

REVISION SHEET:

Date of Revision _____, 20__

Attached are pages of the City of Hallowell's Emergency Operations Plan have been revised.

Please replace older pages with these revised pages and discard the older pages.

Retain this list as the Revision Log to your copy of the plan.

Plan Component

Remove Pages Numbered

Insert Pages Numbered

Date Revisions Posted _____, 20__.

Steps Taken as of March 17, 2020

1. The City Manager declared a State of Emergency (SOE) due to imminent risk of civil emergency on March 17, 2020, effective March 18, 2020, due to the COVID-19 / Coronavirus.
2. City Manager notified Council of the SOE on March 17 and also notified Fire Chief Jim Owens that he is activated to serve as Emergency Management Director (EMD).
3. City Manager notified Council via email on March 19 as to their duties as administrators of the SOE.
4. Per the EMD, all City department leads have been briefed on their responsibilities under the city's emergency operations plan as of March 19.
5. As of March 15, City Department Leads and staff has been instructed in cleaning procedures for their work areas, which will be at least once daily while City buildings are closed to the public, and no less than at 10 AM, 2 PM, and 4 PM daily once City buildings are re-opened to the public.
6. As of March 17, Public access to City buildings has been restricted to emergency needs and essential visits only. Essential visits must be scheduled in advance via phone or email to City offices.
7. The City Manager and EMD are in contact with Kennebec EMA and the Maine CDC following instructions for isolating the virus from the State of Maine.
8. The EMD ordered supplies including as gloves, N-95 masks and other PPE have been ordered through the CDC on March 18. We do not know yet when or if these supplies will arrive.
9. Firefighters and police officers will be provided with these PPE items upon receipt.

10. Regular training and meetings at the Hallowell Fire Station for fire personnel have been cancelled.

Plan

EMD: “This is an unprecedented situation and we cannot predict the outcome. We must manage the emergency as it progresses and we have no way of knowing what will happen next. Keeping our finger on the pulse of the situation is our best plan at this time.”

Plan Elements:

1. The Emergency Operation Center shall be at the Hallowell Fire Station at 2 Coos Lane, and per the EMD the building is ready for use but not currently in active operation.
2. The EMD will coordinate with KEMA, MEMA, Maine CDC, and other non-profit and medical organizations (Red Cross, Salvation Army, Spectrum Generations, etc.) as needed to coordinate virus response in Hallowell. The City Manager will provide support as needed or requested.
3. The EMD will continue to be the point of contact for City department leads on protocols and responsibilities, with liaison support from the City Manager.
4. The City Manager will act as Communications Officer and Public Information Officer for the City and will be the point of contact for media inquiries, public notice, and liaison with the City Council and Mayor.
5. Fire Department staff will continue normal operations but will likely be first call responders for emergency response.
6. Public Works staff will continue normal seasonal cleanup and other business unless activated by the EMD for emergency response.

7. Police Department staff will continue normal patrol and law enforcement unless activated by the EMD for emergency response.
8. The City Department Leads will periodically meet to review and update the EOP.
9. EMD and City Manager will submit updated EOP for review and approval by the City Council.