

Town of Bar Harbor, Maine

Emergency Operations Plan

as of December 5, 2006

This plan was adopted on _____ by the Bar Harbor Town Council.

Attest
Sharon Linscott
Town Clerk

Credits: Town of Lamoine, Stuart E. Marckoon Administration Assistant
Maine Emergency Management Agency, Michael F. Grant

As amended and adopted by Council 12-5-06

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I. AUTHORITY

The authority for the provisions of this plan are contained in the Maine Civil Emergency Preparedness Act (37-B MRSA § 701 et. Seq.). Further authority is granted under municipal home rules (30-A MRSA § 3001 et. Seq.) and Article VIII Part 2 Section 1 of the Constitution of the State of Maine. Title 37-B MRSA § 783 requires that *“Each municipal, interjurisdictional, county and regional civil emergency preparedness agency, in consultation with the agency, shall prepare and keep a current disaster emergency plan for the area subject to its jurisdiction. That plan shall include:....Identification of disasters, action to minimize damage, personnel, equipment and supplies and recommendations.* Because this document is policy affecting operation of the municipal government and an ordinance imposed upon the citizenry, the Town Council, acting as the duly elected municipal officers of The Town of Bar Harbor claim exclusive right to develop and modify this plan. It shall not be subject to approval of the Bar Harbor Town Meeting. In compliance with the above given authorities The Town of Bar Harbor will manage the incident according to The National Incident Management System.

A. Mission -- It is the mission of this plan to:

1. Provide the organization to ensure that notification is made to the general public of Bar Harbor that the threat for impending disaster is present.
2. To minimize the effects of a disaster once it has occurred.
3. Provide for the continuity of local government.
4. Cooperate with other municipalities and agencies both governmental and non-governmental in meeting the needs of the citizenry of Bar Harbor before, during and after a disaster.

II. ORGANIZATION

A. Director of Disaster Services

As provided by chapter 74 “Emergency Management” of the Town Code, the Town Manager or his/her designee shall serve as the Town’s Director of Disaster Service(DDS). The Deputy DDS shall be the Fire Chief. Should both the Town Manager and Fire Chief be unavailable or incapacitated, the office of DDS shall automatically fall to the Police Chief and then to the Public Works Director. In the absence or incapacity of all of the above, the Town Council may appoint a DDS. The Town Council may remove a DDS by a majority vote.

Line of Succession

Director of Disaster Services

1. Town Manager
2. Fire Chief
3. Police Chief
4. Public Works Director
5. Council Appointee

B. Coordination with County EMA

The Deputy DDS shall strive to stay abreast of regional emergency management issues through the auspices of the Hancock County Emergency Management Agency. The Deputy DDS shall be the town’s liaison with the County EMA office. The Deputy DDS should meet annually with the County EMA director to review and update the local plan.

C. Compensation

The DDS and Deputy DDS shall receive no compensation in addition to their usual salaries as Town Manager.

D. Emergency Appointment The DDS may, in a time of a declared disaster or impending emergency, appoint such officials as may be needed to carry out the town’s emergency disaster response plan. Such appointments shall expire at the end of said disaster or emergency. The municipal officers are to be kept informed of such appointments in the most expeditious manner possible.

III. HAZARD IDENTIFICATION

Many hazards are possible in Bar Harbor. Many are identified below. The potential on a 1-to-5 scale (1 being least likely, 5 being highly probable) is listed next to each hazard.

A. Natural Hazards

- | | | | |
|----------------------------------|---|------------------------|---|
| 1. Coastal Erosion | 5 | 8. Thunderstorm | 5 |
| 2. Drought | 4 | 9. Tornado | 1 |
| 3. Earthquake | 3 | 10. Wildfire | 5 |
| 4. Small Stream flooding | 5 | 11. Winter Storm | 5 |
| 5. Hurricanes or Tropical Storms | 5 | 12. Blight/Infestation | 3 |
| 6. Landslides | 3 | 13. Subsidence | 2 |
| 7. Severe Fog | 4 | | |

B. Technological Hazards

- | | | | |
|---|---|-------------------|---|
| 1. Civil/Political Disorder | | | |
| a. Demonstration | 3 | e. Sabotage | 3 |
| b. Economic Emergency | 3 | f. Armed Conflict | 1 |
| c. Hostage Incident | 3 | g. WMD | 1 |
| d. Riot | 1 | | |
| 2. Epidemic (Human) | 3 | (Animal) | 3 |
| 3. Hazardous Materials - Fixed Facility | | | 3 |
| 4. Hazardous Materials - Transportation | | | |
| a. River | 1 | | |

- b. Highway 3
 - c. Port 1
 - d. Air 3
- 5. Power Failure 5
- 6. Radiological - Transportation
 - a. Air 2
 - b. Highway 3
 - c. Water 1
- 7. Transportation Incident – Passenger
 - a. Air 5
 - b. Highway 3
 - c. Water 5
- 8. Urban Fire 5
- 9. Terrorism 2

C. Population Groups at risk - Any of the following groups are at risk from the hazards identified above.

- 1. The elderly at home
- 2. Children at home
- 3. The disabled
- 4. Non-English speaking individuals
- 5. The Connors Emerson School and M.D.I. Regional High School
- 6. Motorists using the public ways
- 7. People working in Bar Harbor

D. Vital Facilities - Any of the following facilities may suffer damage from the hazards identified in A & B above:

- 1. Town of Bar Harbor Municipal Facilities
- 2. The Connors, Emerson School and M.D.I. Regional High School
- 3. M.D.I. Hospital and associated medical facilities
- 4. The Jackson Lab
- 5. Local Churches
- 6. Acadia National Park Facilities
- 7. Y.M.C.A and Y.W.C.A.
- 8. Local Businesses
- 9. Any home based businesses
- 10. Residences

IV. IDENTIFICATION OF RESOURCES

A. Resources within the immediate control of local government.

1. The facilities, manpower and equipment of the Bar Harbor Fire Department, Police Department and Public Works Department.
2. The facilities, manpower, and equipment of the Bar Harbor Municipal Building
3. The facilities of the Connors Emerson School
4. The facilities, manpower and equipment of the Harbor Master

B. Resources present within town, but not controlled by local government.

1. The facilities and members of the Local Churches
2. The facilities and equipment of M.D.I. Hospital
3. The equipment and materials of various contractors including:
 - a. Harold MacQuinn, Inc.
 - b. Keene Construction
 - c. G & G Electric
4. The products of the Local Grocery Stores
5. The equipment of Time/Warner Cable TV
6. The facilities and personnel of M.D.I. Housing Authority
7. The facilities and personnel of Acadia National Park
8. Pharmacies, hardware & building supply stores, oil companies
9. Downeast Transportation (Island Explorer)

C. Resources present in nearby communities

1. Private Ambulance services (Northeast Harbor, Southwest Harbor and County Ambulance)
2. Mutual aid fire companies (Trenton and Town of Mt. Desert)
3. Additional mutual aid fire companies (Hancock County Firefighters Association)
4. The Maine Department of Transportation, Ellsworth
5. The Maine State Police (Hancock Substation, Troop J)
6. The Hancock County Sheriff's Department (Ellsworth)
7. The Hancock County Emergency Management Agency
8. The Hancock County Airport (Trenton)
9. The United States Coast Guard (Southwest Harbor)
10. The National Guard (Bangor)

Bar Harbor's Demographics

Population Statistics 2010

Total Year - Round Population	5,235
Under 5 Years Old	218
18 years old and older	3867
65 years old and older	774
Average household size	2.16
Seasonal Population Estimated	18,000 additional

Housing Statistics 2000

Total Housing Units	2805
Total Year Round Housing Units	2142
Rental Occupied Housing Units	821
Total Number of Seasonal Housing	663

Social and Economic Statistics

Total Labor Force, 1998 3022 (from Department of Labor)
Per Capita Income, 2003 \$573/week (from Department of Labor)
Median Household Income, 2003 \$59,596 (Hancock County income * household size)
Total Municipal Valuation, 2013 \$2,497,913,300.00

Three Largest Industries by Employment: (no firm numbers are known)

Jackson Lab (1300+)
M.D.I. Hospital
Town of Bar Harbor (75)

V. PLANNED RESPONSES

The Town of Bar Harbor has many resources under its immediate control. When possible, the resources of local government will be utilized. The following outlines the response capabilities of the local government.

- A. Alerting & Warning** - The DDS shall monitor the usual channels of communication through practical means in order to learn about any pending disasters. Once it is learned that the community faces some risk of disaster the DDS shall notify the Town Council, Fire Chief and the local media about such situation. If warranted, an emergency may be declared as provided by the Emergency Preparedness Ordinance, using the attached “Proclamation of a Local State of Emergency” signed by a member of the Town Council.
- B. Direction & Control** - The DDS shall be in charge of the local emergency response. Delegation is made to the Fire Chief for much of the DDS’s responsibilities. The DDS shall carry out any orders of the Town Council, and any County or State EMA official. An Emergency Operations Center will be set up at the Bar Harbor Fire Station. Communications shall be established between the DDS and those in the field responding to the disaster.
- C. Emergency Public Information** - The Public Information Officer shall post information as may be available about a pending, current, or completed disaster at the Bar Harbor Town Office, or at another public building under local government control.
- D. Emergency Services** - As described in the Resource section of this plan, emergency services are available from the Bar Harbor Fire Department, Police Department, Trenton and Mt. Desert mutual aid fire companies, The Hancock County Firefighters Association, The Hancock County Sheriff’s Department, The Maine State Police, and Northeast Harbor, Southwest and County Ambulance.
- E. Evacuation** - Should evacuation become necessary, the DDS shall notify the Bar Harbor Police Department and the Bar Harbor Fire Department to assist in moving evacuees to the appropriate shelter
- F. Shelter** - The towns designated shelter areas are the Mount Desert Island High School and Malvern Belmont Estates. (see appendix for additional shelters and further information.)
- G. Resource Management** - The resources available and under control of the local government shall be utilized first in a disaster. If there is a need for additional manpower or equipment, the DDS shall first utilize resources present in town to assist in the emergency. During a declared emergency, the DDS has authority to utilize private resources for response.
- H. Radiological Protection** - The likelihood of exposure to radiological contamination is relatively small, but still possible. In such event, the DDS shall notify the Hancock County EMA and relinquish local control to that agency or its assigns.

- I. Damage Assessment** - The Town Assessor, with assistance from other town officials, shall assess the damage of a disaster as soon as possible after the disaster has ended. A complete report of damage to public property shall be prepared and submitted to the Hancock County EMA office. The Bar Harbor Town Office may act as a collection point for any private property damage reports, and those reports may be forwarded to the Hancock County EMA office. The Assessor or a designee shall view all damage, collect photographs of the damage, and obtain estimates from responsible contractors on how to fix the damage.
- J. Disaster Assistance** - The Finance Director, in consultation with the Town Manager, shall apply for any disaster assistance for public property. Should any private citizen be due disaster assistance, said citizen shall be referred to the Hancock County EMA or the Maine Emergency Management Agency, Federal Emergency Management Agency or other appropriate organization. Should emergency welfare (general assistance) be required, the Town Clerk of Bar Harbor shall be so informed, and those requiring such be referred to that program.

VI. RESPONSE OPERATIONS

In the event of a disaster in Bar Harbor, the following response protocol is to take place:

A. Local Response

1. An Emergency Operations Center (EOC) shall be established. In the case of a localized emergency confined to a small section of town, the EOC may be in the area of the emergency. If a relatively large section of town is affected, the EOC will be located in the training room of the Bar Harbor Fire Department. Emergency Communication equipment and backup power is the primary reason as to where the EOC for a large event shall be located. The DDS shall appoint those officials needed to staff key operations of the EOC.
2. The local emergency plan contained in the appendices will be implemented depending upon the type of disaster, which may be occurring or about to occur.
3. Warning to the public shall be made. The Public Information Officer shall adhere to the protocol established in the appendices to this plan.
4. The DDS shall keep the Town Council informed on a regular basis. Information shall consist of the type of emergency, the response needed, the response, which has or will take place, and the estimated cost of that response. The DDS should also stay in contact with the Hancock County EMA office on a regular basis.
5. The DDS shall ensure that documentation of all requests for service and the response to that request is kept. Such documentation shall include the time of the request, the type of request who provided the service, and logs of various messages kept. The DDS may designate a person to carry out this function.
6. The DDS shall determine when the emergency has ended, when the EOC will be dismantled, and when emergency response staffing may cease.

7. After cessation of the Emergency Declaration, the DDS shall direct the damage assessment program by utilizing what resources might be available within town government. This damage assessment will be conducted in accordance with MEMA and FEMA guidelines. Submission of damage reports to the Finance Director shall be made in a timely manner in order to submit such reports to the County EMA, MEMA, or FEMA.
8. After the damage assessments are completed and submitted to the appropriate agency, the DDS, and any other key officials shall report to the Bar Harbor Town Council on what actions should be taken to mitigate future emergencies.

VII. REVIEW AND AMENDMENT

- 1. Periodic Review** - This Emergency Response Plan and its appendices shall be reviewed by the DDS, the Town Council, and the Fire Chief on a bi-annual basis (once every two years) for matters which require updating and amendment. The updated version shall be submitted to the Hancock County Emergency Management Agency for review at the time it is updated.
- 2. Amendment** – Any provision of this document may be amended by a recorded majority vote of the Bar Harbor Town Council. The Council reserve exclusive authority for enactment of this plan
- 3. Severability** – If any part of this plan is declared to be illegal or unconstitutional by a court of competent jurisdiction, the other parts of this plan shall remain in effect.

APPENDIX 1 – TASK ASSIGNMENT CHART

This Chart sets out the basic areas of responsibility each resource area within town government may be responsible for. There is no assignment for the radiation project at this time.

Basic Plan Task Assignment Chart

Agency	Alert & Warning	Direction & Control	Emergency Services	Emergency Info. & Education	Evacuation	Shelter	Resource Mgmt	Radiological Project	Damage Assessment	Disaster Assistance	Mitigation
Town Council	X	X									X
Town Manager	X	X	X	X	X	X	X		X	X	X
Police Dept.	X	X	X	X	X						
Fire Dept.	X	X	X	X	X		X		X		
Ambulance		X	X	X	X	X					
Town Clerk	X			X	X	X	X		X	X	
Public Works	X	X		X			X		X	X	X
School	X			X		X	X		X	X	
Harbor Master	X			X	X		X		X	X	X
Planning Dir.	X			X					X		

APPENDIX 2 - ALERTING & WARNING

The primary National Warning System (NAWAS) warning point for Hancock County is in the Hancock County Sheriff's Department at 60 State Street, Ellsworth, Maine. It is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The County EMA office at the same address is the alternate warning point. The NOAA Weather Radio system serves Bar Harbor as well at 162.4 mhz. It provides warnings of hazard situations, e.g. severe weather, national security, and nuclear power incidents.

The local warning point shall be the Dispatch. It is responsible for alerting the Town Manager and Department Heads. It is also responsible for warning the Bar Harbor School and the public via warning devices and mobile notification by activation of the Bar Harbor Police Department.

Concept of Operations

The dispatcher at the County warning point fans out information received to local jurisdictions. The fan-out may originate at the local level, and be sent to the County. Alerting and Warning procedures and Fanout Report Forms are with the County dispatcher. The Emergency Alert System (EAS) may be activated according to State of Maine plans. The DDS may contact the Hancock County EMA Director to activate that system. Bar Harbor may contact the following local radio stations directly: WKSQ, WBFB, WLKE (667-7573); WDEA, WWMJ, WEZQ (667-9555). Warning is disseminated through all appropriate systems. A municipal fanout chart is part of this appendix. If a local fanout is originated by the DDS, a log and report shall be kept, and all messages kept on file for at least one year.

Organization and Assignment of Responsibilities

The DDS shall ensure that alerting and warning capabilities exist, that appropriate warning devices are activated, and any special needs populations which may exist are notified. Assignments are shown on the chart which is included in this appendix.

Administration and Logistics

The DDS in conjunction with the fire chief and police chief will develop guidelines for alerting personnel, special needs populations, and the public. The on duty Dispatcher shall make verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded on the appropriate forms and given to the Hancock County Emergency Management Agency.

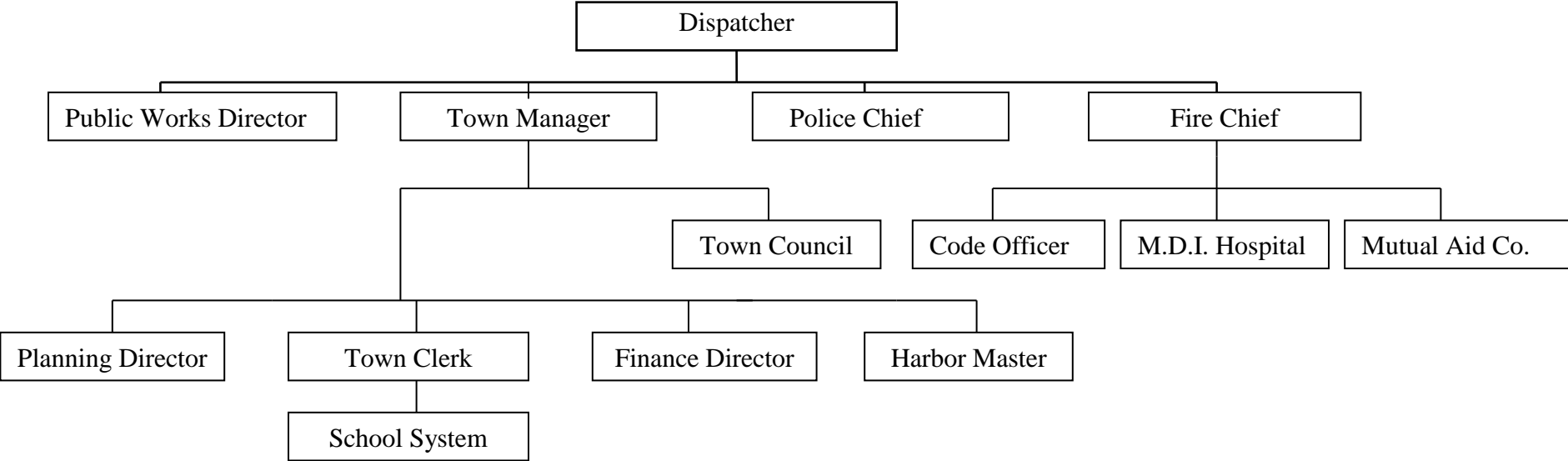
Alerting & Warning TASK ASSIGNMENT CHART

Agency	Develop Guidelines	Maintain Alert List	Receive Warning	Alert Key Govt Officials & Special Needs	Alert Staff	Relay Fanout Warning	Public Warning
Town Council	S		S				
Town Manager	P	P	S	S	P	S	S
Police Department	S	P	P	P	P	S	P
Fire Department	S	P	P	S	P	S	S
Ambulance	S	P	S	S	P	S	S
Town Clerk	S	S	S	S	S	S	S
Public Works	S	P	S	S	S	S	S
School	S	P	S	S	P	S	S
Harbor Master	S	S	S	S	S	S	P
Warning Point Dispatcher	S	P	P	P	P	P	S
Planning Dir.	S	S	S	S	P	S	P

P - Primary Responsibilities

S - Support Responsibilities

Municipal Fanout Chart



Alerting & Warning Checklist

- Received notification at: _____ from: _____
- Complete fan out according to Standard Operating Procedure.
- If limited warning time, the following actions may be undertaken by the law enforcement and fire service personnel.
 - a. Mobile notification routes are established with public address system or door to door notification.
 - b. Call Conners School (288-3631) and M.D.I. High School (288-5011)
- Other public warning is used as available and as time permits.
 - a. Radio announcements
 - b. Television announcements.
- Keep signed logs of emergency communication traffic.

(Also, see the Emergency Information and Education Section.)

Appendix 3 - Direction & Control

SITUATION – Many hazards cause disasters of a magnitude that makes centralized direction and control necessary. The Bar Harbor Fire Station is used as an Emergency Operations Center when needed. It is located at 37 Firefly Lane. Its communications capabilities include telephones, 2-way radio, fax machine, computers with fax and e-mail modem and cellular phones. The County EOC is located at 60 State Street, Ellsworth.

CONCEPT OF OPERATIONS – The priority in emergencies is to save lives, limit injuries and damage to property, maintain the continuity of government and return the area to normal. The elected officials have responsibility for local government operations. The DDS assists the Town Council and activates the EOC as a central location for decision making. If possible, a representative of each emergency service is at the EOC. If an on-scene command post is established, the incident commander is the senior officer on the scene from the emergency service best suited to handle the situation. The command post keeps the EOC informed of the situation. The municipal EOC keeps the County EOC informed.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES – The DDS exercises broad control over emergency operations. They provide guidance on policy and approve information for the public. Agency representatives in the EOC assure involved agencies work in a mutually supportive way. The emergency services chiefs keep in contact with field forces and record their status, issue instructions to units, monitor progress, and keep the EOC informed. Assignments are shown on the task assignment chart following this section.

ADMINISTRATION AND LOGISTICS – Policies: The host agency provides logistical support for the EOC staff. Each emergency service provides 24 hour representation during the emergency period, if possible. B. Reporting: All messages are logged in. Information may need to be verified before distribution. Check with DDS. Situation reports are compiled daily or as requested and forwarded to the Hancock County EMA and the Bar Harbor Town Council. Each participating unit keeps a chronological record of major events during EOC operations. The DDS develops the event log. Security personnel record persons entering and leaving the EOC. All communications stations keep traffic logs. Additional operational reports are submitted as requested.

Call Out Sheet

Position	Name	Work	Home	Cell	E-Mail
Town Manager	Cornell Knight	288-4098		266-7661	manager@barharbormaine.gov
Fire Chief	Matt Bartlett	288-5533		664-4610	mbartlett@barharbormaine.gov
Police Chief	Jim Willis	288-3391			jwillis@barharbormaine.gov
Public Works	Bethany Leavitt	288-4681		610-3300	bethanyl@barharbormaine.gov
Town Clerk	Sharon Linscott	288-4098			clerk@barharbormaine.gov
Harbor Master	Charlie Phippen	288-5571	667-8148	266-2110	bhhmaster@barharbormaine.gov
Finance Dir.	Stan Harmon	288-5096	288-1295		treasurer@barharbormaine.gov
Planning Dir. / PIO	Michele Gagnon	288-3329			mgagnon@barharbormaine.gov
Code Officer	Angie Chamberlain	288-3329	288-3523	460-1909	ceo@barharbormaine.gov
Assessor	Steve Weed	288-3320			assessor@barharbormaine.gov
Council Chair	Jeff Dobbs			299-0981	jdobbs@barharbormaine.gov
Councilor	Gary Friedman	460-7362	288-5323	460-7362	gary@garyfriedmann.com
Councilor	Joe Minutolo	288-3886	812-6336	266-4064	jminutolo@barharbormaine.gov
Councilor	Matt Hochman	404-9380			mhochman@barharbormaine.gov
Councilor	Erin Early Ward	288-5250		266-8323	earlyward@barharbormaine.gov
Councilor	Jill Goldthwait	288-4561		460-4561	jill@barharbormaine.gov
Councilor	Stephen Coston	288-9458		479-9025	scoston@barharbormaine.gov

Direction & Control
TASK ASSIGNMENT CHART

Agency	Policy Decision Making	EOC Activation & Staffing	Emergency Response	Develop Guidelines	EOC Logistics & Support	Coordination of Services
Town Council	P	S	S	S		S
Town Manager	S	P	S	P	P	P
Police Department	P	S	P	S	S	S
Fire Department	P	S	P	S	S	S
Ambulance	S		P	S		S
Town Clerk	S		P	S		S
Public Works	S		P	S	S	S
School	S		S	S	S	S
Harbor Master	S		P	S		S

P- Primary Responsibilities

S - Support Responsibilities

Direction & Control – EOC CHECKLIST

Incident: _____ Date: _____

Time: _____ Action: _____

	Received Notification from Dispatch		Brief elected officials on status of EOC
	Notify all staff and volunteers		Check on food supplies and make appropriate arrangements
	Activate and test all equipment		Submit verbal and written situation reports to County EMA and support organizations. Consider need to declare an emergency.
	Begin message and event logs		Establish security procedures
	Inspect emergency generators for fuel and starting capabilities		Conduct periodic briefings for EOC Staff
	Begin plotting and posting events		Determine, for example, shelter requirements, status of utilities, road damages/closures, isolated personnel, medical problems, etc.
	When manned and ready, report to County EMA		Review procedures for requesting assistance Maintain records on expenditures
	Review staffing pattern to ensure 24 hour capability		Brief oncoming shift personnel of all events and pending actions
	Conduct “time check”		Be prepared to provide initial damage assessment report to County.

Appendix 4 - Emergency Services

SITUATION

The following groups have specific responsibilities during an emergency:

Elected Officials/Town Manager – The Council makes policy decisions and has responsibility for emergency response within the Town of Bar Harbor.

Director of Disaster Services (DDS) – As mandated by Maine State Law, Title 37B, The Bar Harbor Town Council has appointed the Town Manager as the DDS. The Deputy DDS (Fire Chief) maintains the EOC and advises officials and agencies on emergency procedures. The DDS activates the EOC when necessary, coordinates resources, emergency response, and recovery efforts; also compiles damage assessment reports.

Police Department – The Bar Harbor Police provide law enforcement and dispatch services for the town. Communications capability extends from response personnel in the field to coordinating personnel in the EOC or the Department depending on the size of the incident. They are responsible for evacuation, dispatch and traffic control.

Fire Department – The Bar Harbor Fire Department provides fire suppression, rescue and code enforcement services. Personnel may help in evacuation and traffic control if requested.

Public Works – The Town of Bar Harbor Public Works Department are responsible for coordinating road and bridge repair, keeping key roads and highways open, coordinating debris cleanup and assisting in damage assessment.

Finance Department – The Bar Harbor Finance office will provide logistics, administration and accounting. In addition, the Finance Director supervises the Town Assessor, who will be responsible for damage assessment.

Planning Director – The Planning Director is the Public Information Officer and is responsible for disseminating information to the press and citizens.

School Department – The public schools in town are part of School Union 98. The schools can be used, if necessary as shelters.

Harbor Master – The Harbor Master ensures that harbor channels are open and safe for boating traffic and assigns mooring privileges in the town’s controlled waterways. Emergency duties parallel normal responsibilities when possible. He/She is also available to assist in other areas as requested.

CONCEPT OF OPERATIONS

The On-Scene Incident Command System is used in most large scale disasters. The On-Scene Incident Commander (usually the fire chief or a chief fire officer) reports to the DDS at the Emergency Operations Center (EOC) when activated.

During most large-scale emergency situations, the municipal and County EOC’s are activated. A coordinator (not necessarily the Dept. Head) for each emergency service is at the municipal EOC to integrate his/her agency’s response with that of other emergency services. Each emergency service coordinator reports activities to the DDS.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. General – Each emergency support service develops SOP’s (Standard Operating Procedures) for assigned tasks. The agencies involved and the DDS have SOP’s addressing multi-agency responses. The DDS helps department heads in the development of SOP’s if requested.

- B. Task Assignments – Assignments are shown on the chart following this section

ADMINISTRATION AND LOGISTICS

- A. Policies – Administrative and logistical support of operational field elements is the responsibility of each participating agency. Each department head is responsible for deciding when a situation is too hazardous for his personnel to remain in an area. The health and safety of personnel is a priority concern. Each agency records resources used in support of emergency operations and provides this information to the EOC. When local resources and all mutual aid are exhausted, a request for aid may be made by the DDS to the County EMA. Emergency staffing must be documented with the DDS for protection under State law.
- B. Reporting – Each agency keeps an event log on each significant event and the agency’s response. Dispatchers keep radio logs of radio communications. Time and contents of the transmission are recorded. Casualties, damage assessment, evacuation status, radiation levels and resource needs are reported to the EOC.
- C. Agreements and Understandings – Some emergency service agencies have formal or informal mutual aid agreements with adjoining jurisdictions. See the mutual aid chart following this section.
- D. In the event of a disaster that exceeds the ability of individual departments to handle their own logistics, the DDS may designate the Finance Director as the Logistics Officer to coordinate acquisition of additional resources. For example, acquiring Coast Guardsmen for curfew enforcement or National Guard heavy equipment for debris clearance.

**Emergency Services
TASK ASSIGNMENT CHART**

Agency	Hazard Id	Train Staff	Public Educ.	Revise SOP's	Develop Mutual Aid/ Supply agreement	Roster/ Resource Inventory	Command Warning Capability	Test Exercise	Coordinate Disaster Response	Restore Essential Services Facilities	Return Repair Borrowed Equip.	Conduct Critique Prepare Report
Council/ Manager	S			S	S			S	S			
DDS/Town Manager	P	P	P	P	P	P	P	P	P	P	P	P
Police Department	P	P	P	P	P	P	P	P		P	P	P
Fire Department	P	P	P	P	P	P	P	P		P	P	P
Public Works	P	P		P	S	P	P	P		P	P	P
School Department	S	P	S	P	S	S	P	P	S	S	P	S
Harbor Master	P		P	P	P	S	P	P	S	S	P	P
Planning Director		P	P	P			P	P				P

P - Primary Responsibility

S - Support Responsibility

**Emergency Services
MUTUAL AID CHART**

	Mt. Desert	Trenton	Hancock County	State Agencies
Fire Department	Mt. Desert Fire Northeast Hbr Amb.	Trenton Fire	Hancock County Mutual Aid	Maine Forest Svc.
Police Department	Mt. Desert Police		Hancock Co. Sheriffs	State Police
Public Works	Mt. Desert Public Works			Maine DOT

Appendix 5 - Emergency Information & Education

SITUATION

The Hancock County Emergency Management Agency has provided the Town of Bar Harbor with pamphlets about potential hazards and local government preparedness activities and emergency services to the public. Public Service Announcements on radio and television stations, brochures, pamphlets, publications and interviews with the media may be used.

CONCEPT OF OPERATIONS

A single information center for Bar Harbor is established at the fire station for major incidents. This is a center for distribution of information. Media briefings will be scheduled as frequently as needed or possible. Media releases are prepared in consultation with the DDS in the Joint Information Center (JIC). Personnel to monitor radio and television news and to answer telephone inquiries, if available, will be utilized. The Emergency Alert System (EAS) is activated through the County EMA. If the County EMA Director cannot be reached, contact the Maine State Police. The Public Information Officer (PIO) is responsible for all contacts with the media. He/she oversees the operation of the JIC, the Media Center, and news monitoring.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Assignments are shown on the Chart following this section

ADMINISTRATION AND LOGISTICS

- A. Policies – The DDS approves all public information. Emergency information is released to the local media through the Media Center, if established, or the EOC. Information is verified before release. Rumors are investigated and corrected information issued if necessary. Radio, television, and newspaper announcements are monitored to ensure accuracy. The PIO keeps lists of media contacts up-to-date.

- B. Reporting – The Public Information Officer keeps logs of emergency information activities.

**Emergency Information & Education
TASK ASSIGNMENT CHART**

Agency	Coordination	Media Relations	News Releases	Education
Council	S	S	S	S
DDS/Town Manager	S	S	S	S
Law Enforcement	S	S	S	S
Fire Department	S	S	S	S
Ambulance	S	S	S	S
Town Clerk	S	S	S	S
Public Works	S	S	S	S
School Dept.	S	S	S	P
Harbor Master	S	S	S	S
Public Information Officer (PIO)/Planning Director	P	P	P	P

P - Primary Responsibilities

S - Support Responsibilities

Emergency Information & Education CHECKLIST

Below are suggested actions for the Bar Harbor Public Information Officer (PIO) and Joint Information Center (JIC) staff during the various emergency phases. Changes may be made depending on the situation.

- Ensure that all information is clear, confirmed, and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.
- Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.
- Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.
- Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- Keep the DDS informed of all actions taken or planned
- Maintain a log and file of all information.
- Keep the County EMA informed of all information released.

Appendix 6 – Evacuation

SITUATION

Evacuation may be used to protect the health and safety of the public. Private vehicles and school buses are the primary means of transportation. Emergency services vehicles are also used when needed for incapacitated people. Efforts are made to inform everyone of the threat and of help available for evacuees.

CONCEPT OF OPERATIONS

The Police Chief oversees an evacuation within Bar Harbor. He may request assistance from the County EMA. The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. The Police Chief is responsible for the final route determination. Evacuation is coordinated with shelter operations, emergency information and traffic control operations. The general population uses private transportation. Those without transportation, including elderly, handicapped, and the institutionalized, are transported by other means. Evacuation and reentry instructions are given via radio, television, and/or printed material. Heightened security shall be provided to evacuated areas.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Police Chief coordinates evacuation activities, compiles all evacuation information, and keeps the Town Manager Dana Reed, and Public Information Officer Anne Krieg informed. Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

- A. Policies – The DDS is responsible for ordering evacuation to protect the health and safety of the public. The first responding emergency personnel initiate emergency evacuation of a threatened area and notify dispatch. Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.
- B. Reporting – Emergency service personnel in the field report the status of evacuation to their departments. The departments keep the municipal EOC informed. The EOC informs the county EMA of operations.

Evacuation

TASK ASSIGNMENT CHART

Agency	Policy	Coordination	Traffic Control	Barricades	Highway Maint. & Debris Removal	Evac of Special care Facilities	Transportation	Security of Evacuated Areas
Town Council								
DDS/Town Manager	P							
Police Department		P	P				P	P
Fire Department		S	S	S	S	S	S	S
Ambulance						P	S	
Town Clerk								
Public Works			S	P	P			
School Department							P	
Harbor Master			S		S		S	S
Planning Director	S							

P - Primary Responsibility

S - Support Responsibility

Evacuation SPECIAL NEEDS FACILITIES

Special needs facilities within Bar Harbor are:

Sonogee Estates, Birch Bay Village, Sheltered Workshop living facility, Malvern Belmont, Rodick Lorraine and Harbor Hill Estates

Evacuation CHECKLIST

- Establish traffic control and perimeter control points. Permit entry only to appropriate response personnel.
- Request and provide transportation and other resources in coordination with the command post/EOC.
- Ensure residents in the affected area are notified (refer to warning checklist)
- Direct residents out of the affected area and to shelters.
- Check all residents are out of the affected area.
- Provide security at shelters
- Provide security to affected area.
- Coordinate return of residents when safe to do so.
- Refer those who require medical evaluation to an appropriate center.

Appendix 7 - Shelter

SITUATION – It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. These facilities are used as feeding and sleeping quarters or “shelters” for evacuated people. The primary site is the Mount Desert Island High School, with additional facilities available at the Emerson/Connors School and Malvern Belmont. There are no armories in Hancock County. Facilities that provide protection from specific hazards are listed in sections of the plan addressing those hazards. It is the responsibility of municipal governments to protect their citizens by providing shelters when required in an emergency. In extreme instances, Bar Harbor might also receive evacuees from another community.

CONCEPT OF OPERATIONS – Actions must be taken to register and assign the population to shelters, sustain them in a shelter, and release them from the shelter when the hazard has diminished. The American Red Cross Office in Rockland is primarily responsible for developing shelter use agreements, selecting shelter sites, and training shelter management teams. The American Red Cross sheltering operations shall be in contact with the EOC. If sheltering needs exist beyond American Red Cross capabilities, the Town Clerk shall be appointed as Shelter Officer by the DDS to coordinate efforts of municipal officials and the school system and to establish a shelter at the Mount Desert Island High School or Emerson/Connors School. If additional space is required Malvern Belmont Estates and the Rodick Lorraine complex may be used in conjunction with the M.D.I. Housing Authority.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The DDS is responsible for ensuring shelter capabilities exist. There is an agreement with the Hancock County Chapter of the American Red Cross to manage shelters in most emergencies. They coordinate and manage their shelter management teams. The Town Clerk of Bar Harbor shall coordinate and manage teams for shelters run by the town. The Shelter Manager (the person in charge of each shelter) ensures that all shelter tasks are accomplished. Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

- A. Policies – Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Space is allocated at 40 square feet per person.
- B. Reporting – Shelter managers keep the Shelter Officer informed of the status of shelters. The Shelter Officer reports the status of shelters to the EOC. The local EOC keeps the County EOC informed. Complete records of expenditures and operations are maintained by the Shelter Officer. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter.

**Shelter
TASK ASSIGNMENT CHART**

Agency	Develop Shelter List	Shelter Agreements	Shelter signage	Shelter Coordination	Shelter Management and Training	Shelter Management and Operations	Registration	Communications	Traffic Control and Security	Mass Feeding
Town Council										
DDS/Town Manager	P	S	S	P		S	S			
Police Department								S	P	
Fire Department							S	S		
Ambulance				S				S		
Town Clerk	S		S	S	S	S	S			
Public Works			S					S		
School Department	S	S	S	S	S	S	S	S		S
Red Cross	S	P	P	P	P	P	P			P
Salvation Army & Other Private Organizations			S	S	S	S	S			P/S
Planning Director								P		

P – Primary Responsibility

S – Support Responsibility

Local Facilities which can act as shelters

<u>Facility</u>	<u>Contact Person</u>	<u>Telephone</u>	<u>Capacity</u>
Emerson/Conners School	Barbara Neilly	288-3632	146
M.D.I. High School	Matt Haney	288-5011	140
Malvern Belmont/Rodick Lorraine	Duane Bartlett	288-4770	40

Shelter CHECKLIST

- Contact American Red Cross – Ginny Reed (207)594-4576 and alert them to possible need for shelter.
- Activate necessary shelters
- Ensure shelters are adequately stocked and staffed.
- Keep records of persons being sheltered including full name, address, phone numbers and etc.
- Ensure security is provided for shelters
- Provide communications link between shelter and EOC.
- Fax a list of all the people being sheltered to EOC as they become available
- Maintain status of shelter operations and allocations.
- Upon authorization, release shelterees.
- Clean and return shelters to original condition.
- Submit shelter expenditure statement for reimbursement.

Appendix 8 - Resource Management

SITUATION – Most resources exist at the municipal government level or must be obtained from private sources.

CONCEPT OF OPERATIONS – Bar Harbor uses its resources and calls upon mutual aid before contacting the County EMA for assistance. The County then coordinates resource acquisition. Records are kept of the deployment of resources. Departments inventory their resources, replenish depleted stock and recondition or replace used equipment after an emergency. The storage, maintenance are the responsibility of the receiving jurisdiction.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The Town Manager has designated the Finance Director as the Resource Management Officer. He/She is responsible for tracking major resources and those resources obtained from outside sources. The Finance Director gives specific attention to special care facilities (if any) and populations and their unique needs. Each department has emergency functions that complement normal duties. Each is responsible for developing and maintaining an inventory of equipment that is in operational readiness. Task assignments are shown on the task assignment chart following this section.

ADMINISTRATION AND LOGISTICS

- A. Policies – The DDS or their designee can implement conservation procedures if needed.
- B. Reporting – Department Heads identify needs that cannot be met with local and mutual aid resources, and report those needs to the EOC. When it appears local resources may soon be exhausted, a request for assistance is made of the County EMA.

**Resource Management
TASK ASSIGNMENT CHART**

Agency	Develop and Maintain Annex	Inventory Resources	Maintain Operational Readiness	Resource Management Coordination	Letters of Understanding with Private Sector	Develop Mutual Aid Assignments	Restoration of Essential Services and Vital Facilities	Recondition Replenish Replace Restore	Establish Requisition Policies
Town Council						S			P
DDS/Town Manager	P	P	P	P	P	P	P	S	P
Police Department	S	P	P	P	P	P	P	P	P
Fire Department	S	P	P	P	P	P	P	P	P
Town Clerk	S	P	P	P	P	P	P	P	P
Public Works	S	P	P	P	P	P	P	P	P
School Department	S	P	P	P	P	P	P	P	P
Harbor Master	S	P	P	P	P	P	P	P	P
Private Sector	S	P	S	P	P	S	S	P	P
Planning Director									

P - Primary Responsibilities

S - Support Responsibilities

Resource Management CHECKLIST

- Check that each department has a current inventory of equipment and no unusual shortages.

- Provide special facilities and populations (if any) with resources as promptly as possible.

- Have Mutual Aid agreements and keep current and available for reference

- Activation of mutual aid with _____
(fill in department as needed)

- Requests for additional resources are made through County EMA on a Request for Resources form unless life threatening situation or other procedures are in place.

- Borrowed equipment and resources are returned.

Appendix 9 - Radiological Protection

PURPOSE – To provide Bar Harbor with an effective Radiological Monitoring and reporting capability designed to minimize the effects of radiation hazards to the community and its citizens. Included are procedures for detecting, monitoring, assessing and decontaminating a radioactive environment.

SITUATION – Accidents involving radioactive material could conceivably occur within or during transportation through Bar Harbor to other areas of the state. Bar Harbor could receive radioactive fallout from a nuclear accident or deliberate nuclear weapons detonation.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The County EMA is designated as responsible for executing this appendix. The County EMA is assigned the following tasks, and may assign to local, trained, personnel any or all of the following:

- A. Establish a radiological incident reporting system
- B. Develop a monitoring, analysis and assessment capability
- C. Establish a radiological equipment system of procurement and calibration. The State provides radiological equipment to the counties and towns. Bar Harbor currently does not have such equipment and does not desire such at this time.
- D. Develop and train a team of radiological monitors from available police, fire, rescue and volunteer personnel.
- E. Identify sources of state and federal assistance
- F. Establish, if needed, a radiological analysis in the EOC.

RESPONSE

- A. Radiation transportation/facility incidents: See the following attachment
- B. Nuclear weapons detonation: it is believed there will be some readiness time in event of a weapons situation. Follow the full Radiological Appendix, contact the County EMA director, or monitor the Emergency Alert System

RADIATION TRANSPORTATION/FACILITY INCIDENT

- When arriving at the scene, park emergency vehicles upwind of fumes or smoke, a minimum distance of 500 feet is recommended.
- Perform lifesaving rescue and emergency first aid. Treat all victims as potentially contaminated.
- Establish a control zone (hot line) 200 or more feet from the incident. (Increase zone distance downwind.) Isolate the hazard area in all directions. Follow layout on page 40.
- Notify Maine State Police. Provide name of carrier and shipper, incident location, personal injuries and cargo ID (use shipping papers or placarding).
- If fire is present, consider evacuation of downwind area. Extinguish fires and prevent runoff only if emergency personnel are not placed in hazardous situation, use self-contained breathing apparatus. Avoid direct contact with radioactive materials, utilize protective clothing. Do not attempt cleanup. Additional guidelines may be found in the USDOT Emergency Response Guidebook.
- Personnel not in need of emergency first aid, along with equipment that is possibly contaminated, shall be held in the decontamination area until checked by radiological monitors assigned by County EMA.
- Make detailed records of actions and findings, including times, names, location, etc. DO NOT allow eating, drinking, smoking or other activities within contaminated areas.
- If trained radiological monitors and detection equipment are available, an initial survey for radiation may be performed.

Ambulance Personnel SOP's

- Provide lifesaving assistance as required. Assume all victims are potentially contaminated.
- Cover open wounds with dressing and elastic bandages. DO NOT USE ADHESIVE.
- Cover stretcher, including pillow, with open blanket; wrap victim in blanket to limit spread of contamination, transport.
- Notify hospital of suspected radioactive contaminated patient.
- Do not eat, drink or smoke until you have been surveyed by a trained radiological monitor and found clean of radiation.

RECOMMENDED RADIATION INCIDENTS SCENE LAYOUT (see diagram on following page)

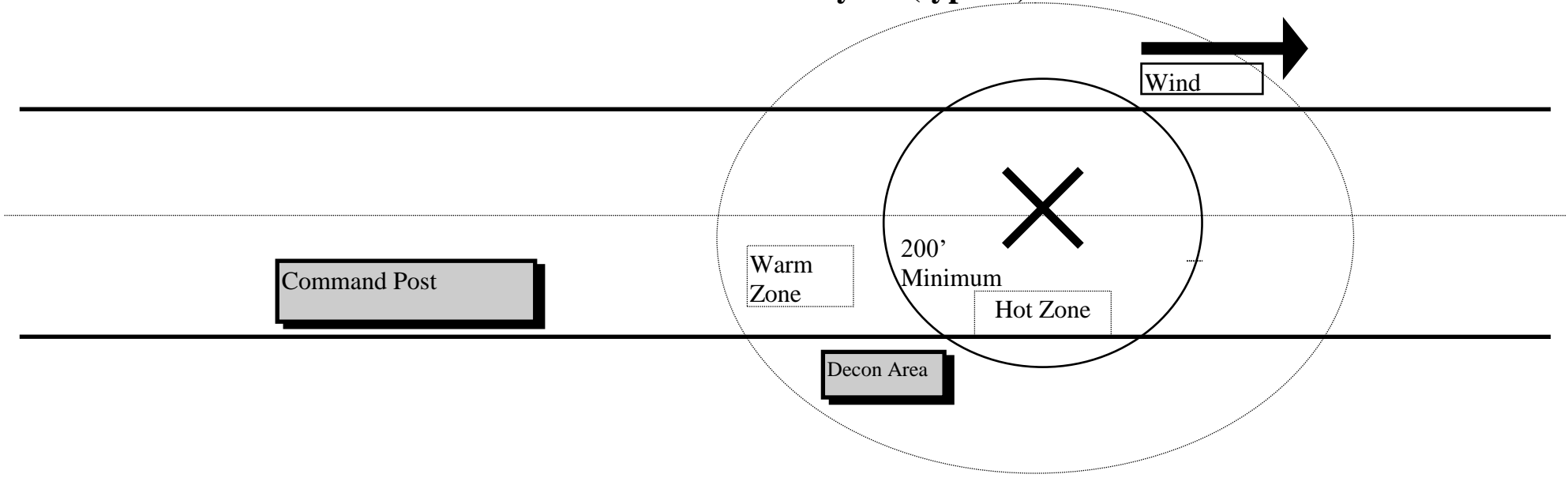
Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

Decontamination area should be located upwind of the scene, beyond the inside perimeter, and in a contamination free area. All equipment and uninjured personnel leaving the “hot zone” should be held at the decontamination area until adequate decontamination has been accomplished.

Additional Information Sources:

Maine State Police 1-800-452-4664 (866-2122)
Nuclear Regulatory Commission (1-215-337-5000)
Radiation Assistance Center (Medical) 1-615-482-2441 Beeper 241

Radiation Scene Layout (typical)



Appendix 10 – Damage Assessment

SITUATION – When extensive property damage, injuries, or loss of life occurs, a damage assessment expedites response and recovery operations.

CONCEPT OF OPERATIONS – There are three types of damage assessment.

- A. Basic Situation Appraisal – (Form 7) Done by municipal officials and coordinated by the DDS to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A Form 7 and instructions for completion are attached. A sample follows this section. It is designed to measure impact as it related to possible Emergency Disaster Declarations by the Governor or the President. The original is communicated to the County EMA as soon as possible. County EMA reviews information and forwards it to the Maine Emergency Management Agency (MEMA).
- B. Preliminary Damage Assessment – Done by State and federal teams with input and guidance from local personnel. These teams use technical expertise to assess damages to publicly owned property (for example picnic areas, roads and public buildings). They also verify private damages included on Form 7's. The County EMA is the liaison between these teams and local officials.
- C. Damage Survey – After a Disaster Declaration by the President, State and federal personnel conduct a more detailed survey for cost estimates of repairs to public property. Municipal personnel provide guidance.
(NOTE: The Red Cross does a preliminary “Windshield Survey” to identify areas of greatest damage. They use it to address the initial needs of disaster victims.)

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The Assessor is responsible for assuring an initial situation appraisal is conducted and for coordination with the county, state and federal personnel involved in damage assessment if a local coordinator is not appointed.

ADMINISTRATION & LOGISTICS

- A. Policies – Initial damage assessment reports to County may be verbal, but are followed with hard copy information on a Form 7 within 24 hours.
- B. Reporting – Prompt submission of Form 7’s is necessary for assistance from the State and federal governments in recovering from a disaster.

**Damage Assessment
TASK ASSIGNMENT CHART**

Agency	Develop Damage Assessment Procedures	Gather Figures	Train Municipal Officials	Maintain Records
DDS/Town Manager	S	S	S	S
Assessor	P	P	S	P
Police Department	S	S		S
Fire Department	S	S		S
Town Clerk	S	S		S
Public Works	S	S	S	S
School Department	S	S		S
Harbor Master	S	S		S
Planning Director			S	

Damage Assessment CHECKLIST

- Notify agencies responsible for public facilities to assess damage and report information to Assessor

- Request the public to report damages of business and private property to Assessor

- Collate information, prepare Form 7, and report to County EMA as soon as possible

- If severe or extended event, supply initial report to County EMA and follow up with detailed information. Information should be reported at least daily if major disaster.

Appendix 11 – DISASTER ASSISTANCE

SITUATION – Programs range from local and volunteer efforts to federal loans and grants that aid in massive cleanup and rebuilding efforts. Most Federal and State programs are available only in Presidentially Declared Disasters/Emergencies. Some require a disaster designation from an appropriate Federal agency in the absence of a Presidential Declaration. Others may be available without a declaration of any sort. Eligibility guidelines vary for each program.

CONCEPT OF OPERATIONS – In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously damaged areas. Officials at the Federal, State and County levels decide the final numbers and locations of the DAC's. Agencies responsible for assistance programs provide the staff. The County EMA Director solicits affected municipalities for map readers and other support staff. Individual victims and businesses go to DAC's to apply for assistance.

Municipal officials and representatives of certain nonprofit organizations attend assistance briefings to initiate the application process for facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Detailed information is available in FEMA publications "Handbook for Applicants" and "Eligibility Handbook". Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The General Assistance Administrator administers the community's assistance programs. The Town of Bar Harbor provides for basic needs of the affected population through local emergency assistance programs.

The Red Cross is usually first on the scene and provides emergency assistance before the arrival of State and Federal officials. They also coordinate assistance activities of other volunteer organizations.

Potential application sites are recommended to the County EMA during non-emergency planning. County and local EMA staff develop building profiles. These expedite the selection and opening of DACs in a disaster. County EMA acts as a liaison between the State Assistance Officers and the local jurisdictions.

ADMINISTRATION AND LOGISTICS

- A. Policies – Every effort is made to provide assistance to the people. The Town Clerk keeps the EOC informed of unmet needs.
- B. Reporting – Bar Harbor and the American Red Cross keep records of assistance provided.

**Disaster Assistance
TASK ASSIGNMENT CHART**

Agency	Develop & Maintain Disaster Assistance Annex	Coordinate DAC Location	Recruit Map Readers for DAC Staffing	Establish Assistance Polices & Procedures	Provide Public Information to Disaster Victims	Administer Assistance Programs
Town Council				P	S	
DDS/Town Manager	P	S	P		S	
Police Department					S	
Fire Department					S	
Town Clerk	S	S		S	S	P
Public Works			S	S	S	
School Department					S	
Harbor Master				S	S	S
Red Cross		S		P	P	P
Other Volunteer Organizations				P	P	P
Planning Director					S	

P – Primary Responsibility

S- Support Responsibility

Disaster Assistance CHECKLIST

- Review available local assistance.
- Contact Red Cross chapter (207)594-4576 and coordinate further assistance with them.
- Keep accurate records of assistance given.

Appendix 12 - HAZARD MITIGATION

SITUATION – State law requires each municipality to have a comprehensive land use plan that includes an analysis of hazardous areas and flood plains. There are four basic approaches to mitigation: structures, land use controls, building codes, and elimination of a specific hazard or reduction of the frequency and intensity of its occurrence. The National Flood Insurance Program offers flood insurance at a reasonable cost. It has a mitigating effect on the suffering caused by heavy flooding.

CONCEPT OF OPERATIONS – Following a Presidentially declared disaster, the Maine Emergency Management Agency (MEMA) administers the section 404 Hazard Mitigation Program as required by the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Members of a State Hazard Mitigation Team are designated. The State Hazard Mitigation officer, a member of the Department of Economic and Community Development, Office of Comprehensive Planning, coordinates the activities of the team. He is responsible for project management. The Chairman of the Town Council appoints a person to be the team’s local contact. This information is included in the grant application (see the State of Maine hazard Mitigation Administrative Plan). An evaluation of damages is made and practical steps that may be taken to mitigate future damage are considered. A hazard mitigation plan is developed at the State level and may be used as the basis for a Section 404 Project application. It also may be used for local mitigation planning.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – Hazard mitigation efforts primarily are the responsibility of the Town of Bar Harbor and individual landowners. Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

- A. Policies – Bar Harbor has approved ordinances required for participation in the National Flood Insurance Program. The Planning Director and Planning Board identify appropriate mitigation measures and recommend their implementation.
- B. Bar Harbor may be asked to report mitigation measures to the County EMA Director. The County forwards necessary reports to MEMA.

**Mitigation
TASK ASSIGNMENT CHART**

Agency	Provide Resource Information	Develop or Maintain Guidelines	Provide Public Information	Lead Mitigation Efforts	Develop Mitigation Policies	Enforce Mitigation Policies
Town Council		S		P	S	S
DDS/Town Manager	P	P	P			
Police Department						
Fire Department						
Town Clerk						
Public Works						
School Department						
Harbor Master						
Planning Director		S	S		P	
Code Enforcement Officer						P

P - Primary Responsibility

S - Support Responsibility

**Hazard Mitigation
CHECKLIST**

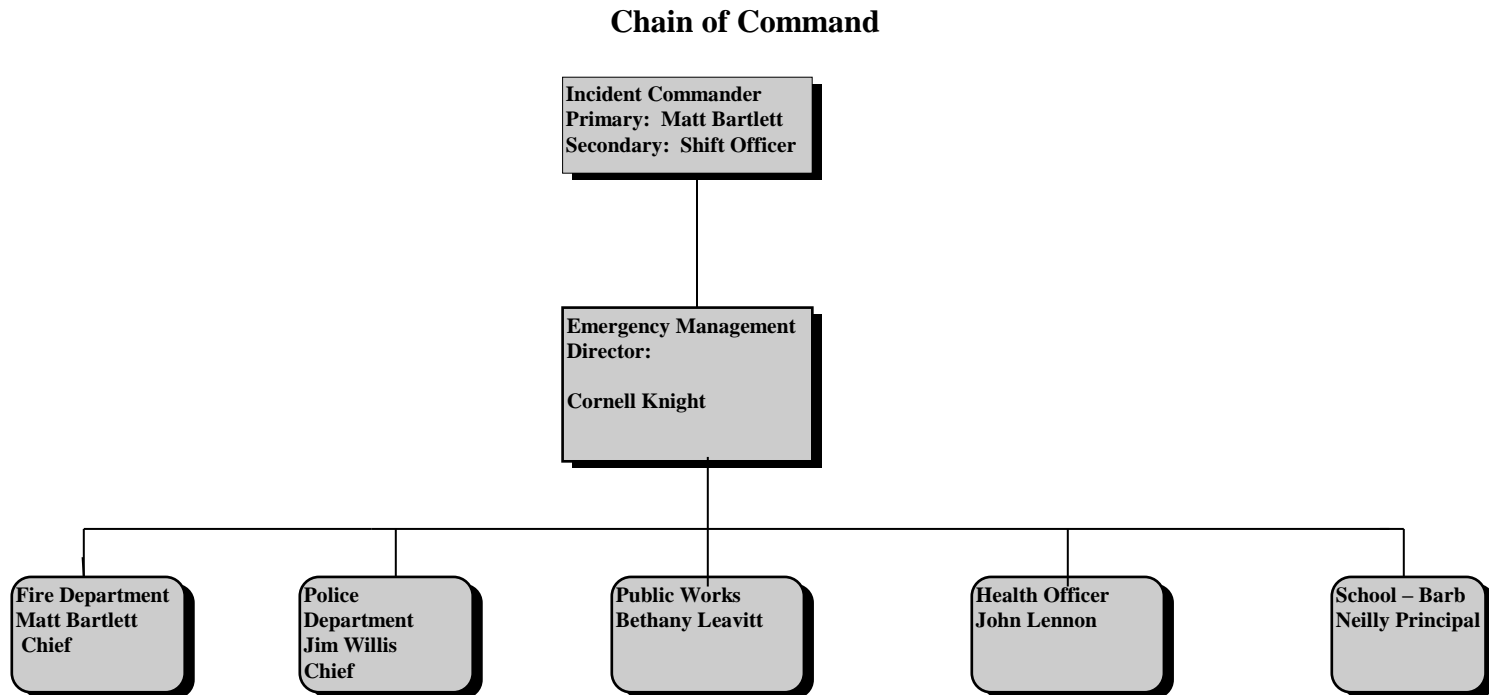
- Review land use controls, building codes and eligibility for participation in National Flood Insurance Program
- Designate person to be key county/state contact regarding damage assessment/hazard mitigation following an emergency
- Provide public with information regarding local regulations and suggestions for individual mitigation efforts
- Cooperate with State hazard Mitigation Team if activated, assisting them in plan and application development.
- Review State Hazard Mitigation plan and consider recommendations for local area if not included in a grant.

Appendix 13 - HAZARDOUS MATERIALS

Each county is a planning district with assistance required from each municipality for the planning process. Local emergency service departments participate in planning efforts, exercises and drills. Fire Departments provide training, receive chemical release notifications, and respond to incidents.

Areas of risk include locations of hazardous materials manufacture, processing, or storage facilities, also hazardous waste treatment, storage and disposal sites. The population within a 5 mile radius of facilities or within a 5 mile corridor along a transportation route could be affected.

Technical advice or assistance is available through the incident command system from State, Federal and chemical experts. The Incident Commander in hazardous materials response is Fire Chief.



Fixed Facilities

<u>Facility Name</u>	<u>Address</u>	<u>Chemical Name</u>	<u>CAS#</u>	<u>Storage Qty - Max</u>
Jackson Lab	Lower Main St Rte. 3			
M.D.I. Bio Lab	Old Bar Harbor Road			
Sewer Dept.	Ledgelawn Ave			

TRANSPORTATION ROUTES

<u>Transportation Routes</u>	<u>Chemical Names</u>	<u>CAS#</u>	<u>Shipment Quantity (Max)</u>
Rte. 3			
Rte. 233			
Rte. 102			

**HAZARDOUS MATERIALS
CHECKLIST
FIRST OFFICER ON SCENE**

- Observe situation from a safe distance
- Confirm location, affected people, animals, environment, etc.
- Check wind direction and prevailing weather
- Identify source of hazardous material
- Identify chemical name and form (solid, liquid, gas)
- Refer to the orange Emergency Response Guidebook (DOT) for Initial Response to Hazardous Materials Incident.
- Report findings to dispatcher including safe access routes, size of hazard area.
- Serve as temporary on-scene communications point until fire department establishes incident command post.
- Estimate potential harm to life, property and environment, as necessary.
- Secure area. WARNING: Do not enter incident area without appropriate protective clothing and equipment!
- Evacuate immediate affected area, especially downwind, downstream, and crosswind.
- Establish and control incident perimeter area.
- Brief Incident Commander and coordinate further activities with Command Post.

Initial Notification

- Local Fire Department 288-5554
- Maine State Police 1-800-452-4664
- LEPC Coordinator 667-2525 (Ellsworth Fire)

RECOMMENDED HAZ-MAT INCIDENTS SCENE LAYOUT (see diagram on following page)

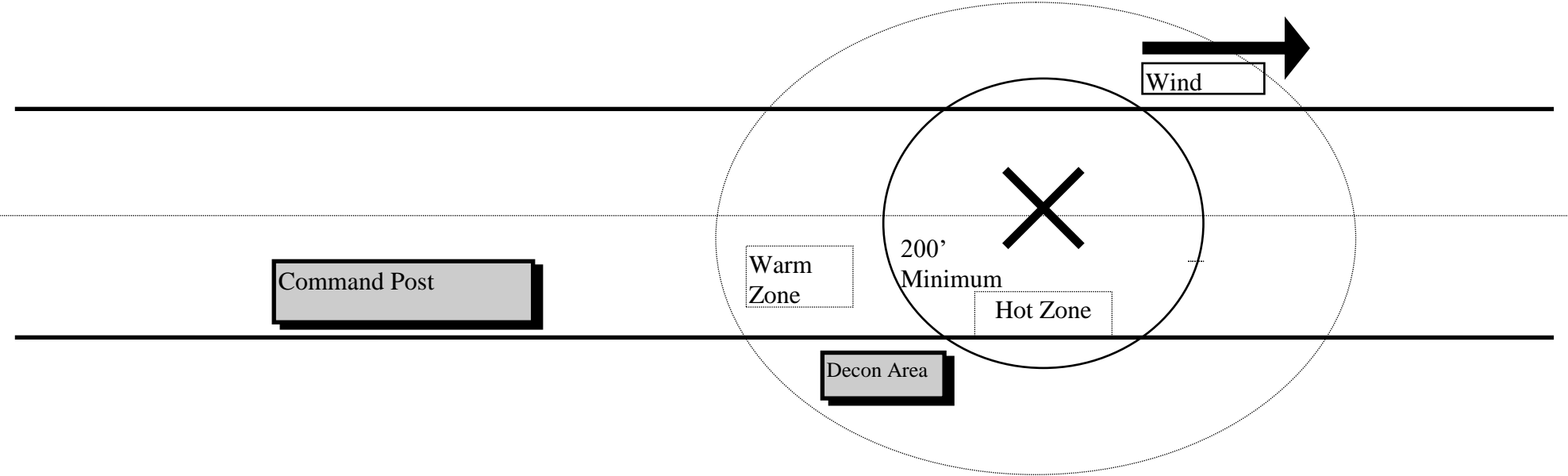
Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

Decontamination area should be located upwind of the scene, beyond the inside perimeter, and in a contamination free area. All equipment and uninjured personnel leaving the “hot zone” should be held at the decontamination area until adequate decontamination has been accomplished.

Additional Information Sources:

Maine State Police 1-800-452-4664 (866-2122)
CHEMTREC 1-800-424-9300
Maine Dept. Of Environmental Protection 1-800-482-0777
State Emergency Response Commission 1-800-452-8735
National Response Center 1-800-424-8802

Typical Hazardous Materials Response Scene



APPENDIX 14 - SEVERE SUMMER & WINTER STORMS

NATURE OF THE HAZARD

The Town of Bar Harbor is very susceptible to severe storms. During the winter months Coastal Maine can receive a great deal of snow and ice and air temperatures can drop to 0 to 10 deg F below zero. Bar Harbor is a coastal town and therefore maybe at risk from storm surge during a Hurricane.

RISK AREA

It is very easy for town residents to become trapped in their homes due to totally impassable roads. The major concern is the difficulty for emergency response by Fire, EMS and Law Enforcement.

Another area of concern is for elderly residents who lose the capability to heat their homes and fail to communicate the danger they are in.

Finally, the electrical power distribution system is very susceptible to damage by accumulating ice and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with heating, water supply, sanitation, and food preparation.

DIRECTION AND CONTROL

The Emergency Management Director and the Town Council should consider activating the EOC during an extended severe winter storm and if threatened by a severe summer storm such as a Hurricane. The EOC will organize setting up shelters and collecting damage assessment information.

The Public Works Director is responsible for keeping the town roads open for traffic.

Bangor Hydro's emergency phone number is 1-207-942-4384.

WARNING

Residents and visitors must be alerted immediately, in order for a safe and orderly evacuation to proceed. The EOC will contact local radio and television stations and request that they broadcast information on the disaster. The warning should contain:

- 1) The nature of the emergency and current situation
- 2) What areas are affected
- 3) What actions need to be taken by which residents
- 4) Roads that are closed

EVACUATION

The EOC will need to determine what routes will be used in order to evacuate residents. Contact the town officials of neighboring towns to make sure that you are not evacuating people in another town's danger zones. Attempt to post the evacuation routes and barricade the closed roads.

APPENDIX 15 – DISEASE, EPIDEMIC & PANDEMIC

NATURE OF THE HAZARD

Diseases are spread generally by close person to person contact. The Town of Bar Harbor is a very diverse community with year round residents, summer visitors and seasonal workers. The interaction inside and outside of the community contain the potential to bring infectious disease to Bar Harbor.

RISK AREA

All residents due to the rural nature of the town are susceptible to contracting disease from any of a variety of sources.

DIRECTION AND CONTROL

The Emergency Management Director will be responsible for recommending the Town Council adopt a declaration that an epidemic or pandemic emergency exists. Such declaration shall be reported to the County EMA and a joint response shall take place to the extent that such a response is possible.

Community-based control measures are designed to reduce the risk of influenza transmission by limiting the potential for social interactions (e.g., canceling public events, implementing community “snow days,” etc.) and by implementing broad measures for the public to prevent inadvertent exposures (e.g., fever monitoring in public places, social distancing, use of masks, hand hygiene and respiratory etiquette).

Important factors that will need to be considered in determining a threshold for community action include: numbers of cases and close contacts, number of cases per town, number of cases per week, characteristics of local disease transmission (i.e., speed of spread, number of generations), types of exposure categories (travel-related, close contact, health care worker, unlinked transmission, etc.), morbidity and mortality rates, extent of community influx and efflux, and the availability of local health care and public health resources. Some actions that may be taken include:

Control Measure	Responsible Party
Promote proper hygiene to public	Hancock County Joint Information Center
Close non-essential government functions	Town Council
Close public buildings and spaces	Town Council
Cancel public events	Town Council Event Organizers
Close educational institutions	School Superintendents/Principals
Request voluntary closing of businesses	Town Council, business owners Local & County Emergency Management Directors

WARNING

1. The Public Information Officer shall place pamphlets in public places, announcements on the town's website and local Cable TV channel in regard to handling disease spread.
2. The School Superintendent shall work with local health officer and/or state health department, state education agencies and the emergency management agencies to coordinate with their pandemic plans. Pandemic planning will need to be coordinated with the community's pandemic plan as well as the state department of education's plan.
3. The School Nurse shall notify the School Superintendent and Maine CDC immediately if a number of children, administrators and faculty become sick with influenza-type symptoms.
4. The School Superintendent shall close public schools for a period of time, in compliance with guidance from Maine CDC or for longer periods of time at their discretion, in order to prevent the spread of disease.
5. The School Superintendents should contribute to ME CDC's operational plan for surge capacity of healthcare (i.e., schools designated as contingency hospitals) and assist with the coordination between the local healthcare facilities, emergency management agencies and town officials in the event such plans are implemented, and/or other services required to meet the needs of the community (e.g. - schools being used as a drop point for food and/or other supplies for vulnerable populations.)

RESOURCE MANAGEMENT

The Town of Bar Harbor has several public health facilities. Coordination shall be done through the County EMA office and Mount Desert Island Hospital in Bar Harbor to the greatest extent possible.

1. The local Emergency Management Director (EMD) will establish an Emergency Operations Center (EOC) to coordinate all response and recovery activities. The EMD will establish and maintain communications with the Hancock County EOC.
2. The local Health Officer shall assist in the reporting, prevention and suppression of diseases and conditions dangerous to health, and that local health officer is subject to the supervision and direction of MAINE CDC. The local health officer shall receive and evaluate complaints made by any of the inhabitants concerning nuisances posing a potential public health threat within the limits of the health officer's jurisdiction. With the consent of the owner, agent or occupant, the local health officer may enter upon or within any place or premises where nuisances or conditions posing a public health threat are known or believed to exist, and personally, or by appointed agents, inspect and examine the same. If entry is refused, the municipal health officer shall apply for an inspection warrant from the

District Court, pursuant to Title 4, section 179, prior to conducting the inspection. When the local health officer has reasonable cause to suspect the presence of a communicable disease, the local health officer shall consult with the MAINE CDC commissioner, or a designee. The health officer shall then order the suppression and removal of nuisances and conditions posing a public health threat found to exist within the limits of the health officer's jurisdiction. For purposes of this section, "public health threat" means any condition or behavior that can reasonably be expected to place others at significant risk of exposure to infection with a communicable disease.

3. Funeral homes will determine how best to inter the dead in each municipality. The town does not control any cemetery. Private cemetery associations will prepare gravesites for burials and fill in graves after services. The cemetery associations will oversee any burial storage facilities during winter season and will handle all cemetery recordkeeping, including burial records. Local cemetery associations will comply with any with any special instructions from Maine CDC regarding interment of bodies.
4. The Municipal Clerk will record all Burial Permits and Death Certificates. During an Epidemic or Pandemic, the Clerk shall notify the Municipal Officers, Health Officer and Emergency Management Director of the names of those who have died with Influenza causes of death. This information shall also be forwarded to the Hancock County EMA/EOC.

APPENDIX 16 – MARINE MASS CASUALTY INCIDENT RESPONSE

PURPOSE and SCOPE

The purpose of the Plan is to provide for a rapid, organized, and coordinated shore-side response to a mass rescue operation when it is determined that Bar Harbor, Maine is the best location to support response operations. It is geared heavily toward a marine disaster involving a passenger vessel with displaced passengers and crew, but can be adapted to include any incident that results in mass rescue operations.

Due to limited medical and sheltering capacity, Bar Harbor is not the best option for landing hundreds or thousands of evacuated personnel. However, the potential exists for a major marine casualty that results in evacuation of the vessel. For this and other types of offshore incidents, Bar Harbor may be the nearest location for survivors to come ashore.

In support of mass rescue operations, the community of Bar Harbor may be required to:

- Participate in the Unified Command organization established for the incident.
- Provide an incident command post (ICP) location.
- Provide shore-side marine fire-fighting support (air, foam, water) as resources and training permit.
- Provide shore side emergency medical services (EMS).
- Establish and operate landing site(s) where evacuees are brought ashore.
- Assist with evacuee transport from the landing site to the reception center.
- Establish and operate an evacuee reception center until it can be fully staffed by volunteer, industry, or other non-governmental organization (NGO) personnel.
- Assist with evacuee accountability and reporting.
- Assist with locating longer term available lodging and shelter.
- Support the Joint Information Center (JIC) if established.

USCG Search and Rescue Coordinator:

- Verify information and location. Complete notifications.
- Contact owners, agents for info to permit Master to address emergency. As needed, establish satellite comms w/ vsf.
- Assign dedicated communicator and maintain open line with company /agents as required for rapid info exchange.
- Assign SMC. Initiate Checklist.
- Issue UMIB / AMVER and launch / divert assets.
- Designate On Scene Coordinator (OSC). Broadcast.
- Determine status: numbers, injuries, missing, etc.
- Recommend safety, security zone as appropriate.
- Request SAR Plan of Cooperation (large cruise ships)
- Support Master requests assistance.
- Obtain PAX/Crew List from agents or Customs or USCG.
- Initiate Passenger Accountability procedures.
- Request support for augmented watch.
- Coordinate w/ owner & agents for commercial resources.
- Alert local communities. Request landing site options.
- Dispatch USCG Liaison officer to company Emergency Center
- Contact FAA for temporary airspace restriction
- Coordinate with Unified Command for staging & landing areas.
- Alert Public Affairs and Customs Border Protection.
- Complete ICS 201 form for situation brief.

Vessel Owner:

- Activate Crisis Action Team. Dispatch support personnel to local community.
- Establish comms with ship and USCG & Request local USCG Liaison officer at local Emergency Operations Center.
- Share status information regularly.
- Assist Master with stability analysis and response support. Share information.
- Assist with shore logistics for possible passenger evacuation and support. Coordinate with Unified command logistics and operations chiefs.
- Initiate passenger accountability process. Share process with partners.
- Coordinate actions / information with Unified Command.
- Contact Flag State, Class, underwriters.
- Initiate spill and security plans.
- Ensure required state and local notification made.
- Activate JIC process w/ USCG – release initial

STATE:

- **Activate pollution, medical, and law enforcement actions as needed.**
- **Provide representative for unified command.**
- *Activate emergency ops centers as needed*

USCG Sector Command:

- Form & Dispatch Away Team.
- Initiate Unified Command
- Distribute contact info.
- Liaison to Bar Harbor and landing sites.
- Execute applicable provisions of Area Maritime Security Plan.
- Establish / direct enforcement of safety / security zones.
- Direct shore / waterside MHLs patrols.
- Coordinate terrorism investigation with FBI (if appropriate). Increase MARSEC level (if appropriate).
- Initiate pollution response
- Investigation initiation
- Comms with ship thru CC or company conference type calling
- Area Plan Checklists Reviewed
- Joint Info Center Support.
- Support ICS 201 development and updates.

Unified Command:

- Assume command. Assign tasks and responsibilities.
- Set organization and objectives. Distribute.
- Manage On-scene info flow. Ensure effective information sharing.
- Develop comms plan and distribute.
- Coordinate with law enforcement for investigative and security support.
- Coordinate Customs Border Protection for evacuee clearance.
- Stand up JIC w/industry. Issue joint release at earliest time.
- Establish liaison with key stakeholders.
- Develop and support passenger accountability process. Provide training and forms as required.
- Establish secure landing sites: decon, triage, medical transport, Pax. Transport, crowd control.
- Monitor/assist evacuee transport.
- Set Security for reception center.
- Implement law enforcement requirements for pax. control.

IMMEDIATE

WITHIN TWO TO FOUR HOURS

Vessel suffers disabling casualty.

Harbormaster

- Contact CG and company at earliest time.
- Assess damage to vessel/stability.
- Extinguish/contain fire. Initiate damage control.
- Treat injured personnel. Report to USCG.
- Request MEDVACs as required.
- Determine need for evacuation.
- Evaluate cause of casualty for security threat.
- Mitigate possible release of fuel.
- Keep passengers informed of situation.
- Provide dedicated communicator for reports to ship company & USCG.
- Provide regular updates of status and changes
- To extent possible, ensure pax and crew have identification prior to evacuation.
- Maintain communications with USCG Rescue

Agents:

- Establish comms with owner, USCG, city.
- Send liaison to USCG and Command Post.
- Dispatch required commercial assets. **Inform** USCG of resources on scene or enroute.
- Contract shore transport companies and commercial reception center. Update UC. Coordinate with city on activation and logistics for landing sites and reception centers.
- Provide Souls on Board List to EOC and USCG and reception center.
- **Initiate "accountability" process. Brief & train personnel and provide forms to support.**
- *Locate interpreters*

USCG On Scene Coordinator: Support Master, direct rescue resources on scene, serve as single POC for Master, recover PIW, establish check in /out for resources, track evacuee numbers and destinations, keep SMC informed.

Bar Harbor:

- Town Mgr notified. Alert cnty/ state.
- Activate Shore-side Mass Rescue Emergency Plans.
- Activate Bar Harbor emergency center.
- Hospital(s) and medical alerted.
- **Harbormaster recommends, prepares & supervises landing sites.**
- Provide triage, medical treatment, patient transport at landing site.
- Coordinate w/ Red Cross and agents to ID, establish & manage reception center(s).
- Alert local school and bus company
- *Provide reps for Unified Command*

- Coordinate/supervise special teams support (Strike Team, NOAA, FEMA, etc.)
- Coordinate marine firefighting support.
- Supervise spill response (source control, containment, recovery, protection of sensitive areas, disposal and decontamination).
- Evaluate damage survey/ approve salvage plan/supervise salvage operation.
- Coordinate requirements for damaged ship transit, port entry.
- *Locate interpreters.*

Bar Harbor, Maine
MARINE MASS CASUALTY INCIDENT CHECKLIST

1. 24 Hour Bar Harbor Police Dispatch Receives Notification

- Record incident information in accordance with existing policies.
- Ensure USCG has been notified, or patch the call to the Coast Guard Sector Northern New England at 207-767-0303 or Station SW Harbor at 207-244-4270.

2. Bar Harbor Community Notifications:

- Town Manager / Bar Harbor Director of Disaster Services (DDS)
- Harbormaster.
- Police Department
- Fire Department
- Local maritime agent for commercial shipping and cruise ships.
- Local medical facilities and ambulance service.
- Local School District representative if facility is planned for potential shelters.
- Red Cross for reception facility management.
- Public Works Director
- Public information Officer.
- Local mass transportation companies as required: bus (school and commercial), air port manager, and others as required.
- Local airport for potential increased traffic from medical and charter flights.

Action Items:

3. Bar Harbor Director of Disaster Services or Designee

- Establish communications with the Coast Guard Sector Northern NE and SW Harbor.
 - Exchange contacts for telephone/cell/email.
 - Clarify community role, capabilities, and capacities.
 - Determine initial level of involvement and requirements, expected times for arrival of evacuees, types and number of rescue craft, medical or special needs concerns.
 - Stress limitations and immediate support needs.
 - Establish a reporting schedule and expectations for situation updates.
 - Clarify the “critical information” needs for the community and USCG.
- Contact County and State Emergency Coordination Centers for critical resource support.
- Contact local ship agents. Coordinate logistics needs and accountability concerns.
- Update Medical Facilities with updated casualty information.
 - Alert State Public Health, if required, for medical assistance.
- As required and available, activate the local Emergency Operations Center (EOC) and community Incident Management Team (IMT). Update organizational and contact information to USCG and Unified Command partners.
- As resources permit, consider extra staffing and initiate plans for extended operations.
- Alert Red Cross or other local volunteer groups for support at landing and reception sites.
- Monitor situation to determine appropriate time to demobilize facilities and personnel.
- Refer to Appendix A for additional guidance.
- Document actions and response costs.

Harbormaster: Note: For cases in the immediate off shore vicinity of Bar Harbor, the harbormaster may decide to utilize the harbor boat and deploy to the scene to serve as the on scene coordinator until relieved by USCG vessel. In this role, harbormaster will be responsible to work and communicate with USCG Search and Rescue (SAR) Mission Coordinator. Regardless of physical location, the harbormaster will be responsible for the following actions:

- ❑ Establish communications with USCG Sector Northern NE and Station SW Harbor.
- ❑ Recommend to USCG the “best” available landing sites(s) based on the type and number of rescue vessels and needs of evacuees. Primary landing site will be selected from locations in vicinity of “Town Pier”. Refer to Appendix B for additional information on landing site locations.
- ❑ Designate a harbor department on shore coordinator with maritime radio communications capability to work with Fire Department Medical Officer to direct arriving rescue vessels and identify offloading priorities. Visibly injured survivors to be offloaded before non-injured.
- ❑ Communicate and direct arriving rescue vessels to appropriate docking location.
- ❑ Communicate as required with affected vessel.
- ❑ Consider extra staffing to help operate site(s). Direct ship board crew and officers to support passenger shore rescue activities as required.
- ❑ Contact Customs and Border Protection (CBP). Coordinate CBP requirements in landing site operation.
- ❑ Contact local ship agents to coordinate final accountability process.

4. Fire Department and Emergency Medical Support

- ❑ Initiate Mass Casualty Plan. (Rescue, triage, treatment, transport in accordance with Maine EMS Protocol)
- ❑ Serve as Landing Site Operations Manager to direct and resolve operational conflicts at the site. Ensure Site Manager is clearly identified and authority understood. Refer to Appendix B for additional information on landing site locations. *Refer to Appendix D and Attachment 4 of the Hancock County Emergency Management Agency Guidelines for Marine Incidents for additional information on landing site operations.*
- ❑ Prepare large-scale Emergency Medical Services (EMS) operations at selected landing sites.
- ❑ In conjunction with Harbor Department, determine offloading priority for arriving rescue vessels. Vessels with visibly injured survivors are high priority. Vessels with non-injured are low priority and may be requested to stand off until all injured offloaded.
- ❑ Evaluate use of buses to provide temporary shelter and accountability site for non-injured cold, wet survivors until resources permit medical evaluation.
- ❑ Incorporate ship board crew and officers to support non-medical actions as required - Escorts, patient movement, accountability support.
- ❑ Contact area / regional hospitals for forward movement of patients IAW existing plans.
- ❑ Request area medical support in accordance with existing process.
- ❑ Accurately track numbers of victims/survivors and their destinations. Provide accountability information to Unified Command. Note: Vessel agents or representatives will be responsible to track final accountability names/numbers.
- ❑ Prepare for mortuary operations as required

5. Police

- ❑ Direct landing site set up. Coordinate with Medical Officer and Transport Group Supervisor to include their requirements into Landing Site activation
- ❑ Establish site perimeter and scene access control. Refer to Appendix D for barricade locations to start, and adjust as required.
- ❑ Direct security at landing sites.
- ❑ Initiate crowd control as required.
- ❑ Support security at reception centers as resources permit.
- ❑ Establish traffic control at choke points from landing sites to medical facilities and reception centers.
- ❑ Request landing site and reception center security support from County/State/Federal Law Enforcement Agencies as required.

6. Bar Harbor Public Works Director

- ❑ Mobilize resources to establish site control. Barriers, cones, signage, portable toilets and other means as required.
- ❑ At direction of Police, place traffic and crowd control barriers at required locations.
- ❑ Provide additional resources as required and available.
- ❑ Set up Emergency Operations Center at Bar Harbor Fire Station.
- ❑ Cooperate with industry activate Reception Center(s) for anticipated evacuee numbers.

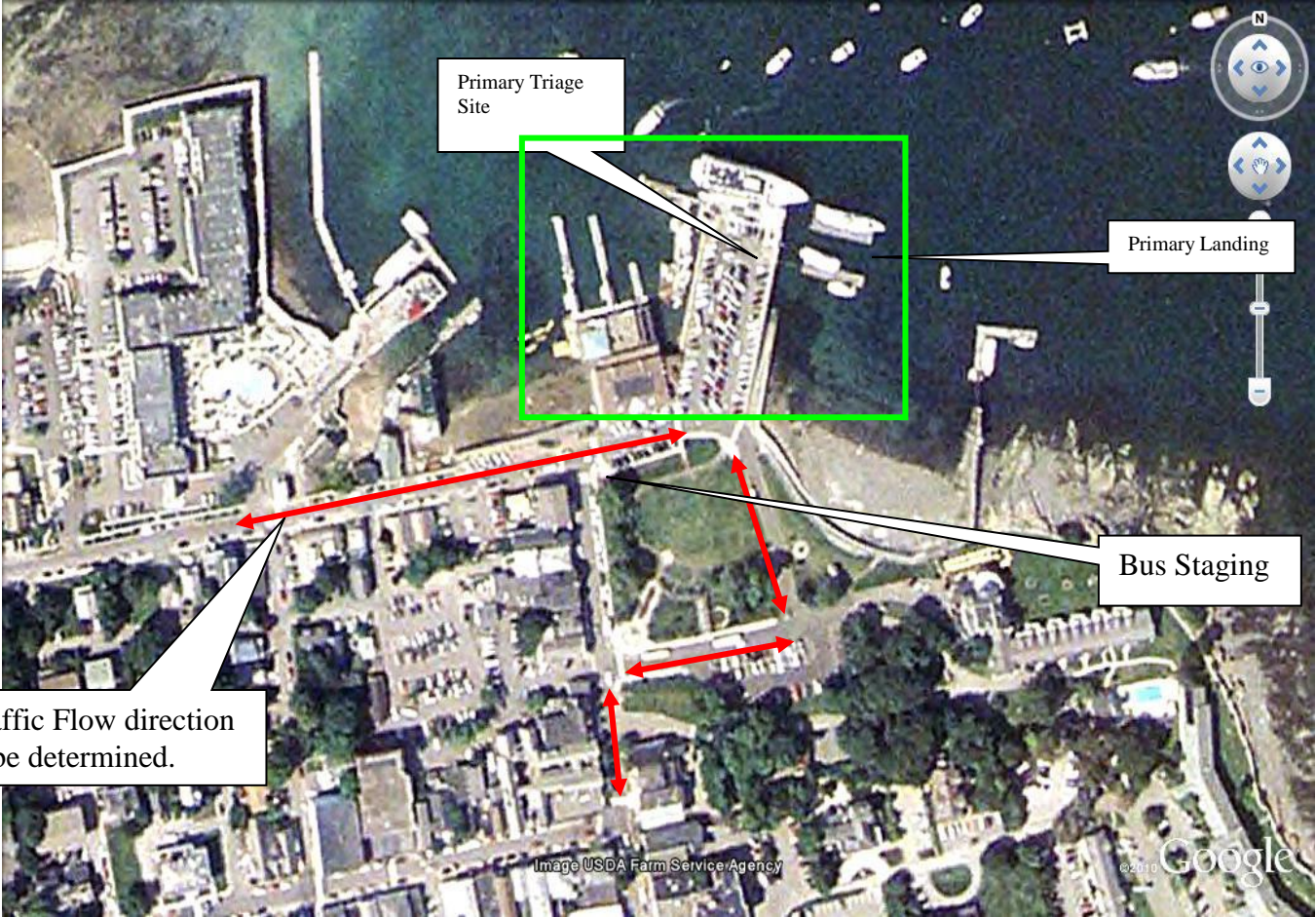
7. Public Information Officer.

- ❑ Publicize the inquire “1-800” number, if established by industry.
- ❑ Participate in Joint Information Center (JIC).
- ❑ Prepare / participate in press releases
- ❑ Provide on-site media specialists to support media on scene.

8. Red Cross or Other Support Organizations

- ❑ Initiate existing procedures to establish care/reception centers at local schools. Refer to Appendix C for additional information on reception center locations and operations.
- ❑ Communicate with city manager for situational updates on expected number and conditions of evacuees and level of desired services.
- ❑ Coordinate with ship’s agents or involved party (IP) representatives to coordinate accountability procedures at the centers.
- ❑ Coordinate with ship’s agents or involved party (IP) representatives on coordinated logistics and service support requirements for operating the center, including security.
- ❑ Coordinate with the unified command (UC) to establish a situation unit at the center to keep evacuees informed.
- ❑ Establish reporting schedule with Unified Command (UC).

4.0 SAMPLE ICS 201

<p style="text-align: center;">1. Incident Name</p> <p>Bar Harbor Maritime Rescue Shore Side Support Plan</p>	<p style="text-align: center;">2. Prepared by: (name)</p> <p>Date: _____ Time: _____</p>	<p>INCIDENT BRIEFING ICS 201-CG</p>												
<p>3. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, over flight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)</p> <p style="text-align: center;">SAMPLE ONLY: Modify as required for specific incidents.</p> <p>Best landing site(s) in vicinity of Town Pier will be selected depending on incident location, types of rescue vessels, staging area needs, and traffic flow. Multiple Sites may be required to handle the volume or variety and size of rescue vessels.</p> <div style="text-align: center;">  </div> <p>Landing Site will be selected from best available at Town Pier in “Green Box”. Whale Watch vessels due to size and characteristics will be required to moor at the dedicated sites. Whale watch vessels have capability to hold non injured survivors until directed to offload.</p> <p>Reception Center will be established at nearest available location. Schools, YMCA gyms, hotel convention or meeting rooms, local college and any locations suitable to Red Cross.</p>														
<p>4. Current Situation:</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 40%; text-align: center;"> <p>Maintain a summary of the incident and chronological list significant shore side response actions.</p> </td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				<p>Maintain a summary of the incident and chronological list significant shore side response actions.</p>										
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<p align="center">1. Incident Name</p> <p>Bar Harbor Maritime Rescue Shore Side Support Plan</p>	<p>2. Prepared by: (name)</p> <p>Date: _____ Time: _____</p>	<p align="center">INCIDENT BRIEFING ICS 201-CG</p>
5. Initial Response Objectives, Current Actions, Planned Actions		
A	<p>Overall Unified Command Incident Priorities:</p> <ol style="list-style-type: none"> 1. Protection and Safety of Life 2. Security 3. Protection of the environment 4. Protection of property 	
B	<p>Overall Unified Command Incident Objectives:</p> <ol style="list-style-type: none"> A. Ensure safety of evacuees, responders, and public. B. Respond to potential and actual security threats. C. Mobilize resources to locate, rescue/evacuate, transport and support all personnel involved in the incident, both on water and on shore. D. Manage and Share Information accurately and timely. E. Implement accountability process to account for passengers and crew and responders with 100% accuracy. F. Restore Maritime Operations 	
C	<p>Community Shore Side Initial Response Objectives:</p> <ol style="list-style-type: none"> A. Conduct notifications in accordance with existing plans. B. Mobilize and coordinate shore side response resources to provide for secure landing locations, medical support, transportation, and sheltering for evacuees and crowd control. C. Establish appropriate security procedures for shore side response organization D. Establish and implement an appropriate “accountability” process to ensure 100% accuracy by the end of the incident. E. Initiate a joint media and public awareness / information plan. 	
D	<p>Community Shore Side Planned Actions:</p> <ol style="list-style-type: none"> 1. Ship agents to provide Liaison Officer to local response organization. 2. Mobilize and dispatch support teams, especially medical and accountability support. 3. Establish check in procedures for all responders. 4. Establish, staff, and manage incident facilities, including the Unified Incident Command Post at Bar Harbor Fire Department training room, landing site(s) at Town Pier, medical facilities at MDI Hospital, and reception (care) facilities at nearest suitable location with capacity for expected numbers of survivors. 5. Activate and coordinate landing site and reception center operations. 6. Notify Red Cross, Salvation Army, and others required to support shore facilities. 7. Establish communications plan to facilitate information exchange. Share “critical information” immediately. 8. Mobilize local resources to transport evacuees from the landing sites to reception centers. 9. Coordinate emergency medical requirements and locations. Activate mutual aid as required. 10. Coordinate with local agents / USCG to confirm accountability process and acquire manifest. 11. If available, provide Public Affairs personnel to support joint media center. 	

<p align="center">1. Incident Name</p> <p>Bar Harbor Maritime Rescue Shore Side Support Plan</p>	<p>2. Prepared by: (name)</p> <p>Date: _____ Time: _____</p>	<p align="center">INCIDENT BRIEFING ICS 201-CG</p>
	<p>12. Alert Airport manager and TSA of potential for increased charter flight.</p> <p>13. Support ship board firefighting efforts within local capabilities, training and jurisdiction.</p>	

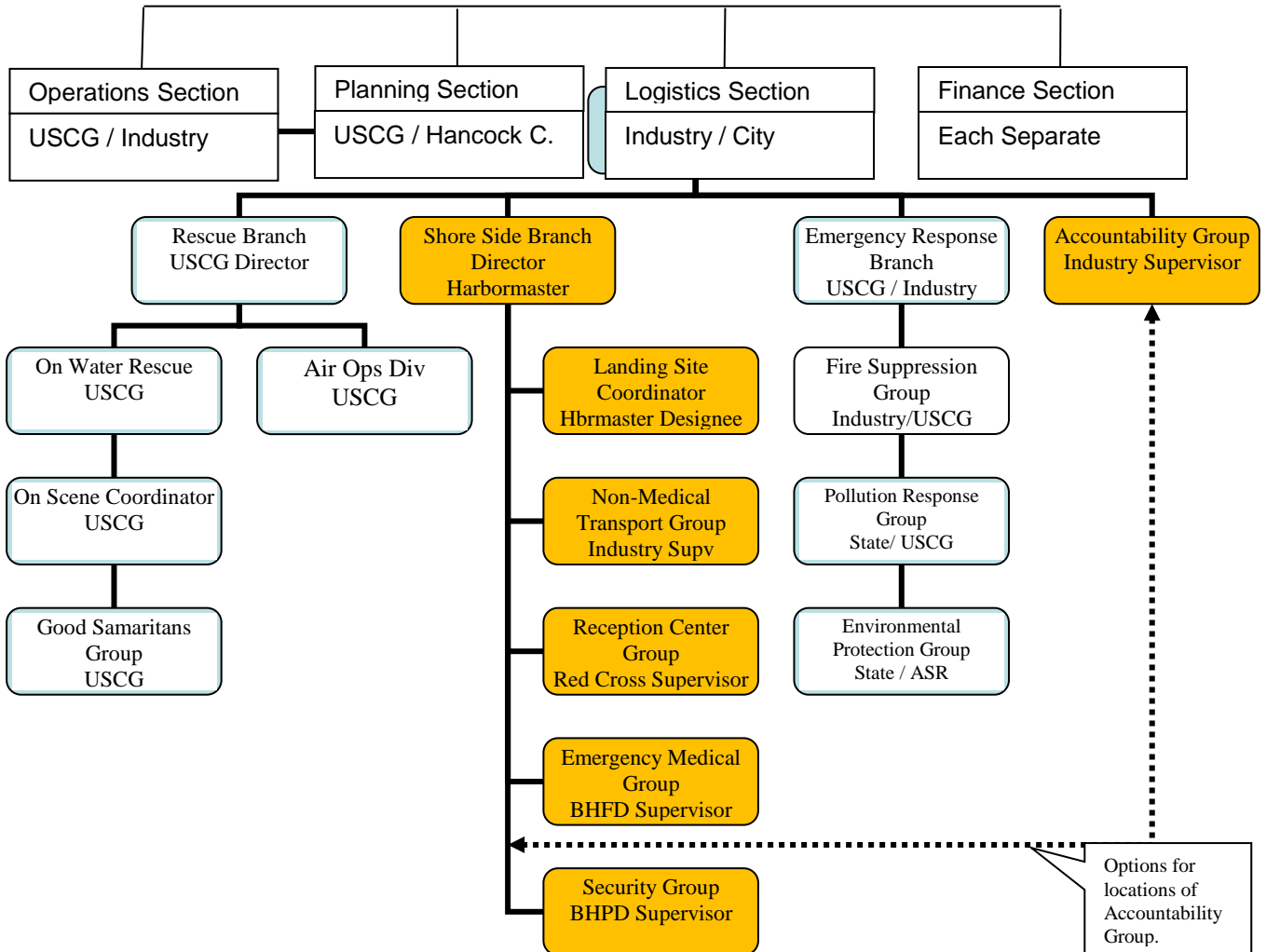
1. Incident Name Bar Harbor Maritime Rescue Shore Side Support Plan	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-CG
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6. Current Organization (fill in additional appropriate organization)

USCG: Sector Northern New England
Bar Harbor Director of Disaster Services (DDS))
Industry Rep: Agents/Vessel Owner)
State:
Other:

Unified Command

Safety Officer TBD
 Liaison Officer TBD
 Public Information Officer TBD or Joint Information Center: Each UC to provide Rep



PART A
ICS: GENERAL RESPONSIBILITIES BY POSITION

COMMAND STAFF

INCIDENT COMMANDER:

- Obtain incident briefing from prior incident commander
- Assess incident situation
- Conduct initial briefing of command and general staff
- Activate necessary elements of the Incident Command System
- Insure planning meetings are conducted
- Approve and authorize implementation of Incident Action Plan
- Determine information needs and inform command personnel of needs
- Coordinate staff activity
- Manage incident operations
- Approve requests for additional resources and requests for release of resources
- Authorize release of information to news media and the public
- Approve plan for demobilization

PUBLIC INFORMATION OFFICER:

- Obtain briefing from Incident Commander
- Make sure there is only one Public Information source
- Establish a single incident information center
- Arrange for necessary work space, materials, communications equipment and staff
- Prepare initial information summary as soon as possible
- Observe constraints on the release of information imposed by the Incident Commander
- Obtain approval of all information released from the Incident Commander
- Release news to the news media and public and post copies of the release/releases in the Command Post, EOC and other appropriate locations
- Attend meetings to update information releases

- Arrange for meetings between media and incident personnel
- Provide escorts for the media and other VIPs
- Provide protective equipment for media and VIPs
- Respond for special requests for information

SAFETY OFFICER

- Obtain briefing from Incident Commander
- Identify hazardous situations associated with the incident
- Participate in Planning meetings
- Review Incident Action Plans
- Identify potentially unsafe situations
- Exercise emergency authority to stop and prevent unsafe acts
- Investigate accidents that have occurred within incident areas
- Maintain a log

LIAISON OFFICER

- Obtain briefing from Incident Commander
- Provide a POC for assisting/cooperating agency representatives
- Identify agency representatives from each agency including communications link and location
- Respond to requests from incident personnel for inter-organizational contacts
- Monitor incident operations to identify current or potential inter-organizational problems
- Maintain a log

GENERAL STAFF

OPERATIONS SECTION CHIEF

- Obtain briefing from the Incident Commander
- Plan organization of Operations Section according to size and complexity of incident
- Develop the operations portion of the Incident Action Plan
- Brief and assign operations personnel in accordance with the Incident Action Plan
- Supervise operations
- Establish staging areas for resources
- Develop a system of controls to see if the operations are having the result stated in the IAP
- Determine the need for and request additional resources
- Review suggested list of resources to be released and initiate recommendation for release of resources
- Relay information about special activities, events and occurrences to the Incident Commander
- Give progress reports to the Incident Commander

LOGISTICS SECTION CHIEF

- Obtain briefing from Incident Commander
- Plan organization of Logistics Section
- Participate in preparation of Incident Action Plan
- Identify service and support requirements for planned and expected operations
- Provide input to and review communications plan, medical plan, and traffic plan
- Coordinate and process requests for additional resources
- Review Incident Action Plan and estimate resource needs for next operational period
- Recommend release of unit resources in conformity with Demobilization Plan.

FINANCE/ADMINISTRATION SECTION CHIEF

- Obtain briefing from Incident Commander
- Attend planning meetings to gather information
- Develop an operating plan for the finance/administrative function of the incident
- Provide input in all planning meetings on finance/administrative matters

- Insure that all personnel time records are kept
- Insure that all obligation documents initiated at the incident are properly prepared and completed.

INTELLEGENCE OFFICER

- Obtain briefing from Incident Commander
- Interview witnesses, patients, victims, etc.
- Consult with other law enforcement/intelligence agencies
- Consult available data bases for lists of terrorists/criminals
- Develop psychological/terrorist profile to predict actions

PLANNING SECTION CHIEF

- Obtain briefing from Incident Commander
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan
- Establish a weather data collection system if necessary
- Supervise the preparation of the Incident Action Plan
- Identify need for use of specialized resources
- Perform operational planning
- Provide periodic forecasts on incident potential
- Compile and display incident status summary information
- Advise general staff of any significant changes in incident status
- Provide incident traffic plan
- Prepare and distribute incident commander's orders
- Insure that normal agency information collection and reporting requirements are being met
- Prepare recommendations for release of resources for submission to the Incident Commander

INDUSTRY REPRESENTATIVE

- Obtain briefing
- Provide technical expertise as required
- Provide access information for technical support

DEPARTMENTAL STAFF

- Support areas from each City Department

PART B

Potential Landing Site Locations & Job Aid

(For Job Aid, refer to Appendix D, attachment 4 of the Hancock County EMA Guidelines for Marine Incidents)

Landing Site Locations

General Considerations: The designation of landing areas involves consideration of many factors including weather, location of incident, distance to landing site, capabilities of rescue boats (sea keeping/speed/deck height/ability to off load evacuees), and the shore-side infrastructure, including suitable beaches or docks, and access by EMS vehicles. If terrorist related incident, landing site shall be inspected for explosive devices prior to arrival of evacuees, and appropriate actions taken to deter secondary attacks.

- Identifying potential landing site (s) is the responsibility of local first responders
- Due to limited shore-side resources, it is preferred to have a single, or as few as possible, landing sites. Multiple landing sites will demand additional over-site personnel, transportation, and security resources
- If possible all rescue vessels with injured evacuees will be directed to the same location to maximize available medical resources
- Rescue vessel characteristics will largely determine landing site designation
- Evacuee safety will be paramount. Support for special needs, elderly, or fatigued personnel will be needed. Previously landed crew members or other passengers should be utilized to provide support to the maximum extent

Preferred Landing Sites: It is recommended that the each coastal municipality pre-designate and survey appropriate locations, listing those locations in the Local Emergency Operations Plan. Some public owned landing sites throughout Hancock County are listed below; but all possible sites, both private and public, should be considered and MOUs developed, as needed.

Bar Harbor Town Pier

Ocean Properties –

1 West St

Harborside Hotel

Bar Harbor Inn Pier

Regency / Holiday Inn Pier

Northeast Harbor Marina

Southwest Harbor –

Municipal (Town Dock SWH)

Municipal (Manset)

USCG Pier

Tremont –

Bass Harbor Town Landing

Boat Ramp Seal Cove

PART C

Potential Reception Site Locations

General: A designated Reception Center should be a large secure facility, such as a convention center, school gymnasium or similar building, where uninjured evacuated passengers and crew can be taken for shelter, welfare, first aid, and accountability documentation. If a reception center is not designated and properly managed, the potential for evacuees to seek their own arrangements increases, complicating the accountability and support process.

Supervisor: The Center will be managed by a supervisor appointed by the IC/UC. If requested, the American Red Cross (ARC) may designate a Reception Center supervisor and staff. The ARC currently has agreements with a number of facilities/schools for sheltering in Hancock County. See list of ARC approved shelters located in coastal areas under preferred reception centers locations on the following page.

Processing/Accountability: All evacuees arriving at the reception center must be checked in against the manifest from the vessel. Evacuees may be required to be cleared by US Customs and Border Protection before departing the Reception Center.

Additional Staff Needs and Considerations:

Responder Check-in Recorders: Personnel to check in all emergency responders assigned to the reception center. Use of standard ICS Form 211 is recommended. Provide name tags to all responders. Source: Industry, fire department, or as designated by the Resource Unit Leader.

Bus Assistants: Personnel positioned at bus doors to assist and support the safe offload of evacuees, including wheel chair or handicapped patients. Source: Bus employees, previously landed vessel crew members, or volunteers.

Crowd Controllers: Personnel to direct the flow of evacuees through the system from the time they exit the bus all the way through the check in process. Source: Vessel crew, agents, NGO volunteers.

Special Needs Support: Personnel to identify evacuees with special needs and fast track them through the check in process, and then assist with proper care. Source: Public health personnel, previously landed crew members, other passengers, or NGO personnel.

Medical Evaluation and Services: Professional medical personnel to provide basic medical support and evaluation services at the center. Source: Local EMS and medical personnel, medical staff from the vessel, company Care Team specialists, or perhaps passengers with medical qualifications.

Vehicle Traffic Controllers: Personnel to direct the flow of vehicle traffic at and around the center, enforce parking restrictions, and keep access roads to the center clear. Source: Local police, private security, bus company representatives.

Security Officers: Personnel to establish and secure the reception center. Source: Local police or hired security personnel.

Safety Officer: Personnel to ensure operations conducted safely. Source: Municipal safety officer.

Water and Food Dispersal Staff: Personnel to distribute emergency food, water and supplies to evacuees. Source: Commercial contractor, Red Cross and other NGO or local volunteer group, previously landed crew, agents, or vessel representatives.

Law Enforcement Officers: Depending on the incident, local, state and federal law enforcement agencies may be required to “sweep” the facility prior to use, contain suspects, interview witnesses, or support crowd control. Source: Local police, FBI, Customs, USCG.

Customs and Border Protection Officers: Agents to clear (parole) foreign nationals and support law enforcement activity. Source: Customs and Border Protection.

Evacuee Check in and Accountability Staff: Personnel to manage the check in, accountability documentation and tracking of evacuees. Source: This role is often filled by company personnel or agents supported by previously landed crew and available USCG and UC staff.

Situation Unit Staff: Personnel to collect, display and track information requested by the unified command. This staff serves as the central collection point at the reception center for information and its display. Source: Situation Unit Leader will assign staff to manage this function.

Information Desk Staff : Personnel to support a central location to provide evacuees with the current status and plans for transportation home, hotel assignments, luggage status, missing friends or family, or other questions. This location works in close cooperation with the situation staff. Source: Vessel owner representatives, agents, previously landed crew members.

Volunteer Coordinator: If high numbers of volunteers are expected, a volunteer coordinator should be identified. This position can support check-in efforts, identify volunteer skills and coordinate assignments.

Preferred Reception Centers: Preferred Reception Centers throughout Hancock County should be surveyed prior to use, such as the locations previously approved by the American Red Cross as designated shelters which are listed below: * *Not previously approved* *

Conners / Emerson Schools – 11 Eagle Lake Rd., Bar Harbor

Mount Desert Island High School – 1081 Eagle Lake Rd., Bar Harbor

*** Malvern Belmont – 80 Mount Desert St., Bar Harbor**

*** Rodick Lorraine – 15 Eagle lake Rd., Bar Harbor**

American Legion Post #207 – Bar Harbor Rd., Trenton

Pemetic School – 327 Main St., Southwest Harbor

Ellsworth High School – 299 State St., Ellsworth

Ellsworth Middle School – 20 Forest St., Ellsworth

YMCA (Downeast Family) – 297 High St., Ellsworth

Hancock Grammar School – 33 Cemetery Rd., Hancock

Blue Hill Consolidated School, 60 High St., Blue Hill

Brooksville Elementary School – 1527 Coastal Rd., Brooksville

Bucksport High School – 102 Broadway, Bucksport

Bucksport Middle School – 100 Miles Lane, Bucksport

Deer Isle Stonington Jr – Sr High School – 249 North Deer Isle Rd., Deer Isle

Penobscot Community School – N. Penobscot Rd., Penobscot

Sullivan Memorial High School – 2456 US Hwy 1, Sullivan

PART D
Barricade Locations to Implement the Land Based Buffer Zone

The Land Based Buffer Zone can be implemented by installing road blocks in the following locations:

The intersection of West St and Eden St.

The intersection of Eagle Lake Road and Route 3.

The intersection of Route 3 and Cromwell Harbor Road.

The intersection of LedgeLawn Ave. and Cromwell Harbor Road.

The intersection of Main St. and Cromwell Harbor Road.

The roadblocks can be installed by the Town of Bar Harbor Public Works Department and manned by Public Works employees until Law Enforcement resources become available to man the road blocks.

COMMUNICATION PLAN

Incident Name :	Operational Period (Date and Time):
	From: To:

Basic Radio Channel Use:

System/Cache	Channel	Function	Frequency	Assignment
Bar Harbor Fire Dept.		FD Command	R=155.955 T= 156.04 PL=186.2	FD Command Post
Bar Harbor Police Dept.		PD Command	R=159.15 T=156.15 PL=186.2	Bar Harbor PD
Bar Harbor Public works		Support/Log.		Bar Harbor PW
ConOps				
Region 4 Hospital Net		EMS to Hospital	155.355 T/R	Transportation Officer
State Fire		Fire Operations	154.31 T/R	To be Assigned by IC
Statewide Car to Car		Police Operations	156.695 T/R	Bar Harbor PD
VHF Marine	6,7,16,83	On Water Comms.	6=156.3 16=156.8 T/R 83=157.175 T/R	BH Harbor Master

PROCLAMATION

§742. Emergency proclamation

1. Emergency proclamation. Emergency proclamations must be issued as follows.

A. Whenever a disaster or civil emergency exists or appears imminent, the Governor shall, by oral proclamation, declare a state of emergency in the State or any section of the State. If the Governor is temporarily absent from the State or is otherwise unavailable, the next person in the State who would act as Governor if the office of the Governor were vacant may, by oral proclamation, declare the fact that a civil emergency exists or appears sufficiently imminent to activate emergency plans in any or all areas of the State. A written copy of the proclamation must be filed with the Secretary of State within 24 hours of the oral proclamation. [2001, c. 353, §4 (AMD).]

B. Subject at all times to the further direction and order of the Governor, an executive proclamation of emergency activates the emergency plans applicable to the affected areas and is the authority for the deployment and use of any forces or resources to which the plan or plans apply. [2001, c. 353, §4 (AMD).]

C. After the filing of the emergency proclamation and in addition to any other powers conferred by law, the Governor may:

- (1) Suspend the enforcement of any statute prescribing the procedures for conduct of state business, or the orders or rules of any state agency, if strict compliance with the provisions of the statute, order or rule would in any way prevent, hinder or delay necessary action in coping with the emergency;
- (2) Utilize all available resources of the State Government and of each political subdivision of the State as reasonably necessary to cope with the disaster emergency;
- (3) Transfer the direction, personnel or functions of state departments and agencies, or units thereof, for the purposes of performing or facilitating emergency services;
- (4) Authorize the obtaining and acquisition of property, supplies and materials pursuant to section 821;
- (5) Enlist the aid of any person to assist in the effort to control, put out or end the emergency or aid in the caring for the safety of persons;
- (6) Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the State, if the Governor determines this action necessary for the preservation of life or other disaster mitigation, response or recovery;
- (7) Prescribe routes, modes of transportation and destinations in connection with evacuations;
- (8) Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of premises therein;
- (9) Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and combustibles;
- (10) Make provision for the availability and use of temporary emergency housing;
- (11) Order the termination, temporary or permanent, of any process, operation, machine or device which may be causing or is understood to be the cause of the state of emergency for which this proclamation was made; and
- (12) Take whatever action is necessary to abate, clean up or mitigate whatever danger may exist within the affected area. [2001, c. 353, §4 (AMD).]

MAINE EMERGENCY MANAGEMENT AGENCY FORM 7
DAMAGE and INJURY ASSESSMENT

rev May 1992

/_/ Original /_/ Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County: HANCOCK
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
PUBLIC DAMAGE		
A	DEBRIS CLEARANCE (roads, streets, public buildings, private property (health hazard only), stream clearance and other*)	\$
B	PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, emergency health measures)	\$
C	ROAD SYSTEMS (town or county roads, culverts, and bridges)	\$
D	WATER CONTROL FACILITIES (town or county owned dikes, dams, levees, drainage channels, irrigation works and other*)	\$
E 1	PUBLIC BUILDINGS, FACILITIES AND EQUIPMENT (town or county buildings, supplies, inventory vehicles and equipment)	\$
E 2	SCHOOLS AND SCHOOL PROPERTY (public schools only)	\$
F	PUBLIC UTILITY SYSTEMS (water, sanitary-sewage, storm drains, lights, power, and other*)	\$
G	OTHER (town or county park facilities, recreational facilities, docks, wharfs and other*)	\$

TOTAL PUBLIC DAMAGE \$	
*If "Other", please explain on a separate sheet.	
<p>CALL or FAX THIS INFORMATION to your COUNTY EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)</p>	<p>Hancock County EMA 50 State Street Ellsworth, ME 04605</p> <p>Tel: 667-8126, Fax: 667-1406</p> <p>E-mail - ema@co.hancock.me.us</p>

INDIVIDUAL DAMAGE				
FORM 7 Page 2				
Jurisdiction:			Date:	
PEOPLE AFFECTED	Number	ASSISTANCE PROVIDED	Number	
Deaths		Persons Evacuated		
Injuries		Persons in Public Shelters		
Diseased				
RESIDENTIAL		Secondary	Primary	
	Number	Value	Number	Value
Houses Destroyed		\$		\$
Houses severely damaged		\$		\$
Houses moderately damaged		\$		\$
Mobile homes destroyed		\$		\$
Mobile homes severely damaged		\$		\$
Mobil homes moderately damaged		\$		\$

TOTAL		\$		\$
TOTAL RESIDENTIAL (primary plus secondary				\$
BUSINESS				
Businesses affected				
Number now unemployed				
Estimated duration of unemployment (weeks)				
TOTAL BUSINESS				\$
AGRICULTURE				
Farm buildings and equipment				\$
Crop land (all crops)				\$
Livestock				\$
TOTAL AGRICULTURE				\$
PRIVATE NON-PROFIT FACILITIES (churches, private schools, hospitals, cemeteries, utilities, etc.)				\$
TOTAL INDIVIDUAL DAMAGE				\$
TOTAL PUBLIC DAMAGE from page 1				\$
GRAND TOTAL				\$
CALL or FAX THIS INFORMATION to your COUNTY EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)			Hancock County EMA 50 State Street , Ellsworth, ME 04605 Tel: 667-8126 Fax: 667-1406 e-mail - ema@co.hancock.me.us	

MAINE EMERGENCY MANAGEMENT AGENCY

DAMAGE AND INJURY ASSESSMENT FORM 7

ABBREVIATED INSTRUCTIONS

Reasonable estimates are acceptable. Information should be reported to your County Emergency Management Agency (EMS) within 24 hours of a request for information from our county EMA or the Maine Emergency Management Agency (MEMA). *Even if you consider damage in your area to be insignificant*, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. **Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community.**

Only sections needing further explanation are included in this document. If you need further assistance, contact your County EMA or MEMA.

General Information

Original or Revision: Check one only. **Each report should contain the current totals** (all the damage up to that point Number each revised report consecutively, i.e., first revision #1, second revision #2, etc.).

Type of Disaster: Enter "flooding", "hurricane", "coastal storm", etc.

Information provided by: Person who should be contacted for more information.

Public Damage

Public damages are damages to **government-owned** properties and facilities. They are based on the cost of returning those properties to their **pre-disaster** condition. They also include out-of-pocket costs incurred by government in response to the disaster.

- **Debris Removal:** The debris must be a direct result of the disaster. Enter costs incurred or projected for removing debris from public property. Do not include debris removal estimates from private property, unless local government has a legal responsibility to do so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.
- **Protective Measures:** These can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety. The disaster must be responsible for your extra costs.
- **Road Systems:** Cost to return property to its pre-disaster condition. Include only property owned by the jurisdiction (do not include any State or Federal Aid System roads, streets, bridges, etc).
- **Water Control Facilities:** Facilities owned, operated, controlled, or maintained by the local unit of government.

E1. Public Buildings, Facilities and Equipment: This should include any equipment directly damaged by the disaster (not those damaged during response), replacement of broken windows, damaged roofs, etc.

E2. Schools and School Property: Separate public schools, supplies and school property from other public facilities and equipment. Do not include private, non-profit schools. They are included under Individual Damage.

- **Public Utility Systems:** Enter all costs to repair damages to town or county owned utilities and utility systems. These can be the emergency repair and/or projected permanent replacement costs.

Total Public: Add totals in all public categories.

Maine Emergency Management Agency Form 7 Abbreviated Instructions

Individual Damage

Individual damages are damages to individuals, business and working farms (crops, livestock, buildings or

equipment), and private non-profit facilities (for example, churches or private schools).

NOTE: Re-enter name of jurisdiction and current date at top of Page 2.

Residential: Primary homes are those used as reference for filing income taxes and voting. Homes may be considered "primary" which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable. (Do not list homes situated on active farms in this section. They will be included under Agriculture.)

Destroyed: Totally uninhabitable and beyond repair

Severely Damaged: Structural damage that cannot be repaired within 30 days. These houses are uninhabitable without major structural repairs.

Moderately Damaged: Structural damage that can be repaired within a 30 day time period. These houses can be lived in with minor repairs.

Note: The Red Cross does not categorize major/minor damage in the same manner. You should be aware of this if you decide to utilize their damage assessment.

Mobile Homes: Use Same categories of damage as **houses** above. Water above the floor of a mobile home for any significant length of time generally causes severe damage to it, even though some occupants may choose to move back in.

NOTE: Report numbers of homes damaged even if you do not at present know the value.

Total Residential: Include both Primary and Secondary Residences.

Business: Number Now Unemployed: Include only those who are unemployed due to the disaster. This can be the result of either business damage or their inability to travel to that business.

Agriculture: Include operating farms only. Damage to a rurally located "farmhouse" and/or outbuildings that are not part of an operating farm should be listed under Residential.

Crop Land: Estimated dollar value of damage to field crops, fruit trees, and timberlands significantly damaged by the disaster.

Private Non-Profit Facilities: Do not include facilities supported by tax dollars and the responsibility of government. They should be listed in the Public Damage section.

Total Individual: Add Total Residential, Total Business, Total Agriculture and Total Private.

GRAND TOTAL: Add Total Individual Damage and Total Public Damage.

