



# **Town of Falmouth, Maine**

**Town of Falmouth Emergency Operations Plan**

**Updated July 1, 2016, by  
Falmouth Emergency Management**

**Howard F. Rice, Jr., Director**

**LETTER OF PROMULGATION AND APPROVAL**

**TO: MUNICIPAL GOVERNMENT  
TOWN OF FALMOUTH RESIDENTS**

This document is referred to as the Falmouth All-Hazards Emergency Operations Plan (FAHEOP), and is designed to provide a common approach to any hazard it may confront. It provides a framework for the Town to use in performing emergency response functions before, during, and after a natural disaster; a technological hazard; or weapons of mass destruction (WMD) event.

This comprehensive plan includes discussions about all five phases of emergency management:

- (1) Prevention – activities and measures that eliminate a disaster.
- (2) Mitigation – activities, which eliminate or reduce the chance of occurrences or the effects of a disaster.
- (3) Preparedness – activities describing how to respond to an emergency or disaster.
- (4) Response – immediate activities and actions which prevent loss of lives and property; and provide emergency assistance.
- (5) Recovery – short and long-term actions designed to restore order and community services after an emergency or disaster has occurred.

The Falmouth Director of Emergency Management is responsible for the development and maintenance of this All-Hazards Emergency Plan. It will be tested, revised and updated as required. This Emergency Operations Plan follows federal guidance and the precepts of the National Incident Management System. It provides consistent framework for incident management at all jurisdictional levels, regardless of the cause, size or complexity of the incident. The activation of this plan provides for the coordination and implementation of a variety of emergency response and recovery activities. All recipients of this plan are requested to review the plan, be familiar with the content, and advise the Director of Emergency Management if improvements or changes are recommended.

WITNESS

\_\_\_\_\_  
Howard Rice, Jr.  
Director, Town of Falmouth  
Emergency Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nathan Poore  
Town Manager, Falmouth

\_\_\_\_\_  
Date

**FALMOUTH, MAINE**  
**EMERGENCY OPERATIONS PLAN**

**APPROVAL AND IMPLEMENTATION**

The Town of Falmouth All-Hazards Emergency Operations Plan (FAHEOP) has been approved and adopted by the Town Council. This plan provides guidance for preparedness, protection, response, and recovery from emergencies that occur in or near the Town of Falmouth. This plan was developed to meet the requirements of the National Response Framework (NRF) and the National Incident Management System (NIMS). This plan supersedes all previous emergency operations plans.

The Town of Falmouth Emergency Operations Agency is responsible for the development and maintenance of this plan. The plan was developed in accordance with existing local, state, and federal statues and ordinances. Any changes or modifications to this plan must be made with the coordination and approval the town council. It will be tested, revised, and updated as required. All recipients of this Plan are requested to review the plan, be familiar with its contents, and to advise the Director of Emergency Management if improvements are recommended. Modifications to this plan should be signed and dated by of the Town of Falmouth EMA Director.

Town Council

_____ Karen Farber, Chair	_____ Date	_____ Claudia King, Councilor	_____ Date
_____ Caleb Hemphill, Vice Chair	_____ Date	_____ Charlie McBrady, Councilor	_____ Date
_____ Andrea Ferrante, Councilor	_____ Date	_____ Aaron Svedlow, Councilor	_____ Date
_____ Ned Kitchel, Councilor	_____ Date		
_____ Nathan Poore, Town Manager	_____ Date	_____ Howard Rice, Jr. Director of Emergency Management	_____ Date

## RECORD OF CHANGES

The Town of Falmouth Emergency Operations Plan is reviewed annually and updated as required to keep the plan current. Minor changes are recorded below and inserts are prepared for inclusion in distributed copies.

The plan is completely updated every five-years, and all amendments to the plan must be fully implemented within six-months after the change occurs.

The Record of Changes or updates to this plan will be tracked in a table format by change number, date of change, plan page reference, a brief description of the change, and the name of the person or organization making the change.

<b>Change #</b>	<b>Date</b>	<b>Page</b>	<b>Description of Change</b>	<b>Name</b>
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## RECORD OF DISTRIBUTION

The plan copies will have a unique control number and the plan Distribution list will also be recorded in a table format. The Distribution list will provide the plan control number, the name of the person, organization receiving the plan, and the date of delivery. If more than one copy of the plan is provided to an organization, the Distribution List will indicate the number of copies provided to that organization.

<b>Control #</b>	<b>Date of Delivery</b>	<b>Recipient Agency COUNTY</b>	<b># of Copies</b>	<b>Hard Copy/ Electronic</b>	<b>Delivered To:</b>
001		Town Council Chair			Karen Farber
002		Director of Town EMA			Howard Rice, Jr.
003		Director of County EMA			James Budway
004		Town Manager			Nathan Poore
005		Assistant Town Manager			Amy Lamontagne
006		Parks and Community Program Director			Lucky D'Ascanio
007		Public Works Director			Jay Reynolds
008		Police Chief			Edward Tolan
009		Fire Chief			Howard Rice, Jr.
010		Communication Supervisor			Rachel Kilbride
011		Town Clerk			Ellen Planer
012		Town Attorney			Amy Tchao
013		School Superintendent			Geoff Bruno
014		MEMA			Bruce Fitzgerald
015		Emergency Operations Center			Howard Rice, Jr.
016		School Resource Officer			Rob Susi
017		Falmouth Wastewater Superintendent			Peter Clark

## **PREFACE**

This Emergency Operations Plan (EOP) describes and outlines the management and coordination of resources and personnel during periods of major emergency. The plan is a result of the collaborative efforts between the Town of Falmouth Emergency Management Agency, and other town departments and agencies that have been assigned emergency roles and responsibilities.

This plan fulfills Falmouth's requirement for each municipality to prepare and keep current an Emergency Operations Plan (EOP) to respond to disasters or large-scale emergencies/incidents. It also incorporates the National Incident Management System (NIMS) as the national standard for emergency response operations.

This plan establishes the roles and responsibilities for emergency operations, as well as the concept of operations for the town. It should be used in conjunction with established operational procedures, plans, and protocols.

The plan:

- Defines emergency response in compliance with the state-mandated Emergency Operations Plan process.
- Establishes emergency response policies that provide departments and agencies with guidance for the coordination and direction of municipal plans and procedures.
- Provides a basis for unified training and response exercises.

This plan supersedes any previous Emergency Operations Plan of the Town of Falmouth Emergency Management Agency; and incorporates guidance from Cumberland County Emergency Management Agency (CCEMA), the private sector, and governmental and non-governmental organizations or agencies.

**TOWN OF FALMOUTH**  
**EMERGENCY OPERATIONS PLAN**  
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## **PURPOSE, SCOPE, SITUATION OVERVIEW AND ASSUMPTIONS**

### **PURPOSE**

To develop and implement an emergency management program utilizing Federal, State and Local, Government agencies and organizations, for emergency management/disaster situations from natural, technological, homemade or hazardous material incidents.

This EOP, using NIMS, establishes a plan for:

1) Mitigation 2) Preparedness 3) Response 4) Recovery.

- Improve coordination and integration of municipal, county, private sector and nongovernmental organizations;
- Maximize efficient utilization of resources needed for effective incident management;
- Improve incident management communications and increase situational awareness between public and private sectors;
- Facilitate emergency mutual aid and emergency support to municipal governments;
- Provide a proactive and integrated response to catastrophic events and address linkages to other incident management and emergency response plans developed for specific types of incidents or hazards

### **SCOPE**

This EOP covers a range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies, whether man-made or natural. The EOP also provides the basis to initiate long-term community recovery and mitigation activities.

The EOP establishes interagency and multi-jurisdictional mechanisms for involvement in and coordination of incident management operations.

## SITUATIONS AND ASSUMPTIONS

### Situation:

The Town of Falmouth is located in the northeastern part of Cumberland County, bordered by the communities of Portland, Cumberland, Windham, and Westbrook. The geographic characteristics include rivers, streams, hills, fields, three inhabited islands (remote and bridged), and the Atlantic Ocean. The highest point in the Town of Falmouth is 500 feet above sea level and the lowest point is sea level. The population of Falmouth is approximately 11,185 year-round, median age is 45.2, total homes 4,169, year round homes 3,054. (Source 2010 US Census) 2,149 students attend Falmouth schools (2014) with approximately 300 faculty and staff. 697 students attend Falmouth High School, 526 students attend Falmouth Middle School, and 926 students attend Falmouth Elementary School.

The geography of the Town is approximately 32 square miles, with a business section and a residential section. There are: two railroads, as well as two highways (Interstate 295 and Interstate 95), various rivers, streams and bridges which could affect response to disasters.

The Town has a paid per call/per diem Fire/EMS Department, having mutual aid agreements with surrounding communities. Headquarters are at 8 Bucknam Rd. Law enforcement is a career police department with headquarters at 2 Marshall Drive. Dispatching communications services are provided by the Falmouth Police Department. The Town's Public Works Department is located at 101 Woods Road and is responsible for maintenance of roads and highways in the Town.

The nearest hospitals:

<b>Maine Medical Center: 22 Bramhall St. Portland, Me 04102</b>
<b>Mercy Hospital: 144 State Street Portland, Maine 04101</b>

There are long-term care facilities located within the town:

Sedgewood Commons: 22 Northbrook Dr, Falmouth, ME 04105

Falmouth by the Sea: 191 Foreside Rd, Falmouth ME, 04105

Foreside Harbor: 191 Foreside Rd, Falmouth ME, 04105

Falmouth House at OceanView: 32 Blueberry Ln, Falmouth ME, 04105

Legacy Memory Care at OceanView: 4 Schoolhouse Drive, Falmouth M, 04105

## **VULNERABILITY:**

Several rivers/streams flow through Falmouth and have been the cause of flooding problems in the past. Advanced weather predictions are not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in town that are located in the designated flood plains. The mountainous areas in town are not vulnerable to this phenomenon. The frequency of extreme weather events fluctuates from year to year.

## **ASSUMPTIONS:**

**Floods:** Floods are the most probable natural cause of emergencies or disasters in Falmouth. Spring thaws and ice breakups may cause some lowland flooding. Summer or fall storms are more likely to be responsible for major flooding.

**Winter Storm:** Winter storms with snow, ice and freezing temperatures are common in Falmouth. The town is prepared to handle most winter emergencies. An Emergency potential exists when some storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however, ice storms can also cause power outages.

**Windstorms:** Violent windstorms are possible in Falmouth. Hurricanes are a common and reoccurring event in Maine. Most windstorms result in downed trees, damaged phone and power lines.

**Drought:** Drought can occur in late summer when water levels are reduced to minimal flows.

**Wildfire:** Wildfires are possible in the forested area of town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreational and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

**Earthquake:** Earthquakes have been felt in Maine in the past and remain a geological possibility. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to non-reinforced masonry (brick) buildings.

**National emergency:** National emergencies can include a possible attack by foreign interests. Since Falmouth is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

**Hazardous Materials:** Hazardous materials lead the list of potential hazards which could impact the town of Falmouth. Fuels are the most widespread materials likely to create problems. Transported chemicals passing through town are also sources of possible HAZMAT incidents.

**Radiological Emergencies:** Radiological Emergencies are possible from vehicles traveling on Interstate 295 and the Maine Turnpike.

**Aircraft Crashes:** Aircraft Crashes can happen anywhere. Small private planes are the most common in the Falmouth. A commercial airliner, off course in bad weather, could crash in Falmouth and remains a potential threat for creating mass casualties.

**Shortages:** The shortage of energy or food supplies could threaten the welfare of the citizens of Falmouth, Maine. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

## **CONCEPT OF OPERATIONS**

### **General:**

1. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, and other non-governmental agency.
2. Implementation of operations must be as self-activating as possible and not dependent upon the presence of a particular individual.
3. The Town of Falmouth Department of Emergency Management will be the coordinating agency for all activity in connection with emergency management in Falmouth.
4. The Town Council or their designees will be responsible for the execution of the plan and for minimizing the disaster effects.
5. Central control from the Emergency Operations Center (EOC) provides the requisite direction and coordination. The primary EOC is located in the Falmouth Police Department's building. The alternate EOC is located at Fire Station 4, in Falmouth on Winn Road.

### **Operations:**

Operation of the plan commences when the Falmouth Town Council Chairperson/Town Manager/Emergency Management Director and/or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property.

### **Phases of Management:**

Mitigation: Those activities that eliminate or reduce the probability of a disaster occurring.

Preparedness: Developing response capabilities needed in the event of an emergency.

Response: Providing emergency services during a crisis.

Recovery: Short-term and long term activities to restore a community to its normal function..

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **Organization:**

1. The Town Council may convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
2. The Town Council Chair/Town Manager shall appoint an Emergency Management Director whom shall be the Director of the Emergency Management of this Town and shall be responsible for coordination of operations.
3. The Emergency Management Director, under the supervision of the Town Manager shall be responsible for the overall planning, coordination and operation of the Emergency Management activity in the Town.
4. The employees, equipment and facilities of all town departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization shall also include volunteer agencies and/or persons offering services to the Town, upon acceptance thereof.
6. Duties and responsibilities assigned to a Town Department Head and his /her staff shall be the same or similar to the normal duties of the Department during a non-emergency.
7. The EMA Director shall oversee the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

### **Continuity of Government:**

#### General

Maintaining continuity of the town government at the time of an emergency is critical. It is essential that the local government continue to function in order to preserve law and order and restoring local services. In the event a local emergency that is serious enough that the continuity of government is temporarily disrupted, the restoration of government services shall be the primary objective. The continuation of government services, despite an emergency, instills confidence in the residents of the

Town, thereby reducing panic and fear and preventing chaos. Gaining the confidence of the residents directly assists the Town in controlling and managing the adverse effects of the emergency, and helps ease the restoration process.

**1. The Line of Succession for the Town of Falmouth government body shall be:**

- a. Town Council Chairperson
- b. Town Council Vice Chairperson
- c. Town Manager
- d. Assistant Town Manager
- e. Finance Director

See Continuity of Government Appendix details.

**DIRECTION AND CONTROL OF EMERGENCY MANAGEMENT STAFF**

The Town Manager will appoint the Director of Emergency Management. The Town Emergency Management Director shall be the individual responsible for day-to-day emergency management coordination of emergency operations.

The Emergency Management Director shall have the general supervision of the Emergency Management program and Emergency Management Coordinator, if designated. This will include any direction and guidance necessary.

The **Director** will be responsible for:

- Chairing all Emergency Management meetings.
- Preparing and promoting ordinances when necessary.
- Providing Town resources to establish and operate the EOC.
- Providing guidance in the annual Emergency Management budget and preparation of reports.
- The preparation of the basic plan and its review and update.
- With the approval of the Town Council/Town Manager, appoint service heads to the Emergency Management program.
- Shall have direct responsibility for the organization, the administration, and operations subject to the direction and guidance of the Town Council.
- Schedule training, drills, and exercises to train and test the local government's response capability.
- Shall be responsible for coordination with the Cumberland County Emergency Management Agency.

- Will encourage participation by staff members for Emergency Management training courses and seminars.
- Shall prepare annual reports for Emergency Management.
- Responsible for establishing and setting up the EOC.
- Serve as the EOC Manager and provide adequate staffing.
- Attend training courses, meetings and seminars at the local, state and regional levels.
- Perform the duties of Planning Operations Chief, if practical, when the ICS system is implemented.
- Function as the Safety Officer for emergency related events.

## **RESOURCES AND SUPPORT**

### **Resources:**

1. Normal supply methods will be utilized.
2. If emergency supplies are required they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director(s).
3. The Town does not have a central procurement warehouse or distribution system. Emergency supplies will be stored at or by the American Red Cross.

### **Support:**

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements.
2. Support by State departments and/or agencies will be requested through Cumberland County Emergency Management.
3. The Governor can activate military support. Requests for assistance will be coordinated through Maine Emergency Management.

## **PLAN DEVELOPMENT AND MAINTENANCE**

### **Plan and Development:**

Town officials and Emergency Management staff have developed this Emergency Operations Plan (EOP) for the Town of Falmouth. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided.

It is intended that this EOP be the primary outline for emergency or disaster operations.

### **Maintenance:**

The Emergency Management Director or designee will review and update any changes to this plan annually. Following any exercise, actual emergency or emergency disaster, the Director will compare response activities with the appropriate sections of the plan to determine if operations were within the scope of the plan. The Director may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan can also be revised when there is a significant change, or if there is a proposal received that will enhance the town's emergency response capability in coordination with the annual review.

## **EXERCISES AND TRAINING**

### **Exercises:**

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

### **Training:**

It is the responsibility of every Town department/agency head to ensure that his/her personnel receive adequate training; **including the basic and advanced course requirements in respect to Incident Command System.**

Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator.



## **AUTHORITIES AND REFERENCES**

### **FEDERAL STATUTES**

- The Federal Civil Defense Act of 1950, Public Law 81-920, (As amended by Public Law 85-606)  
The Disaster Relief Act of 1970, Public Law 91-606  
The Disaster Relief Act of 1974, Public Law 93-288 and, Executive Order 11795; and
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707  
The Food Stamp Act of 1977, Public Law 95-113  
The Atomic Energy Act of 1954, Public Law 83-703, As amended
- The Act of January 5, 1905, Responsibilities of the American National Red Cross
- The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, Title III (SARA)

### **FEDERAL PUBLICATIONS**

Reorganization Plan No. 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA)

Regional Emergency Operations Plan, Appendix A, Emergency Response Team Plan

### **State of Maine**

Maine Bureau of Civil Emergency Preparedness Act Title 37B Ch. 13 states, in substance, the following:

The Maine Civil Emergency Preparedness Act, found in title 37-B of Maine Revised Statutes Annotated, establishes a general scheme for management of emergencies within the State. The Act establishes state, regional and local responsibilities for disaster planning and response activities. Relevant sections are included below.

1. Section 741 includes broad powers for the Governor during disasters and emergencies including making and rescinding orders and rules in cooperation with other state, federal agencies or foreign countries. Specific authority exists to prepare a comprehensive plan and program for state civil emergency preparedness, of which this document is a part.
2. Section 1005 criminalizes intentional destruction, impairment, injury interference or tampering with certain types of property as a class B crime.
3. Section 1006 criminalizes sabotage of certain products or planning or execution of civil emergency planning as a class B crime.
4. Section 1007 deals with conspiracy of 2 or more persons to commit any crime defined by this chapter.

5. Section 1009 criminalizes trespass on certain types of property and interference with emergency preparedness planning or execution of plans as a class E crime.
  - Town of Falmouth Ordinances, Part I, Section 1, Article 102
  - Town of Falmouth Ordinances, Part II, Chapter 2, Article V, Sec. 2-435

### **Other Applicable State of Maine Authorities**

#### **MRSA Title 22: Health and Welfare**

1. Section 801 includes the definition of a public health threat, which means any condition or behavior which can reasonably be expected to place others at significant risk of exposure to infection with a communicable disease.
2. Section 802 outlines the authority of the Department of Human Services which includes establishing requirements for the reporting or surveillance methods measuring the occurrence of communicable diseases, occupational diseases and the potential for epidemics. It also includes language covering investigation, and the establishment of procedures to control, detect prevent and treat same. This section contains broad powers to adopt emergency rules for the protection of the public health relating to:
  - a. Procedures for the isolation and placement of infected persons for purposes of care, treatment or infection control;
  - b. Procedures for the disinfecting, seizure or destruction of contaminated property;
  - c. The establishment of temporary facilities for the care and treatment of infected persons.
3. Section 803 provides the authority for any duly authorized agent of the department, on reasonable grounds to believe that there exists a communicable disease to enter any place, building, vessel, aircraft or common carrier with the permission of the owner to inspect and examine where the communicable disease is reasonably believed to exist. If entry is refused, that agent applies for an inspection warrant from the District Court.
4. Section 804 provides enforcement authority to all agents of the Department (DHS), municipal health officers, sheriffs, state and local law enforcement officers and other officials designated by the Department to enforce the rules of the department made pursuant to Section 802. Persons neglecting, violating or refusing to obey such rules or who willfully obstructs or hinders the execution of the rules may be ordered by the Department to cease and desist. Such orders may be brought by action in District Court to obtain an injunction enforcing the cease and desist order.
5. Section 807 provides for the control of communicable diseases by the

establishment of procedures for agents of the Department in the detection, contacting, education, counseling and treatment of individuals having or reasonably believed to have a communicable disease. Additionally, the Department may designate facilities for the confinement and treatment of infected persons posing a public health threat.

6. Sections 3021-3034 provide authorities and functions of the Medical Examiner Act.

### **MRSA Title 38: Waters and Navigation**

1. Section 1317 includes definitions of hazardous matter, designated as such by the US EPA and/or Maine Board of Environmental Protection. And prohibitions against discharge of same.
2. Section 1318 includes reporting requirements, State cost recovery authority, and public order preservation requirements on the part of local public safety agencies. The Maine Department of Public Safety is called upon to exercise this authority in those areas of the State without a local public safety agency, or if assistance is requested by a local public safety agency. Under this section, Maine DEP has authority to direct removal of hazardous matter.
3. Section 1319 includes powers of the Board of Environmental Protection. The board may identify by rule substances designated as hazardous by the US EPA under the Clean Water Act, Section 311, PL 92-500. Additionally, any substance, which has not been so designated by the US EPA, may be identified by rule as hazardous matter by the board. Such rules must be submitted to the Standing Committee on Energy and Natural Resources for review, and become effective after the next regular session of the Legislature only if approved by Joint Resolution.
4. Section 1402 provides immunity to persons providing assistance or advice in mitigating or attempting to mitigate the effects of an actual or threatened discharge of hazardous materials, or in preventing, cleaning up or disposing of same.
5. Section 1403 provides exceptions to section 1402, which includes persons causing the discharge, and persons compensated for assistance.

## Reference

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

# **ATTACHMENTS TO THE BASIC PLAN**

## FUNCTIONAL ANNEXES

The Town “All Hazards” emergency operations plan consists of this basic plan with appropriate annexes and addendum to cover emergency operations as follows:

- ANNEX A. Direction and Control:** Emergency Management Director(s). Includes staffing and functioning of the EOC and succession of command.
- ANNEX B. Evacuation:** Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.
- ANNEX C. Communications:** Communications Officer. Includes local emergency communications to be utilized for all types of disasters.
- ANNEX D. Alert and Warning:** Fire Chief. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.
- ANNEX E. Shelter:** Emergency Management Coordinator. Includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.
- ANNEX F. Emergency Public Information:** Emergency Management Director(s). Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.
- ANNEX G. Resource Management:** Emergency Management Director. Includes actions to obtain vital supplies and other properties found lacking, and need for the protection of health, life, and property of people, resources for special or critical facilities, and planning.
- ANNEX H. People with Disabilities:** This document focuses on the equal access requirements for people with disabilities that apply to the points-of-service that address human needs, specifically the functions and activities comprising the Emergency Support Function for Disaster Mass Care, Housing, and Human Services.
- ANNEX I. Fire Rescue & EMS:** Includes actions, responsibilities and concept of operations for the fire department, before, during and after a disaster.
- ANNEX J. Police:** Includes authority, actions, responsibilities, organization and assignments and communication plans for the police department, before, during and after a disaster.
- ANNEX K. Public Works:** Includes assignment of responsibilities and duties, actions and communications for the public works department, before, during and after a disaster.

**ANNEX L. Parks and Community Programs:** Includes assignment of responsibilities, concept of operations, communications and training and exercise for the parks and community programs department, before, during and after a disaster.

**ANNEX M. Wastewater Treatment:** Includes authority, mission, assignment of responsibilities, and communications for the waste water department, before, during, and after a disaster.

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town department and/or agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

**ANNEX A  
DIRECTION AND CONTROL  
Town of Falmouth, Maine**

**I. AUTHORITY:**

1. U.S. Public Law 920, 81ST Congress 1950 (as amended)
2. See authorities and reference section

**II. PURPOSE:**

To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect the town. To provide emergency information and advice to the public.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

1. (See Situation, Basic Plan).
2. The primary Town EOC is located in the Falmouth Police Department, 2 Marshall Drive, Falmouth, Maine.
3. Alternate EOC is the Falmouth Fire Department, Station 4 located on Winn Road, Falmouth, Maine, or mobile units such as Fire Rescue Unit 1 if necessary.
4. The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the town's normal capability to respond.
5. The decision to order activation of the EOC will be made by direction of the Emergency Management Director or designee.

**The primary staff may consist of:**

Town Council Chair  
Town Manager  
Emergency Management Director  
Fire Chief  
Police Chief  
Parks & Public Works Director or  
Others as require/requested (eg, in the case of a Unified Command)

**Secondary Staff:**

Assistant Fire Chief  
Deputy Fire Chiefs  
Police Lieutenant  
Wastewater Supervisor  
Communications Supervisory personnel  
Public Works Supervisory Personnel

(The type of Disaster/Emergency and response may dictate additional staff.)



B. Assumptions:

1. The EOC will be adequate for direction and control.
2. Communications will be available.
3. Close coordination will occur with neighboring jurisdictions, State officials, volunteers and industry.

**IV. CONCEPT OF OPERATION:**

The EOC staff, upon activation, will prepare the EOC for operation and:

1. Ensure that information is being received from field forces, recorded, and evaluated.
2. Based on evaluation, coordinate response.
3. Develop and maintain a town situation map identifying problem areas and deployment of responders.
4. Determine the capability of the town to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
5. Issue information and advice to the public. Be prepared to brief media and answer questions.
6. Prepare for possible 24 hour EOC operation, if warranted.
1. Determine procedures for damage assessment and recovery operations.

**V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

1. EOC Manager - Town Manager/Council has authority to:
  - A. Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
  - B. Ensure promulgation of regulations to protect life and property and preserve critical resources.
  - C. Request assistance from the State, or other political subdivision, when conditions in the town are beyond the control of local emergency management forces.
  - D. Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of the people.
  - E. Maintain liaison with State and federal authorities and local authorities from nearby jurisdictions.
  - F. Coordinate the activity of public and private agencies, including volunteers, Red Cross, industry, etc.
  - G. Assume such authority and activity to promote and execute the emergency management plan.

2. Police Chief:
  - A. Normal operational requirements of the Police Department and coordination with other services.
  - B. Determine traffic control points.
  - C. Coordinate with other services if an evacuation advisory is anticipated or issued. Assist with warning.
  - D. Security of evacuated areas.
  - E. Security of EOC.
  - F. Recommendation for requesting outside assistance, including military.
  
3. Police Lieutenant:
  - A. Emergency plan development for the Police Department.
  - B. Assume duties of the Chief in his/her absence, or by his/her direction.
  
4. Fire Chief:
  - A. Normal operational requirements of the Fire Department and coordination with other services.
  - B. Coordinate with other services if an evacuation advisory is anticipated or issued.
  - C. Disseminate warnings to the public as required.
  
5. Assistant Fire Chief / Deputy Fire Chief:
  - A. Assume the duties of Fire Chief in his/her absence, or by his/her direction.
  
6. Public Works. - Director, or in his/her absence, a supervisor from the Department.
  - A. Normal operational requirements of the Public Works Department and coordination with other services.
  - B. Debris clearance from town roads.
  - C. Coordination of emergency transportation through the Emergency Management Director.
  - D. Damage assessment as directed by Emergency Management Director.
  
7. Wastewater Dept. - Water & Sewer Superintendent or in his/her absence a lead man from Water and Sewer Department:
  - A. Normal operational requirements of the Water and Sewer Department and coordination with other services.
  - B. Wastewater Treatment Facility.

## **VI. ADMINISTRATION AND LOGISTICS:**

1. Town Manager/Emergency Management Director has the responsibility for assuring that the EOC is physically opened.
2. First person at the EOC has responsibility for assuring that primary staff has been notified (not necessarily do the actual notification).

3. Department Heads have a responsibility for providing radio communications to their department by bringing a portable radio (in the event power is lost).
4. Emergency Management Director or Communications Supervisor, if one designated, will arrange for additional telephones or extensions in the EOC if needed.
5. Emergency Management Director has responsibility for providing personal services to the staff. (Food, water, sleeping accommodations, etc.) Central Fire Station is available and suitable for use as a central distribution point.

## **VII. Readiness Levels:**

### **EOC Operations**

1. The Falmouth Emergency Operations Center is located at the Falmouth Police Department.
2. There are three levels of EOC staffing. The Director of Emergency Management will, in consultation with senior town staff, determine which mode is appropriate for the event.

[Note: FEMA, MEMA, & CCEMA have no consistent Operations status level mode]

### **Monitoring Mode.- Level 1**

1. The Town of Falmouth may, in response to local, regional, statewide, or national event, decide that the EOC should be activated, but kept in the Monitoring Mode. This mode would most likely involve one staff person (e.g. the Director of Emergency Management) setting up the EOC if needed, monitoring outside events, and providing key event information to senior town staff. The EOC may be taken from Monitoring Mode to Full Activation Mode if event circumstances dictate.

### **ICS Mode - Level 2.**

1. The EOC may be partially activated to support Incident Command System (ICS) field operations. For example, response to a large fire would involve activation of the ICS command system. Field operations (at the scene of the large fire) would include the Incident Commander and key staff, along with the Operations Section and the Logistics Section. If established, the Logistics Section, the Planning Section and the Finance and Administration Section could be located at the EOC to provide emergency support to the Incident Commander and his/her senior staff.

### **Full Activation Mode – Level 3.**

1. The decision may be made by the Director of Emergency Management to bring the EOC up to full activation mode. In this mode, the EOC staff will be organized along the Emergency Support Function (ESF) organization included in the Federal Response Plan. ESFs will be activated and staffed as necessary for the management of event response. ESF functions include:

## **DEPARTMENTAL STAFF**

- Suggested Emergency Support Functions

ESF 1 – Transportation-Schools

ESF 2 – Communications

ESF 3 – Public Works

ESF 4 – Fire/EMS Department

ESF 5 – Information and Planning

ESF 6 – Mass Care - Shelters

ESF 7 – Resource Support

ESF 8 – EMS/Medical Support

ESF 9 – Urban Search and Rescue Support

ESF 10 – Hazmat Support

ESF 11 – Food Services

ESF 12 – Energy and Water Resources

ESF 13 – Law Enforcement

ESF 14 – Public Information

ESF 15 – Donations and Volunteer Coordination

ESF 16 – Record Keeping / Finance

## **VII. Use of National Incident Management System (NIMS)**

1. Falmouth has adopted and uses the National Incident Management System (NIMS) to manage the response to major emergencies in accordance with Homeland Security Presidential Directive-5, "Management of Domestic Incidents". Use of NIMS allows federal, state and local governments to work together in a consistent manner to prepare for, respond to, and recover from emergency events, whether natural or manmade.
2. **NIMS** standardize the use of the **Incident Command System (ICS)** and Multi-Agency Coordination Systems, such as an Emergency Operations Center to manage emergency response operations. The ICS is used, according to NIMS guidance, "to organize both near term and long term field level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade."

## **ANNEX B**

### **EVACUATION**

#### **Town of Falmouth, Maine**

##### **I. AUTHORITY:**

1. See Basic Plan.
2. See authorities and reference section

##### **II. PURPOSE:**

To provide procedures that would assist the Town in accomplishing or assisting in an orderly evacuation of people.

##### **III. SITUATION AND ASSUMPTIONS:**

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

The Town of Falmouth has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The Town could also be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries as outlined in the American Red Cross agreements.

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

The Town of Falmouth has a capability to offer some assistance if this happens. Direction and Control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, volunteers, surrounding jurisdictions, and State agencies, if required. (See Basic Plan, Assumptions)

##### **IV. MISSION:**

To carry out basic government functions of maintaining the public peace, health, and safety if an evacuation of population is contemplated or occurs.

##### **V. CONCEPT OF OPERATIONS:**

Town departments heads involved in emergency response have a responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Emergency Management Director for implementation and coordination from the Emergency Operations Center. Town agencies, as covered in their respective annexes, have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

## **VI. ASSIGNMENT OF RESPONSIBILITIES:**

The Emergency Management Director is responsible for:

1. Development and coordination of evacuation plans.
2. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
3. Maintain liaison with State and Federal authorities and authorities of other nearby political government.
4. Negotiating and concluding agreements with owners of persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters.
5. Coordination of the activity of all other public and private agencies.
6. Reviewing and updating this annex on an annual or as needed basis.

The Fire Chief or designee is responsible for:

1. Recommend and assist with evacuation if situation warrants.
2. Assist with dissemination of warning.
3. Fire inspecting and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Director.
4. Coordinate with Emergency Management Director or designee on transportation to shelters.

The Police Chief or designee is responsible for:

1. Assist with dissemination of the warning
2. Emergency traffic control and crowd control.
3. Assist with evacuation.
4. Security of evacuated areas and shelters.

The Public Works Director or designee is responsible for:

1. Clearing of debris from town roads.
2. Coordination of emergency transportation through the Emergency Management Director.

## **VII. DIRECTION AND CONTROL:**

Responsibility for implementing an evacuation, time permitting, rests with the Town Manager and Emergency Management Director in consultation with the Police and Fire Chief. Coordination will be accomplished through the Emergency Operations Center under the general direction of the Emergency Management Director who will coordinate the actions and responsibilities of the Department heads.

## **VIII. COMMUNICATIONS:**

Communications will occur by telephone, town radio, cellular phone and REACT organization.

## **IX. TRAINING AND EXERCISE:**

It is the responsibility of the Emergency Management Director to conduct training.

## **ANNEX C COMMUNICATIONS**

Town of Falmouth, Maine

### **I. AUTHORITY: See Basic Plan.**

### **II. PURPOSE:**

To identify communication equipment and procedures that will be utilized during an emergency in the Town of Falmouth.

### **III. SITUATION AND ASSUMPTIONS:**

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

1. See Basic Plan.
2. The Emergency Management Director or designee will be responsible for coordinating all emergency communications activities during an emergency.
3. The Police Department will have the responsibility for alert/notification of the town from outside hazards
4. Emergency services have sufficient radios and telephones for day-to-day emergency operations.

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

1. See Basic Plans.
2. Local radio will be utilized for emergency warning and instructions to the public.

### **IV. MISSION:**

To provide the EOC staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

### **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

#### **Police and Fire Departments:**

1. To maintain Police Dept./Fire Dept. telephone, base, and portable radio systems.
2. Maintain telephone/communication systems at the EOC. Obtain additional telephone lines and cellular telephones during an emergency.
3. Periodically test the radio and telephone systems.
4. Maintain statewide Emergency Management radio link.

#### **Emergency Management Agency:**

1. Provide liaison with County, State and Federal agencies.
2. Ensure that Cumberland County Emergency Management is aware of the local communications system procedures.
3. Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
4. Confirm that personnel are trained and that communications systems and tested.
5. Coordinate with local volunteer organizations.

## **VI. CONCEPT OF OPERATIONS:**

In an emergency, the primary EOC will be located inside the Falmouth Police Dept. at 2 Marshall Drive. The EOC will use telephones for primary communication.

The EOC has eight listed telephone lines and two unlisted analog telephone lines. (The unlisted line can be used for outgoing calls only) The local telephone company can add additional telephone lines to the EOC.

In addition to telephone communications, several town departments utilize radio communications. The Fire / EMS and Police Department base radio station is located (at the EOC). The Public Works, Wastewater and School Departments can utilize portable radio communications.

A local cellular phone company has agreed to make additional cellular phone available to the EOC in an emergency.

Another important communications resource to the EOC is the local ham radio operators organization called Amateur Radio Emergency Service- ARES, which is comprised of approximately 60,000 ham operators nationally, each equipped with their own portable radios which operate on the ham radio frequencies. Ham operators often participate with local Maine emergency response personnel during emergency exercises. Use of ARES is requested by the Emergency Management Director through the Cumberland County Emergency Manager.

## **VII. DIRECTION AND CONTROL:**

1. The Police Chief's office is located inside 2 Marshall Drive, Falmouth.
2. The direction and control of communications is accomplished from the police department communication center under normal operating circumstances. When activated, the control of communications is The Town of Falmouth EOC prime location located at the Police Department conference room.

## **VIII. COMMUNICATIONS:**

1. Day to Day radio communications are managed and executed at the Falmouth communication center, 2 Marshall Drive.
2. All base station and dispatch equipment is managed by the police department.
3. Individual radios used by the Fire-EMS, Public Works, Wastewater and School Departments are managed by respective department heads, in coordination with the police communication center.

## **IX. TRAINING AND EXERCISE:**

1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for department personnel will be conducted in cooperation with the Town of Falmouth Emergency Management Director.



**ANNEX D**  
**ALERT AND WARNING**  
**Town of Falmouth, Maine**

**I. AUTHORITY:**

See basic plan.

**II. PURPOSE:**

To identify responsible authorities and the method that will be utilized to alert town authorities and warn the general public.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

1. See Basic Plan.
2. The Falmouth Emergency Management Director is the Warning Officer for the Town of Falmouth.
3. The Falmouth Police Department has the responsibility for alert/notification and for contacting the Fire Chief.
5. The fire vehicles and police vehicles are equipped with loud speakers.
6. Door to Door warning will be necessary for part of the population.
7. The Town has a viable alert notification system for Town response personnel and the school department.

B. Assumptions:

1. See Basic Plans.
2. Fire Vehicles and police vehicles will be available.
2. Fire, Police, and volunteers will be utilized for emergency warning and instructions.
4. Local radio will be utilized for emergency warning and instructions to the public.
5. A telephone tree may be required for affected industries.
6. Warning time will vary depending on the hazard and speed of onset. Time available can vary from ample to none but will generally allow Town officials sufficient time to evaluate necessary actions.
7. A requirement for warning may be local, area, state or national in origin.

**IV. MISSION:**

To notify the EOC staff and the general public as the situation or hazard requires.

**V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

A. Police Department:

1. To receive warning notification through Emergency Management from the County Emergency Management or from the public and disseminate as required.
2. Assist the Fire Department with warning the public.
3. To alert the EOC primary staff when EOC is activated.

B. Fire Department:

1. To disseminate a warning to the public using sirens, public address systems, town agencies, volunteers and the media as required.

2. Maintenance of outdoor warning devices.

C. Emergency Management Agency:

1. To provide liaison with County, State and Federal agencies.
2. Assure that the County EMA office is aware of the local warning point and that procedures are up to date and operational for reception by Falmouth if any warning disseminated from the County warning point or proper State agency is requested.
3. Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
4. Confirm that personnel are trained and that warning functions are exercised.
5. Provide liaison with Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.
6. Check with warning officer (Fire Chief) that nursing homes, major industries and other key locations have been notified.
7. Confirm that Fire and Police make verification of warnings before dissemination.

**VI. CONCEPT OF OPERATIONS:**

Falmouth Police have primary responsibility for initial reception of any warning disseminated by the County / State. If a warning is locally generated it would normally be received by the Communication Department by telephone. Once this is accomplished the Emergency Management Director has the responsibility for public notification, and, the Fire Chief has the responsibility of EOC staff notification. Time permitting, a decision to warn the public and the method to be utilized will be coordinated with the Emergency Management Director if the method of protecting the public includes sheltering and/or evacuation.

**VII. COMMUNICATIONS:**

Town departments will use the municipal frequency for interface including a land-line to the School department to staff their base. Primary communications with the media, State and other surrounding local governments will be by telephone. The Statewide radio and the Mutual Aid Fire radio systems can be utilized as back-up if necessary. If shelters are utilized, primary communications will be with cellular telephone. If the situation indicates, town portable radios, town mobile radio equipped vehicles or messengers will be used.

**VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

- A. The Managers of the Warning System are responsible for:
1. Day to day and emergency operations of their department, and coordination with other Town agencies.
  2. An up-to-date listing of media contacts to use in case of town wide emergency notification.
  3. Equipment necessary to broadcast emergency messages from Police and Fire vehicles.

**VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

- A. The Emergency Management Director is responsible for the activation of the town wide warning system.
- B. The Emergency Management Director is the Warning Officer.

#### **IX. DIRECTION AND CONTROL:**

1. The Emergency Management Directors office is located at the Central Fire Station, 8 Bucknam Rd.
2. Activation of the town wide warning system is accomplished from the Communication Department offices under normal operating conditions and from the Town of Falmouth EOC, if activated for an emergency.

#### **X. COMMUNICATIONS:**

1. Day to day town wide communications are handled by normal individual department channels
2. All equipment located throughout the town to service the warning system functions including telephone, computer and radio communications are managed through the Police and Fire/EMS Department offices.

#### **XI. TRAINING AND EXERCISING:**

1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for department personnel will be conducted in cooperation with the Town of Falmouth Emergency Management Director.

**ANNEX E**  
**EMERGENCY SHELTER**  
**Town of Falmouth, Maine**

**I. AUTHORITY:**

1. See Basic Plan I.A.
2. U.S. Public Law 4, 58th Congress, January 5, 1905
3. U.S. Public Law 93-288, Disaster Relief Act of 1974
4. Statement of Understanding - FEMA and National Red Cross, January 22, 1982
5. Statement of Understanding - Falmouth and American National Red Cross, September 27, 2007

**II PURPOSE::**

To define the duties and responsibilities of shelter service in the event of a natural or man-made disaster.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

1. See Basic Plan
2. The Town of Falmouth could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
3. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross.
4. Activation of shelters will be determined by the Emergency Management Director and will be dependent on the magnitude of the disaster.
5. The American Red Cross has both the expertise and experience in operating public shelters.
6. Special needs for the elderly, disabled, and those with language barriers are recognized and will be provided for.

B. Assumptions:

1. See Basic Plan.
2. The American Red Cross, with Town assistance, will recruit necessary volunteers to complement Red Cross staff in shelter operations.
3. The American Red Cross will coordinate with the Emergency Management Director for any additional support that can be provided by local government agencies.
4. Shelters in the Town of Falmouth will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.
5. If the American Red Cross utilizes provisions on-hand owned by the Town, the American Red Cross will reimburse the town for all items consumed / used.

**IV. MISSION:**

To protect the population from the effects of a disaster, or impending disaster, by directing the public to available shelters, performing necessary tasks during the shelter stay, and releasing the shelter occupants when the situation warrants.

**V. ADMINISTRATION AND LOGISTICS**

1. The American Red Cross is responsible for the shelter operations.
2. The Town of Falmouth will assist the American Red Cross with shelter operational needs identified by the American Red Cross.

3. The Town of Falmouth will supply the actual shelter facility from among its town owned facilities.

## **VI. WARNING**

1. The Shelters (American Red Cross) will receive warning of a disaster or emergency through communications by telephone, municipal radio or messenger, or via the State fan out system. (as described in Annex D.)
2. They may also receive notification from:
  - A. Fire / EMS Chief
  - B. Falmouth EOC

## **VII. CONCEPT OF OPERATIONS:**

1. The American Red Cross and the Emergency Management Director will coordinate designation of the shelters as part of this plan. The American Red Cross will have a position reserved in the Falmouth Emergency Operations Center.
2. The American Red Cross will be the sole operator of the Falmouth town emergency shelters. Assistance in feeding may be provided by volunteers.
3. Fire inspections are routinely performed by the Fire Department in designated shelters.
4. Assistance with security, inside and outside, will be coordinated with the Falmouth Police Department.
5. Health requirements and inquiries about missing persons will be an American Red Cross responsibility assisted by the Fire Chief/Police Chief or designee, if necessary.
6. Public information concerning shelters will be coordinated through the Emergency Management Director.
7. If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Emergency Management Director.
8. The Emergency Management Director will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

## **VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

- A. Organization:
  1. The Emergency Management Director will be the liaison between the Town and the American Red Cross Shelter Coordinator.
  2. Members of the American Red Cross and volunteers, recruited from State agencies or the local populace, will constitute each individual shelter organization.
  3. The Emergency Management Coordinator will coordinate outside shelter assistance requested from Town Departments and/or agencies. (Police, Fire, Wastewater, etc.)
- B. Alert Notification:
  1. Emergency Management Director will notify the American Red Cross Shelter Service of the need for shelter services.
  2. Notification of other members of the American Red Cross will follow American Red Cross procedures.
- C. Emergency Operating Center:

1. An American Red Cross representative may report to the EOC when necessary to assist with the coordination of shelter operations.
2. Status charts may be utilized at the EOC to indicate the location of shelters and available spaces, etc.
3. A log of incoming and outgoing messages concerning shelter operations will be maintained.
4. Coordination with other emergency services will be accomplished through the Emergency Management Director(s).
5. Primary shelter communications will be by telephone. Radios or messengers may also be utilized when available. If additional radio communications are desired, request will be coordinated through the Emergency Management Director(s). The use of Amateur Radio Operators may be utilized

#### **IX. DIRECTION AND CONTROL**

1. Activation and management of the shelter is the responsibility of the Falmouth Emergency Management Director.
2. Direction and control of emergency shelter operation is managed through the Red Cross who has operational expertise and control.

#### **X. COMMUNICATIONS:**

1. Routine communications during shelter operation will occur by cell phone supplied by operating personnel and landline installed in the shelter.
2. The EOC will provide emergency radios if required.

#### **XI. TRAINING AND EXERCISE:**

1. It is expected that the American Red Cross will train shelter staff. Town shelter liaison and coordination duties will be developed; participating town personnel will also be trained.
2. If additional or special training is required, it will be coordinated through the Emergency Management Director(s).
3. Shelter exercises will be held at the request of the Red Cross. The Emergency Management Director will also coordinate exercises.

**ANNEX F  
EMERGENCY PUBLIC INFORMATION**

**Town of Falmouth, Maine**

**I. Authority:**

See Basic Plan.

**II. Purpose**

To outline the role of the Public Information service in the event of a natural or manmade disaster.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

1. Radio and Television stations can provide information and instructions to the public during an emergency.
2. Local television stations are the authorized Emergency Broadcasting Stations (EBS), authorized to provide immediate information and instructions during an emergency.
3. The *Portland Press Herald* will be asked to publish informational and instructional material when the situation warrants.

B. Assumptions:

1. The television and radio stations have emergency power to remain on the air in the event of a power failure.
2. The *Portland Press Herald* also has emergency power.
3. The local news media will be asked to cooperate with the Public Information Officer to provide information and instructions to the public in an emergency.
4. The Public Information Officer or designee will ensure that the Emergency Public information package is printed and distributed to the public.

**IV. MISSION:**

To provide accurate and official information and instructions to the citizens by using all available media before, during, and after emergencies.

**V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

1. The Public Information Officer, or designee, will select personnel to assist with providing fast and accurate reporting during emergencies
2. Maintain a list of local news media personnel in the town with their phone numbers.
3. Maintain any other material necessary to carry out their assignment.
4. Maintain a file of all news releases.
5. Establish an information center at the EOC for the media.
6. Prepare appropriate news releases. (See Appendix K2.)
7. Coordinate information for public release with the other emergency services.
8. Contact the Emergency Broadcast Station, WNVT to determine EBS entry.
9. Notify the public of information and instructions outlined in the Emergency public information package and verify that the package is up to date.

## **VI. Concept of Operations:**

1. The Public Information Officer, or designee, will be alerted by Emergency Management if required, when any emergency situation exists.
2. The Public Information Officer, or designee, will alert his/her assistants.
3. The Public Information Officer, or designee, will report to the EOC or alternate EOC when requested by the Emergency Management Director.
4. The Public Information Officer, or designee, will coordinate the collection and evaluation of information instructions for the public.
5. All releases, information, and instructions will be cleared with the Emergency Management Director before being disseminated to the Public.
6. Releases will be cleared by Police Chief before being released concerning bomb threats at the schools.

## **VII. DIRECTION AND CONTROL**

1. The Public Information Officer will be selected on a need basis by the Emergency Management Director.
2. The Town of Falmouth does not have a full time or designated Public Information Officer.

## **VIII. COMMUNICATIONS:**

### **A. Administration:**

1. The Public Information Officer will review this annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the Emergency Management Director.

### **B. Communications:**

1. The primary communications between the Public Information Officer and news media will be by telephone.

## **IX. TRAINING AND EXERCISE**

1. Exercises - Test exercises may be conducted annually. The Public Information Officer will participate, or at least be present, at the exercise.



**ANNEX G**  
**Resource Management**  
**Town of Falmouth, Maine**

**I. AUTHORITY:**

1. Falmouth Emergency Management
2. See authorities and reference section.

**II. PURPOSE:**

To provide resources needed during a disaster.

**III. SITUATION AND ASSUMPTIONS:**

- A. Situation: The Town of Falmouth has identified the potential need for resources in the event of a disaster.
- B. Assumptions: The Town of Falmouth has the capability to provide resources needed during an emergency. The town has a list of equipment and materials supplied in the town. Each department should maintain and update their list annually or on an as needed. Resources can also be obtained through Cumberland County Emergency Management by the Emergency Management Director.

**IV. MISSION:**

To provide sufficient resources in the town during an emergency.

**V. CONCEPT OF OPERATIONS:**

The town of Falmouth has resources that can be used in the event of a disaster. Funding to replace resources can be reimbursed after the disaster. Departments must keep a record of what is used. If the Town of Falmouth's resources are exhausted, further resources can be obtained through the Emergency Management Director contacting County Emergency Management.

**VI. ASSIGNMENT OF RESPONSIBILITIES:**

1. Each department director will keep a record of materials used.
2. Emergency Management will contact County Emergency Management for further resources.

**VII. DIRECTION AND CONTROL:**

1. Emergency Management Director will contact County Emergency Management
2. Emergency Management Director will obtain approval through the town manager or the finance department if funding is needed for further resources.

**VIII. COMMUNICATIONS:**

Communication for further resources will be through the EOC.

## **ANNEX H**

### **People with Disabilities**

#### **I. AUTHORITY:**

1. See authorities and reference section

#### **II. PURPOSE:**

To provide people with disabilities the same or equal service that non disabled people receive during an emergency event within the Town of Falmouth.

#### **III. MISSION**

To insure the EOC when activated is sensitive to the needs of people with Disabilities. Further, all implementation will follow the guidelines below throughout emergency operations.

#### **IV. SITUATION AND ASSUMPTIONS:**

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

1. See Basic Plan.

##### **I. Use Assumptions**

Although this Guide is organized by type of provider, providers must be aware that they may fall into more than one category of provider. For example, a state agency that receives Federal financial assistance must comply with laws that apply to Federal financial assistance recipients as well as to laws that apply to state and local governments. Non-profit organizations that receive Federal financial assistance to provide food, clothing, shelter, or transportation in connection with an emergency must comply with obligations applicable to recipients of such assistance as well as requirements generally applicable to nonprofit organizations that provide services to the public.

This Guide provides brief summaries of the applicable laws. It is not intended to be a comprehensive resource on all possible legal obligations. Users of this technical assistance guide should anticipate the need to uphold these obligations while addressing resource and service limitations.

##### **II. Planning Assumptions**

Federal civil rights laws require accessibility and prohibit discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery. To comply with these laws, people responsible for notification protocols, evacuation and emergency operation plans, shelter identification and operations, emergency medical care facilities and operations, human services, and other emergency response and recovery programs must:

1. have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws;

2. be familiar with the demographics of the population of people with disabilities who live in their community;
3. involve people with different types of disabilities in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that residents and visitors with disabilities will need during an emergency; and
4. identify existing and develop new resources within the community that meet the needs of residents and visitors with disabilities during emergencies

## V. CONCEPT OF OPERATION:

### III. Non-discrimination Principles of the Law

Federal civil rights laws require equal access for, and prohibit discrimination against, people with disabilities in all aspects of emergency planning, response, and recovery. To comply with Federal law, those involved in emergency management should understand the concepts of accessibility and nondiscrimination and how they apply in emergencies. Following are key nondiscrimination concepts applicable under those Federal laws and examples of how these concepts apply to all phases of emergency management.

5. **Self-Determination** - People with disabilities are the most knowledgeable about their own needs. Whenever choices are available, people with disabilities have the right to choose their shelter location, what type of services they require, and who will provide them.
6. **No "One Size Fits All"** - People with disabilities do not all require the same assistance and do not all have the same needs. Many different types of disabilities affect people in different ways. Preparations should be made for individuals with a variety of functional needs, including individuals who use mobility aids, require medication or portable medical equipment, use service animals, need information in alternate formats, or rely on a care giver.
7. **Equal Opportunity** - People with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities. Emergency recovery services and programs should be designed to provide equivalent choices for people with disabilities as they do for individuals without disabilities. This includes choices relating to short-term housing or other short- and long-term disaster support services.
8. **Inclusion** - People with disabilities have the right to participate in and receive the benefits of emergency programs, services, and activities provided by governments, private businesses, and nonprofit organizations. Inclusion of people with various types of disabilities in planning, training, and evaluation of programs and services will ensure that this population is given appropriate consideration during emergencies.
9. **Integration** - Emergency programs, services, and activities typically must be provided in an integrated setting. The provision of services such as sheltering, information intake for disaster services, and short-term housing in integrated settings keeps individuals connected to their support system and caregivers

and avoids the need for disparate service facilities.

10. **Physical Access** - Emergency programs, services, and activities must be provided at locations that all people can access, including people with disabilities. People with disabilities should be able to enter and use emergency facilities and access the programs, services, and activities that are provided. Facilities typically required to be accessible include: parking, drop-off areas, entrances and exits, security screening areas, toilet rooms, bathing facilities, sleeping areas, dining facilities, areas where medical care or human services are provided, and paths of travel to and between these areas.
11. **Equal Access** - People with disabilities must be able to access and benefit from emergency programs, services, and activities equal to the general population. Equal access applies to emergency preparedness, notification of emergencies, evacuation, transportation, communication, shelter, distribution of supplies, food, first aid, medical care, housing, and application for and distribution of benefits.
12. **Effective Communication** - People with disabilities must be given information comparable in content and detail to that given to the general public, as well as accessible, understandable, and timely.

Auxiliary aids and services may be needed to ensure effective communication. These may include pen and paper or sign language interpreters through on-site or video interpreting for individuals who are deaf, deaf-blind, hard of hearing or have speech impairments. Individuals who are blind, deaf-blind, have low vision, or have cognitive disabilities may need large print information or people to assist with reading and filling out forms.
13. **Program Modifications** - People with disabilities must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices, and procedures. Service staff may need to change the way questions are asked, provide reader assistance to complete forms, or provide assistance in a more accessible location.
14. **No Charge** - People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment. Examples of accommodations provided without charge to the individual may include ramps, cots modified to address disability-related needs, a visual alarm, grab bars, additional storage space for medical equipment, lowered counters or shelves, Braille and raised letter signage, a sign language interpreter, a message board, assistance in completing forms, or documents in Braille, large print, or audio recording.

## VI. DIRECTION AND CONTROL

The Emergency Management Director will be responsible for the maintenance of these mandatory guidelines throughout the duration of the EOC operation.

## **VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

The guidelines listed in this annex are relevant to all operating functions and departments throughout the operational period. The individual departments and functions are responsible to integrate these principles within their operating procedures.

## **VIII. ADMINISTRATION AND LOGISTICS:**

Each department will use its normal internal systems to manage their activities.

## **IX. COMMUNICATION**

Day to day and emergency communications are maintained and operated by the individual departments.

## **X. TRAINING**

1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for department personnel will be conducted in cooperation with the Town of Falmouth Emergency Management Director.

**ANNEX I  
FIRE AND EMS  
Town of Falmouth, Maine**

**I. AUTHORITY:**

1. Falmouth Emergency Management ordinance
2. Chapters 1 and 3, Title 20, VSA 1951 (as amended)
3. U.S. Public Law 920, 81st Congress, 1950 (as amended)

**II. PURPOSE:**

To develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Falmouth Fire-EMS Department personnel.

**III. SITUATION AND ASSUMPTIONS:**

1. The Falmouth Fire-EMS Department has the primary responsibility of responding to emergencies in the Town.
2. It has a responsibility to respond to fire and medical emergencies outside Falmouth through mutual aid compacts with surrounding communities.
3. The Fire-EMS Department can expect assistance from other Town agencies and departments upon request.
4. Fire-EMS Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies (see all- hazard analysis Addendum).

**IV. MISSION:**

1. To limit or prevent loss of life and property from fires or threat of fires.
2. To assist with warning and evacuation.
3. To assist and cooperate with other Town agencies and departments responding to disaster.

**V. ADMINISTRATION:**

1. The Fire-EMS Department is led by a Chief appointed by the Town Manager.
2. The Fire-EMS Department is normally composed of 18 officers, 75 call firefighters/EMTs, and 15 per diem firefighter/paramedics.
3. The Department is continuously in the process of re- evaluating emergency plans in the Town.
4. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Management Director.

**VI. CONCEPT OF OPERATIONS:**

1. Operations of the Fire Department require a rapid and coordinated response.

2. Implementation must be as self-activating as possible and not dependent upon the presence of a particular individual. Fire-EMS Department Personnel carry pagers and will normally be notified by the Fire Alarm if a response by the Department is required.
3. Telephone tree can be used as a back-up.
4. The Fire Officer in charge of the incident has responsibility for requesting additional assistance.
5. Initial Response will include an evaluation of the on-scene situation, establishment of command if necessary, and identification of a staging area if additional assistance is required.

## **VII. RESPONSIBILITIES:**

- A. Fire Chief or Designee:
  1. Responding to emergencies.
  2. Any rescue work needed, protecting exposures as required and extinguishing fires.
  3. Assisting other Town agencies, if requested, when life or property is threatened.
  4. Assisting with warning.
  5. Recommending and assisting in evacuation if situation warrants.
  6. Requesting assistance from Mutual Aid System and other town agencies/ departments.
  7. Keeping proper authorities informed of situation.
  8. Normal operation of the Fire-EMS Department.
- B. Fire-EMS Department Officers
  1. Must have ability and knowledge to service as officer in command at an incident until superior officer is on-scene and assumes control.
  2. Knowledge and skills to perform day-to-day operations as described in staff duties.
  3. Other specific or fire related response duties as assigned by the Chief or designee at the scene or as indicated in standard operations procedures/guidelines.

## **VIII. DIRECTION AND CONTROL:**

Direction and control, as a function, is covered in Annex A.

1. Requests for off-site assistance will be requested by the Officer in charge through Fire Alarm.
2. A command post will be established at the scene with responding agencies reporting on arrival.
3. If the situation warrants the opening of the Town's Emergency Operations Center, the Officer in charge will assure that communications with the EOC are established and a designee shall go to the EOC to provide information and coordination.

**ANNEX J  
POLICE  
Town of Falmouth, Maine**

**I. AUTHORITY:**

1. Falmouth Emergency Management Ordinance
2. Public Law 920, 81st Congress (As Amended)

**II. PURPOSE:**

To provide for disaster and emergency response by the Town of Falmouth Police Department.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the town.
2. The town has a population of 11,185 (2010 census), located throughout the town which creates a demand for response at widely separated locations.

B. Assumptions:

1. Assistance may be available from the Maine State Police, Cumberland County Sheriff, and area law enforcement agencies during a major disaster or emergency affecting Falmouth.
2. Assistance may be secured from outside the Town of Falmouth by requesting aid from the State of Maine through Cumberland County Emergency Management.
3. Assistance requested from the Town of Falmouth Police Department from outside areas will be provided at the sole discretion of the Falmouth Police Chief and he/she will advise the Emergency Management Director in the event such assistance can be allocated.

**IV. MISSION:**

1. Protection of Life and Property.
2. Maintaining law and order.
3. Emergency traffic control
4. Crowd control
5. Evacuation Assistance
6. Resident warning notification.

**V. ADMINISTRATION AND LOGISTICS:**

1. Normal channels will be used for day-to-day operations.
2. Emergency supplies and equipment will be secured through area supply agencies and administered by the Police Chief or his/her designee.
3. Emergency funding will be requested through the Emergency Management Director before, during, or after disasters or emergencies.
4. Legal questions will be referred to the town attorney.
5. Records of purchasing and disbursements applicable to the disaster/emergency will be kept through normal procedures.



## **VII. CONCEPT OF OPERATIONS:**

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. All off-duty personnel will be called in as deemed appropriate by the Police Chief.
2. All personnel will be placed on stand-by.
3. All equipment will be checked and prepared for use.
4. Feeding and lodging of emergency personnel will be instituted per the ARC agreement.
5. Security and protection of departmental personnel will be maintained by the Department or by calling in other area law enforcement agencies.
6. Area police assistance will be provided and coordinated through the Falmouth Police Dispatch center.
7. Evacuation of endangered areas will be accomplished using mobile public address system followed by a door- to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
8. The Police Chief, or designee, will report to the EOC, if activated, to provide direction and coordination of police functions.
9. The Police Chief will recommend activation of the EOC if circumstances indicate.
10. Alternate EOC may be mobile command units.

## **VIII. ORGANIZATION AND ASSIGNMENTS**

1. The Falmouth Police Department consists of approximately 22 sworn and 8 civilian personnel.
2. The Police Chief is responsible for day-to-day and emergency operations of his/her department and for coordination with other town agencies.
3. The Police Lieutenant or designee (EMA Director) has authority delegated by the Chief for disaster planning and for maintaining and updating this police annex annually or on an as-needed basis and coordinating changes with Emergency Management.
4. The line of succession for the Department is as follows:
  - A. Police Chief
  - B. Police Lieutenant
  - C. Police Sergeant
  - D. Police Senior Officer
5. The officers have the responsibility on-scene of reporting to an established command post or creating a command post if the situation indicates.

## **IX. DIRECTION AND CONTROL:**

1. The Police Department is located at 2 Marshall Drive.
2. The Police Chief exercises direction and control of the Departments' emergency forces. This is accomplished at Police Headquarters under normal operating conditions and at the Town of Falmouth EOC, located at the Police Department, if activated for an emergency.
3. Maps, markers, charts, and etc., as needed to display the following information will be located in the EOC and maintained by the Emergency Management Director or designee:
  - A. Deployment of Personnel.
  - B. Location of vehicles.
  - C. Lodging (Shelter) areas.

- D. Location of emergency command post (field).
- E. Location and nature of problem(s).
- F. Weather information.
- G. Type and location of disaster area.
- H. Location of identified high hazard areas.
- I. Other pertinent information.

**X. COMMUNICATION:**

1. Emergency Communications equipment is maintained and operated through the Town of Falmouth Police Department.
2. Twenty-four hour dispatch is provided by the Falmouth Police Department.
3. The Police have radio capability for communicating with Municipal Government, Public Works, Fire-EMS, Falmouth Schools, State Fire, Cumberland County Sheriff's, area law enforcement agencies and Maine State Police.
4. The Police Department may also Dispatch and act as telephone answering agent for the Red Cross.
5. Contact with hospitals is relayed through the REMIS.

**XI. TRAINING AND EXERCISES:**

1. Emergency Operations Training for Department Personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for Department personnel will be conducted in cooperation with the Falmouth Emergency Management Director and/or Coordinator.

**ANNEX K  
PUBLIC WORKS DEPARTMENT  
Town of Falmouth, Maine**

**I. AUTHORITY:**

1. Falmouth Emergency Management Ordinance.
2. U.S. Public Law 920, 81st Congress, 1950 (As Amended).

**II. PURPOSE:**

To assign responsibilities and outline a method for the Public Works Department to safeguard lives and property in the event of a disaster as defined in the Town Emergency Management ordinance.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the Town. (See Basic Plan)
2. The geography of the Town is approximately 32 square miles, with a business section (Route 1 and Route 100) and residential section. There are; two train tracks, rivers and streams, as well as 2 highways (Interstate 295 and Interstate 95) which could affect a response to disasters.

B. Assumptions:

1. Assistance will be available from other Town departments, local communities, and State agencies, during/after a major disaster or emergency affecting the town.
2. Assistance may be secured from outside of Falmouth and from the State of Maine through Cumberland County Emergency Management.
3. Assistance requested from the Public Works Department will be provided by the Emergency Management Director.

**IV. MISSION:**

To maintain roadways and assisting other Town agencies, when requested, before, during and after disasters or emergencies.

**V. ADMINISTRATION:**

1. Emergency supplies will be secured by the Town (Administrator, Manager, etc.)
2. Emergency funding will be requested through Emergency Management Director before, during, and after disaster/emergencies.
3. Legal questions will be referred to the town attorney.
4. Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

## **VI. WARNING:**

1. The Public Works Department will receive warning of a disaster or emergency, through communications by telephone, municipal radio, messenger, or via the State fan out system.
2. They may also receive notification from:
  - A. The Emergency Management Director
  - B. The Fire-EMS Department
  - C. The Police Department
3. The Superintendent is on call 24-hours and can be reached by telephone.

## **VII. CONCEPT OF OPERATIONS:**

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. A Town Public Works representative will report to the EOC, if activated, to provide direction and coordination of public works functions.
2. Pre-impact preparations:
  - A. Notify key Public Works staff
  - B. Assign duties and crews
  - C. Check all appropriate equipment
  - D. Check fuel supply
4. If necessary to restore or maintain essential services:
  - A. Call in former or retired department employees.
  - B. Make use of local contractors.

## **VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

- A. The Public Works Department Director is responsible for:
  1. Day to day and emergency operations of the department, and coordination with other Town agencies.
  2. An up-to-date inventory of department resources and personnel maintained at the Town office with a copy at the Public Works garage office.
  3. Clearing of debris from town roads.
  4. Supplying emergency power, if needed, to emergency shelters.
  5. Coordination of emergency transportation through the Emergency Management Director or Coordinator.
  6. Emergency operations training for department personnel.
  7. Maintenance and repair of department emergency vehicles by department personnel.
  8. Maintaining and updating this annex, annually or as needed, as part of the Town's emergency operations plan; testing or evaluating it annually in coordination with the Emergency Management Coordinator.
  9. Reporting to the EOC, if opened.
  10. Emergency operations are under the general direction of the Emergency Management Director or Coordinator.

## **IX. DIRECTION AND CONTROL:**

1. The Public Works Director is located at 101 Woods Rd.
3. Direction and control of emergency forces is accomplished from the town garage under normal operating conditions and from the Town of Falmouth EOC, if activated for an emergency.
4. Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the Emergency Management Director with assistance from the Public Works Director during the disaster.

## **X. COMMUNICATIONS:**

1. Normal channels will be used for operations.
2. Day to day and emergency communications are maintained and operated from the Public Works Facility.
3. The department has a radio capability for communicating with other municipal departments on the municipal frequency.

## **XI. TRAINING AND EXERCISING:**

1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for department personnel will be conducted in cooperation with the Town of Falmouth Emergency Management Director.

**ANNEX L**  
**PARKS AND COMMUNITY PROGRAMS**  
**Town of Falmouth, Maine**

**I. AUTHORITY:**

1. Falmouth Emergency Management Ordinance.
2. U.S. Public Law 920, 81st Congress, 1950 (As Amended).

**II. PURPOSE:**

To assign responsibilities and outline a method for the Parks and Community Programs Department to safeguard lives and property in the event of a disaster as defined in the Town Emergency Management Ordinance.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

The Town of Falmouth has identified emergencies or disasters in its hazard analysis that could require “action of the department”. The Town could also be utilized for emergencies outside the Town's boundaries as outlined in the American Red Cross agreements.

B. Assumptions:

The Town of Falmouth has the capability to offer assistance. Direction and control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, volunteers, surrounding jurisdictions, and State agencies, if required. (See Basic Plan, Assumptions)

**IV. MISSION:**

To provide assistance to town agencies when requested before, during and after a disaster.

**V. CONCEPT OF OPERATIONS:**

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

3. The Parks and Community Programs director or designee will report to the EOC, to provide direction and coordination.
4. Pre-impact preparations:
  - A. Notify key Parks and Community Programs personnel
  - B. Assign duties and crews
  - C. Check all appropriate equipment
  - D. Communicate/coordinate with the School Department on school facility closures
  - E. Insure that necessary cancelations of parks and community events are implemented
3. If necessary to restore or maintain essential services:
  - A. Call in former or retired department employees.
  - B. Engage use of local contractors as needed.

## **VI. ASSIGNMENT OF RESPONSIBILITIES:**

- A. The Director of Parks and Community Programs is responsible for:
  - 1. Day to Day and emergency operations of the department and coordination with other town agencies.
  - 2. An up-to-date inventory of departmental resources and personnel maintained at the Town Office with a copy at the Mill Road Maintenance Garage and Mason-Motz Facility.
  - 3. Clearing of debris (i.e. snow and branches) from assigned town owned spaces.
  - 4. Emergency operations training for department personnel.
  - 5. Maintaining, updating, testing and evaluating this Annex (B) annually and as needed, as part of the Town of Falmouth Emergency Operations Plan and in coordination with the Emergency Management Coordinator.
  - 6. Reporting to the EOC if and when opened.
  - 7. Directing Parks and Community Programs staff as needed for assistance with emergencies
- B. The Parks and Community Programs staff is responsible for:
  - 1. Calling in personnel of Parks and Community Programs (or designee) for direction on how to assist with the emergency.
  - 2. Following the direction of the Director of Parks and Community Programs (or designee) during an emergency.
- C. Succession/Continuity
  - 1. Director of Parks and Community Programs
  - 2. Parks Supervisor
  - 3. Assistant Director of Parks and Community Programs

## **VII. DIRECTION AND CONTROL:**

- 1. The Director's office is located at the Mason-Motz Activity Center at 190 Middle Rd.
- 2. Direction and control of emergency forces for this department is accomplished from the Mason-Motz Activity Center at 190 Middle Road with support from the Mill Road Maintenance Garage at 17 Mill Road as directed and under normal operating conditions and from the Town of Falmouth EOC, if activated for an emergency.

## **VIII. COMMUNICATIONS:**

- 1. Normal channels will be used for operations. (phone, email, text)
- 2. The Parks Division has two-way radio capability for communicating with other municipal departments (PW, PD, FD, and Wastewater) on the municipal frequency.

## **IX. TRAINING AND EXERCISE:**

- 1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
- 2. Test exercises for department personnel will be conducted in cooperation with the Town of Falmouth Emergency Management Director.

**ANNEX M**  
**WASTEWATER TREATMENT**  
**Town of Falmouth, Maine**

**I. AUTHORITY:**

1. Falmouth Emergency Management Ordinance.
2. U.S. Public Law 920, 81st Congress, 1950 (As Amended).

**II. PURPOSE:**

To assign responsibilities and outline a method for the Town Wastewater Department to safeguard lives and property in the event of a disaster as defined in the Town Emergency Management ordinance.

**III. SITUATION AND ASSUMPTIONS:**

A. Situation:

The Town of Falmouth has identified emergencies or disasters in its hazard analysis that could require “action of department”. The Town could also be utilized for emergencies outside the Town's boundaries as outlined in the American Red Cross agreements.

B. Assumptions:

The Town of Falmouth has a capability to offer some assistance if this happens. Direction and Control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, volunteers, surrounding jurisdictions, and State agencies, if required. (See Basic Plan, Assumptions)

**IV. MISSION:**

To properly and effectively treat wastewater and maintain the wastewater treatment facility.

**V. CONCEPT OF OPERATIONS:**

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

5. The Town Wastewater Department representative will report to the EOC, if activated, to provide direction and coordination of public works functions.
6. Pre-impact preparations:
  - A. Notify key wastewater personnel
  - B. Assign duties and crews
  - C. Check all appropriate equipment
4. If necessary to restore or maintain essential services:
  - A. Call in former or retired department employees.
  - B. Make use of local contractors.

**VI. ASSIGNMENT OF RESPONSIBILITIES:**



- Disabled persons or those requiring special needs may be present and may need to be assisted by employees in evacuating the area.
- There are no critical operations to the plant that need to be attended to prior to and during evacuation.
- Employees should immediately evacuate and meet in the parking lot between the administration building and control building and superintendent should take a personal accountability report.
- Visitors should be accompanied at all times by plant personnel and that accompanying employee shall be responsible for directing the visitor evacuation.

## VII. DIRECTION AND CONTROL:

1. The wastewater superintendent is responsible for the development and implementation of this plan and will be known as the emergency response team coordinator.
2. In the event the superintendent is unavailable, the superintendent designee on staff will serve in this capacity.
3. During any declared emergency, the emergency response team coordinator will implement the Incident Command System in coordination with emergency response personnel.

## VIII. COMMUNICATIONS:

- In the event of an emergency that requires immediate evacuation the person discovering the emergency should move to a previously designed safe area and alert others using phone set paging. To contact outside emergency personnel dial 911.  
**Note: phones require dialing 9 prior to dialing emergency number.**
- The emergency response team coordinator or senior employee on site will be the contact person for any emergency.

## IX. TRAINING AND EXERCISE:

- Training of the employees on the proper procedures in the event of an emergency will be conducted at the direction of the superintendent.
- Training will be completed at the time of hire and annually thereafter. On topics of:
  - New equipment, materials, and processes
  - Layout or design of facilities
  - Employee's responsibilities
  - Drills that demonstrate an employee's performance
  - A record of all drills will be maintained and included type of drill with times and dates of each drill
  - Incident command system 100 and 700 for new employees