

ANNEX A

DIRECTION AND CONTROL

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ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

To provide direction and control for Town of Frye Island emergency operations so as to insure continuity of government and prompt activation and operation of the Town Emergency Operations Center (EOC) in the event of a disaster/emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

The EOC for the Town of Frye Island is located in the Central Fire Station on Highpoint Road. During an emergency situation it shall be staffed 24 hours a day with personnel working in shifts. The alternate EOC is located at the Community Center and would be activated if the primary EOC is not able to function. In the event of a total Island evacuation a mobile EOC would be co-located at/with Raymond Public Safety building on Rt. 302 with a command post located at the mainland ferry landing.

B. Assumptions

1. Town resources under procedures established by the Town Government will handle most emergency situations.
2. An Island police presence will be the contract Police Force with backup from the Cumberland county Sheriff's Department.
3. In large-scale emergencies/disaster situations, or when an emergency needs excess Town resources, the County EOC will operate on a 24 hour basis until the situation is resolved.

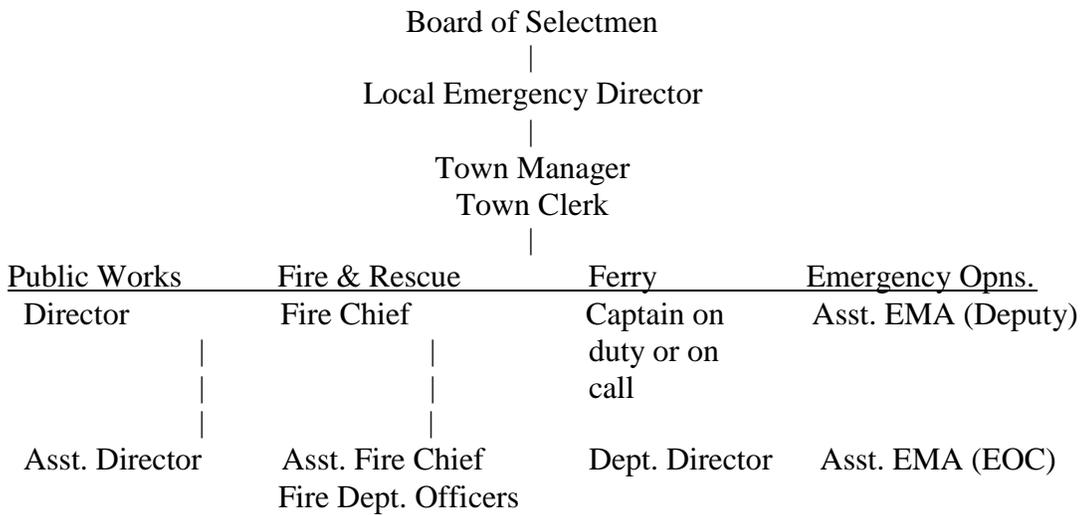
IV. CONCEPT OF OPERATIONS

- A. Based on the need and recommendations of the Frye Island Emergency Director, the Frye Island Selectmen will announce when and why the Emergency Operations Plan is activated.
- B. The Selectmen, as the situation merits, may operate from the Frye Island EOC or their normal office located in the Administration building, maintaining contact with the Local EOC by telephone, radio and/or liaison personnel.
- C. For continuity of government Emergency Functions and Responsibilities by Organization will be in accordance with assignments shown in Figure 1 of the Town's Basic Emergency Operations Plan.

- D. The governing body for the Town of Frye Island is the Board of Selectmen. At Figure 1 is an Emergency Line of Succession. It will be followed to facilitate continuous policy and funding decisions during any and all emergencies in the event individuals are unable to perform their duties or are absent during emergencies. Pre-delegated authorities terminate when replaced by the arrival of a person with higher authority.

Figure 1

EMERGENCY LINE OF SUCCESSION



- E. During an emergency, all EMA personnel, paid and volunteer, will be activated per the Basic Emergency Operations Plan.
- F. Direction and Control for local level emergency operations will be conducted from the local EOC under the supervision of the Town Emergency Director or his representative in accordance with the attached Appendix 1, EOC Operations SOP.
- G. Should an emergency warrant a field command post, the Emergency Manager will insure adequate communications equipment is on site to link Local Emergency Management to County Emergency Management, Local Fire, State Fire and Public Works. The on scene commander will be the Local Director/his representative and/or the local police representative.

H. Upon activation, Frye Island Emergency Management will:

- Notify County Emergency Management Agency.
- Daily, keep the County EMA informed of the situation in accordance with the attached Appendix 2, Operational and Situation Reports.
- As needed, request any County Agencies assistance through County EMA. (Local Support agencies are detailed in the Annex D, Emergency Services).

V COMMUNICATIONS:

Telephones, radios and runners will be the means of communications between the Selectmen and the Town EOC and field operations. For details see Annex B, Communications and Warning.

VI. SUPPLY:

All supplies, if required, will be procured during the emergency through local distributors. Prior planning should include the stocking of critical repair parts and adequate nonperishable supplies.

VII. FISCAL PROCEDURES:

Financial procedures will follow the normal day to day process. Detailed logs will be kept to facilitate post disaster costing and claims. The Selectmen can authorize spending of emergency contingency funds and/or transfer of account monies for purchases. All emergency purchases will be by purchase order or charge accounts.

Appendix 1, ANNEX A

Standard Operating Procedures for Frye Island EOC

I. PURPOSE

To provide standard procedures for the operation of the Frye Island Emergency Operations Center (EOC), to include a summary of the routine and emergency duties of personnel.

II. RESPONSIBILITY

- A. The Frye Island Emergency Director is responsible for the staffing and maintenance of EOC readiness. Functional and Volunteer staffing will be in accordance with Attachment, this Appendix.
- B. The overall authority lies with the Board of Selectmen, assisted by the Local Emergency Director. In their absence, those listed in the Line of Succession Attachment (Figure 1, Annex A) will assume this responsibility.
- C. Local Emergency Management Staff will be responsible for maintaining a duty roster and work schedule to insure 24 hours/day operations during emergencies.

III. ACTIVATION OF EOC

- A. The Frye Island EOC will be activated upon:
 1. Receipt of a proclamation of an emergency by the President of the United States and/or the Governor of the State of Maine, the Director of the Cumberland County Emergency Agency/his representative or at the request of local Selectmen.
 2. Direction by others who have authority to activate the EOC as listed in the following priority order:
 - a. Frye Island Emergency Director/Fire Chief
 - b. Frye Island Asst. Emergency Director
 - c. Town Manager
- B. Emergency Management Lines of Succession for operational authority are, in order:
 - Frye Island Emergency Director/Fire Chief
 - The designated Frye Island Asst. Emergency Director
 - Asst. Fire Chief
 - Second, Asst. Emergency Director/EOC Operations Officer

- C. Location of EOC:
1. Primary EOC for the Town of Frye Island is located in the Town Central Fire Station (See Figure 2, next page for EOC layout).
 2. The alternate EOC is in the Town Community Center.
 3. Access to the Primary EOC is via coded lock. Authorized personnel have the needed codes.
 4. Should a complete evacuation of the Island occur a mobile EOC would be co-located at the Raymond Public Safety complex off Rt. 302 and a command post established at the mainland ferry landing.

D. Emergency Logistics- The EOC Operations Officer shall oversee:

FOOD: Two meals a day per staff member should be stocked for any short duration emergency. For a long emergency (over one week) local purchase shall be initiated.

WATER: The EOC has a public water supply.

MEDICAL SUPPLIES: A first responder level of medical supplies is maintained in the EOC and located on Town Emergency vehicles. Any additional requirements shall be obtained from local suppliers.

SLEEPING FACILITIES: Community Center and/or EOC.

HOUSEKEEPING: Central Fire Station or Community Center.

OFFICE SUPPLIES- A two week supply of appropriate emergency forms shall be maintained in the EOC files. Additional copies will be reproduced as needed.

WALL DISPLAYS- shall include appropriate moveable maps of the Town of Frye Island and surrounding areas. A moveable incident/emergency status boards shall be established and maintained by the EOC staff.

EQUIPMENT READINESS- All equipment shall be maintained at a state of operational readiness.

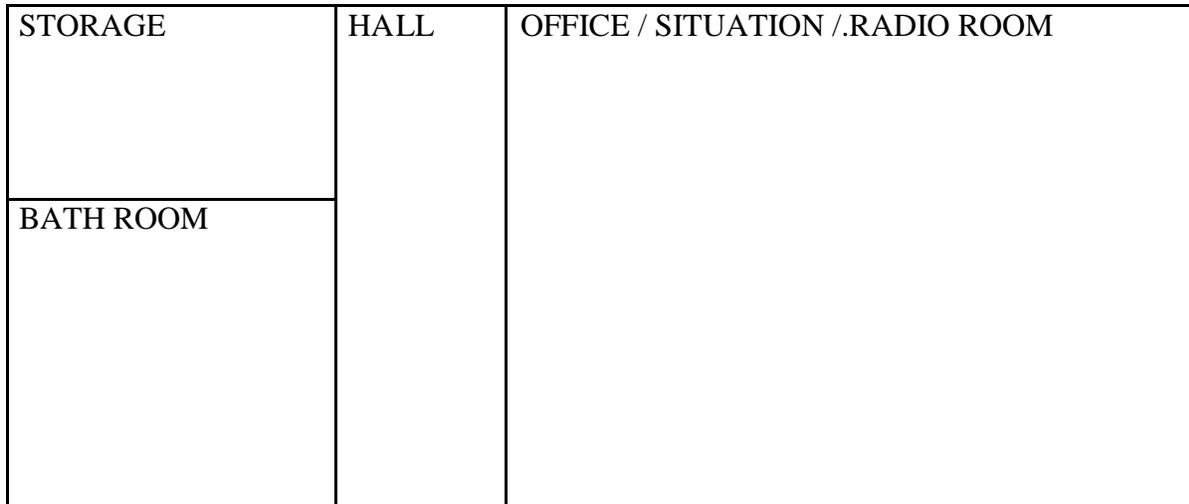
E. Operation of Mechanical Equipment

1. Upon activation of the EOC, gasoline supplies should be verified and all vehicle and equipment tanks filled.

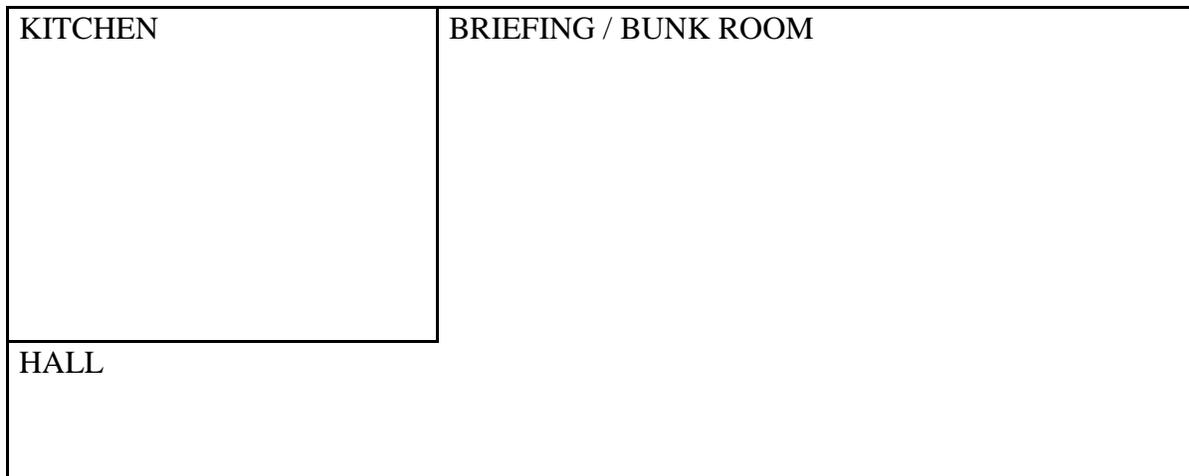
Figure 2
DIAGRAM OF EOC

Frye Island Central Fire Station

First Floor



Second Floor



2. Operating instructions for the following systems will be on file:
 - Generators
 - Water System
 - Heating system
 - Emergency lights and generator.

F. Operation of Communication Equipment (For details see Annex B, Communications and Warning).

1. TELEPHONE:

- * Fire Station 655-8618 (always on line)
- * Town Hall 655-4551 (always on line)

2. RADIO- Portable Radios

All portable radios are in the hands of appropriate personnel and exercised on a daily basis.

*Base Stations:

There are two Frye Island stations. One is in the Administration Bldg. for Town operations and the second is in the Central Fire Station/EOC for emergency operations. The EOC equipment is the primary station due to its range and frequency flexibility.

*Readiness:

The EOC Operations Officer is responsible for communications equipment readiness.

3. All outgoing messages shall be logged out with a F1 Prefix and sequential identification number. (See Appendix 2, EOC Message Handling & Procedures, Annex B for details. Copy also at Tab C, EPRB.)
4. All incoming messages should be given a sequential identification number and senders prefix by the message desk.

IV. STAFF FUNCTIONS AND RESPONSIBILITIES

A. Alerting and Warning Procedures (See also Annex B, Communications and Warning).

1. The first staff member to arrive at the EOC will report by radio or telephone to the County EOC, and will verify that the Frye Island Emergency Director has been notified.
2. The Frye Island Selectmen, based on the recommendation of the Local Emergency Director, shall determine when to implement the Town Emergency Plan.

- B. EOC Operations 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. Responsible to insure manning of all radios for a 24-hour period.
 4. Responsible for Emergency Logistics as outlined in Section III D above.
 5. Insure a status report is made to the Emergency Manager every 6 hours or upon request..
- C. Emergency Management Staff (to be assisted based on the situation)
- Control, coordinate and assist in actions required during an emergency.
 - Maintain maps, status boards and log of activities.
 - Maintain a current inventory of resources available.
 - Draft appropriate situation /status reports on a periodic basis.

V. CONCEPT OF OPERATIONS

- A. Pre-Disaster (all Town departments and Government).
- Be familiar with applicable section of Emergency Operations Plans.
 - Plan staffing for shifts.
 - Attend all drills and training.
- B. Receipt of Disaster Warning (Town EMA Personnel).
- Report to the EOC
 - Call in additional personnel as needed.
 - Establish priorities according to the situation.
- C. During the Disaster (All Town Departments, EMA Personnel and Emergency Agencies).
- Keep the Town EOC, Emergency Director and/or Selectmen informed of all activities.
 - Maintain supervision over your departments.
 - Take actions required during the disaster. Coordinate with Town EOC and EMA. Insure timely information to facilitate submission of Situation Reports (SITREP) to the County EOC. Reports from the Frye Island EOC will be by the County/Town Radio Net.
 - Operational and Situation Reporting will be in accordance with Appendix 2, this Annex. Copy also Tab C, EPRB.

- D. Basic Format of Briefings. (EOC Operations Officer with input from all Town Departments and EOC Staff).
- Review of events since the last briefing.
 - Current situation (including adjacent areas).
 - Current status of resources.
 - Significant problem areas and action in progress.
 - Projected situations (weather, additional damage, evacuation etc.)
- E. Deactivation
- EOC Operations Officer: All logs, status boards, display sheets and maps should be placed in the EOC for safekeeping. They should be compiled and/or recopied for storage.
 - Purchase invoices and purchase orders for the incident should be compiled by Town Departments and given to the Frye Island Emergency Director for coordination with the Town Manager.
 - All Town Departments and emergency service agencies will be notified of the termination of the situation and deactivation of the EOC. The Town Emergency Director will notify Cumberland County EMA of the Town's deactivation.
 - Town EMA and Town Manager will debrief all Town Staff to critique the operation.
- F. After Action Activities are the Joint responsibility, Town EMA and Town Manager.
- Hold a formal critique of involved personnel.
 - Develop an after action report to include lessons learned.
 - Develop a shortfall list and a corrective action/mitigation plan.

VI. INTERNAL SECURITY

If required by the Emergency, the Frye Island Emergency Director is responsible for assigning personnel as security force for the EOC.

Attachment, Appendix 1, ANNEX A

FUNCTIONAL AND VOLUNTEER STAFF

DUTY	PERSONNEL
Management	Board of Selectmen EMA Director
Personnel	Town Manager Town Clerk Board of Selectmen
EMA Director	Fire Chief
Administration	Town Manager
EOC Maintenance	Fire Department
Operations	EOC Operations Officer
Disaster Analysis	EMA Director Public Works Fire Department
Power	Public Works, CMP
Water	Public Works
Police	Contract Police Force Backup County Sheriff Dept.
Fire	Fire Chief/EMA Director
Health/Welfare	Town Manager
RADEF	Fire Chief
Communications	EOC Operations Office
Red Cross	Local Rep.
Food	EOC Operations Officer
Forestry	State Forest Service
Recorders/Plotters	Town Hall Staff/Volunteers

Appendix 2, ANNEX A
(Copy also Tab C, EPRB)

Operational & Situation Reports

I. PURPOSE

To establish a reporting system for significant data from the Town of Frye Island EOC to the Cumberland County EOC during a disaster/emergency situation.

II. GENERAL

- A. Operational reports are a collection and evaluation of the Town Emergency Management Agency's operational information to facilitate decisions and the coordination of appropriate actions.
- B. Situation reports (SITREP) are narrative reports from Local subdivisions that are engaged or recovering from an emergency and/or disaster. They include reasonable estimates of damage. (See attached sample).

III. REPORTING PROCEDURES

- A. Operational Reports
- Should be based on the period of time from midnight local time until midnight of the next day. (0000 hours to 2400 hours).
 - Reports should be transmitted over the County/Town Radio Net or by telephone as required by the situation with not set time element.
 - Report 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
- An initial report should be transmitted to the County as soon as possible upon activation of the Town EOC.
 - Additional reports should be sent as more information becomes available.
 - In multi-day situations, an update should be sent to County daily at 1700 hours.

IV. ITEMS TO REPORT

- A. Operational Reports:
- Factual/confirmed information by competent authority.
 - Estimated information based on results from reasonable assumptions or logical analysis.
 - Complete and incomplete information as confirmed for the Town and the situation.
 - Operational data on the status of or need for resources.

B. SITREP

- Type of emergency by name, location, when occurred or it is likely to.
- Damage type and extent to property, public and or private.
- Casualties/injuries.
- If evacuation is necessary; has it begun and/or progress.
- Status of shelters.
- Communication, command channel (frequency).
- Specify urgently needed resources.
- Specify operational support required.
- Status of emergency government

Insert
SITREP FORM page 1
(2 blank Pages)

SITREP page 2.