

# CITY OF HALLOWELL PROPOSED ORDINANCE

Relating to the Emergency Management Plan

**BE IT ORDAINED** by the City Council of the City of Hallowell that the Revised Code of Ordinances, City of Hallowell (1997) is amended by repealing Chapter 12 Emergency Management Plan, Sections 12-101 through Section 12-110, as adopted on May 12, 2008, in its entirety and replacing it with the following:

## CHAPTER 12

### EMERGENCY MANAGEMENT PLAN

#### SECTION 12-101 PROMULGATION STATEMENT AND LETTER:

To All Recipients:

This is the Emergency Operations Plan for the City of Hallowell, Kennebec County, Maine. It provides a framework for the use in performing emergency functions during a major emergency or disaster in the city.

It includes four phases of emergency management. They are:

Prevention – those activities which eliminate or reduce the probability of an incident, also known as mitigation;

Preparedness – those activities developed to save lives and minimize damage;

Response – immediate activities which prevent loss of lives and property and provide emergency assistance; and

Recovery – short- and long-term activities which return all systems to normal or improved standards.

This plan is prepared in accordance with Federal and Maine statutes. It will be tested, revised and updated where required. All recipients are requested to revise Hallowell’s Emergency Operations Plan regarding recommendations for improvements.

Signed:

Mayor _____	City Councilor_____
City Councilor_____	City Councilor_____
City Councilor_____	City Councilor_____
City Councilor_____	City Councilor_____

SECTION 12-102 REVISION SHEET:

Date of Revision \_\_\_\_\_, 20\_\_

Attached, are pages of the City of Hallowell’s Emergency Operations Plan has 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\_\_.

SECTION 12-103 PURPOSE OF THE PLAN:

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the City of Hallowell, Kennebec County, Maine.

The plan goal is to provide a means to utilize all available resources to Mitigate or prevent potential emergencies or disasters whenever possible, Prepare to deal efficiently with the effects of inevitable events, Respond to the needs to save lives and protect property, and promote a means to Recover rapidly from unavoidable damages.

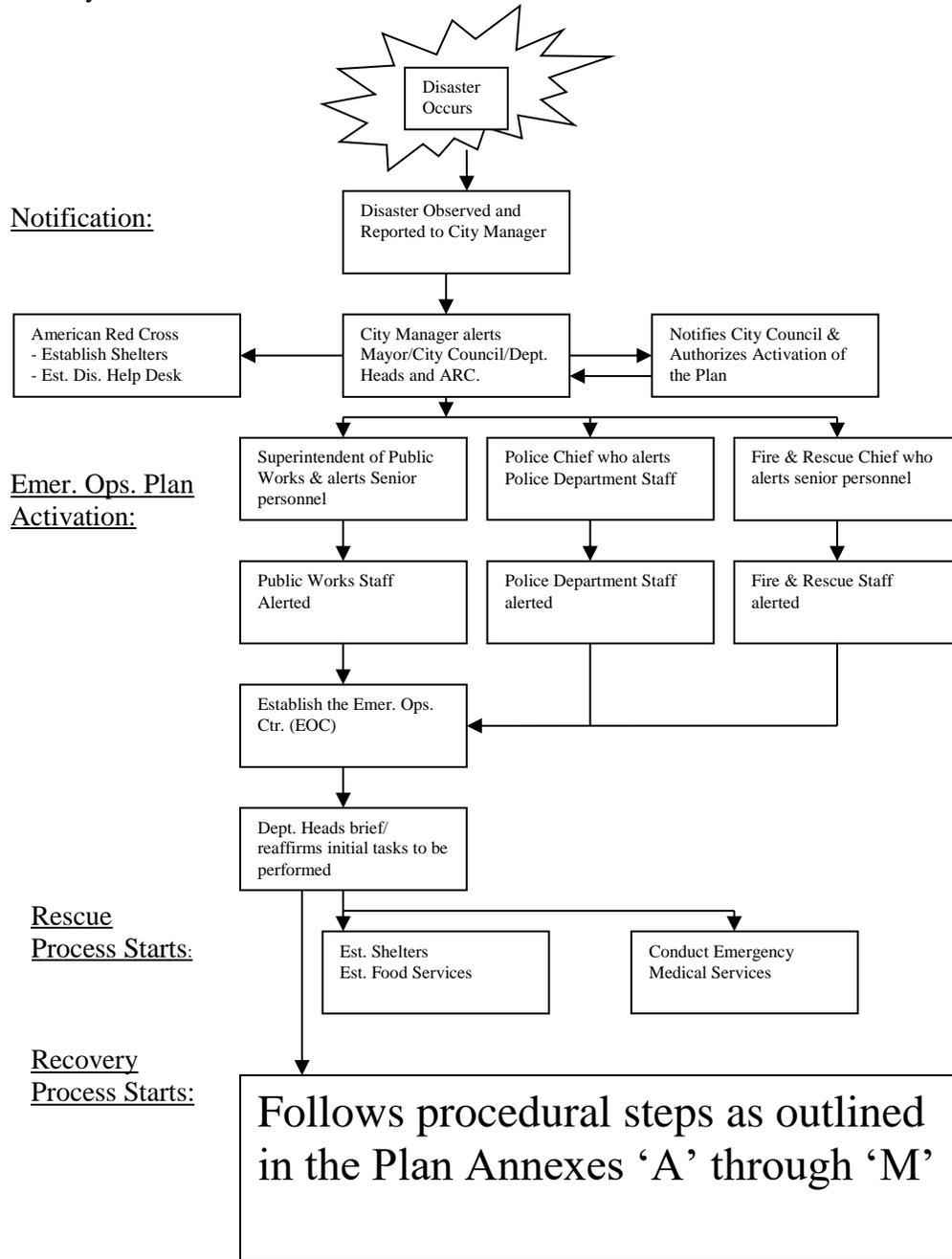
The plan is intended to be both “generic” and “hazard specific”, covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is a reference of emergency-disaster information and the basic source data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing what is to be done, and who will do it. It may include information relative to when and where the response will be effective, and even why it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing “how” to carry out its assignments in support of the plan.

The following page contains a flowchart that illustrates the recovery process.

1. Recovery Flowchart



2. Emergency Operations Plan (EOP) Attachments

Additional information that supports this plan, has taken the form of attachments and are added behind this EOP. These listings are:

CONTACTS INFORMATION - SERIES 1 REPORTS:

REPORT 1B – KCEMA MUNICIPAL CONTACTS REPORT

This report lists all personnel contacts in City or City government and local Mutual Aid Contacts.

## REPORT 1C – PRIVATE INDUSTRY REPORT

This report lists all store or super-markets in the local area that could provide materials to aid in the recovery of the city or City.

## REPORT 1D – PARTNERSHIP AGENCY REPORT

Lists agencies such as the American Red Cross to assist in the recovery of essential functions.

## RADIO OPERATIONS INFORMATION – SERIES 4 REPORTS:

### REPORT 4A – STATION FREQUENCY ASSIGNMENTS: FCC INFORMATION

Lists radio operating information for government agencies and local “Ham” Radio Operators.

### REPORT 4B – PAGING TONE ASSIGNMENTS

This report provides additional operating instructions to supplement the information listed in Report 4A.

### Situations and Assumptions:

The City of Hallowell, located in Kennebec County, in the south central section of the State of Maine, has an area of 5.36 square miles and a population of 2400 (2010 census).

Interstate Highway 295 and State Highway 201, provide major highway access to the city.

The city of Hallowell does not have local railroad service.

The City has a paid, on-call fire department.

Mutual Aid System – The Hallowell Fire Department has a mutual aid agreement with the City of Augusta and others as referenced in Report 1B.

The Cyr Bus Service at 163 Maple Street, Farmingdale, Maine will provide passenger service. Telephone number is (207) 620-8555 and cell is 356-1587.

Law enforcement is handled by the Hallowell Police Department. Dispatching services are provided by the Augusta Police Department.

The Hall-Dale Elementary School is located at 26 Garden Lane in the City of Hallowell. The Hall-Dale Middle and High Schools are on Maple Street in Farmingdale.

There are no significant companies located within City Limits however there are 3 companies that contain heating fuel, propane, gasoline and/or diesel. 1) Downeast Energy, Inc. (207-622-7521) located at 283 Whitten Road, Hallowell has propane, kerosene, diesel, and heating fuel storage tanks on site. 2) Maine Energy (207-947-4525 or 800-633-8253) located at 112 Central Street, Hallowell has a single propane storage tank. 3) Dead River Company (207-622-6301) located at 21 Water Street, Hallowell has heating fuel, gasoline, and diesel fuel storage tanks. Note: Buckeye Pipeline, (formerly Exxon Mobile) (207-767-2672) has an underground petroleum line going through Hallowell with a pump station located on the Hinckley Road, Hallowell. Refer to the Emergency Preparedness Manual for further details. The Hazmat hotline number (Augusta Police Dispatch) is 207-626-2370.

The nearest hospital is the MaineGeneral Medical Center located at 35 Medical Center Pkwy. in Augusta (6 miles away from Hallowell City Hall). There are two nursing homes; Hillside Terrace at 21 Warren Street, Hallowell (207-622-5644) and Granite Hill Estates at 60 Balsam

Drive, Hallowell (207-626-7786). The Woodlands Assisted Living facility is at 152 Winthrop Street, Hallowell (207-623-3396).

## SECTION 12-104 VULNERABILITY

The Kennebec River flows north to south, and has been the cause of some problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in City that are identified flood plains.

### Assumptions

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

**WINTER STORMS:** Winter storms with snow, ice and freezing temperatures in various combinations, are fairly commonplace in Hallowell, Maine. The City is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

**WINDSTORMS:** Violent windstorms are possible in Hallowell, Maine. A hurricane hit Maine in 1938. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses.

**DROUGHT:** Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all time low during the national drought of 1988, however recovery was fairly rapid.

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

**EARTHQUAKE:** Earthquakes have been felt on Maine's Eastern Coastline past and remain a geological possibility. Hallowell is situated in a remote earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

**NATIONAL EMERGENCIES:** National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Hallowell, Maine is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the City's population.

**TECHNOLOGICAL HAZARDS:** Hazardous Materials lead the list of potential hazards which could impact the City of Hallowell, Maine. Fuels are the most widespread materials likely to create problems.

**AIRCRAFT CRASHES** can happen anywhere in Maine. Small private planes and military aircraft are more common in Kennebec County air space. A commercial airliner, off course in bad weather, could become involved with CMP high altitude power lines remain a potential threat for creating mass casualties.

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

SECTION 12-105 CONCEPT OF OPERATIONS:

1. General

- A. Operations conducted under this plan require a rapid and coordinated response by every City agency, private institution, or other non-governmental agency.
- B. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.
- C. The City of Hallowell will be the coordinating agency for all activity in connection with emergency management.
- D. The City Council will be responsible for approving the Emergency Operations Plan and subsequent revisions, monitoring the execution of the plan, and for minimizing the disaster effects.
- E. Central control from the Emergency Operations Center provides the requisite direction and coordination. The primary Emergency Operations Center is located in the Hallowell Fire Station, 2 Coos Lane.

2. Operations

Operation of the plan commences when the Hallowell City Council determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and property to a minimum.

- A. Alert and order the mobilization of the City of Hallowell.
- B. Activate the City Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster.
- C. Alert the general population of the disaster or impending disaster.
- D. Arrange for the evacuation of threatened areas.
- E. Notify those public and private agencies dedicated to the relief of distress and suffering, such as the American Red Cross and Salvation Army, and establish liaison as necessary.
- F. Alert the Kennebec County Emergency Management Agency for assistance and coordination with State agencies with disaster capabilities.
- G. Notify local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

SECTION 12-106 ORGANIZATION AND RESPONSIBILITIES:

1. Organization

- A. The City Council will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
- B. The City Leaders of the emergency management forces of Hallowell are defined in the Emergency Management Ordinance under Section 4-918 and shall oversee its organization, administration and operations.
- C. The Emergency Management Director, under the supervision of the City Leaders, shall be responsible for the planning, coordination and operation of the emergency management activity in the City.
- D. The employees, equipment and facilities of all City departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
- E. The organization shall also include volunteer agencies and/or persons offering services to the City, upon acceptance thereof.
- F. Duties assigned to a City Department shall be the same or similar to the normal duties of the Department. (Specific departmental responsibilities are documented in the appropriate information Annexes attached.)
- G. The Emergency Management Director shall oversee the recruitment of volunteer personnel agencies to augment the personnel and facilities of the City for emergency management purposes.

## 2. Responsibilities

The City operations plan consists of the basic plan with appropriate annexes to cover emergency operations as follows:

- ANNEX A Direction and Control: The City Leaders. Includes staffing and functioning of the Emergency Operations Center and succession of command.
- ANNEX B Evacuation: Emergency Management Director (City level). Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.
- ANNEX C Communications: Communications Officer. Includes local emergency communications to be utilized for all types of disasters.
- ANNEX D Alert and Warning: Fire Chief. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.
- ANNEX E Shelter: Emergency Management Director (City level). Includes actions to protect the population before, during and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services
- ANNEX F Police: Chief of Police. Includes maintenance of law and order, traffic control, controlling and limiting access to the scene of a disaster.
- ANNEX G Fire and Rescue: Fire Chief. Includes actions to limit or prevent loss of life and property from fire or threat of and assisting in rescue, warning and evacuation.

- ANNEX H Public Works: Public Works Director/Highway Foreman. Includes maintaining the City's roads, bridges, and sewer systems and assisting with equipment and personnel if a disaster threatens or occurs.
- ANNEX I Emergency Public Information: The City Leaders and City Council. Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.
- ANNEX J Resource Management: City Leaders. Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.
- ANNEX K Hazardous Materials: Fire Chief. Includes the identification of HAZMAT facilities and transportation routes within the City. It also outlines responsibilities for responding to a HAZMAT incident within the city.
- ANNEX L Emergency Medical Services: First On Site. The first arriving unit; state or local police, sheriff, fire officer, or EMS crew; will respond to potential Mass Casualty Scenes.
- ANNEX M School Plans: RSU #2 Superintendent. Emergency procedures are used by schools to protect students and staff.

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

Development of these Annexes will be coordinated with the City's Emergency Management Director and updated annually by Department/Agency Head.

#### SECTION 12-107 EMERGENCY MANAGEMENT ADMINISTRATION STAFF:

The Emergency Management Director will report to the City Leaders and may be the individual responsible for day-to-day emergency management operations.

The City Leaders shall have the general supervision of the Emergency Management Program and Emergency Management Director. This will include any direction and guidance necessary.

The City Leaders will be responsible for:

- 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, as provided in the Emergency Operations Plan approved by the City Council pursuant to Chapter 4, Section 4-918.
- Providing guidance in the annual Emergency Management budget and preparation of reports.

The Emergency Management Director shall be responsible for:

- The preparation of the basic plan and its review and update.
- With the approval of the City Leaders, appoint service heads to the Emergency Management program.
- Shall have direct responsibility for the organizations, the administration and operations subject to the direction and guidance of the City Leaders.
- Schedule training, drills, and exercises to train and test the local government's response capability.
- Will encourage participation by staff members for emergency management training courses and seminars.
- Shall prepare annual reports for Emergency Management.
- Be responsible for establishing and setting up the Emergency Operations Center.
- Be the Emergency Operations Center Manager and provide for adequate staffing.
- Attend training courses, meetings and seminars at local, state and regional levels.

SECTION 12-108      RESOURCES AND SUPPORT:

1.      Resources

- Normal supply methods will be utilized.
- If emergency supplies are required, they will be coordinated by the Emergency Management Director under the City Leaders.
- The City does not have a central procurement warehouse or distribution system. Emergency supplies will be distributed at the Hall-Dale Elementary

2.      Support

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

SECTION 12-109      PLAN DEVELOPMENT AND MAINTENANCE:

1.      Plan Development

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

It is intended that this Emergency Operations Plan be the primary outline for emergency or disaster operations.

2. Annual EOP Maintenance

The Emergency Management Director will be responsible for keeping this plan up-to-date by an annual review.

Changes happen throughout the year that may involve personnel, operating procedures, and equipment used by all city or departments. These changes may require updates to the Emergency Operations Plan (EOP) in order to maintain its effectiveness.

It is recommended that a walk-through of the EOP be conducted initially by all city or City department heads (collectively) to identify where updates to the EOP are required and then annual tests.

3. Annual EOP Testing (Drills)

Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of the city's response. Also updates the EOP with this resulting information will assist in maintaining its effectiveness.

4. Establish an EOP Maintenance and Testing Process

The following is a list of recommended tasks to ensure the Emergency Operations Plan (EOP) maintains ongoing effectiveness from year-to-year by legislatively requiring the processes to update and test the EOP annually as a required annual business function:

- Pass City level legislation requiring the annual updating and testing of the EOP takes place.
- Establish an annual schedule for these events to take place. Such as every August the EOP is updated, every September the EOP is tested, and in October the results of this testing is evaluated which may result in further updates to the EOP.
- Identify the costs involved with conducting these tests.
- Add the cost of conducting this test of the EOP to the annual city budget.

Completing these steps will ensure the effectiveness of the city or City Emergency Operations Plan is always well maintained and effective.

SECTION 12-110 PLAN ANNEXES: (SPECIFIC RESPONSIBILITIES)

1. Annex A – Direction and Control (Role of the Emergency Operations Center)

Purpose

To identify a facility as Emergency Operations Center and the staff and actions necessary to provide central direction and control before, during and after disaster/emergencies that could affect the city. Provide emergency information and advice to the public.

## Situation

- The primary City Emergency Operations Center is located in the Hallowell Fire Station, 2 Coos Lane, Hallowell, Maine.
- The Emergency Operations Center will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the City's normal capability to respond.
- The decision to order activation of the Emergency Operations Center will be made by direction of the City Leaders.

The primary Emergency Operations Center Staff will consist of:

Mayor  
City Council President  
City Council Chair of the Protection Committee  
City Manager  
Representative of the Board of Health  
Emergency Management Director  
Fire Chief  
Police Chief  
Public Works Director / Highway Foreman

Note: The type of disaster/emergency and response may require additional staff.

## Assumptions:

- The Emergency Operations Center will be adequate for direction and control.
- Communications will be available.
- Close coordination will occur with neighboring jurisdictions, county officials, volunteers and industry.

## Concept of Operation:

The Emergency Operations Center Staff, upon activation will prepare the site for operation, and:

- Ensure that information is being received from field forces, recorded and evaluated.
- Based on evaluation, coordinate response.
- Develop and maintain a City situation map identifying problem areas and deployment of responders.
- Determine the capability of the city to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
- Issue information and advice to the general public. Be prepared to brief media and answer questions.
- Prepare for possible 24-hour Emergency Operations Center operation, if warranted.

- Determine procedures for damage assessment and recovery operations.

#### Organization and Assignment of Responsibilities

##### A. Emergency Operations Center manager has authority to:

- Ensure that all capabilities of the City are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the City.
- Ensure promulgation of regulations to protect life and property and preserve critical Resources.
- Request assistance from the County, or other political subdivisions, where conditions in the city are beyond the control of local emergency management forces.
- Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of the people.
- Maintain liaison with Kennebec County Emergency Management Agency and local authorities from nearby jurisdictions.
- Coordinate the activity of public and private agencies, including volunteers, American Red Cross, industry, etc.
- Assume such authority and activity to promote and execute the Emergency Operations Plan.

##### B. Police Chief:

- Normal Operational requirements of the Police Department and coordination with other services.
- Determine traffic control points.
- Coordinate with other services if an evacuation advisory is anticipated or issued. Assist in warning.
- Security of evacuated areas.
- Security of the Emergency Operations Center.
- Recommendation for requesting outside assistance, including military.

##### D. Fire Chief:

- Normal operational requirements of the Fire Department and coordination with other services.
- Coordinate with other services if an evacuation advisory is anticipated or issued.
- Disseminate warnings to the public as required.

##### E. Deputy Fire Chief:

- Assume the duties of the Fire Chief in his/her absence, or by direction.

F. Public Works Director/Highway Foreman:

- Lead Public Works staff.
- Normal operational requirements of the Public Works Department and coordination with other services.
- Debris clearance from city roads.
- Coordination of transportation through the City Leaders.
- Damage assessment as directed by City Leaders.

Administration and Logistics

- City Leaders have responsibility for assuring that the Emergency Operations Center is physically opened.
- First person at the Emergency Operations Center has responsibility for assuring that primary staff have been notified (not necessarily perform the actual notification).
- Department heads have a responsibility for providing radio communications to their department by bring a portable radio.
- The City Leaders or Communications Officer, if one designated, will arrange for additional telephones or extensions in the Emergency Operations Center if needed.
- Emergency Management Director has responsibility for providing personal services to the staff. (IE: food, water, sleeping accommodations, etc.)
- The Public Works Department has responsibility for emergency power, if necessary at the Central Distribution Point.

2. Annex B - Evacuation

Purpose:

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

Situation:

The City of Hallowell has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the City's population. The City could also be utilized as a host area for evacuees from disasters or emergencies outside the City's boundaries.

Assumptions:

The City of Hallowell has a capability to offer some assistance if this happens. Direction and control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, if required.

**Mission:**

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

**Concept of Operations:**

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

**Assignment of Responsibilities:**

A. The City Leaders are responsible for:

- Regulations prohibiting or restricting the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or outside the City.
- Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
- Such other regulations necessary to preserve public peace, health, and safety.

B. The Emergency Management Director responsible for:

- Development and coordination of evacuation plans.
- Maintain liaison with Kennebec County Emergency Management Agency and authorities of other nearby political sub-divisions.
- Negotiating and concluding agreements with owners of persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters.
- Coordination of the activity of all other public and private agencies.
- Reviewing and updating this Annex on an annual or as needed basis.

C. The Fire Chief is responsible for:

- Recommending and assisting in evacuation if situation warrants.
- Assisting in dissemination of warning.
- Fire inspections and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Director.

D. The Police Chief is responsible for:

- Assisting in dissemination of the warning.

- Coordinating with the City Leaders or designee on transportation to shelters.
- Emergency traffic control and crowd control.
- Assisting in evacuation within capabilities and as requested by service heads or City Leaders.
- Security of evacuated areas and shelters.

E. The Public Works Director is responsible for:

- Clearing of debris from City roads.
- Coordination of emergency transportation through the Emergency Management Director.
- Supplying emergency power, if needed, to the emergency shelter and central distribution point.

Direction and Control:

- Responsibility for implementing an evacuation, time permitting, rests with City Leaders. Coordination will be accomplished through the Emergency Operations Center under the general direction of the Emergency Management Director who will coordinate the actions and responsibilities of the service heads as covered in their respective annexes and outlined in this Annex.

Communications:

- Communications will primarily be by telephone, City radio, and cellular telephone. Please see Appendix I for more information.

Training and Exercise:

- It is the responsibility of the Emergency Management Director to see that training and exercises are conducted on an annual basis.

### 3. Annex C – Communications

Purpose:

To identify communication equipment and procedures that will be utilized during an emergency.

Situation:

- The Emergency Management Director will be responsible for coordinating all emergency communications activities during an emergency.
- The Hallowell Police Department has the responsibility for alert/notification of the City from outside hazards.
- Emergency services have sufficient radios and telephones for day-to-day emergency operations.

Assumptions:

- Local radio will be utilized for emergency warning and instructions to the public as needed for support to all other means of communication.

Mission:

- Provide the Emergency Operations Center Staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

Organization and Assignment of Responsibilities:

A. Police Department:

- Maintain the Police Department telephone and base and portable radio systems.

B. Fire Department:

- Maintain Fire Department base and portable radio system.
- Maintain a telephone system at the Emergency Operations Center. Obtain additional telephone lines and cellular telephones during an emergency.
- Test all radio and telephone systems periodically.
- Maintain countywide Emergency Management radio link.

C. Emergency Management Director:

- Provide a liaison to this agency.
- Ensure that the Kennebec County Emergency Management Agency is aware of local communications procedures.
- Revise and update this Annex annually or as necessary with the Police and Fire Chiefs.
- See that personnel are trained and that communications systems are periodically tested.
- Coordinate with the local volunteer organizations.

Concept of Operations:

In an emergency, the primary Emergency Operations Center will be located in the Hallowell Fire Station, 2 Coos Lane. The Emergency Operations Center will use telephones for primary communications.

The primary Emergency Operations Center has VOIP and one standard telephone line. (The unlisted line can be used for outgoing calls only and the other can be used for incoming calls). The local telephone company can easily add an additional telephone line to the Emergency Operations Center.

In addition to telephone communications, several City departments utilize radio communications. The Fire Department and the Public Works Department can utilize portable radio communications.

The Fire Department has several cellular telephones that can be utilized in addition to the above telephone and radio systems. The local cellular phone company has agreed to make an additional cellular telephone available to the Emergency Operations Center in an emergency. There is excellent reception for cellular usage in the Kennebec County Area.

Another important communications resource to the Emergency Operations Center is the County ham radio operators organization, which is comprised of several ham operators, each equipped with their own portable radios which operate on the ham radio frequencies. Assistance from this team is requested through Kennebec County Emergency Management Agency.

#### 4. Annex D – Alert and Warning

##### Purpose:

- Identify responsible authorities and the method that will be utilized to alert City authorities and warn the general public.

##### Situation:

- The City Fire Chief is the Warning Officer for the City of Hallowell.
- The Hallowell Police Department has the responsibility for alert/notification and for contacting the Fire Chief.
- Door-to-door warning will be necessary for part of the population.
- The City has a viable alert notification system for response personnel and the school department.

##### Assumptions:

- Fire vehicles and police vehicles will be available.
- Fire, police, and volunteers will be utilized for emergency warning and instructions.
- Please see Appendix I for more information regarding Communications methods to provide emergency warning and instructions to the public.
- A telephone fan-out may be required for affected industries.
- Warning time will vary depending on the hazard speed at onset. Time available can vary from ample to none but will greatly allow City officials sufficient time to evaluate necessary actions.
- A requirement for warning may be local, area, state or national origin.

##### Mission:

- Notify the Emergency Operations Center Staff and the general public if the situation or hazard requires.

##### Organization and Assignment of Responsibilities:

###### A. Police Department:

- Receive warning notification through the Fire Department from the County or from the public and disseminate as required.
- Assist the Fire Department in warning the public.
- Alert the Emergency Operations Center primary staff when it is activated.
- Alert Kennebec County Emergency Management Agency when the Emergency Operations Center is activated.

B. Fire Department:

- Disseminate a warning to the public using sirens, public address systems, City agencies, volunteers and the media as required.
- Maintenance of outdoor warning devices.

C. Emergency Management Director:

- Provide liaison with Kennebec County Emergency Management Agency.
- Assure that Kennebec County Emergency Management Agency is aware of the local warning point and that procedures are up to date and operational within the City of Hallowell if any warning disseminated from the County warning point.
- Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
- See that personnel are trained and that warning functions are exercised.
- Provide liaison with the American Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.
- Check with the Warning Officer (Fire Chief) that nursing homes, major industries and other key locations have been notified.
- See that Fire and Police make verification of warnings before dissemination.

Concept of Operations:

The Hallowell Police Department has primary responsibility for initial reception of any warning disseminated by the County. If a warning is locally generated it would normally be received by either the Police Department or the Fire Department by telephone. Each department has a responsibility to see that the other department is notified. Once this is accomplished the Fire Chief has the responsibility of Emergency Operations Center Staff notification. Time permitting, a decision to warn the public if the method of protecting the public includes sheltering and/or evacuation.

Communications:

City departments will use P.F. C/H 158.7675 P.W. 155.1375; the municipal frequency for interface including a land-line to the School Department to staff their base if the situation so requires. Primary communications with the media, County and other surrounding local governments will be by telephone and email. The Hallowell Police Department radio and the

Mutual Aid Fire radio systems can be utilized as back-up as necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, City portable radios, City mobile radio equipped vehicles or messengers will be used.

5. Annex E – Shelter

Purpose:

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

Situation:

- The City of Hallowell could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
- If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross.
- Activation of shelters will be determined by the City Leaders and will be dependent on the magnitude of the disaster.
- The American Red Cross has both the expertise and experience in operating public shelters.
- Special needs of the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be provided for.

Assumptions:

- The American Red Cross will recruit necessary volunteers to compliment the Shelter Operations Staff.
- The American Red Cross will coordinate with the City Emergency Management Director for any additional support that can be provided by local government agencies.
- Shelters in the City of Hallowell will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.

Mission:

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

Execution:

A. Organization:

- Emergency Management Coordination will be liaison between the City and the American Red Cross Shelter Coordinator.
- Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.

- The Emergency Management Director will coordinate outside shelter assistance requested from City Departments and/or agencies. (Police, Fire, etc.)

B. Alert Notification:

- The City Emergency Management Director will notify the American Red Cross Shelter Service of the need for shelter services.
- Notification of other members of the American Red Cross Chapter will follow American Red Cross procedures.

C. Emergency Operating Center:

- An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.
- Status charts may be utilized at the Emergency Operations Center to indicate the location of shelters and available spaces, etc.
- A log of incoming and outgoing messages concerning shelter operations will be maintained.
- Coordination with other emergency services will be accomplished through the City Emergency Management Director.
- Primary shelter communications will be by telephone. Radios and messengers may also be utilized when available. If additional radio communications are desired, requests will be coordinated through the City Emergency Management Director. The use of Amateur Radio Operators will be considered according to availability.

D. Concept of Operations:

- The American Red Cross and the Emergency Management Director will coordinate designation of the shelters as part of this plan. The American Red Cross will have a position reserved in the Hallowell Emergency Operations Center.
- The American Red Cross will be the Manager of the emergency shelters. Assistance in feeding may be provided by volunteers.
- Fire inspections are routinely performed by the Fire Department in designated shelters.
- Assistance in security, inside and outside, will be coordinated with the Hallowell Police Department.
- Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by City Health Officer, if necessary.
- Public information concerning shelters will be coordinated through the City Emergency Management Director.
- If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the City Leaders.

- The City Emergency Management Director will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

E. Training and Exercise:

- It is expected that the American Red Cross will train shelter staff. City shelter liaison and coordination duties will be developed and participating city personnel trained.
- If additional or special training is required, it will be coordinated through the Emergency Management Director.
- Shelter exercises will be held at the request of the American Red Cross. The Emergency Management Director will coordinate exercises.

6. Annex E – Appendix E-1 – Shelter Listing

Schools

(Refer to School Superintendent listed in Report 1B  
– Municipal Contacts Report)

7. Annex E – Appendix E-2 – American Red Cross

The American Red Cross, as mandated by Federal Law 36-ISC-3 and affirmed in Public Law 93-288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime.

At the County level, the Statement of Understanding between the American Red Cross and the County establishes the operating relationships between these agencies. The major care and shelter responsibilities of the American Red Cross in the emergency period include:

- Emergency lodging for disaster victims in public and private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.
- The American Red Cross acts cooperatively with the Kennebec County Emergency Management Agency and local governments and other private relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for the American Red Cross involvement in a State of War Emergency, however, assistance and support will be provided to Kennebec County Emergency Management Agency, to the extent possible.

8. Annex F – Police

Purpose:

- Provide for disaster and emergency response by the Police Department.

Situation

- A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the City.
- The geography of the City, 5.36 square miles.
- The City has a population of 2400 people (2010 census), located throughout the City with a large percentage clustered in communities, fire districts, which can create a demand for response at widely separated locations.

Assumptions:

- Assistance will be available from the Hallowell Police Department.
- Assistance may be secured from outside the City of Hallowell by requesting aid from Kennebec County Emergency Management Agency.
- Assistance requested from the City's Police Department from outside areas will be provided at discretion of Police Chiefs from surrounding municipalities whenever assistance can be spared.

Mission:

- Protect life and property.
- Maintaining law and order.
- Emergency traffic control.
- Crowd Control.
- Assisting and evacuating.
- Assisting in warning of residents.

Administration and Logistics:

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

Concept of Operations:

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

- All off-duty personnel will be called-in.
- All personnel will be placed on stand-by.
- All equipment will be checked and prepared for use.

- Feeding and lodging of emergency personnel will be instituted.
- Security and protection of departmental personnel will be maintained by the department or by calling in other area law enforcement agencies.
- Area Police assistance is provided and coordinated through the Hallowell Police Dispatcher.
- Evacuation of endangered areas will be accomplished using mobile public address system followed by a door-to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
- The Police Chief, or designee, will report to the Emergency Operations Center, if activated, to provide direction and coordination of police functions.
- The Police Chief will recommend activation of the Emergency Operations Center if circumstances indicate.
- Alternate Emergency Operations Center may be mobile units.

Organization and Assignments:

- The Police Chief is responsible for day-to-day and emergency operations of his/her department and for coordination with other City agencies.
- The line of succession for the Department is as follows:
  - Chief
  - Sergeant
  - Senior Officer
- The officer-in-charge has the responsibility on-scene, of reporting to an established command post or of recommending or creating a command post if the situation indicates.

Direction and Control:

- The Police Department is located at the Hallowell City Hall.
- The Police Chief exercises direction and control of the departments' emergency forces. This is accomplished at Police Headquarters under normal operating conditions and at the Emergency Operations Center if activated for an emergency.
- Maps and markers, charts, etc., needed to display the following information will be located in the Emergency Operations Center and maintained by the City Manager and the Emergency Management Director:
  - A. Deployment of personnel.
  - B. Location of vehicles.
  - C. Lodging (Shelter) areas.
  - D. Location of incident command post.
  - E. Location and nature of problem(s).
  - F. Weather information.
  - G. Type and location of disaster area.
  - H. Location and identified high hazard areas.
  - I. Other pertinent information.

Communication:

- Emergency communications equipment is maintained and operated through the City's Police Department Headquarters by a full-time Dispatcher.
- Twenty-four hour dispatch is covered by the City's Police Department.
- The Police have radio communications capability with Hallowell Municipal Government, Public Works, the Kennebec County Sheriff's Department, and Maine State Police.

Training and Exercises:

- Emergency Operations Training for Department Personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
- Test exercises or department personnel will be conducted in cooperation with the City Leaders and Emergency Management Director.

9. Annex G – Fire and Rescue

Purpose:

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

Situation and Assumptions:

- The Fire Department has the primary responsibility of responding to emergencies in the City where a fire, or threat of fire may exist.
- It has a responsibility of responding to fire emergencies in neighboring municipalities through mutual aid compacts.
- The Fire Department can expect assistance from other municipal agencies and departments upon request.

Mission:

- Limit or prevent loss of life and property from fires or threat of fires.
- Assist in warning and evacuation.
- Assist and cooperate with other City agencies and departments responding to disaster.

Administration:

- The Fire Department is headed by a Chief appointed by the City Council.
- The Department is continuously in the process of re-evaluating pre-fire plans for hospitals, schools, and major industries within the City.
- A copy of the resource inventory is included as part of this Annex and identifies the type and locality of major pieces of equipment.

- The Fire Chief has responsibility for updating this Annex on an annual or as-needed basis and coordinating changes with the Emergency Management Director.

Concept of Operations:

- Operations of the Fire Department require a rapid coordinated response.
- Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by the Fire Department, if a response by the Department is required.
- Telephone fan-out can be used as a back-up.
- The Fire Officer-in-charge of the incident has responsibility for requesting additional assistance through dispatch.
- Initial response will include an evaluation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

Responsibilities:

A. Fire Chief or designee:

- Responding to fire or threat of a fire.
- Any rescue work needed, then protecting exposures as required and extinguishing fires.
- Assisting other City agencies, if requested, when life or property is threatened.
- Assisting in dissemination of warning.
- Recommending and assisting in evacuation if situation warrants.
- Requesting assistance from Mutual Aid System and other City agencies/departments.
- Keeping proper authorities informed of situation.
- Normal operation of the Fire Department.

B. Fire Department Officers:

- Must have ability and knowledge to serve as office-in-charge at an incident until a superior officer or chief is on-scene and assumes control.
- Knowledge and skills to perform day-to-day operations as described in staff duties.
- Other specific or related fire response duties as assigned by the Chief or Officer-in-Charge at the scene or as indicated in standard operating procedures.

Direction and Control:

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

- Requests for off-site assistance shall be requested by the Officer-in-Charge through the Fire Department base station.
- A command post shall be established at the scene with responding agencies reporting on arrival.
- If the situation warrants the opening of the City's Emergency Operations Center, the Officer-in-Charge shall ensure that all communications with the Emergency Operations Center are established and he/she or a designee shall provide information and coordination.

Communications:

- The Hallowell Fire Station has a base radio on Public Band on frequency P. F. C/H 158.7675 and P. W. 155.1375. These frequencies are used both for toning out the Fire Department personnel and two-way communications.
- Fire apparatus is radio equipped with these frequencies.
- Standard procedures call for a person to be stationed at the Fire Station base radios if the Department responds.
- The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.

Warning:

- The Fire Chief, or Officer-in-Charge if the Fire Chief is not available, has the responsibility as City Warning Officer for disseminating severe weather warnings.
- The Fire Chief, or designee, has the responsibility of assisting in warning the population in an area recommended for evacuation.

Shelter:

- If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the City Emergency Management Director.

Training/Exercises:

- The Fire Chief has the responsibility for on-going training and exercising the Department. It is expected that the Department may be asked to coordinate with the Kennebec County Emergency Management Agency in an annual exercise involving other City departments.

10. Annex H – Department of Public Works

Purpose:

Assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the Emergency Operations Plan.

Assumptions:

- Assistance will be available from other City departments, local communities, and County agencies, during/after a major disaster or emergency affecting the City.
- Assistance may be secured from Kennebec County Emergency Management Agency.

Mission:

- Provide manpower, equipment, and vehicles to maintain roadways and assist other City agencies, when requested, with personnel, material and equipment, before, during, and after disasters and emergencies.

Administration and Logistics:

- Normal channels will be used for day-to-day operations.
- Emergency supplies will be secured by the Emergency Management Director.
- Emergency funding will be requested through the City Leaders before, during, and after disaster/emergencies.
- Legal questions will be referred to the City Attorney.
- Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

Warning:

- The Department of Public Works will receive warning of a disaster or emergency through communications by telephone, municipal radio, or messenger.
- They may also receive notification from:
  - A. The Police and/or Fire Department
  - B. The Emergency Management Director
- The Director/Highway Foreman is on 24-hour call and can be reached by telephone.

Concept of Operations:

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

- The City Manager will report to the Emergency Operations Center, if activated, to provide direction and coordination of public works functions.
- The City Manager will recommend activation of the Emergency Operations Center if circumstances indicate.
- Pre-impact preparations for Public Works Director:
  - A. Notify key public works personnel.
  - B. Assign dues and crews.
  - C. Check all appropriate equipment.
  - D. Check fuel supply.

- If necessary to restore or maintain essential services:
  - A. Call in former retired department employees.
  - B. Make use of local contractors.
  - C. Contact Kennebec County Emergency Management Agency through the City Emergency Management Director.

Organization and Assignment of Responsibilities:

- A. The Public Works Department is responsible for:
  - Day-to-day Emergency operations of the department, and coordination with other City agencies.
  - Clearing of debris from City roads.
  - Supplying emergency power, if needed, to emergency shelters.
  - Coordination of transportation through the City Leaders or the City Emergency Management Director.
  - Emergency Operations training for department personnel.
  - Maintenance and repair of department vehicles.
  - Maintaining and updating this Annex, annually or as needed, as part of the City's emergency operations plan; testing or evaluating it annually in coordination with the Emergency Management Director.
  - Reporting to the Emergency Operations Center, if opened, and recommending its opening if the situation warrants.
  - Emergency operations are under the general direction of the City Leaders or the City Emergency Management Director.
- B. The Highway Foreman is responsible for:
  - Day-to-day maintenance of equipment.
  - Emergency operations as instructed by the Public Works Director or in the Director's absence, under the general direction of the City Leaders or designee.

Direction and Control:

- Direction and control of emergency forces is accomplished from the City Hall under normal operating conditions and from the Emergency Operations Center, if activated for the emergency.
- Maps and markers needed in the Emergency Operations Center to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the Public Works Director and the Emergency Management Director.

Communications:

- Day-to-day and emergency communications are maintained and operated from the Fire Station.
- The department has a radio capability for communicating with other municipal departments on the municipal frequency.

Training and Exercising:

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

11. Annex I – Emergency Public Information

Situation:

- FM station WABK can provide information instructions to the public during an emergency.
- Augusta Police Dispatch will take requests to provide immediate information through the Emergency Alert System (EAS).
- The Kennebec Journal and Community Advertiser will be asked to publish informational and instructional material when the situation warrants.
- The City will use NIXLE emergency text messaging as a means of communication.
- The City will use Facebook and Constant Contact for social media communication.

Assumptions:

- Radio Station WABK has emergency power to remain on the air in the event of a power failure.
- The Kennebec Journal has emergency power also.
- The local news media will be asked to cooperate with the public information officer in providing information and instructions to the public in an emergency.
- The Public Information Officer will assure that the Emergency Public Information package is printed and distributed to the public.

Mission:

- Provide accurate and official information and instructions to the people through all available media before, during, and after emergencies.

Execution:

A. Organization:

- The Public Information Officer, or designee, will select personnel to assist in providing fast accurate reporting during emergencies.

B. Warning:

- The Public Information Officer, or designee, will be alerted by Emergency Management if required, when an emergency situation exists.
- The Public Information Officer, or designee, will alert the assistants.

C. Concept of Operations:

- The Public Information Officer, or designee, will report to the Emergency Operations Center or alternate location when requested by the City Leaders.
- The Public Information Officer, or designee, will coordinate the collection and evaluation of information instructions for the public.
- All releases, information, instructions will be cleared with the City Leaders before being disseminated to the public.
- No releases will be made concerning bomb threats at the schools.

D. Assignment of Responsibilities:

The Public Information Officer, or designee, will be responsible for the following:

- Maintaining a list of local news media personnel within the city together with their telephone numbers.
- Maintaining any other material necessary to carry out their assignment.
- Maintaining a file on news releases.
- Establish an information center for the media at the Hallowell City Hall.
- Preparing appropriate news releases.
- Coordinating information for public release with other emergency services.
- Contacting the Augusta Police Department Dispatch to request an EAS broadcast.
- Notifying the public of information and instructions outlined in the Emergency Public Information Package and assuring that the package is up to date.

Training and Exercises:

- Training – The Public Information staff will undergo training as necessary.
- Exercises – Test exercises may be conducted annually. The Public Information Officer will participate in, or at least be present, at the exercise.

Administration:

- The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the City Leaders.

Communications:

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

12. Appendix I-1

The following types of information that should be released to the public after approval by the City Leaders:

- Nature of the disaster.
- Location of disaster.
- Time of disaster.
- Agencies involved with response.
- Scope of agency involvement.
- Number of casualties.
- Nature and severity of injuries.
- Condition of casualties that were treated.
- Identification, age, sex, address of casualties (after notification to next of kin).

13. Appendix I-2

- The Public Information Officer will establish a media room/area at Hallowell City Hall.
- When the Emergency Operations Center is activated, access to the following areas by the media will be allowed only with the Public Information Officer or a representative:
  - A. City Manager's Office.
  - B. Emergency Manager's Office
  - C. Operations Room
  - D. Communications Room
  - E. Fire Department Equipment Bay
  - F. Public Works Garage Bay

14. Annex J – Resource Management

This Annex contains the lists of resources available to the City. This information is stored and retrieved on a Microsoft Excel Spreadsheet. Resource reports will be attached behind this Plan.

15. Annex K – Hazardous Materials

Summary of Hazardous Materials Incidents

- A few minor HAZMAT incidents have occurred in Hallowell in the last decade. Propane gas leaks in homes, and spills or leaks in storage facilities are not uncommon. Because propane is stored and moved frequently and in high volumes, it can be expected to be involved in a high percentage of HAZMAT incidents.

Concept of Operations

First Responder's Emergency Action Checklist:

- Most emergency incidents have the potential to involve hazardous materials. The first responder at the scene must immediately assess this potential; further action should be in accordance with the department's standard operating procedures.

### Alerting and Warning:

- Public warning of hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System. EAS can be activated through. Callers should provide information.
- Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used.

### Emergency Information

- The Public Information Officer will disseminate official information and instructions to the public when in his/her judgment a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a shelter will be designated.
- A sample emergency message would be *“At 00.00, emergency personnel were notified that an incident had occurred, resulting in the release of toxic chemicals. Residents of City of Hallowell are advised to leave the area immediately.”*
- *All efforts are being made to control the release. Local and County officials have been notified. Additional details will be released as they become available.”*

### Actions for Citizens

- If there is an immediate life-threatening situation, the Emergency Management Director may order a precautionary evacuation of affected areas.

### Law Enforcement

- The Hallowell Police Department will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.

### Fire and Rescue

- Hazardous Materials incidents are often accompanied by fire or injured persons. The Fire Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be present and are not to be entered by persons that have not been trained to the Technician or Specialist level.
- Firefighters are primary responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Emergency Management Director.

### Health and Medical Services

- The City of Hallowell receives ambulance service from Augusta Rescue, and also Delta Ambulance, the Town of Winthrop, and the City of Gardiner via mutual aid agreements with Augusta. Medical services are provided by the MaineGeneral Hospital in Augusta. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Emergency Management Director if the potential for spreading hazardous materials contamination is present. The Emergency Management Director is also responsible for notifying the hospital of the materials to which incident casualties have been exposed.

#### Local Resources

- Accessing personnel and equipment resources for addressing hazardous materials are listed in Report 1B – KCEMA Municipal Contacts Report, 1C – Private Industry Report, and 1D – Partnership Agency Report. Kennebec County Emergency Management Agency or Maine State Police Dispatch can be contacted to request the hazmat team, Department of Environmental Protection, and other necessary resources.

#### Resource Inventory and Maintenance

- As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department, Police Department, and the Public Works Department. Missing or damaged items or equipment shall be repaired or replaced.

#### Testing the Plan

- This plan will be tested annually to identify operation deficiencies and procedural improvements that should be adopted. The Emergency Management Director will initiate the exercises and chair a committee that will evaluate the response. He/she will also be responsible for the implementation of procedural improvements.
- In addition to annual testing of the plan, an assessment of this plan should also be completed after each incident that required the plans implementation.
  - A. Were the appropriate persons listed on Report 1B – Municipal Contacts Report notified and the contacts information on this report is current.
  - B. Were responders informed of the hazards of the materials at the scene prior to entry? Were additional materials discovered after the initial size up? Was the recommended personnel protective equipment appropriate to all exposure hazards discovered?
  - C. Was response equipment in working order?
  - D. Were all persons at risk evacuated to a safe area?
  - E. Was the public kept advised of the severity of the incident and the progress of corrective actions?
  - F. Were all written reports properly prepared and filed?
  - G. Did all aspects of the response comply with current OSHA, Health Department, Agency of Natural Resources, and Department of Public Safety regulations?

#### Updating the Plan

- Annually or as a result of the assessment completed, the plan should be reviewed for modifications. Revision pages will be issued to all holders of the plan. The revision will be recorded on the Revision Sheet as listed on page 4 of the plan.

#### Personnel



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