

## CITY OF HALLOWELL PROPOSED ORDINANCE

Relating to Emergency Management

**BE IT ORDAINED** by the City Council of the City of Hallowell that Sections 4-911, 4-914, 4-916, and 4-918 of the Revised Code of Ordinances, City of Hallowell (1997) are amended as follows:

### SECTION 4-911 DEFINITIONS

The following definitions shall apply in the interpretation of this ordinance:

1. Emergency Management Agency. “Emergency Management Agency” means the agency created under this ordinance for the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, in order to minimize and repair injury and damage resulting from disasters or catastrophes caused by enemy or terrorist attacks, sabotage, riots or other hostile action, or by fire, flood, earthquake or other natural or man-made causes. These functions include, without limitation, firefighting, police, medical and health, emergency welfare, rescue, engineering, public warning and communications services; evacuation of persons from stricken areas; allocation of critical materials in short supply; emergency transportation; other activities related to civilian protection and other activities necessary to the preparation for the carrying out of these functions.
2. Emergency Management Agency Forces. “Emergency Management Agency Forces” shall mean the employees, equipment and facilities of all city departments, boards, institutions and commissions; and in addition, it shall include all volunteer persons, equipment and facilities contributed by or obtained from volunteer persons or agencies.
3. Director. “Director” means the director of the City of Hallowell’s Emergency Management Agency, appointed as prescribed in this ordinance.
4. Disaster. “Disaster” means the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause including, but not limited to, fire, flood, earthquake, wind, storm, wave action, community health threat, oil spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, critical material shortage, infestation, explosion or riot.

### SECTION 4-914 RULES AND REGULATIONS

The Emergency Management Director shall prepare, under the direction of the City Manager, such policies as may be deemed necessary for the administration and operational requirements of the agency, including an Emergency Operations Plan and regular updates to meet evolving needs, which policies must be approved by the City Council prior to becoming effective.

## SECTION 4-916      TERMINATION OF EMERGENCY

When the City Manager or his successor as outlined above is satisfied that a disaster or civil emergency no longer exists, he shall terminate the emergency proclamation by another proclamation affecting the sections of the City covered by the original proclamation, or any part thereof. Said termination of emergency shall be filed in the office of the city clerk.

No state of emergency may continue for longer than five (5) days unless renewed by the City Council. The City Council may terminate the emergency proclamation by a majority vote.

## SECTION 4-918      EMERGENCY OPERATIONS PLAN

The Emergency Management Director shall prepare an all hazard Emergency Operations Plan (EOP) for the city, which shall be submitted to the City Council for approval. The EOP shall incorporate the ~~principals~~principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

It shall be the responsibility of all municipal departments and agencies to perform the functions assigned and to maintain their portions of the plan in a current state of readiness. The eCity plan shall be reviewed periodically by the City Manager in conjunction with all the city department heads and the Emergency Management Director.

Emergency Operations Plans must be approved by the City Council, who will also ensure that City staff have adequate resources to respond to the emergency. The City Council will also have the following duties:

- Providing expertise and guidance to the E.M. Director preparing the Emergency Operations Plan.
- Preparing and promoting ordinances when necessary.
- Providing City resources to the E.M. Director in establishing and operating an Emergency Operations Center.
- Providing consistent information and guidance to the public and directing people to the City website and other resources as needed.

The Emergency Operations Center Staff will consist of:

### City Leaders

- The Mayor
- The Council President
- The Chair of the Protection Committee
- The City Manager
- A member of the Hallowell Board of Health selected by the Mayor, or if the Mayor is not available, selected by the Council President, or the Chair of the Protection Committee, or the City Manager, in that order of succession.

### City Staff

- The Emergency Management Director
- The Police Chief

- The Fire Chief
- The Public Works Director / Highway Foreman

Emergency Declaration

The Council declares an emergency in order to have these changes effective during the current State of Emergency and that this Ordinance shall be effective immediately.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

Ordinance No: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
City Clerk