

Town of Hope



Emergency Operations Plan

Hope Office of Emergency Management
Hope, ME 04847

Approved March 24, 2009
Updated April 10, 2018

Hope, Maine Emergency Operations Plan

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DISTRIBUTION

- Hope Office of Emergency Management
- Hope Fire Stations
- Hope Town Office Records
- School Superintendent’s Office
- Knox County Emergency Management Agency
- Hope School Safety Team

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EMERGENCY PROCLAMATION AND EMERGENCY POWERS

The Hope Board of Selectman shall have the power and authority to issue a proclamation that an emergency exists under the conditions specified in Title 37-B M.R.S.A. sec. 742. The proclamation may declare the fact that an emergency exists in any or all sections of the Municipality. A copy of such a proclamation shall be filed within twenty-four (24) hours with the Town Clerk.

(A) Notwithstanding the above, when consultation with the Board of Selectmen would result in a substantial delay in an effective response in alleviating or preventing an emergency or disaster, the Chair of the Board of Selectman is authorized to take whatever actions are necessary to prevent the loss of life and property in the Town of Hope.

(B) Whereas, the Board of Selectmen is charged with the responsibility for the well-being of citizens within said Town; and

(C) Whereas, the Board of Selectmen is in session only at special times, and when the Select Board Chairperson is not available, they have empowered the Hope Emergency Management Director with the authority to proclaim an emergency state for or within the Town should it exist. Whenever possible, these actions should be coordinated through the Town of Hope Administrator.

(D) The Hope Emergency Operations Plan shall be the Town's governing document for emergency response and recovery by all municipal organizations. An emergency situation shall be defined as an event that threatens the life, safety, and property of the residents or visitors of Hope or damage to the environment.

EMERGENCY OPERATIONS PLAN APPROVAL TOWN OF HOPE

The Emergency Operations Plan for the Town of Hope has been approved.



Chairperson, Hope Select Board

4/10/18
Date



Town Administrator

4/10/18
Date



Emergency Management Director

4/10/18
Date



Chief, Hope Fire Department

4/10/18
Date

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BASIC PLAN

PURPOSE

This Emergency Operations Plan identifies hazards and vulnerabilities and the likelihood and severity these hazards will impact the community's vulnerabilities. This plan defines the efforts and resources to mitigate the effects and prepare for and respond to an emergency or disaster event.

SITUATION AND ASSUMPTIONS

The Town of Hope could experience disaster situations that are local or statewide. Local disasters could include forest fires, hazardous materials incidents, mass casualty incidents, building collapses, or a school attack. Statewide disasters may include flooding, prolonged power outages and severe winter storms. A Hazard Risk Assessment was completed with the following results:

Hazard	Ranking
Prolonged Power Outage	1
Severe Winter/Summer Storm	2
Mass Casualty Incident	3
Wildland/Forest Fire	4
HazMat Incident	5
Hostile Incident at School	6
Localized Flooding	7

We have in recent years experienced several prolonged **power outages**. Typically resulting from severe winter snow/ice storms. This can affect the entire town and will have its greatest impact on living conditions during severe cold weather.

Severe winter and summer storms have the potential of shutting down the community by blocking roads, knocking out electrical power distribution, freezing facilities, and trapping people.

A **Mass Casualty Incident** could occur resulting from a passenger vehicle accident, or as a result of any of the described disaster hazards. Since Hope does not have an ambulance, rescue squad, or hospital, this situation will be very difficult to manage. Response times will be delayed.

Since most of Hope is forestland, the entire town is very susceptible to an out of control **wildland/forest fire** and could cause severe property damage and limited loss of life.

Though **hazardous materials** could be transported on any community road, the greatest traffic flow of hazardous materials is along Route 17. The residences and public school along this traffic corridor are most susceptible to a HazMat incident. There are few fixed facilities in Hope capable of causing a significant HazMat threat.

The most likely **hostile incident at the school** would involve the public school complex. This contains the largest concentration and the most vulnerable people in the community. Attacks may involve the taking of hostages, bomb threats or explosions and/or mass shootings.

There are very few properties within the Hope Floodplain. The most likely damage from **flooding** will be to roadway sections that contain bridges or culverts and through erosion of gravel roads.

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Other hazard events could occur but are very unlikely. As such, this plan will develop an All-Hazards Emergency Response, but will not define other hazards in the Hazard Attachments.

HAZARD EVENT	VULNERABILITY LOCATION	LIKELIHOOD	MAJOR DAMAGES	DEATHS OR INJURIES
Forest Fires	Entire Town	Likely	Forests & Homes	Firefighters
HazMat Incident	State Route 17	Possible	Roadway	Residents & Responders
Mass Casualty	Anywhere	Possible	None	School or Transport
School Attack	School	Remote	School	Students & Faculty
Localized Flooding	Gravel Roads	Possible	Roadways	None
Power Outages	Entire Town	Highly Likely	Frozen Plumbing & Power Lines	None
Severe Winter or Summer Storm	Entire Town	Highly Likely		Motorist or Elderly

The Town of Hope does not have its own hazardous materials response team or public transportation. Knox County Sheriff's Office and/or Maine State Police provides Hope with law enforcement. The Regional hospital is located in Rockport. A regional response team would provide the hazmat response. The transportation contractor for the school district could provide emergency public transportation. Public works are contracted through the Hope Road Commissioner. Fire Protection services are handled by the Town Fire Department.

The likelihood of a disaster situation occurring in Hope that could cause multiple deaths or injuries is very low. There are no large passenger transportation services. There are no structures over two stories. Local forest fires are not swift and timely evacuations of the very low population density would not be difficult. Residents are accustomed to dealing with winter storms and power outages. There are no major bridges or waterways in town and only 24 homes are in flood zones. The major portion of transported hazardous materials consist of petroleum products and the hazards would be localized. School attacks present the only real danger to life, but the likelihood is remote.

HOPE DEMOGRAPHICS, 2010 CENSUS

Population & Age Statistics

Total Year-Round Population	1536
Under 20 Years Old	397
20 to 24 Years Old	47
25 to 44 Years Old	373
45 to 64 Years Old	521
65 Years Old & Over	198
Median Age	43

Housing & Density Statistics

Total Housing Units	812
Occupied Housing Units	603
Owner-Occupied Housing Units	532
Renter-Occupied Housing Units	71
Vacant Housing Units	202
People per square mile	70
Houses per square mile	37

Note: Hope has experienced the second fastest population growth in Knox County and is in the top 20 fastest growing municipalities state-wide.

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Social and Economic Statistics

Total Labor Force, 2010	804	
Per Capita Income, 2010	\$24,440	
Median Household Income, 2010	\$57,083	
Total Municipal Valuation, 2017 *	\$202,225,950	* <i>Not a Census Bureau Statistic</i>

CONCEPT OF OPERATIONS

The Emergency Management (EM) Director is responsible to the Board of Selectmen for coordinating disaster response activities, requesting resources from mutual aid partners and from the County and for compiling disaster information. The Board of Selectmen has overall responsibility for the function of the local government.

Disaster or major emergency notification will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Knox County Regional Communication Center (KRCC) radio-page to the Hope Fire Department, a Knox County EMA text page or by announcements on area television and/or radio broadcasts as well as the Town's social media outlets.

The Chair of the Selectmen or the EM Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to staff the EOC.

The Board of Selectmen will issue an emergency declaration when the situation warrants the full use of resources to save lives and protect property. When the emergency is beyond the control and resources of the local government, a request for assistance may be made through the Knox County EMA to the Maine EMA and Governor. The Governor may declare a disaster within certain or all parts of Knox County and make State resources available to save lives, protect property and aid in disaster recovery.

The Town is served by the Hope Fire Department, North East Mobile Health Service (NEMHS), Knox County Sheriff's Office (KCSO) and Maine State Police (MSP). The Fire Chief or Senior Fire Officer may request Aid from neighboring communities. Currently, the Fire Department and the Office of Emergency Management (OEM) both have written mutual aid agreements with several other towns.

For a localized emergency, such as a mass casualty incident, an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.

For a wide area emergency, such as a severe winter storm, all emergency operations will be run out of the EOC. Emergency Responders and Emergency Management personnel will be dispatched by the EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard line communications are out.

A limited EOC may also be activated if emergency and disaster support is being provided to other communities. This will be primarily to coordinate logistics and monitor the situation. A large forest fire in the next community could eventually impact Hope, and certain preparedness actions should be started by the EOC.

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ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following town officers may be tasked during a community emergency or disaster:

Board of Selectmen:

1. Assumes responsibility for the overall response and recovery operations by the municipality.
2. Approves the EOC manning assignments recommended by the EM Director.
3. Establishes a public disaster assistance program.
4. Approves press releases to the media.
5. Oversees the Damage Assessment program.

Emergency Management Director:

1. Establishes and maintains the town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with Knox County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC) and School District.
5. Responsible for the town Emergency Public Information program.
6. Responsible for the tracking and assignment of emergency/disaster resources.
7. Establishes EOC communications and public warning systems.
8. Responsible for organizing the Damage Assessment program.
9. Responsible for initiating and implementing emergency evacuations.

Fire Chief:

1. Oversees all fire department resources and directs fire department operations.

Senior Law Enforcement Official:

1. Oversees all law enforcement resources and directs law enforcement operations.

Ambulance Service Chief:

1. Oversees all EMS resources and directs EMS operations.

Fire Warden:

1. Coordinates with the Maine Forestry Service.

Road Commissioner:

1. Coordinates road repair and maintenance.
2. Provides major input to the Damage Assessment program.

Shelter Officer:

1. Appointed during emergency by Board of Selectmen to establish a Disaster Shelter or coordinate with a Regional Shelter.

Town Treasurer:

1. Tracks disaster expenditures and pays bills authorized by the board of Selectmen.

Communications Officer:

1. Staffs EOC telephones and radio.

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Volunteer & Donations Coordinator:

1. Coordinates volunteers and donated items.

Animal Control Officer:

1. Coordinates services and assistance provided to animal victims.

Health Officer:

1. Report on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services.
2. Receive and evaluate complaints concerning nuisances posing a potential public health threat within the town.
3. Order the suppression and removal of nuisances and conditions posing a public health threat found to exist.

Public Information Officer:

1. Provides emergency information to the public.
2. Coordinates with and provides information to the local media.

Town Clerk:

1. Documents all municipal activities that are occurring.

Individual Assistance:

1. Records all damages in Town to private property.

General Assistance:

1. Assists residents with financial assistance.

ADMINISTRATION AND LOGISTICS

The Board of Selectmen and the EM Director are responsible for the activation of this plan.

The Hope EM Director is responsible for the submission of reports to MEMA, through the Knox County EMA (KXEMA). Town officers provide reports of response activities, damages, and other related information to the EM Director. Each officer keeps records of actions, expenditures and financial obligations in emergency operations.

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements. Agreements exist with other towns for emergency services. They also exist with State of Maine agencies for forest fire suppression, rural search and rescue, and riot control.

All town disaster expenditures must be approved by the Board of Selectmen on the Town Warrant. The Town Treasurer will complete all financial actions once the expenditures have been approved.

PLAN DEVELOPMENT AND MAINTENANCE

Deficiencies found in this plan should be summarized and submitted in writing to the EM Director when noted.

The EM Director maintains a file of recommended changes or improvements. He reviews the entire plan annually and ensures that all procedures, policies, data and responsibilities are current and reflect actual assignments.

All changes to the plan will be approved by the Board of Selectmen.

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AUTHORITIES AND REFERENCES

A. Authorities

- Title 37-B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.
- Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.
- Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

B. References

- Federal Emergency Management Agency. Objectives for Local Emergency Management. CPG 1-5, July 1984.
- Federal Emergency Management Agency. Guide for All-Hazard Emergency Operations Planning. SLG-101, September 1996.
- Department of Homeland Security, National Response Framework, February 2007

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ANNEX A - DIRECTION AND CONTROL

PURPOSE

The Town of Hope has volunteer Firefighters and EMS personnel on paid-call from North East Mobile Health Service. All town officers are serving in a volunteer status. This annex will give guidance on actions to be taken during emergencies by these town officers and volunteers and the coordination efforts by the municipal officials with county, state and contractor personnel.

SITUATION AND ASSUMPTIONS

Many hazards can cause disasters of a magnitude that makes centralized direction and control necessary. The Hope EOC will be established by the Board of Selectmen or EM Director if they feel the emergency warrants the establishment. Emergency staffing must be documented with the EMA Director for protection under State law.

CONCEPT OF OPERATIONS

The priority in emergencies is to save lives, limit injuries, limit damage to property, maintain the continuity of government, and return the area to normal.

By ordinance enacted September 27, 2005, the Town of Hope has established the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for the Town of Hope, Knox County, State of Maine and Federal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. By adopting NIMS, the Town of Hope utilizes standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) is utilized by all Hope emergency and disaster responders for incident management.

Normally, initial notification of an emergency will be a radio-page from the Knox County Regional Communications Center (KRCC) to the Town's firefighters, EMTs and police officers. There are no firefighters or EMTs on shift duty. Disaster or major emergency notifications will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the KRCC radio-page Fire Department, a Knox County EMA "Fan-out" to the EM Director, or by announcements on area television and/or radio broadcasts.

The Selectmen have responsibility for the continuance of local government operations. The EM Director assists the Board of Selectmen in this task. The Chair of the Board of the Selectmen or the EM Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to staff the EOC. The EOC can be activated at three different manning levels.

EOC ACTIVATION LEVELS

LEVEL	STATUS	ACTION
1	Standby	EOC Set up and ready to be activated- EMD monitoring incident
2	Increased Readiness	EOC operating with minimal staff and various hours
3	Full Activation	Entire EOC staff recalled; 24 hours shifts established

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The primary Emergency Operations Center (EOC) is set up at the Hope Corner Fire Station. The alternate EOC is located at the Town Office. The EOC's communications capabilities include telephone, internet and 2-way radios.

The town may transfer EOC tasking to the County EOC when appropriate. The County EOC may open at the request of the Hope EMD.

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. For a situation involving a fire or hazardous materials, the Incident Commander will be the Fire Chief. For any incident involving a terrorist situation, the first or most senior law enforcement officer from the County or State Police will be the Incident Commander. The command post keeps the EOC informed of the situation. The Hope EOC keeps the Knox County EOC informed.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen exercise broad control over emergency operations. The Selectmen provide guidance on policy and approve information for the public. Town officers manning the EOC assure work is accomplished in a mutually supportive way. The EOC staff keep in contact with field forces and record their status, issue instructions to personnel, monitor progress, and keep the Selectmen informed.

When directed by the Chair of the Selectmen or by the EM Director, the EOC will be established and staffed. At the discretion of the Selectmen or EM Director, the following town officials and volunteers may be included in the Town EOC:

Board of Selectmen	Emergency Manager
Town Manager/Administrator or Clerk	Treasurer
Fire Chief & Fire Warden	Senior Law Enforcement Officer
Ambulance Director	Animal Control Officer
Health Officer	Road Commissioner
Public Information Officer	Communications Officer
Volunteer and Donations Coordinator	Shelter Officer
General Assistance Clerk	Individual Assistance Coordinator

The following emergency functions will be accomplished during an emergency in Hope.

Law Enforcement: The Town of Hope relies on the Knox County Sheriff's Office and the Maine State Police for Law Enforcement. Operational communications will be established between the Incident Commander on scene and the Senior Law Enforcement Officer. The EOC will maintain landline communications with the KRCC to coordinate additional law enforcement requirements.

Fire Services: The Hope Fire Department consists of 14 volunteer firefighters. Fire Department personnel may assist with damage assessment, search and rescue, firefighting, clearing debris, alerting the public, evacuation, and traffic control, if necessary.

Emergency Medical Services: The NEMHS will provide EMS coverage for the Town of Hope. Operational communications will be established between the Incident Commander on scene and the Senior EMS Officer. The EOC will maintain landline communications with the regional hospitals.

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Public Works: Summer road work is contracted to private companies through the Board of Selectmen, with assistance from the Road Commissioner. The Road Commissioner is responsible for highway maintenance and will assist in damage assessment. The town contracts out, its plowing and sanding services.

ADMINISTRATION AND LOGISTICS

The EOC may require 24-hour manning during the emergency period. Additional volunteers will need to be sought out.

Only the Selectmen may authorize emergency town expenditures. This will be done on a town warrant.

Situation reports are compiled twice daily or as requested and forwarded to the Knox County EMA; at 7 am and 6 pm. Each municipal officer keeps a record of major events during EOC operations. The EM Director develops the event log. The Communications Officer keeps phone traffic logs. Additional operational reports are submitted as requested.

Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that are more than the Town of Hope can provide should be submitted to the Knox County EMA by the Selectmen or EM Director.

The Town of Hope is extremely limited in its response and recovery capabilities. Many services will require mutual aid from other communities and from state agencies.

MUTUAL AID CHART

AGENCY	1st RESOURCE	2 nd RESOURCE	3 rd RESOURCE
Emergency Management	Knox County EMA 594-5155 or 594-0428	Maine EMA 1-800-452-8735	FEMA Region I 617-956-7506
Law Enforcement	Knox County Sheriff 911 or 594-0429	Maine State Police 1-800-452-4664	FBI 947-6670
Fire Protection	Any Knox County FD		
Public Works	Road Commissioner 542-9636(cell)	Central Maine Power 1-800-535-5532 (emergency response)	Lincolville Telcom 763-9911
Ambulance Services	NEMHS 230-0082 or 911	Union Ambulance 911 or 785-7803	Rockland Fire Dept 911 or 594-0318
Hospitals	Pen Bay Medical Center 921-8000	Waldo County General 1-800-649-2536	Miles Memorial Hosp 563-1234
Red Cross	Pine Tree Chapter ARC (Rockland Office) 594-4576	ARC Disaster Services (Bangor) 941-2903	MEMA ARC Liaison 624-4435
Environmental Protection	Maine DEP 1-800-482-0777	U.S. EPA 1-800-424-8802	Maine Forest Service 287-2791
National Weather Service	NWS (Gray) 1-800-482-0913		
HazMat Information	Nat. Response Center 1-800-424-8802	CHEMTREC 1-800-424-9300	CHEM-TEL 1-800-255-3924
MISC Resources	Poison Control Center 1-800-222-1222	USCG Rockland 596-6666 or 596-6667	Center for Disease Control

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The Town of Hope uses the National Incident Management System (NIMS) version of the Incident Command System (ICS). During any emergency, an Incident Commander will be identified in the field to coordinate emergency response and recovery forces. Normally, the IC will be the Senior Fire Officer (SFO) from the Hope Fire Department. However, for incidents such as a multi-jurisdictional forest fire or a hostage incident at the school, the IC could be a County or State Official. In this case, if possible, the SFO will seek to establish a Unified Command in order to represent the jurisdiction of the Town of Hope.

A Hope IC or member of a Unified Command will maintain communications with and report to the Hope EOC, which will oversee all municipal activities. Most Planning, Logistics and Finance Section duties will be carried out at the Hope EOC. The on-scene IC will assign a Planning Officer and Logistics Officer to coordinate support from the EOC and oversee planning and logistical resources located on-scene.

EOC CHECKLIST

X ACTION

- EOC Alert Status:
- EOC Notification From:
- Consider need to declare an emergency.
- Notify all EOC staff and volunteers.
- Activate and test all equipment.
- Begin message and event logs.
- Inspect emergency generator for fuel and start capability.
- Begin plotting and posting events.
- Brief staff upon arrival.
- When "staffed and ready", report to Knox County EMA (594-5155).
- Review staffing pattern to ensure 24 hr. capability (If needed).
- Conduct "time check".
- Brief elected officials on status of EOC.
- Check on food, water, and sanitation supplies and make appropriate arrangements.
- Submit verbal and written situation reports to County EMA (Fax 594-0450).
- Establish EOC security procedures.
- Conduct periodic briefings for EOC staff.
- Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.
- Review procedures for requesting assistance. Contact contractors for assistance.
- Maintain records of expenditures.
- Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.
- Brief oncoming shift personnel of all events and pending actions.
- Prepare initial damage assessment information for submission to Knox County EMA.
- Contact area volunteer groups to assist with emergency recovery operations.

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9	SIT REP Summary/Notes/Comments:
10	Infrastructure Impacted: Major Roads/Highways/Bridges Closed: _____ Water/Sewer/electrical: _____ Airports/Railways/Ports/Other Closures: _____ Communications - towers, telephones: _____
11	Emergency Services: (Fire, EMS, Law Enforcement, Public Works, Hospitals, Volunteers, etc.) General Activities: Depts./Facilities/Equipment out of service: Mutual Aid Activities:
12	Damage Assessment: Underway <input type="checkbox"/> Y <input type="checkbox"/> N Form 7's to be submitted. Estimated % Complete: _____ Public Estimated % Complete: _____ Private Estimated % Complete: _____ Homes Estimated % Complete: _____ Business/Economic
13	Assistance Required: <input type="checkbox"/> No <input type="checkbox"/> Being Prepared <input type="checkbox"/> Attached <i>If assistance is required please attach a completed Request for Assistance</i>
14	Prepared By: _____ Approved: _____ Time Sent: _____ Delivery Method: <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> email <input type="checkbox"/> Packet Radio <input type="checkbox"/> Courier <input type="checkbox"/> Modem

**THE CONTENT OF THIS FORM IS INFORMATIONAL ONLY
AND DOES NOT CONSTITUTE A REQUEST OF ANY TYPE**

Rev 4/27/05

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STATE of MAINE LOCAL EMERGENCY / DISASTER SITUATION REPORT

SITUATION REPORT INSTRUCTIONS

1. Introduction

During an emergency, information on the nature, severity, and extent of the hazard's effects must be collected and analyzed. The results must be reported through established channels. This information provides officials a logical basis for their response decisions.

Following a hazard incident, local field units must promptly conduct a rapid reconnaissance of affected areas to assess the situation and report the information to local officials. This information should be consolidated at each level. The information is then reported to the Knox County EMA.

Depending on the severity of the situation confirmed by the reports, a decision is made at each level of government on the declaration of a "State of Emergency".

When required, these actions are followed by a detailed assessment of damage to both the public and private sector. These estimates (in dollar amounts) serve as the basis for a request of a Presidential disaster declaration. (See Annex I - Damage Assessment)

2. Situation Reporting

Following the initial area reconnaissance, reports are required at least daily to provide detailed information to the various levels of government. Reports normally originate at the municipal level. They identify the area being reported on and include observed damage. They shall be submitted through the Knox County EMA to MEMA and consist of the following types of reports:

a. Verbal Reports: The first report is submitted by radio or telephone. Verbal reports are submitted as quickly as possible following a hazard incident.

b. Situation Reports: A refined Situation Report is prepared and submitted through the County to State EMA at least daily or as requested. This report defines affected areas, identifies closed roads and highways, estimates the number of dead or injured, homes damaged, and resources needed.

Reports will provide, as a minimum, the information contained in the Situation Report Form. (See Annex I - Damage Assessment for further reporting requirements.)

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ANNEX B - COMMUNICATIONS

PURPOSE

Communications during an emergency are critical. This annex shall describe the communications capabilities of the Town of Hope. It shall also provide telephone and radio lists.

SITUATION AND ASSUMPTION

Most local emergencies should leave the telephone system intact, however certain disasters, such as a severe winter storm, could knock out telephone communications. Telephones shall be used as the primary means of communicating. Two-way radios shall be used as a secondary and augmenting means of communication to the telephone system and as the means to communicate with personnel in vehicles or in the field. As much as possible, e-mail shall be used to transfer photos and large amounts of data.

When neither telephone or radio are functioning or unable to reach the intended party, runners may be used as an emergency stop-gap measure. Volunteers with appropriate vehicles (4WD, ATV, snowmobiles, etc.) will be requested to support this measure. Consideration should also be made to using and compensating volunteers with cellular and satellite phones. Additionally, Knox County EMA can activate ARES/RACES HAM radio personnel.

CONCEPT OF OPERATIONS

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is 763-3411. The Alternate EOC phone number is 763-4199.

The Fire Department has about twelve hand-held two-way radios with the Knox County standard frequency assignments and CONOPS. Radio traffic may be relayed through the radio base station at the Fire Station or the town office.

Both fire stations have a multi-channel two-way radio base station. Contact with the KRCC and Knox County EMA is possible. All the volunteer firefighters are issued a pager. Page-outs may be initiated from KRCC or the Knox County EOC. All emergency vehicles are equipped with mobile truck radios.

The Town Office (admin@hopemaine.org) has Internet and E-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State government officers.

The Town Office can send and receive fax transmissions. (763-4195)

If the telephone system is down, then the radio system will become the primary means of communication. However, if power is lost, many of the radios and pagers may die if there is no means of recharging them. In this case, it may become necessary to set up a system of "runners". Runners are people with transportation who will be used to hand deliver messages.

ADMINISTRATION AND LOGISTICS

The EOC shall determine what communications requirements are needed and allocate town resources as necessary.

Consideration should also be made to determine what private communication assets may be borrowed or rented from local residents and volunteer groups.

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EXTERNAL CONTACTS

AGENCY	LOCATION	TELEPHONE #
American Red Cross	Pine Tree Chapter (Rockland Office)	594-4576
Central Maine Power -Fire Emer only	Augusta	1-800-535-5532
CHEMTREC	Washington D.C.	1-800-424-9300
Civil Air Patrol	72 Broadlawn, Brewer	989-2842
FEMA Region I	Maynard, MA	617-223-9540
Forest Fire Control	Augusta	287-2275
Hope Elementary School	34 Highfield Rd. Hope	785-4081
Maine DEP	Augusta	1-800-482-0777
Maine DOT (Spill Contain)	Augusta	289-2551
Maine EMA	Augusta	624-4400
Maine Floodplain Mgmt	38 State House Station, Augusta	287-8063
Maine Geological Survey	22 State House Station, Augusta	287-2801
Maine State Police	Augusta	1-800-452-4664
National Response Center	2100 2nd St. SW, Wash D.C.	1-800-424-8802
National Weather Service	1 Weather Lane, Gray	1-800-482-0913
Poison Control Center		1-800-222-1222
Radio Station WMCM FM 103.3	15 Payne Ave. Rockland	596-1033
Television Station WGME/13	81 Northport Dr., Portland	797-9099
Knox County EMA	62 Union St. Rockland, ME	594-5155
Pen Bay Medical Center	6 Glen Cove Dr. Rockport, ME	921-8000
Knox County Sheriff	327 Park St. Rockland, ME	594-0429

Table C.2 Media Outlets Servicing Knox County

Radio Stations	Phone	TV Stations & Online Media	Phone
WQSS- FM 102.5 Camden WMCM- FM 103.3 Rockland WABK- FM 104.3 Gardiner	Blueberry Broadcasting 623-9000 (Main) 623-9760 (Cancellations)	Knox Village Soup ³	594-4401 or 706-6530
		Pen Bay Pilot	706-6657 or 542-9149
		WLBZ TV Ch 2	991-5355 or 523-2980
		WABI TV Ch 5	947-8321x5 / 944-0681
WRFR- FM 93.3 Rockland	593-0013 ¹	WCSH TV Ch 6	828-6666 or 828-6622
WMEP - FM 90.5 Camden	Maine Public 800-884-1717 or 941-1010 Email: ' newsroom@mainepublic.org ', ' ssharon@mainepublic.org ' or ' igratz@mainepublic.org '		WCBB TV Ch 10 WMEB TV Ch 12
WMME- FM 92.3 Augusta	Town Square Media 623-4735	WVII TV Ch 7	945-6457x1
WEBB- FM 98.5 Waterville		WMTW TV Ch 8	835-3800
WBYA- FM105.5 Islesboro ²	Bin Media 797-0780 x246	WGME TV Ch 13	797-9099

¹ WRFR Studio line- not always answered. 594-0721 is

² Simulcast with WFNK FM-107.5 Portland; also serves WBQX-FM 106.9 Thomaston backup

³ email to news@villagesoup.com

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FAX MACHINE DIRECTORY

OFFICE	TELEPHONE NUMBER
Knox County EMA	594-0450
Knox County RCC	594-0441
Pen Bay Medical Center (Emergency Dept)	921-5288
MEMA – EOC Primary	287-3178
EOC Secondary	287-5430

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ANNEX C - WARNING

PURPOSE

This annex describes the current warning capabilities of the Town of Hope and Knox County.

SITUATION AND ASSUMPTIONS

The primary National Warning System (NAWAS) warning point for Knox County is the Knox County Regional Communications Center (KRCC) located at 327 Park Street in Rockland. The KRCC number is 593-9132 or 911. The KRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Knox County EMA is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the entire County. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The primary local warning points are the Hope Corner and South Hope Fire Stations. The secondary warning point is the Hope Town Office. The Fire Department members and EM Director can be radio-paged out by the KRCC. The EM Director is responsible for alerting the Selectmen and town officers. He is also responsible for providing warning to the Hope Elementary School and the public via warning devices and mobile notification.

CONCEPT OF OPERATIONS

The dispatcher at the Knox County Warning Point (KRCC) fans out information to the local jurisdictions, by contacting the municipal emergency management directors.

The Emergency Alert System (EAS) is activated according to the Maine Emergency Alert System Plan. The Hope EM Director may contact the Knox County EMA Director or KRCC to request activation of the EAS system. Knox County will pass the request to the Maine Emergency Management Agency (MEMA) who can complete the EAS activation. The Hope EM Director or Selectmen may also contact area radio stations directly to request that they pass emergency information.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Hope Board of Selectmen are ultimately responsible for ensuring that alerting and warning capabilities exist and special needs populations (school children and elderly) are notified.

The EM Director shall update Town Officer Phone Rosters, alert EOC Staff, relay fan-out information and report status to the Knox County EMA.

The EOC shall initiate warning communications to town residents through phone calls, traveling teams or by commercial radio stations.

ADMINISTRATION AND LOGISTICS

The EOC Communications Officer will make verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded and given to the EM Director.

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WARNING CHECKLIST

X ACTION

_____ Received notification:

_____ Fan-out Information:

_____ If limited warning time, the following actions may be undertaken by the EOC and Fire Department.

_____ a. Telephone and Radio callout.

_____ b. Mobile notification routes with public address system or door to door notification.

_____ c. Warning notification to Hope Elementary School.

_____ Other public warning is used as available and as time permits.

_____ a. Radio announcements

_____ b. Television announcement

_____ Keep signed logs of emergency communication traffic.

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ANNEX D - EMERGENCY PUBLIC INFORMATION

PURPOSE

This annex will describe the Emergency Public Information program and the duties of the Public Information Officer (PIO).

SITUATION

The Town of Hope has an ongoing program to provide information about potential hazards, local government preparedness activities and emergency services to the public. Activities may include brochures, pamphlets, publications, and press releases.

Town residents will need to be notified immediately if forest fires, a hazardous materials accident, or a terrorist situation forces them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm. Hope Elementary School children and elderly living alone should be notified and assisted first.

The primary means of dissemination will be by telephone. The EOC will call key residents on each of the town roads and request that they pass the word to their neighbors.

The secondary means of dissemination, especially within the immediate danger zone, will be by using the Fire Department to go door-to-door.

The Selectmen should through the PIO, use all available media outlets to disseminate information.

CONCEPT OF OPERATIONS

The Selectmen and/or OEM Director will initiate the dissemination of emergency public information. When necessary this will be accomplished through use of a Joint Information System.

The Town Joint Information Center will be established in the Town Office Library for a major incident covered by out of town media. Media briefings are held as frequently as possible. Media releases are prepared in the EOC. The EOC will monitor radio & television news for media feedback and information.

The Maine EMA activates the Emergency Alert System. The EOC will contact the County EMA to request activation of the EAS.

The Public Information Officer (PIO) is responsible for all contacts with the media.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Either a member of the Board of Selectmen or a volunteer will serve as the Hope Public Information Officer (PIO). The EM Director will act as an alternate PIO. The PIO is responsible for providing emergency information to the public and media. If time permits, the PIO should coordinate any news releases with the Selectmen, prior to release. The PIO keeps logs of emergency information activities.

ADMINISTRATION AND LOGISTICS

Emergency information is released to the local media through the EOC. Information is verified before release. Rumors are investigated, and correct information issued if necessary. Radio, television and newspaper announcements are monitored to ensure accuracy.

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EMERGENCY PUBLIC INFORMATION CHECKLIST

Below are suggested actions for the Hope Public Information Officer (PIO) to take during an emergency. Changes may be made depending on the situation.

1. Ensure that information is clear, confirmed, and approved by the Selectmen or IC before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.

INCIDENT INFORMATION

Nature	
Location	
Time of Impact	
Casualties	
HazMat	
Explosives	
Cordon Size	
Evacuation Instructions	
Firefighting	
Public Dangers	
Decontamination	
Property Protection Measures	
Who to Contact	
Current Response Actions	

2. Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.
3. Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.
4. Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
5. Initiate procedures for contacting people who may have been injured or suffered losses.
6. Keep the Selectmen informed of all actions taken or planned.
7. Maintain a log and a file.
8. Keep Knox County EMA informed of all information released.

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ANNEX E – EVACUATION

PURPOSE

This annex will describe the provisions for the Town of Hope to ensure the safe and orderly evacuation of residents threatened by disaster situations.

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. No one can be forced to leave their home, but efforts are made to inform every one of the threat and of help available for evacuees.

Town residents may be evacuated if they are threatened by an out-of-control forest fire, a hazardous materials accident, or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the Route 17 traffic corridor. The most likely location for a terrorist-like situation is at the elementary school.

A slow, controlled evacuation of a few personnel may take place in a severe winter storm. The most likely evacuees will be elderly residents or families who lose the ability to heat their homes. Sheltering in place is often a viable option to general evacuations.

CONCEPT OF OPERATIONS

The EM Director or Fire Chief will oversee a general evacuation of residents within the town. They may request assistance from mutual aid partners, the Knox County EMA and the State of Maine.

For a terrorist situation, the senior law enforcement officer from the Knox County Sheriff's Department or the Maine State Police, will oversee the evacuation of the immediate area around the incident. They may request manpower and equipment assistance from the Hope Fire Department.

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 EM Director or the Fire Chief is responsible for the final route determination. Evacuation will be coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, including elderly and handicapped are transported by other means. The EM Director maintains a list of these persons who require special assistance in an evacuation. The EOC will contact Luce Transportation in order to request school buses to aid in the evacuations.

Evacuation and reentry instructions are given via radio, television, and by traffic control personnel. Signs and cones may be needed to help direct evacuees.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are the authority for establishing evacuation policy.

The EM Director coordinates evacuation activities, compiles all evacuation information, and keeps the Selectmen informed. The Fire Department, with assistance from the Knox County Sheriff's Department, shall be responsible for traffic control and barricades. The Animal Control Officer will coordinate efforts for the evacuation and sheltering of animals, especially farm animals.

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ADMINISTRATION AND LOGISTICS

The Selectmen, Fire Chief, or EM Director are responsible for ordering evacuation to protect the health and safety of the public. The first responding emergency services personnel initiates emergency evacuation of a threatened area and notifies their headquarters.

Attempt should be made to record the names of all those residents who have been evacuated.

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.

Emergency services personnel in the field report the status of evacuation to their agencies. The agency keeps the EOC informed. The EOC informs the Knox County EMA of response actions.

EVACUATION INFORMATION

Roads/Areas to be Evacuated:	
Roads to Use for Evacuation:	
Shelters established:	
Method to disseminate information to those affected:	
How much time to complete evacuation:	
Evacuation Directed at (time):	
Transportation Assets to come from:	
Signage made by:	
Signage to be located at:	
Traffic Control Points set up at:	
Medical Support provided by:	

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ANNEX F - MASS CARE

PURPOSE

This annex will describe the Hope Mass Care Shelter program.

SITUATION

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. It is the responsibility of the Board of Selectmen to protect their residents by providing shelters when required in an emergency.

The Mass Care facility for large evacuations that will require overnight accommodations will be the Union Elementary School. This facility will be used as feeding and sleeping quarters for evacuated residents. Contact the School Principal to coordinate the possible use of this facility. An alternate facility if residents only require a day-time shelter for food, water and warmth will be the Hope Corner Fire Station.

The Knox County EMA may also offer shelters for use by Hope residents. Contact the Knox County EMA Director for more information.

Requests may also go to the local American Red Cross for assistance in establishing, manning, and managing a local shelter.

Due to the lack of Extremely Hazardous Substances (EHS) hazardous materials (HazMat) being transported through Hope, sheltering-in-place by Hope residents will be considered.

CONCEPT OF OPERATIONS

The EM Director will work with the Knox County EMA and the American Red Cross in developing shelter use agreements, selecting shelter sites, and training shelter management teams. The EM Director coordinates the efforts of the municipal officials, school system, other facility owners and the Red Cross.

If the Red Cross is not involved in the town shelter, then the Board of Selectmen will assign a Shelter Manager who will supervise operations in the facility. This person may be any town resident who is willing to take on the responsibilities. Consideration should go to a local organization, such as the Masons, Grange or the Congregational Church to request manning for a shelter management team. The Shelter Manager reports to the EOC. The Shelter Manager assigns groups with special needs to similar facilities in a safe area according to staff and space available. If at all possible, these volunteers should receive ARC Partner-agency Shelter training.

The EOC will determine if and when the town will activate a mass care facility. Due to the fact that most people will stay with relatives or friends, an overnight shelter may not be required. Determine if there are any residents who do not have a place to stay.

Actions must be taken to register people reporting into the town shelter, sustain them in the shelter, and release them from the shelter when the hazard has diminished.

Feeding, sanitation, and bedding for the shelter residents will need to be provided. The Selectmen may authorize the purchase of emergency supplies, food, water, sanitation supplies, cots, and blankets for the shelter. Consideration should be made as to establishing a bus service to pick up those needing sheltering and transporting them to the Hope or primary Knox County regional mass care shelter.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen are responsible for ensuring shelter capabilities exist. There is a regional agreement between the County EMA and the Local Chapter of the American Red Cross to manage certain shelters in many emergencies. The ARC will coordinate and manage their shelter management teams. If the shelter is not operated

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by the ARC, a town resident must be appointed the Shelter Manager to ensure that all shelter tasks (registration, feeding, etc.) are accomplished.

The Animal Control Officer is responsible for organizing an effort to help shelter local animals. The county maintains a small animal shelter team (Knox CART) which is available upon request. Animals may be sheltered in facilities collocated with the Hope mass care shelter. The county has a MOU with the Union Fairgrounds for emergency sheltering of large farm animals.

ADMINISTRATION AND LOGISTICS

Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Attempts will be made to allocate 40 square feet per person.

The Shelter Manager will keep the EOC informed of the status of the shelters. The EOC will keep the Knox County EMA informed.

Complete records of expenditures and operations are given to the EOC. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter. If the Town operates a shelter on its own, the Town will be responsible for all the costs (may be reimbursable if a Stafford Act Disaster Declaration is made).

MASS CARE CHECKLIST

X ACTION

_____ Contact the American Red Cross Chapter and alert them to possible need for sheltering.

_____ If American Red Cross cannot support a shelter in Hope, contact the Knox County EMA to determine if the County is establishing any shelters.

_____ If the County is not providing a county-wide shelter, contact local volunteers and activate a shelter. Cost may be borne by Town.

_____ Ensure the Shelter is adequately stocked and staffed.

_____ Ensure security is provided for Shelter.

_____ Provide communications link between the Shelter and the EOC.

_____ Maintain status of shelter operations and allocations.

_____ Clean and return the Shelter to original condition.

_____ Submit shelter expenditure statement for reimbursement.

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ANNEX G - HEALTH AND MEDICAL

PURPOSE

This annex will describe the Health and Medical options open to the Town of Hope.

SITUATION AND ASSUMPTIONS

The Town of Hope has no medical facilities, no medical personnel, no public or environmental health services, and no mortuary services.

If there is a large-scale disaster, in which there are large numbers of casualties in the area or county, mutual aid emergency medical services may not be able to respond immediately to Hope.

It is critical that roads be kept clear of debris so that EMS personnel can locate and transport casualties. These emergency protective measures are critical to public health and safety.

CONCEPT OF OPERATIONS

The Fire Chief will coordinate the requirements for medical attention at a localized disaster scene, such as a Hazardous Materials accident or a Terrorist attack.

The NEMHS will be the primary EMS.

If the situation warrants, the EOC will request volunteers to assist with Search and Rescue, expedite casualty care, and possible transportation of victims.

A Mortuary Collection Point will be established in a safe and secure area near the mass casualty incident scene to secure the deceased. Volunteers will be used to secure the MCP.

If the incident involves HazMat, the Fire Chief must initiate decontamination measures for the emergency responders, evacuees, victims, and the deceased.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Fire Chief is the incident commander (IC) for all mass casualty incidents.

The EM Director will coordinate emergency medical assistance through the Knox County EMA.

The EOC will attempt to record the names of all personnel who are injured, killed, or missing.

The Board of Selectmen will request and fund the use of heavy equipment needed for debris clearance.

The IC will coordinate with the Knox County Sheriff's Dept or the Maine State Police to provide security to the disaster scene.

ADMINISTRATION AND LOGISTICS

Emergency Medical support may come from the Penobscot Bay Medical Center, Miles Memorial Hospital, any mutual aid EMS agency, the Knox County CERT/MRC Team, the American Red Cross, the U. S. Coast Guard or the Maine National Guard. See the communications annex for telephone numbers.

Some town residents may have limited medical training. Contact these individuals.

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ANNEX H - RESOURCE MANAGEMENT

PURPOSE

This annex will list some sources of resources in the Town of Hope or in neighboring communities.

SITUATION AND ASSUMPTIONS

All emergency situations will require manpower, communications, and vehicles.

Primarily, manpower for use in disaster response and recovery will be all volunteer. The initial manpower source will be the Volunteer Fire Department, Ambulance Services. The EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the Knox County EMA. The Town of Hope owns a total of five vehicles consisting of one fire department pickup truck, two fire engines and two tanker trucks. Consideration should be made to contract with local contractors and individual residents for other vehicle resources.

Communications consists of telephones in the Town Office and Public Safety Station and in several two-way radios maintained by the Fire, Police and Ambulance Departments. Requests for additional communications equipment should be made to the Knox County EMA and KRCC.

Forest Fires will require a great deal of manpower and water transportation. Initiate fire department mutual aid agreements with area towns and the Maine Forest Service.

Hazardous Material Incidents will require outside support immediately. The spiller/owner of the HazMat is responsible for cleanup; however, the Fire Department is responsible for establishing hot, warm and cold zones, decontaminating, isolating and evacuating contaminated people, collecting and up-channeling information on the incident, and restricting access. Notify the KRCC and Knox County EMA immediately.

The Town of Hope has limited resources to respond to a Terrorist Incident. Actions will include extinguishing any fires, searching for explosives, evacuating the injured and closing roads in the area. The Knox County Sheriff's Department shall be notified immediately.

Severe winter storms will require snow removal and debris clearance for local roads, and electrical power generation for the Fire Stations and Town Office.

Flooding will require emergency road repairs, which must be contracted. Road damage assessment will be completed by the Road Commissioner.

CONCEPT OF OPERATIONS

The Town of Hope will use its local resources and will call upon disaster mutual aid before contacting Knox County for assistance. The Knox County EMA then coordinates resource acquisition. Records are kept of the deployment of resources. The Hope EOC will inventory town resources, replenish depleted stock and recondition or replace used equipment after an emergency.

The storage, maintenance and replacement of equipment and materials borrowed from the county and state are the responsibility of the Town of Hope. This information will be tracked on a wall-mounted status board or a computer-based spreadsheet.

In a Presidentially Declared Disaster (Stafford Act Declaration), the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Assistance 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. Individual victims and businesses go to DAC's to apply for assistance.

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The Board of Selectmen will attend FEMA assistance briefings to initiate the application process for facilities. Accurate records of damages and expenditures are kept for federal reimbursement. 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

This plan identifies the Emergency Management Director as the Hope Resource Management Officer, if another has not been identified. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

A staging area will be established on a case-by-case basis depending on incident location.

The Selectmen will establish contracts or expend town funds to procure emergency supplies, equipment, materials, and services.

The Board of Selectmen administers the community's assistance programs. The Town provides for basic needs of the affected population through local emergency assistance programs. The Selectmen and EM Director will provide Disaster Assistance information to the town residents.

The Road Commissioner will coordinate resources to reopen blocked or damaged roads and bridges.

The EOC will coordinate the receiving of donations and the use of volunteers.

ADMINISTRATION AND LOGISTICS

The EOC staff will identify needs that cannot be met with local and mutual aid resources and track these needs. When it appears local resources will be exhausted, a request for assistance is made to the Knox County EMA.

EMERGENCY RESPONSE EQUIPMENT

RESOURCE	SIZE/TYPE	QTY	CONTACT	PHONE
Snow Plows				
Dump Trucks				
Excavators				
Front End Loaders				
Pickup Trucks		1	Hope FD	
Buses				
Generators		2		
Water Pumps		3		
2 way Radios		12		
Fire Trucks		4		
Personal Vehicles				

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PUBLIC SAFETY RESOURCE INFORMATION

CONTACT INFORMATION		RADIO COMMUNICATIONS	
Department	HOPE FIRE DEPT	Call Letters	WNXH-756
Business Phone	763-3411	Frequency	154.415 mhz
Fax Line		Station Call Sign	Hope Headquarters
Address	475 Camden Rd.	No. Mobiles	6
E-Mail	hopefire@tidewater.net firechief@hopemaine.org	No. Portables	12
		No. Pagers	20

VEHICLES				
Call Sign	Year, Make, Model	Type	GPM	Tank Size (gals)
Engine 1	2001 International	Pumper	1,000	1,000
Engine 4	2004 International	Pumper	1,000	1,000
Utility 3	2005 Ford	Pick Up	75	150
Tanker 2	1989 Ford	Tanker	300	1500
Tanker 5	1983 Chevy	Tanker	300	1000

HOSE			SUPPORT EQUIPMENT	
Diameter (in)	Thread Type	Length (feet)	No.	Type
1-1/2"	NPSH	1,000	2	5 kW Generator
2-1/2"	NH	1,000	1	CO ₂ Detectors
4"	Stortz	2000	1	Thermal Imaging Camera
			1	4 Gas Detector
RESPIRATORY EQUIPMENT				
No.	Type			
8	Scott 2.2 Air Packs			
1	Cascade Station			
24	30-Minute Air Bottles			

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VOLUNTEER MANAGEMENT

The Hope EM Director and/or EOC coordinates the efforts of Hope’s volunteer organizations and unaffiliated volunteers. The EM Director will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The EM director will appoint an individual to be the Volunteer Coordinator. This person will work for the Resource Manager. The Volunteer Coordinator will set up a Disaster Volunteer Reception Center in the Library. This individual will make phone calls to residents requesting their volunteer support.

The Public Information Officer will contact the area TV and Radio stations and request they make an announcement regarding the need for and type of volunteers.

Residents who show up to the Disaster Volunteer Reception Center will be processed into the Hope EM organization using the “Disaster Volunteer Survey” sheet which follows this page. Contact information and special skills will be recorded. The survey sheets will be sent over to the EOC for use in assigning volunteers to specific jobs.

Some supply items that the Volunteer Coordinator will need are: pen, pencil, highlighter, pad of paper, clipboard, stapler, post-it pad, Disaster Volunteer Survey Forms and a Hope 911 Telephone Listing.

Once assigned to a disaster role, Disaster Volunteers will be issued a Hope EM Badge that identifies their name and volunteer duty position. They will be integrated into the emergency response organization.

DONATIONS MANAGEMENT

The Public Information Officer shall use the media, brochures and phone calls to request the public make financial contributions as much as possible. Cash donations help to avoid the labor and expense of sorting, packing, transporting and distributing donated goods. The Hope Town Treasurer will open a separate banking account for these financial donations and establish an accounting system to track the contributions.

For material donations, the EM Director will appoint a Donations Manager, who will work for the Resource Manager. The Donations Manager will seek space at another facility to receive, inventory and distribute donated materials.

Item Received	Quantity Available	Category	Person Donating	Date Received

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HOPE EMERGENCY MANAGEMENT DISASTER VOLUNTEER SURVEY FORM			
NAME			
HOME ADDRESS			
HOME/WORK PHONE			
E-MAIL ADDRESS			
The Purpose of this survey is to identify volunteers' special skills. Please indicate the area(s) that apply to you and return this survey to the Volunteer Coordinator when you finish.			
<input type="checkbox"/> Doctor: _____ <input type="checkbox"/> Nurse: _____ <input type="checkbox"/> EMS: _____ <input type="checkbox"/> First Aid <input type="checkbox"/> CPR <input type="checkbox"/> Mental Health <input type="checkbox"/> Child Care <input type="checkbox"/> Elderly Assistant <input type="checkbox"/> Veterinary <input type="checkbox"/> Animal Care <input type="checkbox"/> Minister/Preacher	<input type="checkbox"/> Emergency Mgmt <input type="checkbox"/> Shelter Management <input type="checkbox"/> Firefighter <input type="checkbox"/> HazMat: _____ <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Search & Rescue <input type="checkbox"/> ARC Trained <input type="checkbox"/> Food Services <input type="checkbox"/> Social Worker	<input type="checkbox"/> Ham Radio Operator <input type="checkbox"/> Dispatcher <input type="checkbox"/> Phone Operator <input type="checkbox"/> Public Information <input type="checkbox"/> Photographer <input type="checkbox"/> Language: _____ <input type="checkbox"/> Clerical <input type="checkbox"/> Computer User <input type="checkbox"/> Legal Affairs <input type="checkbox"/> Safety Officer <input type="checkbox"/> Accounting	<input type="checkbox"/> Engineer: _____ <input type="checkbox"/> Damage Assessment <input type="checkbox"/> CERT Trained <input type="checkbox"/> Carpenter <input type="checkbox"/> Metal Worker <input type="checkbox"/> Plumber <input type="checkbox"/> Electrician <input type="checkbox"/> Heating <input type="checkbox"/> Equipment: _____ <input type="checkbox"/> Bus Driver <input type="checkbox"/> Material Inventory <input type="checkbox"/> Janitorial
Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster.			
Do you have any Health Limitations?			
<p>I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the Town of Hope and the County of Knox from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I will abide by all safety instructions and information provided to me during disaster relief efforts. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Maine, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</p> <p>I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.</p> <p>I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.</p>			
Volunteer	Sign:	Date:	

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EMERGENCY MANAGEMENT VOLUNTEER LISTING (Fill in with volunteer information)

NAME/ORGANIZATION	TELEPHONE	ADDRESS	TASK ASSIGNMENT

LOCAL COMMUNITY SERVICE GROUPS

Hope Community Bible Church
 South Hope Community Church

TYPICAL VOLUNTEER TASKS

Facility/Manpower/Mass Feeding
 Facility/Manpower/Mass Feeding

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STATE OF MAINE REQUEST for ASSISTANCE FORM

Part I: REQUEST

01	Requested By: HOPE BOARD OF SELECTMEN	Date:	Time:
02	County: KNOX		
03	Jurisdiction: TOWN OF HOPE		
04	Resource Requested:		
05	Location Requested:		
06	Remarks:		

Part II: ALLOCATION

07	Allocator:		
08	Resource Available:	___ YES	___ NO
09	Resource Provider:	Telephone:	
10	Type/Quantity of Resource Allocated:		
11	Remarks:		

Part III: DISPOSITION

12	Location of Committed Resource:		
13	Resource Arrived:	Date:	Time:
14	Assigned to (Name):	Telephone:	
15	Resource Used For:		
16	Remarks:		
17	Resource Returned to:	Date:	Time:

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ANNEX I - DAMAGE ASSESSMENT

PURPOSE

This annex will describe the actions to be taken and forms to be completed for the Town of Hope Damage Assessment program.

SITUATION AND ASSUMPTIONS

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

The Road Commissioner will assess damages to town roads and bridges.

The Fire Department, along with other volunteers, will be organized into Damage Assessment Teams in order to assess damages to homes, etc. American Red Cross and MEMA guidance will be used.

All damage assessments and repair cost estimates will be reported to the EOC, and then up-channeled to the Knox County EMA as soon as possible. A verbal report may be completed prior to a written one.

CONCEPT OF OPERATIONS

There are three phases of damage assessment.

Basic Situation Appraisal (MEMA Form 7): Accomplished by the Selectmen and the OEM Director to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A MEMA Form 7 and instructions for completion follow this page. It is designed to measure impact as it relates to possible Emergency Disaster Declarations by the Governor or the President.

The MEMA Form 7 is sent by e-mail, phone, fax or hand delivered to the Knox County EOC as soon as possible. The Knox County EOC Director reviews the assessment information and forwards it to the Maine Emergency Management Agency (MEMA).

Preliminary Damage Assessment: This assessment is completed by State and Federal damage assessment personnel with input and guidance from local officials. These personnel will assess damages to publicly owned property (bridges and roads). They also verify private damages included on the submitted MEMA Form 7. The Knox County EMA is the liaison between these teams and local officials.

Damage Survey: After a Disaster Declaration by the President, State and Federal personnel conduct an *Applicants Briefing* where a *Request for Public Assistance* is signed. Following that, a more detailed survey for cost estimates of repairs to public property is conducted and documented. The Board of Selectmen provide guidance.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen are responsible for assuring an initial situation appraisal is conducted. The OEM Director is responsible for coordination with the county, state and federal personnel involved in damage assessment.

ADMINISTRATION AND LOGISTICS

Initial damage assessment reports to county may be verbal but are followed with hard copy information on a Form 7 within 24 hours. Prompt submission of Form 7's is necessary for assistance from the State and federal governments in recovering from a disaster.

Hope, Maine Emergency Operations Plan

MAINE EMERGENCY MANAGEMENT AGENCY (MEMA) FORM 7 DAMAGE and INJURY ASSESSMENT

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.): Hope		County: Knox
Population:		
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
PUBLIC DAMAGE		
A	DEBRIS REMOVAL (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
B	EMERGENCY PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
C	ROADS AND BRIDGES (roads, culverts, bridges, and associated facilities)	\$
D	WATER CONTROL FACILITIES (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
E	BUILDINGS AND EQUIPMENT (buildings, supplies, inventory, vehicles, and equipment)	\$
F	UTILITIES (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
G	PARKS, RECREATIONAL, AND OTHERS (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
TOTAL		\$
PRIVATE NONPROFIT (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])		\$
PUBLIC DAMAGE—GRAND TOTAL		\$

NOTE: Report Individual Damage on the other side of this worksheet.

Hope, Maine Emergency Operations Plan

INDIVIDUAL DAMAGE FORM 7 Page 2				
Jurisdiction: Hope, Maine			Date:	
PEOPLE AFFECTED		ASSISTANCE PROVIDED		
Number		Number		
Deaths		Persons Evacuated		
Injuries		Persons in Public Shelters		
Missing				
RESIDENTIAL		Primary		Secondary
		Number	Value (if known)	Number
		Value (if known)		
(ARC) 3	Houses destroyed		\$	\$
(ARC) 2	Houses with major damage		\$	\$
(ARC) 1	Houses with minor damage		\$	\$
	Houses affected		\$	\$
(ARC) 3	Mobile homes destroyed		\$	\$
(ARC) 2	Mobile homes severely damaged		\$	\$
(ARC) 1	Mobile homes moderately damaged		\$	\$
	Mobile homes affected		\$	\$
	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				\$
INDIVIDUAL DAMAGE TOTAL				\$
EMAIL, FAX, or CALL THIS INFORMATION to the KNOX COUNTY EMA as SOON as POSSIBLE (BEFORE MAILING)			Knox County EMA 62 Union Street Rockland, Maine 04841 Phone: 594-5155 FAX: 594-0450	

Hope, Maine Emergency Operations Plan

MAINE EMERGENCY MANAGEMENT AGENCY DAMAGE AND INJURY ASSESSMENT FORM 7 ABBREVIATED INSTRUCTIONS

Reasonable estimates are acceptable. Information should be reported to the Knox County Emergency Management Agency (EMA) within 24 hours of a request for information from Knox EMA or 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. If you need further assistance, contact Knox 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", "earthquake", 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.

A. 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 so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

B. 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.

C. 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.)

D. Water Control Facilities: Facilities owned, operated, or maintained by the local unit of government.

E 1. 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.

E 2. Schools & School Property: Separate public-school supplies and property from other public facilities and equipment. Do not include private, non-profit schools. They are included under Individual Damage.

F. Public Utility Systems: Enter all costs to repair damages to City 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.

Hope, Maine Emergency Operations Plan

Individual Damage

Individual damages are damages to individuals, businesses 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.)

a. Destroyed: Totally uninhabitable and beyond repair.

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

c. 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.

Hope, Maine Emergency Operations Plan

DAMAGE ASSESSMENT CHECKLIST

X ACTION

_____ Recall all firefighters. Contact the Selectmen and Road Commissioner. These people will form core of the Damage Assessment Team (DAT). Seek out volunteers to assist.

_____ Assign roads and/or areas of towns to each Damage Assessment Team. Hand out damage forms for teams to record information.

_____ Assign hand held or vehicle radios or cell phones to each DAT.

_____ Dispatch teams with water, food, and foul weather clothing.

_____ Issue each DAT a disposable camera or a digital camera.

_____ Report damage information to the Hope EOC at 763-3411. Damage reports will be reviewed by the Selectmen and submitted to the Knox County EMA Director.

_____ Request public to report damages of businesses and private property to the Hope EOC.

_____ Consolidate damage assessment information, prepare the MEMA Form 7 and send the report to Knox

_____ County EMA as soon as possible.

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

Hope, Maine Emergency Operations Plan

ATTACHMENT 1- PROLONGED POWER OUTAGE

NATURE OF THE HAZARD

Due to the rural nature of the community, Hope is very susceptible to a prolonged power outage. Severe winter or summer storms, ice storms, hurricanes, and wind storms all have the potential to cause a great deal of damage to the overhead power lines that run along tree lined roads. It is extremely likely that such an event would be regional in nature and therefore little help is expected from neighboring communities.

RISK AREA

The effects of a prolonged power outage will be that the normal tasks of heating, cooking, water collection, sanitation, waste removal, cleaning, food storage, information gathering, communication and acquiring supplies will be severely restricted or made impossible. The dangers will be greatly increased if the power outage takes place during cold weather.

DIRECTION AND CONTROL

The EOC will be activated if the power outage goes into a second day. However, the Town Office will need to acquire and hook up a generator in order to provide lights and heat.

The EOC will call in the outage information and community status to the Central Maine Power's outage reporting hotline (1-800-696-1000) and to the Knox County EOC.

The Fire Department will be used as a core of volunteers to coordinate all response and recovery. Additional volunteers should be sought to add to the ranks of the FD.

EMERGENCY PUBLIC INFORMATION

If telephones are still functioning, contact should be made to a minimum of one representative on each road who will assist in passing emergency public information to the other residents on that road. Information regarding the requirements for and capabilities of the electrical status, mass care, water, food, heating, sanitation, and other supplies will be passed to the town residents.

MASS CARE

Most residents will be able to stay in their own homes. Elderly and special needs individuals should be checked up on by the Fire Department to see if these people will need to be transported to a disaster relief shelter. Contact the Knox County EOC to determine what shelters have been established in the County and which may be used by Hope residents.

Hope, Maine Emergency Operations Plan

ATTACHMENT 2 - SEVERE SUMMER / WINTER STORMS

NATURE OF THE HAZARD

The Town of Hope is very susceptible to severe winter storms. Midcoast Maine can receive a great deal of snow and ice and air temperatures can drop to 30°-50° F below zero. A portion of Hope's roads are single lane dirt roads. All Hope roadsides are heavily forested. The possibility also exists for severe summer storms such as severe thunder storms and the slight chance of a hurricane.

RISK AREA

It is very easy for town residents to become trapped in their homes due to totally impassable roads, especially on the single lane dirt roads. The major concern is the difficulty for emergency response by EMS and Fire Protection Services.

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 Board of Selectmen and EM Director should consider activating the EOC during an extended severe winter storm. The EOC will organize water supply, heat assistance, emergency food supplies, and disaster volunteers for disaster response, setting up shelters, and collecting damage assessment information.

The Board of Selectmen through the Road Commissioner are responsible for keeping the town roads open for traffic

Central Maine Power's outage reporting hotline is 1-800-696-1000.

RESOURCE MANAGEMENT

The EOC will locate an electrical power generator and hook up the Fire Stations to emergency power. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kit. The EOC should have a portable, battery-operated radio, capable of receiving NWS transmissions.

Hope, Maine Emergency Operations Plan

ATTACHMENT 3 – Mass Casualty Incident

NATURE OF THE HAZARD

The Town of Hope has two summer camps and the Route 17 corridor passes through the South end of town. Due to the additional population the summer camps bring to town and the additional traffic on the state highway, there is a fairly high possibility of an incident involving multiple patients.

RISK AREA

Especially at the summer camps with their large populations, an incident could quickly escalate to exhaust the local resources available for EMS. While an automobile accident on Route 17 could bring a wide variety of incidents.

CONCEPT OF OPERATIONS

The Fire Department will establish Incident Command and will establish an EMS Branch to handle triage of patients.

DIRECTION AND CONTROL

The Board of Selectmen and EM Director should consider activating the EOC if the MCI event is large scale or if the incident involves more than one operational period.

RESOURCE MANAGEMENT

The EOC will contact the Knox County EOC if the incident grows large enough to exhaust the resources of the regular mutual aid EMS system.

Hope, Maine Emergency Operations Plan

ATTACHMENT 4- FOREST FIRES

NATURE OF THE HAZARD

Hope is primarily forest land and fields. Therefore, during long dry periods, the Town is very susceptible to grass fires and forest fires. Most will be minor incidents that the Hope Fire Department, with mutual aid support will be able to handle. This attachment will deal with a major, large scale wildland fire.

RISK AREA

The most severe threat will be to homes and the town roads. The homes of most residents are completely surrounded by forest land. The town roads are tree lined over the majority of the mileage. During a large scale wildland fire, many roads could be blocked by burning trees and brush. Residents could very well be trapped within the forest fire with no way to reach safety. The Hope Fire Department will be quickly overwhelmed; with many of the volunteers themselves becoming trapped within the fire zone.

DIRECTION AND CONTROL

All wildland fires must be reported to the Knox County Regional Communications Center. The Hope Fire Chief and the Fire Warden must quickly assess the situation and determine the scale of support needed. A large scale wildland fire will require the support of the Maine Forest Service (MFS). The Fire Warden, Selectmen, EM Director, or Fire Chief should immediately request such support through the Maine Forest Service and Knox County EMA. The EOC will be activated.

WARNING

Residents 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
- 5) Where can volunteers go to help

If possible, the Town Office will start telephoning residents in the danger zones to help spread the warning information around quicker.

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. For residents that are trapped within the danger zones, consider contacting the MFS, the Maine Army National Guard and the U. S. Coast Guard for helicopter assistance.

RESOURCE MANAGEMENT

The Town has no construction equipment. However, several town residents do have logging equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks.

Hope, Maine Emergency Operations Plan

ATTACHMENT 5- HAZARDOUS MATERIALS ACCIDENT

NATURE OF THE HAZARD

Hazardous materials (HazMat) travel through and are stored in the Town of Hope every day. A HazMat accident can happen at any time at any location in town. However, there are certain areas in Hope that are more susceptible to a HazMat accident than the other parts of town.

Personnel from the Fire Department may be the first to arrive at the scene of an accident or an incident involving HazMat. Most HazMat materials transported or stored in Hope are fuel products. Flammability is the most likely hazard to personnel. Environmental contamination will be the most likely result.

Due to the limited amount of training and HazMat response equipment, maintaining the proper level of safety will be a major issue.

RISK AREAS

State Route #17 is a primary transportation corridor for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc.). State Route's 105 and 235 has not been identified as carrying reportable quantities of extremely hazardous materials (EHS), however there are other types of HazMat that may transit this corridor in limited quantities.

The largest concentration of stored fuels is at the Hope Elementary School. There are no chemical processing or waste treatment plants in the community.

Due to the fact that every home in town has heating systems, the potential for carbon monoxide leaks in homes is moderately high. Carbon monoxide is an inhalation hazard. The Fire Department has an SOP for responding to and resolving residential CO leaks.

CONCEPT OF OPERATIONS

Fire Department personnel have been trained to recognize the presence of hazardous materials, collect additional information on the HazMat material, implement personal protective actions, call for trained personnel and secure the area.

Personnel will assess the hazards, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present. The IC will record the incident information on the Maine EMA AR-1 form and will report the information to the KRCC. The IC will assess the situation from a safe distance. Binoculars are located on the Engine. The IC will refer to the 2008 US DOT Emergency Response Guidebook (ERG) for guidance.

The IC will coordinate a HazMat response through Emergency Management/Dispatch and MeDEP. Teams with a HazMat Technician capability (RRT's) could be assigned from Waterville or Brunswick. The nearest Decon Strike Team (DST) is based in Lincoln County. The Maine DEP will have primary responsibility for the recovery efforts of a HazMat spill. All spills, to include fuel lost from an automobile during a vehicle accident will be reported to the Maine DEP.

The IC will assign a Safety Officer for every incident identified as involving HazMat.

The Fire Department will implement traffic and crowd control procedures, using road blocks as much as possible. The IC will determine what protective actions (evacuations or shelter-in-place) outside the Hot Zone will be implemented. The 2004 USDOT ERG will be consulted for initial isolation and protective action distances. Evacuees must be moved to a safe place of refuge using routes that will not cause exposure to the HazMat.

The Fire Department will park far enough from the incident site so as to not introduce an ignition source. All vehicles will be parked facing away from the incident, in the event that an emergency withdrawal is required.

Hope, Maine Emergency Operations Plan

The Department will locate a decontamination area upwind of the scene, beyond the inside perimeter, and in a hazard free area. All equipment and uninjured personnel leaving the "hot zone" will be isolated at the decontamination area and decontaminated using fire hoses set on a low pressure.

The appropriate ambulance service will be requested through the KRCC, when the possibility of victims or contaminated personnel exists.

Fire Department personnel will fight fuel and propane fires. Department personnel will perform containment actions for fuel spills that are well outside the hazard areas. An example would be constructing a dike or covering up a storm drain well ahead of the spill.

The Department maintains and trains with carbon monoxide detection equipment and SCBA. Firefighters will shut off heating appliances and ventilate homes that have CO leaks.

Ethanol spills or fires are possible along the Route 17 corridor. These take special firefighting precautions. Presently the only Knox County Fire Department capable of fighting ethanol fires is from Rockland.

DIRECTION AND CONTROL

The Board of Selectmen and EM Director will consider the activation of the EOC during a HazMat incident that causes residents to be evacuated or sheltered-in-place. The IC or OEM Director will establish communications with the Knox County EMA or RCC. The NIMS ICS will be utilized at a HazMat Incident.

ADMINISTRATION AND LOGISTICS

All Hope Firefighters receive annual HazMat: First Responder Awareness Training. Currently eight members are trained at the Operations level. Training is accomplished in accordance with 29 CFR 1910.120(q). Immediately following a HazMat response, the Fire Chief will debrief the responders to determine the summary of response activities, health and safety issues, any immediate problems and the corrective actions for future responses.

FIXED HAZMAT FACILITIES

Facility Name	Location	Chemical Name	CAS #	Quantity
Hope Elementary School	Highfield Rd	#2 Heating Fuel	68476-34-2	2,000

Hope, Maine Emergency Operations Plan

ATTACHMENT 6 – HOSTILE INCIDENT AT SCHOOL

NATURE OF THE HAZARD

Hope is a very small rural community with very few locations for public gatherings. The primary location in town that has a regular public gathering is the Elementary School. Although a political terrorist attack is very unlikely, a domestic incident by an individual or several individuals attacking students is within the realm of possibility. A small improvised explosive device (IED) or an attack with small arms will be the most likely weapons for terrorists to utilize in an attack. The Hope school has an approved all-hazard Comprehensive Emergency Management plan.

RISK AREA

Our children are very important, so even remote chances for an incident at the School must be prepared for in order to safeguard our most precious resource. Hope must rely on the Knox County Sheriff's Department and/or the Maine State Police for Law Enforcement. There are no security personnel at the School, so school administrators and teachers will be the first line of defense. Internal school policies will attempt to limit weapons from getting into the school in the hands of students, but the school officials have no way to protect against an attack which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

DIRECTION AND CONTROL

At the first indication of trouble, the Knox County Regional Communications Center must be notified. Consideration by the School District should be given to establishing two-way radio communications, since it would be very easy for a terrorist to cut the telephone lines.

The first arriving law enforcement officer will be the initial incident commander.

School officials will attempt to safeguard the children by evacuating them from the danger zone.

WARNING

Close contact between the School Officials and the Knox County Sheriff's Department must be established. Any "intelligence" that the Sheriff's Dept receives that might be linked to possible eventual trouble at the school should be immediately provided to the School Superintendent.

EVACUATION

Careful consideration should be given to developing school policy regarding evacuations during terrorist attacks. A recent incident in a southern U.S. school was organized so that the children would evacuate into a "kill zone" by utilizing the fire alarm system. However, sheltering the children in their classrooms is also a way of trapping the children in the danger zone.

Additionally, an internal method for alerting teachers of the type of danger and what actions need to be taken must be established. As mentioned above, using the fire alarm system could make matters worse.

Locations for students to evacuate to must be established. These locations require a much greater distance from the school than a structure fire, since small arms fire and explosives have a much greater danger zone.

Once internal terrorist incident policies are established, drill evacuations should be practiced. Consider implementing a terrorist incident response training program for teachers and administrators.

Hope, Maine Emergency Operations Plan

ATTACHMENT 7 – FLOODING

NATURE OF THE HAZARD

Hope is a very hilly area and has several lakes, ponds and streams. The Town participates in the National Flood Insurance Program (NFIP).

RISK AREA

Flooded basements may be an issue anywhere in town.

All gravel roads with slopes may face some runoff damage, which are mostly due to inadequate drainage capabilities in the roadways. There are several roads that can become damaged from flooding. Some of these roads are:

1. State Route 105 and 235,
2. Gillette Road
3. Howe Hill Road

DIRECTION AND CONTROL

The Hope Road Commissioner or Board of Selectmen will be responsible for responding to flood damaged roads by initiating repair contracts or by contacting the Maine Department of Transportation (for State-maintained road surfaces).

WARNING

The Hope Road Commissioner or Board of Selectmen will be responsible for posting any and all roads that they deem as unsafe for vehicle or pedestrian traffic.

RESOURCE MANAGEMENT

The Town of Hope does not have a public works department, nor any equipment. All road work associated with flooding will require a contract for repairs. The Knox Station of the Maine Department of Transportation, may be available for roadway repairs in the event of a life emergency.

Hope, Maine Emergency Operations Plan