

Town of Lamoine, Maine

***Emergency
Operations
Plan***

Approved September 21, 2006

Lamoine, Maine Emergency Operations Plan

BASIC PLAN

PURPOSE

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

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.

Lamoine, Maine Emergency Operations Plan

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 & Power Lines	None
Winter Storm	Entire Town	Frequent		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.

Lamoine, Maine Emergency Operations Plan

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
<u>Median age</u> (years)		
Under 5 years	71	4.7
18 years and over	1,141	76.3
65 years and over	216	14.4
<hr/>		
One <u>race</u>		
White	1458	97.5
American Indian and Alaska Native	8	0.5
Asian	10	0.7
Some other race	4	0.3

Lamoine, Maine Emergency Operations Plan

Household population	605	100
Group quarters population	0	0.0
<hr/>		
Average household size	2.47	
Average family size	2.86	
<hr/>		
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
<hr/>		
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
<hr/>		
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
<hr/>		
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)		

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

Emergency Management Director:

1. Establishes and maintains the town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with 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.

Lamoine, Maine Emergency Operations Plan

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

PLAN DEVELOPMENT AND MAINTENANCE

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

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

All changes to the plan will be approved by the 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

Lamoine, Maine Emergency Operations Plan

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

Lamoine, Maine Emergency Operations Plan

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.

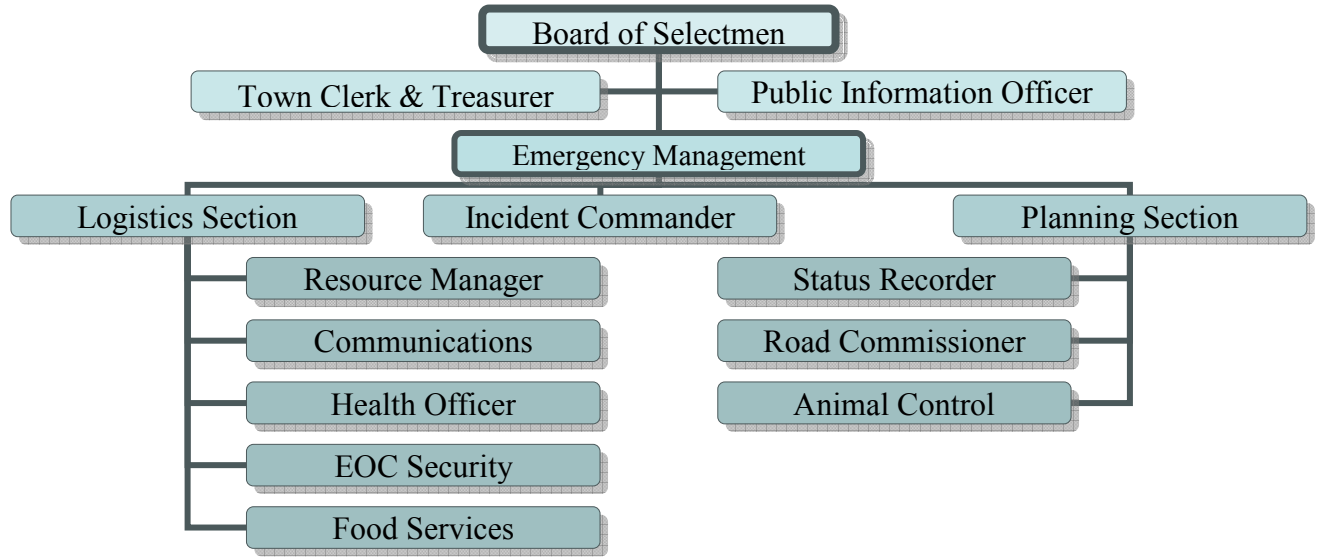
ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

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 and to provide news releases to the media.
Resource Manager	A volunteer will be selected to coordinate procured and donated supplies and materials. This individual will also be responsible for acquiring additional transportation and facility assets that are needed.
Communications Officer	Answers the phone and base radio. Dispatches emergency personnel.
Food Services	Organizes feeding and refreshments for EOC staff and emergency response personnel.
Status Recorder	Updates Incident Status information.
Volunteer Coordinator	Contacts and in-process all disaster volunteers. Works for the Resource Manager.

Lamoine, Maine Emergency Operations Plan



Lamoine EOC Layout

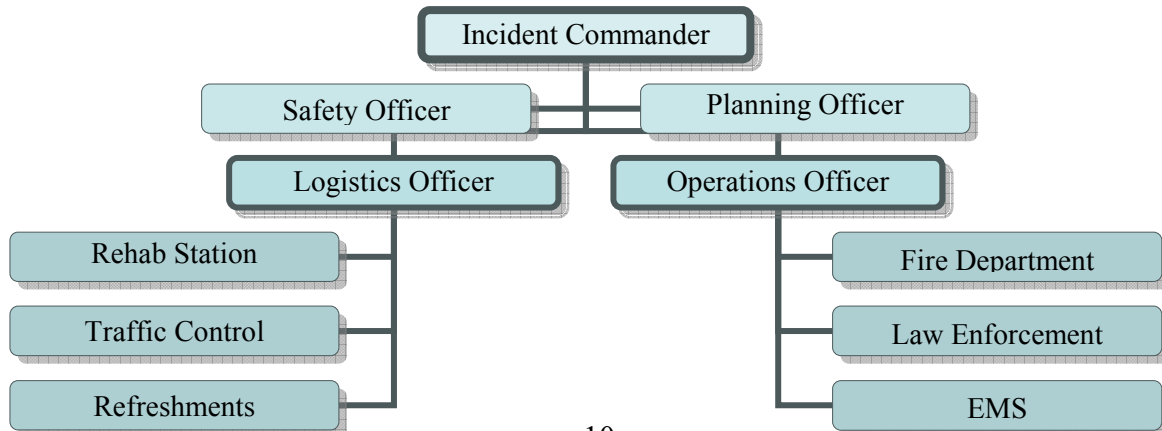
The following emergency functions will be accomplished during an emergency in Lamoine.

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.



Lamoine, Maine Emergency Operations Plan

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	2 nd RESOURCE	3 rd 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

Lamoine, Maine Emergency Operations Plan

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
<input type="checkbox"/>	EOC Alert Status:
<input type="checkbox"/>	EOC Notification From:
<input type="checkbox"/>	Consider need to declare an emergency.
<input type="checkbox"/>	Notify all EOC staff and volunteers.
<input type="checkbox"/>	Activate and test all equipment.
<input type="checkbox"/>	Begin message and event logs.
<input type="checkbox"/>	Inspect emergency generator for fuel and start capability.
<input type="checkbox"/>	Begin plotting and posting events.
<input type="checkbox"/>	Brief staff upon arrival.
<input type="checkbox"/>	When "manned and ready", report to Hancock County EMA (667-8126).
<input type="checkbox"/>	Review staffing pattern to ensure 24 hr. capability (If needed).
<input type="checkbox"/>	Conduct "time check".
<input type="checkbox"/>	Brief elected officials on status of EOC.
<input type="checkbox"/>	Check on food, water, and sanitation supplies and make appropriate arrangements.
<input type="checkbox"/>	Submit verbal and written situation reports to County EMA (Fax 667-1406).
<input type="checkbox"/>	Establish EOC security procedures.
<input type="checkbox"/>	Conduct periodic briefings for EOC staff.
<input type="checkbox"/>	Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.
<input type="checkbox"/>	Review procedures for requesting assistance. Contact contractors for assistance.
<input type="checkbox"/>	Maintain records of expenditures.
<input type="checkbox"/>	Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.
<input type="checkbox"/>	Brief oncoming shift personnel of all events and pending actions.
<input type="checkbox"/>	Prepare initial damage assessment information for submission to Hancock County EMA.
<input type="checkbox"/>	Contact area volunteer groups to assist with emergency recovery operations.

Lamoine, Maine Emergency Operations Plan

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 _____			
08	Population Effects: _____ Dead _____ Injured _____ Missing _____ Evacuated Evacuation Ordered In place Sheltering Ordered Curfew in effect (____ to____) From /To or Area Affected: _____			

Lamoine, Maine Emergency Operations Plan

		Page 2 of Situation Report
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 ___	

Lamoine, Maine Emergency Operations Plan

STATE of MAINE LOCAL EMERGENCY / DISASTER SITUATION REPORT

SITUATION REPORT INSTRUCTIONS

1. Introduction

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

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

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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 Ellsworth, ME 04605 HOURS: Mon-Fri: 9-4:00 pm
ANNUAL MEETING: March

ADMIN ASSISTANT: Stuart Marckoon (207) 667-2242 PHONE/FAX:
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 Lounder 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

Lamoine, Maine Emergency Operations Plan

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 Marine Chan. 22 USCG	156.300	
EMS	(Hosp.Network)	155.355		MAR	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	154.980		MIS	Bangor & Aroostook Railroad	160.530	
EMS	Southwest Harbor Support Serv.	154.025		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	
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	
					Continued to pg 19		

Lamoine, Maine Emergency Operations Plan

Type	Agency	Freq.	PL Tone	Type	Agency	Freq.	PL tn.
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 EMA—Emergency Mgmt. EMS—Emergency Medical				2 Meter 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.

Lamoine, Maine Emergency Operations Plan

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

Lamoine, Maine Emergency Operations Plan

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

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

ANNEX D - EMERGENCY PUBLIC INFORMATION

PURPOSE

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

SITUATION

The Town 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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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:	

Lamoine, Maine Emergency Operations Plan

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

Lamoine, Maine Emergency Operations Plan

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
<input type="checkbox"/>	Contact the Hancock County EMA and/or American Red Cross Chapter and alert them to possible need for sheltering.
<input type="checkbox"/>	If the County is not providing a county-wide shelter, contact local volunteers and activate a shelter. Cost may be borne by town.
<input type="checkbox"/>	Ensure the Shelter is adequately stocked and staffed.
<input type="checkbox"/>	Ensure security is provided for Shelter.
<input type="checkbox"/>	Provide communications link between the Shelter and the EOC.
<input type="checkbox"/>	Maintain status of shelter operations and allocations.
<input type="checkbox"/>	Clean and return the Shelter to original condition.
<input type="checkbox"/>	Submit shelter expenditure statement for reimbursement.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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				

Lamoine, Maine Emergency Operations Plan

FIRE FIGHTING RESOURCE INFORMATION

CONTACT INFORMATION		RADIO COMMUNICATIONS	
Department	LAMOINE V.F.D.	Call Letters	WNUE340
Business Phone	207-667-2623	Frequency	154.205
Fax Line	207-667-2242	Station Call Sign	LAMOINE STATION
Address	43 Lamoine Beach Rd.	No. Mobiles	5
E-Mail	lvfd@lamoine-me.gov	No. Portables	15
		No. Pagers	30

PERSONNEL		PORTABLE PUMPS	
Firefighters	15	GPM	
Support	15	75	
ICS Trained	3	250	1
HazMat Train.	0	500	
NIMS Trained	6	750	
SCBA Qual.	15		

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			SUPPORT EQUIPMENT	
Diameter (in)	Thread Type	Length (feet)	No.	Type
1-1/2"	Ntl Pipe	@2000	Rescue Boat	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

Lamoine, Maine Emergency Operations Plan

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, Maine Emergency Operations Plan

LAMOINE OEM - DISASTER VOLUNTEER SURVEY FORM			
NAME			
HOME ADDRESS			
HOME/WORK PHONE			
E-MAIL ADDRESS			
<p>The Purpose of this survey is to identify volunteers' special skills. Please indicate the area(s) that apply to you and return this survey to the Volunteer Coordinator when you finish.</p>			
<input type="checkbox"/> Doctor: _____ <input type="checkbox"/> Nurse: _____ <input type="checkbox"/> EMS: _____ <input type="checkbox"/> First Aid <input type="checkbox"/> CPR <input type="checkbox"/> Mental Health <input type="checkbox"/> Child Care <input type="checkbox"/> Elderly Assistant <input type="checkbox"/> Veterinary <input type="checkbox"/> Animal Care <input type="checkbox"/> Minister/Preacher	<input type="checkbox"/> Emergency Mgmt <input type="checkbox"/> Shelter Management <input type="checkbox"/> Firefighter <input type="checkbox"/> HazMat: _____ <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Search & Rescue <input type="checkbox"/> ARC Trained <input type="checkbox"/> Food Services <input type="checkbox"/> Social Worker	<input type="checkbox"/> Ham Radio Operator <input type="checkbox"/> Dispatcher <input type="checkbox"/> Phone Operator <input type="checkbox"/> Public Information <input type="checkbox"/> Photographer <input type="checkbox"/> Language: _____ <input type="checkbox"/> Clerical <input type="checkbox"/> Computer User <input type="checkbox"/> Legal Affairs <input type="checkbox"/> Safety Officer <input type="checkbox"/> Accounting	<input type="checkbox"/> Engineer: _____ <input type="checkbox"/> Damage Assessment <input type="checkbox"/> CERT Trained <input type="checkbox"/> Carpenter <input type="checkbox"/> Metal Worker <input type="checkbox"/> Plumber <input type="checkbox"/> Electrician <input type="checkbox"/> Heating <input type="checkbox"/> Equipment: _____ <input type="checkbox"/> Bus Driver <input type="checkbox"/> Material Inventory <input type="checkbox"/> Janitorial
<p>Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster.</p> 			
<p>Do you have any Health Limitations?</p> 			
<p>I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the Town of 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.</p>			
Volunteer	Sign:	Date:	

Lamoine, Maine Emergency Operations Plan

LOCAL CONTRACTORS AND SUPPLIERS

Type	Name	Telephone	Address
All-terrain Vehicles	Friend & Friend	667-4688	State Street Ellsworth
Used Cars	Pro Auto (Barry Norris) Coastal Car Care (Dave Mouland)	667-6134 667-4450	203 Douglas Hwy Bar Harbor Rd., Ellsworth
Auto Parts	NAPA Ellsworth Auto Parts	667-5322 667-5524	Route 1, Ellsworth Route 1, Ellsworth
Building Contractors	Richard King, Inc Coastline Homes	667-9417 667-0664	721 Douglas Hwy Route 1 Ellsworth
Buses	Laidlaw Transportation	469-7673	Orland, ME
Computers	Radio Shack	667-5765	Maine Coast Mall, Ellsworth
Heavy Equipment	Richard King Inc Jay Fowler Harold MacQuinn, Inc Doug Gott & Sons	667-9417 667-5147 667-4653 244-7461	721 Douglas Hwy 216 Partridge Cove Rd MacQuinn Rd., Hancock Southwest Harbor
Electricians	Barry Muise Noel DeChar Gary Fortier AA Electric	667-6673 667-9151 667-6535 942-9228	647 Douglas Hwy Partridge Cove Rd Ellsworth Bangor
Engineers	Andrew McCullough CES Engineering Engineering Dynamics	667-6551 989-4824 947-7747	Ellsworth Brewer Bangor
Farm Equipment	George Crawford	667-5265	10 Lumberjack Lane
Groceries	Lamoine General Store Hannaford Shaw's	667-2441 667-5300 667-2293	624 Douglas Hwy High St. Ellsworth High St. Ellsworth
Hardware	Home Depot EBS Viking Lumber	667-1986 667-7134 422-3321	Myrick St. Ellsworth State St. Ellsworth Route 1 Hancock
Lumber	Home Depot EBS Viking Lumber	667-1986 667-7134 422-3321	Myrick St. Ellsworth State St. Ellsworth Route 1 Hancock
Oil, Propane Fuels	Emerson Energy Hancock Oil No Frills Oil	667-2923 667-5571 422-3581	Ellsworth Ellsworth Hancock
Sand & Gravel	Richard King Inc Jay Fowler Harold MacQuinn, Inc Doug Gott & Sons	667-9417 667-5147 667-4653 244-7461	721 Douglas Hwy 216 Partridge Cove Rd MacQuinn Rd., Hancock Southwest Harbor
Land Surveyor	Steve Salsbury	266-0106	Franklin St., Ellsworth

Lamoine, Maine Emergency Operations Plan

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

Part III: DISPOSITION

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

Lamoine, Maine Emergency Operations Plan

ANNEX I - DAMAGE ASSESSMENT

PURPOSE

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

Lamoine, Maine Emergency Operations Plan

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		\$

Lamoine, Maine Emergency Operations Plan

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		

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

Individual Damage

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

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

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

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

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

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

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

Total Residential: Include both Primary and Secondary Residences.

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

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

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

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

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

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

Lamoine, Maine Emergency Operations Plan

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. |

Lamoine, Maine Emergency Operations Plan

ANNEX J – HOMELAND SECURITY

PURPOSE

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

SITUATION AND ASSUMPTIONS

It is highly unlikely that the Town 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.*

Lamoine, Maine Emergency Operations Plan

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

Lamoine, Maine Emergency Operations Plan

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

Lamoine, Maine Emergency Operations Plan

CONCEPT OF OPERATIONS

Any one of the Offices of Primary Responsibility (OPR) may initiate COOP actions if their function is disrupted. The 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.

Lamoine, Maine Emergency Operations Plan

VITAL RECORDS AND DATABASES

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

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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
Close public buildings and spaces	Municipal & County Elected Officers Local Health Officers
Cancel public events (section IIB5)	Municipal & County Elected Officers Local Health Officers Event Organizers
Close educational institutions	School Superintendents/Principals/Directors
Request voluntary closing of businesses	Local & County Elected Officers 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.

Lamoine, Maine Emergency Operations 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.

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations Plan

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 Lifeflight 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.

Lamoine, Maine Emergency Operations Plan

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

Lamoine, Maine Emergency Operations Plan

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.

Lamoine, Maine Emergency Operations 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.
- 6.

People known to have a generator

1. Stuart Marckoon
2. Joseph Young Jr.
3. Joseph Reynolds
4. Maury Oliver
- 5.
- 6.

Lamoine, Maine Emergency Operations Plan

Acceptance & Signature

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. Josephine Cooper, Chair, Board of Selectmen

_____ Richard Fennelly Jr., Selectman

_____ Perry Fowler, Selectman

_____ Brett Jones, Selectman

_____ Cynthia Donaldson, Selectman

Seen & Reviewed by:

_____ Stuart Marckoon, Local EMA Director

Attest: A True Copy _____

Stuart Marckoon, Deputy Town Clerk