR1910.134.

RESPONSIBILITIES

Fire Chief

The Fire Chief shall have the overall responsibility of the administration of the Respiratory Protection Program including:

- ✓ Development of the Respiratory Protection Program.
- ✓ Development of policies, rules, and regulations.
- ✓ Developing and implementing a budget to administer the Respiratory Protection

- Program.
- ✓ Appointment of the Respirator Program Administrator.
- ✓ Determining those individuals required to participate in the program.
- ✓ Assist the program administrator in the respirator protection program.

Program Administrator

The program administrator is responsible for administering and overseeing the respiratory protection program. The program administrator may delegate certain responsibilities and duties to other company officers. Duties of the program administrator shall include:

- ✓ Identify work areas or operations that require individuals to wear respirators.
- ✓ Select the respiratory protection options.
- ✓ Develop and implement the respiratory protection program.
- ✓ Ensure that all individuals expected to use respirators are given a medical evaluation.
- ✓ Provide a copy of the program and Job Task Analysis to the PLHCP.
- ✓ Ensure that physical exams are conducted if required by the PLHCP.
- ✓ Implement a fit testing schedule for all individuals expected to wear a respirator.
- ✓ Institute a respirator training and retraining program.
- ✓ Ensure proper storage and maintenance of respirators.
- ✓ Develop and maintain all respirator training and respirator records.
- ✓ Evaluate and update the program as needed.
- ✓ Shall ensure that the compressed air maintains Grade D quality and that the air compressor is serviced and tested at least annually.

Company Officers

Company Officers are responsible for ensuring that the respiratory protection program is implemented. In addition to being knowledgeable about the program requirements for their own protection, Company Officers shall ensure that the program is understood and followed by all individuals under their charge. Duties of Company Officers include:

- ✓ Ensure that individuals under their supervision have received appropriate training, fit testing, and medical evaluations according to the established schedule.
- ✓ Ensuring the availability of SCBA for all personnel working in an IDLH atmosphere.
- ✓ Enforcing the proper use of SCBA when necessary.
- ✓ Ensuring that SCBAs are properly cleaned, maintained, and stored according to the respiratory protection program.
- ✓ Continually monitoring work areas and operations to identify respiratory hazards.
- ✓ Report to the Program Administrator or Deputy Administrator any individual having difficulty wearing or when using SCBA.
- ✓ Ensure that all Personnel operating in IDLH incidents follow the Department SOG for

Fire Scene rehabilitation

Employees

- ✓ Each employee shall wear his/her SCBA when and where required and in the manner in which they were trained.
- ✓ Each employee shall care, maintain, and store their SCBA as instructed.
- ✓ Shall inform the Company Officer if the SCBA facepiece no longer fits well and request to be refitted with the proper fitting facepiece.
- ✓ Inform the Company Officer should you have difficulty when wearing or using an SCBA.
- ✓ Inform the Company Officer or Program Administrator of any respiratory hazards that you feel are not adequately addressed in the workplace and any other concerns that you have regarding the program.

PROGRAM ELEMENTS

Selection of Respirator Procedures

The Lamoine Volunteer Fire Department currently uses Scott and MSA brand(s) of SCBA. The Scott 2.2 and MSA are certified by NIOSH and shall be used in accordance with the certification. Personnel shall be fit tested annually. Should the individual require a different mask than the standard, the Department shall issue to the individual member the proper fitting mask.

HAZARD EVALUATION WHERE SCBA WILL BE REQUIRED

Structural Firefighting

Due to the unknown respiratory hazards posed by structural firefighting, all members of the Lamoine Volunteer Fire Department engaged in interior structural firefighting (as defined in the definition section of this program) shall use SCBAs. The SCBA shall remain in use until overhaul is complete and the fire is determined to be out by the Incident Commander, or the respiratory hazard has been eliminated and deemed safe by the use of meters.

Firefighters who are performing exterior operations at a structural fire may be required to use SCBA, depending on the operation and the potential respiratory hazard as determined by the Incident Commander, Safety Officer, or Company Officer.

Each and every firefighter using SCBA shall be required to go through Fire Scene Rehabilitation after each air cylinder is used, and before reentering the structure. Firefighters must complete all aspects of rehabilitation as written in the Rehabilitation SOG. On scene medical personnel have the final approval before a firefighter can reenter the IDLH atmosphere.

Vehicle Fires

Vehicle fires are known to produce toxic gasses that may be IDLH. Firefighters who are engaged in vehicle firefighting operations shall use SCBA while performing this operation.

Dumpster Fires or Trash Container Fires

These fires (if not classified as a structure fire) when involved in a fire, shall require firefighters to wear SCBA while performing these operations.

Hazardous Materials Incidents

Firefighters who respond to or operate at a hazardous materials incident may be exposed to a variety of known and unknown respiratory hazards. SCBA shall be worn by all personnel operating in the Hot Zone, Warm Zone, and Decontamination Zone as determined by the Incident Commander.

Chimney Fires

Firefighters operating on the roof level at chimney fires shall be required to wear SCBAs.

Carbon Monoxide Incidents

Due to the fact that carbon monoxide presents a potential respiratory hazard, personnel operating at CO Alarms shall wear SCBA until the structure has been declared safe and by verifying with a Carbon Monoxide Meter.

Special Rescue Situations

Special rescue situations may include below grade, confined space, and other areas where the Incident Commander cannot ensure the quality of the atmosphere. In these cases personnel shall be required to wear SCBA. Engineering controls such as ventilation may be used with constant monitoring and may ensure with certainty the quality of the atmosphere in the rescue environment.

Other Respiratory Hazards

Nothing in this policy is intended to restrict the Incident Commander, Safety Officer, or Company Officer from requiring personnel to use SCBA when he/she suspects a potential respiratory hazard. Officers are encouraged to adequately size up the situation and consider the safety of personnel when making decisions regarding SCBA. When in doubt, order SCBA on.

UPDATING THE HAZARD ASSESSMENT

The Program Administrator shall review and update the hazard assessment annually or as needed.

MEDICAL EXAMINATION

All new hires shall be required to complete a Medical Evaluation form, Appendix C of 29

CFR 1910.134. New hires must receive a PLHCP certification that they are able to wear an SCBA. Any new hire refusing a Medical Evaluation will be terminated.

MEDICAL EVALUATION

Personnel who may be subject to or required to wear SCBA must pass a medical evaluation before being permitted to wear SCBA in training or on the job. Personnel are not permitted to wear SCBA until a PLHCP has determined that they are medically able to do so. Any personnel refusing a medical evaluation will not be allowed to work in an area requiring SCBA.

A PLHCP at Maine Coast Memorial Hospital will provide the medical evaluation. Medical evaluation procedures are as follows:

- ✓ The medical evaluation will be conducted using a questionnaire provided in Appendix C of the respiratory protection standard.
- ✓ To the extent feasible, the Lamoine Fire Department will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the PLHCP for medical evaluation.
- ✓ All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the Department PLHCP. Employees will be permitted to fill out the questionnaire on employer time.
- ✓ Follow-up medical evaluations will be provided to employees as required by this standard, or as required by the PLHCP.
- ✓ All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
- ✓ After an employee has received clearance and begun to wear SCBA, additional medical evaluations will be provided under the following circumstances.
 - ❖ Annually after age 40.
 - ❖ Every two years between the ages of 35 & 39.
 - ❖ Every five years up to age 34

Or:

- ✓ The employee reports signs and/or symptoms related to their ability to use an SCBA, such as shortness of breath, dizziness, chest pains, or wheezing.
- ✓ The PLHCP or supervisor informs the Program Administrator that the employee needs to be reevaluated.
- ✓ Information from the program, including observations made during fit testing and program

evaluation, indicates a need for reevaluation.

- ✓ A change occurs in the workplace that may result in an increased physiological burden on the employee.

All examinations, evaluations and questionnaires are to remain confidential between the employee and the PLHCP.

FIT TESTING

Fit testing is required for all employees wearing SCBA.

Fit testing will be conducted in accordance with the following schedule:

- ✓ Prior to being allowed to wear SCBA.
- ✓ Annually
- ✓ When there are changes in the employee's physical condition that could affect respiratory fit (obvious changes in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size SCBA that they will actually use.

The Program Administrator will conduct fit tests following the QLFT protocol found in Appendix B of the respiratory protection standard.

RESPIRATORY USE

SCBA use is required for all employees engaged in the following firefighting activities: structural fires, hazardous materials incidents, vehicle fires, dumpster fires, and special rescue situations, or any incident which may cause exposure to a respiratory hazard.

General Procedures

Employees will use their SCBAs under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the SCBA shall not be used in a manner for which it was not certified by NIOSH or by its manufacturer.

All employees shall conduct "User Seal Checks" each time that they wear their respirator. Employees shall use either positive or negative pressure check (depending on which test works best for them) as specified in Appendix B-1 of the Respiratory Protection Standard.

Employees who detect operational problems with, or experience failure of, the SCBA shall immediately notify their supervisor, sound their PASS Alarm, and leave the hazardous environment with their partner.

Employees are not permitted to wear any jewelry, ear protection, eyeglasses, or protective hoods in a manner that may interfere with the face to facepiece seal. Facial hair or any other hairstyle may not interfere with the face to facepiece seal.

Interior Structural Firefighting

Employees engaged in Interior Structural Firefighting shall:

- ✓ Use SCBA for all fires beyond the Incipient Stage or as directed by the Incident Commander.
- ✓ Continue to use SCBA until the completion of "Overhaul".
- ✓ Work in a minimum of pairs and maintain voice and visual contact with members of each team.
- ✓ Be supported by two stand-by members who are available for immediate rescue of interior firefighters, at each point of entry as determined by the Incident Commander.

Each stand-by member shall be dressed in full protective clothing and have SCBA immediately available to them. The function of one of the stand-by members shall be accountability of the firefighters inside the structure. The other stand-by member may assume other duties including Incident Commander or Pump Operator provided this individual is able to perform rescue assistance without jeopardizing the safety or health of any firefighter working at the incident.

Nothing herein shall prohibit the Incident Commander from establishing a Rapid Intervention Team (RIT) to replace the two firefighters outside, provided a RIT Team is established for each entry point as determined by the Incident Commander.

In the event that the Incident Commander determines the need to perform Emergency Rescue Activities upon arrival of the entire team, the Incident Commander must:

- ✓ Notify dispatch of entry without the two stand-by members.
- ✓ Enter with or without a charged handline, perform the Emergency rescue, and immediately leave the structure.
- ✓ After the incident, document in writing, to the Fire Chief, a detailed explanation regarding the deviation of policy.

Use other than Interior Structural Firefighting

For incidents requiring SCBA use other than Interior Structural Firefighting, employees shall use SCBA whenever they may be exposed to environments which may become IDLH or other respiratory hazard, as directed by the Incident Commander.

When the Incident Commander cannot ensure the employees ability to escape from the hazardous environment, one employee shall be stationed at the point of entry to maintain accountability and be readily available to perform immediate rescue.

AIR QUALITY

SCBA cylinders shall be filled with Grade D compressed air only. The Program Administrator shall ensure that the compressed air maintains Grade D quality and that the air compressor is serviced and tested at least annually.

CLEANING

SCBA are to be cleaned and disinfected after each use. The cleaning policy to be as follows:

- ✓ Disassemble SCBA, removing cylinder, mask and PASS device.
- ✓ Wash the facepiece and associated parts in mild detergent with warm water.
- ✓ Disinfect the facepiece with a diluted bleach solution.
- ✓ Rinse completely in clean warm water.
- ✓ Air-dry in a clean area.
- ✓ Reassemble the SCBA, test the function, and replace any defective parts, test function.
- ✓ Place back on apparatus, masks are to be stored in a bag, or within an enclosed cab.

Field cleaning of SCBA is to be done using 70% Isopropyl Alcohol wipes. There will be no sharing of SCBA masks in the field without proper field cleaning.

The Program Administrator will ensure an adequate supply of cleaning and disinfecting material at the fire station, as well as field cleaning material. If supplies are low, employees should notify their supervisor who will in turn notify the Program Administrator.

MAINTENANCE

SCBA are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employees. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer, except by those trained by the manufacturer to do such repairs. Repairs beyond the scope of our trained personnel will be conducted by the manufacturer or their designee.

The following items are to be checked after each use and weekly. The findings of these checks are to be properly recorded in the SCBA Maintenance Log:

- ✓ Facepiece;
 - Cracks, tears, or holes
 - Facepiece distortion
 - Cracked, loose, or damaged lens

- ✓ Headstraps;
 - Breaks or tears
 - Broken buckles

- ✓ Valves
 - Residue or dirt
 - Damage to valve or valve material

- ✓ Gauges, regulators & Air Lines
 - Damage to or inaccuracy
 - Leaks

- ✓ PASS Alarm
 - Operation
 - Battery condition

- ✓ Body Harness
 - Tears, rips, fraying or otherwise damaged straps
 - Broken buckles

- ✓ Cylinder
 - Air supply full
 - Hydrostatic test date
 - General cylinder condition

SCBA that are defective or that have defective parts shall be taken out of service immediately. If during an inspection or during use, an employee discovers an SCBA with a defect he / she is to bring the defect to the attention of his / her supervisor. Supervisors will give all defective SCBA to the Program Administrator. The Program Administrator will decide whether to:

- ✓ Temporarily take the SCBA out of service until it can be repaired
- ✓ Perform a simple repair on the spot.
- ✓ Dispose of the SCBA or part due to irreparable condition.

When a respirator is taken out of service, it will be appropriately tagged indicating the problems, and stored in the SCBA maintenance room until it can be repaired or sent out for service.

STORAGE

Storage of SCBA shall be in their designated place on the apparatus. Masks shall be stored in plastic or nylon bags, or enclosed apparatus cabs to prevent exposure to road dirt or other contaminants.

TRAINING

Annually, each employee shall attend and successfully complete SCBA training that is based on current NFPA Standards. Training will be both knowledge and hands-on based. Training will include:

- ✓ The need for respirator use, and how improper fit, usage, or maintenance can compromise the protective effectiveness of the SCBA.
- ✓ Limitations and capabilities of SCBA
- ✓ How to effectively use SCBA
- ✓ How to inspect, don, duff, use, and perform proper seal checks.
- ✓ Procedures for maintenance field cleaning, and storage.
- ✓ How to recognize medical symptoms that may compromise the safety of the wearer.

PROGRAM EVALUATION

The Program Administrator shall annually and as needed evaluate the respiratory program to ensure that:

- ✓ Current written programs are being effective and properly implemented.
- ✓ Employees are properly using SCBA and,
- ✓ The program continues to be effective.

RECORDKEEPING

The Program Administrator shall keep and maintain all documentation in the areas of:

- ✓ Medical evaluations (PLHCP recommendation only)
- ✓ Fit Testing
- ✓ Training records

EFFECTIVE DATES

The effective date of this policy shall be November 1, 1999

Next scheduled evaluation of this policy shall be July 1, 2004

Reviewed July 17, 2003 by Captain Edward Farnsworth, Asst. Chief Joseph Reynolds, Chief George Smith, Secretary Joseph Young, Medical Officer Diane Sanderson and Assistant Chief Stuart Marckoon. There were minor changes in spelling on pages 9 and 12.

Name: _____ Date: _____

Job Title: _____ SSN: _____

Company: _____

Type of Respirator: _____ Size: _____
(make, model, style)

Type of Cartridge: _____

Seal Check

- Negative Pressure check Completed
- Positive Pressure Check Completed

Seal Obtained: Yes ___ No ___

Taste Threshold Screening

Reaction: Yes ___ No ___

If yes, # of squeezes _____*

Bitrex Fit Testing

One minute each

Activity

Reaction

normal breathing

Yes___ No ___

deep breathing

Yes___ No ___

turning head

Yes___ No ___

nodding head

Yes___ No ___

talking

Yes___ No ___

bending over or jogging

Yes___ No ___

normal breathing

Yes___ No ___

Employee Signature _____ Date: _____

Testing Performed by: _____ Date: _____

* When testing fit testing maneuver, prime the tent with 10 squeezes of Bitrex, then use 1/2 the number of squeezes that elicited a response in the screening test for each of the test maneuvers.

RESPIRATORY PROTECTION PROGRAM QUALITATIVE FIT - TESTING

D. 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.

SITUATION AND ASSUMPTIONS

The Town of Lamoine could experience disaster situations that are local or statewide. A Hazard Risk Assessment was completed at the County level in 2004 during the mitigation planning process. Of the County level ranking, those hazards that are most likely to impact the Town of Lamoine could include:

Hazard	Ranking
Severe winter storms	1
Severe summer storms	2
Wildland/Forest Fire	3
Flooding	4
Disease & Epidemics/Pandemics	5
Mass Casualty Incidents	6
Hazardous materials Incident	7
Prolonged Power Outage	8

Local disasters could include forest fires, hazardous materials incidents, mass casualty incidents, building collapses, and localized flooding. Statewide disasters may include severe summer storms, flooding, and prolonged power outages.

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

Severe summer storms occur on average two or three times a decade and will cause light coastal flooding and may damage or erode roadway surfaces. There have been five Category One hurricane strikes in Hancock County in the past century. These events will cause a greater amount of storm surge and coastal flooding, however, much of the coastline is rocky and elevated and damage to structures is limited. A coastal storm could cause general erosion and wind damage to coastal areas and buildings. High winds from these events could cause major area damage to the 36 + miles of electrical and communication overhead utility lines.

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

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

The most likely damage from **flooding** in Lamoine will be due to spring run off resulting in swollen stream beds, as well as roadway sections that contain culverts and through erosion of gravel roads, or from storm surge along Lamoine’s coastal areas.

A widespread **Disease, Epidemic or Pandemic** is a possibility in Lamoine. While rare, such a problem could result in massive illness, loss of life, cessation of government operations, and an inability for local government to respond to needs. Such a situation calls for a regional management approach.

A **Mass Casualty Incident** could occur resulting from an airplane crash, as Lamoine is in close proximity to the Hancock County Airport, in Trenton, to a vehicle accident, or as a result of any of the described disaster hazards. Since Lamoine does not have an ambulance, rescue squad, or hospital, this situation will be very difficult to manage. Response times will be delayed.

Though **hazardous materials** could be transported on any community road, the most likely occurrence might involve a fuel oil or propane truck, as there are no facilities in the town with extremely hazardous substances.

Other hazard events could occur, but are very unlikely. The most vulnerable population will be the special needs population, which are identified in the Alert and Warning. 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	Occasional	Forests & Homes	Firefighters
HazMat Incident	Any roadway which fuel truck may travel	Probable	Environmental & Roadway	motorists and Responders
Mass Casualty	Anywhere	Occasional	None	Transport
Summer Storm	Entire Town	Occasional	Homes/water craft	None
Flooding	Low lying areas along lakes and streams and Gravel Roads	Probable	Erosion from spring runoff/ damage to Roadways	None
	Storm Surge along the coastal area.	Probable	Erosion to the shoreline and possible damage to homes	Homeowners
Power Outages	Entire Town	Probable	Frozen Plumbing	None
Winter Storm	Entire Town	Frequent	& Power Lines	Motorist or Elderly

The Town of Lamoine does not have its own law enforcement, medical services, public works, hazardous materials response team, or public transportation. Hancock County and the Maine State Police provide law enforcement. Hospitals are located in Ellsworth, Blue Hill, and Bar Harbor. Bangor’s EMMC is the nearest trauma center. The nearest ambulance service is County Ambulance, with whom the Town of Lamoine contracts with, which is based in Ellsworth. The County Weapons of Mass Destruction/Regional Response Team, based at Ellsworth Fire Department is the nearest WMD/HAZMAT response. The school district could possibly provide emergency public transportation but there is MOU with Laidlaw Bus Transit for emergency evacuation. Public works are contracted through the Lamoine Selectmen and the Road Commissioner. Fire Protection services are handled by the Town’s Volunteer Fire Department, which has a

mutual aid compact through the Hancock County Firefighter's Association, with the other volunteer and full-time fire departments in Hancock County.

The likelihood of a disaster situation occurring in Lamoine that could cause multiple deaths or injuries is very low. There are no large passenger transportation services. There are no 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 few buildings are in flood zones. The major portion of transported hazardous materials consists of petroleum products and the hazards would be localized.

Population Statistics 2000

Total Year - Round Population	1,495
Under 5 Years Old	71
18 years old and older	1,141
65 years old and older	216
Person Per Household	2.53
Seasonal Population Estimated	442 additional

Housing Statistics 2000

Total Housing Units	803
Total Year Round Housing Units	626
Year round housing units with 5 or more units in structure	0
Year Round Housing Units with 1 unit at address	540
Rental Occupied Housing Units	91
Total Number of Seasonal Housing	177

Social and Economic Statistics

Total Labor Force, 1998 115 (from Department of Labor)
 Per Capita Income, 1998 \$515/week (from Department of Labor)
 Median Household Income, 1998 \$51,123 (Hancock County income * household size)
 Total Municipal Valuation, 1998 96,606,000

Three Largest Industries by Employment: (no firm numbers are known)

Gravel Extraction Industry
 Jackson Laboratory, Bar Harbor
 Bangor Hydro Electric

LAMOINE DEMOGRAPHICS, 2000 CENSUS

	<u>Number</u>	<u>Percent</u>
Total population	1495	100
Male	731	48.9
Female	764	51.1

Median age (years)		
Under 5 years	71	4.7
18 years and over	1,141	76.3
65 years and over	216	14.4
One race		
White	1458	97.5
American Indian and Alaska Native	8	0.5
Asian	10	0.7
Some other race	4	0.3
Household population		
Household population	605	100
Group quarters population	0	0.0
Average household size		
Average household size	2.47	
Average family size	2.86	
Total housing units		
Total housing units	803	100
Occupied housing units	605	75.3
Owner-occupied housing units	514	85
Renter-occupied housing units	91	15
Vacant housing units	198	24.7
Social Characteristics		
Population 25 years and over	1069	
High school graduate or higher	961	89.9
Bachelor's degree or higher	298	27.9
Civilian veterans (civilian population 18 years and over)	219	19.2
Disability status (population 5 years and over)	205	14.5
Foreign born	46	3.1
Male, Now married, except separated (population 15 years and over)	358	60.9
Female, Now married, except separated (population 15 years and over)	373	59.9
Speak a language other than English at home (population 5 years and over)	45	3.2
Economic Characteristics		
In labor force (population 16 years and over)	781	65.7
Mean travel time to work in minutes (workers 16 years and over)	21.5	
Median household income in 1999 (dollars)	39,783	
Median family income in 1999 (dollars)	45,050	
Per capita income in 1999 (dollars)	19,712	
Families below poverty level	23	5.3
Individuals below poverty level	131	8.8
Housing Characteristics		
Single-family owner-occupied homes	345	
Median value (dollars)	102,900	
Total Municipal Valuation, 2005 * Not a Census Bureau statistic	<u>\$233,691,575</u>	
Source: U.S. Census Bureau, Summary Files 1 (SF 1) and 3 (SF 3)		

CONCEPT OF OPERATIONS

The Emergency Management (EM) Director is responsible to the Board of Selectmen 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 Hancock County Regional Communication Center (HCRCC) radio-page to the Lamoine Fire Department, a Hancock County EMA “Fan-out” or by announcements on area television and/or radio broadcasts.

Any one of the Selectmen 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 Board of Selectmen 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 Hancock County EMA to the Maine EMA and Governor. The Governor may declare a disaster within certain or all parts of Hancock County and make State resources available to save lives, protect property and aid in disaster recovery.

The only emergency response force in Lamoine is the Fire 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 primary to coordinate logistics and monitor the situation. A large forest fire in the next community could eventually impact Lamoine, 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:

Board of Selectmen:

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.

Emergency Management Director:

1. Establishes and maintains the town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with Hancock County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC).
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.

Road Commissioner:

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. Mans EOC telephones and records information.
2. Tracks disaster expenditures and pays bills authorized by the board of Selectmen.

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 Board of Selectmen and the EM Director are responsible for the activation of this plan.

The Lamoine EM Director is responsible for the submission of reports to MEMA, through the Hancock County EMA (HCEMA). 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. 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 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 All-Hazard Emergency Operations Planning. SLG-101, September 1996.
- Department of Homeland Security, National Response Plan, November 2004

ANNEX A - DIRECTION AND CONTROL

PURPOSE

The Town of Lamoine does not employ any full-time and/or paid emergency responders. All town officers and 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 Lamoine EOC will be established by the Board of Selectmen 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 proclamation adopted November 17, 2005, the Town of Lamoine 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 Lamoine, Hancock 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 of Lamoine 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 Lamoine emergency and disaster responders for incident management.

Normally, initial notification of an emergency will be a radio-page from the Hancock County Regional Communications Center (HCRCC) 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 HCRCC radio-page Fire Department, a Hancock County EMA "Fan-out" to the EM Director, or by announcements on area television and/or radio broadcasts.

The Selectmen have responsibility for the continuance of local government operations. The EM Director assists the Board of Selectmen in this task. Any one of the Selectmen 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 man the EOC on a temporary basis
3	Full Activation	Entire EOC staff recalled; 24 hours shifts established

The primary Emergency Operations Center (EOC) is set up at the Lamoine Fire Station. The alternate EOC is located at the Town Office. The EOC's communications capabilities include telephone and 2-way radios. All Fire Department personnel can be reached through the HCRCC via radio-pagers. The Hancock County EOC is located at 50 State St., Suite 4, Ellsworth, ME.

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 County or State Police will be the Incident Commander. The command post keeps the EOC informed of the situation. The Lamoine EOC keeps the Hancock County EOC informed.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen exercise broad control over emergency operations. The Selectmen provide guidance on policy and approve information for the public. Town officers manning the EOC assure work is accomplished in a mutually supportive way. The EOC staff stays in contact with field forces and record their status, issue instructions to personnel, monitor progress, and keep the Selectmen informed.

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

Board of Selectmen	Make policy decisions and have responsibility for emergency response within the Town. They 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.
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 Director/ Road Commissioner	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

Resource Manager

and to provide news releases to the media.

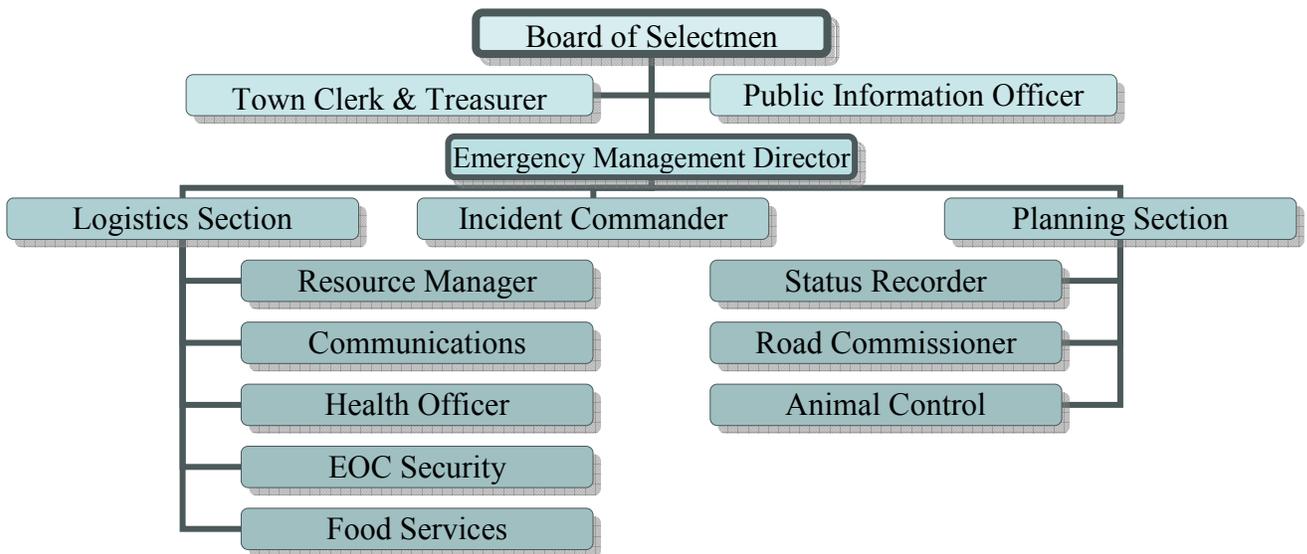
A volunteer will be selected to coordinate procured and donated supplies and materials. This individual will also be responsible for acquiring additional transportation and facility assets that are needed.

Communications Officer

Answers the phone and base radio. Dispatches emergency personnel.

Food Services

Organizes feeding and refreshments for EOC staff and emergency response personnel.



**Status Recorder
Volunteer
Coordinator**

Updates Incident Status information.

Contacts and in-process all disaster volunteers. Works for the Resource Manager.

Lamoine EOC Layout

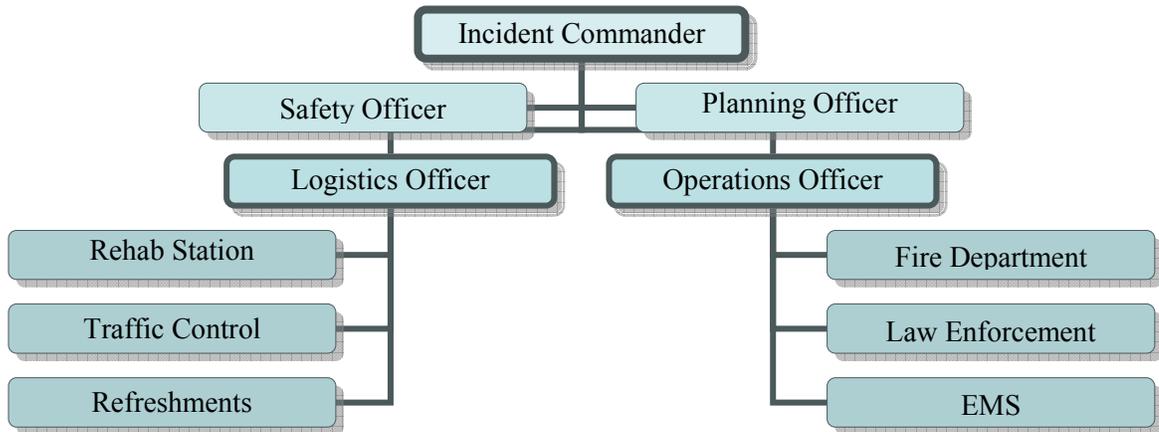
The following emergency functions will be accomplished during an emergency in Lamoine.

Law Enforcement: The Town of Lamoine relies on the Hancock County Sheriff's Department and the Maine State Police 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 HCRCC to coordinate additional law enforcement requirements.

Fire Services: The Lamoine 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 of Lamoine relies on County 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.

Public Works: This is contracted to private companies through the Board of Selectmen, with assistance from the Road Commissioner. They are responsible for highway maintenance and will assist in damage assessment.



ADMINISTRATION AND LOGISTICS

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

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

Situation reports should be compiled twice daily or as requested and forwarded to the Hancock County EMA; at 8 am and 4 pm by fax to 207-667-1406. 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 than the Town of Lamoine can provide should be submitted to the Hancock County EMA by the Selectmen or OEM Director.

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

MUTUAL AID CHART

AGENCY	1st RESOURCE	2nd RESOURCE	3rd RESOURCE
Emergency Management	Hancock County EMA 667-8126 or 266-7043 24/7 HCRCC 9-1-1	Maine EMA 1-800-452-8735	FEMA Region I 1 (800) 419-3481 617-223-9540
Law Enforcement	Hancock County Sheriff 9-1-1	Maine State Police 1-800-452-4664	FBI Boston (617)-742-5533
Fire Protection	HCRCC 9-1-1 for Trenton, Hancock	HCRCC 9-1-1 for Ellsworth	HCRCC 9-1-1— Any Hancock County FD
Road Commissioner	Contract Services	Bangor Hydro-Electric 1-800-440-1111 or 1-800-310-4416	Verizon Telephone (207)878-7001 1-888-744-8617
Ambulance Services	County Ambulance (207) 667-3200	Lifeflight of Maine 1-888-421-4228	
Hospitals	Maine Coast Memorial Hospital ER (207) 664-5340	Eastern Maine Medical Center	Blue Hill Memorial Hospital (207) 374-2836
Red Cross	ARC Ellsworth office (207) 667-4737	ARC –Rockland Office (207) 594-4576	ARC answering service: 1-800-664-0009
Environmental Protection	Maine DEP 1-800-482-0777	U.S. EPA 1-800-424-8802	Maine Forest Service 287-2791
National Weather Service	800-482-0913 Caribou		
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	Coast Guard--Search & Rescue (207) 244-5121	Center Disease Control 800-232-4636

The Town of Lamoine 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 Lamoine Fire Department. However, for incidents such as a multi-jurisdictional forest fire or a hostage incident at the Lamoine Consolidated School, 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 of Lamoine.

A Lamoine IC or member of a Unified Command will maintain communications with and report to the Lamoine EOC, which will oversee all municipal activities. Most Planning, Logistics and Finance Section duties will be carried out at the Lamoine 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

EOC Alert Status:

EOC Notification From:

Consider need to declare an emergency.

Notify all EOC staff and volunteers.

Activate and test all equipment.

Begin message and event logs.

Inspect emergency generator for fuel and start capability.

Begin plotting and posting events.

Brief staff upon arrival.

When "manned and ready", report to Hancock County EMA (667-8126).

Review staffing pattern to ensure 24 hr. capability (If needed).

Conduct "time check".

Brief elected officials on status of EOC.

Check on food, water, and sanitation supplies and make appropriate arrangements.

Submit verbal and written situation reports to County EMA (Fax 667-1406).

Establish EOC security procedures.

Conduct periodic briefings for EOC staff.

Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.

Review procedures for requesting assistance. Contact contractors for assistance.

Maintain records of expenditures.

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.

Brief oncoming shift personnel of all events and pending actions.

Prepare initial damage assessment information for submission to Hancock County EMA.

Contact area volunteer groups to assist with emergency recovery operations.

**STATE OF MAINE
PRIORITY EMERGENCY/DISASTER
SITUATION REPORT**

01	Date	Time	Report #	Initial ____ Final ____ Supplemental _____
02	Reporting Jurisdiction:		To:	
03	Type of Occurrence: Severe Storm _____ Transportation Accident _____ Hazardous Materials _____ Flood _____ Forest Fire _____ Earthquake _____ Urban Fire _____ Other _____			
04	Time of Occurrence:	Location:		
05	Direction & Control: EOC Activated Y N POC (name/title) _____ On Emergency Power: Y N Contact Information: Phone (s) _____ Fax _____ Radio (s) _____ Other _____ Has local state of emergency been proclaimed? Y N Areas Included _____ _____			
06	Weather Data: Clear Rain Freezing Rain/Ice Snow Fog Cloud Cover: 0% 25% 50% 75% 100% Air inversion present Y N Temp _____ F Wind Speed _____ MPH Direction _____ Wind Chill _____ F Pre-Event Rain/Snow Amount _____ " Since last SITREP _____ " Event Total Accumulation _____ "			
07	Alerting/Warning/Emergency Public Information: Has a fanout been accomplished Y N Are media briefings being held Y N Has Emergency Public Information been disseminated Y N When _____ How _____ Area(s) Covered _____ General Content/Action _____			

09	Sitrep summary/Notes/Comments:	
10	Transportation Infrastructure:	
11	Emergency Services:	
12	Damage Assessment:	
13	Shelters:	
14	Assistance Required: NO _____ Being Prepared _____ Attached _____	
	If assistance is required please attach a completed Request for Assistance (see Page 16)	
15	Prepared By: _____ Time Sent: _____	
	Delivery Method: Voice _____ Fax _____ Packet Radio _____ Courier _____ E-mail _____	

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 Hancock 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 Hancock 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.)

ANNEX B - COMMUNICATIONS

PURPOSE

Communications during an emergency are critical. This annex shall describe the communications capabilities of the Town of Lamoine. It shall also provide telephone and radio lists. Notice of a county-wide emergency will be fanned out by the Hancock County EMA via the HCRCC. The agency tasked to contact Lamoine at (Days 667-2242 or Nights at 667-9578 (cell), 266-0353).

SITUATION AND ASSUMPTIONS

Most local emergencies should leave the telephone system intact, however certain disasters, such as a severe winter storm, 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 telephone nor radios are functioning or unable to reach the intended party, 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 phones. Additionally, Hancock County EMA can also activate HAM radio personnel (Hancock County EMCOMM) with the Hancock County Emergency Communication trailer and equipment.

CONCEPT OF OPERATIONS

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is the Town Office—667-2242 and the Alternate EOC phone number is the Fire Department—667-2623.

The Fire Department has hand-held two-way radios with HCRCC, State Fire, Hancock EMA and several local fire department radio frequencies. The Fire Station has a multi-channel two-way radio base station. Radio traffic may be relayed through the Fire Stations' radio base station. Contact with the HCRCC and Hancock County EMA is possible. All the volunteer firefighters are issued a radio-pager. Page-outs may be initiated from the Fire Station or the HCRCC. The Fire Station also maintains a radio scanner. All fire trucks are equipped with mobile truck radios (See frequencies listing on pages 18 & 19).

The Town Office and EMA Director have Internet and E-mail connectivity (website: www.lamoine-me.gov) (E-mail town@lamoine-me.gov) (see town contact list). Reports and pictures can be e-mailed from the Town to the County (ema@co.hancock.me.us) and on to the State EMA.

The Town Office can send and receive fax transmissions (207-667-2242).

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 if communications requirements are needed 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.

CONTACT LIST

ELECTED OFFICIALS: Josephine Cooper (chair) PHONE: (207) 667-7062 (cell-266-6434)
Cynthia Donaldson (207) 667-2382
Richard Fennelly, Jr (207) 667-7421
Perry Fowler (207) 664-0662
Brett Jones (207) 667-0022

MUNICIPAL BUILDING: 606 Douglas Highway HOURS: Mon-Fri: 9-4:00 pm
Ellsworth, ME 04605 ANNUAL MEETING: March

ADMIN ASSISTANT: Stuart Marckoon PHONE/FAX: (207) 667-2242
CLERK: Jennifer Kovacs (207) 667-2242(fax)
Hours: 9-4 M-W, 10-6 Th, F 8-12 1st & Last Sat: 8-12
email: town@lamoine-me.gov

EMERGENCY MANAGEMENT DIRECTOR: Stu Marckoon (207) 667-2242

FIRE SERVICE OFFICER: Chief George Smith
RESPONDING DEPT.: Lamoine Volunteer Fire Dept.
EMERGENCY NUMBER: 911 (RCC) landline or cell (207) 667-8866
NON-EMERG. NUMBER: (207) 667-2623

LAW ENFORCEMENT: Hancock County Sheriff's Dept.
EMERGENCY NUMBER: 911 or (207) 667-8866 RCC
HARBOR MASTER: Gerald Ford 207 (667-8720)
HEALTH OFFICER: Cece Ohmart (207) 667-5311 (Home) 667-3129
ANIMAL CONTROL OFFICER: Harry Louder 207-422-3133 or John Karst 207-667-8289

EMERGENCY MEDICAL SERVICES:
AMBULANCE: County Ambulance (207) 667-3200

ROAD COMMISSIONER: Dennis Ford (207) 667-9987

WATER COMPANY: Cold Spring Water Co. (Limited to School)

SCHOOL SUPERINTENDENT: _____, Union #92 Tel: (207) 667-7571/7855(fax)
SCHOOLS: Lamoine Consolidated School PRINCIPAL: Val Perkins (207) 667-8578

SCHOOL TRANSPORTATION COORDINATOR: Laidlaw Bus Transit (207) 469-7673

SPECIAL FACILITIES: (Nursing or Retirement Homes)

NONE LISTED

Adjacent Towns:

1. Ellsworth 2. Hancock 3. Trenton

SCANNER FREQUENCY LIST

Type	Agency	Freq.	PL Tone	Type	Agency	Freq.	PL Tone
AIR	Bangor International Airport	124.500		FD	Stonington Fire Dept.	154.430	151.4
AIR	Bangor International Airport	125.300		FD	Sullivan Fire Dept.	154.085	151.4
AIR	Bar Harbor Airport	119.900		FD	Surry Fire Dept	154.340	151.4
AIR	Bar Harbor Airport	122.800		FD	Swans Island Fire Dept.	154.175	
AIR	Bar Harbor Airport	129.550		FD	Tremont Fire Dept.	153.800	
ARES	Ellsworth Simplex Chat	146.565		FD	Trenton Fire Dept.	153.965	
ARES	Ellsworth-Alternate Emerg/Train	147.645		FD	Surry Fire Dept	154.340	151.4
ARES	Dixmont	146.850		FD	Swans Island Fire Dept.	154.175	
ARES	Bangor	146.940		FD	Tremont Fire Dept.	153.800	
ARES	Ellsworth W1TU/rpt	147.030		FD	Trenton Fire Dept.	153.965	
EMA	ME EMA (trans. freq)	159.705		FD	Waltham Fire Dept	155.940	151.4
EMA	Hancock County EMA	155.853	151.4	FD	Winter Harbor Fire Dept	155.100	
EMS CONOPS	County Ambulance Service Also EMS/LASER CONOPS	155.160 " "		MAR	Camden Marine Operator	161.900	
EMS	Ellsworth Co Ambulance Ellsworth, Blue Hill	458.550		MAR	Marine 16 Emergency	156.800	
EMS	(Hosp.Network) Ellsworth, Blue Hill	155.175		MAR	Marine 6 Fisherman	156.300	
EMS	(Hosp.Network)	155.355		MAR	Marine Chan. 22 USCG Working	157.100	
EMS	Mt Desert Hospital	462.200		MAR	Marine Chan. 83 USCG Primary	157.175	
EMS	Mt Desert Hospital	467.200		MAR	Marine Patrol (Car to Car)	155.595	
EMS	Mt Desert Search & Rescue	155.160		MIS	Bangor & Aroostook Railroad	160.440	
EMS	Mt Desert Support Services Southwest Harbor Support Serv.	154.980 154.025		MIS	Bangor & Aroostook Railroad	160.530	
EMS				MIS	Bangor Hydro	37.500	
FD	Aurora Fire Dept.	154.370	127.3	MIS	Bangor Hydro	37.540	
FD	Bar Harbor Fire Dept.-- Receive	155.040	186.2	MIS	Dept. of Transportation	37.260	
FD	Bar Harbor Fire Dept.-- Transmit	155.955	186.2	MIS	Downeast Weather	162.400	
FD	Blue Hill fire Dept.	154.070	151.4	MIS	Ellsworth Fish & Game	155.850	
FD	Brooklin Fire Dept.	154.115		MIS	Ellsworth Highway Dept.	156.060	
FD	Brooksville Fire Dept.	154.160		MIS	Acadia National Park	164.725	
Type	Agency	Freq.	PL Tone	Type	Agency	Freq.	PL tn.
FD	Bucksport Fire	154.190		MIS	Hancock County RCC	155.055	
FD	Castine Fire Dept	154.385		MIS	Reg. 8 (Wash. Co., State Pd, R)	154.995	
FD	Dedham Fire Dept	154.430	94.8				
FD	Deer Isle Fire	154.010	151.4	PD	Bar Harbor/Ellsworth Police	158.790	
FD	Eastbrook Fire Dept.	154.130	151.4	PD	Bar Harbor Police	156.150	
FD	Ellsworth Fire Dept.	153.980	192.8	PD	Bar Harbor Police	159.150	

FD	Franklin Fire Dept.	154.325	151.4	PD	Bar Harbor Police	159.150
FD	Gouldsboro Fire Dept.	155.775		PD	Brewer Police	155.580
FD	Hancock Co. Fire Network	154.250		PD	Ellsworth Police	156.210
FD	Hancock Fire Dept.	153.920	151.4	PD	Ellsworth Police	158.910
FD	Hancock Fireman's Assoc.	153.890		PD	Hancock Co Sheriff	155.520
FD	Lamoine Fire Dept.	154.205		PD	Southwest Harbor Police	155.685
FD	Mariaville Fire Dept.	158.880	127.3	PD	State Police	42.120
FD	Mount Desert Fire	154.980	192.2	PD	State Police	154.640
FD	Orland Fire	154.235		CONOPS	Statewide Car to Car	154.695
FD	Osborn Fire	154.370	127.3	CONOPS	State Wide State Police	154.710
FD	Penobscot Fire Dept	154.400		PD	State Police	154.800
FD	Sedgwick Fire Dept.	154.130	151.4	PD	State Police	154.905
FD	Sorrento Fire Dept.	156.015	151.4	CONOPS	State Police Car to Car	154.935
FD	Southwest Harbor Fire	154.220	82.5	PD	State Police	155.730
CONOPS	Statewide Fire Network	154.310		CONOPS	Nationwide Car to Car	155.475
AIR—Airport Frequencies ARES—Amateur Radio 2 Meter EMA—Emergency Mgmt. EMS—Emergency Medical				FD—Fire Department MAR—Marine MIS—Miscellaneous PD—Police Department CONOPS—Com Ops Plan		

*NOTE For CONOPS frequencies use see **Protocols** below:

CONOPS Request Protocols/Procedures

Step 1: The incident commander calls MEMA at 1-800-452-8735 to make the request to the MEMA Director, or their designee (the 1-800 line is available 24/7/365). Be prepared to identify yourself, your situation, your specific request, and contact information. The MEMA contact will immediately engage the MEMA Director for decision-making.

Step 2: The MEMA Director will consider the request and approve or disapprove in accordance with the criteria listed in this CONOPS document. (The decision criteria are guidelines and therefore flexible. In the After-Action review, the guidelines may be modified by the signatories to this agreement. The purpose is to remain open, assimilate lessons learned, and to be better prepared for future events.)

Step 3: When the MEMA Director authorizes a CONOPS level, MEMA will request that State of Maine Public Safety Dispatch immediately issue a teletype requesting a general broadcast alert for the region where the incident is occurring. Additionally, it shall be included in the information to be broadcast, which channel has been designated as the in-bound frequency for all units responding to the incident. Once on scene, in-bound units will be redirected to the appropriate frequency by the incident commander, or their designee. MEMA will also notify the incident commander when this has occurred. The teletype will indicate: which CONOPS level is to be in effect - one of CONOPS1 through 6; when the CONOPS ends (duration of authority); the name, position title, organization, and contact information for the incident commander to whom the authority has been granted; the purpose of the CONOPS authorization; and the location of the incident.

Step 4: All communications centers within the incident region shall immediately broadcast that a CONOPS incident is in effect, and shall indicate at what level (1-6) so that responders know what channels are now dedicated to the incident commander in charge of that incident.

Step 5: As the incident escalates, or deescalates the incident commander may again call MEMA to adjust the request. If the CONOPS authorization is no longer required, the incident commander will contact MEMA to request a stand-down of the CONOPS, which in turn will prompt a teletype from the Department of Public Safety to all pertinent stations.

EXTERNAL CONTACTS

AGENCY	LOCATION	TELEPHONE #
American Red Cross of Eastern Maine	Bangor/Ellsworth/Rockland	1-800-664-0009
Bangor ANGB Command Post	Bangor ANGB	1-800-538-6636
Bangor Hydro Electric - emergency	Bangor	800-310-4416
CHEMTREC	Washington D.C.	1-800-424-9300
Civil Air Patrol	72 Broadlawn, Brewer	989-2842
Capital Ambulance	Bangor, ME	
County Ambulance	High St., Ellsworth	667-3200
FEMA Region I	Massachusetts	617-223-9540
Fire Department - Aurora	P O Box 1848, Bucksport	584.5200
Fire Department - Osborn	Rte 179	584-5131
Fire Department - Ellsworth	City Hall Plaza, Ellsworth	667-8666
Forest Fire Control	Augusta	287-2275
General Aviation Weather	Bangor International Airport	1-800-992-7433
Hancock County EMA	50 State St., Ellsworth	667-8126
Hancock County RCC	50 State St., Ellsworth	911 or (667-8866 by cell)
Hancock County Sheriff	50 State St., Ellsworth	911 or (667-7575 by cell)
Lifeflight of Maine		1-888-421-4228
Maine Dept of Environmental Protection	Augusta	1-800-482-0777
Maine Dept Human Services (Disease Control)	Augusta	207-287-5179
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 Geological Survey	22 State House Station, Augusta	287-2801
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	Caribou Office	800-482-0913
Poison Control Center		1-800-442-6305
Radio Station WNSX-FM97.7	High Street, Ellsworth	667-0002
Radio Station - Fm 106.5	49 Acme Rd, Bangor	989-5204
Radio Station - Fm 103.9	WVOM	
Radio Station - Fm 94.5	Bangor	947-1234
Salvation Army	Bangor, ME	941-2990
Television Station-WABI/5	35 Hildreth St., Bangor	947-8321
Television Station-WLBZ/2	Mt Hope Ave, Bangor	942-4821
Television Station-WMEB/12	65 Texas Ave, Bangor	941-1010
Television Station-WVII/7	371 Target Ind. Circle, Bangor	945-6457
Union River Telephone	Aurora, ME	584-5131
Verizon Communication		
Washington/Hancock Community Agency	Ellsworth	664-2424

FAX MACHINE DIRECTORY

OFFICE	FAX TELEPHONE NUMBER
Lamoine School	667-3860
Hancock County EMA	667-1406
Hancock County Sheriff	667-7516
Maine EMA	287-3178
Lamoine Town Office	667-2242
Union 92 Office	667-7855

ANNEX C - WARNING

PURPOSE

This annex describes the current warning capabilities of the Town of Lamoine and Hancock County.

SITUATION AND ASSUMPTIONS

The primary National Warning System (NAWAS) warning point for Hancock County is the Hancock County Regional Communications Center (HCRCC) located at 50 State St., Ellsworth. The HCRCC number is 667-8866 or 911. The HCRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Hancock 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 Lamoine Fire Station; located at 43 Lamoine Beach Road. The secondary warning point is the Lamoine Town Office. The Fire Department members and EM Director can be radio-paged out by the HCRCC. The EM Director is responsible for alerting the Selectmen and town officers.

CONCEPT OF OPERATIONS

The dispatcher at the Hancock County Warning Point (HCRCC) fans out information to the local jurisdictions, by contacting the municipal emergency management directors.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Lamoine Board of Selectmen are ultimately responsible for ensuring that alerting and warning capabilities exist and special needs populations (visual or hearing impaired population, children and elderly) are notified.

The EM Director shall update Town Officer Phone Rosters, alert EOC Staff, relay fan-out information and report status to the Hancock 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.

MOBILE NOTIFICATION ROUTES

VEHICLE	ROADS (In Order) Starting From Fire Station
1	Lamoine Beach Road, Shore Road,
2	Douglas Highway, Jordan River Road, Buttermilk Road
3	Mill Road-Walker Road, Partridge Cove Road, Mud Creek Road
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 Beech Hill School, 105 Otis Road.

Other public warning is used as available and as time permits.

- a. Radio announcements
- b. Television announcement

Keep signed logs of emergency communication traffic.

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 of Lamoine has an ongoing program to provide information about potential hazards, local government preparedness activities and emergency services to the public. Activities may include brochures, pamphlets, publications, and 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. Special Needs population, including elderly living alone, should be notified and assisted first.

The primary means of dissemination will be by telephone. The 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 Selectmen and/or EM Director will initiate the dissemination of emergency public information.

The Town Media Center will be established in the Services Area of the Lamoine Town Hall for a major incident for which 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 and intelligence.

The Maine EMA activates the Emergency Alert System. The EOC will contact the County EMA Director or HCRCC 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 a member of the Board of Selectmen or a volunteer will be selected to be the Lamoine 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 Selectmen, 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.

EMERGENCY PUBLIC INFORMATION CHECKLIST

Below are suggested actions for the Lamoine 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 whenever 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 Hancock County EMA informed of all information released.

ANNEX E - EVACUATION

PURPOSE

This annex will describe the provisions for the Town of Lamoine 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 Route 204/184/Mud Creek Road traffic corridor.

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 Hancock County EMA and the State of Maine.

For a terrorist situation, the senior law enforcement officer from the Hancock County Sheriff's Department or the Maine State Police will oversee the evacuation of the immediate area around the incident. They may request manpower and equipment assistance from the Lamoine 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 School Union 92 in order to request school buses from Laidlaw Transportation to aid in the evacuations (see Town Contacts page 17).

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 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 Hancock County Sheriff's 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.

ADMINISTRATION AND LOGISTICS

The 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 Hancock County EMA of response actions.

SPECIAL NEEDS FACILITY INFORMATION

Facility	Population	Phone	Transportation	Contact
Bus Coordinator:				
Superintendent of Schools: _____ Union #92 Tel: (207) 667-7571 Fax: (207)667-7855				

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:

ANNEX F - MASS CARE

PURPOSE

This annex will describe the Lamoine Mass Care Shelter program.

SITUATION

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. It is the responsibility of the Board of Selectmen to protect their residents by providing shelters when required in an emergency.

The Mass Care facility for large evacuations that will require overnight accommodations will be designated by the American Red Cross by request of the Hancock County EMA. Currently the most likely ARC locations to serve Lamoine residents are the Ellsworth Middle or High School and the Airline Community School. The Towns of Lamoine will pursue having the Lamoine Consolidated School, 53 Lamoine Beach Road, designated and equipped as an ARC shelter.

These facilities will be used as feeding and sleeping quarters for evacuated residents. Contact the Hancock County EMA to coordinate the possible use of these facilities. An alternate facility if residents only require a day-time shelter for food, water and warmth could be the Fire Station.

The American Red Cross and/or the Hancock County EMA may also offer shelters for use by Lamoine residents in other locations. The Hancock County EMA will ask the American Red Cross for assistance in establishing, manning, and managing a local shelter. Contact the Hancock County EMA Director for more information.

Due to the lack of Extremely Hazardous Substances (EHS) hazardous materials (HazMat) being transported through Lamoine, sheltering-in-place by Lamoine residents is not considered to be necessary.

CONCEPT OF OPERATIONS

The EM Director will work with the Hancock County EMA and the American Red Cross in developing shelter use agreements, selecting shelter sites, and training shelter management teams. The EM Director coordinates the efforts of the municipal officials, school system, other facility owners and the Red Cross.

If the Red Cross is not involved in the town shelter, then the Board of Selectmen will assign a Shelter Manager 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 Grange or Church to request manning for a shelter management team. The Shelter Manager reports to the EOC. The Shelter Manager assigns groups with special needs to similar facilities in a safe area according to staff and space available. If at all possible, these volunteers should receive ARC Shelter training.

The EOC will determine if and when the town will activate a mass care facility. Due to the fact that most people will stay with relatives or friends, an overnight shelter may not be required. The Town shall determine if there are any residents who do not have a place to stay. Actions must be taken to register people reporting into the town shelter, sustain them in the shelter, and release them from the shelter when the hazard has diminished.

Feeding, sanitation, and bedding for the shelter residents will need to be provided. The Selectmen may authorize the purchase of emergency supplies, food, water, sanitation supplies, cots, and blankets for the shelter. Contact should be made with the Kimberly Murphy of the Lamoine General Store at 667-2441, a

volunteer regional food pantry, such as Loaves and Fishes Food Pantry (667-4363) in Ellsworth, or local farmers.

Consideration should be made as to establishing a bus service to pick up those needing sheltering and transporting them to a designated shelter.

There is not currently an active CART (Community Animal Response Team) or animal shelter trained or equipped to provide shelter services for cats and dogs of residents that need to find alternate shelter and are unable to take those pets to the shelter. They will need to make arrangement with private kennels or animal shelters outside the area. The town's designated animal shelter is the Ellsworth Small Animal Clinic (667-2341)

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen are responsible for ensuring shelter capabilities exist. There is a regional agreement between the County EMA and the Local Chapter of the American Red Cross to manage shelters in many emergencies. The ARC will coordinate and manage their shelter management teams. If the shelter is not operated by the ARC, a town resident must be appointed the Shelter Manager to ensure that all shelter tasks (registration, feeding, etc.) are accomplished.

The Animal Control Officer is responsible for organizing an effort to help shelter local animals.

ADMINISTRATION AND LOGISTICS

Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Attempts will be made to allocate 40 square feet per person.

The Shelter Manager will keep the EOC informed of the status of the shelters. The EOC will keep the Hancock County EMA informed.

Complete records of expenditures and operations are given to the EOC. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter. If the town operates a shelter on its own, the town will required to shoulder all the costs.

MASS CARE CHECKLIST

X ACTION

Contact the Hancock County EMA and/or American Red Cross Chapter and alert them to possible need for sheltering.

If the County is not providing a county-wide shelter, contact local volunteers and activate a shelter.

Cost may be borne by town.

Ensure the Shelter is adequately stocked and staffed.

Ensure security is provided for Shelter.

Provide communications link between the Shelter and the EOC.

Maintain status of shelter operations and allocations.

Clean and return the Shelter to original condition.

Submit shelter expenditure statement for reimbursement.

ANNEX G - HEALTH AND MEDICAL

PURPOSE

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

SITUATION AND ASSUMPTIONS

The Town of Lamoine has no medical facilities, no medical personnel, no emergency medical services, no public or environmental health services, and no mortuary services.

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 Lamoine.

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.

County Ambulance Service will be the primary EMS.

If the situation warrants, the 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.

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 Hancock County EMA.

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

The Board of Selectmen will request and fund the use of heavy equipment needed for debris clearance.

The Town Constable will coordinate with the Hancock 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 Maine Coast Memorial Hospital, Blue Hill Memorial Hospital, the Eastern Maine Healthcare System, Bucksport Family Medicine, Castine Community Health Services, Maine Disaster Medical Strike Team (currently being organized), the American Red Cross, or the Maine National Guard. Several town residents may have limited or advanced medical training. Contact these individuals.

ANNEX H - RESOURCE MANAGEMENT

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

The Town of Lamoine owns no vehicles, other than 5 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, three cellular telephones assigned to town personnel, and in several two-way radios maintained by the Fire Department. Requests for additional communications equipment should be made to the Hancock County EMA and HCRCC.

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 HCRCC and Hancock County EMA immediately.

The Town of Lamoine has no 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 Hancock County Sheriff's 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 Station 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 of Lamoine will use its local resources and will call upon disaster mutual aid before contacting Hancock County for assistance. The Hancock County EMA then coordinates resource acquisition. Records are kept of the deployment of resources. The Lamoine EOC will inventory town resources, replenish depleted stock and recondition or replace used equipment after an emergency.

The storage, maintenance and replacement of equipment and materials borrowed from the county and state are the responsibility of the Town of Lamoine. This information should be tracked on a wall-mounted status board or a computer-based spreadsheet, but in any case they will be required to maintain this information. In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously damaged areas. Officials at the Federal, State and County levels decide the final numbers and locations of the DAC's. Individual victims and businesses go to DAC's to apply for assistance.

The Board of Selectmen will attend FEMA assistance briefings to initiate the application process for 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

This plan identifies the Emergency Management Director as the Lamoine 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 first in the Fire Station parking lot and secondly at the Town Hall lot.

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

The Board of Selectmen administers the community's assistance programs. The town provides for basic needs of the affected population through local emergency assistance programs. The Selectmen and EM Director will provide Disaster Assistance information to the town residents.

The Road Commissioner will coordinate resources to reopen blocked or damaged roads and bridges.

The EOC 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 Hancock County EMA.

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				

FIRE FIGHTING RESOURCE INFORMATION

CONTACT INFORMATION

Department LAMOINE V.F.D.
Business Phone 207-667-2623
Fax Line 207-667-2242
Address 43 Lamoine Beach Rd.
E-Mail lvfd@lamoine-me.gov

RADIO COMMUNICATIONS

Call Letters WNUE340
Frequency 154.205
Station Call Sign LAMOINE STATION
No. Mobiles 5
No. Portables 15
No. Pagers 30

PERSONNEL

Firefighters 15
Support 15
ICS Trained 3
HazMat Train. 0
NIMS Trained 6
SCBA Qual. 15

PORTABLE PUMPS

GPM
75
250 1
500
750

FIRE APPARATUS

Call Sign	Year, Make, Model	Type	GPM	Tank Size (gals)
Tanker # 404	1989 International	Tanker	450	1800
Engine # 401	1995 International	Pumper	1250	1000
Forestry #405	1986 GMC	Pick Up	250	125
Engine # 403	2005 International	Pumper/Rescue	1250	750
Engine # 402	1976 FMC	Pumper	750	750

HOSE

Diameter (in) 1-1/2"
Thread Type Ntl Pipe
Length (feet) @2000

SUPPORT EQUIPMENT

No. Rescue Boat
Type 14' RHIB 30HP motor

2-1/2"	Ntl Pipe	@1500	Ventilation Fan	
3"		0	Thermal Image Camera	ISG
4"	Storz	@2000	Gas Meter	MSA
5"		0		
1 3/4 "	Ntl Pipe	@1000		

RESPIRATORY EQUIPMENT

No.	Type
12	Scott 2.2

MUTUAL AID AGREEMENTS

Year	Town	Year	Town
2006	H C FIREFIGHTER ASSOC.	2000	City of Ellsworth
2004	Town of Hancock	????	Trenton

VOLUNTEER MANAGEMENT

The Lamoine OEM Director and/or EOC coordinates the efforts of Lamoine’s volunteer organizations and unaffiliated volunteers. The OEM Director will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The OEM director will appoint an individual to be the Volunteer Coordinator. This person will work for the Resource Manager. The Volunteer Coordinator will set up a Disaster Volunteer Reception Center in the Services area of the Town Hall or the Fire Station. 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 to the Disaster Volunteer Reception Center will be processed into the Lamoine OEM 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 Lamoine 911 Telephone Listing.

Once assigned to a disaster role, Disaster Volunteers will be issued a Lamoine 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 Lamoine Town Treasurer will open a separate banking account for these financial donations and establish an accounting system to track the contributions.

For material donations, the OEM Director will appoint a Donations Manager, who will work for the Resource Manager. The Donations Manager will use any available space in the Fire Station or Town Hall to receive, inventory and distribute donated materials. The Grange Hall could be considered as well.

Item Received	Quantity Available	Category	Person Donating	Date Received
---------------	--------------------	----------	-----------------	---------------

LAMOINE OEM - DISASTER VOLUNTEER SURVEY FORM			
NAME			
HOME ADDRESS			
HOME/WORK PHONE			
E-MAIL ADDRESS			
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.			
<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

Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster.

Do you have any Health Limitations?

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the Town of Lamoine 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.
I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me. I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Volunteer

Sign:

Date:

All-terrain Vehicles Used Cars	Friend & Friend Pro Auto (Barry Norris)	667-4688 667-6134	State Street Ellsworth 203 Douglas Hwy
Auto Parts	Coastal Car Care (Dave Mouland)	667-4450	Bar Harbor Rd., Ellsworth
	NAPA	667-5322	Route 1, Ellsworth
Building Contractors	Ellsworth Auto Parts	667-5524	Route 1, Ellsworth
	Richard King, Inc	667-9417	721 Douglas Hwy
Buses	Coastline Homes	667-0664	Route 1 Ellsworth
Computers	Laidlaw Transportation	469-7673	Orland, ME
	Radio Shack	667-5765	Maine Coast Mall, Ellsworth
Heavy Equipment	Richard King Inc	667-9417	721 Douglas Hwy
Electricians	Jay Fowler	667-5147	216 Partridge Cove Rd
	Harold MacQuinn, Inc	667-4653	MacQuinn Rd., Hancock
	Doug Gott & Sons Barry Muise	244-7461 667-6673	Southwest Harbor 647 Douglas Hwy
	Noel DeChar	667-9151	Partridge Cove Rd
Engineers	Gary Fortier	667-6535	Ellsworth
	AA Electric Andrew McCullough	942-9228 667-6551	Bangor Ellsworth
	CES Engineering	989-4824	Brewer
Farm Equipment Groceries	Engineering Dynamics George Crawford	947-7747 667-5265	Bangor 10 Lumberjack Lane
	Lamoine General Store	667-2441	624 Douglas Hwy
Hardware	Hannaford	667-5300	High St. Ellsworth
	Shaw's Home Depot	667-2293 667-1986	High St. Ellsworth Myrick St. Ellsworth
	EBS	667-7134	State St. Ellsworth
Lumber	Viking Lumber Home Depot	422-3321 667-1986	Route 1 Hancock Myrick St. Ellsworth
	EBS	667-7134	State St. Ellsworth
	Viking Lumber	422-3321	Route 1 Hancock

Oil, Propane Fuels	Emerson Energy	667-2923	Ellsworth
	Hancock Oil	667-5571	Ellsworth
Sand & Gravel	No Frills Oil	422-3581	Hancock
	Richard King Inc	667-9417	721 Douglas Hwy
	Jay Fowler	667-5147	216 Partridge Cove Rd
	Harold MacQuinn, Inc	667-4653	MacQuinn Rd., Hancock
Land Surveyor	Doug Gott & Sons	244-7461	Southwest Harbor
	Steve Salsbury	266-0106	Franklin St., Ellsworth

**STATE OF MAINE
REQUEST for ASSISTANCE FORM**

Part I: REQUEST

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

Part II: ALLOCATION

07	Allocator:		
08	Resource Available:	<input type="checkbox"/> YES	<input type="checkbox"/> 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:

ANNEX I - DAMAGE ASSESSMENT

PURPOSE

This annex will describe the actions to be taken and forms to be completed for the Town of Lamoine 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 EOC, and then up-channeled to the Hancock County EMA 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 Selectmen and the OEM 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 Hancock County EOC as soon as possible. The Hancock 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 Hancock 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 Board of Selectmen provide guidance.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen are responsible for assuring an initial situation appraisal is conducted. The OEM 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.

**MAINE EMERGENCY MANAGEMENT AGENCY
DAMAGE and INJURY ASSESSMENT**

FORM 7

Original _____ Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County: Hancock
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		\$

INDIVIDUAL DAMAGE FORM 7 Page 2

Jurisdiction:		Date:		
PEOPLE AFFECTED Number		ASSISTANCE PROVIDED Number		
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 moderate damage		\$		\$
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				\$
CALL or FAX THIS INFORMATION to the EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)		Hancock County Emergency Management Agency 50 State Street, Suite 4 Ellsworth, Maine 04605 Phone: 667-8126 FAX: 667-1406		

**MAINE EMERGENCY MANAGEMENT AGENCY
DAMAGE AND INJURY ASSESSMENT FORM 7
ABBREVIATED INSTRUCTIONS**

Reasonable estimates are acceptable. Information should be reported to the Hancock County Emergency Management Agency (EMA) within 24 hours of a request for information from Hancock 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 Hancock County EMA or MEMA.

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.

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.

DAMAGE ASSESSMENT CHECKLIST

X ACTION

Recall all firefighters. Contact the Selectmen and Road Commissioner. 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 Lamoine EOC at 568-3737. Damage reports will be reviewed by the Selectmen and submitted to the Hancock County EMA Director.

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

Consolidate damage assessment information, prepare the MEMA Form 7 and send the report to Hancock 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.

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 of Lamoine 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 Lamoine Consolidated School, a crazed individual with a gun or a group effort to disrupt the community is a remote possibility.

The Office of Emergency Management (OEM) Director will initiate all Homeland Security planning, preparedness and mitigation activities. The Lamoine EOC will be alerted and activated to respond and recover from a HLS incident. The Board of Selectmen are responsible for the well being of the residents.

The Town of Lamoine does not have its own police department. All criminal related events will be dealt with by the Hancock County Sheriff’s Department or the Maine State Police.

CONCEPT OF OPERATIONS

The U.S. Department of Homeland Security (DHS) has developed the Homeland Security Advisory System (HSAS), which has five color-coded threat levels. The following Threat Conditions each represent an increasing risk of terrorist attacks.

LOW CONDITION (GREEN)

This condition is declared when there is a low risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Exercise and drill for mass casualty incidents and school attacks.
2. Train EOC staff and volunteer firefighters on the HSAS.
3. Monitor regional, state, national and international terrorism activities and threat information.
4. Maintain routine access control to Fire Station and Town Office.
6. Ensure municipal computers are shut down when the facility is left unattended.
7. Secure all fire trucks and equipment when either unattended or not in use.
8. Arrange with law enforcement for limited access to the immediate area of an incident.

GUARDED CONDITION (BLUE)

This condition is declared when there is a general risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for the previous Threat Condition Levels.
2. Check FD communications weekly between Lamoine Base and the fire trucks.
3. Provide the public with any information that would strengthen their ability to act appropriately.
4. Maintain contact with the Hancock County EMA on threat information and response to terrorism measures.
5. Warn municipal officials and officers of any potential terrorist threat.

6. Periodically check disaster volunteer availability for the EOC and disaster response.
7. Continually watch for and report the presence of abandoned parcels, briefcases, *etc.*
8. Provide training as needed to Town Officials/Officers to operate safely at terrorist incidents.

ELEVATED CONDITION (YELLOW)

An Elevated Condition is declared when there is a significant risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for previous Threat Conditions.
2. Direct the Town Clerk to be vigilant in handling mail. Look for powders, liquids, wires, *etc.*
3. Assess and report newly found or changed vulnerabilities.
4. Lock all facilities and require access control.
5. Periodically test the Town Office security systems.
6. Periodically test the Fire Station back-up power generator and communications systems.

HIGH CONDITION (ORANGE)

A High Condition is declared when there is a high risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for previous Threat Conditions.
2. Coordinate necessary security preparedness efforts as directed by the State or County EMA.
3. Take additional precautions at public events receiving FD participation. Consider cancellation of events.
4. Inspect the exterior of the Fire Station and Town Office.
5. Contact and place the Emergency Operations Center (EOC) staff on stand-by notification.

SEVERE CONDITION (RED)

This condition reflects a severe risk of terrorist attacks. Under most circumstances, the preparedness measures for a Severe Condition will not be sustained for substantial periods and may be implemented on a local, regional, or state level based on specific threat intelligence. If there is a local threat, the Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for previous Threat Conditions.
2. Consider requesting the volunteer firefighters man shifts at the Fire Station.
3. Place all Town Officers and Officials on Stand-By Alert.
4. Consider activating the EOC staff for minimal staffing.
5. Consider closing the Town Office.
6. Contact the Union #92 Superintendent and recommend closing the schools.

TERRORIST INCIDENT OCCURS

1. Activate and staff the municipal EOC. Determine if 24 hours manning will be required.
2. Implement the Lamoine Emergency Operations Plan.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

The Town of Lamoine has no HazMat/CBRNE response capability. The Fire Department does have CBRN-certified SCBA, which might be used for emergency rescue only. The Ellsworth Fire Department houses the only WMD/HAZMAT Response Team in the region. The team may be called to respond to a WMD (Weapons of Mass Destruction)/HAZMAT incident by contacting the Hancock County EMA office or by contacting the Ellsworth Fire Department directly. They in turn will contact the Maine Emergency Management Agency.

ANNEX K – CONTINUITY OF OPERATIONS

PURPOSE

It is the policy of the Town of Lamoine 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 of Lamoine. 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	Board of Selectmen	Civil Authority	Selectmen	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	Road Commissioner	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	Board of Assessors	Town Office
12	General Assistance	Vital Services	General Assistance Admin.	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	Private Cemetery Corps.	Home
	Parks & Recreation	Public Service	Parks Commission	Town Office

CONCEPT OF OPERATIONS

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

There are three ways that Lamoine’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 re-acquire, if at all. If the Fire Department apparatus were lost, Lamoine 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 Chief, 1st Captain, 2nd Captain, 1st Lieutenant and 2nd Lieutenant etc). The Town Clerk has a Deputy Town Clerk who can fill in, until the next election. 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 *School &/or Fire House*.

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 Trucks and associated equipment. The building will need to be heated.

VITAL RECORDS AND DATABASES

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

ADMINISTRATION AND LOGISTICS

This plan identified what activities need to be accomplished in order to have a successful COOP. Not all of the mitigation activities have been implemented. The following steps need to be taken in order to continue essential municipal functions following an emergency or disaster.

1. The Town Clerk/Selectmen will need to inventory and record all equipment and materials in the Town Office.
2. The Fire Department will need to inventory and record all equipment and materials in the Fire Station.
3. The Selectmen will need to provide the Inventory Records to the Town Insurance Carrier.
4. The Town will need to acquire a larger and more effective Fire Proof Records Storage system/container(s).
5. The Fire Department needs to acquire a single Fireproof filing cabinet.
6. The Town Office and Fire Department need to acquire computer scanners.

7. The Town needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
8. The Fire Dept need to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
9. The Town Office needs to backup all digital files daily and store off-site.
10. The Fire Department needs to backup all digital files weekly and store off-site.
11. The Town Office and Fire Department need to store all software in fireproof containers or off-site.

ATTACHMENT 1 - SEVERE WINTER STORMS

NATURE OF THE HAZARD

The Town of Lamoine is very susceptible to severe winter storms. Coastal Maine can receive a great deal of snow and ice and air temperatures can drop to 30 deg F below zero. A large portion of Lamoine's roads are single lane dirt roads. All Lamoine 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 Board of Selectmen 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.

The Road Commissioner or Board of Selectmen are responsible for keeping the town roads open for traffic.

Bangor Hydro Electric's outage reporting hotline is 800-310-4416.

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.

ATTACHMENT 2 - SEVERE SUMMER STORMS

NATURE OF THE HAZARD

The Town of Lamoine is susceptible to severe summer storms. Although Hurricanes are rare and can be predicted many days ahead, Lamoine can receive storms with severe winds, thunder and lightning strikes. A large portion of Lamoine's roads are single lane dirt roads. All Lamoine roadsides are heavily forested.

RISK AREA

As is the case for severe winter storms, 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. Hurricane storm surge is one potential area of concern which can cause flooded roadways.

The most severe threat will be to homes and forest lands by fires started by lightning strikes. 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 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 Lamoine Fire Department will be quickly overwhelmed; with many of the volunteers themselves becoming trapped within the fire zone.

Finally, the electrical power distribution system is very susceptible to damage by downed trees. Residents can be faced with periods of time without electricity. This will create difficulties with refrigeration, water supply, sanitation, and food preparation.

DIRECTION AND CONTROL

The Board of Selectmen 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.

The Road Commissioner or Board of Selectmen are responsible for keeping the town roads open for traffic.

Bangor Hydro Electric's outage reporting hotline is 800-310-4416.

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.

ATTACHMENT 3 - FOREST FIRES

NATURE OF THE HAZARD

Lamoine is primarily forest land and fields. Therefore, during long dry periods, the town is very susceptible to grass fires and forest fires. Most will be minor incidents that the Lamoine 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 Lamoine 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 Hancock County Regional Communications Center. The Lamoine 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 Hancock County EMA. The EOC will be activated.

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 can volunteers 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.

RESOURCE MANAGEMENT

Town vehicles are limited to the Fire Department's five vehicles. However, several town residents do have logging equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks.

ATTACHMENT 4 – FLOODING

NATURE OF THE HAZARD

Lamoine has lakes and streams and ocean exposures. Blunt's Pond is located in Town, which borders the Skillings (tidal salt), and Jordan (tidal salt) Rivers and Frenchman Bay

RISK AREA

There are few homes and no business structures in areas with a potential for major flooding. None of these homes are 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. Needles Eye Road.
2. Shore Road.
3. Mill Road
4. Buttermilk Road.
5. Jordan River Road (Route 204).
6. Pinkhams Flats (Route 204).
7. Mud Creek Road

DIRECTION AND CONTROL

The Lamoine Road Commissioner or Board of Selectmen will be responsible for responding to flood damaged roads by initiating repair contracts or by contacting the Maine Department of Transportation (for State-maintained road surfaces).

WARNING

The Lamoine Road Commissioner, Lamoine Volunteer Fire Department or Board of Selectmen will be responsible for posting any and all roads that he/they deems unsafe for vehicle or pedestrian traffic.

RESOURCE MANAGEMENT

The Town of Lamoine does not have a public works department, nor any equipment. All road work associated with flooding will require a contract for repairs. The Maine Department of Transportation, may be available for roadway repairs in the advent of a life emergency. The Town of Lamoine does possess several barricades which can be utilized for road closures if needed.

ATTACHMENT 5 – DISEASE, EPIDEMIC & PANDEMIC

NATURE OF THE HAZARD

Diseases are spread generally by close person to person contact. Most Lamoine residents are employed in other communities and all residents rely on other communities to obtain groceries and other goods, attend entertainment events, and inter-action in public settings outside the community contain the potential to bring an infectious disease into Lamoine.

RISK AREA

All residents due to the rural nature of the town are susceptible to contracting disease from any of a variety of sources.

DIRECTION AND CONTROL

The Lamoine Health Officer will be responsible for recommending to the Board of Selectmen that they declare an epidemic or pandemic emergency exists. Such declaration shall be reported to the County EMA and a joint response shall take place to the extent that such a response is possible.

Community-based control measures are designed to reduce the risk of influenza transmission by limiting the potential for social interactions (e.g., canceling public events, implementing community “snow days,” etc.) and by implementing broad measures for the public to prevent inadvertent exposures (e.g., fever monitoring in public places, social distancing, use of masks, hand hygiene and respiratory etiquette).

Important factors that will need to be considered in determining a threshold for community action include: numbers of cases and close contacts, number of cases per town, number of cases per week, characteristics of local disease transmission (i.e., speed of spread, number of generations), types of exposure categories (travel-related, close contact, health care worker, unlinked transmission, etc.), morbidity and mortality rates, extent of community influx and efflux, and the availability of local health care and public health resources. Some actions that may be taken include:

Control Measure	Measure Implementation Authority
Promote proper hygiene to public	Hancock County Joint Information Center
Close non-essential government functions	Municipal & County Elected Officers Municipal & County Elected Officers
Close public buildings and spaces	Local Health Officers Municipal & County Elected Officers
Cancel public events (section IIB5)	Local Health Officers
Close educational institutions	Event Organizers School Superintendents/Principals/Directors Local & County Elected Officers
Request voluntary closing of businesses	Local & County Emergency Management Directors Business Owners

WARNING

The Local EMA Director and Health Officer shall place pamphlets in public places, announcements on the town's website and local Cable TV channel in regard to handling disease spread.

1. The School Superintendent shall work with local health officer and/or state health department, state education agencies and the emergency management agencies to coordinate with their pandemic plans. Pandemic planning will need to be coordinated with the community's pandemic plan as well as the state department of education's plan.
2. The School Nurse shall notify the School Superintendent and Maine CDC immediately if a number of children, administrators and faculty become sick with influenza-type symptoms.
3. The School Superintendent shall close public schools for a period of time, in compliance with guidance from Maine CDC or for longer periods of time at their discretion, in order to prevent the spread of disease.
4. The School Superintendents should contribute to ME CDC's operational plan for surge capacity of healthcare (i.e., schools designated as contingency hospitals) and assist with the coordination between the local healthcare facilities, emergency management agencies and town officials in the event such plans are implemented, and/or other services required to meet the needs of the community (i.e., schools being use as a drop point for food and/or other supplies for vulnerable populations).

RESOURCE MANAGEMENT

The Town of Lamoine has no public health facilities. Coordination shall be done through the County EMA office and Maine Coast Memorial Hospital in Ellsworth to the greatest extent possible.

1. The local Emergency Management Director (EMD) will establish an Emergency Operations Center (EOC) to assist the municipal officer(s) with coordinating all response and recovery activities. The EMD will establish and maintain communications with the Hancock County EOC.
2. The local Health Officer shall assist in the reporting, prevention and suppression of diseases and conditions dangerous to health, and that local health officer is subject to the supervision and direction of MAINE CDC. The local health officer shall receive and evaluate complaints made by any of the inhabitants concerning nuisances posing a potential public health threat within the limits of the health officer's jurisdiction. With the consent of the owner, agent or occupant, the local health officer may enter upon or within any place or premises where nuisances or conditions posing a public health threat are known or believed to exist, and personally, or by appointed agents, inspect and examine the same. If entry is refused, the municipal health officer shall apply for an inspection warrant from the District Court, pursuant to Title 4, section 179, prior to conducting the inspection. When the local health officer has reasonable cause to suspect the presence of a communicable disease, the local health officer shall consult with the MAINE CDC commissioner, or a designee. The health officer shall then order the suppression and removal of nuisances and conditions posing a public health threat found to exist within the limits of the health officer's jurisdiction. For purposes of this section, "public health threat" means any condition or behavior that can reasonably be expected to place others at significant risk of exposure to infection with a communicable disease.
3. Funeral homes will determine how best to inter the dead in each municipality. The town does not control any cemetery; private cemetery associations will prepare gravesites for burials and fill in graves after services. The cemetery associations will oversee any burial storage facilities during winter season and will handle all cemetery recordkeeping, including burial records. Local cemetery

associations will comply with any with any special instructions from Maine CDC regarding interment of bodies.

4. The Municipal Clerk will record all Burial Permits and Death Certificates. During an Epidemic or Pandemic, the Clerk shall notify the Municipal Officers, Health Officer and Emergency Management Director of the names of those who have died with Influenza causes of death. This information shall also be forwarded to the Hancock County EMA/EOC.

ATTACHMENT 6 - MASS CASUALTY INCIDENTS

I. NATURE OF THE HAZARD

Though Lamoine has been fortunate to date, that there have been no transportation-related mass casualty incidents (MCI), this possibility increases with every year. The level of traffic increases every year. Lamoine school students travel by school buses through Lamoine during the school year and tour buses travel through parts of Lamoine during the tourist season. There is also a possibility of a passenger aircraft accident occurring in the county. Regional flight paths cross Lamoine in route to and from the County operated airport in Trenton.

II. RISK AREA

The locations for a transportation-related mass casualty incident involving a bus could be any of Lamoine roads where children are transported to and from school. Route 204 & 184 are also risk locations as Tour buses are known to travel along these roadways, although infrequently.

Small aircraft operate out of Trenton airfields on a daily basis. Due to the proximity to the coast of this airfield it is susceptible to foggy conditions.

III. DIRECTION AND CONTROL

The Town of Lamoine Volunteer Fire Department members are frequently called to respond to traffic accidents. The Fire Department is a member of the Hancock County Firefighter's Association and participates in the Mutual Aid Compact for that organization. As such additional aid can be requested from surrounding Fire Departments. The Town of Lamoine also contracts with County Ambulance located in Ellsworth for EMS services. Other EMS resources could also be requested from neighboring communities, such as Bar Harbor, Gouldsboro, Northeast Harbor, Southwest Harbor, Sullivan and Sorrento. When the magnitude of a transportation-related MCI reaches a size as to totally overwhelm the Town's resources and mutual aid resources, the Incident Commander will request additional resources from the State of Maine through the Hancock County EMA. The County EMA will forward the requests to the Maine Emergency Management Agency.

IV. COMMUNICATIONS

Communications will be maintained between the Hancock County RCC, the Hancock County EMA office, and the first responders. It is unlikely that regional telephone or cellular service will be interrupted during a transportation MCI. Two-way radio traffic may become congested, since this is the primary means of communication for the municipal fire departments. The Incident Commander can request the use of a conops frequency, through the director of Maine Emergency Management Agency (see the communications annex for conops protocols).

V. WARNING

There will be no prior warning of the occurrence of a transportation MCI. However, it is unlikely that such an event will put the general public in harm's way. Local law enforcement (HC Sheriff's Department or Maine State Police) will establish road blocks if the event occurs on a highway and reroute traffic around the incident. Local traffic may be hampered in order to establish routes of travel for fire and EMS vehicles.

VI. EMERGENCY PUBLIC INFORMATION

The Hancock EMA may contact local radio stations to notify the public of any road closures due to the location or needs of the incident.

VII. EVACUATION

Unless there is hazmat involved, evacuations will not be required.

VIII. MASS CARE

Mass care for the general public will not be required. Area hospitals will provide acute beds for those injured in the transportation MCI. Additional beds will be coordinated with hospitals outside the county. County-wide hospitals can bed down up to 114 patients. Critical care patients will most likely be transported to Eastern Maine Medical Center, from which the Lifelight helicopter operates.

	Maine Coast Memorial	Blue Hill Memorial Hospital	MDI Hospital
# Licensed Beds	64	25	25

IX. HEALTH AND MEDICAL

County Ambulance, from which Lamoine contracts services, has 6 ambulances. There are also 8 other EMS (emergency medical services) providers in Hancock County, as well as 13 non-transporting services. For a large scale MCI, EMS support will most likely be required from these services and possibly from services outside Hancock County.

X. RESOURCE MANAGEMENT

Municipalities and hospitals will contact the NE Maine Regional Resource Center and/or the County EMA office when requesting needed resources. A Memorandum of Understanding has been signed by the US Coast Guard, Hancock County Firefighters Association, Hancock County Airport, ARC, Hancock County EMA, Bay Ferries, Maine Marine Patrol, and the Maine State Ferry Service for response to a mass casualty incident in the coastal waters off Hancock County.

ATTACHMENT 7 - HAZARDOUS MATERIALS ACCIDENT

NATURE OF THE HAZARD

Hazardous materials (HazMat) travel through but there are no Facilities that store such materials in the Town of Lamoine. A HazMat accident can happen at any time at any location in town. However, there are certain areas in Lamoine 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 Lamoine are fuel products. Flammability is the most likely hazard to personnel. Environmental contamination will be the most likely result.

Due to the limited amount of training and HazMat response equipment, maintaining the proper level of safety will be a major issue.

RISK AREAS

Mud Creek Road & Route 204 and Route 184/Buttermilk Road are the primary transportation corridors through Lamoine but fuel oil trucks carrying heating oil would be the likeliest HAZMAT risk. Route 184 has not 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.

There are no large concentrations of stored fuel. There are no gas stations, fuel oil dealers, or propane dealers in Lamoine. There is no chemical processing or waste treatment plants in the community. Bangor Hydro Electric does store fuel on site on Jordan River Road in underground tanks.

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.

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 HCRCC. The IC will assess the situation from a safe distance. Binoculars are located on Engine 6. The IC will refer to the 2004 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 HCRCC. 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 implemented. The 2004 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 using fire hoses set on a low pressure.

County Ambulance will be requested through the HCRCC, when the possibility of victims or contaminated personnel exists.

Fire Department personnel will call for Mutual Aid to 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 Board of Selectmen 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 OEM Director will establish communications with the Hancock County EMA or RCC. The NIMS ICS will be utilized at a HazMat Incident.

ADMINISTRATION AND LOGISTICS

All Lamoine Firefighters receive annual HazMat: First Responder Awareness Training. Currently 1 member is 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
Bangor Hydro Electric Maintenance Facility (Lamoine Service Center)	Jordan River Road	Diesel Fuel	68476-34-6	12,000 gal underground tank--32,973 lbs avg. daily amount

This attachment works in conjunction with the Hancock County Hazardous Materials Emergency Response Plan.

ATTACHMENT 8 - PROLONGED POWER OUTAGE

NATURE OF THE HAZARD

Due to the rural nature of the community, Lamoine is very 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 extremely 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 EOC will be activated if the power outage goes into a second day. The Fire Station is equipped with a generator or transfer switch/panel. The Town Office is also equipped with a transfer switch, but 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 Bangor Hydro Electric Co. outage center (800-310-4416) and to the Hancock County EOC. The Hancock County EOC will provide power restoration information to the Lamoine EMA Director, as it becomes available from Bangor Hydro Electric Co.

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 Hancock County EOC to determine what shelters have been established in the County and which may be used by Lamoine residents.

List of Electricians

1. Noel Dechar
2. Barry Muise
3. Joseph Reynolds
- 4.
- 5.

People known to have a generator

1. Stuart Marckoon
2. Joseph Young Jr.
3. Joseph Reynolds
4. Maury Oliver
- 5.

6.

Acceptance & Signature

6.

This emergency operations plan for the Town of Lamoine is hereby approved and implemented immediately on this the 21st day of September 2006. Approved by:

/s/ S. Josephine Cooper, Chair, Board of Selectmen

/s/ Perry Fowler, Selectman

/s/ Brett Jones, Selectman

/s/ Cynthia Donaldson, Selectman

Seen & Reviewed by:

/s/ Stuart Marckoon, Local EMA Director

E. Lamoine School Crisis Response Program

The Lamoine School Department recognizes that a crisis situation can arise unexpectedly, yet require an organized and thoughtful response. Possible crisis situations could include, but are not limited to, natural disaster, death of a faculty member or student, car or school bus accident, or threats or actual harm to students, staff or property from a source outside of the school.

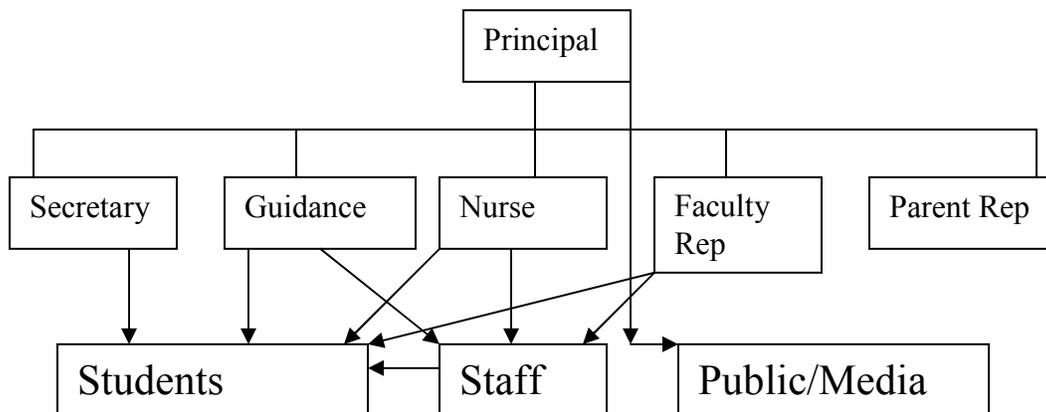
The School Committee has authorized the Principal of the Lamoine Consolidated School to form a Crisis Response Team consisting of representatives of the school administration, the guidance staff, medical personnel, the teaching staff, parent(s), and local public safety department personnel. The Crisis Response Team shall assemble a specific Crisis Response Plan to allow school officials to communicate accurate information to staff, students, parents, media and the community and to respond to material, physical and/or emotional needs that arise during and after the crisis situation. This plan shall include specific information on how a crisis is declared, who declares a crisis, where the headquarters for handling the crisis is located, and who will serve as the public information officer during the crisis. Additionally, the plan shall include a means to evaluate the effectiveness of each instance the plan is used. If it is not utilized during a school year, an annual review shall be conducted to ensure that all aspects of the plan remain current. Such reviews shall be submitted to the Superintendent of Schools.

Given the charge to develop and implement such a plan, we, the Crisis Response Team proudly submit the following:

Crisis Response Team Members

Name	Position/Representation	Home	Work	Address
Val Perkins	Principal, Lamoine School	244-5828	667-8578 460-6128	Southwest Harbor, ME 04679
Amy Duym	1 st /2 nd Grade Teacher, Lamoine	667-7219	667-8578	148 Marlboro Beach Road, Lamoine, ME
Betty Anderson	Secretary, Lamoine School	667-1570	667-8578	212 Jordan River Rd. Lamoine, ME
Jackie Grohoski	Nurse, Lamoine School	667-4827	667-8578	Hanson's Landing Ellsworth, ME
Jo Cooper	Community/Parent Representative	667-7062	664-6016 266-6434	13 Thaddeus Lane Lamoine, ME
Stu Marckoon	Administrator, Town of Lamoine/Parent	667-9578	667-2242 266-0353	11 Rabbit Run, Lamoine, ME

Chain of Command



Important Phone Numbers

Name/Agency	Phone Number
Superintendent's Office	667-7571-Cell 460-6130
County Ambulance	667-3200
Lamoine Volunteer Fire Department	667-2327 (station 667-2623)
Hancock County Sheriff's Department	667-7575
Maine State Police	1-800-432-7381
Maine Department of Transportation	667-5556
Reverend David Henry (clergy)	667-7182-Cell 479-4776 Church 667-9006
Laidlaw Transportation	1-800-427-3391

Crisis Prioritization (Level & Interventions)

Level 1

A level 1 crisis involves a small number of students and is an event which does not evoke fear or serious anxiety in the student body at large. Examples include, but are not limited to, a serious illness or death in a child's family; an accidental death; a serious illness of a teacher or a classmate.

Level 1 Intervention

The guidance counselor and/or school nurse may cancel other responsibilities to work with teachers to give information and support to affected children.

Procedure

The principal will notify the superintendent and the chairman of the school board as appropriate. The parents of students who are particularly affected will be notified of intervention activities. The following procedures will be followed:

- I. Notification***
- II. Communication***

Level 2

A level 2 crisis affects a large portion to majority of the student body. It includes, but is not limited to death or suicide attempt of a student, serious local illnesses or accidents including multiple deaths or injuries, a catastrophic event within the community and other events such as a national or world crisis which may leave the population of the school with fear.

Level 2 Intervention

If the crisis affects the school, the guidance counseling staff, nursing staff, and other staff as needed from other schools within Union 92 may be asked to cancel all responsibilities and work with teachers to give information and support to affected children. Depending on the severity of the crisis, schools from outside Union 92 may be asked to supply personnel to Lamoine to intervene as necessary.

If a serious local or world crisis takes place during the school day, students will be notified. The principal will prepare a brief written summary of the event and see that it is distributed to each classroom. Teachers would talk with their students about what has happened, answer any questions if possible, and listen to student reactions. The guidance counselor and nurse will visit as many classrooms as possible (especially those in which the teacher identifies a special need(s) during the remainder of the school day.

Procedure

The superintendent shall be notified. Parents of student particularly affected will be notified of interventions. The following procedures will be followed.

- I. Notification**
- II. Communication**
- V. Crisis Team Meeting**
- VI. Crisis Follow Up**

Level 3

A level 3 crisis involves the immediate threat of the student and/or staff's health or safety. Examples include, but are not limited to fire, bomb threats, chemical or hazardous materials releases, armed intruders, hostage situations, and acts of violence.

Level 3 Interventions

If a crisis directly affects the Lamoine School, appropriate response personnel will be immediately contacted. After the emergency response agencies are contacted, and the principal is safe, the superintendent will be notified at the earliest possible moment. The superintendent will then notify other key personnel, including the school board chair. Following the resolution of the immediate threat to life, health and safety, interventions from various sources including personnel from other facilities as needed shall take place.

Procedure

The superintendent shall be notified immediately after emergency personnel notification. Parents of students particularly affected will be notified of interventions as soon as possible. The following procedures will be followed.

- I. Notification**
- II. Communication**
- III. Isolation**
- IV. Law Enforcement/Emergency Responder Arrival**
- V. Crisis Team Meeting**
- VI. Crisis Follow Up**

Crisis Team Responsibilities

1. Reports of Crisis

The principal shall field calls from anyone in the school or the community who becomes aware of a crisis situation which may affect students or staff

2. Initial Crisis Response

The principal or his designee will confirm the event and find out about the details. If there is an immediate threat to the life, health, or safety of school students, personnel, or property (a level 3 crisis) the principal shall immediately notify the appropriate response agency. If the crisis directly involves a family, he will ask the family whom to contact, and what facts about the crisis may be shared with faculty, staff, students, and the community. The principal will then inform the Superintendent of Schools about the crisis situation.

3. Media

The principal or a designee will write a brief statement of what happened and prepare a release for possible use with the media or parents.

- A. Only the principal will communicate with the family for the purpose of obtaining facts about the situation. The principal will also take into account the family's wishes of confidentiality and/or funeral arrangements.
- B. The principal, superintendent, or a designee will be the ONLY people to release information to the media or parents.
- C. Any member of the faculty, staff, or crisis response team asked questions by the media or parents about the crisis shall refer them to the appropriate principal, superintendent or designee.

4. Crisis Team Activation

The principal will call the members of the Crisis Response Team to set up a meeting. Should the crisis occur during school hours, the team will meet immediately. Otherwise, the meeting will occur at least 30-minutes before school starts the next day. When appropriate, additional staff will be contacted and asked to attend.

5. Crisis Team Meeting

During the Crisis Response Team meeting, the team will fill out the crisis management checklist, review procedures for the day, and decide what information will be presented to the students and staff. The team will decide how and where the information will be disseminated. The team will review the day's schedule and structure.

6. Crisis Team Activities

Following the initial crisis team meeting, members will:

- ❖ Outline a day structure
- ❖ Elicit/dispel rumors
- ❖ Allow for expression of feelings
- ❖ Review do's and don'ts
- ❖ Review Support coverage resources
- ❖ Identify staff and students needing extra support or coverage
- ❖ Identify community support personnel and contact as appropriate
- ❖ Establish a time and place for a follow up meeting.

7. Order of Notification

- A. Principal notified of crisis by party(s) first having knowledge.
- B. Principal activates any emergency evacuation or lock-down procedure if necessary. (level 3)
- C. Principal notifies appropriate emergency response agency if necessary. (level 3)
- D. Principal notifies Superintendent of Schools
- E. Superintendent of Schools notifies school board chair and members.
- F. Principal notifies appropriate crisis response & support service staff, crisis response team.

8. Student Interaction

During the school day, the staff will encourage the students to:

- ❖ Elicit/dispel rumors; find out what students already know
- ❖ Obtain information about the crisis
- ❖ Express their feelings
- ❖ Review how to protect themselves and feel safe
- ❖ Discuss ways to memorialize or commemorate as appropriate

9. Crisis Team/Classroom Interaction

Members of the Crisis Team will visit or check in with each classroom and each teacher at some point during the school day.

10. Resources/Support

Throughout the first day and on subsequent days as needed, support resources will be available to staff and/or students. Students will be able to leave classes for support services and coverage of classes will be available for teachers.

Notice: Use of Lamoine School for any funeral/memorial service must be approved by Union 92 Superintendent of Schools.

11. Assigned Support Personnel

If the crisis involves serious injury or death of a student or student's immediate family member, that student's classes or classroom will have an additional support person assigned for the day. This support will be provided for a longer period of time if necessary.

12. Student Body Information Dissemination

Within 24 hours, the principal will send to all students' homes a letter outlining what happened, making suggestions for support, and identifying whom to call at the school. Some families having students with whom the school is particularly concerned will be called by telephone. The school may set up a meeting for parents to share information and concerns as the crisis warrants.

13. Days-end follow up

All staff and faculty will meet with the crisis team at the end of each day for wrap up and the briefing. The items to be reviewed are:

- ❖ What worked?
- ❖ What didn't?
- ❖ How did the day go?
- ❖ Review feelings, and describe issues with whom people were concerned, and plan for the next day.

14. Crisis Team Follow Up

The Crisis Response Team may schedule a meeting to review what happened in more depth, especially if there is any question the school could or should have done thing differently before the crisis. The goal of the meeting will be to dispel inappropriate or unrealistic feelings of guilt or responsibility.

15. Follow Up Support

During the days following the crisis, the crisis response team will determine support interventions for students and staff who have difficulty functioning. Staff will help team members identify those students who need more support.

16. Final Follow Up

The Crisis Response Team will meet one week after the crisis intervention to review the successes of the intervention and determine further steps to be taken.

Lamoine School Department

Key Elements of Crisis Response Plan Checklist

Notification:

- Immediate notification of Principal
- Crisis Response Team
- Police Notification
- Implementation of Crisis Response Plan
- Principal or designee to the Crisis Scene
- Isolation of the Crisis** (Student Evacuation or Lockdown of Students)
- Establishment of Communication** (Between Principal & Police)
 - Principal designee to meet the Police and take them to the Crisis scene
-

Transfer of Tactical Authority to Law Enforcement Upon Arrival

Crisis Response Team Assembly – See Responsibilities

Communications

- Parents of students directly involved
- Other parents of students
- Medical Response Team
- Media

Crisis Procedure

Level 1. *A level 1 crisis involves a small number of students and is an event which does not evoke fear or serious anxiety in the student body at large. Examples include, but are not limited to, a serious illness or death in a child's family; an accidental death; a serious illness of a teacher or a classmate.*

Level 2. *A level 2 crisis affects a large portion to majority of the student body. It includes, but is not limited to death or suicide attempt of a student, serious local illnesses or accidents including multiple deaths or injuries, a catastrophic event within the community and other events such as a national or world crisis which may leave the population of the school with fear.*

Level 3. *A level 3 crisis involves the immediate threat of the student and/or staff's health or safety. Examples include, but are not limited to fire, bomb threats, chemical or hazardous materials releases, armed intruders, hostage situations, and acts of violence.*

The crisis level shall be determined with respect to the nature of the crisis as outlined above. Confidentiality will be honored as to the families involved, however, the principal shall address the crisis with the school staff and students as he sees appropriate.

I. Notification

- A. Anyone in the school or community who becomes aware of a crisis situation which may affect the students will contact the principal.
- B. The principal or a designee will confirm the event and details. The principal/designee will contact any emergency agencies for needed services then inform the Superintendent of the crisis situation.
- C. The Superintendent will notify the chairman of the school board and other members of the school board as appropriate.
- D. The principal/designee will prepare a brief statement of the events and will be ready for a possible release for media purposes.

III. Communication

- A. The principal/designee and/or police will communicate about the incident as follows:

Levels 1 & 2 – The principal will contact the parents/guardians of involved or particularly affected students and communicate the pertinent facts about the incident and what the response of the school has been and will be.

Level 3

The principal/designee and ranking police officer shall, upon assessment of the situation, direct the Crisis Response Team with respect to necessary communications, which would include notification of:

- ❖ Parents/guardians of students directly involved – Such individuals shall be contacted by a member of the Crisis Response Team, provided with a summary of the situation as necessary, and informed of a pre-designated location where they can be met by a member of the Crisis Response Team if need be.
- ❖ Parents of other students – Depending upon the situation, it may be necessary to notify parents/guardians of students other than those directly involved. The Crisis Response Team shall be responsible for such notification as well, and for information with respect to parent and student notification as well, and for information with respect to parent and student assembly off-site points.
- ❖ Media- the principal/designee/police shall designate a media spokesperson, through which all media contact will be made.

III. Isolation of the Crisis (Level 3 only):

- A.** The Principal/designee will determine what initial isolation procedures may be needed and immediately implement such procedures as necessary to protect the life and health of the school population, then contact the appropriate emergency response agency.
- B.** The Principal/designee will proceed to the crisis scene or location, which will provide the best on site assessment of the nature of the crisis.
- C.** The Principal/designee will communicate by cellular telephone (if available) in an ongoing manner, both with the Crisis Response Team and appropriate emergency response agency.
- D.** The principal will make an initial assessment of the situation in order to direct the Crisis Response Team. The principal/designee will remain on site at or near the crisis scene to await the arrival of appropriate emergency response agency and monitor and reassess the situation as necessary.
- E.** The Principal will implement the predetermined Plan to isolate the crisis from the balance of the school community by expanding on either an evacuation or lock-down directive.

Evacuation

Evacuation Procedure:

Administration and law enforcement communicate the need to evacuate.

- **Signal to evacuate.** -- The signal to evacuate the building shall be activation of the fire alarm.
- Staff & Students will move to the predetermined site of the playground. Once the building is evacuated to the playground area, the principal/designee will determine the most appropriate site for the school population to remain isolated during the crisis. Available options include:

Location	Situation	Telephone	Contact
Fire Department	Building Failure	667-2623(station) 667-2327 (emergency)	George Smith Stu Marckoon
Athletic Fields	Upwind Distance from building in appropriate weather	667-8578	Val Perkins
Lamoine Baptist Church	Fire, other emergencies requiring distance from building	667-7182(h) 667-9006(church) Cell-479-4776	Reverend David Henry
Lamoine Grange	Overflow from other facilities	667-7559(h) 667-9391(w)	Linwood Brann
Lamoine Town Hall	For use by administration/staff needing office resources	667-2242 667-9578(h) Cell-266-0353	Stu Marckoon
School Buses	Transport elsewhere or home	1-800-427-3391 667-6102(h)	Patty Murphy

In general, relocation to another public facility will be for temporary housing and safety reasons. If evacuation of the school is warranted, the school bus system will be activated to transport students to their homes.

In most cases, the Lamoine Baptist church will be the primary evacuation shelter. Should the crisis involve airborne transmission of toxic gases that would require students to pass by the danger, students will gather at an appropriate outdoor location to wait for school buses upwind from the discharge. The choice of said location is the responsibility of the principal.

Routes of travel to site from classroom to the playground shall be posted in each classroom and followed during all evacuation procedures.

If possible, the principal will check each room (including bathrooms), then shut the door if cleared.

During the evacuation, the principal will bring class attendance lists, and arrange for access to cellular phones. Cellular phones are located in Lamoine Fire Trucks 401 and 405. The Town Office has access to two cellular phones as well.

Students with disabilities evacuated to appropriately accessible sites. The Lamoine Grange and Town Hall have wheelchair access.

Lock Down

Lock down Procedure:

The lock down will be communicated by an intercom code. (**Lamoine Scramble**). All students and staff are to remain in their rooms and lock doors.

- The signal to lock down will be a predetermined code-phrase from the principal or designee and transmitted via the school intercom if possible. Should the intercom fail, in-person notification shall be made, if possible. Failing that, faculty/staff may determine if an emergency requiring lockdown is likely to be occurring and take lock-down action.
- The faculty/staff implements lock down plan. Students to remain in classes, stay out of visible sight, duck & cover, and stay away from doors and windows. The teacher shall, if possible, lock the classroom door.
- Custodians will lock exterior doors, and additional spaces shall be secured and locked if possible.
- Students out of supervised area to proceed to nearest classroom.
- Principal's designee will meet responding emergency response units and take them to the principal's location at the crisis scene. The same designee shall also be assigned to meet secondary responding emergency units as they arrive and brief them on the situation as well. (This individual will also be responsible for notifying police dispatch of the school location where they are to arrive).
- Begin the process of assembling specific school records/data/file and personal with respect to any individual student(s) involved in the crisis in order to assist police with specific information upon arrival.

IV. Law Enforcement/Emergency Responder Arrival

With the arrival of law enforcement at the scene, tactical authority of the crisis situation is transferred to the ranking on-site emergency services officer, who becomes responsible for the security of the scene and safety of students and others. Although tactical authority is assumed by the emergency response department, the principal shall, under normal circumstances, remain with the officer in charge for consultation and input with respect to the response at the crisis scene.

V. Crisis Response Team Meeting

- A. Level 1 Crisis, meeting is optional at the call of the principal
- B. Level 2 & 3 Crises, meeting is mandatory, principal to contact team to schedule.

VI. Crisis Follow Up

The principal/designee and Superintendent will meet with the Crisis Response Team. The team meets with police and other agencies involved to:

- ❖ Plan next steps
- ❖ De-brief/Critique the Crisis Event
- ❖ Schedule Faculty Meeting ASAP
- ❖ Plan further Communications

Level 3 Crisis Program Guidelines

Practical Tips for Crisis Management

Do

Take the Threat Seriously

When evaluating the nature of the reported situation, always consider the worst-case scenario.

Many tragedies have resulted from a failure to believe that the worst can happen.

Maintain a Safe Distance at All Times

Understand that a proximity to the threat increases the likelihood of injury and decreases your ability to exercise options. Remember, if you can see what is happening, you are in danger.

Follow Emergency Procedures

Compliance with established procedures helps ensure an orderly response to crisis situations. Predictable actions allow emergency responders a greater opportunity to isolate and control the threat.

Relay All the Information You have to the Emergency Dispatcher

Tell the person answering the emergency telephone line as much as you can about the threat.

Make sure you give the school's location as well as the location of the threat. (i.e. the room number or playground). If you can, give the dispatcher the name and a description of the individual involved and a description of any weapon involved. Let the dispatcher know if anyone is injured. Most important, if you are able to safely, stay on the line.

Be Patient

Time is the greatest ally. Give the police time to assure the safe resolution of the incident.

Don't

Attempt to Resolve the Situation Yourself

Successful crisis resolution is dependent upon the coordinated efforts of trained, skilled law-enforcement professionals. It is a rare event when individual action is a more viable option than teamwork.

Place Yourself or Others in Harm's Way

Any action, which exposes additional people to the threat, is counterproductive. The goal is to control the threat, not to increase the size of the threat.

Under Estimate What Someone is Capable of Doing

Regardless of who the threatening individual may be, you must assume they are willing and able to carry through with the threat.

Make Promises that You Can't Keep

Never tell an individual that they won't be prosecuted or suspended for their actions. Don't tell a person that you will make certain things available to them. (i.e. food, water, a telephone) Those items are bargaining chips the police may need later. It is not your job to negotiate.

If You Are a Hostage

- ❖ **Don't be a hero.** Time is an ally. Accept your situation and be prepared to wait.
- ❖ **Don't speak unless spoken to.** The individual is agitated and may not respond positively to additional conversation or stimuli.
- ❖ **Don't make suggestions.** Think of the potential consequences if you are wrong.
- ❖ **Don't be argumentative.** Do not introduce any further hostility into a volatile situation.
- ❖ **Don't stare or turn your back on an unarmed person.** Treat that individual like royalty. Follow the hostage-taker's instructions quickly, calmly and quietly.
- ❖ **If you are taken hostage** with a group of children, remember that the children will be looking to you for guidance. They will model their behavior after yours.
- ❖ **Don't attempt to escape** unless you are convinced you will be successful. Consider your fate if you fail and the consequences to those left behind if you succeed.
- ❖ **Remember that you are not the person in control of the situation.**

Level 3 Crisis Response Planning Guide

- _____ 1. Establish a Crisis Response Team.
- _____ 2. Determine roles and responsibilities
- _____ 3. Acquire appropriate safety and communication equipment.
- _____ 4. Review of final plan (Central Office & Police Department)
- _____ 5. Determine off-site evacuations.
- _____ 6. Establish meeting place for Crisis Response Team
- _____ 7. Establish alternative site if main office is the scene of the crisis.
- _____ 8. Develop a plan/procedure for building evacuation.
- _____ 9. Establish team leader(s) at off site areas
- _____ 10. Acquire floor plans of the school.
- _____ 11. Develop a plan for lockdown.
- _____ 12. Acquire keys for non-classroom areas.
- _____ 13. Plan for students in unsupervised areas.
- _____ 14. Include level 3 crisis information in substitute handbooks.
- _____ 15. Establish a plan for students with disabilities.
- _____ 16. Have student photos on hand.
- _____ 17. Include level 3 crisis information in student handbooks.
- _____ 18. Meet with staff to outline level 3 crisis.
- _____ 19. Include level 3 crisis notebook and include: the plan with roles and responsibilities of team members, staff list, evacuation sites, procedures, telephone numbers, floor plan of school, etc.
- _____ 20. Develop a crisis kit or notebook for each staff member.
- _____ 21. Develop a plan for crisis response drills.
- _____ 22. Use technology to support communication.

BOMB THREAT CHECKLIST

Date: _____ Exact time of call ____ : ____ AM / PM

Call ID Information—phone number _____ name _____

Exact words of caller _____

QUESTIONS TO ASK (ask questions to keep caller on the line)

1. When will the bomb explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Report call immediately to: _____

Quick Reference Crisis Response Guidelines

1. **Lock Down Directive-** This will be communicated either by the intercom or by telephone, or door to door for the full or partial lockdown.

Codeword is: Lamoine Scramble

Staff will implement lockdown plan, such as having students remain in classrooms, stay out of windows, and if possible, locking classroom doors.

2. **Evacuation-**The Principal or designee will begin the evacuation plan by activation of the fire alarm. If alarm is not working, door –to –door notification will be made.
 - A. **Staff and students** will proceed to the playground area and await further instructions/directions.
 - B. **Teachers will;**

- **Accompany their students out of the building**
- **Take student roster**
- **Take attendance to determine if any students are missing**
- **Direct any unattached students to the proper group**
- **Help students who may be disabled**

C. Secretary will take daily attendance sheets

Evacuation Sites:

Location	Situation	Telephone	Contact
Fire Department	Building Failure	667-2623(station) 667-2327 (emergency)	George Smith Stu Marckoon
Athletic Fields	Upwind Distance from building in appropriate weather	667-8578	Val Perkins
Lamoine Baptist Church	Fire, other emergencies requiring distance from building	667-7182(h) 667-9006(church) Cell-479-4776	Reverend David Henry
Lamoine Grange	Overflow from other facilities	667-7559(h) 667-9391(w)	Linwood Brann
Lamoine Town Hall	For use by administration/staff needing office resources	667-2242 667-9578(h) Cell-266-0353	Stu Marckoon
School Buses	Transport elsewhere or home	1-800-427-3391 667-6102(h)	Patty Murphy

Appendix A

List of Resource Personnel

Area Counselors;

Bev Homich- Ellsworth High School- 667-8892

Michelle Guertler-M.D.I. High School-288-5047

Bert Barker-M.D.I. High School-288-5046

Andrea Gabel-Richards-Office—667-8670

Home-667-3132

Hospice of Hancock County-667-2531

Mary Carol Griffin

Crisis Response Team of St. Joseph's Hospital-262-10000

Edna Floyd –Maine Coast Memorial Hospital –667-5311

VII. Government-Public Interaction Policies

A. Cable TV Policy

TOWN OF LAMOINE

CABLE TELEVISION SYSTEM

LCTV STUDIO POLICY

I. Purpose and Scope

1. The purpose of the public access channel is to provide the residents of Lamoine with an increased awareness to town government functions and an opportunity to benefit from and participate in the utilization of the cable television medium for cultural enrichment, enhanced community spirit, and improved quality of life.
2. This policy is intended to encourage and facilitate public access by defining eligibility, procedures, responsibilities and technical standards with the intent to provide general and uniform access at low cost and with minimal burden on the users of public access.
3. The Town of Lamoine Administrative Assistant may adopt additional procedures and forms governing the use of LCTV equipment, scheduling of programs and other matters, provided such procedures and forms are not inconsistent with this policy.

II. General Guidelines

1. Any individual who is a resident of the Town of Lamoine (verification may be required) may use, on his or her behalf, or on behalf of any unincorporated organization, association, or group, the LCTV Studio, its equipment, training programs and access channel. An individual representing an unincorporated organization, association, or group should identify the organization, association or group but must act as an individual and assume all the responsibilities this policy imposes on individuals.

Any not-for-profit organization doing business in Lamoine and providing services in the Town may use the LCTV Studio and its equipment, training programs and its access channel to produce programs for the organization.

Any governmental entity may use the LCTV Studios, its equipment, training programs and access channel.

2. Any user of the facility must: be at least 18 years of age or, if a minor, have a legal responsibility form signed by a parent or legal guardian and permission of the Lamoine Administrative Assistant, AND satisfactorily complete the training program offered through LCTV before he or she may use the facility and/or equipment. The studio facility may be used only if prior arrangements are made with the Administrative Assistant.
3. The primary purpose of the LCTV Studio and its equipment is to provide programming for the access channel. Copyright ownership is as follows: Programs produced of all official town meetings and functions, including those functions designated as official functions¹, are the property of LCTV and the Town of Lamoine; Programs produced in LCTV Studios, and/or with LCTV Equipment, and on LCTV tape, are the property of LCTV and the Town of Lamoine. Programs produced by individuals or not-for-profit organizations on their own tape are the property of that individual or organization.
4. Program content is the responsibility of and is determined by the program producer. LCTV does not review program content prior to cablecasting programs and neither LCTV, the Town of Lamoine, nor any of its agents, employees, volunteers or officers is responsible for program content. Each producer shall place a notice indicating that LCTV and the Town of Lamoine, and their agents, employees, volunteers and officials disclaim any editorial responsibility or control of program content at the beginning of each program. It is the responsibility of the producer to ensure compliance with the following:
 - a. Commercial, obscene, lottery, and purely personal programming cannot be cablecast.
 - b. If a program contains political information about a certain candidate or referendum issue during an election campaign, it will be cable cast during the three calendar days prior to the election day, only if it is a debate type program. Debate type programs are those in which all candidates or referendum viewpoints are invited to participate and the forum is organized fairly.
 - c. If a program may be offensive to some audiences, than the producer must inform the Administrative Assistant when requesting cablecast time. An appropriate viewer warning shall be included at the beginning and end of each program. Program listings shall also contain an appropriate viewer warning. Programs that contain any of the following are considered “inappropriate” and will not be aired on LCTV:
 1. Slang, vulgar or colloquial expression which refers, in the context in which it is used, to sexual intercourse, masturbation, sexual contact, human genitals or human elimination;
 2. Abusive language against men or women, ethnic minorities, religious groups, sexual orientation or disabled people.
 3. Sexual material which depicts sexual acts or sexual contact what cam be seen or heard; dramatic presentations depicting sexual acts. Whether actual sexual contact occurs or not;

4. Extreme acts of violence against people or depiction of violent acts in dramatic presentations; and
 5. Graphic images depicting human or animal elimination and/or mutilation and images that are abusive of men or women, ethnic minorities, religious groups, sexual orientation or persons with disabilities.
 - d. Commercial advertising is prohibited; however, financial underwriting of a program must be acknowledged. Donors shall be acknowledged only at the beginning and end of programs, except for programs running longer than 60 minutes or when donated prizes are given away. Commercial providers of products and services used in producing the program may be credited at the end of the program.
 - e. If a program attacks the honesty, character, integrity or other personal qualities of an identified person or group, the LCTV will provide a reasonable opportunity to respond.
5. First time users of the LCTV Studio and/or equipment must submit a request in writing to the Town Office at least four weeks in advance of any request to use the facility and/or equipment to ensure that someone is available to provide necessary training and orientation. The studio facility is located in the Lamoine Town Hall which is used for multiple purposes. The Studio is available to individuals trained in its use, when the room it is located in is not in use, when Town Hall is open, and, if assistance is necessary, when volunteers are available to provide assistance. Individuals who have been trained to use it, may sign out LCTV equipment for use during hours when the Studio is not open or the room is not available, provided arrangements are made to pick up the equipment during hours when Town Hall is open. Individuals who are already trained may submit requests in writing to the Town Administrative Assistant at least one week in advance of the request to use the Studio or equipment. LCTV will attempt to accommodate scheduling requests by working with the Administrative Assistant's Office; However, users must recognize that the studio is located in a public meeting room and is shared with other users.
 6. The LCTV Studio is equipped to air programs recorded on 1/2" VHS videotapes.
 7. Airtime is made available in accordance with the Program Scheduling Policy in Section III hereof.
 8. Only a Lamoine resident or a not-for-profit organization doing business in Lamoine may submit public access material for cablecasting on the LCTV. Preference will be given to locally produced programming. Public access material shown on LCTV must be of local interest.
 9. A copy of a LCTV tape may be purchased for a cost of \$25.00 per tape by submitting a request to the Town Office.
 10. Because of the anticipated high traffic through LCTV Studio, only those people who are scheduled to use the facility or who are on-air guests will be allowed in the studio and/or control room.

III. Program Scheduling Policy

1. All programming produced using the LCTV Studio and/or equipment and materials shall be first shown on LCTV.
2. An individual program may be submitted for airing by bringing the completed videotape to the Town Office at the Town Hall and filing a Channel Time Application Form at least 7 calendar days before the date requested for the first showing of the program. LCTV will attempt to show the program on the date and time requested, if the time slot is available. Producers of a live program shall submit the Channel Time Application Form at least seven days before the first air date requested. Producers of the programs who do not provide a live program for the reserved time slot may not reserve a live program airtime again during the next 120-days.
3. A series (defined as 3 or more programs related in some way with a regularly scheduled airtime during 120-days) may be scheduled by submitting a Channel Time Application Form to the Town Office at least 14 calendar days before the beginning of the series. The first program tape must be submitted at least 7 calendar days before the first reserved program slot requested and each successive tape in the series must also be submitted at least 7 calendar days before the reserved program slot for the series. Failure to submit a tape in a timely manner will result in cancellation of remaining programs in the series.
4. Every effort will be made to air a program on the date(s) and time(s) requested of the Channel Time Application for the program in accordance with the following scheduling priorities:
 - A. Official Town and School meetings including board or committee meetings and functions when aired as live programming.
 - B. Live events, such as school concerts or plays, sporting events, or civic functions such as parades.
 - C. First showing of a series program in its reserved time slot.
 - D. First showing of an individual program.
 - E. A live series or program will have scheduling priority over a taped series or program, if the application is submitted as required by section III, Paragraph 3.
 - F. The first replay of a previous shown tape.

Airtime is on a first come first served basis within the categories outlined above, except that replays after the first replay are scheduled as time permits for second, then third, then fourth replays of all programs within a scheduling block.

A producer may request the replay of a program as follows: A program that airs first on a weekday may be replayed up to 3 times during that week and up to two times on the following weekend. A program that first airs on a weekend may be replayed no more than once during that weekend and up to four times the next week. A week is defined as the prior from 8 am Monday through 4:59 pm Friday. A weekend is the period from 5:00 pm Friday to 7:59 am Monday. All replays are dependent upon availability.

5. The Town Administrative Assistant is responsible for setting the weekly schedule. The Station Manager, as designated by the Board of Selectmen, shall review Channel Time Applications at least weekly and assign program slots in accordance with this policy. When more than one producer

requests the same time slot, decisions shall be made in accordance with the priorities established by this Policy. LCTV reserves the right to additional airing(s) of a program above and beyond those requested by the producer without notifications being given.

6. All producers, including not-for-profit organizations, delivering tape(s) for airplay must file a Responsibility for Program Content Form with the Office of the Town Administrative Assistant. Producers are responsible for obtaining the written authorization (a Talent Release Form) from each individual appearing in a program, except when individuals appear during a meeting of a town or other governmental board, committee, commission or public event.
7. The Fairness Doctrine, Equal time provisions of the Federal Communications Commission for candidates for public office, the Personal Attack Rule, and requirements concerning political editorials, **do not apply** to cable access channels. The LCTV Studio will make an effort to provide for fair and balanced programming throughout its entire programming schedule.

IV. Charges

1. Use of LCTV Studio, portable equipment, materials, editing equipment and cablecast time is free to eligible Lamoine residents and not-for-profit organizations.
2. Individuals returning equipment late are liable for penalty charge of \$25.00. All penalty charges must be paid prior to airing of the program. Repeated tardiness in returning equipment may result in revocation of the privilege to use the equipment.
3. Although equipment and materials are loaned free of charge, the borrower (or in the case of a minor, a parent or legal guardian who signs the legal responsibility form) is responsible for all damages, loss, or cost of repair involved while the equipment is signed out, and will be required to acknowledge this responsibility in writing prior to sign out.

V. Resolution of Disputes

1. A dispute over use of the LCTV facilities and/or equipment, or over the use of LCTV should be resolved informally at the LCTV staff level.
2. Step One: The dispute will be filed with the Town Administrative Assistant in as much detail as possible and include the relief requested.
3. Step Two: If the aggrieved person is not satisfied with the decision at step one, he/she may appeal the decision to the Cable Television Advisory Committee within 10 business days.
4. Step Three: If the aggrieved person is not satisfied with the decision at step two, he/she may appeal the decision to the Board of Selectmen whose decision shall be final and binding.

All responses to the aggrieved shall be made within seven business days after the completion of the hearing.

¹ The following Town officials may designate meetings and functions to be recorded:
Administrative Assistant, Chairman of the Board of Selectmen, Town Clerk.

Approved this 2nd Day of December, 2004 by:

/s/ S. Josephine Cooper, Chair

/s/ Glenn Crawford

/s/ Perry Fowler

The Lamoine Board of Selectmen

B. Complaints

Policy Regarding Transmission Of Complaints Of Alleged Ordinance Violations

- I. Purpose**
 - a. It is recognized that from time to time officials employed by the Town of Lamoine receive complaints from members of the public in regard to ordinance violations. The purpose of this policy is to provide for the proper and orderly investigation of reports of possible violations of the ordinances of the Town of Lamoine. This policy is intended to ensure that a written record is generated for all reports of alleged ordinance violations.
- II. Authority**
 - a. The Selectmen are the duly authorized, elected and sworn municipal officers of the Town Of Lamoine and hereby are responsible for making policy regarding day to day operations of the town. The Board is also responsible for appointing and supervising numerous individuals to various boards, committees and municipal jobs within the Town of Lamoine.
- III. Scope**
 - a. This policy applies to all complaints received by officials appointed by the Lamoine Board of Selectmen to be investigated by the Code Enforcement Officer or the Health Officer.
 - b. This policy does not apply to complaints properly routed to other investigatory personnel, including but not limited to the Animal Control Officer, the Harbor Master, and/or the Fire Chief.
- IV. Standards**
 - a. **Written Complaint** – For each instance of a complaint, either by appointed or elected officials or by a member of the public, a written document will be generated either by, or on behalf of, the complainant. In the event of a telephone call received by such an official, a hand-written or computer generated document shall be generated and signed by said official. The complaint shall identify the following:
 - i. Date the complaint was received
 - ii. Time the complaint was received
 - iii. Person(s) making the complaint
 - iv. Nature of the complaint
 - v. The name (if known) of the alleged violator
 - vi. Location of the alleged offense
 - vii. Contact information for the person making the complaint including (if applicable) address, telephone number(s), e-mail address.
 - b. **No Anonymous Complaints** – Elected and appointed officials shall **not** accept complaints from anonymous sources. If a complaint is received by elected or appointed officials, and a person does not wish to reveal their name, then the complaint will either not be forwarded to the proper

investigatory official or if it is forwarded, the complainant will be considered to be the elected or appointed official who forwards that complaint. The basis for this standard is that a person accused of committing a violation has the right to know who their accuser is.

- c. **Form Available** – The Lamoine Town Office shall generate a paper form for complainants to make written complaints and submit them to the proper officials. The form shall contain, at a minimum, spaces to fill in the items listed in paragraph “a” above.
- d. **Follow Up** - The town official to whom the written complaint is forwarded shall investigate all written complaints and shall issue a written report in regard to the investigation. A copy of that report will be forwarded to the Board of Selectmen, put on file for the required period of time as defined by state statute, and a copy of the investigation report sent to the complainant and the alleged violator.

V. Validity & Severability

- a. Should any section of this policy be declared illegal or unenforceable, it shall not invalidate any other section of this policy.

VI. Definitions

- a. **Complainant** – a person who makes a complaint to a town official in regard to alleged violation of an ordinance
- b. **Complaint** – An inquiry, allegation, statement, or other form of communication that some violation of an ordinance or state statute has occurred within the jurisdiction of the Town of Lamoine.

VII. Signature

This policy is enacted on this 13th day of July, 2006 by:

/s/ S. Josephine Cooper, Chair

/s/ Brett Jones

/s/ Cynthia Donaldson

/s/ Perry Fowler

/s/ Richard Fennelly, Jr.

The Lamoine Board of Selectmen

C. Transfer Station Policies

Transfer Station Permit Policy

October 9, 2003

WHEREAS it is within the authority and in the best interest of the Municipality of Lamoine to regulate usage of the Lamoine Transfer Station, and;

WHEREAS the Lamoine Town Meeting passed a Commercial Trash Hauler policy on April 18, 1997, and;

WHEREAS the Lamoine Board of Selectmen are the duly elected and sworn municipal officers of the Town of Lamoine, therefore:

BE IT RESOLVED that the following policies are in effect regarding issuance of permits to utilize the Lamoine Transfer Station:

- 1. Permit Required** – All vehicles desiring access to the Lamoine Transfer Station and Recycling Center must display a permit issued by the Town of Lamoine effective November 14, 2003. The attendance shall refuse permission to dispose of solid waste or recycling to any vehicle not displaying the proper permit.
- 2. Resident Permits** – Resident permits shall consist of a sticker to be placed on the inside of the front window of vehicles in such a manner to be visible to the attendant but not in such a way to obscure the driver's vision. Resident permits shall be issued at no cost by the Lamoine Town Office staff upon sufficient proof of residency. Such proof shall consist of a valid vehicle registration indicating excise tax paid to the Town of Lamoine. In the event a resident has moved from a different community within Maine to Lamoine, proof of residency shall be the same as for voter registration.
- 3. Non-Resident Property Owner Permits** – Persons who own residential property in Lamoine, but are seasonal residents only shall be issued a resident permit upon proof of property ownership. Such proof may consist of a check of the tax records by the town office staff to confirm ownership of property. Non-resident owners shall sign a statement indicating that only trash generated from the normal residential use of the property within Lamoine shall be disposed of or recycled at the Lamoine Transfer Station. Display of the sticker shall be the same as # 2 above.

4. **Seasonal Rental Permits** – Owners of seasonal rental properties shall obtain a laminated permit from the town office staff. The permit will identify the address of the rental property, the owner’s name, and a statement on back explaining that it is to be displayed by the renter when utilizing the Lamoine Transfer Station. Such rental cards shall be maintained by the property owner in such a manner to transfer from renter to renter. The permit shall cost \$2.00 each to cover the cost of production and lamination. Users must follow all transfer station rules.
5. **Effective Date / Severability** – This policy shall be effective upon signature by a majority of the Lamoine Board of Selectmen. If any section of this policy is found to be against local ordinance, state law or federal law, it shall not invalidate any other section of this policy.

Approved this 9th day of October, 2003

/s/Thomas Spruce
/s/S. Josephine Cooper
/s/Glenn Crawford

The Lamoine Board of Selectmen

COMMERCIAL TRASH HAULER POLICIES

As outlined by Town Meeting on April 18, 1997

Definition: A **commercial trash hauler** is any person transporting household waste from a person's home for a fee and in sufficient quantities to warrant regulation under these policies.

Purpose: The purpose of this list of policies is to regulate the amount of trash entering the Lamoine Transfer Station, and to ensure the integrity of such trash.

Policies: As ordered at the Lamoine Town Meeting of April 18, 1997, the commercial trash haulers must abide by the following policies.

1. **Lamoine Only.** A commercial trash hauler may only leave trash generated in Lamoine at the Transfer Station. Any hauler found leaving acceptable trash generated in any community other than Lamoine shall be barred from hauling trash to the Lamoine Transfer Station for a period of one year.
2. **Compaction Trucks.** Compaction trucks will not be allowed to dump trash into the dumpsters, because the design of the dumpsters is such that this cannot be accomplished.
3. **Bags Only.** All trash picked up and taken to the Lamoine Transfer Station shall be in bags. Loose trash is not acceptable. The purpose of this policy is to help with further compaction,

emptying, and general cleanliness of the area.

- 4. Litter.** Any litter left by commercial trash hauler (i.e. trash not properly left in a dumpster) shall be the responsibility of that hauler to pick up. If said trash persists for longer than 2-days, the hauler is subject to litter penalties under Maine Statute.
- 5. Customer List.** Effective immediately, all commercial haulers shall provide the Town Clerk of Lamoine a list of all customers whose trash is being disposed of at the Lamoine Transfer Station. Failure to provide such a list in a timely fashion shall constitute a violation of dumping rules and result in suspension of privileges.
- 6. Customer List Update.** An annual update of the commercial hauler customer list will be required to be delivered to the Town Office by January 1 of each year. If no such list is received within 30 days, dumping privileges of the violating commercial hauler shall be suspended until such time a list is provided.
- 7. Open Hours.** No commercial hauler shall utilize the Lamoine Transfer Station during other than the posted open hours. Access other than through the opened gate at the transfer station is prohibited. Any commercial hauler at the transfer station, other than for removal purposes of either trash or recyclables shall be considered in violation and shall be suspended from hauling to the Lamoine Transfer Station for a 1-year period.
- 8. Mandatory Recycling.** Each commercial trash hauler shall be required to participate on behalf of their customers in the Lamoine Recycling Program. Participation may vary in nature, but in general, the refuse disposed of in the dumpsters cannot include material that can be recycled. Each hauler shall submit, in writing, the method with which they plan to handle recyclable materials. In the event haulers pick up recyclables from their customers, said recyclables will be placed in the recycling containers, separated by type, and in such condition as to be accepted by the Town's contracted recycling company. In the event an inordinate amount of recyclable materials are found in a commercial hauler's load, the entire load will be rejected by the Attendant or inspector.
- 9. Covered Loads.** All loads of refuse on Lamoine roadways shall be covered to prevent littering.
- 10. Subject to Inspection.** All commercial hauler's trash is subject to inspection by the Attendant, the Selectmen, or their designees. The inspector shall make themselves known to the commercial hauler at the Transfer Station. The inspector may open bags of trash and examine the contents to ensure they are not recyclable and from the Town of Lamoine.

Enacted by the Lamoine Town Meeting on April 18, 1997

/s/William Collier
/s/Arthur Alley
/s/Glenn Crawford

The Lamoine Board of Selectmen

Transfer Station Operations Manual

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1. INTRODUCTION

The Lamoine Transfer Station is located in the Town of Lamoine on Route 184, approximately ¼ mile north of the intersection with Shore Road. The facility handles the residential waste streams of Lamoine by individual drop-off. Facilities for the segregation of recyclable wastes by residents are provided.

To ensure safe, clean, and efficient operation of the facility, this Operations Manual presents the policies and procedures which must be followed by the facility personnel and users.

2. PERSONNEL

2.1 Owner

The facility is owned by and licensed to the Town of Lamoine. Final authority and control of the facility is placed with the Board of Selectmen. The Owner is responsible for all contracts concerning the facility, including construction, technical services, waste hauling, and waste disposal. The Owner shall also retain a qualified facility attendant, and provide necessary supervision for that attendant. As the authority handling all contracts, the Owner is also responsible for record keeping.

2.2 Attendant

The Attendant is responsible for the day-to-day operation of the facility in accordance with the provisions of this manual. The Attendant's responsibilities include:

- Coordinate traffic movement through the facility.
- Oversee the unloading of waste, ensuring that wastes are placed in the proper dumpsters, barrels, bins, or storage areas.
- Ensure the safety of the public
- Maintain the cleanliness of facilities and surroundings
- Prevent fires
- Coordinate trucking with the town's Administrative Assistant
- Maintain the facilities.

3. OPERATIONS

3.1 Access to Facilities

3.1.1. Access to the facility shall be controlled so that the public is not exposed to potential health and safety hazards at the site. The entrance will be gated. The gate may be open only when the Attendant is on duty, and will be closed and locked at all other times.

3.1.2. The Owner shall maintain in good repair access roads at the facility site. Such access roads shall be so designed and constructed that traffic will enter an exit the site safely, flow smoothly, and will not be interrupted by inclement weather.

3.1.3. The Owner will prominently post the hours of operation and other limitations and conditions of access at the entrance to the facility.

3.2 Waste Handling

3.2.1. Prohibited Waste

The facility will not accept the following wastes:

- Hazardous waste as defined in 38 MRSA § 1303(5). Normal household generated wastes are not included in this category.
- Special wastes, including shellfish processing wastes.
- Liquid Wastes.
- Septage sludge.
- Animal wastes, carcasses, or other pathological wastes.
- Automobiles or vehicle bodies or bulky parts from same.
- Brush or wood wastes.
- Construction and demolition debris

3.2.2. General Refuse/Municipal Solid Waste (MSW). MSW will be deposited in the dumpsters in the transfer station building as directed by the attendant or appropriate signs. MSW which spills to the ground is the responsibility of the individual dumping the MSW and shall be cleaned up by the individual.

3.2.3. White Goods/Metals. ~~White goods and metals will be placed in the designated stockpile area. The Owner will contract to have them removed for recycling. To maintain site cleanliness, no more than one truck load will be accumulated on site prior to removal. Hauling will be done when the pile is of sufficient quantity to warrant removal.~~ White goods and metals may be disposed of in the same manner and at the same facility as outlined in section 3.2.7 (Construction & Demolition Debris)

3.2.4. Tires. Vehicle tires up to 20" rim size removed from rims will be commingled with MSW in dumpsters (1 tire per dumpster) for hauled disposal. Tires with rim size greater than 20" will be referred to licensed tire disposal sites such as Harmon Tire or Complete Tire in Ellsworth. No tires on rims shall be accepted.

3.2.3. Recyclables. Recyclable materials will be segregated from MSW by the individual generators. Recyclables will be placed in barrels or bins as designated in the recyclables buildings and containers for removal to a contracted recycling company.

The facility *may* collect:

- Glass (clear, green, brown)
- Steel cans

- Aluminum
- Plastics (HDPE, PETE)
- Newsprint
- Corrugated cardboard

3.2.4. Reusables. Materials in good enough condition to be reused will be placed in the Swap Shop. Examples of reusable goods include magazines, toys, appliances and miscellaneous household items.

3.2.5. Construction/Demolition Debris. Construction and demolition debris will not be accepted at the site. Parties with such debris may obtain a permit to dispose of the debris at the Ellsworth Transfer Station. The Ellsworth facility will bill the town for such disposal, and the town in turn will bill the person disposing of the debris. As an alternative, persons with such debris may use the EMR facility in Southwest Harbor and be billed directly for disposal.

3.2.6. Brush and Clean Woodwaste. Brush and clean woodwaste will not be accepted at the site. Truckload quantities of brush and clean woodwaste will be directed to haul directly to a licensed facility with the same billing arrangements as outlined in 3.2.7. Lamoine encourages the beneficial reuse of woodwastes as chipped landscape material, compost additive or biomass fuel.

3.2.7. Hot Loads. Any wastes delivered to the site burning or smoldering will be placed in the designated hot loads area. Hot loads will be extinguished immediately upon dumping or spread in a thin layer in order to cool. The material will be cleaned up and disposed appropriately when it is cooled. The Lamoine Fire Department is to be called immediately upon receipt of a hot load.

3.3. Facility Cleanliness

3.3.1 Litter Control. The Attendant will supervise unloading of wastes to ensure that refuse is placed in the dumpsters to prevent blowing litter. The Attendant will pick up litter at the facility grounds and entrance each week.

3.3.2 Dry Chemical Cleanup. Cleanup of waste handling areas will be by dry chemical cleanup; water washdown is prohibited as no washdown water collection system is provided. Any dripping or leaking wastes will be cleaned up by dry absorbent materials which will be disposed with MSW. Kitty litter and petroleum absorbent pads will be stored at the site for use in cleanup.

3.3.3 Dust Control. If necessary, dust from the gravel traffic surfaces will be controlled by application of calcium chloride or light sprinkling with water, to be contracted

by the Owner if needed. Oil and excessive watering will not be used for dust control.

3.3.4 Odor Control. Excessive odors from the site will be minimized by limiting the duration of waste storage at the site by hauling MSW at the end of each week's operation. When not in use, dumpsters will be kept covered.

3.3.5 Vector Control. Vectors are considered to be any insect, bird, rodent, or other organisms that are capable of transmitting or carrying germs and disease. The Attendant will prevent vector problems by keeping all dumpsters closed when not in use, and coordinating the weekly removal of all MSW for disposal.

3.4 Safety

3.4.1 First Aid. The Attendant shall have and maintain adequate first aid supplies at the facility site during operating hours and when facility personnel are present.

3.4.2 Communication. A means of communication shall be provided at the site for emergency purposes. A municipally owned cellular phone shall be in the possession of the attendant while the facility is open.

3.4.3 Accident Prevention. The Attendant will oversee use of the site to prevent accidents. Scavenging of wastes by the public will be prohibited. All white goods which have air tight doors such as refrigerators and freezers must have the doors removed when delivered to the site. Traffic patterns will be directed to prevent congestion and interference. Loitering at the site by the public will not be permitted. All persons will be cleared from the area when trucks are emptying dumpsters.

3.4.4 Fire Protection. The Attendant shall prevent and control fires at the facility by complying with at least the following:

- Arrangements will be made with the Lamoine Fire Department to provide emergency service whenever called. To Report a fire: 667-2327. Fire Station: 667-2623
- Sufficient on-site equipment such as detachable fire extinguishers maintained in working order will be provided on-site for minor fires.
- Hot loads will be directed to the designated area and handled accordingly to prevent fire in the MSW dumpsters and building.

3.5 Operational Records

The owner will maintain records of operations as necessary to comply with Department of Environmental Protection and Maine Waste Management Agency regulations. At a minimum, waste quantities will be recorded from tipping fees or receipts at disposal and recycling facilities. Equipment and personnel utilized, and any deviations made from the approved operating plan will also be recorded. Information from the compiled records will be used as a source for the annual report to the State of Maine, to be prepared by the Administrative Assistant.

4. HAZARDOUS & SPECIAL WASTES EXCLUSION PLAN

4.1. Personnel Training

The Attendant is designated as the “Facility Safety Officer”.

Annually, the Facility Safety Officer will coordinate with the Lamoine fire chief or designee to have the Attendant and the fire department staff receive approved training on:

- Hazard Recognition and Identification Training as discussed in 29 C.F.P. 1910-120;
- Appropriate notification procedures; and
- Appropriate handling procedures.

4.2 Wastes Exclusion

Hazardous wastes and special wastes shall not be accepted at the facility site. To ensure this, the Attendant shall visually check all waste being deposited at the facility. Except those smaller than one gallon, no closed bottles, jars, cans or drums shall be accepted at the site.

The type of container and origin of the waste can help identify hazardous wastes and materials. Households are allowed to deposit normal household quantities of many wastes with their general refuse. However, larger quantities such as wastes being generated from commercial and industrial establishments shall not be accepted at the site. The following list provides guidance for the identification of these materials, and precautions to be taken should they be encountered.

Asbestos is generally hard, friable insulation material, but can take other forms. Treat as special waste; avoid inhalation of particles

Bio-Hazard Materials may be Red Bag waste from hospitals, laboratories, clinics, nursing homes and occasionally doctor's offices. They include blood, body parts, disposable instruments, linens and other soiled items. Avoid contact; treat as hazardous waste.

Bottom Ash and Fly Ash are generally ash-like substances ranging from powder to almost granular, and are generated by power production and some heavy industrial operations. Avoid skin contact and inhalation of dust; treat as hazardous waste.

Calcium Hypochlorite is used for the disinfection of swimming pools but is reactive when wet, and can create a toxic cloud. Treat as hazardous waste; avoid wetting; if wet, evacuate area.

Electrical Capacitors and Transformers may have been removed from white goods and other electrical equipment by individuals, scrap metal firms, or firms which work on appliances or motors. Avoid skin contact; treat as hazardous waste.

Industrial Chemicals are generally liquids found in 5 gallon or larger pails or drums of either plastic or steel. Occasionally, lined cardboard barrels are used. They include some solids, often in the form of flakes or granular material, which can cause excessive corrosion or be reactive with liquids. Solids may be found loose or in any form or container. Avoid skin contact and inhalation of vapors or particulates; treat as hazardous waste.

Industrial Sludges and Still Bottoms are generally viscous materials which may be either oily, plastic, or organic in appearance. Avoid skin contact; treat as hazardous waste.

Laboratory Chemicals are usually found in smaller glass or plastic bottles of 1 pint to 1 gallon. Can be severe irritants, highly toxic or explosive. Avoid skin contact; do not open or jar containers; treat as hazardous waste.

Lead Acid Batteries include automobile and vehicle batteries. Avoid skin contact; remove intact batteries for junk scrap; treat broken ones as hazardous waste.

Oil Base Paints, Paint Thinners and Solvents originate from building construction and remodeling, and industrial operations. Containers are plastic or metal from 1 to 5 gallons. Avoid skin contact and inhalation of volatile solvents; treat as hazardous waste.

Sand Blast Grit is generally fine sand or garnet mixed with paint, brick and/or masonry chips. Avoid inhalation of dust; treat as special waste.

Universal Wastes, i.e. waste potentially containing mercury content, including but not limited to computer monitors, fluorescent light bulbs, and batteries.

Waste Oil includes used motor oils, hydraulic fluid, and other lubricating oils from individuals, farm operations, and vehicle and heavy equipment repair firms. It will usually be found in 1 to 5 gallon plastic containers. Avoid skin contact; treat as waste oil.

4.3 Identification --When unknown material is found at the site, the Attendant shall attempt to identify the material to determine whether it is acceptable solid waste, special waste, or hazardous waste.

4.3.1 While keeping a safe distance up-wind from the container or material, the Attendant shall:

- Look for any container labeling.
- Determine the physical state of the material (solid, liquid or gas).
- Determine the container size.
- Determine the type of container (steel drum, plastic, or glass).

4.3.2 If the material is determined to be hazardous, the Attendant shall:

- Evacuate and secure the site.
- Determine if there is any release of the material to the soil, water or air.
- Determine if any release found has been confined or is on-going.

4.4 Notification

4.4.1 When hazardous waste or hazardous material is found left at the site and the container is not damaged or leaking, the Attendant shall:

- Notify: Lamoine Fire Department
(207) 667-2327
(207) 667-2623

Maine Department of Environmental Protection

Bureau of Hazardous Material and Solid Waste Control: (207) 941-4570

Monday through Friday 8 a.m. – 5 p.m.

- Request that the Fire Department respond and assist in relocating the material.

4.4.2. When hazardous waste or hazardous material is found left at the site and there is the potential for impacts to human health or the environment from leakage, the Attendant shall:

- Notify the agencies listed under Section 4.4.1 above.
- Also notify:

D.E.P. Emergency Oil and Hazardous Material Spills 1-800-482-0777

National Response Center 1-800-424-8802

Maine State Police 1-800-452-4664

4.4.3 When special waste is found left at the site, notify the Administrative Assistant to arrange for removal. The Administrative Assistant shall notify the Maine Department of Environmental Protection solid waste staff person in Bangor at 941-4570.

4.4.4 In the case of question as to identity, notify the Lamoine Fire Department and D.E.P. Bureau of Hazardous Material and Solid Waste Control, listed under 4.4.1., for assistance in identification.

4.5 Clean-up/Decontamination

4.5.1. Only trained personnel shall handle hazardous substances. Such training shall follow the guidelines of 29 C.F.R., Part 1910.120.

4.5.2. Appropriate safety equipment consisting of disposable tyvek coveralls, hoods, boot covers, corrosive proof gloves, goggles, and air-purifying respirator shall be provided by responding, trained personnel.

4.5.3. Special wastes shall be removed from the area in which deposited and transported to a licensed special waste disposal facility.

4.5.4. Hazardous waste shall be removed from the area in which it was deposited. The Attendant shall contact appropriately trained outside personnel to contain, clean up, and dispose of the hazardous material.

4.5.5. A Hazardous and Special Waste Interim Storage Area, consisting of a covered steel 55 gallon drum located next to the transfer station building, will be provided onsite for the interim storage of such materials until appropriate removal is arranged. Because hazardous wastes require special training to handle, and to minimize the area of potential contamination, it is recommended that any hazardous waste found at the site be removed from the site directly, without placement and storage in the Interim Storage area.

4.5.6. Hazardous materials warning placards will be placed on containers of hazardous waste by responding, trained personnel.

4.5.7. All contaminated clothing and disposable products will be disposed with the hazardous or special wastes.

4.6 Exposure Conditions/Potential Hazards.

Quantities of hazardous or special waste expected to be encountered will be relatively small with liquids occurring in 55 gallon or smaller containers. Wastes in solid form will most likely be contained in corrugated boxes, metal or lined cardboard barrels, plastic containers, or trash bags. Asbestos, grits, sludge and ash are likely to be loose and deposited with MSW.

Wastes can be expected to be dumped into the dumpsters or placed at the white goods area. Actual exposure of the public or facility personnel is expected to be minimal if wastes are placed in the dumpsters. The most serious exposures would be leaking liquids. They could threaten ground water if undetected or cause exposure to vapors. Dusts from asbestos or powdery wastes could also cause respiratory intake.

Safety measures include isolating the area and wearing appropriate safety clothing.

4.7 Sampling/Detection

If sampling and further detection of hazardous or special waste is required, then a qualified hazardous waste handling firm or a reliable solid waste (for special waste) contractor will be used.

4.8. Emergency Information

4.8.1. The Attendant will have the following telephone numbers available at the site to radio requests for notifications to the dispatchers.

- D.E.P., Bureau of Hazardous Material and Solid Waste Control 941-4570
- D.E.P., Emergency Oil & Hazardous Materials Spills 1-800-482-0777
- National Response Center 1-800-424-8802
- Lamoine Fire Department 667-2327
- Hancock County Sheriff 667-7575
- Ambulance 667-3200
- Maine State Police 1-800-432-7381
- Maine Poison Center 1-800-442-6305

4.8.2. The Maine Coast Memorial Hospital is located at 50 Union Street in Ellsworth, approximately 10 miles northwest of the Lamoine Transfer Station. The most direct route to the hospital is to follow Route 184 to route 1 to Ellsworth and turn right on Main Street, then left on Union Street. The Hospital is on the left.

4.9 Written Reports

A Spill Report shall be filed with the Department of Environmental Protection, Bureau of Oil and Hazardous Material Control within 15 days of any incident involving hazardous waste or material. The report will indicate:

- Date and time of incident
- Location
- Material lost or spilled
- Amount lost or spilled

- Amount recovered
- Cause of the incident
- Corrective action taken
- Clean-up methods used
- Disposition of recovered materials
- List of agencies notified
- Time agency responded on site

BLOCK #

HAZARDOUS MATERIALS INCIDENT

INITIAL EMERGENCY NOTIFICATION REPORT

1. Date Of Incident / /

TIME OF INCIDENT

2. LOCATION OF INCIDENT (STREET/ROUTE/TOWN):

3. NAME OF COMPLAINANT:

4. NUMBER CALLING FROM: 5. CALL BACK NUMBER:

6. CALL BACK NAME (IF DIFFERENT)

7. COMPANY NAME:

8. TYPE OF INCIDENT: FIXED TRANSPORTATION:

9. SUBSTANCE OR TRADE NAME	DOT I.D. NO.				DOT HAZARD CLASS		CAS NUMBER					
	<input type="text"/>											

10.	PHYSICAL STATE STORED			PHYSICAL STATE RELEASED			QUANTIT Y ----- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	SOLID	LIQ	GAS	SOLID	LIQ	GAS	
	<input type="checkbox"/>						

11. CONTAINER FIXED MOBILE PORTABLE INSULATED PRESSURIZED

ARMORIZED STEEL GLASS PLASTIC TANK DRUM REL

CAPACITY: LBS GALS CuFt

12. RELEASE: COMPLETED ONGOING CONFINED 13. TRUCK/RAIL CAR NO.

14. RELEASE TO: SOIL WATER OCEAN AIR WELL SEWER OTHER

15. WIND: CALM BRISK HEAVY 16. WEATHER: CLEAR RAIN SNOW

17. TYPE ASSISTANCE NEEDED: POLICE FIRE AMBULANCE HAZMAT TEAM

18 INJURIES FATALITIES 19. THIS INFORMATION RECEIVED AT

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TRANSMIT THIS INFORMATION IMMEDIATELY TO:

LAMOINE VOLUNTEER FIRE DEPARTMENT (667-2327)

AND

MAINE STATE POLICE 1-800-432-7381

REFERENCE EMERGENCY TELEPHONE NUMBERS:

MAINE STATE POLICE = 866-2121 OR 1-800-432-7381

DEPARTMENT OF ENVIRONMENTAL PROTECTION = 941-4570 OR 1-800-482-0777

STATE EMERGENCY MANAGEMENT AGENCY = 287-4080 OR 1-800-452-8735

NATIONAL RESPONSE CENTER = 1-800-424-8802

CHEMTREC = 1-800-424-9300

THIS REPORT IS REQUIRED FOR ANY RELEASE THAT GOES BEYOND THE FACILITY BOUNDARY AND/OR IS A RELEASE OF A REPORTABLE QUANTITY OF A CERCLA HAZARDOUS (717 SUBSTANCES) OR EXTREMELY HAZARDOUS (366 SUBSTANCES) SUBSTANCE. (40 CFR PART 355.40)

5. SITE PLANS

- SITE PLAN

6. WASTE DISPOSAL CONTRACTS

The Town of Lamoine Maintains the following contracts for waste disposal:

<i>Company</i>	<i>Service</i>	<i>Expiration</i>
<i>PERC</i>	<i>MSW Incineration</i>	<i>2017</i>
<i>Pine Tree Waste</i>	<i>MSW Transport</i>	<i>June 2011</i>
<i>Pine Tree Waste</i>	<i>Recycling</i>	<i>March 2011</i>
<i>Nankervis Trucking</i>	<i>Snow Removal</i>	<i>May 2007</i>
<i>Allen Sternfield</i>	<i>Attendant</i>	<i>ongoing</i>

Signature and Adoption of Amendments

We, the undersigned Lamoine Board of Selectmen adopt this operations manual effective November 4, 1999. The changes from the original manual are indicated in bold, italic type for any additions or changes in language, and strike-through type for any deletions.

Approved this 21st day of November, 2002 by the Lamoine Board of Selectmen:

/s/Glenn Crawford

/s/S. Josephine Cooper, Chair

/s/Thomas Spruce

D. Flag Display Program

Flag Donation & Display Program

Preface

The Lamoine Board of Selectmen voted in 2006 to purchase 20 flags and holders to display on utility poles in a display of patriotism for the town. In August 2006, the board agreed to display the flags from Flag Day (June 14, 2006) until August 1st of each year. Beyond the aesthetic and patriotic value, it was hoped the display of flags would encourage individual homes to display the American Flag if one so chose.

The initial flag displays were set up along the utility poles on Lamoine Beach Road from Mill Road to Shore Road and along Douglas Highway from Jordan River Road northerly toward Ellsworth.

Goal

The goal of this program is to allow public participation in the utility pole flag display, to offset the cost of flag purchases, to increase the visibility of the flag displays, and to recognize those individuals who've contributed toward this effort.

Acceptance of Donations

The Treasurer of Lamoine is hereby authorized to accept donations in increments of \$50 from individuals and businesses who wish to add flags to the annual display effort. For each \$50 increment, one flag and holder will be purchased by the Town of Lamoine. The donor may choose to have their name listed (as outlined below) or the name of another person in whose honor their flag flies, or both. The donation shall guarantee display of the flag and the acknowledgement below for a 5-year time period. Donors shall be reminded of renewal opportunities a year before the display period expires.

Acknowledgement of Purchase

For each donation, the Town of Lamoine will display in the town hall the name of the donor or the person in whose honor the flag flies, or both. Additionally, the treasurer will write a letter to the donor acknowledging the contribution and giving the town's tax identification number. This list shall also be duplicated on the town's website.

Display of New Flags

The Board of Selectmen shall select the areas in which additional flags will be displayed during the designated display period (see above). Town staff shall assist the Selectmen in installation of flags and pole holders.

Budgeting

The Selectmen shall recommend to the Budget Committee and the Town Meeting an amount each year to maintain the flag display – i.e. to replace damaged and soiled flags, poles, and holders.

Storage & Maintenance

During those times the flags are not on display, they shall be stored in an appropriate location under control of the Town of Lamoine (at time of approval of this program, the former Anderson Garage). Town Staff and/or Selectmen shall maintain the flags and poles in an appropriate manner, which may include washing, reinstallation of hardware, or replacement as needed.

Approved this 21st day of September, 2006 by:

S. Josephine Cooper, Chair
Richard Fennelly, Jr.
Perry Fowler
Brett Jones
Cynthia Donaldson

The Lamoine Board of Selectmen

E. Solicitation At Town Hall

Town of Lamoine

Policy Regarding Solicitation at the Lamoine Town Hall

I. Purpose

This policy is adopted by the Lamoine Board of Selectmen and the Town Clerk of Lamoine to provide guidance to those who may wish to utilize the Lamoine Town Hall. It is intended to set rules for private fundraising activities and political actions.

II. Scope

This policy applies only to the Lamoine Town Hall, 606 Douglas Highway, and the town property around the building.

III. Authority

The Selectmen and Town Clerk exercise authority of such regulation in their roles as municipal officers of the Town of Lamoine

IV. Policy

A. Election Day Activities (inside)

1. Prior to any fundraising or political activity during such time as the polls are open, the group conducting such activity shall obtain permission from the Lamoine Town Clerk. If permission is denied, the Clerk shall state the reason why. If a person is denied permission, they may seek a ruling from the Lamoine Board of Selectmen.
2. A maximum of one adult or one child accompanied by a responsible adult will be allowed to raise funds for a non-profit organization. A maximum of one adult will be allowed to collect petition signatures. Replacements for work shifts may be present a few minutes before the shift change.
3. All persons conducting such activity will remain seated at a table configured so that exposure to voters is after the casting of ballots. The town clerk and administrative assistant will work to configure the hall in such a manner that this can be reasonably accomplished.
4. Due to space considerations, no more than three (3) separate activities (fundraising, petition collection) may take place at once while the polls are open.
5. If requested by the Town Clerk, Moderator, or Warden, a person shall immediately cease operations and leave the premises. No appeal is possible on such a request because of time constraints. The town official

shall make the request based on disruption to the election or governmental process, in appropriate behavior or space considerations.

6. No display material inside the town office may be left unattended. All organizations are to supply their own display materials and other items which may be needed for their function. Displays must receive approval from the Town Clerk, based on appropriate size and configuration.
7. Organizations engaging in approved activity may not make contact with voters until after the voter has cast their ballot and has finished with the voting process. Workers for such organizations shall remain seated at their tables when attempting contact.

B. Election Day Activities (outside)

1. Any exterior displays are NOT to impede access and egress by voters, people using government services, and the parking facilities of the town office.
2. At no time may any political message be displayed on the grounds of the Town Office, or within 250 feet of the property lines
3. One attendant may stay with the display, but such attendant shall be over 18 years of age.
4. Organizations engaging in approved activity may not approach voters until after the voter has cast their ballot and has finished with the voting process. Workers must not be overly aggressive approaching voters.

C. All Other Times

1. Prior to any fundraising or political activity during such time as the polls are open, the group conducting such activity shall obtain permission from the Lamoine Town Clerk. If permission is denied, the Clerk shall state the reason why. If a person is denied permission, they may seek a ruling from the Lamoine Board of Selectmen.
2. Persons engaging in approved in approved activity shall not impede other's access to or egress from the building or their ability to conduct governmental business
3. If requested by the Town Clerk or the Administrative Assistant to leave, persons engaging in such activity will do so immediately. Reasons for leaving include, but are not limited to, inappropriate behavior on the part of the representatives of the organization, emergencies that require personnel to leave the town hall, or other reasons to close the town hall.
4. Such activity will occur only during the hours the town hall is open for business.
5. Approved activities are limited to not-for profit, institutional and governmental type organizations. Commercial ventures may not conduct such activity at the town hall.
6. Any display of material shall be appropriate for the type of governmental activity normally associated with the town office. The Town Clerk may reject displays which may be objectionable. The display is to have no impact on town business.

7. The town shall not be responsible for the upkeep of any display materials. Town officials may remove unattended display materials at their discretion.
8. The town shall not be responsible for collecting and disbursing funds to any outside organization unless specifically approved by the Selectmen and the Treasurer

V. EFFECTIVE DATE

This policy becomes effective upon a majority vote by the Lamoine Board of Selectmen and signature by the Board of Selectmen and the Lamoine Town Clerk

VI. SIGNATURES

We, the undersigned Lamoine Board of Selectmen, approve this policy regarding fundraising and political activities at the Lamoine Town Hall on this 17th day of June, 1999.

/s/ Glenn Crawford, Chairman

/s/ Richard Davis, Selectman

/s/ Arthur Alley, Selectman

I Hubene Brodie, Town Clerk of Lamoine, agree to the above stated policies regarding fundraising and political activities at the Lamoine Town Hall on this 17th day of June, 1999.

/s/ Hubene Brodie, Town Clerk

VII. Technology Policies

A. Public Computer Use

Town of Lamoine

Policy on Publicly Available Computer At Town Hall

April 24, 2003

I. Computer Available for Public Use

- a.** Whereas the Lamoine Volunteer Fire Department has donated a computer to the town hall, it shall be made available in the meeting room area for public access.
- b.** Any member of the public may examine the contents of the computer. Members of town boards are encouraged to utilize the computer for reference before and during board meetings.

II. Contents To Be Maintained

- a.** The public use computer shall contain public information, including, but not limited to:
 - i. Town Ordinances
 - ii. Tax Records in database form
 - iii. Voter information
 - iv. State Statutes
 - v. Building Permit Information
 - vi. Town Policies
 - vii. Approved Minutes of Board Meetings
- b.** The records on the computer shall be maintained, added to and updated by the Administrative Assistant to the Board of Selectmen as time allows.
- c.** Records that contain personal, private information of Lamoine residents shall not be included in the records on the computer available for public use.

III. Internet Access

- a.** Because the town pays for Internet access on a timed billing cycle, the public use computer will not be attached by telephone modem to any ISP.

IV. Town Hall Network Access

- a. Because of the potential for damage to other computers at the town hall and for preservation of the integrity of the programs and data on the other town hall computers, the public use computer will not be attached to the town hall network.

V. Accessible Hours

- a. The public use computer shall be available to the public during those hours that the town hall is open. Town office staff may assist those attempting to use the computer as time permits.
- b. During non-business hours, but at times when town boards may be meeting, appointed and elected personnel may have access to the computer. Members of the general public may also access the computer so long as it is not disruptive to the meeting.

VI. Printing Hard Copy

- a. A printer shall be attached to the computer. The public may print copies of files at a cost of 25-cents (\$0.25) per page to defray the cost of paper and ink.
- b. Town Hall staff may assist the public with printing procedures.

VII. Excessive Use

- a. Town Hall staff has a right to limit use of the public computer to that which is reasonable. In the event that two parties wish to access the computer simultaneously, each shall be limited to 15-minutes of use at one sitting. At no time shall any member of the public utilize the computer when the town hall is not open and staffed.

VIII. Programming Additions

- a. No member of the public shall introduce software to the general public computer. Only town hall staff may install or delete software.
- b. The software installed is protected by copyright laws and may not be copied by anyone.

IX. General Maintenance

- a. Generally, the computer will be shut off. When the general public utilizes it, they have the right to turn on the power button, and “boot” the computer up. Town Hall staff shall be responsible for properly turning off the computer.
- b. No food or drink shall be permitted at the workstation where the computer is located.
- c. In the event of a malfunction, town office staff should be notified immediately so the software or hardware problems can be corrected.

X. Information Contents

- a. The information stored on the computer is considered the official copy of the Town of Lamoine. From time to time updates may occur. Town Office staff will show diligence to attempt to keep the information current. In the event of questionable information, staff will verify that the file is current to the best of their knowledge.

VI. Approval Date & Signature

- a. This policy is approved effective April 24, 2003.

Signed,

/s/Thomas Spruce

/s/S. Josephine Cooper

/s/Glenn Crawford

The Lamoine Board of Selectmen

B. *E-Mail Program Policy*

Town of Lamoine

Policy Regarding E-Mail Services
1st Presentation – February 27, 2003
Approved March 13, 2003

I. TITLE & EFFECTIVE DATE

This policy shall be known as the “Policy Regarding E-Mail Services” offered by the Lamoine Town Office. It is effective beginning on the date indicated above, which coincides with adoption and signature by the Board of Selectmen

II. AUTHORITY

The Board of Selectmen adopt this policy as an operating policy of the Lamoine Town Office. It is NOT an ordinance. It is a guideline for Town Office Staff and the General Public to follow, and shall become part of the General Policy Manual for the Town of Lamoine. This policy is made pursuant to 30-A MRSA § 2001 Et Seq and Article VII of the Maine Constitution. Other pertinent state statute reference can be found in 1 MRSA § 401 et seq. (the Right to Know Laws)

III. SCOPE

This policy shall apply to electronic mail data and programs (commonly referred to as “e-mail”) contained on computers located within the municipal buildings of Lamoine, including the Town Hall and Fire Station. It does not apply to the Lamoine Consolidated School which is governed by the Lamoine School Committee, nor does it apply to the home computers of employees of the Town of Lamoine.

IV. POLICY

- A. Services Offered – The Lamoine Town Office will notify subscribers who indicate they wish to be notified about automobile registrations that come due, town board meeting agendas, town meeting information, voting dates, dog license dates, hunting and fishing license information, boat registration information, electronic delivery of The Lamoine Quarterly, Community Events and other town related business.
- B. Subscription Required – Each recipient must fill out a form or otherwise indicate they wish to receive such services from the Town of Lamoine. There is no charge for the service. The subscriber shall provide the Town Office staff with the e-mail address to which they would like notification sent.

- C. Public Information – All messages sent from and received by the Lamoine Town Office are considered public information, and copies of such messages shall be available to the general public upon request. The e-mail address of each subscriber is NOT to be considered public information, and therefore is not to be disseminated. To protect the integrity of these addresses, the Town Office shall send its bulk e-mail using the “Blind Carbon Copy” option on its subscriber groups. E-mail messages received by the town computers are considered public information and may be disseminated to any member of the public on request. The Town Office Staff shall electronically store pertinent messages received for up to 1-year. From time to time the town office receives mass e-mail messages (also known as “spam”). Staff will determine whether there is any town function served by such “spam” and shall delete such message from the electronic files.
- D. Un-subscribing – Any subscriber may ask to be removed from the e-mailing lists by requesting it in writing, via e-mail reply, or by a telephone call. The Town Office Staff will then remove the address from its master list and inspect all groups in an effort to make sure the subscription is removed. The Town Office Staff shall remove any subscriber whose mail is returned electronically as undeliverable after no less than 3-attempts to send such communication. It shall be up to the subscriber once their subscription has been removed to re-subscribe for service.
- E. Limiting Liability – The Town of Lamoine assumes no liability for any messages delivered by e-mail or for messages that should have been delivered according to the subscription but were not. The service provided by the Town of Lamoine is considered a courtesy, and shall not be a substitute for required notice to be made by other means.
- F. Outside Access – Groups requesting publicity for specific events shall supply such information electronically to the Town Office for distribution. Town Office Staff will attempt to distribute such messages as time allows. The Town of Lamoine assumes no responsibility in dissemination of such information, and should state that it is up to the recipient to decide whether they should attend the event. Messages of a political nature – i.e. supporting a candidacy, a particular political position, or otherwise attempting to influence subscribers on how to decide, will NOT be disseminated.

V. APPEALS

Decisions by the Town Office Staff regarding electronic mail policies may be appealed to the Lamoine Board of Selectmen who shall have the final say regarding a policy interpretation. If there is disagreement with the Board of Selectmen’s decision, the appellant may seek a remedy from the State of Maine Court System.

VI. SIGNATURE SECTION

This policy is effective on March 13, 2003 following public discussion by the Lamoine Board

Signed

/s/ Thomas Spruce

/s/ Glenn Crawford

/s/ S. Josephine Cooper

Attest: A true Copy

/s/ Stuart Marckoon, Deputy Clerk

C. Website Policy

Town of Lamoine On-Line Policy Statement

Welcome to the Town of Lamoine's web site. Individuals who visit this site are important to us, and because of that, we do not capture personal information about them without their permission. We endeavor to collect only the minimum amount of information needed to respond to any Email inquiries we might receive.

All the files and other data accessible through this web site are provided as a courtesy by the Town of Lamoine in an effort to allow the public easier access to public information. The Town of Lamoine provides the documents and data "as is" without any warranty of any kind, either expressed or implied, including but not limited to accuracy, reliability, omissions, completeness and currency. This web site is maintained by staff at the Lamoine Town Office.

The Town of Lamoine shall not be liable for any claim for damages, including lost profits or other consequential, exemplary, incidental, indirect or special damages, relating in any way to the documents, files or other data accessible on or through this web site, including but not limited to, claims arising from or related to electronic access or transmission of data or viruses. The content of the web site may change from time to time and without notice.

Any text, listing or link referring to other web pages or sites does not constitute an endorsement of or support for that web page or site, its organization, products, services or information. No representation is made concerning such web page as to its content, suitability or any other warranty as disclaimed above.

All information collected on the Lamoine web site will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of 1 MRSA Chapter 13. Identifiable Personal Information is information about a natural person that is readily identifiable to that specific individual and may include:

Name

Street Address

Email Address

Telephone Number

Password

Any combination of data that could be used to identify you such as your birth date, zip code, etc.

When you visit this web site, no identifiable personal information will be collected from you or about you by the Town of Lamoine. If you voluntarily send an e-mail message, identifiable personal information may be contained within that message and is subject to the provisions of 1 MRSA Chapter 13. The Town of Lamoine does not use cookies in order to track your visit to this web site.

If you have any questions about the Town of Lamoine's privacy procedures, please contact the Lamoine Town Office at 667-2242, via Email at <mailto:lamoine@acadia.net> or by writing to 606 Douglas Highway, Lamoine, ME 04605.

Approved this 27th day of April, 2003 by:

Amended December 18, 2003 to reflect the above language

/s/S. Josephine Cooper, Chair

/s/Glenn Crawford

/s/Thomas Spruce

The Lamoine Board of Selectmen