

**ANNEX D**  
**EMERGENCY SERVICES**

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## ANNEX D

### EMERGENCY SERVICES

#### I. PURPOSE

The purpose of this Annex is to stipulate the expected operational planning and preparedness expected of each of the emergency services organizations that serve the Town of Frye Island.

To outline in the attached APPENDICES the responsibilities of the Frye Island Emergency Management (EMA), Law Enforcement, Public Works, Fire, Rescue, Ferry and Health and Mortuary Organizations.

#### II. SITUATIONS AND ASSUMPTIONS

##### A. Situation

The EMA law enforcement, public works, fire, rescue and ferry agencies are all support services in or in close proximity to the Town of Frye Island.

##### B. Assumptions

The Town of Frye Island could be overtaxed in all departments in an emergency situation. It is assumed that by utilizing the information presented within this Annex, the emergency support agencies of Frye Island will be aware of their own SOP's and resources, along with mutual support available from other Cumberland County related emergency resources.

#### III. CONCEPT OF OPERATIONS

##### A. General

The emergency operations of all emergency response agencies are extensions of their routine duties and responsibilities. The mutual aid system given to each by the other is likely to protect the citizens and decrease the possibilities of loss of life and property on Frye Island.

##### B. Broad Responsibilities by Phases of Emergency Management:

Specific responsibilities by agency are out lined in the Appendices to this Annex.

##### Mitigation:

- Train and educate local emergency service personnel to insure regular maintenance for equipment is performed.
- Prepare, review, update and recommend improvements and changes to emergency plans and procedures.
- Develop mutual aid agreements.

### **Preparedness**

- Prepare and maintain up to date rosters for emergency service personnel.
- Maintain all equipment in working order.
- Establish mutual aid agreements and inform personnel of them.
- Take part in a regular schedule of tests, drills and exercises independently or with other emergency service agencies.

### **Response**

- Keep key officials informed of all developments.
- Insure continuing contact with the EOC, when activated to provide information and insure coordination with other response agencies.
- Review plans, gauge impact of emergency and determine course of action.
- Perform warning notification.

### **Recovery**

- Revise codes, laws, and procedures and as appropriate, suggest improvements to the Emergency Management.
- Review actions taken during the emergency and submit lessons learned.

## **C. Continuity of Government**

### **Lines of Succession**

The lines of succession in all emergency service agencies shall be part of their SOP's and will be emphasized in the individual Appendices.

### **Preservation of Records**

All agencies will make every effort to protect the vital records of their respective departments.

## **IV. ADMINISTRATION AND LOGISTICS**

### **A. Reporting**

1. An Actions and Event Log will be maintained noting date, time and sequence of events.
2. Dispatchers will keep radio logs of all radio communications noting time and contents of transmission.
3. Expenditures and obligations during the emergency situation will be recorded.

### **B. Agreements and Authority**

1. On Frye Island the Selectmen have the ultimate legal authority.
2. Mutual aid will be addressed in each departmental appendix.

**C. Organization Inventory**

Equipment, manpower and communications are addressed in each of the Appendices to this Annex. Additional information can be found in Annex B, Communications & Warning, Annex G, Resource Management and as detailed in the Frye Island Emergency Plan Resources Book (EPRB).

**V. PLAN DEVELOPMENT AND MAINTENANCE**

**A. Responsibilities**

The operational capability of all departments is the responsibility of the respective department head.

**B. Deficiencies**

Deficiencies will be identified and immediately corrected within budget constraints or through release of emergency funding authority. Routine emergency preparation deficiencies, beyond the budget, shall be inventoried and documented for consideration in the development and presentation of the annual Town Budget. Currently emergency power for the EOC is the key deficiency.

**C. Updating and Revision**

1. The County Emergency Director will be informed of any changes in Town Resources or personnel.
2. This Annex shall be reviewed and updated as needed but at least in conjunction with the Town Plan annual review.

## Appendix 1, ANNEX D

### FRYE ISLAND EMA STAFF RESPONSIBILITIES

#### I. PURPOSE

The purpose of this appendix is to outline the responsibilities of the Frye Island EMA Staff as well as to provide procedures to be used to maintain and operate the Town Emergency Operations Center (EOC).

#### II. CONCEPT OF OPERATIONS

##### A. General

The Town EMA staff prepares plans, and provides training that may be needed in an emergency; keeps the Town EOC in a state of readiness and advises the Director and elected officials on all aspects of emergency preparedness.

##### B. Phases of Emergency Management

###### Mitigation

- Maintain inventory of resources available from private and Town Resources.
- Recruit and train volunteers.
- Coordinate development of mutual aid agreements between emergency agencies.
- Prepare Hazard Identification Reports.

###### Preparedness

- Develop and annually review/update the Town Emergency Operations plan.
- Prepare and keep up to date lists of Cumberland County Towns and related agencies to include critical personnel with necessary telephone numbers.
- Outfit and maintain the EOC for increased readiness:
- Review emergency procedures with staff and organize on-call staff.

###### Response

- Advise the elected officials on all emergency procedures.
- When alerted activate the EOC.
- Coordinate local emergency preparedness efforts with County, State, and Federal Levels.
- Provide public information with the help of the Town Public Information Spokesperson. (See Annex C, Emergency Public Information. Copy also at Tab B, EPRB).
- Maintain Actions and Events Log to include a detailed record of expenses.
- Monitor supply and manpower needs so that requisitions or reserves are attainable without interrupting operations.

### **Recovery**

- Prepare damage assessment and assistance forms for Frye Island Selectmen's review and approval.
- Reduce staff and close EOC when advised by Town EMA Director.
- Critique actions taken during the emergency.
- Prepare a report on lessons learned and emergency response problems. Include recommendations for corrective actions and submit to Town Officials and Department Heads for forwarding to Cumberland County EMA.

### **Continuity of Government**

- *Lines of succession* (See Figure 1, Annex A. Direction and Control.)
- *Operational Sites* The primary Frye Island EOC is located in the Central Fire Station.
- *The alternative EOC* is located in the Town Community Center or a mobile command post off Island at the mainland ferry landing.
- *Preservation of Records*  
Records of Emergency Management functions will be developed, maintained and safeguarded. They shall include planning, training, financial, purchasing and personnel records related to pre-disaster operations. During and following disasters, records will include logs on situations encountered, assistance rendered, damage assessment and after action reports.

## **III. ADMINISTRATION AND LOGISTICS**

### **A. Reporting**

1. The Frye Island Selectmen will be kept informed of any and all significant activities.
2. An Actions and Events Log will be maintained which will note the events and the response actions taken.
3. Detailed records of all expenditures and obligations will be maintained.

### **B. Agreements and Delegation of Authority**

Unless a situation dictates otherwise, the Frye Island Emergency Management Director, as authorized by the Town Selectmen, shall have authority to act on all major activities and issue public information during an emergency.

## **IV. DEVELOPMENT AND MAINTENANCE**

### **A. General**

It is the responsibility of the Frye Island Emergency Management Director to ensure the operational capabilities of the EOC particularly in accordance with Appendix 1, Annex A, Direction and Control.

**B. Deficiencies**

Deficiencies will be identified and immediately corrected within budget constraints or through release of emergency funding authority. Routine emergency preparation deficiencies, beyond the budget shall be inventoried and documented for consideration in the development and presentation of the annual Town Budget.

**C. Update and Revision Procedures**

This appendix shall be reviewed and updated as needed but at least in conjunction with the Town Plan annual review.

## Appendix 2, ANNEX D

### FRYE ISLAND LAW ENFORCEMENT RESPONSIBILITIES

#### I. PURPOSE

Purpose of this Appendix is to summarize the Law Enforcement capabilities available to the Town of Frye Island and related emergency operations responsibilities.

#### II. SITUATIONS AND ASSUMPTIONS

##### A. Situation

Daily law enforcement on Frye Island varies based on resources available. Local Police are by private contract with presence varied based on available hours. Backup is by the Cumberland County Sheriff's Department.

##### B. Assumptions

1. In minor emergencies local police presence will vary based on schedule. However they can be reached through an on call process.
2. In major disasters/emergencies the Cumberland County Sheriff's Department will provide necessary backup to the local force.

#### III. CONCEPT OF OPERATIONS

A. In minor emergencies, local law enforcement shall be responsible for coordinating law enforcement activities in the Town of Frye Island. Contact shall be maintained with the Town EOC upon its activation. Routine law enforcement procedures will be followed when and where feasible.

B. In major disasters/emergencies law enforcement responsibilities shall be transitioned to full time enforcement to include support by the Cumberland County Sheriff's Department or by mutual aid support initiated through the Cumberland County EOC. Cumberland County is responsible for off Island evacuation route control

#### IV. RESPONSIBILITIES (Emergency Management Phases)

##### Mitigation & Preparedness

- Town Police to be included in emergency training and EOC operations and radio procedures.
- The establishment of priorities and coordination between local law enforcement units and Cumberland County Sheriff's Dept. will be effected.
- Planning for State and/or Federal Support will be initiated with the County Emergency Operations Center, but only after all local resources have been expended or deployed.

- Off Island support for evacuation routes shall be negotiated with the Cumberland County Sheriff's Department.

**Response**

- If resources are available a Police liaison presence will be maintained with the Town EOC.
- Local law enforcement shall be responsible for coordinating law enforcement activities in the Town of Frye Island. Contact shall be maintained with the Town EOC.
- State and/or Federal Support will be initiated with the County Emergency Operations Center, but only after all local resources have been expended or deployed.
- Cumberland County Sheriff's Department to execute mainland evacuation route traffic control and supplement Town Police if requested.

**Recovery**

- Maintain order during recovery phase.
- Transition to pre-emergency law enforcement status.
- Provide after action and lessons learned report.

**V. DIRECTION AND CONTROL**

- A. Town Emergency Line of Succession (Figure 1, Annex A) is in effect.
- B. Communication to be maintained with Town EOC.

## Appendix 3, ANNEX D

### PUBLIC WORKS RESPONSIBILITIES

#### I. PURPOSE

To outline responsibilities, obligations and planning for public works actions in emergencies when extra measures must be taken to protect lives and property.

#### II. SITUATIONS AND ASSUMPTIONS

##### A. Situation

1. Frye Island, having identified its hazards vulnerability, has developed this section to meet any circumstances that would create a need for public works services.
2. The Public Works Director supervises the Public Works in the Town of Frye Island. In a disaster situation, aside from normal day-to-day responsibilities, the Director would be guided by reports from all municipal agencies and his own work crews, as to the need for additional services, manpower and equipment.

##### B. Assumptions

The Public Works Director is aware of additional resources available, to include local contractors, as there are not at this time any mutual aid agreements for public works.

#### III. CONCEPT OF OPERATIONS

##### A. General

1. The ultimate responsibility for providing public works services during an emergency, rests with the Town Public Works Department.
2. The Public Works Director in coordination with the Town Manager will manage all activities of his department.
3. During emergencies the Public Works Director will report to the Selectmen, Town Manager and Town EMA Director through the Town EOC by radio or physical contact.

##### B. Phases of Emergency Management

###### Mitigation

- Whenever possible relocate materials and equipment away from known hazard areas.
- Maintain a list of Town Public Works Equipment. (*See Tab D, EPRB*).
- Maintain a Roster of Public Works contacts in Cumberland County as a possible source for mutual aid. (*See Tabs A & D EPRB*).
- Maintain and periodically review potential Town/Island hazards and vulnerable areas to determine measures that can be taken to reduce the effects of such hazards, plan appropriate response activities and identify the equipment and materials that might be required.

### **Preparedness**

- Place standby equipment in operational readiness.
- Obtain additional personnel or equipment that may be needed.
- Review and update all Town utility and public works maps.
- Ensure that adequate barriers and traffic control devices are available and in good repair.
- Identify existing resources and sources for additional supplies and equipment.
- Inventory contractors working on Island and report capabilities to Town EOC.

### **Response**

- Remove debris, from roadways.
- If available, provide portable emergency power to essential facilities.
- Provide portable water and temporary sanitary facilities as needed during an emergency.
- Establish communications with the Town EOC.
- Erect Barricades and traffic control devices as necessary due to debris, flooding and Island evacuation.

### **Recovery**

- Coordinate restoration of utilities to essential facilities.
- Coordinate repairs to essential services and facilities as appropriate.
- Participate in compiling after action reports and critiques.
- Make necessary changes and improvements in Emergency Operations Plan.
- Make recommendations to legislative body about changes to planning, zoning and building codes/ordinances to mitigate impact of future disasters.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.**

The Frye Island Selectmen along with the Town Manager and Public Works Director are responsible for carrying out public works plans.

## **V. DIRECTION AND CONTROL**

- A. Frye Island has a Public Works Director. (See Town Emergency Line of Succession, Figure 1, Annex A).
- B. When local resources are insufficient, support will be requested for mutual aid or emergency contracts will be considered
- C. Central Maine Power and Fairpoint New England Telephone are responsible for power and telephone restoration.
- D. Town water is by Town water system. Lake water is treated by a Town filtration system.
- E. The Public Works Radio frequency is Channel 6 at 158.835 MHz.

- F. The Public Works Director will be notified by Town Emergency Alert System.
- G. The Public Works Director or a representative will maintain contact with Town EOC in a disaster situation.
- H. Sanitation services of septic systems are done by privately owned septic tank cleaning companies.

## Appendix 4, ANNEX D

### FRYE ISLAND FIRE DEPARTMENT RESPONSIBILITIES

#### I. PURPOSE

The purpose of this Appendix is to outline the responsibilities of the Frye Island Fire Department and to provide organization, coordination and assignment of responsibilities during emergency situations.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection including conflagrations, forest fires, and hazardous materials accidents.

##### B. Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations through the use of their own resources as supplemented with pre-existing mutual aid agreements. In major disasters when additional support is required, assistance shall be obtained from the County Fire Service Task Force (See Attachment this Appendix.) and/or State and Federal Agencies through the County EOC.

#### III. CONCEPT OF OPERATIONS

##### A. General

1. The responsibilities of fire service personnel for Frye Island in a disaster situation are basically the same as in daily operations. The primary responsibility is fire prevention and control.
2. Supplemental emergency management duties include operation of the public warning system and support to the Town EOC.

##### B. Phases of Emergency Management

###### Mitigation

- Review, update and enforce fire codes.
- Develop and periodically review a Town Hazard Identification Report regarding hazards and vulnerable areas. As appropriate plan mitigation and response activities.
- Develop mutual aid agreements and understandings with other fire services in neighboring communities.

### **Preparedness**

- Inventory equipment and maintain in operational readiness.
- Maintain current call-up roster.
- Establish and maintain warning system and procedures.
- Obtain and maintain protective clothing, instructions and equipment to assess and contain hazardous environmental situations.

### **Response**

- Rescue injured persons.
- Provide information to decision makers regarding hazardous materials.
- Deploy equipment and personnel as required in response to emergencies.
- Provide information to all emergency service organizations regarding the dangers of fire and technological hazards.
- Provide fire prevention and suppression training at reception centers, feeding facilities and shelters, if required.
- Control exposure of personnel in hazard areas and decontaminate exposed personnel.

### **Recovery**

- Continue fire service activities as long as necessary.
- Clean, restore, return or replace if necessary all borrowed equipment.
- Complete cleanup operations and restore equipment and supplies to pre-disaster condition, wherever possible.
- Prepare a report to include lessons learned on emergency response
- Problems and recommend improvements.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

In accordance with Federal and State Fire Regulations, the Fire Department shall:

- Coordinate all fire service activities within the Town of Frye Island.
- Prevent, fight and control fire.
- Operate warning sirens *and, as needed, contact handicapped citizens. (See TAB A-10,EPRB).*\*
- Control hazardous material situations
- Enforce existing fire codes.
- Support other public safety organizations.
- Conduct rescue operations.
- Have an effective fire prevention program.

## **V. DIRECTION AND CONTROL**

- The Frye Island Fire Chief is responsible for the operation of the Fire Department within the Town of Frye Island.
- All fire related emergency operations will be directed by the Fire Chief or a designated representative. Routine operations will be handled by standard procedures.

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\* C-1, 30 July 2004  
FI EP Sept. 2003

- Initial backup will be by Raymond Fire and Rescue. Additional support will be requested from County as needed.

## **VI. CONTINUITY OF GOVERNMENT**

Lines of succession for the Frye Island Fire Department shall be in accordance with the Standard Operating Guidelines (SOG) for the Department.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Fire resources are shown in the following Attachment and the EPRB.
  - Attachment, Cumberland County Fire Service Task Force
  - Tab D, EPRB, Frye Island Fire Department Organization and Equipment.
  
- B. Plan, Development and Maintenance  
This Appendix will be coordinated and maintained by the Emergency Management and Fire Service Agencies covered by it. It will be updated annually as required.
  
- C. Reporting  
Fire Service agencies will report damage assessment and observations to the local EOC. This will include personnel injury and or loss of life and damage to or loss of property both public and private.

## **Attachment, Appendix 4, ANNEX D**

### **Cumberland County Fire Service Task Force**

#### **I. PURPOSE**

To establish a County Fire Service Task Force so as to provide a balanced and coordinated group of firefighters and fire equipment capable of moving promptly anywhere within the County or any adjacent county, minimize the efforts of conflagration.

#### **II. POLICY**

- A. Cumberland County Task Force Groups are organized and available during a Disaster, declared by the President or the Governor.
- B. During a declared disaster, mutual aid between the towns is null and void. Municipalities requiring assistance must transmit a request to the county Fire Coordinator in the County EOC. Requests may be submitted over the Emergency Management radio net, the County Fire Net or the telephone.

#### **III. ORGANIZATION**

- A. The County Fire Coordinator is the Chief of the Cumberland County Fire Task Force Groups. This persons responsibilities include:
  - 1. Advising the County Emergency Manager on matters of fire fighting during disasters or large scale emergencies.
  - 2. Appointing a fire chief or deputy to represent and or assist him at the County EOC or Fire Scene as required.
  - 3. Coordinate activities of local chiefs, although local chiefs will still remain responsible for fire control within their jurisdiction.
  - 4. Coordinate fire fighting/rescue assistance to towns and neighboring counties ( when existing agreements have been nullified because of a formal Disaster Declaration.
- B. The Senior Officer of each task force group will be the commander of that Group. In-groups comprised of two fire departments, the senior officer from the department with the larger number of the pieces of apparatus will be in charge.
- C. The County Emergency Director will be the support group commander.

#### **IV. OPERATIONS**

- A. During a declared Disaster, the Fire Coordinator will work out of the County EOC. In his absence, a Deputy appointed by the Fire Coordinator will assume responsibilities. Whenever possible, the Deputy will maintain radio contact with the Fire Coordinator.

- B. Local Fire Chiefs will keep the Fire Coordinator informed of any fire in their jurisdiction that may require the use of the task force.
- C. On a request for assistance, the Fire Coordinator may direct the fire chief of an adjacent town to furnish the fire-fighting resources or he may dispatch a task force group. As much as possible, the nearest available task force will be assigned to respond. Additional groups may be deployed as needed and manpower appropriated. In the event that all task force groups are active and additional support is needed, the Fire Coordinator may request assistance from the Director of Maine Emergency Management or the State Fire Coordinator.
- D. All dispatching of the task force groups will be from the EOC over the Fire Radio net (153.310 MHz), with the Emergency Management net as backup. All stations on this net will be asked to stand by in order that the task force groups will have unlimited use of that net. Each group will use its group numbers as a call sign:

Example: This is Task Force 1.

**V. FISCAL**

- A. During a declared disaster, the State of Maine will pay all expenses incurred by the County Fire Task Force Groups, in support of its operations.
- B. Each agency furnishing equipment and personnel to the Task Force must maintain a record of All Expenses incurred. On termination of the disaster, request for reimbursement of expenses (with supporting evidence) will be forwarded to the County Emergency Manager for payment of the State Purchasing Agent.

**VI. TRAINING**

Periodically the Fire Coordinator will develop and conduct training exercises to test the proficiency of the Task Force.

## Appendix 5, ANNEX D

### FRYE ISLAND EMERGENCY RESCUE RESPONSIBILITIES

#### I. PURPOSE

The purpose of this Appendix is to outline the duties of Emergency Medical and Rescue Services agencies including Frye Island and to provide organization, coordination and assignment of responsibilities, during emergency situations.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

Emergency Rescue is a daily problem faced by the fire service personnel. These problems become more significant during emergency situations. The Frye Island Fire Department maintains a First Responder capability with full rescue provided by contract with the Town of Raymond Emergency Rescue.

##### B. Assumptions

Existing trained Frye Island Personnel, supplemented by the Raymond Rescue, will be able to handle the routine emergency tasks as well as an increased emergency limited to Frye Island. In major emergencies additional support will be obtained through mutual aid as allocated by the Cumberland County EOC.

#### III. CONCEPTS OF OPERATIONS

##### A. General

1. Frye Island emergency personnel responsibilities in disasters will remain the same as in daily operations.
2. Raymond Emergency support will continue unless demand exceeds their capability. Then mutual aid will be requested through the County EOC.

##### B. Phases of Emergency Management

###### Mitigation & Preparedness

- Town of Frye Island maintains a trained and equipped First Responder capability.
- *Town of Frye Island maintains and periodically updates a roster of medical personnel on the Island. (See TAB A-11, EPRB).*\*
- The Town of Raymond maintains the 911 Dispatch Center to serve the Town of Frye Island.
- The Town of Raymond by contract provides Frye Island Emergency Medical and Rescue Services.
- Develop mutual aid agreements and understandings with other emergency services in neighboring communities. See Tab D, EPRB for possible sources.

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\* C-1, 30 July 2004  
FI EP Sept. 2003

### **Response**

- Deploy Emergency Medical and Rescue services as required in an emergency.
- Rescue and using Raymond Rescue, transport injured people to medical care facilities.
- Provide medical services at reception centers, feeding facilities and shelters.
- Maintain communications with the Town EOC, Medical Facilities and other emergency response agencies as required.
- As appropriate assist in containing the impact of any hazardous materials.
- Maintain records of all decisions, activities, financial expenditures and use of emergency medical and rescue resources.

### **Recovery**

- Continue emergency medical and rescue activities as long as necessary.
- Inventory supplies and equipment and re-supply to pre-emergency levels.
- Prepare a report including lessons learned on emergency response problems and recommendations for improvements.

## **IV. ADMINISTRATION AND LOGISTICS**

### **A. Policies**

1. The Emergency Medical and Rescue Agencies will maintain an inventory of all equipment and resources.
2. Staff Rosters will be kept up to date.
3. Coordination of emergency medical and rescue activities will emanate from dispatch headquarters for day to day operations and the Town EOC in a disaster situation.

### **B. Preservation of Records**

Records of Emergency Medical and Rescue activities will be maintained and preserved. These records shall include financial records, response activities, purchasing, personnel, situation and damage assessment reports and logs of activities and communications.

### **C. Reporting**

1. Emergency Medical Rescue Agencies will report casualties, deaths and observations to the appropriate Emergency Operations Centers.

2. An event log will be maintained which notes the events and response actions.
3. Records will be maintained of resources acquired and financial obligations.

**D. Agreements and Understandings**

Town of Frye Island will maintain contract with Town of Raymond for Rescue Services.

## Appendix 6, ANNEX D

### FRYE ISLAND FERRY OPERATIONS

#### I. PURPOSE

To outline responsibilities, obligations and planning for Frye Island Ferry operations in emergencies when extra measures must be taken to protect lives and property.

#### II. SITUATIONS AND ASSUMPTIONS

##### A. Situation

1. The only vehicle traffic link from the mainland to Frye Island and back is by the Town Ferry System. Foot traffic is possible by private boats or the ferry. In fire and rescue emergencies the ferry operations will render first priority to the emergency.
2. The Director, Ferry Department supervises ferry operations. In emergencies, aside from normal day to day responsibilities, the Director shall be guided by the direction of the Town Manager, Town EOC and this Appendix on emergency operations.

##### B. Assumptions

1. The Ferry System Director is aware of his Departments resources and its ability to meet the emergency access and evacuation needs for the Island. (See also Annex F, Emergency Evacuation).
2. There is currently no mutual aid plan for Island evacuation.

#### III. CONCEPT OF OPERATIONS

##### A. General

- 1 The ultimate responsibility for providing ferry service during any emergency rests with the Town Ferry Department.
- 2 The Ferry Director in coordination with the Town Manager will manage routine activities of his department.
- 3 During major emergencies/disasters the Ferry Director will report to the Selectmen, town Manager and Town Emergency Director through the Town EOC by radio or physical contact.
- 4 Dependent on the emergency or disaster a command post may be established at the mainland ferry landing.

##### B. Phases of Emergency Management

###### Mitigation

- Develop, maintain and periodically exercise emergency response plans for ferry operations in the event of major emergencies or disasters.

- Assess and develop optimum evacuation procedures by ferry for intermediate and long term evacuation of the island, assuming adequate notice allows vehicular evacuation
- Develop optimum safe load plans for fire fighting equipment considering the 40 ton capacity of the ferry.
- Develop crew and logistics emergency plans to sustain 24 hours per day operations, to include the impact of lost electric power at landings and refueling.
- Insure ferry system is maintained at a state of readiness needed to meet emergency/disaster needs.

### **Preparedness**

- Place all equipment in a full readiness posture to include refueling and routine maintenance.
- Place all crews on full standby and review emergency plans.
- Make radio checks to town net (including EOC) and Raymond Dispatch.
- Assess weather conditions and report first evaluation to the Town Emergency Director and Town EOC.
- Verify scope of anticipated ferry operations with town EOC and Emergency Director. (Emergency equipment to Island, Evacuation of Islanders Combination?)
- Insure adequate preparations for ferry moorage in adverse weather conditions.
- Assess need to open command post at mainland ferry landing.

### **Response**

- Suspend all normal ferry operations.
- Execute ferry operations based on the level of the emergency/disaster and as directed by the Town EOC.
- Maintain regular contact with Town EOC on level of activities.
- Under a total Island Evacuation Mate will document the following for evacuees (*See Tab C, EPRB for Evacuees Registration Form.*) This effort may warrant volunteer assistance.

- \* Names (Family and number in car.)
- \* Island address
- \* Destination

- If available provide directions to off Island assembly area or shelter.
- Insure mainland ferry landing and access road is kept clear.
- Ferry Department Director will exercise discretion as to safety of operations under changing weather conditions.
- Maintained detailed log of events and related costs.

### **Recovery**

- Coordinate repairs to essential equipment and services.
- Resume normal operations in accordance with Town EOC guidance as to access priorities of recovery personnel, equipment and Island property owners.
- Participate and provide input to after action reports and critiques.
- Assess lessons learned and make recommendations for changes to the Town Emergency Plan.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Frye Island Selectmen along with the Town Manager and the Ferry System Director are responsible for carrying out ferry system actions.

## **V. DIRECTION AND CONTROL**

- A. Frye Island has a Ferry System Director. (See town Emergency Line of succession Figure 1, Annex A).
- B. When local resources are insufficient, support will be requested for mutual aid or emergency contracts will be considered.
- C. The Ferry System Radio Frequency is Channel 6 at 158.835 Mhz.
- D. The Ferry System Director will be notified by Town Emergency alert systems.
- E. The Ferry System Director or Senior Ferry Captain will maintain contact with Town EOC in emergency/disaster situations.
- F. A mainland ferry landing command post will be opened if necessary.

## **Appendix 7, ANNEX D**

### **HEALTH AND MORTUARY SERVICES**

#### **I. PURPOSE**

To outline preparations for a disaster situation with regard to Health and Mortuary services.

#### **II. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

1. In a major disaster, Frye Island could be effected by the need for increased Health Care and Temporary Mortuary services.
2. Frye Island Emergency Management will be responsible for making the necessary preparations should the need arise to expand Health and Mortuary Functions. The County Emergency Management Agency will act as coordinator, when requested to assist the Town of Frye Island in obtaining additional equipment, manpower and supplies.

##### **B. Assumptions**

The hospitals in Cumberland County are capable of establishing Emergency Services with proper notification. All area hospitals have disaster plans. (See Section III e, Appendix 1, Annex B Communications and Warning.)

#### **III. CONCEPT OF OPERATIONS**

- A. There is no County Health and Mortuary Agency. It is up to the Frye Island Emergency Director to prepare for disaster related health issues to include:
  - Control of communicable diseases.
  - Inoculations if necessary.
  - Sanitation
  - Evacuation of the handicapped.
  - That emergency shelters have adequate medical coverage and supplies.
- B. For mortuary needs the Town Emergency Director, in coordination with appropriate service agencies and the County EMA, will develop a recovery and evacuation plan for bodies resulting from major disasters.
- C. A list of funeral homes will be maintained at Tab D, EPRB as addressed in Annex I, Resource Management.