

Basic Emergency Operations Plan

Frye Island, Maine --- 9/30/2003

I. PURPOSE

To develop and implement an emergency management program for the Town of Frye Island, Maine. The resources of government agencies, Federal, State and Local, other agencies and organizations shall be utilized for emergency management/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

See “[FORWARD](#).” Pages iii and iv this Plan.

III. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Frye Island is located in the Western portion of Cumberland County, west of Portland, in Sebago Lake containing approximately 1,000 acres and a population of 3,000 (peak). The geographic characteristics vary from lakefront to inland forest. Elevations range from 261 (MSL) along Sebago Lake to 384 feet on an inland ridge. The island is served by town owned ferries and normally inhabited seasonally (The last weekend in April to the first weekend in November). Thus any major emergency event in the off season may not be dealt with until the Island reopens.
2. Frye Island is vulnerable to many types of disasters, man-made, natural and technological that would affect portions or the entire 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 or property.
3. A limited hazard analysis for the Town reveals the following potential hazards as requiring emergency planning.
 - Hurricane/tropical storm.
 - Severe summer storm.
 - Wildfire (deemed a major concern).
 - Urban fire (potential of spread due to propane tanks at camps)
 - Transportation Incident (primary concern is related to ferries).
 - Hazardous materials (propane tanks, water treatment chemicals and ferry related fuel spills.)

B. Assumptions

1. Some situations may occur with ample warning time while others, may occur with little or not warning.

2. The Frye Island Selectmen are aware of the possibilities and their responsibilities as outlined in [Annex A, Direction and Control](#).
3. Depending on the severity and magnitude of the situation, the Town may not be able to cope effectively. It may become necessary to request assistance through volunteer agencies and local Cities and Towns in accordance with the Regional Disaster Aid Agreement for Cumberland County. (See current Cumberland County lists at **Tab A, Town of Frye Island Emergency Plan Resources Book**).
4. Time frames for any operation in emergency phases depend on the situation.

Example: A hurricane situation gives plenty of lead-time for warnings and response preparations. A hazardous materials incident would give no advance warning. In any situation, the type of disaster involved will determine the recovery required.

IV. CONCEPT OF OPERATIONS

A. General

1. The overall authority at the local level lies with the Frye Island Selectmen, who are ultimately responsible for protecting lives and property in an emergency/disaster situation.
2. Emergency Management functions are defined in the Emergency Plan of Government and the Standard Operating Procedures for the Town of Frye Island found in [Annex A, Direction and Control](#).

B. Phases of Management

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

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. When Frye Island Emergency Management anticipates the exhaustion of its resources, related to any emergency, it shall contact the Cumberland County Emergency Management Agency for assistance. The County is the coordinator for assistance of resources and shall request State assistance in those cases where Local and County Resources cannot meet response or recovery requirements.
2. To facilitate local operations and supplement this Plan as a **Town of Frye Island Emergency Plan Resources Book (EPRB)** will be maintained. In addition to supplemental material included therein, selected forms, lists and data from this Plan will also be included for ease of reference.

3. Each Town organization and department is responsible for developing and maintaining their emergency management procedures and standard operating procedures.

B. Assignment of Function and Responsibilities by Organization

At [Figure 1](#) is a matrix that assigns in the Emergency Functions and Responsibilities by Organization related to the Town of Frye Island. Each function has an organization assigned to it with either primary or a support responsibility. While only highlighted in the matrix, they will be addressed in detail in the following Functional Annexes.

- [Annex A, Direction and Control](#)
- [Annex B, Communications and Warning](#)
- [Annex C, Emergency Public Information](#)
- [Annex D, Emergency Services](#)
- [Annex E, Emergency Shelters](#)
- [Annex F, Evacuation](#)
- [Annex G, Disaster Recovery](#)
- [Annex H, HAZMAT, Radiological Protection](#)
- [Annex I, Resource Management](#)
- [Annex J, SOP's for Potential Town Emergencies](#)

VI. DIRECTION AND CONTROL

A. General

In the event of an emergency/disaster in the Town of Frye Island the Selectmen, Town Manager and Emergency Director can implement the emergency operations Plan.

The chain of command is from the Board of Selectmen to the Town Manger and Local Emergency Director.

The Frye Island Emergency Operations Center is located in the Frye Island Central Fir Station. It will provide all direction and control activities. This EOC will be a fully qualified facility under Federal Criteria, capable of sustaining operations involving 10-20 people for 5 days.

Should re-location become necessary, the alternate EOC located at the Frye Island Community Center would be activated. If total evacuation is necessary, a mobile EOC would be co-located at the Raymond Safety Center on Route 302. It is also likely that a Command Post would be established at the mainland Ferry Landing.

B. Responsibilities

1. The Frye Island Selectmen have ultimate responsibility for Direction and Control over the town activities related to emergencies and disasters.

2. As detailed in the **Town of Frye Island Emergency Management and Civil Preparedness Ordinance**, the Frye Island Emergency Director, as appointed by the Selectmen, has the direct responsibility for implementing the plan, to include:
 - Direction and Control
 - Authority and responsibility to direct the emergency response by effectively using available resources.
 - Planning and organizing the accomplishment of assigned missions as exercised through written plans, policies, standard operating procedures and direct instructions.
3. The Town's Assistant Emergency Directors will assist the Town Emergency Director in all phases of the program. One Assistant Director shall assume the responsibilities of the Emergency Director in his absence. The other Assistant Director will be the EOC Operations Officer and Emergency Planner.

VII. CONTINUITY OF GOVERNMENT

- A. The Emergency Plan of Government, detailed in Annex A, Direction and Control, provides for relocation of the Local Government, in an emergency/disaster situation, to the primary or alternate EOC, as required.
- B. Lines of succession for Frye Island are shown in Figure 1, Annex A, Direction and Control.

VIII. ADMINISTRATION AND LOGISTICS

A. Reporting

1. Records shall be maintained of all expenditures in an emergency disaster situation. A full accounting shall be provided the Frye Island Selectmen at the termination of the incident.
2. Records will be maintained in the detail necessary for disaster, after action, state and federal funds claims.
3. Responsibility for submitting local reports to the Cumberland County Emergency Management Agency rests with the Local Government officials or the Town Emergency Director.
4. Assisting agencies shall provide reports as deemed necessary.
5. Logs and status boards shall be maintained in the EOC to record response actions taken. Copies shall be filed for lessons learned and after action analysis and reporting.

B. Agreements

1. An annually renewable, written contract exists between the Town of Frye Island and Raymond Fire and Rescue Departments.
2. Frye Island maintains an annual contract with a private security firm (Designated as Frye Island Police) for police services. In the event of lack of local resources, backup will be requested from the Cumberland County Sheriff's Department.

3. The Fire and Rescue contract with Raymond includes 911 notification and dispatch of Raymond resources as mutual aid in support of Frye Island resources. Initial 911 address is the Cumberland County Sheriff's Dispatch Center.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Frye Island Emergency Director is responsible for development and maintenance of Town Emergency Plans, to insure they are compatible with resources available to the Town of Frye Island.
- B. The Plans shall include the Standard Operating Procedures (SOP's) for the Potential Town Hazards listed in Section III, A, 3 of this Basic Plan. These SOP's will be maintained as Annex J, this Plan. (Copy also at Tab B, EPRB.)
- C. Plans shall be updated as required and changes recorded on the "Record of Change" maintained at the front of this plan and the EPRB.
- D. Plans shall become effective upon approval of the elected Officials and signed by the Board of Selectmen.
- E. Plans shall be reviewed annually and any revisions made by the Frye Island Emergency Director. He in turn shall notify the County Emergency Management Agency regarding changes in personnel and resources.
- F. Training exercises shall be held as deemed necessary to provide practical experience, exercise the plan and identify deficient areas.
- G. Special needs of the handicapped and elderly are addressed in Annex B, Communications and Warning and Annex E, Emergency Shelters.

X. DEFINITIONS AND ACRONYMS

See "[FORWARD](#)." Pages iii and iv this Plan.

XI. MAPS LOCATED IN FRYE ISLAND EOC

The following maps at Town Central Fire Station shall be transportable if relocation to alternate EOC is required.

- Elevation maps
- Town street and fire lane maps
- Tax maps with lot numbers
- Map of density; location of cottages, open land, special facilities, Community Center, Administration Building, Golf Course Clubhouse Etc.

Note: Elevation and city street maps are available through:

Portland Council of Governments
State Emergency Services Bureau
Portland Water District

Posted: 9/3/2006

PROMULGATION STATEMENT

**The Officials for the Town Of Frye Island, hereby adopt the following
Emergency Operations Plan, this _____ day _____ of 2003.**

Date:

Signature:

Title: _____ Signature: _____

FORWARD

FRYE ISLAND EMERGENCY OPERATIONS PLAN

The development of a Town Emergency Operations Plan must be based on specific authorities, references and definitions. It will also include a number of acronyms. To aid users the following References, Definitions and Acronyms are published as a Forward to this Plan.

REFERENCES:

- Federal Civil Defense Act of 1980, Pub. L 81-920, as amended
- The Disaster Relief Act of 1974, Pub. L 93-288, as amended
- Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct.1, 1980.)
- Maine Bureau of Civil Emergency Preparedness Act Title 37B, Chapter 13.
- FEMA CPG 1-5 Objectives for Local Emergency Management July 1984.
- FEMA CPG 1-20, Emergency Operation Center EOC Handbook February 1982.
- All other CPS's as needed.
- State of Maine Emergency Operations Plan, August 1980.

DEFINITIONS:

ANNEX: Provides 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, Public Information etc.

ORGANIZATION ANNEX: Developed for all groups with Emergency Management responsibility. They may serve as a SOP (Standard Operating Procedures). If necessary, SOP's may be an attachment to an Organizational Annex.).

APPENDIX: Supplemental to an Annex providing in depth information on procedures or systems.

ATTACHMENT: Information available for reference

BASIC PLAN: Summarizes policies, responsibilities, and procedures used in comprehensive emergency management.

DISASTER: An Emergency situation of an intense or widespread nature threatening life, health, safety or property.

EMERGENCY: Excess demand on Local Government services; unexpected and/or unusual situations threatening life or property. Disaster or Emergency may be man made, natural or technological.

HAZARD: A potential event or situation that presents a threat of life and property.

MITIGATION: Action taken which eliminates or reduces the effects of a hazard.

ACRONYMS:

- **BEOP** **Basic Emergency Operations Plan**
- **CPG** **Civil Prepareded Guide**
- **DEP** **Department of Environmental Protection**
- **EAS** **Emergency Alert System**
- **EMA** **Emergency Management Agency**
- **EOC** **Emergency Operations Center**
- **EPI** **Emergency Public Information**
- **EPZ** **Emergency Planning Zone**
- **FEMA** **Federal Emergency Management Agency**
- **JIC** **Joint Information Center**
- **MEMA** **Maine Emergency Management Agency**
- **PIO** **Public Information Center**
- **SOP** **Standard Operating Procedure**

FRYE ISLAND, MAINE
EMERGENCY OPERATIONS PLAN
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To facilitate local operations and supplement this Plan and its Annexes a **Town of Frye Island Emergency Plan Resources Book (EPRB)** will be maintained.

Though there will be some redundancy with the Plan, the EPRB is intended to provide easy access to reference material for:

- Communications
- Operations
- Assorted Records, Reports and Forms
- Sources for equipment, medical, transportation and materials/supply needs.

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.

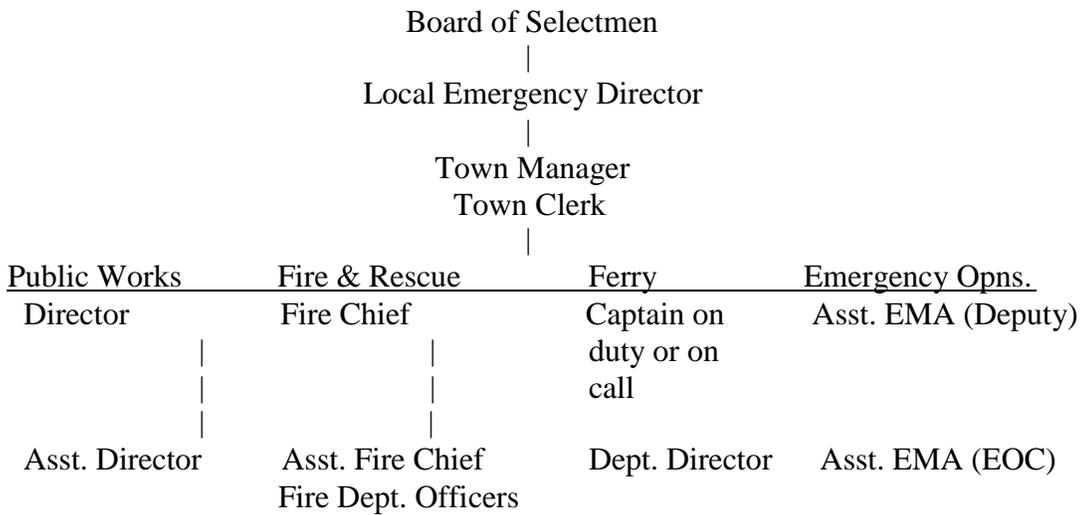
IV. CONCEPT OF OPERATIONS

- 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.

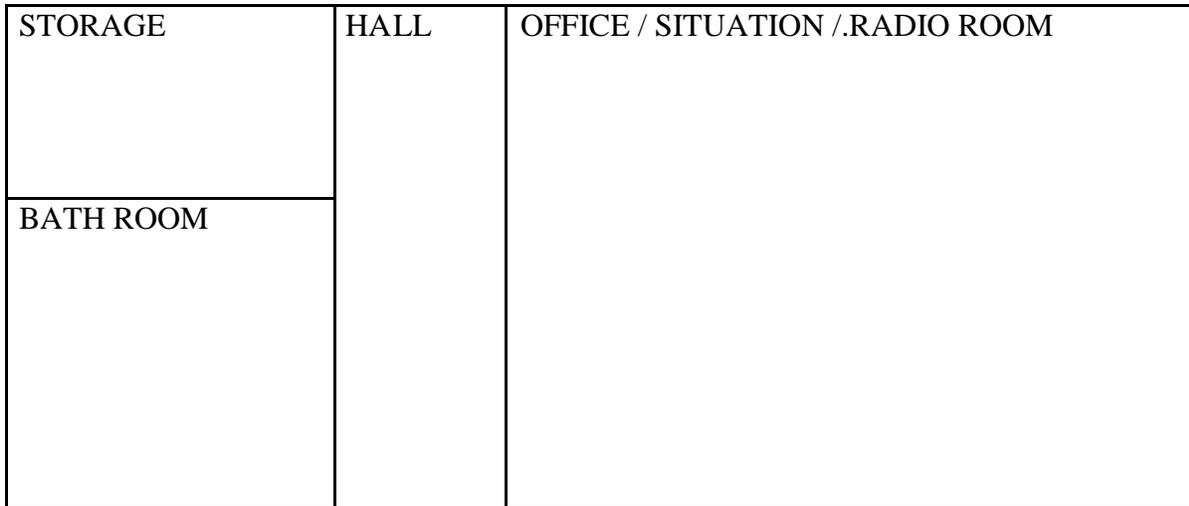
EQUIPMENT READINESS- All equipment shall be maintained at a state of operational readiness.

- E. Operation of Mechanical Equipment
1. Upon activation of the EOC, gasoline supplies should be verified and all vehicle and equipment tanks filled.

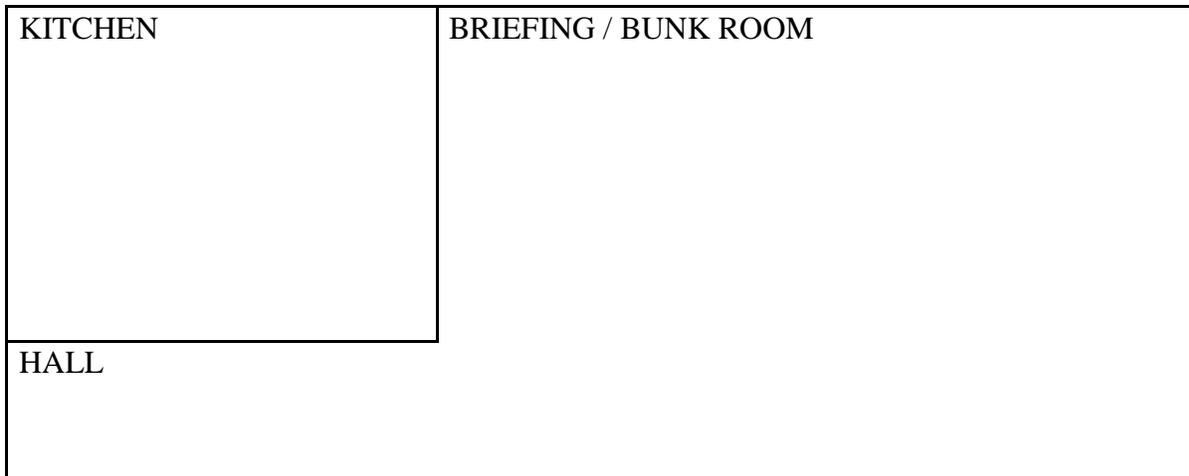
Figure 2
DIAGRAM OF EOC

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.

ANNEX B

COMMUNICATIONS AND WARNING

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ANNEX B

COMMUNICATIONS AND WARNING

I. PURPOSE

To establish procedures to warn key officials and the general public of ANY highly probable and immediate danger and to document the communication procedures with State and County Emergency Management Agencies 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 emergency/disaster situations.
2. Emergencies/disasters vary greatly in predictability and spread 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 local jurisdictions and the State Emergency Management Agency. The need for detailed communications planning is highlighted in ANNEX -A, Direction and Control.
4. Town communications (phone, radio and runner) link all Town departments.

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. Individuals are responsible for learning warning signals and taking recommended actions.
3. Frye Island's communications network, provides for daily routine traffic and during emergencies is capable of receiving traffic from the County EOC to:
 - Public Works
 - Police
 - Ferry
 - Fire
 - Rescue
 - Local Emergency Management

Warnings for and communications to Primary Support functions is addressed in Appendix 1 this Annex. The primary warning will notify Portland hospitals of any impending disaster situation.

III. CONCEPT OF OPERATIONS

A. General

1. The concept of warning typically includes notifying the organizations and individuals with emergency management responsibilities and communications with the general public to ensure that they are aware of a dangerous situation.
2. Frye Island Emergency Management warning system is consistent with Cumberland County Emergency Management's. A warning may originate from State Emergency Management, Cumberland County Emergency Management, Portland Primary A Point (Portland Public Safety Communications), NAWAS (National Alert Warning System), or Portland Weather.
3. When the County Emergency Operations Center (EOC) is activated, the primary warning Point is shifted from Portland to the County EOC. Local Warning originates from the Town EOC.
4. Alerting of Key officials is done by a "fan-out" system. (See Attachment 1, this ANNEX for the Frye Island procedures.)
5. When deemed necessary, the media can be asked to do public service announcements. The Emergency Broadcast System for Cumberland County is with WGME-TV in Portland. County Emergency Management make the request to Broadcast, but it is at the Station Managers discretion. If possible, the Town of Frye Island web site will also carry appropriate information.
6. The Fire Department activates the Town Siren System
7. **Frye Island's Emergency Management Radio Communications** are outlined in Appendix 1 this Annex. During an emergency situation, representatives from each department will man their radios and the Town EOC will control message traffic and keep 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 Portland Public Safety Headquarters. The fan-out system is tested bi-monthly. Once the EOC becomes activated, it becomes the primary point. The County/Town radio net is tested monthly.

2. Preparedness:

Frye Island's EOC notifies key officials per Annex A, Direction and Control. (See Town "Fan-Out" System, Attachment 1, this Annex.)

3. Response and Recovery:

All emergency management personnel should respond to the EOC as outlined in Annex A, Direction and Control and should remain activated until the situation has reached a point that the locals can handle without County Assistance.

IV THE WARNING PROCESS (ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES)

- A. At the National Level a Homeland Security Advisory System exists (See Attachment 2, this Annex). It will be activated if there is a need to disseminate warnings regarding the risks of terrorist attacks on American interests.
- B. The State warning process is a “fan-out” system and consists of the following 3 types of messages.

FAN-OUT TEST:

Initiated by State Emergency Management Bi-Monthly. Can be initiated by County Emergency Management to test glitches found in the system.

WEATHER:

Severe weather Warnings may be initiated by the National Weather Service (NWS), State or County Emergency Management. The Warning may be upgraded to a Watch in cases such as tornado when the change can be drastic and quick.

EMERGENCY MESSAGE:

Initiated by NAWS, State or County Emergency Management, or Primary Point.

- C. The Fan-Out system is transmitted on State Fire Frequency 154.31 to all towns with State Fire capability (includes Frye Island). The average mean time for the entire “fan-out” is 3 minutes.
- D. The Town of Frye Island is not located in an area of frequent flooding. On rare occasions, there are isolated areas that are prone to flooding, such as Town of Raymond roads with undersize road culverts. Such Raymond roads may be located on the mainland and serve as access roads to the Frye Island mainland ferry landing.
- E. *There are no known non-English speaking groups in the Town of Frye Island. Based on a Fall 2003 survey there are hearing impaired persons on the Island. (See TAB A-10, Handicapped EPRB).**

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- F. The Town Emergency Director shall:
1. Establish the Town warning point at an installation that is/or can be manned 24-hours a day. (Town of Raymond Dispatch, Frye Island Central Fire Station, Frye Island Community Center or Town Administration Building).
 2. Maintain an up to date list of key Emergency Management and Local government officials at the warning point in order that all may receive the warning in a minimum amount of time. (See Frye Island Emergency Notification Roster, Attachment 3, this Annex. Copy also Tab A EPRB.)
 3. Establish an audible alarm system capable of being heard by all of the citizens of the Island. In areas where an audible system may not be heard, a mobile system *to include handicapped notification** using the Fire Department ambulance will be used. This maybe supplemented by neighborhood telephone fan-out notification. The Town siren should be tested at least monthly on a Saturday or Sunday. Portable radios shall be exercised based on daily usage.
 4. Educate the people to recognize the warning signals utilized and associated with survival actions. Provide appropriate background information on the Town Website.
 5. Conduct a monthly test of Town warning devices to familiarize the public with the sounds and to check equipment operability. Coordination with surrounding communities will aid in eliminating any confusion during tests.
 6. Advise the County EMA Director immediately of any change of telephone number(s) of the Town Warning Point(s).
 7. Bi-annually review the Local Warning Annex to ensure it is up to date.
 8. Upon activation of the County Emergency Operations Center, County will assume responsibility for NAWAS. Thereafter, warning and other messages will be disseminated over the County/Town Emergency Communications net.

V. PUBLIC OUTDOOR WARNING SIGNALS AND ACTIONS

Outdoor warning signals shall be used to warn the public of:

- An Attack against this country.
- Peacetime Emergencies

A. ATTACK WARNING SIGNAL

A series of 30 second tones for 3-5 minutes of sirens activation or a series of short blasts on air horn repeated as necessary. The “attack warning signal” is a civilian

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warning used to notify civil authorities that an actual attack against this country has been detected and protective action should be taken immediately. All clear will be signaled by single, one minute tone or notification by mobile loudspeakers.

1. The following is a test from an actual attack warning which would be disseminated over NAWAS.

“ATTENTION ALL STATIONS. EMERGENCY!- THIS IS AN ATTACK WARNING. TIME IS _____, DATE IS_____.
2. Each warning point will answer the roll call by answering with its name followed by: (Example: FRYE ISLAND ATTACK WARNING).
3. The attack warning signal will be sounded in the highly unlikely event of an “Accidental Launch”, which threatens Cumberland County with a possible Nuclear Detonation Impact, without detonation in another area. Example:
ATTACK WARNING, ACCIDENTAL MISSILE LAUNCH.
ADVISE POPULATION TO TAKE COVER IMMEDIATELY.
4. In support of this, the Associated Press and the United Press will disseminate all warnings to their radio, television and newspaper subscribers.
5. On receipt of the “Attack Warning” the following actions should be taken by the Emergency Director. If not already done, the alarm should be sounded and:
 - Staff the local emergency operations center and enter the radio net with County.
 - Tune in the Emergency Broadcast System (radio station WGAN-FM)
 - Assemble local government personnel at the EOC.
6. Because a Missile Launch may involve a nuclear weapon, a series of priority actions are appropriate and should be executed.
See Attachment 4, this Annex. (Copy also Tab B, EPRB.)

B. PEACETIME EMERGENCY ATTENTION OR ALERT SIGNAL

A 3 to 5 minutes steady tone on sirens, horns or other device. This is used to get the public's attention in times of peacetime emergencies. All clear will be signaled by three short tones or notification by mobile loudspeakers.

1. NAWAS will disseminate messages in the event of accidental Missile Launch to part of the U.S. not in the threatened area, where no protection actions are required. Example:
ATTENTION OR ALERT. ACCIDENTAL MISSILE LAUNCH
CUMBERLAND COUNTY NOT ENDANGERED. NO ACTION
REQUIRED. TUNE TO RADIO FOR FURTHER INFORMATION.
2. On receipt of the Attention or Alert Warning, Local Emergency Director should take the following actions.
 - a. Sound the alarm.
 - b. Staff the EOC and enter the radio net with County.
 - c. Tune to local Radio or Emergency Broadcast Stations, to gain additional information transmitted nationally.
3. Termination of warnings will be issued by State or County Emergency Management Agency and fanned out over the warning system. Town EOC will take appropriate local action.

V. WEATHER WARNING

Portland Weather Service will transmit weather Watches or Warnings over NAWAS (National Alert Warning System), to the County Warning Point for dissemination to all warning points. All watches and warnings will be transmitted for an established period of time. As appropriate Town EOC will be activated and emergency notification initiated.

VI. TESTING

- A. Unannounced tests and exercises will be conducted periodically.
 1. The term "FAN-OUT" will be relayed utilizing the warning system.
A typical Fan-Out message may read:
"ATTENTION ALL STATIONS, THIS IS A FAN-OUT TEST.
REPEAT. THIS IS A FAN-OUT TEST. TIME _____, DATE_____.
 2. Immediately upon receipt of a Fan-Out test, Weather Warning or Emergency Message, each point will Fan-Out the message to their designated personnel and departments.

- B. A form will be provided by the County Warning Point for recording data on the Warning. The form should be completed in duplicate and the original forwarded to County Emergency Management within 24 hours. (Copy of form at Tab C EPRB).

VII. TIME CONVERSIONS

- A. Any warning message from FEMA National or Regional, whether real or a test will include the time given as ZULU. This is necessary in view of the many time zones involved in the United States. For quick reference: EST-5 hours EDT 4 hours.
- B. The Maine State Warning Point should convert this to Eastern Standard Time (Or Eastern Daylight time, as applicable) before disseminating the warning.

Attachment 1, ANNEX B

Frye Island “Fan-Out” Alert System

In most cases the Town Administration Office (Town Warning Point) will receive the initial notification of any emergency and will notify EMA staff. Other options include an alert (fan-out) call/tone from State Fire or Raymond Dispatch. The Town Fire Department, Ferry and Administration Office should receive Tone notices.

Transmitter

Recipient

Raymond Dispatch/State Fire
(Radio Tone)

Town Administration, Fire Department, EMA,
Cumberland County Sheriff, Ferry

Administration Office_____

Selectmen, EMA Director

EMA Director _____

PWD Director, Ferry Captain, Deputy Chief,
Sheriff/Town Police, Asst. EMA Directors

Fire Department_____

Asst. Fire Chiefs and Volunteers

EMA Director/Board of Selectmen _____

As appropriate execute Town wide siren alert and
Emergency Plan.

Attachment 2, ANNEX B

Copy also at Tab A EPRB

Homeland Security Advisory System (HSAS)

Threat Conditions characterize the risk of terrorist attack to American interests. Protective Measures are the steps that shall be taken by government and private sectors to reduce vulnerabilities. The HSAS establishes the following Threat Conditions with the noted associated suggested Protective Measures.

Low Condition – GREEN

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them

Guarded condition – BLUE

General risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command location
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information

Elevated Condition – YELLOW

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current information; and
- Implementing, as appropriate, contingency and emergency response plans.

High Condition – ORANGE

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, these may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies
- Taking additional precautions a public events;
- Preparing to work at an alternate site or with a dispersed workforce; and Restricting essential personnel only.

Severe Condition – RED

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams.
- Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs.

Attachment 3, ANNEX B

Frye Island Emergency Notification Roster w/Phone Numbers *

Please note that this Roster is for an emergency or disaster with prior warning, i.e. a hurricane or major rainstorm. **Frye Island personnel phone numbers are only local.** In case of an actual emergency response, the notification of the Public Works Department and Ferry is simultaneous over the radio, issued by Local Emergency Director or in case of fire and medical emergency, Raymond Dispatch. All Frye Island radios on Island have scanning capabilities.

State Fire		Radio frequency 154.31
State Fire Service (South Region/Augusta)		1-800-452-4664 1-207-287-2275
County EOC		Radio frequency 155.76
Raymond Dispatch		911 or 655-5871, Radio Freq. 158.83
Frye Island Town Hall		655-4551
• Town Manager & Town Clerk	Wayne Fournier	(h) 655-2834
• Asst. Town Clerk/ Office Manager	Nancy McEnany	655-4551
EMA		
• Director/Fire Chief	Steve Persson	(h) 655-4291
• Asst. EMA	Fritz Mueller	(h) 655 2238
• Asst. EMA/EOC Officer	Vacant	
Selectmen	(1 st Selectman)	
	Jim Kuiken	(h) 655 7461
	Bob Roberts	(h) 655-7835
	Dave Decker	(h) 655 4357
Frye Island Ferry: On Schedule		655-4258
Off Schedule/on call		Raymond Dispatch
Director	Kevin Lamarre	(h) 655-4441
Frye Island PWD		655-7493
• Director	John Crosby	(h) 655-7013
Frye Island Fire Department		655-8618
• Asst. Fire Chief	VACANT	
• Dept. Personnel		Radio alert call
Critical Facilities		
• Golf Course Clubhouse		655-3551 (Fairway Lane)
• Frye's Leap Store & Café		655-4256 (1 Sunset Drive)
• Frye Island Community Center		655-3893 (Highpoint Drive)

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Attachment 4, ANNEX B
(Copy also Tab B, EPRB)

Priority Actions in Case of a Launch of a Nuclear Weapon

In the event a warning must be issued regarding the launch of a nuclear weapon the following are possible alert messages and the required actions/responses.

MESSAGE: WARNING OF A MISSILE LAUNCH

The county/local fan-out systems will be activated.

County Response

- Assist in fan-out
- Initial contact with Emergency Broadcast Station
- Warn citizens to take cover immediately.

Local Response

- Activate EOC and establish communications with County EMA.
- Participate in warning efforts.

For areas within about 500 miles of the threatened area and elsewhere in the USA.

- Activate EOC's and establish communications with County EMA.
- Advise Citizens that protective actions are not necessary at this time, but to listen to the radio/TV for further instructions.
- EOC Staff should prepare to coordinate fallout shelter efforts.

MESSAGE: NUCLEAR DETONATION (NUDET) HAS OCCURRED

Threatened Area Response.

- Instruct citizens to remain under cover.
- Conduct emergency operations as feasible.

Within about 500 miles of the threatened area.

- Advise Citizens to prepare PROMPTLY to protect themselves from fallout (if NUDET proves to have been a surface burst).
- Public instructions are included in ANNEX C, Emergency Public Information.
- Mobilize RADEF system.
- Prepare to provide support for affected or impact areas, if requested by MEMA.

Elsewhere in the USA.

- Provide Emergency Public Information (EPI). (See ANNEX C)
- Areas with potential fallout threat should mobilize the RADEF system and prepare to take measures for Radiological protection.

MESSAGE: IMPACT OCCURRED WITHOUT DETONATION

Jurisdictions in the threatened area

- Advise citizens to remain under cover until further notice.
- Consult State Officials to determine if the unexploded weapons presents a threat.

Within about 500 miles of the threatened area.

- Advise citizens that fallout protection will probably not be required as a result of that weapon.
- Phase down EOC Staffing as instructed by MEMA.

Elsewhere in the USA.

- Advise Citizens that no NUDET occurred and that there will be fallout threat as a result of that weapon.
- Phase down EOC staffing as instructed by State.

MESSAGE: NUDET IDENTIFIED AS A BURST (no fallout resulted).

Jurisdictions in the threatened area.

- Citizens should remain undercover
- Conduct Emergency operations as feasible.

Within about 500 miles of the threatened area.

- Advise citizens to suspend actions to protect themselves from fallout.
- Provide support for impact area, if requested by MEMA.

Elsewhere in the USA.

- Advise Citizens that there is little threat of fallout.

Appendix 1, ANNEX B

Frye Island Communications and Standard Operating Procedures

I. PURPOSE

To establish, operate and maintain communications with facilities which will enable the Town of Frye Island to communicate better with local, state and federal agencies during emergencies.

To provide emergency response capabilities and guidance in the event of a large-scale emergency.

II. SITUATION AND ASSUMPTIONS

A. Situations:

1. The Town Emergency Operations Center (EOC) provides communications facilities over which the Town can discharge its Emergency Functions during man-made or natural disasters.
2. The EOC includes or should include all those communications facilities necessary for the Town to Communicate to subordinate entities as well as to echelons of State and County Emergency Management and to support mutual aid to adjacent towns.

B. Assumptions:

1. Frye Island Emergency Management is responsible for maintaining radio Communications between Frye Island and County EMA.
2. Continuity of government at all levels is dependent upon its ability to survive and function under any disaster condition.
3. Locations from which emergency communications systems area operated should have adequate onsite emergency power and fuel. All equipment should meet operational performance requirements of the emergency service it supports.

III. ORGANIZATION AND RESPONSIBILITIES

- A. The Frye Island Emergency Director, under the Direction of the Town Selectmen, is the overall authority for the EOC and its Emergency Communications.
- B. The Frye Island EOC Operations Officer, under the Supervision of the Town Emergency Director, is directly responsible for the activities and establishment of facilities in the EOC.

- C. Personnel of the Frye Island Departments, while under the direct control of their own department heads, and operating their own equipment shall respond to:
 - 1. The guidance of the Town EOC Operations Officer to effect coordinated communications during an emergency.
 - 2. The procedures outlined in the Frye Island Emergency Operations Plan and Annex A, Direction and Control.
 - 3. The procedures outlined in this SOP.

- D. The Frye Island Emergency Director appoints the Town EOC Operations Officer. Routinely one of the Asst. EMA Directors.

- E. When the EOC is activated, the EOC Operations Officer upon directions of the Town Emergency Manager should implement the following actions.
 - 1. Notify the radio operators to provide coverage on local and emergency management radios on a 24 hour basis, and place all Town and RACES stations on Standby Alert.
 - 2. Make sure all communications equipment in the EOC is checked out for operational readiness, and arrange for a test with all stations in all nets, both higher and lower echelons.
 - 3. Review and up-date as required communication plans and SOP's, including telephone numbers, radio call signs and the frequencies for emergency use.
 - 4. Review personnel assignments of all EOC personnel. Recruit additional personnel, as required and step up training of all communications personnel.
 - 5. Verify basic load of spare parts, fuses, tubes, etc and purchase shortages, as necessary from local suppliers.
 - 6. Review, update and distribute as required, warning plans, Frye Island Alert telephone listing for staff personnel and telephone listings of all subdivision warning points.
 - 7. Review procedures with all personnel responsible for receiving and disseminating emergency warnings.

IV. COMMUNICATIONS OPERATIONS FOR PRIMARY SUPPORT FUNCTIONS

As highlighted in Figure 1, Frye Island Basic Emergency Operations Plan, public works, fire/rescue and ferry departments and other agencies supporting the Frye Island EOC have specific Primary and Support Roles to include appropriate communications. These are outlined in the following emergency functions.

A. Maintain Law and Order

- 1. Primary responsibility falls to the Town Police with support from the Cumberland County Sheriff's Department or the Maine State Police. There is communications by radio through the County Emergency Operations Center to the Sheriff's and the State Police Mobiles.

2. Support responsibility is by the Cumberland County Emergency Management Agency; communications by telephone and emergency radio systems.
3. Support responsibility goes to the Town Selectmen. Communications is by telephone.

B. Rescue

1. Primary responsibility is the Raymond Rescue Unit by telephone (911) and 158.83, Mhz emergency radio from the Town of Raymond Dispatch Center.
2. Support responsibility to the Raymond Rescue Unit. Communications is by radio and telephone.
3. Support responsibility to the Local Government is by Fire Departments. Communications is either by radio or telephone.
4. Support responsibility is the County Sheriff's Deputy. Communications is by telephone only.

C. Firefighting

1. Primary responsibility is the Town Fire Department. Communications by radio from County EOC to Local Departments with radio in State Fire Net, 154.31 MHz. Town of Frye Island Fire 158.83 Mhz. By telephone to other Fire Departments or by radio to the sponsoring Emergency Management Agency.
2. Support responsibility is County Fire Task Force, by radio from County Emergency Operations Center to Mobile Firefighting units.
3. Support responsibility is State Forestry Department by 154.31 State Fire in the EOC to forestry districts and lookout towers at Shawnee Peak (Pleasant Mt) and occasionally fire radio to Forestry Lookout tower located in New Gloucester and Ossipee tower.

D. Debris Clearance

1. Primary responsibility is the Frye Island Public Works Director, for the town roads and state highway department for state roads.
2. Town EOC communicates by telephone to Central Maine Power and/or radio to County EOC for CMP support in power restoration.
3. The Town of Frye Island communicates to their Road Crew by radio.

4. State Highway District #6, Scarborough, by telephone, which in turn communicates to their crews in the area.
5. Need for mutual aid assets will be by radio from Frye Island Emergency Management to County EOC.

E. Transportation

1. The critical and primary transportation provided by the town is via its ferry system. It is critical during an emergency, as it is the only vehicular access to the Island. Communication is by Town radio net, telephone or runner.
2. Additional emergency transportation needs would occur if an Island evacuation was personnel only. Hence bus transportation from Off Island collection points to shelters would be necessary.

F. Medical

1. Primary support includes the following hospitals located in Cumberland County (phone prefix for all is 207.). Primary facilities for Frye Island are Maine Medical and the Bridgeton Hospital

<u>Location</u>	<u>Hospital</u>	<u>Phone #</u>
Bridgton	Bridgton Hospital	647-6000
Brunswick	Midcoast Regional Memorial Hospital Parkview Memorial	729-0181 373-2000
Lewiston	Central Maine Medical St. Mary's Regional	795-0111 777-8100
Portland	Maine Medical Center Brighton Medical Center (day surgery).	871-2381 879-8111
Westbrook	Mercy Hospital (open 8 am to 8pm.)	857-8174

Communications to all of the above medical installations is by telephone or through the hospital radio by contacting Raymond Dispatch.

2. Support responsibilities are:
 - Local fire radio in the EOC to all local fire departments.
 - Police by EOC telephone.
 - CCSO by EOC telephone to the State Police.

V. SUPPLIES

The EOC Operations Officer should maintain within the Central Fire Station a 30-day supply of all needed supplies to include communications materials required for emergency operations. The communications supply shall include logs, forms, message blanks, pencils, paper and a stock of spare parts for all radio equipment.

VI. TRAINING

- A. A 2-hour training program should be conducted quarterly for all positions in the Town EOC. Training should consist of handling live traffic from County/Town Emergency Management Agencies.
- B. Participants should be the Frye Island Permanent Emergency Management Staff, personnel from all other supporting agencies and volunteers from private life.
- C. Training should be conducted at the EOC. Each assignee should be familiar with their equipment and its operation, and with message handling procedures. (See Appendix 2, this Annex. In so far as is practicable, all personnel should be given familiarization training in other positions in the event there are shortages of personnel in an emergency.

VII. MAINTENANCE

The Frye Island Fire Department or Radio Communications Management, Falmouth, Maine, maintain all radio equipment in the Frye Island EOC.

VIII. SECURITY

It is the responsibility of the EOC Operations Officer to accept or reject any tentative assignee to the Town EOC.

The EOC Operations Officer, in fulfilling his responsibilities, has the authority to dismiss any assignee, when in his judgment, circumstances warrant dismissal and such action is approved by the Frye Island Emergency Director.

IX. COMMUNICATIONS EQUIPMENT IN THE FRYE ISLAND EOC

- A. Radio Services: See Attachment, Radio Communications Frequencies this Appendix.
- C. Commercial Telephone: Frye Island EOC: 655-8616.
See also Emergency Notification Roster, Attachment 2, Annex B.

Attachment, Appendix 1, ANNEX B
(Copy also at Tab A, EPRB.)

Frye Island Radio Communications Frequencies

<u>UNIT</u>	<u>FREQUENCY</u>
<u>County EMA</u>	155.76 Mhz
<u>State Fire</u>	154.31 Mhz
<u>County Hospitals</u>	Contact via Raymond Dispatch
<u>Raymond Emergency Dispatch</u>	158.83 Mhz
<u>FI Administration/Business</u>	<u>Channel 6:</u> F1 Business Trans./Rec 158.835 Mhz <u>Channel 7</u> (old not used) Trans/REc 151.955 Mhz
<u>FI Fire Dept./EOC</u>	<u>Channel 2,</u> Frye Island WPMN566 (Repeater) Trans.153.89 Mhz Rec. 155.985 Mhz <u>Channel 9,</u> (Talk around) Trans./Rec. 153.83 Mhz
<u>FI Ferry</u>	<u>Channel 6,</u> F1 Business Trans/Rec. 158.835 Mhz
<u>FI Public Works</u>	<u>Channel 6,</u> F1 Business Trans/Rec. 158.835 Mhz
Local RACES (Amateur Station) Operating on High Frequency bands of 20, 15, and 10 FM Bands 144-148 and 440-450 Bob Roberts 111 Leisure Lane Frye Island	Call Sign: K8BSW (h) 655-7585

Appendix 2, ANNEX B
(Copy also at Tab C, EPRB.)

Frye Island EOC Message Handling Procedures

I. PURPOSE

To establish and maintain a prompt uniform system for preparation and transmission of outgoing messages and the receipt of incoming messages.

To ensure continuity in message numbering, reference groups and service identification codes all county and local radio operators shall use this procedures

II. POLICIES

- On County/Town Emergency Management radio net, each town is addressed by its town name (i.e. *Frye Island*); Cumberland County EOC is addressed as *County*.
- At the conclusion of a town/county communication, each radio operator will sign off transmitting "*Frye Island Clear.*" On the State Fire net FCC call signs are used in such a case Frye Island would end with "*this is Frye Island WPMN566 clear.*"
- In drafting messages a distinct effort should be made to make the text as clear, brief and concise as possible.
- All messages processed between municipalities must be assigned a precedence or priority. It is expected that outgoing messages of importance, which require immediate actions, should be assigned a higher precedence than a message that may be purely informational. However a message which provides information might be required as soon as possible in order that a certain action be approved. Replies to messages should not be sent at a higher precedent than that of the original. The following precedents shall be used:
 1. EMERGENCY: any message which demands immediate transmission and whose delay would adversely affect current operations.
 2. ROUTINES: all messages which are not urgent.
 3. EXERCISES: All messages used in training activities. Such messages must be preceded by the statement "Test Exercise".

III. INCOMING MESSAGES

- A. Copy the message word for word on a standard message form (See Sample Message Form at Attachment 1. Copy also at Tab C, EPRB.) Legibly fill in the appropriate spaces. In a circle in the area marked “internal use only”, initial the form and indicate the time the message was received.
- B. Remove the yellow copy and file it. Forward the White Copy to the EOC Clerk/Message Coordinator.
- C. The Message Coordinator should enter the appropriate information on the Incoming Message Log, (See Message Log Attachment 2 this Appendix. Copy also at Tab C, EPRB) then write the log page and line number and the time the message was logged in a circle in the “Internal Use Only” space of the message form. The white copy should then be forwarded to the Emergency Director or EOC Operations Officer who will determine the appropriate actions and distribution.

IV. OUTGOING MESSAGES

Originator prepares the message on the standard message form as follows:

- Write the priority on the outgoing line.
- Indicate destination (town, county, or state agency name). If the message is to all Towns, two white copies of the message are necessary.
- Write message, using as few words as possible. If message is responding to a query, indicate same to include a reference message number if available.
- After message is complete, originator will keep a copy for his file, and a copy should be forwarded to the Message Coordinator, who will distribute the message to the Radio operator.
- Log the message in Outgoing Message log, and relay messages to appropriate departments.
- For ease in sorting/filing messages they should be numbered daily as they are received or transmitted.
- After dispatching message, the radio operator should initial and note time and date message was dispatched and if acknowledged.

ANNEX C

EMERGENCY PUBLIC INFORMATION

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ANNEX C

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

To establish procedures for distributing emergency and 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.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Citizens of Frye Island speak English as a primary language. With over 400 cottages on the Island, the all season population is approximately 200 but may increase to 3000 during peak summer weekends. A survey is needed to determine categories and number of handicapped residents in need of assistance in an evacuation.
2. Frye Island has no local TV or radio broadcast stations, but is in the broadcast area of the Portland, Maine Stations. FINS (Frye Island News Service) is the local newspaper, which is printed weekly. Many residents subscribe to the Portland Daily Papers.
3. Radio communications can occur between the Frye Island EOC and the County EOC and messages can be relayed to the Emergency Alert System (EAS)

B. Assumptions

1. During emergencies, the public will demand and will need information about the situation, including instructions on proper survival or response actions as outlined in Annex B, Communications and Warning.
2. The Media may demand information about the status of events, public safety measures etc, which could be overwhelming if procedures are not in place to deal with requests. The media can play an important role in keeping the public informed before, during and after an emergency. If interested reporters are not keep 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 help keep the public informed.
3. This Annex assumes that telephone communications will remain open during an emergency, since the Emergency Alert Station (WTHT-FM

107.5, Portland) requires a phone call (207-797-0780) to request activation of the Emergency Alert System (EAS).

4. It is assumed that the citizens of Frye Island will have the capability to tune in to an EAS station.

III. CONCEPT 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 also be made to keep people informed of the progress of events. At Attachment 1, is a Media Release Form. See also Tab C EPRB.

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

B. Phases of Management

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.

Preparedness:

1. The Town Public Information Spokesperson (PIS) is responsible to draft and maintain a Town of Frye Island Public Information Emergency Plan as outlined in Attachment 2. (A complete draft PIO Plan is at Tab B EPRB).
2. Capabilities exist to provide immediate emergency information to as much of the public as possible. Options include:
 - Service announcements on Portland TV and radio stations.
 - Use of the Emergency Alert System through the County EOC.
 - Instructions may be printed and passed out to the public prior to an emergency either by police or emergency management.
3. During an emergency of longer duration, local and county newspapers may be available to print emergency instructions.
4. Frye Island's Public Information Spokesperson (PIS) is appointed by the Selectmen and should be familiar with media operations and should develop a working relationship with local reporters.

Response:

1. In the event of a public emergency, local officials and the Town Emergency Director will determine the best methods to notify citizens of Frye Island in Accordance with Annex B, Communications and Warning.

Possible options are:

- Island Siren notification system.
 - Radio and TV Broadcasts, including EAS
 - Town Web Site.
 - Mobile Public Address
 - Door to Door notification
 - Pre-printed instructions
 - Handouts distributed at traffic control points and at the Ferry Landings, during an evacuation and/or when evacuees return home.
2. The Town PIO is designated to distribute information and instructions to the Public and to work with any reporters covering the incident/
 3. Public information should be given according to priority:
 - Lifesaving and safety instructions.
 - Emergency Status information.
 - Other useful information, either from the government or in response to media requests.
 4. 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.
 5. The Emergency Alert 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 EAS must be made by the Town's Emergency Director or the County Emergency Director.

Recovery

1. Following an emergency, public information should include information on restoration of essential services, return to evacuated areas and available assistance programs.
2. When time allows a review of the Emergency Public Information System should be conducted and the Public Information Emergency Plan (including Annexes) updated.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The ultimate responsibility for emergency information belongs to the Board of Selectmen who sets policies and directs the Town Manager in carrying them out.

The Emergency Director has responsibilities for the EOC and Emergency Communications. Initial public warning is addressed in the Annex B, Communications and Warning.

- B. The Town PIO will be designated by the Selectmen of the Town of Frye Island and will act under their supervision in coordination with the Town's Emergency Director. The PIO is responsible for the activities of the town's emergency public information system, but may delegate responsibilities with approval of the Selectmen.
- C. During an emergency, the PIO will follow Attachment 3, SOP, Town Public Information Spokesperson with emphasis on:
- Establishing an information center as the point of contact for reporters during an emergency. This may be at the EOC or on the scene of the incident (Off Island might be better in some instances).
 - Collect, evaluate and relay information on instructions to the public.
 - Work with reporters as necessary.
 - Coordinate emergency information between different agencies who have information to distribute.
 - Distribute printed emergency information materials which may be obtained through County EOC.
 - Verify incoming information before releasing it to the public or to the media.
 - Inform the public about places for contact of missing relatives, continued emergency services available, restricted areas etc.
 - Monitor media broadcasts for accuracy and when appropriate correct any inaccurate statements and prevent the spread of rumor.
 - Keep records of all actions taken (for future reference). A permanent file should be maintained at the EOC.

During non-emergency periods, the local PIO should coordinate on-going public education with the County PIO. Programs are available through County to address public safety in a variety of emergencies.

- D. Coordination of Emergency Public Information
1. Town on Scene Spokesperson will follow Attachment 4, SOP, Town On Scene Public Information Spokesperson and coordinate with other agency PIO's so as to release emergency information from a single source/scene. 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 spokesperson(s) from Frye Island 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 Centers.
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 EMA 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 PIO's.

V. ADMINISTRATION AND LOGISTICS

A. Lines of Succession

In the event that the designated emergency information spokesperson cannot perform the assigned duties, the position would be assumed by the Town's First Selectman, or an alternate designated by the Selectmen.

B. Policies

It is the policy of Frye Island to cooperate fully with the media by providing complete and accurate information.

All information released must be verified by at least one appropriate source (On-scene Commander, Fire Chief, Town Manager etc) and cleared through the Local Emergency Director or the Board of Selectmen.

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 the media can be briefed and can gather information. In emergencies media contacts with Local Departments should be referred to the Town Spokesperson.

Preservation of Records:

The local spokesperson should log all media contact, save copies of any press releases and should keep a record of any information released to either the press or the public.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Annex was developed by the Frye Island Emergency Director and will be maintained by the Frye Island EMA. It should be reviewed, exercised and updated annually by the Emergency Director in coordination with the Town Manager or designated Town Spokesperson. Any revisions will be distributed to all those who have a copy of the Towns Emergency Plan. Changes/Revisions will be noted on the Change Log at the front of this plan.

Attachment 1, ANNEX C
(Copy also at Tab C, EPRB)

Sample Media Release Form

Nature of Incident: _____

Current Status: _____

_____ Injuries

_____ Fatalities

Response Actions Taken:

Areas Affected:

Evacuation Recommended: _____ By Whom _____

Public Shelters Opened at:

Evacuation Routes: _____

Evacuation procedures are outlined in the Citizens Instructions of the Public Information - EOP.

Other Public Information and Recommendations can be found in the Public Information
Emergency Plan Under **Citizens Instructions and Announcements**.

Other Information:

Attachment 2, ANNEX C
(Plan at Tab B - EPRB)

Outline, Public Information Emergency Plan

The complete Public Information Plan is “booked” separately at Tab B EPRB as a supplement to the Town Emergency Plan and specifically Annex C, Emergency Public Information. It includes the following:

- ❖ SOP Town Public Information Spokesperson
- ❖ SOP On-scene Public Information Spokesperson
- ❖ Sample Media Release Form
- ❖ Media Contacts to include Contact Log
- ❖ Status Forms:
 - a. Injury/Evacuation Status
 - b. Committed Resources Status
 - c. Transportation Status
 - d. Utilities Status
- ❖ Citizens Instructions and Announcements:
 - a. Evacuation
 - b. Sheltering and In-place Protection
 - c. In-Place Sheltering
 - d. Flood Safety
 - e. Hurricane
 - f. Earthquake (announcement and instructions)
 - g. Winter Storms & Blizzards
 - h. Tornado
 - i. Hazard Materials Incident (SOP & related messages)
 - j. Energy Emergencies & Power Outages
 - k. Threat of Nuclear Attack (Emergency P.I. Instructions on shelter protective posture and fire prevention.
 - 1. Home Shelter
 - 2. Public Shelter
 - 3. Nuclear and Radiological Emergencies
 - 4. Safety Precautions for a Nuclear Attack

Attachment 3, ANNEX C

SOP, Town Public Information Spokesperson

1. Refer to separate **Frye Island Public Information Emergency Plan** (Tab B, EPRB) for more detailed guidance on strategies for emergency information. (See also Attachment 2, this Annex.)
2. Make sure that all information has been confirmed and approved before it is released. It should be brief and easy to understand.
3. Release emergency instructions and information to the public.
4. Make sure that official spokespersons are thoroughly briefed about all aspects of the emergency.
5. Keep the Local Emergency Director informed of the types of information you are making available to the public and the media
6. Coordinate your work with the Public Information Officers or spokespersons of other agencies and departments.
7. Activate the Emergency Alert System if the incident is severe enough. Public service announcements through TV and Radio may be quicker and more appropriate. EAS instructions are in PI Emergency Plan.
8. Recruit additional staff if necessary, to man the phones, collect information etc. If the emergency is a long term one, assign the staff in shifts.
9. Designate someone to monitor TV and Radio broadcasts for accuracy and instruct them to take steps to correct any misinformation (if appropriate).
10. Log all incoming media and public calls and note what type of information was given to them.
11. Dispatch an On-Scene Spokesperson if appropriate to:
 - a. Establish a media control point near the incident site.
 - b. Maintain liaison with the Incident Commander/Emergency Manager.
 - c. Keep the EOC informed of the situation.
 - d. Arrange media interviews (If such action does not hinder response efforts).
12. Arrange media briefings/press conferences on a regular or “as needed” basis. Arrange for an official spokesperson.

13. Produce news release as required.
14. Work with the Red Cross, etc, to provide information on procedures for determining the status of relative and friends in the disaster areas. Also help to distribute information on assistance programs as available.
15. Release general damage assessment figures when they become available.
16. Consider using “returning home” handouts for evacuees to address initial recovery and safety issues. These could be copied and distributed at traffic control points.
17. Maintain records of all information, instructions and advice you release. If appropriate use the log sheets in the PI Emergency Plan. Collect news clippings and TV videos if available.

Attachment 4, ANNEX C

SOP, Town On-scene Public Information Spokesperson

1. Gather supplies and aid that would help make or clarify a point. Suggestions are:
 - a. Maps of the area affected.
 - b. Marking pens.
 - c. Pens and pencils.
 - d. Tape
 - e. Flashlight
 - f. Easel and paper for diagrams etc.
 - g. Emergency Information SOP's and contact lists.
 - h. Prepared emergency information materials.
2. Establish a media control point in the vicinity of (but separated from) the incident site or command post.
3. Request media cooperation with "ground rules" established by the Incident Commander, or Emergency Manager.
4. Brief the media on the incident and response actions underway. DO NOT release named or otherwise identify casualties.
5. Maintain liaison with the Incident Commander and/or Town Emergency Director to obtain the latest information on the situation.
6. Arrange interviews and live camera shots with key personnel when requested by the media and command post. Use one of the two reporters who agree to "share" the information with other reporters from other stations.
7. Coordinate the use of a media pool to minimize traffic in or around the incident scene and command post. Use one of the two reporters who agree to "share" the information with other reporters from other stations.
8. Take steps to control air space if media aircraft interfere with response actions (wind patterns etc). If efforts to contact the craft through the media fail, contact the Portland Jetport to request restricted airspace.

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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- 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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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.

ANNEX E
EMERGENCY SHELTERS

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ANNEX E

EMERGENCY SHELTERS

I. PURPOSE

To establish procedures for providing shelter protection and emergency lodging and feeding of evacuees displaced persons as a result of emergency conditions or disaster situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. It is the responsibility of municipal governments to protect their citizens by providing shelter in response to emergencies.
2. Each municipality shall identify potential congregate care facilities and reception centers. Shelters shall offer suitable protection from most hazards (weather, hazardous materials, etc) excluding radiological fallout.
3. Frye Island must develop an agreement with the Red Cross for the selection and management of shelters
4. The municipal government must be prepared to provide shelter service when the Red Cross is unable to meet shelter needs.
5. 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.

B. Assumptions

1. Small scale localized incidents may require evacuation and lodging of a small population, whereas a major disaster would require lodging and feeding a large masses.
2. FEMA references indicate that in localized incidents, as much as 50% of the population may spontaneously evacuate and seek shelter with friends or family. They will still require instructions on evacuation routes and local shelters.
3. 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 about in-place sheltering techniques.

III. CONCEPT OF OPERATIONS

A. General

In the event that an evacuation of an area is necessary, advance provisions should have been made for the sheltering and feeding of evacuees. In addition a skeleton fallout shelter system should exist to support civil defense efforts in time of war. The Portland Red Cross Office, (524 Forest Ave., Portland, ME 04101) is a key source for background and material to facilitate shelter emergency planning and operations. Phone (207) 874-1192

B. Phases of Emergency Management

Mitigation

- County Emergency Management will:
 1. Inform citizens of the availability and locations of Shelters through a strong, ongoing public information program.
 2. Establish an emergency public information system for announcements about shelter locations.

- Frye Island Emergency Management will:
 1. Identify reception areas.
 2. Identify shelter and feeding facilities.
 3. Identify trained shelter managers.
 4. Maintain current resource lists-identify agencies, personnel resources and physical resources.
 5. Draft arrangements for facilities to guarantee access and availability of staff during emergencies.
 6. Maintain a list of buildings, which could be upgraded to protective shelters.

Preparedness

Frye Island Emergency Management will:

- Review shelter lists, identify short and long term facilities and identify lodging and feeding resources.
- Identify locations on the mainland area to serve as reception areas, draft agreement with owners.
- Prepare operating procedures for shelters.
- Coordinate training of shelter managers.
- Obtain necessary materials for implementation of shelter manager training programs.
- Coordinate emergency public information system with the media.
- Outline a procedure for stocking shelters in an increased readiness phase.
- Coordinate with the Red Cross to assure that they are involved with shelter selection and management responsibilities.
- Determine shelter requirements for registration, food, water, medical and health care and sanitation.

- Assemble shelter management materials and stockpile supplies.
- Review shelter protection and upgrading needs.

Response

Frye Island Emergency Management will:

- Select shelters, assign managers and distribute Shelter Managers Handbooks.
- Open and staff shelters and reception areas that the Red Cross is unable to establish.
- Activate Emergency Public Information System (See Annex C, Emergency Public Information.)
- Mark or otherwise visually identify shelters, post directional signs to rest rooms etc.
- Maintain records of financial expenditures.
- Coordinate the distribution of shelter materials and supplies.

Recovery

Frye Island Emergency Management will:

- Deactivate unnecessary shelters and have evacuees return to home when it is deemed safe by municipal officials.
- Clean, repair, restore shelters to original condition, return borrowed equipment and replace used supplies.
- Complete Shelter expense reports and submits them for payment to the Red Cross for Red Cross operated shelters operated by the municipality.
- Prepare a report of all activities.

C. Continuity of Government

1. Designation of responsibilities and lines of succession in a shelter should follow recommendations in the Red Cross “Guide for Shelter Managers” as extracted from Red Cross Manual ARC 3041. (See Attachment this Appendix.)
2. The municipal EOC’s will be the primary operational sites for coordinating local sheltering efforts.
3. Each reception center or shelter will be considered an independent operational site and should have a reasonably structured management organization.

IV. DIRECTION AND CONTROL

A. General

1. The Frye Island Emergency Director is responsible to the Town Selectmen.
2. The Emergency Director is responsible for coordinating the planning by other agencies and departments.
3. The Emergency Manager appoints the Shelter Coordinator to oversee shelter operations and provide support in planning.

4. Under most circumstances, the Shelter Coordinator will work out of the EOC. However, in severe emergencies an off Island Command Post may be warranted.
5. Shelter Managers will be responsible for the operation of their individual shelters. The ARC "Guide for Shelter Managers" should be used as a reference for shelter organization.

B. Coordination

1. The County EMA will coordinate with the Red Cross and Local Emergency Managers for sheltering responses.
2. The Local Emergency Directors will coordinate with municipal officials, school systems, other facility owners and the Red Cross.
3. Communications with most shelters will be limited. Law Enforcement and Fire Department mobile /portable radios may assist in establishing emergency contact.

C. Reports

The Shelter Manager should keep the following records:

- Personnel records, a list of the shelter population
- Expense Records
- Tools and Equipment borrowed or loaned.

D. Personal Comfort

1. Due to shortages of available blankets, citizens requiring overnight shelter should be pre-warned and advised to bring their own blankets and or sleeping bags with them to the shelter.
2. Until shelters are supplied with long term food provisions, food supplies may be obtained from grocery stores, restaurants and distributors.

V. ORGANIZATION AND RESPONSIBILITIES

A. Responsibilities

Frye Island Emergency Management:

- Designate a shelter coordinator.
- Develop and maintain this annex.
- Identify shelter sites, working with local emergency directors and Red Cross. (See Red Cross [recommended] local list Tab B, EPRB).
- Survey Shelters
- Develop shelter use agreements.
- Oversee shelter activities
- Provide shelter markings

- Provide shelter management with kits and supplies consistent with recommendations in the Red Cross publication, ARC 3041, “Mass Care Preparedness and Operations.” (See copy at Tab B, EPRB.)
- Activate and de-activate shelters as needed.
- Provide communications and public information capabilities.
- Develop shelter facility pet care if it can be made available

Law Enforcement

- Provide security and law enforcement for shelters.
- Provide traffic control during movement of evacuees to the shelters. Local authority on the island. County Sheriff’s Department on the mainland.
- Provide alternative communications for shelters via mobile units..
- If available, utilize Fire Police on Island for traffic control.

Public Works

- Support the maintenance of water supplies and sanitary facilities at shelter during an emergency.
- Perform shelter markings.

Fire Service

- Survey shelters for fire safety.
- Provide advice on shelter fire security.
- Train selected evacuees to serve on shelter fire teams during emergency operations.

Ferry Operations

Assist in giving directions to evacuees for off-island shelters during Island evacuation.

VI. ADMINISTRATION AND LOGISTICS

A. Policies

1. Each jurisdiction will be responsible for establishing, managing and cleaning shelters. Facilities will be opened and managed by facility personnel, including feeding efforts. The Red Cross will manage shelters opened by the Red Cross.
2. Registration forms should be maintained at each shelter and registration center. *(See Tab C, EPRB.)*
3. Space for emergency supplies should be maintained at each shelter and registration center.
4. No citizen may be denied access to shelter because of race, color, national origin, age, sex, handicap or creed. All practical efforts should be made to

accommodate needs of handicapped individuals. Citizens with contagious illnesses will be quarantined as appropriate.

5. In situations requiring radiological protection, procedures should be followed to prevent (or minimize) the spread of radioactive contamination in the shelters. (See Annex H, Radiological Protection).
6. In general pets will not be allowed in shelters. (For guidance see Appendix 4, Pets Handling, Annex F, Emergency Evacuation.)

B. Plan Development and Maintenance

1. The Town Emergency Director and Shelter Coordinator are responsible for maintaining current shelter and shelter manager lists.
2. Town of Frye Island EMA must insure adequate training is offered during recruitment of Shelter Managers.

Attachment ANNEX E
(Copy also at Tab B, EPRB.)

Red Cross “Guide for Shelter Managers

ANNEX F

EMERGENCY EVACUATION

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ANNEX F

EMERGENCY EVACUATION

I. PURPOSE

- A. To provide for the orderly and efficient emergency evacuation of any part of the population of Frye Island.
- B. To provide a planning base for any type of evacuation from the Island that might be necessary.
- C. As a component of the Town Emergency Operations Plan, this Annex must be used in conjunction with other annexes of the Plan and especially Annex B, Communications and Warning, Annex C, Emergency Public Information and Annex E, Emergency Shelters.

II. SITUATION AND ASSUMPTIONS

- A. There are many hazards that could necessitate an evacuation of some or all of the population of Frye Island. 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 public will be instructed and informed via procedures established in Annex B, Communications and Warning and Annex C, Emergency Public Information.
- C. Some people may refuse to evacuate.
- D. Certain Vital and essential facilities and activities in the evacuated area may be required to continue as a function of the evacuation effort or to provide essential goods and services.
- E. Pets may create a problem, although most people with pets, who evacuate by independent means to private homes or relatives outside the evacuation area will take their pets with them. Those going to reception centers will require special handling as shelters will allow only service dogs.

III. CONCEPT OF OPERATIONS

A. General

- 1. Evacuation may prove to be the only practical means of protecting people from the effects of some disasters. Evacuation may be necessary when any portion of the public would be in extreme danger as a result of exposure to a hazard.

2. The decision to evacuate must come from the Town Manager in coordination with the Town Emergency Director.
3. The Town Emergency Director or his designated representative will serve as the Town Evacuation Coordinator.
4. Depending on warning time, the primary means of transportation will be by private automobile, transported off the Island by the Island Ferry. However, priority use of the ferry will be by emergency personnel and vehicles with emphasis of transport to the Island.
5. In the event of a no warning emergency, requiring rapid evacuation of the Island population, consideration will be given to evacuation by private boats.
6. Upon the recommendation to allow reentry, priority will be given to returning essential workers, public officials, property owners, and then the general public.

B. Phases of Emergency Management

Mitigation:

- Identify possible evacuation areas.
- Prepare plans (adequate and no notice) to include transportation means, routes, traffic control and an estimate of the time required to evacuate part or all of the Island population.
- Determine the transportation needs, on and off Island.
- Identify number of citizens unable to evacuate independently. (*See TAB A-10, Handicapped, EPRB*).
- Identify suitable reception/shelter areas.

Preparedness:

- Identify need and provide for relocation of essential resources.
- Identify pickup points and reception areas on and off Island.
- Coordinate public information with media and place notice on Town Website.
- Coordinate evacuation with reception/shelter area.
- Determine availability of animal shelters.

Response:

- Establish evacuation routes, traffic control points and barricades.
- Notify the public by all possible means of the need and mode for evacuation.
- Establish appropriate on or off Island reception/shelter area. Provide a site manager and if necessary security.

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- Coordinate public information and assess aid for those unable to transport themselves. Emphasize car-pooling and if needed evacuation beaches for use by private boats.
- Emphasizes the policy on handling of pets and potential shelters. (See Appendix 4, this Annex, Handling of Pets.)
- Transport personnel, critical supplies and equipment to reception areas using all available means.

Recovery:

- Announce reentry of essential service and Town Government personnel and provide transportation if necessary.
- When the public is allowed to return, announce reentry priority will be property owners, then renters and the general public via all possible means
- Continue to provide traffic control and transportation as necessary.
- Pets must be claimed and transported by owners.

C. Continuity of Government

1. The lines of succession for evacuation should include the person(s) designated to be the evacuation coordinator, person(s) in charge of operation sites and the reception centers and the persons responsible for preservation of records.
2. Sample Evacuation Line of Succession:
 - Town Emergency Director/Evacuation Coordinator
 - Operational Site Coordinator
 - Reception Center/Shelter Manager

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Town of Frye Island Emergency Management and Civil Preparedness Ordinance (*See Attachment Basic Plan*) empowers designated officials to order an evacuation of the Town to protect the populace in life threatening situations.
- B. Policies in this Annex were developed by the Emergency Director, to address who initiates evacuation; transportation (movement control, use of public and private vehicles etc); evacuation of the elderly andhandicapped; dealing with potential impediments to the evacuation and re-entry into the hazard areas. See also Appendix 1, (this Annex) Transportation and Traffic Control.
- C. A reporting system will be used as already addressed in Annex A, Direction and Control.
- D. Agreements and understandings must be established with needed reception/shelter areas.

- E. Emergency Management, Primarily Frye Island EMA, supported by County EMA on request.
- Coordinate evacuation efforts.
 - Provide public information and instructions.
 - Coordinate transportation needs with adjacent communities in the event of an evacuation by private boats.
 - Communicate evacuation status to County EMA.
 - Maintain evacuation plans and associated annexes.
- F. Law Enforcement
- Assist in Evacuation
 - Provide traffic control
 - Assist in public information
 - Provide security in evacuated areas; prohibit unauthorized movement of personnel into evacuated areas.
 - Provide security at reception areas.
 - Maintain law and order.
- G. Evacuation Coordinator
- Implement the Evacuation Plan and designate evacuation mode (Ferry or private boats). See Appendix 2, Evacuation by Private Boat.
 - Provide information to the Public Information Officer, who in turn will inform the public.
 - Implement priority lists of users for the Ferry.
 - Coordinate transportation of the handicapped, the elderly etc. (*See TAB A-10, EPRB.**)
 - Establish evacuation routes; coordinate traffic control needs with Law Enforcement Authorities.
 - Establish reception centers, inform reception center managers to prepare centers as necessary prior to arrival of evacuees.
- H. Public Information Officer
- Coordinate information and evacuation status with Evacuation Coordinator and or Emergency Director.
 - Notify the public via all possible means of the need and mode of evacuation. (*See Tab B EPRB, Emergency Public Information Plan.*) At Appendix 3 this Annex are two Sample Evacuation Announcements.
 - Provide Information on pet shelters, reception centers, evacuation status etc.

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V. EMERGENCY PUBLIC INFORMATION INSTRUCTIONS

- A. Public warning procedures are outlined in Annex B, Communications and Warning, Tab B, EPRB, Emergency Public Information contains fill-in-the blank evacuation announcements and instructions as well as a listing of broadcast stations, which have agreed to air warning announcements.
- B. The EPI Plan has evacuation instructions outlined in an easy to read format which are suitable for photocopying and distributing as time allows. At Appendix 3 (this Annex) are two sample Evacuation Announcements.

VI. PLAN MAINTENANCE

- A. This annex will be maintained by the Frye Island Emergency Management Director and will be reviewed and updated annually.
- B. This annex should be exercised on a regular basis.

Appendix 1,ANNEX F

TRANSPORTATION AND TRAFFIC CONTROL

I. TRANSPORTATION POLICIES

- A. The Evacuation Coordinator is responsible for all public evacuation transportation. The most critical aspect of the Island evacuation will be the amount of warning time, the Island population and type of emergency. The only vehicle access to the Island is via two ferries, which have an average capacity of 9 cars. Combined it is estimated they have an estimated capacity of maybe 50 cars per hour. This can/will be impacted by the first priority to emergency vehicles needed on the island; weather conditions; reaction to evacuation instructions and the size of individual vehicles.
- B. Under a worst case scenario (a no warning major wildfire on the Island), it is possible evacuation may be limited to only personnel in order to rapidly move fire service equipment on to the Island. In this event evacuation must depend on the use of private boats and such a concept is outlined at Appendix 2, this Annex, as the Frye Island Evacuation by Private Boat Plan.
- C. Potential impediments to evacuation include poor weather and tourists/visitors unfamiliar with the area. In the case of poor weather, multiple evacuation routes may need to be established to move more people from the area without losing time. Mutual aid may be necessary for traffic control.
- D. Evacuation Control:
See attached Island and mainland maps for:
- Pickup points
 - Evacuation Points
 - Traffic control Points
 - Special Facilities (Service Stations are on Rt. 302 in Raymond and Windham.)
- E. Reentry Control:
When determined appropriate by the Town Manager and Emergency Director, reentry will be in the following order:
- Essential workers and Town Public Officials by department vehicles or private autos.
 - Property owners by private autos or public transportation if evacuated by private boats.
 - Renting public by private auto and public transportation.
 - Animals to be picked up at pet shelters by owners.

II. TRAFFIC CONTROL

- A. When possible Town law enforcement personnel will provide security. Cumberland County Sheriff's Department should be the primary service on the mainland in a major emergency. In an event of an evacuation, reserve officers and off duty personnel may be necessary to supplement the on duty staff.
- B. Evacuation routes and manned traffic control points are indicated on the attached map(s) and may necessitate:
- Other traffic control points as the situation dictates with barricades set up as needed.
 - Frye Island Public Works Department to assist in traffic control if Town Police and Fire personnel become taxed
 - Coordination with the receiving community of vehicle parking and security at mainland reception/shelter areas. At the Island reception area (example: Community Center) Frye Island Volunteer Fire Department (Fire Police) will provide control.

Attachment, Appendix 1, ANNEX F

MAPS

MAP 1: Frye Island and Surrounding Area.

MAP 2: Road Map to Frye Island

- **Critical Facilities**
- **Traffic Control Points**
- **Evacuation points for private boats.**

MAP 3: Frye Island, Raymond, Jordan Bay

- **Critical Facilities**
- **Traffic Control Points**
- **Private boats unload and public transportation pickup points.**

Appendix 2, ANNEX F

FRYE ISLAND EVACUATION BY PRIVATE BOAT

I. PURPOSE

- A. To provide for the orderly and efficient emergency evacuation of any or all of the Population of Frye Island by use of private boats.
- B. To provide a planning base for an evacuation by private boats from the Island.
- C. As a component of the Town Emergency Operations Plan, this Appendix must be used in conjunction with Annex F, Emergency Evacuation and related references.

II. SITUATION AND ASSUMPTIONS

- A. There are many emergencies/disasters that could necessitate an evacuation of some or all of the population of Frye Island. The situation and amount of warning time will determine the evacuation mode. In the event of a no warning situation requiring total rapid evacuation, such as a large wildfire, evacuation will be people only and require the use of private boats on the Island
- B. The public will be instructed and informed via procedures established in Annex B, Communications and Warning, Annex C, Emergency Public Information and the Evacuation Annex.

III. CONCEPT OF OPERATIONS

A. General

- 1. Evacuation by private boats may prove to be the only practical means of protecting people from the effects of some disaster such as an out of control wildfire.
- 2. The decision to evacuate all the Island population by shuttling, using private boats must come from the Town Manager in coordination with the Town Emergency Director.
- 3. Collection and delivery points must be established and coordinated with Town boaters and surrounding marinas and communities.
- 4. Transportation by contract or public transportation from the mainland delivery point to emergency shelters must be pre-planned.
- 5. Upon the recommendation to allow re-entry, priority will be given in the order of essential workers, public officials, property owners, renters and then the general public. Boat evacuated personnel, if in shelters, will be transported by contract or public transportation to the Island Ferry landing.

B. Phases of Emergency Management

Mitigation:

- Identify possible boat evacuation point(s). See MAP 2, Appendix 1.
- In cooperation with the Town Yacht Club develop no warning plans to include “fan-out” alert system, routes and traffic control for evacuation points.
- Have Yacht Club designate a Boat Evacuation Coordinator, organize appropriate flotilla by evacuation point and make estimates of the time required to evacuate part or all of the Island population. Insure development of passenger log for each boat. (*See Evacuee Registration Form Tab C, EPRB.*)
- Identify suitable delivery points. See MAP 3, Appendix 1.
- Determine the transportation needs from off Island delivery points.
- Exercise the boat plans.
- Boat owners make arrangements for appropriate off-island moorage after evacuation.

Preparedness:

- Make appropriate alert notification using Yacht Club “fan-out” system.
- Confirm pickup points and delivery points. (on and off island).
- Coordinate and muster boat operators.
- Boat Evacuation Coordinator advises town EOC of ready status to include flotillas by evacuation point.

Response:

- Implement evacuation by shuttle of private boats.
- Notify the public by all possible means of the need and mode for evacuation.
- Establish appropriate traffic control at boat evacuation points.
- EOC establish appropriate on and off Island reception area. Provide a site manager and County traffic control to mainland delivery point.
- EOC coordinate public information and access aid for those unable to transport themselves to evacuation beaches.
- Boat operators maintain log of passengers/evacuees including lot number. (*See Form Tab C, EPRB.*)

Recovery:

- Announce re-entry of essential service, security and Town government personnel and provide transportation if necessary.
- When the public is allowed to return, announce re-entry priority as property owners then renters. Provide transportation as necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Policies in this Annex were developed by the Emergency Director 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. See also Appendix 1, (this Annex) Transportation and Traffic Control.
- B. A reporting system will be used as already addressed in Annex A, Direction and Control.
- C. Emergency Management, Primarily Frye Island EMA, supported by County EMA as requested.
- Coordinate evacuation efforts to include off Island delivery points.
 - Provide public information and instruction and instruction to Island population on the Evacuation by Private Boat Plan.
 - Coordinate transportation needs with adjacent communities in the event of an evacuation by private boats.
 - Communicate evacuation status to County EMA.
 - Maintain evacuation plans.
- D. Law Enforcement
- Assist in Evacuation
 - Provide traffic control.
 - Maintain law and order.
- F. Evacuation Coordinator
- Implement the Private Boat Evacuation Plan in cooperation with the Yacht Club Evacuation Coordinator.
 - Provide information to the Public Information Officer, who in turn will inform the public.
 - Coordinate transportation of the handicapped and elderly, to beach evacuation points.
 - Establish reception centers, inform reception center managers to prepare centers as necessary prior to arrival of evacuees.
- G. Frye Island Yacht Club, Evacuation Coordinator
- As outlined in the Phases of Emergency Management, above, initiate the noted Plan development for Yacht Club implementation of the Town evacuation by private boats.
 - In coordination with the Town Manager and Emergency Director annually exercise the plan by a “fan-out” alert with boats reporting to designated evacuation points.

H. Public Information Officer

- Coordinate information and evacuation status with Evacuation Coordinator and Emergency Director.
- Notify the public via all possible means of the need and that evacuation will be by execution of the private boats evacuation plan. *See Tab B, EPRB, Emergency Public Information Plan.*

V. **EMERGENCY PUBLIC INFORMATION INSTRUCTIONS**

- A. Public warning procedures are outlined in Annex B, Communications and Warning and Tab B, EPRB. See Emergency Public Information Plan.
- B. The EPI Plan has evacuation instructions outlined in an easy to read format, which is suitable for photocopying and distributing as time allows. At Appendix 3, this Annex, are two sample Evacuation Announcements.

VI. **PLAN MAINTENANCE**

- A. This Appendix will be maintained by the Frye Island Emergency Management Director and will be reviewed and updated annually,
- B. This Appendix should be exercised annually especially with the Frye Island Yacht Club.

Appendix 3,ANNEX F

SAMPLE EVACUATION ANNOUNCEMENTS

Sample #1 Island Evacuation Announcement

Frye Island recommends that citizens and visitors located on Frye Island evacuate the area immediately. An emergency condition exists at _____, and it could affect your health and safety because _____. Please listen for evacuation instructions.

Take the following items with you:

Important papers
Prescription medicines
Personnel care items
Blankets
Pets

Lock your home.
Turn off electricity, turn off gas and water.
Leave the areas using the following routes:

If you need transportation, notify (list who to call with number).

Travel to friends, or relative home or report to one of the shelters.
(List shelters, location phone numbers.)

All persons outside of the risk area are safe and have no need to move, but you should stay tuned to your radio or TV in case the situation changes. If you live outside the affected areas, you are asked not to travel on or near the evacuation routes.

REPEAT MESSAGE

End of sample #1

Sample #2, In-Place Shelter Announcement

_____ recommends that citizens and visitors located (list location) take shelter immediately. An emergency exists at _____ and your health and safety could be effected because of _____. DO NOT attempt to leave the area, you could place yourself at higher risk if you do. Please listen to the following instructions.

Close all doors and windows.

Disconnect air conditioners, fans and close flue pipes.

Keep pets inside.

Remain indoors; stay tuned to your radio or TV.

Do not use the phone, leave the lines open for emergency communications.

If you are in an automobile, roll up the windows and turn off the air conditioner. Some protection may be obtained from placing a handkerchief or towel over your mouth and nose until you get indoors. Drive at a safe speed until you have left the risk area.

REPEAT MESSAGE

End Sample 2

Appendix 4, ANNEX F

HANDLING OF PETS

I. GENERAL

Most people who evacuate by independent means to private homes or relatives outside the evacuation area will take their pets with them. This guidance applies to evacuees who will be utilizing evacuation shelters.

II. GUIDANCE TO PET OWNERS

- As a rule pets other than service dogs are not allowed in evacuation shelters.
- Evacuation personnel will attempt to identify possible animal shelters during the emergency warning stage.
- **DO NOT LEAVE PETS BEHIND. YOU HAVE NO WAY OF KNOWING HOW LONG YOU WILL BE AWAY FROM YOUR CABIN AND THE IMPACT OF THE RELATED EMERGENCY.**
- Have crates to transport smaller pets. Muzzle type leashes are needed for larger animals.
- Have your pets Rabies Certificate readily available. Shelter may not allow animals even service dogs, without proof of rabies shots.

ANNEX G
DISASTER RECOVERY

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ANNEX G

DISASTER RECOVERY

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

During and following a disaster, timely response is necessary to activate disaster resources and to provide for the comfort and safety of the victims.

III. CONCEPT OF OPERATIONS

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

B. Phases of Management for Disaster Recovery:

Mitigation:

- Coordinate recovery response plans between emergency services and among disaster assistance organizations.
- Implement a Town Hazard Mitigation program to eliminate/minimize the threat of significant disaster related hazards. (See Appendix 1, Hazard Mitigation this Annex).

Preparedness:

- Review Recovery Plan.
- Coordinate available resources.
- Alert mutual aid communities.

Response:

- Activate recovery systems, damage assessment teams and disaster assistance organizations. See Appendix 2, Damage Assessment.
- Efficiently utilize local resources to include mutual aid.
- Request State and Federal Aid when local resources and capabilities have been taxed.

Recovery:

- Review Recovery Plan and responses then modify plan as necessary.

IV. ORGANIZATION AND RESPONSIBILITIES

Local Fire Departments:

- Fire fighting.
- Rescue personnel trapped in debris.
- Identify unsafe buildings with local building inspector and prevent access to them.
- Notify utilities to cut off power where lines are downed or could otherwise present a hazard.
- Control hazardous materials incidents.
- Perform fire inspections.
- Establish a temporary morgue for the collection, identification, preparation of records and the disposition of the dead and to provide for the safekeeping of valuables removed from the remains.
- Provide lighting for nighttime rescue and recovery efforts.
- Provide basic first aid to non-seriously injured victims.

Law Enforcement:

- Maintain law and order.
- Provide traffic control and control access to restricted areas.
- Provide security to shelters and other key facilities.
- Assist evacuees upon return to the community.

Health and Medical:

- Establish a field aid/triage station. *As appropriate draw on Island Medical Resources. See TAB A-11, EPRB.**
- Transport seriously injured victims to appropriate medical facilities.
- Assist in rescue operations.
- Provide medical services in shelters and other critical facilities.

Service Organizations:

- Assist in providing food, shelter and sanitary facilities for victims.
- Participate in establishing a Disaster Assistance Center where appropriate assistance programs can be coordinated.
- Establish a public information system to inform victims of services available.

Local Code Enforcement/Building Inspector and Tax Assessor:

- Provide technical assistance in damage assessment activities.
- Project dollar estimates for damage properties.
- Review Hazard Mitigation Plans.

Local Emergency Management:

- Coordinate the recovery efforts; serve a communications interface as necessary.

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

- Actively disseminate useful information to the public, including assistance programs available; status of the incidents; traffic flow; shelter locations where relatives may be found etc.
- Act as interface between local and state government and agencies.

Utilities:

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

Public Works:

- Repair or restore damaged roadway.
- Priority repairs are to roadways to critical facilities and to facilities access by heavy equipment and utility and assessment crews.
- Adjacent to roadways safe, as needed, downed electrical lines and broken gas or water lines.

Ferry Operations:

- Repair or restore damaged equipment.
- Priority repairs are to boats and landings to facilitate access by heavy equipment and utility and assessment crews.
- On re-entry of the Island population assist in enforcing the right of entry priorities.

V. OPERATIONAL SITE

- Local Recovery efforts will be coordinated from the Frye Island EOC.
- County wide recovery efforts will be coordinated at the County EOC, 22 High Street Windham, Maine.
- Local Disaster response teams will work at various locations but should work through the local EOC by mobile radio, wireless phone or in person.

VI. ADMINISTRATION AND LOGISTICS

Policy:

- Municipalities are responsible for immediate recovery response, and may seek assistance from the Cumberland County EMA when local resources are expended.
- The State EMA will assist when local and county capabilities have been exceeded.
- When State resources are exhausted, a Presidential Declaration will be requested and Federal Programs may be activated. See Appendix 3, Disaster Assistance for procedures to assist disaster victims.

- 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.

Preservation of Records:

Copies of all completed recovery related forms would be maintained in the Frye Island EOC for two years. They will be maintained in County and State EOC's for three years.

VII. AGREEMENTS AND UNDERSTANDINGS

- A. There is a statement of understanding between FEMA and 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, blood and blood products. Financial aid (grant only) may be available to cover unmet needs. They may also provide counseling and referral services to those who wish to apply for Federal Assistance. The Red Cross may also participate in damage assessment activities.
- B. As "First on Scene" the Red Cross has a national center which charges it to provide for the basic needs of disaster victims at least until Federal Assistance Programs begin operating, possibly longer.
- C. Any mutual aid agreements for the Town of Frye Island are outlined in the Annex D, Emergency Services of this plan. They may be activated in the recovery process.

VIII. PLAN AND DEVELOPMENT AND MAINTENANCES

The primary responsibility for the development and maintenance of this Annex rests with the Town Emergency Director. This Annex will be exercised on a regular basis and will be reviewed and updated as necessary. A record of all revisions will be recorded on the Record of Changes page of this plan.

Appendix 1, ANNEX G

HAZARD MITIGATION

I. PURPOSE

To eliminate the hazards that constitute a significant threat to citizens of Frye Island and/or reduce the effects of unavoidable hazards through a program of Hazards Mitigation.

II. SITUATION AND ASSUMPTIONS

Situation:

- The threat of certain disasters, as identified in the Basic Plan, warrants an assessment of the Town and through an active mitigation program, reduction of potential damages or loss of life. Emphasis should be placed in potential wildfires, windstorms and ice storms.

Assumptions:

Mitigation can protect people from disasters by:

- Eliminating the hazards or reducing the frequency and or severity of their occurrences.
- Protecting people who come in contact with a particular hazard.
- Altering the way people live in order to avoid the hazard altogether.

III. CONCEPT OF OPERATIONS

- Hazard Mitigation is oriented toward the future and is intended to minimize threat on a long-term basis; i.e. mitigation is not a quick fix to make it through the next disaster. Mitigation generally will occur on the local level through ordinances, policies and capital investment.
- Mitigation can occur as a single purpose project to be completed in a certain period of time. It can occur as an ongoing process, or it can occur as part of a repair and restoration process following a disaster.

IV. RESPONSIBILITIES

Town of Frye Island:

- Fund mitigation projects.
- Draft and ratify local ordinances
- Monitor compliance with mitigation standards and regulations.
- Evaluate the performance and local costs of mitigation efforts.
- Search for mitigation resources (manpower, materials, funds and skills.).

Emergency Management Director:

- Inform and educate the public.
- Assist community in identifying potential hazards.

V ESTABLISHING A HAZARD MITIGATION PROGRAM

- Survey the jurisdiction to determine types of hazards and potential impact.
- Map hazard areas and make these maps available to developers, community officials, the public and other interested parties.
- Develop a hazard mitigation program, which establishes objectives and policies as part of the jurisdiction's development process.
- Assign priority for corrective and preventive actions.
- Work with other communities as appropriate to undertake multi-jurisdictional approaches to mitigation. Carefully delineate responsibilities of all involved agencies and organizations.
- Review local codes and ordinances to ensure that regulations controlling new development recognized the presence of hazards in the community.
- 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 hazards (such as a flood plain).
- Work with community planners in developing a master plan to formulate future land-use policies to prevent or limit construction projects in hazardous areas.
- Provide homeowners with information and conduct workshops or seminars to encourage the incorporation of hazard mitigation techniques in maintenance, repair and home improvement projects.
- Promote fire prevention by enacting local ordinances requiring smoke and heat detectors in building in the community.
- For jurisdictions at risk of serious flooding, participate in the National Flood insurance Program and adopt and enforce a flood plain management program to make flood insurance available.

Appendix 2, ANNEX G

DAMAGE ASSESSMENT

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

Situation:

During and following a disaster, prompt, 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.

Assumptions:

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

III. CONCEPT OF OPERATIONS

- A. Local personnel must promptly conduct an initial appraisal to determine the need for immediate aid and to estimate the magnitude of the disaster situation. Such information shall be gathered by the Town and forwarded to the County EMA.

This Survey should include:

- Number and types of casualties.
- Public/private property damage/destruction.
- Evacuation/shelter status.
- Radiation levels (if appropriate).
- Contaminated areas and levels. (If appropriate).

For details see Attachment this Appendix, Damage and Injury Assessment Instructions and Forms.

- B. If the degree of damage appears to warrant “a Disaster Declaration”, then State, Federal, and Local Personnel will conduct a Preliminary Damage Assessment (PDA).
- C. State, Federal and local personnel, to establish a basis for a Federal Declaration request, will conduct a detailed damage survey. At this point it is necessary to place monetary values on damages to determine eligibility for Federal Recovery Assistance.

IV. PHASES OF MANAGEMENT

Mitigation:

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

Preparedness:

- Establish and train local personnel in damage assessment techniques. Include personnel from non-profit organizations as well as any other professionals who could provide assistance.
- Coordinate and participate in exercises that include damage assessment functions.
- Develop procedures for collecting damage information.
- Maintain familiarity with procedures and forms used at County and State Levels. (See Attachment this Appendix).
- Maintain pre-disaster maps, photos, resources lists and other documents for damage assessment purposes.
- Identify critical facilities, which would require priority, repair if damaged.

Response:

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

Recovery:

- Review and coordinate submission of documents to County EMA.
- Keep accurate records of requests for Federal Assistance.
- Monitor restoration activities.
- Identify unsafe structures and prevent their use.
- Review (or suggest review) of building codes and land use regulations for possible improvements.
- Review damage assessment results and lessons learned.
- Update Town Emergency Plan as appropriate.

V. ADMINISTRATION AND LOGISTICS

- The Town Manager in coordination with the Town Emergency Director shall appoint a Damage Assessment Coordinator.
- Consideration should be given to appointing either the Codes Enforcement Officer or Tax Assessor.
- Once appointed, the Damage Assessment Coordinator reports to the Town Manager and or Emergency Director.

VI. ORGANIZATION AND RESPONSIBILITIES

Town of Frye Island

1. Gather initial damage assessment figures via local damage assessment teams and or household reports. Local Damage assessment teams should include:
 - Tax Assessor or Town Manager
 - Code Enforcement Officer
 - Real Estate Appraiser
 - Public Works Director

2. Provide assessments in each of the following categories:
 - Debris clearance and disposal.
 - Protective clearance.
 - Road and Bridge
 - Water control facilities
 - Public Utilities
 - Facilities under construction
 - Private non-profit facilities
 - Other (marinas, recreational and park facilities.
 - Private or individual dwellings.
 - Business or places of business.
 - Individual assistance (other than dwelling).
 - 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 Town documents that a dangerous condition existed prior to the emergency work and that emergency work was actually completed.

4. Forward information promptly to County EMA.

County EMA:

1. Receive, summarize and report damage information that has been collected by municipalities of the county.

2. Report damages and other information to State EMA within 24 hour to 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.

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.

VIII. RELEASE OF ASSESSMENT INFORMATION

- A. Private appraisers, insurance adjusters and others may obtain damage assessment reports from the Damage Assessment Officer, Only with the consent of the Board of Selectmen or the Town Manager. Such information will be limited to that necessary to assist them in expediting the adjustment of claims.
- B. Media personnel may obtain general damage reports from the Public Information Officer. Details released to the media must be authorized by the Town Manager.

Attachment, Appendix 2, ANNEX G

Damage and Injury Assessment Instructions and Forms

Also see Tab C-EPRB

- I. Maine Emergency Management Agency, Damage and Emergency Assessment Form 7 Instructions (Rev. Feb. 2000).**
- II. Maine Emergency Management Agency, Damage and Injury Assessment, FORM 7. (Rev. Feb. 2000)**

Needs 6 pages for this material.(1)

Appendix 3, ANNEX G

DISASTER ASSISTANCE

I. PURPOSE

This appendix documents procedures, following a presidential disaster declaration, which may be implemented to assist victims of the disaster.

II. SITUATIONS AND ASSUMPTIONS

Situation:

In an Emergency or disaster situation, there will be damage and a need for technical and financial assistance for the community and its residents.

Assumptions:

Some programs require a presidential declaration in order to be activated. Others are available without a declaration.

See Attachment this Appendix, Disaster Assistance Programs.

Local Assistance efforts may be immediately implemented, whereas State and Federal Programs may take several days to activate.

III. PHASES OF MANAGEMENT

Mitigation:

- Communities should be familiar with potential hazard areas and establish and enforce building codes and land use regulations.
- Emphasize public awareness of potential hazards and disaster response options, as well as flood insurance and disaster recovery.

Preparedness:

- Develop a plan to coordinate the responses of the disaster assistance agencies.
- Exercise the plan on a regular basis.
- Select potential sites for Disaster Assistance Centers. (DAC's).
- Review and coordinate public information programs to inform the public of assistance programs available.

Response:

- Activate disaster assistance programs (See Attachment this Appendix)
- Coordinate the programs between the agencies involved.
- Establish a DAC where victims can report to seek assistance.
- Notify the public of the locations of the DAC.
- Submit applications for assistance to the appropriate State or Federal Agencies.

Recovery:

- Conduct post-disaster critiques with all assistance agencies involved to assess inadequacies in the systems or the plan.
- Revise the Disaster Assistance Plan as appropriate.

IV. ORGANIZATION AND RESPONSIBILITIES

Town EMA:

- Work with private service organizations, State and Federal agencies to locate and establish a DAC.
- Assist in public information efforts.
- Assist incapable victims with recovery briefings and access to the DAC.

Disaster Assistance Organizations/Agencies:

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

County EMA:

- Inform public of assistance programs.
- Act as liaison between Local and State/Federal agencies.

State EMA:

- Assist in establishing the DAC's.
- Act as liaison between local and federal agencies.

V. OPERATIONAL SITES

- A. Disaster Assistance Center (DAC) will be established where victims can apply for recovery assistance in a Presidential Declared "Disaster Area".
- B. The location of the DAC will be decided by collaboration between local, state and assistance organizations. The DAC will be operated by a manager appointed by the State Coordinating Officer and will remain open as long as necessary.
- C. Predicated on damage and the following aspects the Town Community Center is the potential DAC for Frye Island.
- Proximity to the affected areas.
 - Parking availability
 - Access via public transportation.
 - Ability of the site to accommodate representatives of assistance agencies (size, seating capability, desks etc), and the expected number of people seeking assistance.

- D. Alternate Sites for a Town of Frye Island DAC are:
- Golf Clubhouse
 - Town Administration Building

Attachment, Appendix 3, ANNEX G
DAMAGE ASSISTANCE PROGRAMS

- I. ASSISTANCE TO INDIVIDUALS**
- II. ASSISTANCE TO STATE AND LOCAL GOVERNMENTS**
- III. ASSISTANCE WITHOUT A PRESIDENTIAL DECLARATION**

ANNEX H

HAZ-MAT/RADIOLOGICAL PROTECTION ANNEX

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ANNEX H

HAZ-MAT /RADIOLOGICAL PROTECTION

I. PURPOSE

This Annex outlines, for the Town of Frye Island a Haz-Mat/Radiological monitoring and reporting system to minimize the effects of Haz-Mat/Radiation Hazards to the community and its public. Included in these procedures are detecting, monitoring and assessing and decontamination of a Haz-Mat radioactive environment.

II. SITUATION AND ASSUMPTIONS

Situation:

- Although the Town of Frye Island has no radiological related activities there may be the remote possibility, if an accident, involving radioactive material, occurred during transport through Raymond and Naples Via Rt. 302.
- There is always the remote possibility the Town of Frye Island may receive radioactive fallout from an accidental or deliberate Nuclear Weapons Detonation.
- Haz-Mat potential in the Town is generally limited to fertilizers, weed control substances, fuels (natural gas, diesel and gasoline) and water treatment chemicals. Annually, 4th of July fireworks are a Town sponsored event.

Assumptions:

- Properly developing, exercising and maintaining a fully operational Haz-Mat radiological protection system will significantly reduce the number of injuries from a related incident.
- Adequate facilities, equipment and trained personnel will be available to collect record and evaluate data.
- During a radiological incident, communications systems may be disrupted and additional assistance may be expected from higher levels of government.

III CONCEPT OF OPERATIONS

A. General:

1. The management of Haz-Mat/Radiological emergencies involves three critical activities.
 - Environmental Surveillance
 - Personnel Exposure Control
 - Protective Measures

2. In a large-scale emergency involving Haz-Mat/Radiological materials, many elements of local governments will be combined considering the following components.
 - Facilities
 - Equipment
 - Trained Personnel
 - Communications
 - Plan and procedures
3. The Frye Island Central Fire Station is designated as the EOC and will be the primary focal point of communications with the County and State Government in all Haz-Mat/Radiological Emergencies.

B. Phases of Management:

Mitigation:

- Designate a Haz-Mat/Radiological Protection Planner.
- Design and develop a Haz-Mat/Radiological Protection System that provides for detection, reporting assessment and decontamination of the impacted area and environment.
- Train emergency response personnel in the detection and identification of hazardous materials.
- Obtain limited radiological instruments and train appropriate response personnel.
- Establish a single location to be designated for direction and control.
- Establish a public information system to advise citizens during a Haz-Mat/Radiological situation.
- Identify locations that will provide adequate protection against the effects of a Haz-Mat/Radiological environment.
- Periodically test and exercise the Haz-Mat/Radiological Protection Systems.
- Provide periodic refresher training in all aspects of hazardous materials and radiation protection.

Preparedness:

- Review and update plans and standard operating procedures.
- Prepare for inspection and calibration of appropriate support equipment.
- Test and develop alternate communications systems.
- Develop resource lists.

Response:

- Direct key Haz-Mat/radiological personnel to a command post at the incident scene or within the EOC.
- Aid in activating and deploying trained emergency services Haz-Mat radiological teams with equipment to assess the situation.
- Rescue and provide emergency care to the injured.
- Establish a reporting station network.

- Determine the degree of hazard.
- Request additional assistance as required.
- Activate the Public Information System.

Recovery:

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Town Emergency Director will be responsible for the organizations and agencies to participate in Haz-mat protection activities, to form a planning team and develop a jurisdictional plan. His responsibilities include:

- Assemble representatives from organizations and agencies to participate in Haz-Mat protection activities, to form a planning team and develop a jurisdictional plan. His responsibilities include:
- Establish an incident reporting systems.
- Develop an analysis and assessment system.
- Determine availability of Haz-Mat detection equipment and instrument service.
- Establish an equipment distribution system.
- Develop public information and education programs.
- Deploy Haz-Mat/Radiological monitoring teams as required.
- Develop a capability to control and reduce the hazards of a hazmat area.
- Identify sources of states and federal assistance.

V. DIRECTION AND CONTROL

The Town Emergency Director is responsible for coordinating all Haz-mat activities within the Town to include:

- Establishing operations within the EOC.
- Supervising field monitoring activities, situation assessment, personnel protective measures and decontamination procedures.
- Evaluating all field data and furnishing recommendations to minimize injuries to the public.

VI. CONTINUITY OF GOVERNMENT

In the event the Town Emergency Director is unavailable to serve for any reason, the following personnel are the designated alternates:

- Deputy Fire Chief
- Assistant Emergency Director

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Town Emergency Director or his designee will develop the Town Haz-Mat/Radiological Protection Plan in cooperation with the Cumberland County EMA Director and with guidance from the State of Maine Haz-Mat/Radiological Planners.

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

ANNEX I
RESOURCE MANAGEMENT

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IV ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	1003
V ADMINISTRATION AND LOGISTICS	1003

NOTE:

A **Frye Island Emergency Resource Book (EPRB)** is separately maintained to supplement the total Emergency Plan. At Tab D therein, are specifically included the Resources Details related to the Town Emergency Plan and this ANNEX.

ANNEX I

RESOURCE MANAGEMENT

I. PURPOSE

To provide for prompt and effective acquisition, distribution and use of needed personnel and material in the event of an emergency. Some resources are separately defined in the Basic Plan, Direction and Control, Emergency Services, Communications & Warning and Haz-Mat/Radiological Annexes.

II. SITUATION AND ASSUMPTIONS

Situation:

In the time of an emergency, all local resources will be utilized and when they have been exhausted, Frye Island will call upon County EMA for assistance with resource needs. The Town and County Resource inventories are updated throughout the year and should remain as current as possible.

Assumptions:

As Frye Island runs out of resources, they will call for mutual aid. In times of emergency, especially when many jurisdictions are involved, as in a hurricane, mutual aid will be stretched beyond its limits. The County should then be contacted with request needs. The County EMA Director, or designated representative, will work to acquire the required resources.

III. CONCEPT OF OPERATIONS

A. General:

Consistent with County and State Plans, when the Town of Frye Island cannot provide the assistance needed, it shall call County for assistance. Town Department Heads should keep records of all resources utilized, (who, where, when etc). The storage maintenance/replacement of equipment and materials will be coordinated between Frye Island and the supplier. The Town Emergency Director will coordinate resources, including equipment as listed at TAB D, Town Emergency Plan Resources Book (EPRB) which is separately maintained.

B. Phases of Management:

Mitigation:

The Frye Island Emergency Director shall be responsible for identifying the special needs for the Town of Frye Island and should identify deficiencies in their resource inventory.

Preparedness:

Each Town department should, as appropriate, prepare for increased readiness to any emergency situation by:

- Conducting and maintaining an annual inventory of resources (plus source and quantity.)
- Identifying availability and accessibility of resources.
- Setting up procedures for repair and restoration of essential services and vital facilities.
- Identifying facilities that could be expanded into emergency centers for disaster victims and additional personnel and volunteers.
- Identifying location and availability of special equipment such as earth moving equipment etc.

Response:

- Request County and State assistance where local resources are insufficient to meet response needs.
- Use appropriate resources for special and critical facilities.
- Provide logistical support for Emergency Operations Center (EOC) staff and personnel deployed to disaster sites.

Recovery:

- Pay off costs incurred.
- Request County and State Assistance when Local resources are insufficient to meet recovery needs.
- Recondition/replace/replenish equipment and materials.
- Prepare Post Disaster Evaluation of resource shortfalls

Levels of Management

- Policy: This Annex should be promptly implemented upon activation of the Town EOC.
- Coordination: The Town EOC Operations Officer should be responsible for resource management, monitoring and reporting.
- Operations: See Basic Plan.
- Response: The Town Emergency Manager should coordinate distribution to all resources.

Continuity of Government

- Town Line of Succession: See Figure 1, Annex A, Direction and Control.
- Operations Sites: Should be the Town EOC and sites of major suppliers.
- Preservation of Records: An inventory and financial records should be kept of all resources used to provide for proper reimbursement and adjustment of emergency stocks.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

SEE BASIC PLAN

V. ADMINISTRATION AND LOGISTICS

A. Policies;

Town Administration shall:

- Set policy for acquisition procedures, costing, protecting resources and resources usage during a disaster situation.
- Identify the need of resources for special or critical facilities.
- Insure resources are available to support the EOC, staff and personnel during an emergency.

B. Reporting:

Records should be maintained by each Town Department to track resources use and allow budget adjustments for future emergencies and related reimbursement obligations.

C. Agreements and Understandings:

The following agreements and understandings for resource acquisition and resource dispersal are in support of this Annex.

- Emergency Dispatch. Contract with the Town of Raymond.
- Fire Services. Mutual Aid with the Town of Raymond.
- Emergency Rescue. Contract with the Town of Raymond
- EMS. Contract with the Town of Raymond.

ANNEX J

SOP'S FOR POTENTIAL TOWN EMERGENCIES

• Hurricanes	Page 1101
• Severe Summer Storms	Page 1102
• Tornado	Page 1103
• Island Power Failure	Page 1104
• Large Wildfire	Page 1105
• Hazardous Materials/Explosion	Page 1106
• Earthquake	Page 1107
• Microbursts	Page 1108

To supplement these SOP's see also the Public Information Plan at Tab B, EPRB. The Plan includes related public information, citizen instructions and announcements

HURRICANE SOP

(See also Power Outage)

- Assess the current situation.
- If necessary and it has not yet happened, activate the EOC.
- Inform the Town Officials.
- Gather information for a public announcement.
- Update the weather information via the National Weather Service.
- Contact necessary emergency services agencies.
- If evacuation is necessary, identify evacuation routes.
- Determine whether there is adequate time to evacuate risk areas before the storm arrives.
- Is sheltering necessary? If so identify shelters.
- Locate portable generators for shelters. Portable generators for the town of Frye Island are in the following locations.
- Coordinate with the Police Services on the evacuation.
- Following the storm, coordinate with and assist police, public works and other agencies in clean up efforts.

SEVERE SUMMER STORM SOP

(See also Power Outage)

- Review current weather conditions and reports.
- Notify Town Manager, Selectmen, EMA Director.
- Notify department head. (Fire, Police Services, Road Commissioner etc.
- Notify the Public.
- Prepare equipment for operational readiness.
- Does the situation require sheltering of stranded motorists and or citizens without electricity, heat etc.
- If sheltering is required, refer to Evacuation Annex and gather shelter and feeding information.
- Independent power sources.
- Coordinate with Police Services on Evacuation.
- Identify where power outages have occurred via road crews.
- Continue to obtain updates on weather conditions and changes.
- Act as liaison between emergency service agencies. Coordinate the Road commissioner, Police Fire, and Rescue.
- Coordinate with Road commissioner on cleanup efforts after the storm emergency has passed.

TORNADO SOP

(See also Power Outage)

- Assess the current situation.
- If a Tornado warning has been issued determine areas at risk.
- If necessary, activate the EOC.
- Inform the Town Officials.
- Update the weather information via the National Weather Service. Continue to update the weather.
- Determine whether risk areas need to be evacuated.
- Is sheltering necessary? If so identify shelters.
- Contact persons responsible for opening and managing sheltering.
- Keep informed of locations where tornadoes have been reported.
- Coordinate with Police Services on the evacuation.
- Assess the damage following the tornado and inform the Cumberland County EMA. Some assistance may be provided through the EMA.
- Coordinate with and assist Police, Road Commissioners, and other agencies in cleanup efforts.

ISLAND POWER FAILURE SOP

- Inform the necessary officials and department heads.
- Assess the current and extended weather conditions.
- Assess how widespread the situation is.
- Contact the utility company (CMP) and request the expected time frame of the outage.
- Activate communications capabilities to the utility, which are available through Cumberland County Emergency Management Agency.
- Is Evacuation necessary?
- If evacuation is necessary, identify shelters in the community with emergency power; (i.e. generators, natural gas that doesn't require an electrical pilot light). Reference Shelter Annex.
- Gather information on Evacuation, Shelter, and Routes of travel and contact the Media for a public announcement, if time permits.
- Notify providers of shelter and feeding.
- Assess fuel needs of all local departments and municipal equipment. Establish alternative procedures if necessary.
- Are the telephones operable? What are alternatives (HAMs, Radios etc).
- Seek assistance from community HAM Radio Operators.
- Provide the island Residents with emergency information, such as information on evacuation, shelters and routes to travel.
- Assist critical and special needs people in relocation process.
- Coordinate with the Police Services on traffic control and security measures.
- Coordinate with Sewer/Pollution Dept. regarding potential overflow problems.
- Coordinate with and assist Public Works Department on cleanup efforts.

LARGE WILDFIRE SOP

- Assess the situation.
- Inform the Town Officials and the public.
- Is evacuation necessary?
- If evacuation is necessary, coordinate with police in identifying evacuation routes.
- Establish a multi-agency on scene command post. The command post will be the most convenient location.
- Coordinate the response between the community's agencies and departments.
- Contact the weather service to update the weather conditions.
- Is sheltering necessary? If so identify shelters.
- Continue to update status on the fire.
- If the problem has exceeded the capabilities of the town and mutual aid, the Cumberland County Fire Task Force may be activated, by contacting the County EMA.
- Coordinate with the Maine Forest Service in allocating resources.
- Coordinate with other agencies for the relocation of displaced persons.
- Coordinate cleanup efforts following the fire with public works.

HAZARDOUS MATERIALS/EXPLOSION SOP

- Assess the present situation.
- Inform local elected officials.
- Establish a multi-agency on-scene command post.
- Command post has been established at _____.
- Who is the on-scene commander?
- Secure the area.
- Coordinate with Police Services on crowd and traffic control.
- Coordinate with Emergency Medical Services personnel regarding the situation.
- Inform the necessary agencies, organizations and authorities of the situation.
- Protect exposures
- Call in required mutual aid assistance if necessary.
- Is evacuation necessary?
- If evacuation and or shelter are necessary, gather information on evacuation, sheltering and re-routing.
- Evaluate heavy equipment needs and coordinate heavy equipment response.
- Coordinate with the Electric companies, gas companies, water companies and utilities for evaluation of services in the affected area.
- Have all investigations completed prior to cleanup actions.
- Coordinate cleanup and restoration activities.

EARTHQUAKE SOP

(See also power Outage)

- Assess the current situation.
- If necessary and it has not yet happened, activate the EOC.
- Identify area hit by the earthquake and those areas with severe damage and casualties.
- Inform town officials and necessary agencies of the situation.
- Inform the Cumberland County Emergency Management Agency of the local situation. Should the situation exceed the local capabilities, request that the EMA be activated.
- Contact the media for a public announcement.
- If needed, assemble HAM and RACES radio operators to assist in the communications.
- Assist in coordination with Emergency Services personnel on medical assistance to injured parties.
- Coordinate with Emergency Services on emergency triage and possible mobile hospital areas.
- Coordinate with the Fire and Public Works regarding problems created by the earthquake.
- Coordinate with CMP regarding power outages and downed electrical wires.
- Identify shelters that are out of the immediate disaster areas.
- Contact persons who have access to the shelters and with those other related agencies to move people out of the affected area to shelters.

MICRO-BURSTS

Definition:

Microburst is a small down burst with an outburst of damaging winds extending only 2.5 miles or less. In spite of its small horizontal scale, an intense microburst could induce damaging winds as high as 168 mph.

SOP: Follow the **Severe Summer Storm SOP** at page 1102.