

ITEM 17-009

To hear a report from the Fire Chief re: Emergency Operations Plan and
to adopt and execute the Cumberland County Hazard Mitigating Plan
2017 Update

TOWN OF CUMBERLAND

EMERGENCY OPERATIONS PLAN

2016



TOWN OF CUMBERLAND, MAINE
BASIC EMERGENCY OPERATIONS PLAN

2016

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TOWN OF CUMBERLAND, MAINE
BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

To develop and implement an emergency management program, utilizing government agencies, Federal, State, Local and other Agencies and organizations, for emergency/disaster situations from natural, technological, man-made or hazardous materials incidents and to provide for: (1) Mitigation (2) Preparedness (3) Response and (4) Recovery.

II. AUTHORITY AND REFERENCES

A. Legal Authority

1. Federal
 - a. Federal Civil Defense Act of 1980, Pub. L 81-920, as amended.
 - b. The Disaster Relief Act of 1974, Pub. L. 93-288, as amended.
 - c. Emergency Management and Assistance, 44 U.S. Codes 2.1, October 1, 1980.
2. State
 - a. Maine Bureau of Civil Emergency Preparedness Act, Title 37B, Ch. 13.

B. References

1. Federal
 - a. FEMA CPG 1-5, Objectives for Local Emergency Management, July 1984.
 - b. FEMA CPG 1-20, (Draft) Emergency Operating Center (EOC) Handbook, February 1982.
 - c. All other CPG's needed.
2. State
 - a. State of Maine Emergency Operations Plan, August 1980.
 - b. State of Maine Radiological Incident Plan-Maine Yankee Atomic Power Plan, March 1981.
 - c. County Basic Emergency Operations Plan, February 1985.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Cumberland is located in the coastal portion of Cumberland County, bordering Falmouth, Yarmouth, North Yarmouth, Gray and Windham, containing approximately 26.25 square miles, of that 22.88 is land and 3.37 water/ocean. The geographic characteristics vary including the Atlantic Ocean, rivers, streams, lakes, dams and railroad tracks.

The population is 7211.

2. Cumberland is vulnerable to many types of disasters, man-made, natural and technological that would affect portions of the town. Considerations for these different hazards are addressed in the Annexes. Capabilities and resources are available, which if effectively employed could minimize or eliminate loss of life and property.
3. Some of the possible hazards as listed in the hazard analysis for Cumberland include: Earthquake, Fire, Flood, Hurricane, Hazardous Materials spills/transportation accidents, dams breaking, peacetime nuclear accident/attack, severe winter storm, tornadoes, power failure and drought.
4. The known elderly and handicapped persons in the Town of Cumberland are few. There are no hospitals, but there is one assisted living facility and two senior housing complexes, non-assisted. The EMA Director will check those identified, or his designated representatives if an emergency situation arises that would affect them. This will be addressed in detail in the Evacuation and Shelter Annex.

B. Assumptions

1. Some situations may occur with ample warning time while others such as transportation accidents may occur with little or no warning.
2. The Town Manager is aware of these possibilities and the responsibilities as outlined in the Direction and Control Annex and referenced in this plan.
3. Depending on the severity and magnitude of the situation, the effected area may or may not be able to cope effectively. It may become necessary to request assistance through volunteer agencies.
4. Time frames for any operation in emergency phases depend on the situation:
Example:
A hurricane situation gives plenty of lead-time for preparing a warning and response. A hazardous materials incident would give no advance warning. In any situation the type of

disaster and the amount of damage involved would determine the recovery phase.

IV. CONCEPT OF OPERATIONS

A. General

The overall authority in the Town of Cumberland lies with the Town Council, who is ultimately responsible for protecting lives and property in an emergency/disaster situation.

Emergency Management functions are defined in the Emergency Plan of Government and the Standard Operating Procedures, for the Town of Cumberland found in the Direction and Control Annex.

B. Phases of Management

1. **Mitigation**
Those activities, that eliminate or reduce the probability of a disaster occurring.
2. **Preparedness**
Develop response capabilities needed in the event of an emergency.
3. **Responses**
Providing emergency services during a crisis.
4. **Recovery**
Short-term and long-term activities to restore the community to its normal function.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. When the Town of Cumberland has exhausted its resources, it will contact the County EOC for assistance. The County is the coordinator for assistance of these resources and requests State assistance in cases where Local and County resources cannot meet response or recovery requirements.
2. Each organization and department is responsible for developing and maintaining their emergency management procedure checklists and standard operating procedures.
3. Tab 1 to the Basic Plan is the matrix listing the functions and responsibilities of these organizations.

Each function will have an organization assigned to it with either a primary or support responsibility. Mentioned briefly in the Basic Plan, these will be listed in detail in the Functional Annexes.

1. Direction and Control

Town Manager
Assistant Town Manager
Cumberland Public Safety Agencies

2. Communications and Warning

Town Manager
Assistant Town Manager
Communications Director
County EMA
Cumberland Public Safety Agencies
Utilities
Volunteer Agencies
Cumberland EMA
Public Information

3. Emergency Public Information

Town Manager
Assistant Town Manager
Communications Director
Cumberland Public Safety Agencies
Utilities
Volunteer Agencies
State and Federal Agencies
Public Information

4. Emergency Services

Cumberland Public Safety Agencies
Volunteer Agencies
State and Federal Agencies

5. Shelter

Cumberland EMA
Cumberland Public Safety
Volunteer Agencies
Public Information

6. Evacuation

Cumberland Public Safety Agencies

State and Federal Agencies
Public Information

7. Resource Management

Cumberland EMA
Volunteer Agencies
State and Federal Agencies
Private Contractors

8. Radiological Protection

Cumberland Public Safety Agencies
County EMA
State and Federal Agencies

9. Damage Assessment

Cumberland EMA
Cumberland Public Services
Cumberland Public Safety Agencies
State and Federal Agencies
Public Information

10. Haz Mat

Cumberland Public Safety Agencies
Emergency Support Services
County EMA
State and Federal Agencies
Public Information
Cumberland EMA

B. Responsibilities by Organization

1. Town Manager (Assistant Town Manager in absence of Town Manager)

Direction and Control
Emergency Public Information Clearing

2. Cumberland Public Safety Agencies

Direction and Control
Communications and Warning
Emergency Public Information
Emergency Services
Shelter Preparation
Evacuation Control and Implementation
Resource Management

Radiological Protection
Damage assessment

3. Utilities

Communications and Warning
Emergency Public Information
Shelter Support
Damage Assessment

4. Volunteer Agencies

Assist with Emergency Services as needed
Shelter Support
Evacuation Support
Resource Management

5. State and Federal Agencies

Communications and Warning
Emergency Public Information
Emergency Services Assistance
Evacuation Assistance
Resource Management
Radiological Protection
Damage Assessment

6. Public Information

Direction and Control
Communications and Warning
Emergency Public Information
Emergency Shelters
Shelter
Evacuation

7. Private (if requested)

Resource Management
Damage Assessment

VI. DIRECTION AND CONTROL

A. General

1. In the event of an emergency/disaster in Cumberland, Town Manager and the Cumberland EMA Director can implement the Emergency Operations plan after consultation with Public Safety agencies.
2. The chain of command is from the State Director to the County Director, to the local Director to the Town Manager to the Public Safety Agencies.

3. Control will be by the supervision to the execution of this plan.
4. The Cumberland EOC is located in Central Fire Station, located at 366 Tuttle Road, in Cumberland, Maine. It will provide all Direction and Control activities.
5. Should relocation become necessary, the Town Office, located at 290 Tuttle Road will be activated.

B. Responsibilities

1. The Town Manager has the ultimate responsibility for direction and control over the Town Activities related to emergencies and disasters.
2. The Cumberland Director, appointed by the Town Manager, has the direct responsibility for implementing the plan. This would include direction and control, and the authority and responsibility to direct the emergency response by effectively using available resources and for planning, organizing the accomplishment of assigned missions as exercised through written plans, policies, SOP's and direction instruction. The Director will accomplish this task by appropriate use of Town Officials i.e. Fire Chief, Police Chief and Public Services Director.
3. In the Directors absence, the Town Manager will assign an acting Director to assume all responsibilities

VII. CONTINUITY OF GOVERNMENT

- A. The Emergency Plan of Government, detailed in the Direction and Control Annex, provides for relocation of Town Government, in an emergency/disaster situation to the primary EOC, as designated.
- B. Lines of Succession for Town Government are shown in block diagram, in the Direction and Control Annex.
- C. All records for the Town of Cumberland are kept in a secure location at the Cumberland Town Office.

VIII. ADMINISTRATION AND LOGISTICS

A. Reporting

1. Records will be maintained of all expenditures in an emergency/disaster situation, to be ultimately turned over to the Town Council and or County EMA, whichever is applicable at the termination of the incident.
2. Responsibility for submitting Local reports to the Cumberland EOC rests with the Local Government Official and/or the Local Department Heads.
3. Assisting agencies will submit reports as deemed necessary.
4. Logs on Status Boards will be maintained to record response actions.

B. Agreements

1. There is a written mutual aid agreement which exists for the Town of Cumberland, as part of the Cumberland County Mutual Aid agreement formulated by the CCEMA. An unwritten agreement is also between the Salvation Army and the Red Cross that they will respond to a disaster situation in any community.
2. There are written agreements on file at the County EOC, between the American Red Cross, Civil Air Patrol and the State of Maine, which includes all jurisdictions within the State.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Local EMA Director is responsible for development and maintenance of the respective plans, which will be compatible with resources available to the locality.
- B. Plans must be updated continuously and changes recorded on the record of change page.
- C. Plans will become effective upon approval of the elected officials (Town Plan will be signed by the Town Council).
- D. This plan goes into effect based on recommendations to or by the Town Council.
- E. This plan will be reviewed annually and any revisions made as necessary. Each agency is responsible for their Annex and department heads will notify the Cumberland EMA Director regarding changes in the personnel and resources.

- F. Training exercise will be held as deemed necessary, and to comply with CPG 1-8 and CPG-1-8A, to provide practical experience, exercise the plan and identify deficient areas.
- G. The Capability Assessment, CPG 1-35, indicated the shortfalls, (deficiencies) for the Town of Cumberland. The completion of the Basic Plan and Annexes, complying with CPG 1-8A, will correct many of those areas listed. Others will require funding which may or may not be available.

X. DEFINITIONS AND ACRONYMS

A. Definitions

ANNEX- Provide more information regarding policies, responsibilities and procedures about mitigation, preparedness, response and recovery activities associated with a given functional area.

FUNCTIONAL ANNEX- Developed for specific tasks on a County Wide basis and includes Direction and Control, Communications and Warning, Emergency Services and Public Information Etc.

ORGANIZATIONAL ANNEX- Developed for all groups with emergency management responsibility. They may serve as an SOP (Standard Operating Procedure). If necessary, SOP's may be an attachment to an Organizational Annex.

APPENDIX- Supplement to an Annex, providing in depth information on procedures or systems.

ATTACHMENT- Information available for reference, i.e., maps, charts.

BASIC PLAN- Summarizes policies, responsibilities and procedures used in Comprehensive Emergency Management.

DISASTER- is an emergency situation, of an intense or widespread nature, threatening life, health, safety or property.

EMERGENCY- Excess demand on local government services, an unexpected and/or unusual situation threatening life or property.

(A Disaster or Emergency may be man-made, natural or technological).

HAZARD- A potential event or situation, that presents a threat to life and property.

MITIGATION- Action taken which eliminates or reduces a threat to life and property.

B. ACRONYMS

BEOP	Basic Emergency Operations Plan
CEP	Civil Emergency Preparedness
CPG	Civil Preparedness Guide
DEP	Department of Environmental Protection
EOC	Emergency Operating Center
EMA	Emergency Management Agency
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
MECEP	Maine Civil Emergency Preparedness
SOP	Standard Operating Procedures

XI. MAPS LOCATED AT CUMBERLAND EOC

1. Map of Cumberland
2. Maps of surrounding jurisdictions

FUNCTIONAL/ORGANIZATIONAL CHART

P=Primary Responsibility

S= Support Responsibility

	Direction	Comm	EPI	Emerg. Service	Shelter	Evacuation
Town Council	S	S	S	N/A	N/A	N/A
Town EMA	P	P	P	S	P	S
Cumberland Public Safety	P	P	P	P	S	P
Utilities	S	S	S	S	S	S
Emerg. Service	S	S	S	S	S	S
Volunteer Agencies	S	S	S	S	P	S
State & Federal	S	S	S	S	S	S
Public Info	S	S	S	S	S	S
Private contractors	S	S	S	S	S	S
County EMA	S	S	S	S	S	S

	Resource Management	Radiological	Damage Assessment
Town Council	N/A	N/A	N/A
Town EMA	P	S	P
Cumberland Public Safety	P	P	S
Utilities	S	S	S
Volunteer Agencies	S	S	S
Emergency Services	S	S	S
State and Federal	S	P	P
Public Information	S	S	S
Private Contractor	S	S	S
County EMA	S	S	P

ATTACHMENT 1
DISTRIBUTION LIST

Cumberland County EMA

Town of Cumberland EMA

Cumberland Town Manager

Cumberland Public Safety Agencies

Volunteer Staff

Other Agencies

ATTACHMENT 2

EMERGENCY TELEPHONE NUMBERS

<u>TITLE</u>	<u>NAME</u>		<u>NUMBER</u>
Town Manager	William Shane	Office: Cell:	(207) 829-2205 (207) 232-5258
Assistant Town Manager	Christopher Bolduc	Office: Cell:	(207) 829-2205 (207) 232-5919
Fire Chief/EMA Director	Daniel Small	Office: Cell:	(207) 829-5421 (207) 233-0414
Police Chief	Charles Rumsey	Office: Cell:	(207) 829-2210 (207) 692-4102
Public Services	Christopher Bolduc	Office: Cell:	(207) 829-2220 (207) 232-5919
Cumberland County Regional Communications Center			(207) 893-2810
Cumberland County Emergency Management Agency			(207) 892-6785
Maine State Police			1-800-482-0730
Maine Turnpike Authority			(207) 871-7701
PanAM Railroad			1-800-955-9208
Central Maine Power			1-800-696-1000 1-800-336-5551 1-800-750-4000
Lifeflight of Maine			1-888-421-5346

ATTACHMENT 4

HAZARD AND HAZARD MAPS

HAZARD	POPULATION AFFECTED
Earthquake	7,900
Fire	7,900
Flood	7,900
Hazardous Materials Spills/ Transportation accidents	7,900
Dam Breaching	N/A
Peacetime Nuclear Accident	7,900
Attack	7,900
Severe Winter Storm	7,900
Tornadoes	7,900
Power Failure	7,900
Drought	7,900

TOWN OF CUMBERLAND, MAINE
COMMUNICATIONS AND WARNING ANNEX

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- VI. WEATHER WARNING
- VII. TESTING
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- IX. Authorities and References

- Attachment 1- Draft of Warning System
- Attachment 2- Notification Roster
- Attachment 3- Local Notification Telephone numbers

- Standard Operating Procedures- Communications

- Attachment 6- Communication SOP

TOWN OF CUMBERLAND, MAINE

COMMUNICATIONS AND WARNING ANNEX

I. PURPOSE

To provide for the capability to warn key officials and the general public of ANY highly probable and immediate danger. To provide communications capabilities with State and County Emergency Management Agency Offices and other agencies during an emergency/disaster situation.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. The need to warn key officials and the general public is common to all hazards.
2. Hazards vary greatly in predictability and speed of onset. Advance warning time may vary from ample to none.
3. Communications are vital in an emergency. The Cumberland County Communications network is the link between the Town of Cumberland and the State EMA. Communications are referenced in the Direction and Control Annex, Emergency Response Annex and detailed in this Annex.
4. Cumberland Communications link local Departments and Cumberland County EMA.

B. Assumptions

1. A good warning system is one of the communities' most valuable emergency management assets, having great potential for saving lives and preventing injuries.
2. State, County and Local Governments are responsible for establishing and maintaining warning systems, for dissemination of all warning and emergency information prescribing actions to be taken by the public. Private organizations, such as industrial plants, offices, etc., should develop internal warning systems and extend public warnings. Individuals are responsible for learning warning signals and taking recommended actions.
3. Cumberland EOC, through its communications network, provides for daily routine traffic and is capable of receiving traffic from other towns during an emergency to coordinate with County EMA, State EMA, and other agencies. Warnings to special locations, i.e., hospitals, nursing homes, major industries, institutions and places of public assembly, will be

addressed under item III. The primary warning point will notify Portland Hospitals of impending disaster.

III. CONCEPT OF OPERATIONS

A. General

1. The concept of warning typically includes notifying organizations and individuals with emergency management responsibilities.
2. Cumberland's Warning System is consistent with County EMA's. A warning may originate from State EMA, Cumberland County EMA, Portland Primary A Point (Portland Public Safety Communications) NAWAS, or Portland Weather. When the County EOC is activated, the primary warning point is shifted from Portland to the County EOC. Local Warning originates from the Fan-out at Cumberland County Regional Communications Center (CCRCC).
3. Alerting of key officials is shown on the fan-out diagram for Cumberland, as attached.
4. When deemed necessary the media can be asked to do public service announcements.
5. The Warning point does not simultaneously activate all warning devices.
6. The Emergency Broadcast System (EBS) for Cumberland County is with WGME-TV in Portland. County EMA makes the request to broadcast, but it is up to the station manager to do so.
7. Cumberland EMA has radio communications with County EMA on 47.46 (See attached). During an emergency situation, volunteers man these radios, a HAM radio and the message center, controlling message traffic and keeping status boards up to date.

B. Phases of Management

1. Mitigation

The 24-hour warning point in Cumberland County is with the Communications Department of the Portland Public Safety Headquarters. The Fan-out system is tested Bi-monthly. Once the EOC becomes activated it will become the primary point. The County/Town Radio net is tested monthly or anytime the Town of Cumberland requests a radio check.

2. Preparedness

Cumberland EOC notifies the town key officials per attachments of the Direction and Control Annex.

3. Response and Recovery

All Emergency Management personnel will respond to the EOC as outlined in the Direction and Control Annex and will remain activated until the situation has reached a point that the community can handle without County Assistance.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The warning process for Cumberland is a fan-out system. There are 3 types of messages: (1) Fan-out (testing of system) (2) Weather and (3) Emergency Message.
 - 1. **Fan-out:**
Initiated by the State EMA Bi-monthly. Can be initiated by County EMA to test any glitches found in the system.
 - 2. **Weather:**
National Weather Service (NWS), State EMA, or County EMA may initiate severe weather warning. A “watch” may be transmitted in cases such as a tornado when the change from watch to warning can be drastic and quick.
 - 3. **Emergency Message:**
Initiated by the NAWAS, State EMA, County EMA or Primary Point.
- B. The Fan-out system is transmitted on State Fire (154.31).
- C. Warning for the hearing impaired and non-English speaking groups must be undertaken locally. Local officials coordinated with TV systems for specialized announcements. The Maine Assoc. of the Deaf, Inc. Provides a telephone directory of known people with TDD equipment. A copy is on file at Cumberland County EMA and at the Town of Cumberland Dispatch Center.
- D. The Local Director will:
 - 1. Locate the local warning points at an installation that is manned 24 hours a day. In the Town of Cumberland, it is located at Central Fire Station.
 - 3. Maintain an up-to date list of key EMA and Local Government officials at the Warning Point in order all may receive the warning in a minimum amount of time.

- E. Upon activation of the County Emergency Operating Center, County will assume responsibility for NAWAS. Thereafter, warning and other messages will be disseminated over the County/Town EMA Net.
- F. On receipt of any warnings, the EMA Director will notify the Town Manager and key members of the Public Safety staff.

WARNING SYSTEMS

ATTACHMENT 1

COMMUNICATIONS AND WARNING

NOTIFICATION ROSTER

**Cumberland County EMA
To
Cumberland Director
To**

Public Safety Department Heads

Dispatch Center

Town Manager (Manager notifies Town Council)

Public Services

School Department

Assisted living Facility

ATTACHMENT 2

EMERGENCY TELEPHONE NUMBERS

SEE ATTACHMENT 2 IN BASIC PLAN

STANDARD OPERATING PROCEDURES

I. PURPOSE

- A. To establish, operate and maintain communications and facilities, which will enable this agency to communicate with higher, lower and lateral agencies of government during periods of emergency.
- B. To provide guidance to local departments through communications systems to develop a Civil Emergency Preparedness lifesaving and damage-limiting capability.

II. SITUATION AND ASSUMPTIONS

A. Situations

- 1. The Emergency Communications Center provides communications facilities over which the Town Government is able to discharge its emergency functions during man-made or natural disasters.
- 2. The Emergency Communications Center includes, or will include all those communications facilities necessary for the Town of Cumberland to communicate to subordinate entities as well as to County Government. Supporting mutual aid to adjacent towns is included.
- 3. Locations from which Emergency communications systems are operated should have adequate on-site emergency power and fuel. All equipment should meet operational performance requirements of the emergency service it supports.

III. ORGANIZATION AND RESPONSIBILITIES

- A. The Cumberland EMA, under the direction of the Town Manager, is the overall authority for the EOC, and it's Emergency Communications Center.

- B. The Cumberland County Regional Communications Center, under the supervision of the dispatch center director, is secondarily responsible for the activities and establishment of facilities in the back-up Emergency Communications Center.
- C. Radio operators from any agency while under direct control of their own office and operating their own equipment will be responsive for:
 - 1. The guidance of the Cumberland EMA Communications Officer to effect coordinated communications in an emergency.
 - 2. The procedures outlined in the Cumberland Emergency Operations Plan and the Direction and Control Annex.
 - 3. The procedures outlined in this SOP.
- D. When the EOC is activated, the Cumberland County Regional Communications Center upon direction of the EMA Director will implement the following actions:
 - 1. Provide coverage on County Radio Frequencies on a 24 hours basis. (call in additional personnel if necessary)
 - 2. Make certain that all communications equipment in the Emergency Operating Center is checked out for operational readiness and arrange for a test with all stations and nets, both higher and lower echelons.
 - 3. Review personnel assignments of all personnel in communications section.
 - 4. Review personnel assignments of all personnel in communications section. Recruit additional personnel, as required and step up training of all communications personnel.
 - 5. Review and up-date as necessary, line load control plans with applicable telephone companies.
 - 6. Review and up-date, as required, warning plans. This includes the alert telephone listing for staff personnel, as well as telephone listings of all local subdivision warning points. Initiate correction actions. Review procedures with personnel responsible for receiving and disseminating warning.

IV. COMMUNICATIONS OPERATIONS FOR PRIMARY SUPPORT FUNCTIONS

- A. As defined in the Basic Emergency Operations Plan, each department and other agencies supporting the plan have specific primary and support activities to other departments to complete the total emergency function. The communications in the Emergency Operating Center are delegated as follows to serve these

departments and agencies in full-filling their primary and support functions during emergencies:

1. Maintain Law and Order

- a. Primary responsibility is the Cumberland Police Department.
- b. Support responsibility is Maine State Police or Surrounding Towns
- c. Support responsibility is Local Government EMA:
Communications by telephone and EMA radio system.

2. Fire and EMS

- a. Primary responsibility is to the Cumberland Fire Department
- b. Support responsibility is to mutual aid towns.

3. Debris Clearance

- a. Primary responsibilities is to the Public Services
- b. Support responsibility to road crews.
- c. In a disaster situation if necessary, local contractors would be used.

V. SUPPLIES

- A. Cumberland Public Safety will maintain within the Emergency Operating Center a supply of all communications materials required for emergency operations. These include logs, forms, blank message forms, pencils, paper, status boards, etc. Back up of all material will be stored at Central Fire Station in the event of sudden evacuation at Town Office.
- B. Building maintenance does repairs and maintenance.

VI. TRAINING

- A. Cumberland will participate in the radio drills, which are run from the County EMA EOC. This consists of handling live traffic to and from County on the EMA Net.
- B. Participants may vary according to time and date, but will normally consist of EMA staff and volunteers.
- C. Training will be conducted at the Cumberland County Regional Communications Center. Each participant will be familiar with his/her equipment and duties. Cross training will be given to familiarize staff with other positions in the event there are shortages of personnel in an emergency/disaster situation.

VII. MAINTENANCE

See III E #6 and V. B

VIII. SECURITY

Security to the EOC is the responsibility of the Cumberland Police Department and the Cumberland EMA Director.

IX. COMMUNICATIONS EQUIPMENT IN THE EOC.

See Attachment 3

ATTACHMENT 3

COMMUNICATIONS CAPABILITIES

The Dispatch Center currently has the capabilities of interoperability with all Cumberland County agencies in the immediate area of the Town of Cumberland. Some communication may be interrupted due to tower deficiencies in other jurisdiction.

The dispatch center and police vehicles are capable of communication with State and County police agencies.

All ambulances, fire trucks, police cruisers and public safety vehicles have the capability to communicate on all the EMA channels.

TOWN OF CUMBERLAND, MAINE

DIRECTION AND CONTROL ANNEX

I. PURPOSE

This annex is developed to provide information and guidance regarding the direction and control of emergency operations from response to recovery from the Emergency Operations Center (EOC) in the event of a disaster/emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The EOC for the Town of Cumberland is located at Central Fire Station. During an emergency situation it will be staffed 24 hours a day, with personnel assigned to specific duties and working in shifts.
2. The alternate EOC is located at the Cumberland Town Office.

B. Assumptions

1. The local agencies, under procedures established by the Town Government, will handle most emergency situations. These agencies in Cumberland are the Cumberland Police Department, who provide law enforcement, the Fire Department who provide fire and medical coverage and the Public Services Department.

2. In large-scale emergency/disaster situations, or when the local level has the need to request, the County EOC will operate on a 24-hour basis, until the situation has stabilized.

III. CONCEPT OF OPERATIONS

1. The Direction and Control for emergency operations will be conducted from the EOC under the supervision of the EMA Director and other Public Safety Officials.
2. Should a command post become necessary in the field the Scarborough Command Van would be utilized. Should this vehicle not be available it would be the Cumberland Fire Department Heavy Rescue equipped with radio communications linked up to all necessary radio frequencies.

Upon activation, the EMA Director will notify County EMA, who will in-turn notify State EMA, then will keep the State EMA Official informed of the situation daily and will request all State Agencies assisting through State EMA. Local Support agencies are listed in the Basic Plan and are detailed in the Emergency Services Annex.

IV. APPENDICES

Appendix A

Attachment 1

Emergency Plan of Government

Organization Chart

Appendix B

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

Attachment 6

Attachment 7

Attachment 8

Attachment 9

Attachment 10

Attachment 11

Standard Operating Procedures

Line of Succession

Generator Operating Procedures

Emergency Telephone Numbers

Notification Roster

Critical Facilities

EOC Suppliers

Operational Reports

LGRS Chart

Communications Log KEC 627

Communications Log KCI 275

Message Form

APPENDIX A

EMERGENCY PLAN OF GOVERNMENT

I. PURPOSE

To provide for the continuous functioning of the government of the Town of Cumberland under any and all conditions of emergencies in accordance with the laws of the State of Maine.

II. AUTHORITY

Maine Bureau of Civil Emergency Preparedness (Title 37-B, Chapter 13).

III. EMERGENCY PLAN OF OPERATIONS

- A. Based on the recommendations of the Cumberland EMA Director, the Town Council will announce when the plan is in effect.
- B. During an emergency, all public safety personnel, paid and volunteer, will be activated per the Basic Emergency Operations Plan.
- C. Should the emergency require advanced operational implementation, the department heads and their designated representatives and other personnel as designated by the Town Council, will report to the Cumberland EOC at Central Fire Station, to continue their work during the crisis.
- D. In time of emergency, if conditions warranted protective shelter, the Town employees, during duty hours, would go to the Public Safety Building.
- E. Department heads would be responsible for the preservation of records.

IV. COMMUNICATIONS

Telephone and radio will be means of communications between the Cumberland EOC and the County EOC utilizing the fire departments primary radio frequency or one of the county microwave channels.

V. SUPPLY

Food supplies, if required, will be procured during the emergency period from local stores and vendors.

VI. FISCAL PROCEDURES

Financial procedures will follow the normal day to day process. All departments on emergency purchase will maintain detailed logs. The Town Council can authorize spending of emergency contingency funds and/or transfer of account money for purchases. All emergency purchases will be by purchase order or charge accounts.

APPENDIX A

ATTACHMENT 1

Organizational Chart Duty Assignment

TOWN MANAGER
|
CUMBERLAND EMA DIRECTOR

OPERATIONS :

Fire	Supply & Resource Group Telephone Co. Power Portland Water District Medical Shelter
Public Services	Petroleum - Shelter
School Department	Transportation
Police	Staffing
EMA	Food/ Shelter

APPENDIX B

STANDARD OPERATING PROCEDURES

I. PURPOSE

To provide standard procedures for operating the Town of Cumberland's Emergency Operating Center for the routine and emergency duties of personnel.

II. RESPONSIBILITY

- A. The EMA Director is responsible for the staffing and maintaining EOC readiness.
- B. The overall authority lies with the Town Manager assisted by the EMA Director. In their absence, those listed in the Line of Succession; Attachment 1 will assume this responsibility.

III. ACTIVATION OF EOC

A. County and Local EMA Agencies will become active upon receipt of :

- 1. Proclamation of an emergency by the President of the United States, and/or Governor of the State of Maine, Cumberland County Commissioners, Director of Plans, and Training Officer of Cumberland County EMA, or request of a local EMA Director, to the County Director.
- 2. Others who have authority to activate the EOC are listed in priority order below:

Town Manager, Public Safety Department Head

- 3. EMA lines of Succession for operational authority are:
Town Manager, EMA Director, Public Safety Departments heads as available.
- 4. Local Directors may order their EOC's be activated in time of emergency, per County EMA SOP.

B. Location of EOC

The primary EOC for Cumberland is located at Central Fire Station.

C. Emergency supplies (Also see Attachment 5)

1. The EMA Director will over see the operation of feeding and housing the Staff.
2. **FOOD**
Food for three meals per day will be purchased at the local store for any short duration emergency.
3. **WATER**
The EOC's water supply is from a public water supply
5. **MEDICAL SUPPLIES:**
Are on hand at all times
6. **SLEEPING FACILITIES**
There are sleeping facilities at the EOC at this time. Cots, blankets and sleeping bags could be brought into the EOC for staff to support a rotating 12-hour shift.
7. **HOUSEKEEPING SUPPLIES**
The EMA Director maintains supplies and additional amounts are available from local grocery stores.
8. **OFFICE SUPPLIES**
Pre-printed forms are available in the file cabinets within the operations section. Additional copies can be reproduced on the photocopier in the Town Office or at Central Fire Station.
9. **WALL DISPLAYS**
Maps of the County, State, United States and the Town of Cumberland are currently displayed.
10. **EQUIPMENT READINESS**
All equipment is subject to weekly or Bi weekly checks to maintain operational condition.

D. Operation of Mechanical Equipment:

1. Upon notification of activation of the EOC, Director will advise vendors of fuel to deliver additional quantities if needed.
2. Operating instructions for the following systems will be on file at the EOC and posted within the equipment room.
 - a. Generator is started automatically on loss of power from CMP
 - b. Heating system

- c. Emergency lights. Battery operated upon loss of power.

E. Operation of Communications Equipment

1. Telephone numbers
All telephones and numbers are powered by the back up generator and battery back ups and will remain functional.
2. Radio Equipment
All radio equipment in EOC is tested Bi-monthly, unless it is on at all times. The EMA Director is responsible for their operational readiness.
3. All outgoing messages will be assigned an identification number and letter starting with number 1 and a letter designation for each situation by the Operations section. Incoming messages will be given an identification number by the Message Center. All general messages will be documented and tracked on an ICS-213 form.

IV. RESPONSIBILITIES

A. Alerting and Warning Procedures

County:

1. The First County Staff member to arrive at the EOC will notify the State CEP Headquarters and verify that the County Director has been notified.
2. The County Commissioner, based on the recommendation s of the County EMA Director, will determine when to implement the Emergency Plan of Government. Appendix A.

Local:

1. The first Local Staff member to arrive at the Local EOC will report by radio or telephone to the County EOC.
2. Local Directors will include in their plan, a fan-out system for warning all staff members of their organization.

B. Radiological Officer

At this time, the Fire Chief is responsible for coordinating all radiological activities within the Town of Cumberland. He will establish operations within the EOC, supervise field monitoring activities, situation assessment, personnel protective measures and decontamination procedures. The Fire Chief will evaluate all field data and furnish recommendations to the County Director to minimize injuries to the public. The Portland and/or South Portland Hazardous Materials Response Teams will be requested during these events.

C. Communications Officer

1. Coordinates the message center and monitors logs of all incoming and outgoing messages.
2. Acknowledges reports and controls all messages from radio operators to the operations section.
3. Is responsible for manning all radios for a 24-hour operation.

D. Section Duties as assigned

1. Control, coordinate and assist in all actions required of their section during an emergency.
2. Maintain a section status board and log of all activities.
3. Maintain a current inventory of resources available.
4. Each section will submit a status report to the Director every 6 hours or upon request.

V. CONCEPT OF OPERATIONS

A. Pre-Disaster

1. Be familiar with applicable section of Emergency Operating Plans.
2. Be staffed for 12 hour or 8 hour shifts, depending on the emergency.
3. Attend all drills and training to maintain an effective operation.

B. Receipt of Disaster Warning

1. Report to the EOC.
2. Call in additional personnel, as needed.
3. Establish priorities according to the Disaster Situation.

C. During the Disaster

1. Keep the Director and/or Town Manager informed of activities
2. Maintain supervision over your Departments.
3. Take actions required during the disaster. All coordination's for the Town of Cumberland will be through the County EOC for receiving reports, analyze the information by the County Staff and coordinate activities with other Counties and State. Situation Reports will be transmitted to the County EOC from the Cumberland EOC by the County/Town Radio Net. See attachment 6.

D. Basic Format of Briefings

1. Review of events since last briefing.
2. Current situation (including adjacent areas).
3. Current status of resources.
4. Significant problem areas and action in progress.
5. Projected situations (weather, additional damage, evacuation etc.)

E. Deactivation

1. All logs, status boards, displaying sheets and maps will be placed in the Operations Office for safekeeping; to be compiled and/or recopied for storage.
2. Purchase inventories and purchase orders for the incident will be compiled and given to the Director.
3. All agencies involved and County EMA will be notified of the situation and deactivation of the Cumberland EOC.
4. Debriefing of the staff to critique the operation.

F. After action activities

1. Hold a formal critique of involved local and county personnel.
2. Develop an after action report.
3. Develop a shortfall list and a corrective action plan.

VI. INTERNAL SECURITY

The Cumberland Police Department is responsible for assigning personnel for security force to the EOC, if required by the emergency.

ATTACHMENT 1

LINES OF SUCCESSION

The governing body of the Town of Cumberland is the Town Council. This line of succession is established to provide continuous policy and funding decisions during any or all emergency conditions. In the event individuals are unable to perform in their capacity or may be unavailable during the situation. Pre-delegated authorities terminate when replaced by arrival of a person with a higher authority.

Line of Succession Personnel

Town Manager
Local Director

Public Safety Department Head as Appointed by the Manager, and depending upon type of situation.

ATTACHMENT 2

GENERATOR OPERATING INSTRUCTION

A 50 kw generator is located at the EOC located at Central Fire Station.
Instructions for running it are below.

Instructions:

Generator should start within 3 seconds of CMP power failure. If the generator does not start, it can be manually started by entering the electrical room, approaching the green panel marked generator turning the switch marked manual start.

ATTACHMENT 3

EMERGENCY TELEPHONE NUMBERS

<u>POSITION</u>	<u>NAME</u>	<u>PHONE NUMBER</u>
Town Manager	William Shane	829-2205
Director	Christopher Bolduc	829-2205
Radio Operator	County Dispatch Center	829-6391
Fire/EMS/EOC	Daniel Small	829-5421
Police	Charles Rumsey	829-2210
CMP	Dispatch Center Provided	
Forest Service	Dispatch Center Provided	
Telephone Service	North Star Communications	829-3545
Public Services	Christopher Bolduc	829-2223
Portland Water District	Dispatch Center Provided	
State DOT	Dispatch Center Provided	
Gas Pipe Lines	Dispatch Center Provided	

ATTACHMENT 4

NOTIFICATION ROSTER

Daniel Small, Fire Chief and EMA Director

Charles Rumsey, Police Chief

William Shane, Town Manager

Christopher, Public Services

As appropriate depending upon crisis

Note: The first person to activate the EOC will verify with Staff that this alerting system has been carried out.

ATTACHMENT 5

The attached list is those facilities, which require special attention, and/or those that are critical for resources during a disaster.

Schools: SAD 51 (Depending Upon type of Crisis)

Nursing homes: Ledge view Estates

Large Day Care Facilities: Toddle Inn
Congregational Church

Senior Housing Project: Town Office

ATTACHMENT 6

EOC SUPPLIERS

FOOD:

Local Vendors

MEDICAL:

Fire Department

Local Physician

FUEL OIL:

Public Works

GASOLINE:

Public Services

L.P. GAS:

Downeast Energy

HOUSEKEEPING:

School Department

WALL DISPLAYS:

Planning

REPAIRS:

In-house Maintenance

PLUMBING:

In-house Maintenance

ELECTRICAL:

In-house Maintenance

GENERATOR:

Public Works - Cummins Northeast, Scarborough

APPENDIX B

ATTACHMENT 7

OPERATIONAL AND INSTRUCTIONAL REPORTS

I. PURPOSE

To establish a system of reporting significant data from local subdivisions to the County EOC during a disaster/emergency situation.

II. GENERAL

- A. Operational Reports are a collection and evaluation of EMA operational information necessary in order that decision and coordination can be made.
- B. Situation Reports (SITREP) are a narrative report from the local subdivisions that have suffered an emergency and/or disaster, to include reasonable estimates of damage.

III. REPORTING PROCEDURES

A. Operational Reports

- 1. Reports will be based on the period of time from midnight local time until midnight of the next day. (0000 to 2400 hours).
- 2. Reports will be transmitted over the County/Town Radio net or by telephone as required by the situation with no set time element.
- 3. Reports should be made at least every 8 hours even if negative, i.e. nothing to report, no change or information not presently available.

B. SITREP

- 1. An initial report will be transmitted to County as soon as possible upon activation of the Local EOC.
- 2. Additional reports will be transmitted, as more information becomes available.
- 3. In multi-day situations, an update will be sent to County Daily at 1700 hours.

IV. ITEMS TO REPORT

A. Operational Reports

1. Factual/confirmed information by competent authority.
2. Estimated information based on results from reasonable assumptions or logical analysis.
3. Complete and incomplete information as confirmed for the jurisdiction and the situation.
4. Operational data on the status or request of resources.

B. SITREP

1. Type of emergency by name, when or is likely to happen.
2. Damage type and extent to property, public or private.
3. Casualties/injuries
4. Evacuation necessary or begun
5. Status on shelters
6. Communications command channel.
7. Specific resources urgently needed.
8. Specific Operational support required.
9. Status of emergency government.

ATTACHMENT 9

COMMUNICATIONS LOG

FEMA Log Format

ATTACHMENT 10

COMMUNICATIONS LOG

FEMA Log Format

ATTACHMENT 11

MESSAGE FORM

INCOMING _____ OUTGOING _____

EMERGENCY _____ ROUTINE _____ EXERCISE _____

TO _____ FROM _____ -

MESSAGE: _____

DATE: _____ TIME: _____ -

FOR INTERNAL USE ONLY

ACTION:

ATTACHMENT 12

SITREP REPORT (Situation report)

TOWN OF CUMBERLAND, MAINE
RESOURCE MANAGEMENT ANNEX

TABLE OF CONTENTS

I.	PURPOSE	
II	SITUATION AND ASSUMPTIONS	
III.	CONCEPT OF OPERATIONS	
IV.	ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES	
V.	ADMINISTRATION AND LOGISTICS	
VI.	AUTHORITIES AND REFERENCES	
	RESOURCE FILE	APPENDIX A
	FOOD SUPPLIERS	ATTACHMENT 1
	FUEL SUPPLIERS	ATTACHMENT 2

TOWN OF CUMBERLAND, MAINE

RESOURCE MANAGEMENT ANNEX

I. PURPOSE

To provide for prompt and effective acquisition, distribution and use of personnel and material resources, for essential purposes in the event of an emergency. Some resources have already been defined in the Basic Plan, Direction and Control, Emergency Services, Warning and Communications and the Radiological Annex. Additional information will be referenced in other Annexes as they are written.

II. SITUATION AND ASSUMPTION

A. Situation

In time of Emergency all local resources will be utilized and when they have been exhausted Cumberland will call upon the County for assistance with their resource needs. The Town of Cumberland and the County resource inventories are updated throughout the year and will remain as current as possible.

B. Assumptions

As Cumberland runs out of resources they will call in their mutual aid. In time of emergency, especially when many jurisdictions are involved, as in a hurricane, mutual aid will be stretched beyond its limits. County will then be contacted with a request of needs. The County Director, or designated representative, will work to accomplish acquiring required resources.

III. CONCEPTS OF OPERATIONS

A. General

Consistent with County and State Plans, when the Town of Cumberland cannot provide the assistance needed, it will call County for Assistance. Each department head will keep records of all resources implemented, who, when, where, etc. The storage, maintenance/replacement of equipment and materials will be decided between the department heads and possibly the Town Manager as well, and the supplier.

B. Phases of Management

1. Mitigation

Each department will be responsible to identify special needs for their population, and identify deficiencies in their resource inventory.

2. Preparedness

Each department will prepare for increased readiness to any situation, including conducting inventory of resources (plus source and quantity) and update annually, identify availability and accessibility of resources and will

- 1) Set up procedures for repair and restoration of essential services and vital facilities.
- 2) Identify facilities that could be expanded to emergency centers for disaster victims, and additional personnel and volunteers and identify location and availability of earth moving equipment.

3. Response

Requesting County and State Assistance where local resources are insufficient to meet response needs. Use of Resources for special and critical facilities. Logistical support for EOC staff and personnel deployed to disaster site.

4. Recovery

Paying off costs incurred. Requesting County and State Assistance when local resources are insufficient to meet recovery needs. The Reconditioning, replenishment, replacement of equipment and materials as needed. Post disaster evaluation of resources shortfalls.

C. Inter-jurisdictional Relationships

1. Planning Area

Cumberland will plan both intra-municipal areas and business/industrial areas to include transportation resources.

2. Operational Areas

Consists of municipal and minor civil divisions; includes identifying staging areas and pick up points for persons without means of transportation.

3. **Mutual Aid Areas**
Written or oral agreements
4. **State Areas**
State Agency operational areas

D. Levels of Management

1. **Policy**
This annex will be implemented upon the first request for assistance.
2. **Coordination**
The Operations Plan will be responsible for Resource Management, monitoring and reporting.
3. **Operations**
The Operations Officer will be responsible for Resource Management, monitoring and reporting.
4. **Response**
Each department will coordinate distributions to the field of all resources.

E. Continuity of Government

1. Lines of succession are found in the Direction and Control Annex.
2. Operational sites will be the EOC and sites of major suppliers.
3. Preservation of Records-Inventory will be kept of all items used and records will be kept to provide for proper reimbursement.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

See Basic Plan

V. ADMINISTRATION AND LOGISTICS

A. Policies

The Town Manager will:

Set Policy for acquisition procedures of resource usage.

Will identify use of resources for special or critical facilities including radiological laboratories (if any in the area)

Will ensure resources are available to support EOC staff and personnel during an emergency.

B. Reporting

Each department for tracking resource use for future deployment will do record keeping any reimbursement obligations.

C. Agreements and Understandings

For resource acquisition and resource dispersal will be part of this annex.

VI. AUTHORITIES AND REFERENCES

A. Authorities

MRSA Title 37B

Chapter 13 in general

Subchapter II, Sections 741 and 742 specifically

Subchapter III, Section 783

Subchapter IV, Section 831

Chapter 15 in General

B. References

CPG 1-5 July 1984, "Objectives for Local Emergency Management"

CPG 1-8 & 108A November 1985, "Guide for the development and review of state and local emergency operations plan"

Cumberland County Resource File

Police, Fire, Rescue, and Public works inventory for Cumberland County

State and Federal Resources

APPENDIX A

RESOURCE FILE

MEDICAL SERVICES

A. Hospitals

Maine Medical Center, Mercy Hospital, Mercy Quick Care

B. Doctors

Dr. John Martell (Cumberland Fire Department Medical Director, MMC)

FOOD SERVICES

A. Retail Grocers

Local Stores

B. Wholesale Food Distributors

Sysco Foods, Portland Maine

EQUIPMENT AND MATERIALS

A. Feeding Van

SAD 51 School Department
Red Cross

B. Heavy Duty Rescue

Cumberland Fire Department
Mutual Aid

C. Town owned Equipment

(See public services inventory)

D. Generators

50KW Operations Center
50KW on a Trailer

E. Fire Trucks (see Fire Inventory)

F. Cots

20 in storage
Red Cross

G. Blankets

20 in storage
Red Cross

J. MDOT Repair Facilities

On Ramp Exit 15 Yarmouth, access from Portland Street Yarmouth

V. Town Accommodation Facilities

1. Wilson I. School
2. Greely Middle School
3. Greely High School
4. Cumberland Town Office (Council Chambers)

VI. INFORMATION MEDIA

- A. Portland Press Herald
- B. Falmouth Forecaster
- C. Shopping Notes
- D. Radio stations
- E. Television stations

VII. LAW ENFORCEMENT

- A. Cumberland Police Department
- B. State Police Headquarters, Gray
- C. Cumberland County Sheriff's Dept. @ EOC Windham
- D. Forest Ranger, SP Gray
- E. Inland Fisheries and Wildlife Warden, SP Gray
- F. Marine Resource Warden, SP Gray
- G. Civil Air Patrol, EOC Windham
- H. NAWAS Point

VIII. TRANSPORTATION

- A. Portland International Jetport (PWM)
- B. AMTRAC
- C. PanAm Railroad

IX. VOLUNTEER AGENCIES

- A. Red Cross
- B. Salvation Army

APPENDIX A

ATTACHMENT

FOOD SUPPLIERS

Accommodations by MSAD 51

APPENDIX A

ATTACHMENT 2

FUEL SUPPLIERS

Coordinated by Cumberland Public Services Department for assistance.

**MAP OF PLANNING AREA, OPERATIONAL AREA, MUTUAL AID,
STAGING AREAS AND PICKUP POINTS**

Located and maintained in the Cumberland EOC

TOWN OF CUMBERLAND

SHELTER ANNEX

Table of Contents

- I. PURPOSE
- II. SITUATION AND ASSUMPTIONS
- III. CONCEPT OF OPERATIONS
- IV. DIRECTION AND CONTROL
- V. ORGANIZATION AND RESPONSIBILITIES
- VI. ADMINISTRATION AND LOGISTICS
- VII. PLAN DEVELOPMENT AND MAINTENANCE
- VIII. REFERENCES

Attachment 1- Reception Center listings

Attachment 2- Reception Center Operations Checklist

TOWN OF CUMBERLAND, MAINE

SHELTER ANNEX

I. PURPOSE

To establish procedures for providing shelter protection and emergency lodging and feeding for evacuees displaced as a result of emergency conditions or disaster situations. Cumberland County Emergency Management Agency will coordinate sheltering protection whereas there are no Cumberland County approved shelters located within the Town of Cumberland.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

It is the responsibility of municipal governments to protect their citizens by providing shelter in response to emergencies.

The municipal government must be prepared to provide shelter services when the Red Cross is unable to meet shelter needs. Coordination will be unified with County EMA.

There are two types of sheltering situations, those that require protective facilities to protect people from a hazard (storm, fallout) and those that only have lodging and feeding requirements. In some situations, in-place protective sheltering which would require movement through a hazard area. When shelters are required for radiological protection, radiological monitoring must occur. Survey meters are stored and are available for distribution to shelters when deemed appropriate by the County Emergency Manager.

B. ASSUMPTIONS

Small scale localized incidents may require evacuation and lodging of a small population, Where as a major disaster would require lodging and feeding of large masses.

FEMA references indicate that in localized incidents, as much as 50% of the population may spontaneously evacuate and seek shelter with family or friends rather than go to an established shelter. The remainder will wait for instructions on evacuation routes, destination and shelters.

In some situations, time might not allow for activation of public shelters, or there may be inadequate shelter spaces available. In such cases, the public would have to be instructed of in-place sheltering techniques.

TOWN OF CUMBERLAND, MAINE

DISASTER RECOVERY ANNEX

I. PURPOSE

To outline the procedures for quick and efficient recovery from a disaster, including damage assessment, disaster assistance and hazard mitigation.

II. SITUATIONS AND ASSUMPTIONS

During and following a disaster, timely response efforts must be made to provide for the comfort and safety of the victims.

III. CONCEPTS OF OPERATIONS

A. **As soon as a disaster is recognized, efforts must be made to provide for victims of the incident and to assess the impact. Local organization and private agencies will be involved in these activities until resources are expended at which point, mutual aid and subsequent State and Federal Aid may be activated.**

B. Phases of Management for Disaster Recovery

1. Mitigation

Coordinate recovery response plans between emergency services and among disaster assistance organizations.

2. Preparedness

Review recovery plan. Coordinate available resources. Alert mutual aid communities.

3. Response

Activate recovery systems, damage assessment teams, and disaster assistance organizations. Utilize resources and mutual aid pacts efficiently. Request State/Federal aid when local resources and capabilities have been taxed.

4. Recovery

Review recovery plans and responses and modify plan as necessary.

IV. RESPONSIBILITIES

A. Fire Department

1. Fire Fighting
2. Rescue personnel trapped in debris
3. Identify unsafe buildings with local building inspector and prevent access to them.
4. Notify utilities to cut off power where lines are downed or could otherwise present a hazard.
5. Control hazardous materials incidents.
6. Perform fire inspections.
7. Direct decontamination efforts.
8. Establish a field aid/triage station
9. Transport seriously injured victims to appropriate medical facilities.
10. Assist in rescue operations
11. Provide medical services in shelters and other critical facilities.

B. Police Department

1. Maintain law and order
2. Provide traffic control and control access to restricted areas.
3. Provide security to shelters and other key facilities.
4. Assist evacuees upon return to community.

C. Service Organization (Red Cross)

1. Provide basic first aid to non-seriously injured victims.
2. Assist in providing food, shelter and sanitary facilities for victims.
3. Participate in establishing a Disaster Assistance Center where appropriate assistance programs can be coordinated.
4. Establish a public information system to inform victims of services available.

D. Local Code Enforcement/Building Inspector

1. Provide technical assistance in damage assessment activities.
2. Project dollar estimates for damaged properties.
3. Review Hazard mitigation plans.

E. Emergency Management

1. Coordinate the recovery efforts; serve as communications interface, as necessary.
2. Actively disseminate useful information to the public, including assistance programs available, status of the incident, traffic flow, shelter locations, where relatives may be found etc.
3. Act as interface between Local and State Governments and agencies.
4. Conduct radiological surveys as appropriate.
5. Assist in damage assessment

F. Utilities

1. Repair or restore damaged power lines and facilities needed to restore electrical power for emergency use.
2. Priority repairs to critical facilities.
3. Cut off supplies to downed electrical lines, and broken gas or water lines.
4. Repair utilities on a priority basis.

G. Public Services (Portland Water District where appropriate)

1. Repair sewers and drains to remedy unsanitary conditions.
2. Pump and Drain water and other flood deposits to facilitate rescue efforts and emergency repairs.
3. Assist in rescue efforts by removing debris and rubble.
4. Clear roads and barricade damaged areas as directed.
5. Provide portable water and temporary sanitary facilities as needed.
6. Assist in debris clearing, digging, excavating, lifting of weights, firefighting etc.
7. Call out private contractors and other assistance as necessary.
8. Assist in damage assessment.

H. Other Considerations

1. Establish a temporary morgue for the collection, identification, preparation of records and the disposition of the dead, and to provide for the safe keeping of valuables removed from the remains.
2. Provide lighting for nighttime rescue and recovery efforts.

V. OPERATIONAL SITE

Local recovery efforts will be coordinated from the Cumberland EOC. Countywide recovery efforts will be coordinated at the County EOC, located at 22 High Street, Windham. Local disaster response teams will work at various locations, but should work through the EOC, at least via telephone.

VI. ADMINISTRATION AND LOGISTICS

A. Policy

Municipalities are responsible for immediate recovery response, and may seek assistance from Cumberland County EMA when local resources are expended. The State EMA will assist when Local and County capabilities have been exceeded.

Once state resources are exhausted, a presidential declaration will be requested, and Federal Programs may be activated.

Disaster recovery efforts beyond the County will be coordinated jointly by State and Federal Officials, who will monitor for duplication of benefits and will compile local, regional and State Totals for State and Federal Records.

B. Preservation of Records

Copies of all completed recovery related forms would be maintained in the Cumberland EOC for three years. The County and State EOC's will maintain them for three years, as well.

VII. AGREEMENTS AND UNDERSTANDINGS

There is a statement of understanding between FEMA and the American National Red Cross. In it the Red Cross agrees to provide emergency assistance to evacuees, disaster victims, and emergency workers. Assistance may include fixed or mobile feeding stations, clothing, mass or individual shelter, cleaning supplies, comfort kits, first aid, flood and blood products.

Financial aid (grant only) may be available to cover unmet needs. They may also provide counseling and referral service to those who wish to apply for federal assistance.

The Red Cross may also participate in damage assessment activities.

As "first on the scene", the Red Cross has a National Charter which charges it to provide for the basic needs of disaster victims at least until Federal Assistance programs begin operating, possibly longer.

Any mutual aid agreements for the Town of Cumberland are outlined in the Emergency Services Annex, and may be evacuated in the recovery process.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The primary responsibility for the development and maintenance of this Annex belongs to the Cumberland Emergency Manager. This annex will be exercised on a regular basis and will be reviewed and updated as necessary. A record of all revisions will be maintained with the Annex.

APPENDIX A

DAMAGE ASSESSMENT

I. PURPOSE

To provide procedures for the assessment of damage resulting from a disaster, as well as for the assessment of the disaster's human impact (casualties, homeless, unemployed as a result of the disaster, etc.)

II. SITUATIONS AND ASSUMPTIONS.

A. Situation

During and following a disaster, efficient damage assessment is necessary to expedite a request for a disaster declaration. Without a declaration, Federal Response support and funding will not be made available.

B. Assumptions

The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster and will have bearings on the matter in which recovery is affected.

III. CONCEPTS OF OPERATIONS

- A. Local personnel, to determine the need for immediate aid and to estimate the magnitude of the situation must conduct an initial appraisal. Information should be gathered by the community and forwarded to the County EMA. This survey should include:
 - 1. Number and types of casualties
 - 2. Public/private property damage/destruction
 - 3. Evacuation/shelter status
 - 4. Radiation levels
 - 5. Contaminated areas and levels.
- B. If the degree of damage appears to warrant a "Disaster Declaration", then a Preliminary Damage Assessment (PDA) will be conducted by State, Federal and Local Personnel.

- C. State, Federal and Local Personnel in order to establish a basis for a declaration request, will conduct a detailed damage survey. At this point, it is necessary to place monetary value on damages to determine eligibility for Federal Recovery assistance.

IV. PHASES OF MANAGEMENT

A. Mitigation

1. Establish a damage assessment program.
2. Emphasize the need for development or enforcement of building codes and land use regulations.
3. Disseminate emergency response information to the public and to local officials.

B. Preparedness

1. Train local personnel in damage assessment techniques. Include personnel from non-profit organizations, as well as any other professionals who could provide assistance. Coordinate damage assessment teams at the local level.
2. Coordinate and participate in exercises, which include damage assessment functions.
3. Develop procedures for collecting damage information.
4. Maintain familiarity with procedures and forms used at County and State levels.
5. Maintain pre-disaster maps, photos, resource lists, and other documents for damage assessment purposes.
6. List critical facilities, which would require priority, repair of damaged.

C. Response

1. Coordinate local damage assessment efforts.
2. Compile damage reports as quickly as possible and forward that information to County EMA.

D. Recovery

1. Review and coordinate submission of documents to County EMA
2. Keep accurate records of requests for Federal Assistance.
3. Monitor restoration activities.
4. Identify unsafe structures and prevent their use.

5. Review (or suggest review) of building codes and land use regulations for possible improvements.
6. Review damage assessment plan and response and update plan as necessary.

V. ADMINISTRATION AND LOGISTICS

A. Lines of Succession

The Damage Assessment Coordinator for the Town of Cumberland is the Emergency Management Director. If this person is unable to assume that position, then the Town Manager will appoint a replacement. The Damage Assessment Coordinator reports to the Town Manager.

VI. ORGANIZATION AND RESPONSIBILITIES

A. Municipality

1. Gather initial damage assessment figures via local damage assessment teams and/or household reports. Local Damage assessment teams should include:
 - a. Code Enforcement Officer
 - b. Tax Assessor
 - c. Real Estate Appraiser
 - d. Public Services
 - e. Public Safety Agencies

This team will perform initial assessments. These estimates must be as accurate as possible, without inflation.

2. Provide assessments in each of the following categories.
 - a. Debris clearance
 - b. Protective measures
 - c. Roads and bridges
 - d. Water Control facilities
 - e. Public buildings and equipment
 - f. Public Utilities
 - g. Facilities under construction
 - h. Private non profit facilities
 - i. Other (recreational and park facilities)
 - j. Private or individual dwellings
 - k. Businesses or places of business
 - l. Agricultural damages
 - m. Individual assistance (other than dwellings)

n. Disaster related expenses not shown elsewhere.

3. Photograph/film all damages to public and private non-profit facilities immediately after the disaster and document any emergency work performed on such facilities. In the event that areas of the State are declared disaster areas, such work may be eligible for Federal Reimbursement, but only if the Community can document that a dangerous condition existed prior to the emergency work and that emergency work was actually completed.
4. Forward information promptly to County EMA.

B. County EMA

1. Receive, summarize and report damage information that has been collected by municipalities of the County.
2. Report damage and other information to State EMA, within 24-48 hours of a request for a “Disaster” Declaration. Initial reports may be verbal, but must be followed by a written report within 48 hours.
3. Coordinate the deployment of State and Federal Assessment Teams.
4. Submit a second written report to State EMA 7-10 days following the original request. This information may be used to support a request for a Presidential Disaster Declaration or to appeal a Federal decision to deny disaster assistance. It may also be used as a basis for reallocating resources or to otherwise assist the State in planning its recovery.

C. State EMA

1. Receive and compile State Agency and County/local damage assessment and human impact information.
2. Coordinate the formation and deployment of joint Federal and State damage assessment teams.

VII. RELEASE OF ASSESSMENT INFORMATION

Private appraisers, insurance adjusters and others may obtain damage assessment reports from the Damage Assessment Officer **ONLY WITH THE CONSENT** of the Town Manager. Such information will be limited to that necessary to assist them in expediting the adjustment of claims.

Media personnel may obtain general damage reports, but all details released to the media must be authorized by the Town Manager.

VIII. ORGANIZATION AND RESPONSIBILITIES

A. Cumberland EMA

1. Work with private service organizations, State, Federal and Local Agencies establish DAC's.
2. Assist in public information efforts.
3. Assist incapable victims to attend recovery briefings.

B. Disaster Assistance Organization/Agencies

1. Inform public of assistance each organization has available.
2. Administer assistance programs from the DAC's
3. When necessary, coordinate assistance between organizations to minimize duplication of benefits.

C. County EMA

1. Inform public of assistance programs.
2. Act as a liaison between local and Federal Agencies

D State EMA

1. Assist in establishing DAC's.
2. Act as a liaison between Local and Federal Agencies.

IX. OPERATIONAL SITES

A **DISASTER ASSISTANCE CENTER (DAC)** will be established where victims can apply for recovery assistance in a presidentially declared "Disaster Area". The location of the DAC will be decided by collaboration between local, state, and federal assistance organizations.

When locating a potential DAC, considerations should be given to:

1. Proximity to the affected areas.
2. Parking availability
3. Access to public transportation

4. Ability of the site to accommodate representatives of assistance agencies (size, seating, capacity, desks, etc) and the expected number of people seeking assistance.

POTENTIAL DAC's IN THE COMMUNITY ARE:

Cumberland Town Office

A DAC will be operated by a manager appointed by the State Coordinating officer and will remain open as long as necessary.

X. ESTABLISHING A HAZARD MITIGATION PROGRAM

1. Survey the jurisdiction to determine types of hazards and potential impact.
2. Map hazard areas and make these maps available to developers, community officials, the public and other interested parties.
3. Develop a hazard mitigation program, which establishes objectives and policies as part of the jurisdiction's development process.
4. Assign priority for corrective and preventive actions.
5. Work with other communities, as appropriate to undertake multi-jurisdictional approaches to mitigation. Carefully delegate responsibilities of all involved agencies and organizations.
6. Review local codes and ordinances to ensure that regulations controlling new development recognize the presence of hazard in the Community.
7. Establish codes, as necessary, to protect structures from Hazards. An example would be a local site selection review process for construction projects involving hazardous materials or in locations subject to natural hazards (such as flood plain).
8. Work with community planners in developing a master plan to formulate future land use policies in hazard prone areas.
9. Provide homeowners with informational material and conduct workshops or seminars to encourage incorporation of hazard mitigation techniques in maintenance, repair and home improvement projects.
10. For jurisdictions at risk of serious flooding, participate in the National Flood Insurance Program and adopt and enforce flood plain management programs to make flood insurance available.

Hazard maps and an analysis of primary hazards in Cumberland are included in the Basic Plan.

TOWN OF CUMBERLAND

EVACUATION ANNEX

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- II. Situations and Assumptions
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- Evacuation Line of Succession
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EVACUATION ANNEX

I. PURPOSE

This Annex provides for the orderly and expeditious evacuation of any part of the population of Cumberland. This Annex provides a planning basis for any type of evacuation that might occur from factors relating to hazards identified in the hazard analysis.

Reception and Care Operations are covered in the Shelter Annex. Much material crucial to evacuation is included in the other Annexes to this Emergency Operations Plan. To avoid unnecessary repetition in emergency plans, this Annex must be used in the Context of the Whole Emergency Operations Plan.

II. SITUATION AND ASSUMPTIONS

- A. There are many hazards (hazard analysis) that would result in the evacuation of some or all the population of the Town of Cumberland. The situation and amount of warning time will determine the evacuation procedures. Additional transportation resources will be necessary to assist those who do not leave in their own vehicles and those that are handicapped and infirm.
- B. The nature of the threat and the possibility of escalation must be considered. Information will be related to the public by established warning procedures. Those who refuse to follow evacuation instructions will be left alone until all that are willing to leave are provided for. Then, time permitting, further efforts will be made for a secondary search to persuade stay puts (or anyone left behind) to evacuate.

III. CONCEPT OF OPERATIONS

- A. Evacuation may prove to be the only practical means of protecting people from the efforts of some disasters. Simply defined, evacuation is movement of people from a place of relative safety. Several hazards identified in the hazard analysis have the potential for necessitating evacuation. The decision to evacuate must come from the Governor of the State of Maine, or the Town Manager upon recommendation of the Town of Cumberland's EMA Director and/or Public Safety Officials. Procedures for evacuation of the handicapped and critical care will be in an attachment of Cumberland's Evacuation Annex.

The primary means of transportation will be private automobile. Other means of transportation are listed in the Resource Management Annex. The number of people needing transportation will be identified in an Attachment to the Evacuation Control Appendix.

B. Phases of Management

1. Mitigation

Identify evacuation areas and prepare plans to include transportation means, routes, and reception areas in conjunction with needs.

2. Preparedness

This stage will provide for relocation of essential resources, identify essential industries and services, pickup points, rest areas, prepare for increased readiness and coordinate with the PIO regarding instructional information for evacuees.

3. Response

Recommendations to evacuate will be given from the field forces of the Town Manager that will take the necessary action and notify appropriate agencies. Procedures for handling vehicles with mechanical problems and vehicles parking in reception areas will be implemented, as well as the transportation of essential works.

4. Recovery

Traffic control will have to be provided, essential service personnel, would re-enter as soon as possible, and then when the area is declared safe, initiate a general return of the public.

C. Inter-jurisdictional Relationships

1. The local officials will control inter-jurisdictional evacuations. Evacuations involving multi-jurisdictions will be coordinated by County EMA.
2. Planning areas pertains to the intra-municipal/hazard area both risk and host.
3. Operational areas pertaining to municipal/hazard areas are both risk and hot.
4. Mutual aid areas are the host areas.
5. Risk Areas, any areas that might be evacuated.

D. Level of Management

1. The policy will state who orders the evacuation.
2. The individual responsible for the coordination of transportation is the official in charge of the evacuation.
3. Law Enforcement agencies will come under operations and response, as they will be involved in traffic control and security of the evacuated area.
4. Provide provisions for essential services to the evacuated area depending on the hazard situation.

E. Continuity of Government

The lines of succession should include the person(s) designated to be the evacuation coordinator, person(s) in charge of the operational site and the reception centers and the person responsible for preservation of the records.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Cumberland does not have an evacuation ordinance, which empowers a designed official to order an evacuation to protect the populace in a life-threatening situation.

Policies were developed (See Appendix B) to address who initiates evacuation, transportation (movement control, use of public and private vehicles etc), evacuation of the elderly and handicapped, dealing with potential impediments to the evacuation and re-entry into the hazard areas.

A reporting system will be used as already addressed in the Direction and Control Annex.

Agreements and understandings will be established with reception areas.

V. PLAN DEVELOPMENT AND MAINTENANCE

- A. Responsibilities of the Cumberland EMA Director and Evacuation Coordinator are defined and added as Attachment 1.
- B. Any deficiencies are defined and listed as Attachment 2.
- C. This annex will be reviewed and updated annually with any revisions that are necessary.

VI. AUTHORITIES AND REFERENCES

A. Authorities

MRSA Title 37B, Chapters 13, 15, 17.

B. References

CPG 1-3, January 1984, Federal Assistance Handbook: Emergency Management Direction and Control Programs.

CPG 1-5 July 1985 Objectives for Local Emergency Management

CPG 1-6 July 1981 Disaster Operations A Handbook for Local Governments.

CPG 1-7 May 1981 Guide for Increased Local Government Civil Defense Readiness during periods of International Crisis.

CPG 1-8 & 1-8A, November 1985 Guide for the Development and Review of State and Local Emergency Operations Plans.

CPG 1-16 December 1984, Guide to Hurricane Preparedness Planning for State and Local Officials.

LEVEL OF MANAGEMENT

ATTACHMENT 1

- A. An order of evacuation can be granted by the President of the United States, Governor of the State of Maine, the Cumberland Town Manager or under exigent circumstances, Public Safety Officials**
- B. The individual responsible for the coordination for transportation will be the Evacuation Coordinator.**
- C. Law Enforcement will:**
 - 1. Be provided by the Cumberland Police Department, and when needed, be supported by mutual aid jurisdictions.
 - 2. Protect evacuated areas.
 - 3. Maintain law and order.
- D. Cumberland Public Safety Agencies will:**
 - 1. Coordinate the evacuation effort.
 - 2. Provide public information
 - 3. Coordinate transportation routes
 - 4. Ensure evacuation plans are complete and workable
 - 5. Coordinate with County EMA for additional resources and keep County informed of the situation at all time.
- E. The School System will:**
 - 1. Provide buses for evacuation.
 - 2. Open school for reception areas if possible
- F. Essential Services**
 - 1. Will perform normal services, (See Emergency Services Annex)
- G. Evacuation Coordinator will:**
 - 1. Implement the evacuation plan.
 - 2. Provide information to the media.
 - 3. Coordinate with law enforcement and other agencies to establish evacuation routes, reception area, and mode of transportation for handicapped and elderly and provide information as needed.
 - 4. Establish evacuation routes
 - 5. Establish reception Centers.
 - 6. Decide on mode of transportation for the handicapped and elderly.
 - 7. Coordinate with law enforcement to set up traffic control points, protection of the evacuated area and traffic control.

APPENDIX A

EVACUATION CONTROL

1. Evacuation control will become necessary when an order of evacuation is given. It is the responsibility of the Town of Cumberland and the Town Manager to coordinate evacuation control between the agencies that will be involved.
2. Evacuation guidance and instructional materials will be issued through the media, EBS, Local Warning System, (time is a factor) and through County EMA. Printing of instructional material will be done if funds are provide.
3. In order to plan for the possibility of an evacuation, consideraton must be given to the number of the population that will evacuate by private vehicle and those remaining who will have to be transported. See Appendix B, Attachments 1 and 2.
4. A transportation policy (Appendix B) will be implemented in the event of an evacuation.
5. Maps attached to this annex show:
 - Staging Points
 - Pickup Points
 - Traffic Control Points
 - Evacuation Points
 - Schools
 - Reception Centers
6. Animals that have to be evacuated are addressed in Appendix B, Attachment 5.

APPENDIX B

TRANSPORTATION POLICY

1. The Transportation coordinator is the SAD 51 SchoolBus Coordinator. Telephone number 829-4820.
2. The Agency in charge of the transportation will be the School Department
3. Public Transportation will be done by the School Department.
4. Ambulances and/or school buses will be needed to move patients from nursing homes.
5. Transportaion of essential workers, equipment and resources will be by normal day to day vehicles, or by private vehicles.
6. If towing is necesssary to remove vehicles with mechancial problems, Cumberland Police Department will give the order and the towing will be done by service stations with towing facilities
7. The towing company will remove any vehicle preventing flow of evacuation traffic.
8. Re-entry will be in the following order. Essential workers by department vehicle or private auto, critical are patients by same means as evacuation and residents by private auto or alternate transportation

APPENDIX B

ATTACHMENT 1

ALTERNATE TRANSPORTATION

In the event of a total evacuation, it is estimated that most residents of Cumberland have access to private automobiles. The remaining residents without access to automobiles should proceed to the nearest pickup point as designated on the Route Map, where they will be evacuated by School Bus.

APPENDIX B

ATTACHMENT 2

INSTITUTIONALIZED PERSONS

The following facilities contain person who are institutionalized and require specialized care during evacuation:

<u>Facility</u>	<u>Address</u>	<u>Type of Person</u>	<u># of Persons</u>
Ledge view Estates	Route 1	Assisted Living	50
Senior Housing	Hawthorne Court	Limited assistance	60

APPENDIX B

ATTACHMENT 3

ANIMAL EVACUATION

The populations who evacuate by private vehicle will no doubt take their family pet with them. Animals that require shelter may be evacuated to:

Farm animals may be transported:

Cumberland Farmers Club
Cianchette's Farm – Winn Road
Spring Brook Farm – Greely Road

Animal Hospitals:

Westside Animal Hospital	829-4090
Cumberland Animal Clinic	829- 5078
Animal Emergency Clinic	878-3121

APPENDIX C

SECURITY

The Cumberland Police Department provides security for the Town of Cumberland. In an evacuation, the on duty personnel would require assistance from their department. If additional assistance is needed it will be provided by additional patrol officers.

1. In an evacuation, depending on the area affected, law enforcement control can vary from one to any number of personnel.
2. If there are not any traffic signals at intersections, which could be left on to keep traffic flowing. An officer would have to be there. See appendix C Attachment 1.
3. Due to lack of law enforcement personnel, should it become necessary volunteers for security at reception centers would provide additional security.
4. Barricades will be set up and secured by Public Services. See attachment 2.
5. Volunteers will do vehicle parking and security in the reception area.

APPENDIX C

ATTACHMENT 1

TRAFFIC SIGNALS AT INTERSECTIONS

1. Main Street at Tuttle and Blanchard Roads
2. Tuttle at Middle Road
3. Route 100 at Skillins and Blackstrap Road

APPENDIX C

ATTACHMENT 2

BARRICADES

It will depend upon the situation where barricades will be put up.

They will be controlled by Public Services.

APPENDIX C

ATTACHMENT 3

INSTRUCTIONAL MATERIAL

1. Cumberland will relay instructions using its warning procedures and will keep County EMA informed of all instructions given. The media will be advised by County EMA unless otherwise specified.
2. Printed instructional material is cost prohibitive at this time.
3. If money does not become available the County EMA or the local Public Information Officer will make printed instructions available to the media.
4. The media will be advised of all phases of evacuation to include re-entry. As of now this will be verbal.
5. Pre-printed message forms are being designed by County EMA, to be used internally by County and Locals, for Evacuation announcement, Shelter and Route information. These will become part of this annex and the EPI Annex.

TOWN OF CUMBERLAND

EMERGENCY PUBLIC INFORMATION ANNEX

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- II. SITUATION AND ASSUMPTIONS
- III. CONCEPTS OF OPERATION
- II. ORGANIZATION & RESPONSIBILITIES
- III. ADMINISTRATION LOGISTICS
 - A. LINE OF SUCCESSION
 - B. PUBLIC INFORMATION POLICES
 - C. SITES OF OPERATION
 - D. PRESERVATION OF RECORDS
- IV. PLAN DEVELOPMENT AND MAINTENANCE
- V. DEFINITIONS

Attachment 1- Standard Operating Procedures

Attachment 2- Contact Lists

Attachment 3- Emergency Broadcast System Procedures

TOWN OF CUMBERLAND
EMERGENCY PUBLIC INFORMATION ANNEX

I. PURPOSE

To establish procedures for distributing emergency/ non-emergency information to the public, as efficiently and as accurately as possible. This annex also provides procedures for coordinating public information with the media and other departments that could become involved. The Town of Cumberland has a communications director who shall coordinate delivery of information to media stations.

II. SITUATION AND ASSUMPTIONS

A. Situation

The citizens of Cumberland speak English as the primary language. The population is approximately 7800.

Cumberland has a local TV access station but no radio broadcast stations. It is in the broadcast area of the Portland, Maine Stations. There are no local newspapers, but many residents subscribe to the Portland Daily Papers.

Cumberland has a Facebook page that will deliver prompt information to the public that has signed up to the page.

Emergency radio communications can occur between the Cumberland EOC and the County EOC, and messages can be relayed to the Emergency Broadcast Systems (EBS).

B. Assumptions

During emergencies, the public will demand and will need information about the situation, including instructions on proper survival or response actions.

The media may demand information about the status of events, public safety measures etc. in fact, the demand for information could be overwhelming if procedures are not in place to deal with requests. The media can play an important part in keeping the public informed before, during and after an emergency. If interested reporters are not kept informed, there is a possibility that rumors, and /or panic could spread. This plan is written on the assumption that the media will be willing and able to keep the public informed.

This annex assumes that the telephone communications will remain open during an emergency, since the Emergency Broadcast System (WTHT-FM 103, Portland) requires a phone call to request activation of the Emergency Broadcast System.

It is assumed that the citizens of Cumberland will have the capability to tune-in to an EBS station.

III. CONCEPTS OF OPERATION

A. General

During an emergency, public information will generally be specific to the event. Information should be instructional in nature, although efforts may be made to keep people informed of the progress of events.

Information should be presented as accurately and as positively as possible and efforts should be made to control the spread of rumors.

B. Phases of Management

1. Mitigation

As much as possible, ongoing efforts should be made to keep the public informed of possible emergencies and how to respond to them. An informed public will be better able to take action during an emergency. Public affairs brochures are available from County and State Emergency Management Agencies and can be distributed before and during an emergency.

2. Preparedness

Plans, procedures, checklists, contact lists, and standby public instructions have been prepared as part of this annex. Instructional information is also available through County EMA.

Capabilities have been developed to provide immediate emergency information to as much of the public as possible. Options include:

- a. Public service announcements on Portland TV and Radio Station (contact lists are attachment 2. Written agreements with the stations are on file at County EOC).
- b. Use of the Emergency Broadcast Systems through the County EOC. (Attachment 3 includes EBS Procedures.

- c. Instructions may be printed and passed out to the public prior to an emergency (by either police or emergency management).
- d. Town of Cumberland Facebook Page

During an emergency of longer duration, local and county newspapers may be available to print emergency instructions.

3. Response

In the event of a public emergency, local officials and the Emergency Manager will determine the best methods to notify citizens of Cumberland

Possible options are:

- 1. Radio and TV broadcasts, including EBS
- 2. Facebook
- 3. Mobile public address
- 4. Door-to-door notifications
- 5. Pre-printed instructions
- 6. Handouts, distributed at traffic control points during an evacuation and/or when evacuees return to their homes.

One person should be designated to organize the distribution of information and instructions to the public and to work with any reporters covering the incident.

Public information should be given according to priority.

- 1. Lifesaving and safety instructions
- 2. Emergency status information
- 3. Other useful information, either from the government or in response to media requests.

A media center may be established at the EOC, or at the scene of the incident. This should be the point –of- contact for all reporters.

The Emergency Broadcast System should be used only in very large-scale disasters. In most cases, public service announcements are a better option. The decision to activate the EBS must be made by the Cumberland Emergency Manager or the County Emergency Manager.

4. Recovery

Following an emergency, public information should include information on restoration of essential services, return to evacuated area and assistance programs available.

When time allows, a review of the emergency Public information system should be conducted and this annex should be changed as appropriate.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The ultimate responsibility for emergency information belongs to the Town Manager who sets policies and directs Cumberland EMA Manager in carrying them out. The Emergency Manager has responsibilities for the EOC and emergency communications. Initial public warning is addressed in the Warning and Communications Annex of this plan.
- B. A Public Information Officer (PIO) or spokesperson will be designated by the Town Manager and will act under that person's supervision. The PIO is responsible for the activities of the emergency public information system. The PIO may delegate responsibilities with the approval of the Council. During an emergency, the PIO will:
 - 1. Establish an information center at the point of contact for reporters during an emergency. This may be at the EOC or on the scene of the incident.
 - 2. Collect, evaluate and relay information and instructions to the Public.
 - 3. Work with reporters as necessary.
 - 4. Coordinate emergency information between the different agencies that have information to distribute.
 - 5. Distribute printed emergency information materials, which can be obtained through County EOC:
 - 6. Verify incoming information before releasing it to the public or to reporters.
 - 7. Clear all information with the Town Manager before releasing it to the public or to reporters.
 - 8. Inform the public about places of contact for missing relatives, continued emergency services, restricted areas, etc.
 - 9. Monitor media broadcast for accuracy and when appropriate, correct any inaccurate statements and prevent the spread of rumors.
 - 10. Keep records of all actions taken (for future reference). A permanent file should be maintained at the EOC.

C. Coordination of emergency public information;

1. On-the-scene PIO's will coordinate among themselves and will normally release emergency information from a single location. Representatives from the Red Cross, Salvation Army, utility companies and other response organizations should be available at this location.
2. If the County or State Emergency Management Agency activates a Joint Information Center or if the Governor's Press Secretary acts in that capacity, the spokespersons from Cumberland should coordinate emergency information before releasing it. In an emergency with statewide impact, the Governor's Press Secretary may establish a State Information Center, which must coordinate information from the Local Information Center.
3. The State Public Information Officer will summarize the disaster situation and report on State Agency response activities. The State PIO will also coordinate with FEMA and provide support to local spokespersons on request.
4. The FEMA PIO will provide information on Federal Response efforts and will coordinate with State and Local PIOs.

V. ADMINISTRATION AND LOGISTICS

A. Lines of Succession

In the event that the designated emergency information spokesperson cannot perform the assigned duties, the Town Manager would assume the position.

B. Policies

It is the Policy of the Town of Cumberland to cooperate fully with the media by providing complete and accurate information.

All information released must be verified by at least one appropriate source and cleared through the Town Manager.

Media relations and emergency information for local incidents will be the responsibility of the local spokesperson until assistance from the County PIO, is requested or accepted.

Emergency information will be presented as positively, yet as accurately as possible.

C. Sites of Operation

The local spokesperson should coordinate emergency information from one location. An information Center may be established on the scene of the incident, at the EOC, or in another location determined suitable. This information center should be the one place where reporters can be briefed and can gather information.

D. Preservation of Records

The local spokesperson should log all media contacts, save copies of any press releases and should keep a record of any information released to either the press or the public. Other departments that issue press releases should forward a copy of local spokesperson, although other departments are responsible for their own records regarding media contact.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This annex was developed by the Cumberland Emergency Manager, and will be maintained by the Cumberland Public Safety. It should be reviewed, exercised and updated annually, by the Emergency Manager. Any revisions will be distributed to all those who have a copy of this annex. A log of revisions must be maintained and kept with this annex.

The Emergency Manager is responsible for coordinating this annex with all other agencies that have similar plans.

VII. DEFINITIONS

EBS Emergency Broadcast System
EMA Emergency Management Agency
EOC Emergency Public Information
EPI Emergency Public Information
JIC Joint Information Center
PIO Public Information Center
SOP Standard Operations Procedures

Attachment 1 Standard Operating Procedures
Attachment 2 Contact Lists
Attachment 3 Emergency Broadcast System Procedures
Attachment 4 Sample Status Sheets
Attachment 5 Citizen Instructions for these hazards

TOWN OF CUMBERLAND

RADIOLOGICAL PROTECTION ANNEX

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- III. CONCEPT OF OPERATIONS
- IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
- V. DIRECTION AND CONTROL
- VI. CONTINUITY OF GOVERNMENT
- VII. PLAN DEVELOPMENT AND MAINTENANCE

TOWN OF CUMBERLAND

RADIOLOGICAL PROTECTION ANNEX

I. PURPOSE

To provide the Town of Cumberland with effective Radiological Monitoring and reporting capability designed to minimize the effects of radiation hazards to the community and its public. Included are the procedures for detecting, monitoring and assessing and decontaminating a radioactive environment.

II. SITUATION AND ASSUMPTIONS

A. Situation

Accidents involving radioactive material could occur within or during transportation through Cumberland to other areas of the State.

B. Assumptions

By properly developing, exercising and maintaining a fully operable radiological protection system, the number of injuries from a radiological incident will be significantly reduced.

Adequate facilities, equipment and trained personnel will be available to collect, record and evaluate data.

Assistance may be expected from higher levels of government, should a radiological incident occur. However, during unusual circumstances, communications systems may be disrupted delaying additional support.

III. CONCEPT OF OPERATIONS

A. General

1. The management of radiological emergencies involves three critical activities:
 1. Environmental surveillance
 2. Personnel exposure control
 3. Protective measures
2. In a large-scale emergency involving radioactive materials, many elements of local government will be integrated into a coherent Radiological Protection System with the following components:

1. Facilities
 2. Equipment
 3. Trained personnel
 4. Communications
 5. Plan and procedures
3. Cumberland Central Fire Station is designated as the Emergency Operations Center (EOC) and will be primary focal point of communications with State and County Government.

B. Phases of Management

1. Mitigation

- a. Designate a Radiological Protection Planner.
- b. Design and develop a Radiological Protection System that provides for detection, reporting assessment and decontamination of a radiological environment.
- c. Train emergency response personnel in the detection and identification of radioactive materials.
- d. Obtain and distribute radiological instruments through the community to trained emergency service organizations.
- e. Establish a public information system to advise citizens during a radiological situation.
- f. Identify locations that will provide adequate protection against the effects of a radiological environment.
- g. Periodically test and exercise the radiological protection system. Provide periodic refresher training in all aspects of radiation protection.

2. Preparedness

- a. Review and update plans and standard operating procedures.
- b. Prepared for inspection and calibration of radiological support equipment.
- c. Test and develop alternate communications systems.
- d. Develop resource lists

3. Response

- a. Direct key radiological personnel to a command post at the incident scene or within the EOC.
- b. Activate and deploy trained emergency services radiological teams with equipment to assess the situation.
- c. Rescue and provide emergency care to injured persons.
- d. Establish a reporting station network.

- e. Determine degree of hazard.
- f. Request additional radiological assistance as required.
- g. Activate Public Information System.

4. Recovery

- a. Continue monitoring of the area.
- b. Conduct decontamination of personnel and equipment.
- c. Maintain exposure records.
- d. Save all data for historical records.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. Assemble representatives from organizations and agencies to participate in radiological protection activities, form a planning team, and develop a jurisdictional plan.
- b. Establish an incident reporting system.
- c. Develop an analysis and assessment capability
- d. Determine availability of radiation detection equipment and instrument service ability.
- e. Establish an equipment distribution system.
- f. Develop public information and education programs.
- g. Deploy radiological monitoring teams, as required.
- h. Develop a capability to control and reduce the hazard of a radiation area.
- i. Identify sources of state and federal assistance.

V. DIRECTION AND CONTROL

Cumberland Public Safety officials are responsible for coordinating all radiological activities within Cumberland. The EMA Director will establish operations within the EOC. Cumberland Public Safety Officials or the authority having jurisdiction will supervise field-monitoring activities, situation assessment, personnel protective measures and decontamination procedures.

VI. CONTINUITY OF GOVERNMENT

In the event the EMA Director or pertinent Cumberland Public Safety Officials are not available to serve for any reason, the Town Manager will appoint an appropriate replacement.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Cumberland EMA Director or his designee will develop the Radiological Protection Plan in Cooperation with the Cumberland County EMA Director and with Guidance from the State of Maine Radiological Planner.

The County Radiological Officer will manage a training program for local emergency service personnel; provide distribution, maintenance and calibration of radiation detection instruments.

HAZARDOUS SUBSTANCE INCIDENT RESPONSE PLAN

INCIDENT RESPONSE OUTLINE

EMERGENCY NOTIFICATION ROSTER

1. Fire Chief/EMA Director
2. Police Chief
3. Town Manager

COMMUNITY CHAIN OF COMMAND FOR HAZMAT INCIDENTS

1. Fire Chief/EMA Director
2. Police Chief

INCIDENT COMMANDER

1. Fire Chief/EMA Director
2. Police Chief

EVACUATION AUTHORITY

1. Incident Command
2. Designated Evacuation Officer

EVACUATION COORDINATOR

1. Assigned by Incident Command

2. PREREQUISITES

RESOLUTION

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property, and lives in Cumberland County;

And whereas the creation of a multi-jurisdictional Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy;

And whereas, this multi-jurisdictional county of 3 cities and 25 towns is committed to the mitigation goals and measures as presented in this plan;

Therefore the City Councils and Boards of Selectmen hereby adopt the Cumberland County Hazard Mitigation Plan – 2017 Update; and

Therefore, the Cumberland County Commissioners, acting on behalf of the county, hereby adopt the Cumberland County Hazard Mitigation Plan – 2017 Update.

Authorizing Signatures

Town of Cumberland
Town Council Members

George Turner _____ Date: _____

Michael Edes _____ Date: _____

Shirley Storey-King _____ Date: _____

Peter Bingham, Sr. _____ Date: _____

Ronald Copp, Jr. _____ Date: _____

William Stiles _____ Date: _____

Thomas Gruber _____ Date: _____

Cumberland Town Office: 290 Tuttle Rd Cumberland Center, Maine 04021 207-829-2205
Contact Person: William Shane, Town Manager