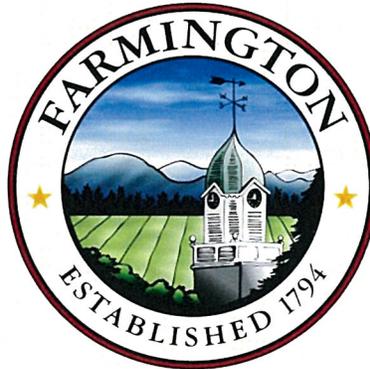


# TOWN OF FARMINGTON



## ALL – HAZARDS EMERGENCY OPERATIONS PLAN

Adopted: December 12, 2006

Amended: April 8, 2014

Certified by: Leanne E. Pinkham  
Leanne Pinkham

Town Clerk  
Title

**TOWN OF FARMINGTON**  
**ALL – HAZARDS EMERGENCY OPERATIONS PLAN**

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**TOWN OF FARMINGTON  
ALL – HAZARDS EMERGENCY OPERATIONS PLAN**

**I. ACKNOWLEDGEMENT**

The following individuals comprised the Town of Farmington All-Hazards Emergency Operations Planning Committee and were instrumental in producing this document:

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Diana B. Young	Financial Director
Leanne E. Pinkham	Town Clerk
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**II. DISCLAIMER**

This Plan is intended to be used as a fluid and flexible guideline for dealing with the problems associated with an All-Hazard outbreak in our community, and not as strict policy and procedure. Please keep this in mind when applying these recommendations.

Thank you,  
Town of Farmington All-Hazard Operations Planning Team

**III. TITLE AND AUTHORITY**

This Plan shall be known as the Town of Farmington All-Hazards Emergency Operations Plan, hereinafter referred to as “this Plan”. This Plan is enacted pursuant to 30-A M.R.S. §3001.

The combined hazards scenarios are complex. In general, depending on the nature of the additional hazard(s), current planning assumptions as to availability of support services and goods (fuel, food, pharmaceuticals, transportation, communications, mutual aid, etc.) may be inaccurate. The Plan may need to be revised on very short notice.

#### **IV. PURPOSE**

The primary purpose of the Town of Farmington All-Hazards Emergency Operations Plan is to provide a comprehensive guide of emergency management to develop management guidelines and procedures for the Town of Farmington to use to prepare for, respond to, and recover from various types of emergencies or disasters that threaten the community.

It is the Town of Farmington's policy to conduct its operations with the highest regard for the safety and health of its employees and the public and for the protection and preservation of property and the environment. Specifically, the Plan is intended to:

- A. Provide for the health, safety and welfare of the residents of Farmington and property within the Town of Farmington in the event of a natural or man-made emergency, terrorism emergency or disaster, in accordance with applicable federal, state, county and municipal laws.
- B. Establish the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the town.
- C. Establish procedures to alert residents and the public and provide information and appropriate protective action instruction as necessary, to provide for coordination and use of available municipal resources during an emergency.
- D. Define the roles and responsibilities of municipal officials and the Farmington Emergency Management Director and to assign emergency functions to municipal and volunteer staff.
- E. Assure coordination and cooperation with federal, state, and county efforts in accordance with applicable Plans.

This Plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparedness, response, and recovery. All municipal and partner agencies should become familiar with this document to ensure efficient and effective responsibilities, and general guidelines for agencies to use during an emergency, it does not replace the responsibility an agency has in developing its own emergency protocols and testing its own plans.

When applicable, this Plan will be used in conjunction with the Maine Emergency Management Agency (MEMA) Maine State Hazard Mitigation Plan, the Franklin County Emergency Management Agency (FCEMA) HazMat Plan, the National Incident Management System, and the National Response Team.

#### **V. SITUATIONS AND ASSUMPTIONS**

- A. SITUATIONS

The Town of Farmington is exposed to a variety of natural, technological, civil/political, physical, and specific hazards that can and have posed a threat to the lives and property of our citizens. These hazards have the potential for disrupting the community causing physical damage, and creating casualties. Potential hazards which may occur in and around the Town of Farmington include:

<b>Natural</b>	<b>Technological</b>	<b>Civil/Political</b>	<b>Physical</b>	<b>Specific</b>
Severe Winter Storm/Ice/Wind/Heavy Snow	Transportation Accidents	Terrorism	Plane Crash	Gas Stations
Ice Storm/Ice Jam	Explosion/Fire/Urban or Wildfire	Hostage Situation	Chemical Storage	Bridge Collapse
Severe Summer Storm/Flooding River Erosion	Power/Utility Failure	Bomb Threats		Mass Casualty Incidents
Extreme Cold Weather	Hazardous Material Release/Accident	Sabotage		Dam Failure
Drought	Financial Collapse			Water Treatment Facility
Infectious Disease Outbreak	Fuel/Food/Resource Shortage			
Food & Water Contamination	Communication Failure			

See *Town of Farmington Hazard Mitigation Plan*, Section VI. Risk Analysis (A. through E.) for vulnerability risk assessment and analysis.

## B. ASSUMPTIONS

No guarantee is implied by this Plan because municipal assets and systems may be damaged, destroyed, or overwhelmed during an emergency, the Town can only endeavor to make reasonable efforts to respond based on the situation and the information and resources available at the time.

The Town of Farmington will continue to be exposed to the hazards identified above as well as others that may develop in the future. Municipal officials will continue to recognize and acknowledge their responsibilities with regard to the safety of the public and exercise their authority to implement this Plan in a timely manner when confronted with real or threatened disasters.

Each household within the town is encouraged to develop a family disaster plan and to maintain the essential supplies to be self-sufficient for a minimum of seven (7) days up to thirty (30) days and beyond.

Businesses are expected to develop internal disaster plans that will integrate and be compatible with municipal resources and this plan, and to encourage their employees to develop a family disaster and communication plan.

Farmington is able to call on the services of outside and mutual aid agencies to supplement the resources available within the municipal organization. When possible, the Town of Farmington will prepare for, respond to, mitigate, and recover from the effects of disasters independently. However, when all local resources have been exhausted, outside assistance will be coordinated through the Franklin County Emergency management Agency, and if necessary, The Maine Emergency Management Agency.

## **VI. EMERGENCY MANAGEMENT PHASES**

The Town will protect life and property from the effects of hazardous events by acting within each of the four phases of emergency management: mitigation, preparedness, response, and recovery. These phases are neither linear in implementation nor do they have a distinct starting or ending point.

### **A. MITIGATION**

Mitigation activities reduce the probability of a disaster occurring and lessen the damage of unavoidable hazards. Mitigation efforts include amending building codes, implementing land use guidelines, and initiating structural retrofitting.

### **B. PREPAREDNESS**

Preparedness actions develop response capabilities needed during an emergency. Planning, training, and exercises are among the activities conducted under this phase.

### **C. RESPONSE**

Response is the delivery of services during an emergency to help protect life and property and speed recovery. Warning, evacuation, and rescue are examples of response actions.

### **D. RECOVERY**

Recovery is the restoration of the community to its normal or improved state of affairs. Recovery operations include repairing roads, restoring communications, and finding housing for displaced families.

## **VII. LEVELS OF READINESS**

The Town uses local readiness levels as a means to communicate its alert posture for any hazard or threat that may affect the town. The Board of Selectmen may also choose whether to adopt the recommended United States Department of Homeland Security National Terrorism Advisory System (NTAS), to indicate an existing terrorism threat level.

## A. WATCH CONDITION

Emergency management officials are aware that a heightened state of concern about a threat to life or property exists. This condition typically involves a weather-related concern.

## B. WARNING CONDITION

A hazardous condition exists and there may be a need for officials to issue a public warning.

### 1. Level 1

An incident has occurred or is imminent. The incident commander is able to control the emergency without additional assistance or Emergency Operations Center (EOC) activation.

### 2. Level 2

Resources immediately available to the incident commander are exhausted. The emergency has escalated beyond a routine event into a multi-agency response. The EOC may be activated to manage and coordinate resources allocation, media relations, and policy issues.

### 3. Level 3

The EOC is activated. Mutual aid resources may be needed to assist local response. Local area evacuation or mass care activities may be required.

### 4. Level 4

State or federal resources are needed to handle a disaster, representing the worst-case scenario for a disaster in the town. Coordination centers at the state or federal level are activated to coordinate resources.

## VIII. **EMERGENCY ACTION CHECKLIST**

- A. Gauge the impact of emergency, review the Incident Command System and All-Hazards Emergency Operations Plan and determine course of action.
- B. Inform the Town of Farmington Emergency Management Director.
- C. Inventory manpower, material and equipment required to implement the emergency plan and take action to fill needs.
- D. Assign a member of the department to the Emergency Operating Center or designated emergency area.

## **IX. CONCEPT OF OPERATIONS**

- A. It is the responsibility of the federal, state, county, and municipal officials to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. This responsibility includes the development of this Plan which is based upon the concept that the emergency functions performed by persons responding to the emergency will, when possible, generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.
- B. A major emergency or disaster exists when a situation exceeds the everyday capabilities of responding agencies, requires extensive coordination between agencies, or exceeds the scope of duties of those agencies. Some elements that can be found in major emergencies or disasters include:
- A significant number of casualties
  - Severe or widespread property damage
  - Non-routine multi-agency response
  - Shortage of needed resources
  - Extended evacuation requiring sheltering, and or
  - Extended news media coverage
- C. The Town Manager has emergency authority granted to him or her pursuant to the *Town of Farmington Emergency Management Ordinance*, Chapter 2, Article 8 of the Town's Code of Ordinances, enacted March 13, 2006 and any subsequent amendments thereto.
- D. This Plan embraces an "all-hazards" principle; that most emergency response functions are similar, regardless of the hazard. More specifically, the Town of Farmington Emergency Management Director has the responsibility of coordinating the response of municipal agencies to the emergency in conjunction with federal, state, county, and local agencies.
- E. Local government, including municipal officials, Town Manager, Police Department, Fire Department, Health Officer, Public Works Department, and Wastewater Collection and Treatment, and other elected and appointed officials have the primary responsibility for emergency management activities within the town of Farmington.
- F. Whenever possible, emergency response by the municipal officials will follow the Incident Command System, Field Operations Guide provided by Maine Emergency Management Agency through the Franklin County Emergency Management Agency.

## **X. DEFINITIONS**

Unless specifically defined below, words and phrases used in this Plan shall have the same meaning as they have in common usage and shall be construed to give the Plan their most reasonable application. Words used in the present tense include the future; the singular

number includes the plural and the plural number includes the singular. The word “may” is permissive; “shall” is mandatory, not discretionary.

**Alert** – “Alert” is a phase of emergency response in which there is a possibility of an emergency situation occurring within the near future. During the “Alert” phase of the response, selected emergency operations personnel monitor the situation and provide informational and instructional data to departments, agencies and the general public as appropriate.

**Board of Selectmen** – “Board of Selectmen” means the Town of Farmington Board of Selectmen.

**Disaster** – “Disaster” means an occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries beyond the capability of the Town to handle with its resources.

**Emergency** – “Emergency” means any occasion or instance that warrants action to save lives and to protect property, public health and safety. A “situation” is larger in scope and more severe in terms of actual or potential effects.

**Emergency Alert System (EAS)** – The “Emergency Alert System” is designed to allow government authorities to notify the public of impending emergencies via voluntary cooperation of the broadcast media. The federal government requires broadcast stations to carry announcements by the president during times of national emergency, but all other EAS functions are voluntary, carried out as part of the industry’s public service effects.

The system originates from the Maine State Police Communications, and the National Weather Service Office in Gray, Maine. The origination points transmit test messages, but the National Weather Service is the most frequent user of the system for actual alerts.

**Emergency Management Director** – “Emergency Management Director” as appointed by the Town of Farmington “Emergency Management Ordinance”, Section 2-8.7 Emergency Proclamation.

**Emergency Operations Center (EOC)** – “Emergency Operations Center” means the protected site from which civil officials coordinate, monitor and direct emergency response activities during an emergency or disaster.

**Evacuation** – “Evacuation” means organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

**Evacuees** – “Evacuees” are all people removed or moving from areas threatened or struck by disaster.

**Incident** – “Incident” means a situation that is limited in scope and potential effects.

**Incident Command System (ICS)** – “Incident Command System” means a standardized organizational structure used to command control, and coordinate the use of resources and personnel that have responded to the scene of an emergency.

**Mass Care** – “Mass Care” means the actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

**National Incident Management System (NIMS)** – “National Incident Management System” is a system mandated by Homeland Security Presidential Directive (HSPD-5) that provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interpretabilities and compatibility among federal, state, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the Incident Command System (ICS); multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

(“National Incident Management System”, March 1, 2004, U.S. Department of Homeland Security)

**Standard Operating Procedure (SOP)** – “Standard Operating Procedure” means a set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment.

**Warning** – “Warning” means the alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects those specific hazards may cause.

## **XI. TRAINING AND EXERCISING**

It is the responsibility of the Town of Farmington Emergency Management Director to work with all departments heads, elected officials, and impacted services to ensure that all emergency response agencies and members of the Town of Farmington Emergency Operation Plan Development Team receive sufficient training in the Town’s, and other specific disaster contingency Plans to ensure their proper response when required.

## **XII. INCIDENT COMMAND ORGANIZATION**

### **A. COMMAND**

In accordance with the National Incident Management System, the Town’s response to major emergencies follows the principles of the Incident Command System (ICS). ICS is a standardized emergency management structure designed to provide for the adoption of an integrated organizational structure. ICS reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional

boundaries and comprises facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used by emergency responders in the field as well as at the Emergency Operations Center (EOC).

Whenever an incident occurs that requires the response of municipal departments such as law enforcement, fire, public works, health, wastewater treatment, emergency management and others, an organized system is essential to properly coordinate and manage all available resources. The ICS, as recognized by the Federal Emergency Management Agency (FEMA), allows logistical management to apply tactical resources – both personnel and equipment – from one or more agencies and from one or more jurisdictions, insuring the highest efficiency of all resources at the scene.

The hub of the ICS is a functional Command Post (CP). The CP can range from a single vehicle to multiple vehicles placed in close proximity to each other, able to provide multi-agency and multi-jurisdictional communications capabilities as well as a centrally located place to view incident operations and act as a reference point for locating the Incident Commander.

#### B. EMERGENCY OPERATIONS CENTER – (EOC)

When the size or complexity of the incident escalates to outgrow the capabilities of a CP or to a level requiring the response of multiple agencies or departments, an EOC shall be activated.

The EOC is the place where the Emergency Management Director, appointed and elected municipal officials, department heads, Division of Emergency Management representatives, and special resources will come together and handle decision and policy-making tasks, media relations, personnel requests and deployment, and resource procurement. The EOC is especially essential when widespread damage or far-reaching results are encountered or expected during the incident.

The location of the EOC is dependant on the location of the incident. It should, however, be located in an easily accessible location that has the availability of emergency power, additional phones lines, communications abilities, and the ability to accommodate media activities. A mobile EOC is available through the Farmington Police Department. This mobile EOC has the capabilities mentioned above, as well as the ability to be located in most places throughout the town.

#### C. UNIFIED COMMAND

When an EOC is activated and multiple agencies or departments are required in response to the incident, a Unified Command shall be established. This Unified Command allows one personnel to remain in ultimate control of the incident while relying on the assistance of representatives of the outside departments and agencies for information and direction.

### **XIII. PHASES OF MANAGEMENT**

Four distinct phases of emergency management operations are identified in the Integrated Emergency Management System (IEMS) offered by the Federal Emergency Management Agency (FEMA386-7 v2 Foreword – Intro). This plan will follow the guidelines set forth within the IEMS for establishing the responsibilities for all functions and agencies before, during, and after a major disaster or emergency.

- A. Mitigation – Those activities before or after an incident which are intended to eliminate or reduce the probability of a recurrence of a similar incident or the lessening of its effects in the future. It also includes those long-term actions which lessen the undesirable effects of unavoidable hazards.
- B. Preparedness – Actions that serve to develop policies and procedures that ensure capable response in the event an emergency should arise. Planning, training, informing and exercising of all participants are among the activities conducted under this phase.
- C. Response – Following the occurrence of an incident, those functions, responsibilities and reactions designed to provide the actual emergency services during an emergency or disaster. These actions help to reduce casualties and speed recovery after the incident. Warning, evacuation and rescue are examples of Response Phase Activities.
- D. Recovery – Preplanned efforts, both short-term and long-term, by all involved agencies, to restore vital services to the community, provide basic needs to the public, and return the community to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital government services and reconstruction in damaged areas.

### **XIV. TASK ORGANIZATION AND RESPONSIBILITIES**

#### **A. EMERGENCY MANAGEMENT DIRECTOR AND TOWN MANAGEMENT**

The Farmington Emergency Management Director and Town Manager in coordination with federal, state, county and local agencies, bear ultimate responsibility for the welfare of persons and property within the Town and may delegate emergency responsibilities to appropriate agencies and officials as allowed by law.

##### **1. Temporary Absence**

During the temporary absence or incapacity of the Town Manager, the Board of Selectmen will assign an acting Town Manager to assume the powers and duties of the Town Manager, except emergency powers.

## 2. Vacancy

When a vacancy occurs in the position of the Town Manager, the Board of Selectmen will assign an acting Town Manager with all powers and duties of the Town Manager, including emergency powers, until a Town Manager successor is hired.

## 3. Farmington Emergency management Director and Town Manager responsibilities for emergency management may include, but are not limited to the following:

- a. Coordinating local resources to address all phases of emergency management for all potential hazards including terrorism, natural or manmade disasters, and other contingencies,
- b. Suspending local ordinances when necessary to support emergency operations,
- c. Ordering evacuations as necessary,
- d. Temporarily reassigning functions of municipal agencies when necessary to facilitate emergency services,
- e. Requesting state and federal assistance when local capabilities have been exhausted, and/or
- f. Providing leadership in helping the public, businesses, and organizations cope with the consequences of major emergencies or disasters affecting the Town.

## 4. The Town Manager, after consultation with the Board of Selectmen, may declare a civil emergency to expedite access to the resources needed for incident response. If the required response needs local capabilities, the Town Manger may ask for state assistance and request a gubernatorial disaster declaration. If state or federal resources are made available to the Town, they will be under the operational control of the Town Manager or assigned acting Town Manager and the Farmington Emergency Management Director, in conjunction with the County and local agencies.

## B. GENERAL

Most departments within the Town of Farmington have emergency functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own Standard Operation Guidelines or Procedures to fulfill these responsibilities.

## C. PRESERVATION OF VITAL RECORDS

All municipal agencies will develop plans and procedures to guarantee the preservation of vital public records during and after emergencies. (See "Town of

*Farmington Pandemic Influenza Plan*”, adopted August 22, 2006). All actions taken during an emergency or disaster, including all appointments and assignments, will be documented and submitted to the Farmington Emergency Management Director upon request.

1. “Vital public records” include those that are essential to conduct any of the following functions:
  - a. Continued operation of municipal government,
  - b. Fulfillment of the Town’s responsibilities to the public,
  - c. Protection of the rights of individuals and the Town, and
  - d. Restoration of life support services.
2. “Specific vital public records” include the following:
  - Vital statistics
  - Deeds
  - Corporation papers
  - Operational plans
  - Planning records
  - Resources data
  - Authorities
  - Personnel and payroll rosters
  - Succession lists
  - Supplies and equipment lists
  - Laws
  - Financial records
  - Public health records, and
  - Charters

## **XV. PUBLIC INFORMATION AND WARNING**

Rapid dissemination of warning and emergency information to the public is vital to protect health and safety during an emergency. The Town, in coordination with federal, state, county, and local agencies, will provide rapid information to the public of an imminent or occurring emergency and a coordinated public information system to distribute emergency information and instructions for the duration of an emergency.

The primary methods for information dissemination are through direct contact with media and by use of the Emergency Alert System (EAS).

In the event of disaster, the warning point of the town of Farmington will receive the warning and will immediately notify local officials. (See Attachment B. Disaster Declaration Chain of Command)

#### A. OPERATIONAL CONCEPTS

1. Citizens have the responsibility to prepare themselves and their families to cope with emergencies and to manage their affairs in ways that will aid the Town in managing emergencies. The Town will assist residents in carrying out these responsibilities by providing public information and instructions before, during, and after emergencies.
2. The Town will ensure that emergency notifications include methods accessible to persons with disabilities by all available means.
3. The Town **does not** maintain a dedicated physical warning system such as a system of civil sirens.
4. A telephone line linking to the EAS activation station will be maintained in the Emergency Operations Center (EOC) to facilitate the broadcast of critical emergency information and instructions when possible. Most radio and television stations within the Town participate in the EAS by receiving and broadcasting emergency announcements.
5. The Town will coordinate warnings with adjacent jurisdictions when appropriate.
6. The Town will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response, and recovery in a cooperative effort with the media.
7. The Franklin County Sheriff's Department also monitors the National Warning System for imminent hazards or threats with local implications.
8. The National Weather Service, weather radio system located at the Franklin County Sheriff's Department may be used to augment dissemination of specific warning or emergency information.
9. The Town will make every attempt to ensure that emergency information transmitted to the public clearly conveys the following information:
  - The nature of the emergency
  - The location of the emergency
  - How the emergency can affect them
  - What protective action to take
  - Where to get help, and
  - When the situation will be remedied

10. The Town maintains a webpage at [www.farmington-maine.org](http://www.farmington-maine.org), which will be updated as conditions change or as the situation warrants when possible.
11. Public information officers from municipal agencies not normally affiliated with emergency response may be called upon to assist with public information during a municipal emergency.
12. A “joint information center” may be established during a high-visibility or high severity incident to serve as the central contact point for all news media and to coordinate all incident-related public information activities. Public information officials from all participating agencies should co-locate at the “joint information center.”
13. All municipal agencies releasing information concerning their emergency actions will coordinate through the EOC or the “joint information center.”

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Incident Commander, not all functions may be performed and/or all agencies used.

### 1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies, and municipal officials:
  - 1) Coordinates overall strategic disaster response during a major emergency or disaster.
  - 2) Secures additional resources through state and federal agencies as needed.
  - 3) Assumes strategic long-term planning for emergency public information and warning activities.
  - 4) Coordinates the gathering, verification, and dissemination of public information for distribution to media outlets.
  - 5) Coordinates response to media inquiries regarding an emergency.
  - 6) Establishes a means to monitor and respond to rumors.
  - 7) Dispatches emergency information to the EAS activation station including health warnings, emergency shelter locations, evacuation instructions, and other recommended actions.

- 8) Assists the establishment of a “joint information center” when necessary.
- b. Fire Department
    - 1) Disseminates warnings and emergency public information to affected areas in coordination with partner agencies.
    - 2) Supplements warning activities by door-to-door notifications, mobile loudspeakers, or other available means as able.
    - 3) Addresses citizen warnings received through the emergency E 9-1-1 system.
  - c. Police Department
    - 1) Disseminates warnings and emergency public information to affected areas in coordination with the Fire Department.
    - 2) Supplements warning activities by door-to-door notifications, mobile loudspeakers, or other available means as able.
    - 3) Addresses citizen warnings received through the emergency E 9-1-1 system.
  - d. Public Works Department
    - 1) Coordinates with the EOC to communicate specific emergency information with portable traffic signs.
    - 2) Augments warning activities as directed by the EOC.
  - e. Wastewater Facility
    - 1) Augments warning activities as directed by the EOC.
  - f. Health Officer
    - 1) Issues general public health and response advisories, including air quality, food, water, and sanitation warnings in coordination with the EOC.
2. Support Agencies
    - a. Amateur Radio Emergency Services
      - 1) Assists with warning and emergency information dissemination as directed by the Farmington Emergency Management Director, in coordination with federal, state, county and local agencies, Incident Commander, or the EOC.

- b. Emergency Alert System (EAS) Activation and National Weather Service
  - 1) Transmits critical emergency information received from the EOC to broadcast stations throughout the state.
  - 2) Conducts communication checks with the EOC and periodic transmission tests of the local EAS.

## **XVI. COMMUNICATIONS**

The Town will establish and maintain a communications system that ensures expedient transmission of information, provides a common operating picture, and facilitates accessibility to emergency resources. Communications are a critical function to assist emergency response and ensure continuity of operations.

Methods of transmitting of emergency information to the public may include, but are not limited to, the following:

- Emergency Alert System (Television)
- WKTJ (radio station 99.3 FM)
- Local Access Channel 11 Mt. Blue TV
- Portable radios (Fire/Police/Public Works/Wastewater)
- Loud speaker (Police / Fire Departments)
- Town of Farmington website ([www.farmington-maine.org](http://www.farmington-maine.org))
- Newspapers of general circulation
- Amateur radio services
- Mobile sirens
- Public address systems
- Tagging homes
- Other means, as they become available

### **A. OPERATIONAL CONCEPTS**

1. The Town maintains cell phones for use by key emergency officials during an emergency.
2. Regular communication systems will be used as much as possible during an emergency.
3. When the scope of an emergency exceeds regular communications capacity, emergency response communications will be given priority use of communication resources.
4. Restoration of communications system will be a priority following a disaster.

5. E 9-1-1 telephone service for the entire town rings directly into the Franklin County Sheriff's Office where a dispatcher directs calls to the appropriate agency(ies).
6. The Town will attempt to use local amateur radio operators to augment emergency communications capabilities.
7. A common operating picture will be established across agencies through communication of situation reports, damage assessments, and other information or intelligence.
8. All entities involved in managing an incident will use common terminology, as prescribed by the National Incident Management System and identified within this Plan.

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be department checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director not all functions may be performed and/or all agencies used.

### 1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies, and municipal officials:
  - 1) Secures additional resources through state and federal agencies as needed.
  - 2) Coordinates with and supports requests from field agencies during a major emergency or disaster.
  - 3) Assumes strategic long-term planning for emergency communications and interoperability standards.
  - 4) Maintains inventories of communications resources including equipment, frequencies, and locations of repeaters and communications towers.
  - 5) Ensures a system of emergency power generation at the Emergency Operations Center (EOC).
- b. Fire Department
  - 1) Assists with E 9-1-1 emergency services for the Town.
- c. Police Department

- 1) Acts as the lead agency in coordination with the federal, state, county, and local agencies to ensure the availability of emergency communications and compliance with interoperability standards.
  - 2) Assists Amateur Radio Emergency Services in its support of the emergency communications system in the EOC as able.
  - 3) Maintains and services emergency communications systems and provides recommendations to the EOC for upgrades as needed.
  - 4) Ensures that all municipal agencies consider emergency communications requirements when upgrading communications systems.
  - 5) Provides damage assessment to the EOC staff and provides representatives to the EOC to support communications systems during an emergency.
  - 6) Provides technical assistance to EOC staff and provides representatives to the EOC to support communications systems during an emergency.
  - 7) Coordinates with local communications utilities and other entities as directed by the EOC to restore communications systems after a disaster.
- d. Public Works
- 1) Supports maintenance of backup power generation for all facilities as necessary.
2. Support Agencies
- a. Amateur Radio Emergency Services
- 1) Supports the public information branch with communications operations as needed.

## **XVII. MASS CASUALTY**

The Town will coordinate mass casualty response in coordination with federal, state, county, and local agencies, to minimize loss of life and human suffering. A mass casualty incident is an event with critical injuries or deaths exceeding the normal response capability of an emergency medical services organization. Hazardous materials release or acts of terrorism are examples of emergencies where a mass casualty incident might occur.

## A. OPERATIONAL CONCEPTS

1. Direction and control of emergency medical functions at hospitals remain the responsibility of each facility's management and staff during a mass casualty incident.
2. The Town may activate a congregate care facility to deliver non-critical mass medical care to ease congestion at area hospitals. Hospitals may also establish additional areas to deliver noncritical mass medical care and triage.
3. During a mass casualty incident, qualified medical providers should be prepared to treat minor injuries and perform triage when necessary.
4. If normal communications are disrupted during a disaster, medical personnel are encouraged to report to the hospital where they practice for possible reassignment.
5. Federal, state, county, and local agencies will augment local search and rescue efforts to support a mass casualty incident.
6. The State Medical Examiner's Office should be contacted as soon as practicable when a mass casualty has been identified.
7. Responders at a hazardous materials incident and medical facilities receiving victims from a hazardous materials site will ensure they fully understand the situational assessment and take full precautions to protect themselves. Initial victim decontamination must be performed in the field to minimize further contamination as not all hospitals may have adequate decontamination facilities.
8. The Emergency Operations Center (EOC) in coordination with area hospitals will request Disaster Medical Assistance Team immediately upon awareness that an incident may overload area hospitals.
9. The Town will coordinate a locally based response to support a mass casualty incident in another Maine community.

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be department checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in conjunction with federal, state, county and local agencies, not all functions may be performed and/or all agencies used.

1. Primary Agencies
  - a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county, and local agencies, and municipal officials:

- 1) Coordinates overall strategic disaster response during a major emergency or disaster.
- 2) Secures additional resources through state and federal agencies as needed.
- 3) Coordinates with and supports requests from field agencies during a major emergency or disaster.
- 4) Assumes strategic long-term planning for a mass casualty incident.
- 5) Coordinates dissemination of critical public information and instructions, including public health advisories, evacuation instructions, and shelter information.
- 6) Notifies area hospital immediately upon identification of a mass casualty incident.
- 7) Coordinates with local hospitals to request a Disaster Medical Assistance Team immediately upon awareness that an incident may overload area hospitals.
- 8) Ensures activation of communication links between emergency responders and area hospitals, directs coordination of patient needs, transportation, and hospital capabilities between field units and area hospitals.

b. Fire Department

- 1) Ensures early notification to the EOC when an incident has the potential to become a mass casualty incident.
- 2) Provides emergency responders for emergency care and basic life support.
- 3) Assists in the establishment of field medical and triage sites.
- 4) Establishes decontamination facilities and ensures appropriate and effective victim and responder decontamination prior to transport.
- 5) Coordinates victim transportation and hospital capabilities with the EOC.
- 6) Assists agencies in establishing safe decontamination and patient treatment areas.
- 7) Maintains a record of patients transported from the incident site to medical facilities.
- 8) Assists hospital with decontamination activities once field decontamination and other field objectives have been accomplished.

- c. Police Department
  - 1) Establishes required security at the incident site and establishes a perimeter as necessary when possible.
  - 2) Conducts investigative and law enforcement activities associated with a man-made mass casualty incident.
  - 3) Provides traffic control at incident site and ensures access for emergency vehicle ingress and egress.
  - 4) Assists Fire Department with rescue operations as able.
  - 5) Assists the State Medical Examiner in the identification of the deceased.
  - 6) Assists the State Medical Examiner in the establishment of morgues.
  - 7) Assists in providing death notifications to next of kin.
  - 8) Provides required security at medical facilities, including temporary medical facilities and triage centers when possible.

d. Health Officer

- 1) Coordinates and provides public health information to appropriate federal, state, county and local agencies.

e. Public Works

- 1) Assists in the establishment and excavation of mass graves as directed by the EOC.

2. Support Agencies

a. Amateur Radio Emergency Services

- 1) Provides equipment and resources to enhance emergency communications capabilities between the EOC, hospitals, and other mass care sites.

b. Mt. Blue Regional School District #9 (RSU 9)

- 1) Augments transportation services as appropriate and as directed by the EOC.

c. Area recreational vehicle clubs (snowmobile, ATV, bicycle, etc.)

- 1) Augments transportation services as appropriate and as directed by the EOC.

## **XVIII. TERRORIST INCIDENT**

The town is not immune to acts of terrorism. While a significant attack is considered unlikely, the consequences of a major incident could be catastrophic and would require a coordinated multi-jurisdictional law enforcement and emergency management response.

An act of terrorism may include kidnapping, hijacking, attack involving Chemical, Biological, Radiological, Nuclear Explosive weapons (CBRNE), cyber-attack, assassination, extortion, or intentional contamination of food sources, water or air, and threats to commit such acts.

### **A. OPERATIONAL CONCEPTS**

#### **1. Mitigation**

- a. The Town will coordinate with federal, state, county, and local partners to identify potential targets and determine their vulnerability and impact if attacked.
- b. Under most threat conditions, private business is responsible for protecting itself from terrorist attacks.
- c. Individual citizens and families can help prevent terrorist attacks by being observant in their communities, reporting suspicious activity, and being aware of federal threat levels.

#### **2. Preparedness**

The Town uses the U.S. Department of Homeland Security National Terrorism Advisory System (NTAS), as a guideline to establish the existing local terrorism threat level. The Town Manager, in consultation with Board of Selectmen, may choose whether to adopt the recommended threat level based on a credible local threat. As threat levels rise, the Town will establish appropriate increased readiness actions.

- a. The Town will arrange regular terrorism awareness training for law enforcement, fire department, public works, and wastewater employees.
- b. The Town will establish mutual aid agreements to enhance response capabilities.
- c. The Town will conduct drills and exercises to test plans, procedures, and training and will encourage public and private partners to participate.

#### **3. Response**

- a. A terrorism response may be triggered if any of the following events occur:
  - 1) Credible threat or incident involving CBRNE agents,

- 2) Incident of unknown origin that creates mass casualties within a short period,
  - 3) Incident where victims display signs or symptoms of a CBRNE event with an unknown or suspicious origin,
  - 4) Sudden or repeated occurrences of any illness or disease not typically seen in a geographical area, and/or
  - 5) Incident or series of incidents that indicate cyber intrusions or cyber-attacks.
- b. The Town will immediately notify the State of Maine Division of Homeland Security and Emergency Management and other appropriate agencies upon identification of a specific threat or terrorist event.
  - c. The National Response Plan will activate during any terrorism incident and the Department of Homeland Security will coordinate federal response. The Federal Bureau of Investigation (FBI) is the lead agency for the law enforcement component of terrorism response.
  - d. When a credible threat exists, the Town will activate its Emergency Operations Center (EOC) to facilitate response and will invite the FBI and the State of Maine Division of Homeland Security and Emergency Management to provide liaison personnel.
  - e. The Town will assist in the establishment of a joint field office to provide a central location for coordination of federal, state, county, and local agencies.
  - f. Any chemical, biological, radiological, nuclear, or explosive event should be treated as a crime scene until authorities determine it is not a terrorist attack.
  - g. If there is a local incident site, an Incident Command Post will be established by the first responders. Incident Command will transition into a Unified Command as state and federal responders arrive to augment local response.
  - h. If there is no incident site, such as during incidents involving biological agents or cyber attacks, response activities will be directed and controlled from the EOC.
  - i. A terrorist incident may be simultaneously a crime scene and a hazardous materials (HazMat) site and may cross jurisdictional boundaries. The Farmington Emergency Management Director, in conjunction with federal, state, county and local agencies, will establish operating areas and formulate a plan of action that considers the needs of all jurisdictions and agencies.
- 1) A crime scene area may be established to protect evidence. Access may be restricted by state, federal, or local enforcement personnel.

- 2) A HazMat area may include a portion of or the entire crime scene. Access may be restricted to response personnel equipped with personal protective equipment and using decontamination procedures.
  - 3) The incident area includes the crime scene, the HazMat area, and areas used for incident support operations. Access may be controlled and egress restricted if quarantine is implemented.
- j. During a municipal emergency requiring dispensation of mass prophylaxis or strategic National Stockpile assets, all municipal employees from all agencies are subject to be called for service. All requirements of the Fair Labor Standards Act will apply and compensation will be in accordance with existing rules and bargaining agreements.
  - k. Evacuation of an area or facility may be ordered because of a credible threat.
  - l. Evacuation may be requested from inside the perimeter of the scene to guard against further casualties from initial agent release, additional agents, or secondary devices. Long-term relocation may be ordered if an area is contaminated by a CBRNE agent.
  - m. Every measure will be taken to assure the utmost respect for the families of victims while containing the spread of CBRNE agents.
4. Recovery
- a. Incident sites and other affected areas may require decontamination. State or federal agencies may oversee this effort.
  - b. The Town will identify and restrict access to all structurally unsafe buildings.
  - c. The Town will attempt to remediate and clean up any hazardous material affecting sewer or drainage systems.
  - d. The Town will provide traffic control for the return of evacuees.
  - e. For areas that cannot be decontaminated and returned to normal use in the near term, the Town will develop and implement appropriate access controls.
  - f. The Town will cooperate with federal, state, county, and local agencies to investigate the cause of a terrorism incident.
  - g. The Town will conduct critical incident stress management for emergency responders.
  - h. The Town will debrief response personnel, prepare an incident report, and update plans and procedures based on lessons learned.

- i. The Town will restore normal service as soon as practicable after a terrorism incident.

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in conjunction with the federal, state, county and local agencies, not all functions may be performed and/or all agencies used.

### 1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies, and municipal officials:
  - 1) Coordinates overall strategic disaster response during a major emergency or disaster.
  - 2) Coordinates with federal, state, county, and local agencies to secure additional resources and advises responding agencies of those available resources.
  - 3) Coordinates with law enforcement agencies to determine appropriate readiness actions during periods of increased threat.
  - 4) Recommends appropriate training for emergency responders and emergency management personnel in coordination with other local officials.
  - 5) Conducts periodic exercises to test plans, procedures, and training.
  - 6) Establishes a joint information center to coordinate dissemination of public information concerning terrorism events or threats.
  - 7) Monitors federal threat levels to determine appropriate readiness actions.
  - 8) Coordinates terrorism awareness training for appropriate municipal staff.
  - 9) Ensures establishment of appropriate mutual aid agreements with neighboring communities and partner agencies.
  - 10) Coordinates regular exercises and drills and establishes partnerships with public and private partners to encourage participation.
  - 11) Manages all facets of response activities when there is no local incident site.

- 12) Notifies the State of Maine Division of Homeland Security and Emergency Management and the FBI upon identification of a specific threat or terrorist event and ensures they are integrated into response activities.
- 13) Assists in the establishment of a joint field office to provide a central location for coordination of federal, state, and local agencies.
- 14) Ensures restoration of municipal services as soon as practicable.
- 15) Coordinates with the American Red Cross to arrange temporary housing for evacuees unable to return to their homes.

b. Fire Department

- 1) Acts as the lead agency and establishes an Incident Command Post if first on scene.
- 2) Conducts all fire suppression and rescue operations.
- 3) Coordinates search and rescue operations as needed.
- 4) Deploys Emergency Medical Services (EMS) teams and implements mass casualty protocols as required.
- 5) Deploys hazardous materials response teams and decontamination units as needed.
- 6) Integrates all supporting EMS agencies into on scene medical operations.
- 7) Identifies and restricts access to unsafe structures as able.
- 8) Identifies requirements for debris clearance to expedite fire and rescue operations.
- 9) Orders evacuations as necessary and provides evacuation support as able.
- 10) Provides regular training for hazardous material mitigation and emergency response.
- 11) Coordinates with State of Maine Department of Health and Human Services to establish appropriate action to protect the public when a CBRNE event has occurred.
- 12) Provides information to the public under the Community Right-to-Know Act.
- 13) Coordinates necessary actions to decontaminate hazardous material sites and remains on site until immediate health and safety risks have been resolved.

- 14) Develops and implements appropriate access controls for areas unable to be decontaminated in the near term.
- 15) Provides personnel support as able to assist State of Maine Department of Health and Human Services with dispensation of Strategic National Stockpile supplies.
- 16) Coordinates dispensation of prophylaxis to emergency responders, EOC staff, and their immediate families and household members.

c. Police Department

- 1) Acts as the lead agency and establishes an Incident Command Post if first on scene.
- 2) Acts as the lead local agency in anti-terrorist operations.
- 3) Participates in statewide Joint Terrorism Task Force activities.
- 4) Coordinates with privately owned high-risk and critical facilities to recommend appropriate security programs.
- 5) Conducts terrorism response training for law enforcement personnel.
- 6) Supports public education and awareness activities.
- 7) Coordinates the deployment and operation of counter-terrorist response elements.
- 8) Establishes control zones and orders evacuation from the hot and warm zones.
- 9) Secures scene, reroutes traffic, and implements crowd control measures as needed.
- 10) Provides security at incident site, operational areas, and critical facilities including Strategic National Stockpile dispensing sites as able.
- 11) Provides requested support for evacuation operations.
- 12) Conducts reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
- 13) Cooperates with federal, state, county, and local agencies to investigate the incident and to identify and apprehend suspects.
- 14) Coordinates with the EOC to provide chaplains to deliver comfort and solace for emergency workers and disaster victims as able.

d. Public Works

- 1) Provides equipment and operators for debris removal.
- 2) Provides barricades and temporary fencing as requested.
- 3) Conducts emergency repairs to streets and bridges as necessary.
- 4) Participates in remediation and decontamination of any hazardous materials affecting municipal drainage systems.

e. Wastewater Facility

- 1) Conducts regular monitoring of the municipal wastewater.
- 2) Carries out emergency repairs to wastewater systems required to support emergency operations and restore essential public services.
- 3) Facilitates remediation and decontamination of any hazardous materials affecting sewer systems.

f. Health Officer

- 1) Works in coordination with federal, state, county and local agencies for protecting public health during a bioterrorism incident.
- 2) Enforces municipal codes concerning environmental, public health, or safety issues.
- 3) Maintains medical surveillance for CBRNE signs and symptoms.
- 4) Coordinates isolation and quarantine measures with appropriate state agencies.
- 5) Coordinates dissemination of critical public health information

2. Supporting Agencies

a. Amateur Radio Emergency Service

- 1) Assists with warning and emergency information dissemination as directed by the Emergency Management Director, in conjunction with federal, state, county and local agencies, Incident Commander, or the EOC.

b. Local radio station (WKTJ – 99.3 FM)

- 1) Assists with warning and emergency information dissemination as directed by the Emergency Management Director, in conjunction with federal, state, county and local agencies, incident command or the EOC.
- c. Area recreational vehicle clubs (snowmobile, ATV, bicycle, etc.)
- 1) Augments transportation services as appropriate and as directed by the EOC.

## **XIX. EVACUATION**

The Town will provide for evacuation from any area within the town that is stricken or threatened by an emergency that jeopardizes human life. A town wide mass evacuation would likely occur only in the event of a terrorist incident. Factors such as magnitude, intensity, spread of onset, and duration of the emergency will determine the type of evacuation required. Area-to-area evacuations might be required because of a small scale localized incident such as a hazardous materials accident, major fire, transportation accident, or flooding.

Evacuation will be coordinated to locations that will provide safety and shelter. Sheltering in place or remaining at home may be a safe alternative when evacuation is not possible.

### **A. OPERATION CONCEPTS**

1. An evacuation may be initiated by any of the following individuals:
  - Town Manager
  - Police Chief
  - Franklin County Sheriff's Office
  - Franklin County EMA
  - Fire Chief / Emergency Management Director
  - Health Officer
  - Emergency Operations Center (EOC) Director
  - Senior Law Enforcement, Fire Service, or Health Officer at the scene of an emergency
2. Area-to-area evacuations will be initially managed on-scene by the Fire Department, the Police Department, or Health Officer, who will immediately alert the Emergency Operations Center (EOC) when the size and scope of the evacuation exceeds routine capacity.
3. All mass evacuation information will be coordinated through the EOC and will be broadcast over the Emergency Alert System and the news media. Other forms of evacuation notification may include door-to-door notification, mobile sirens, public address system, distribution of evacuation cards, and tagging homes.

4. Once an authorized municipal official has ordered an evacuation, the Town will make every effort to evacuate all persons from a designated area. Any person who refuses to evacuate at the order of a municipal official will be advised by an emergency official of the associated risk and will be asked to sign a liability release document and provide their identification for the duration of their entry provided that the entry does not impede the efforts of emergency officials.
5. Agencies wishing to deliver services to vulnerable populations in evacuated or otherwise restricted areas should contact the EOC to coordinate access. If conditions for limited entry are appropriate, the EOC will identify a process to expedite the travel of approved service providers.
6. During a wildfire or other emergency requiring immediate evacuation, all residents needing evacuation transportation assistance will be given equal priority. Following an earthquake or other incident, where immediate danger has passed, vulnerable populations will be given priority for evacuation transportation assistance.
7. Protection of human life is the immediate goal of municipal emergency responders. During a disaster emergency, the Farmington Police and Fire Departments **are not** responsible for the rescue, evacuation, sheltering, or welfare of animals.
8. The Town will support the movement of evacuees transporting domestic household animals during an ordered evacuation. Residents should be prepared to evacuate their pets in a manner that does not threaten the safety or welfare of other evacuees.
9. A public information officer will be dispatched to all evacuation assembly areas.
10. During an evacuation, the Town will dedicate a majority of streets to egress. Other available streets will be used for ingress of emergency services.
11. Public transportation entities may be used to transport persons from designated evacuation assembly areas.
12. Each individual or head of household within the Town is encouraged to develop a family disaster plan that includes maintaining the essential supplies to sustain for five (5) to seven (7) days in the event that evacuation is not possible.
13. Businesses and private educational institutions should establish evacuation plans and be familiar with municipal evacuation directives as part of their emergency procedures.
14. Child and adult day care facilities are required to establish evacuation plans, which are to be included in their all-hazards emergency plan on file with the Town.
15. Hospitals and residential care facilities within the town will develop evacuation plans that include:

- a. Partnerships with similar establishments in other parts of town and plans to evacuate their residents to those locations during an area-to-area evacuation, and
  - b. Partnerships with similar establishments outside the town and plans to evacuate their residents to those locations during an area-wide or mass evacuation.
16. During an area-to-area evacuation, public schools will evacuate students to appropriate schools designated as shelters in a less affected area of town.
17. The Town will provide shelter for persons unable to remain or return home during or after an evacuation.
18. All evacuees are encouraged to register with the American Red Cross Disaster Welfare Inquiry System.
19. When the conditions that caused the mandatory evacuation cease to exist, the EOC will coordinate reentry with the Franklin County Emergency Management Agency, Farmington Police, Fire Departments, and partner agencies.

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Incident Commander not all functions may be performed and/or all agencies used.

### 1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager in coordination with federal, state, county and local agencies, and municipal officials:
  - 1) Coordinates overall strategic disaster response during a major emergency or disaster.
  - 2) Secures additional resources through federal, state, County, and local agencies as needed.
  - 3) Coordinates with and supports requests from field agencies during a major emergency or disaster.
  - 4) Disseminates emergency evacuation information to the public and deploys field public information officers to evacuation assembly areas.
  - 5) Orders evacuations whenever necessary to protect lives and property.

- 6) Coordinates the identification and establishment of evacuation routes, detour routes, and road closures and ensures coordination of evacuation routes with neighboring jurisdictions.
  - 7) Coordinates with the appropriate agencies to ensure that town routes are cleared.
  - 8) Coordinates reentry with the Maine State Police, Franklin County Sheriff's Department, and Farmington Police and Fire Departments when the conditions that caused the mandatory evacuation cease to exist
- b. Fire Department
- 1) Orders evacuations whenever necessary to protect lives and property.
  - 2) Directs initial on-scene evacuation and coordinates overall incident response through the EOC upon its activation.
  - 3) Assists with dissemination of evacuation instructions and information to the public.
- c. Police Department
- 1) Orders evacuations whenever necessary to protect lives and property.
  - 2) Directs initial on-scene evacuation and coordinates overall incident response through the EOC upon its activation.
  - 3) Assists with dissemination of evacuation instructions and information to the public.
  - 4) Provides damage assessment to the EOC regarding the viability of evacuation routes.
  - 5) Provides traffic and crowd control, manages access to, and protects property in evacuated areas.
  - 6) Coordinates removal of stalled vehicles and equipment from evacuation routes.
  - 7) Assists in notifying the EOC regarding the location and welfare of affected citizens.
  - 8) Directs the operational control of traffic signals and flashes.
- d. Public Works
- 1) Installs traffic control signs and barricades.

- 2) Assists with the identification of evacuation routes.
- 3) Assists with damage assessment including roadway and bridge safety assessment.

e. Health Officer

- 1) Orders evacuations whenever necessary to protect lives and property.
- 2) Assists with initial on-scene evacuation during a public health emergency and coordinates overall incident response through the EOC upon its activation.
- 3) Assists with coordinating shelter and welfare services for evacuees.
- 4) Coordinates with emergency medical services and local hospitals to provide evacuation information and special instructions for vulnerable populations.
- 5) Coordinates with agencies during a relocation of vulnerable populations.
- 6) Provides guidance to evacuees with logistics related to pet and animal evacuation.

2. Support Agencies

a. Amateur Radio Emergency Services

- 1) Provide equipment and resources to enhance emergency communications capabilities between the EOC, evacuation centers, and other critical locations.

b. Area recreational vehicle clubs (snowmobile, ATV, bicycle, etc.)

- 1) Augment transportation services as appropriate and as directed by the EOC.

## **XX. CONGREGATE CARE**

The Town, in conjunction with federal, state, county and local agencies, will activate congregate care facilities when necessary to meet one or more of the following needs during or immediately following a disaster:

- Sheltering of persons who have been displaced from their homes
- Delivery of human services including mental health
- Triage and delivery of medical services to support hospital operations when hospitals are operating at or near capacity or during an incident of widespread catastrophic illness
- Staging and dispensing of Strategic National Stockpile (SNS) assets

- Possible sheltering of domestic animals in conjunction with Franklin County Animal Shelter

While the Town will strive to meet as many needs as possible at each activated congregate care facility, not all services may be delivered at each facility. The location of each activated congregate care facility is dependent on the location of the incident, the availability of emergency power, and accessibility. For example, a facility may be activated to provide only sheltering or mass prophylaxis services.

The primary shelter for the Town of Farmington is the Mt. Blue High School building located at 129 Seamon Road, and the secondary shelter for Farmington is the Mt. Blue Middle School located at 269 Middle Street.

#### A. OPERATIONAL CONCEPTS

1. Each individual or head of household within the Town is encouraged to develop a family disaster plan that includes maintaining supplies to sustain five (5) to seven (7) days.
2. The Town will strive to meet the needs of all populations, including special needs and vulnerable populations, within each of its activated congregate care facilities.
3. Initial care centers may be activated to provide limited shelter services at the outset of an emergency until a congregate care facility can be activated to provide regular shelter. The Town will coordinate transportation of persons from an initial care center to a congregate care facility as able.
4. The Town will make every attempt to coordinate the delivery of congregate care services with local voluntary organizations to be established at community centers, faith-based facilities, local motels, schools, etc.
5. A managing authority will be designated and a facility agreement established as soon as possible when an emergency requires congregate care facility activation.
6. The Town will make every attempt to coordinate limited assistance to evacuees for care of domestic household animals.
7. A public information officer will be dispatched to all congregate care facilities.
8. Congregate care facilities within the town may be activated, absent of a local emergency, to support evacuation efforts of another Maine community.

#### B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director in

conjunction with federal, state, county and local agencies, not all functions may be performed and/or all agencies used.

## 1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies and municipal officials:
  - 1) Coordinates overall strategic disaster response during a major emergency or disaster.
  - 2) Secures additional resources through state and federal agencies as needed.
  - 3) Supports congregate care requests from field agencies through the EOC.
  - 4) Assumes strategic long-term planning for congregate care activities.
  - 5) Disseminates emergency public information and instructions regarding congregate care availability and services.
  - 6) Oversees the dispatch of field officers to congregate care facilities for the duration of a facility's activation.
  - 7) Ensures establishment of communication links with congregate care facilities.
  - 8) Coordinates utility support requirements with public and private utilities.
  - 9) Facilitates acquisition of essential services at a shelter facility to include food, water, clothing, medical services, sanitation, lodging, and communications.
  - 10) Coordinates the receiving, inventory, and distribution of donated goods and services.
  - 11) Acts as the lead agency, in coordination with federal, state, county and local agencies, for the dispensation of mass prophylaxis or inoculations, including Strategic National Stockpile (SNS) assets when activated.
- b. Fire Department
  - 1) Conducts safety evaluations in advance of an emergency to determine the viability of a facility designated to provide congregate care.
  - 2) Assists the EOC with directing residents to designated congregate care facilities.

- 3) Provides personnel support as able to assist with dispensation of SNS supplies.
- c. Police Department
- 1) Assists the EOC with directing residents to designated congregate care facilities.
  - 2) Provides law enforcement security during activation of a congregate care facility when possible.
  - 3) Coordinates with the EOC to assist relocation of vulnerable populations as able and when possible.
- d. Code Enforcement Officer
- 1) Conducts building evaluations, in conjunction with federal, state, county and local authorities to determine the viability of a facility designated to provide congregate care.
  - 2) Conducts structural and nonstructural evaluations to approve a congregate care site for activation following an incident that may threaten the structural integrity or safety of a facility.
- e. Health Officer
- 1) Acts in coordination with federal, state, county and local agencies in the assessment of human needs after a disaster.
  - 2) Coordinates with Franklin Community Health Network/Evergreen Behavioral Services to assist in the delivery of mental health services as able.
  - 3) Coordinates with federal, state, county and local agencies to relocate vulnerable populations as able.
  - 4) Monitors congregate care facility status and makes recommendations to ensure potable water source, adequate sewage and waste disposal, and food safety.
  - 5) Provides public health information updates to the appropriate agencies.
- f. Wastewater Collection and Treatment
- 1) Coordinates with federal, state, county, and local agencies to collect and treat wastewater as necessary.
2. Support Agencies

- a. Amateur Radio Emergency Services
  - 1) Provides equipment and resources to enhance emergency communications capabilities between the EOC and congregate care facilities.
- b. Area Faith-Based Agencies
  - 1) Coordinates with the federal, state, county and local entities to administer comfort, solace, and pastoral care services to persons sheltered at congregate care facilities.
  - 2) Facilitates acquisition and distribution of donated personal items to meet the needs of individuals sheltered at congregate care facilities.
- c. Mt. Blue Regional School District # 9(RSU 9)
  - 1) Provides for the safety of students and notifies the EOC of any student relocation.
  - 2) Augments congregate care operations by making facilities and resources available as directed by EOC.
  - 3) Assists the EOC with transportation services after ensuring the transportation needs of students have been met.
  - 4) Assists in the collection, storage, and dispensing of supplies/resources as directed by the EOC.

## **XXI. VULNERABLE POPULATIONS**

The Town recognizes that certain people are particularly vulnerable to the effects of a disaster. During an emergency, the Town will make every attempt to provide special care for the following persons:

- Persons who are frail or housebound
- Persons with disabling mental illness or conditions
- Persons with physical disabilities, including sight or hearing limitations or mobility impairment, and/or
- Persons who are medically fragile

Major needs of vulnerable populations may include evacuation assistance, attention to special dietary needs, and special medical care.

### **A. OPERATIONAL CONCEPTS**

1. The Town will provide emergency services without regard to color, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, disability, economic status, or any affiliation thereof.
2. Vulnerable residents living independently will be encouraged to have a disaster kit that includes personal and medical information and a list of necessary medical supplies, medications, and assistive devices.
3. Mt. Blue Regional School District #9 (RSU 9) will provide for the special needs of vulnerable students and staff during a disaster that occurs during school hours.
4. The Town will ensure that emergency notifications include methods accessible to persons with disabilities by all available means.
5. During a wild fire or other emergency requiring immediate evacuation, all residents needing evacuation transportation assistance will be given equal priority. Following an incident, where immediate danger has passed, vulnerable populations will be given priority for evacuation transportation assistance.
6. Agencies wishing to deliver services to vulnerable populations in evacuated or otherwise restricted areas should contact the Emergency Operations Center (EOC) to coordinate access. If conditions for limited entry are appropriate, the EOC will identify a process to expedite the travel of approved service providers.
7. The Town will strive to meet the needs of all populations, including special needs and vulnerable populations, within each of its activated congregate care facilities.

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in coordination with federal, state, county and local authorities, not all functions may be performed and/or all agencies used.

### 1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies and municipal officials:
  - 1) Coordinates overall strategic disaster response during a major emergency or disaster.
  - 2) Secures additional resources through state and federal agencies as needed.
  - 3) Coordinates with and supports requests from field agencies during a major emergency or disaster.

- 4) Assumes strategic long-term emergency planning for vulnerable populations.
  - 5) Disseminates public information concerning assistance for vulnerable populations during an emergency.
  - 6) Coordinates outreach to vulnerable populations to encourage personal preparedness in advance of an emergency.
- b. Fire Department
- 1) Coordinates with all agencies during relocation of vulnerable populations.
  - 2) Coordinates with emergency medical services and local hospitals to provide evacuation information and special instructions for vulnerable populations.
- c. Police Department
- 1) Assists the EOC as able with identification of vulnerable populations who may need assistance during emergency.
  - 2) Coordinates with the EOC to assist relocation of vulnerable populations as able.
- d. Wastewater Collection and Treatment
- 1) Assists the Town with identifying vulnerable populations.

## **XXII. MENTAL HEALTH**

Most persons coping with the aftermath of a disaster, including emergency responders, struggle with disruption and loss caused by the disaster. The Town will coordinate mental health emergency services with federal, state, county and local agencies (Franklin Community Health Network/Evergreen Behavioral Services) to help relieve any grief, stress, and other mental health problems caused or exacerbated by a disaster or its aftermath.

### **A. OPERATIONAL CONCEPTS**

1. The Town will provide information regarding mental health services to disaster victims and emergency responders at the following locations during or following an emergency:
  - At or near the incident site
  - At evacuation points
  - At initial care centers
  - At congregate care facilities

2. Following a disaster, the Town may coordinate with community agencies to seek out individuals affected by the disaster who may need mental health service information.
3. Under the National Aviation Disaster Family Assistance Act of 1996, the American Red Cross has been designated as the lead agency to provide emergency mental health services following an aviation incident resulting in a “major loss of life.”

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be department to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in coordination with the federal, state, county and local agencies, not all functions may be performed and/or all agencies used.

### 1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies and municipal officials:
  - 1) Coordinates overall strategic disaster response during a major emergency or disaster.
  - 2) Secures additional resources through state and federal agencies as needed.
  - 3) Coordinates and supports requests from field agencies during a major emergency or disaster.
  - 4) Disseminates public information concerning mental health issues and availability of mental health services during a major emergency or disaster.
  - 5) Assumes strategic long-term planning for delivery of mental health services during a major emergency or disaster.
- b. The Town of Farmington, in conjunction with Franklin Community Health Network and Evergreen Behavioral Services:
  - 1) Assists in the delivery of mental health service information to disaster victims, emergency responders, and other persons needing mental health services during or following an emergency.
- c. Police Department
  - 1) Coordinates with the Emergency Operations Center and partner agencies to provide chaplains to deliver comfort and solace for emergency workers and disaster victims as able.

d. Health Officer

- 1) Participates in planning efforts for providing information regarding mental health services to emergency workers and disaster victims.

### **XXIII. HUMAN RESOURCES**

During an emergency, the Town Manager may suspend municipal functions that do not contribute directly to response action and may divert those municipal resources, including personnel, to the accomplishment of emergency tasks. During some periods of an emergency, department heads or their designated alternate may be required to remain in the Emergency Operations Center (EOC) and direct their agencies from that facility.

#### **A. OPERATIONAL CONCEPTS**

1. All municipal employees are subject to be called for service during a declared emergency and may be required to work extended hours and outside their normal job class to assist disaster response. All requirements of the Fair Labor Standards Act will apply and compensation will be in accordance with existing rules and bargaining agreements.
2. Municipal employees should maintain a current family preparedness plan so that they can better respond to their personal needs and the Town's needs during and following an emergency.
3. Municipal agencies are encouraged to develop policies and procedures that will ensure accommodation of employees' family needs so they may better perform their public functions during an emergency.
4. Additional personnel needs may be met by hiring temporary employees or by the use of volunteers.
5. The National Guard and other military personnel may be requested through the State after all other human resources have been committed or if there is an imminent threat to life and property and military personnel are the most appropriate resource.

#### **B. RESPONSIBILITIES**

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in coordination with the federal, state, county and local agencies, not all functions may be performed and/or all agencies used.

1. Primary Agencies

- a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies, and municipal officials:
  - 1) Coordinates overall strategic disaster response during a major emergency or disaster.
  - 2) Secures additional resources through state and federal agencies as needed.
  - 3) Coordinates with and supports requests from field agencies during a major emergency or disaster.
  - 4) Disseminates public information concerning human resource needs.
  - 5) Assigns a volunteer unit to augment personnel needs and maintain liaison with volunteer organizations.
- b. Employee Relations Department
  - 1) Assists the Department Heads in the hiring of emergency personnel and coordinating reassignment of municipal employees to meet human resource needs during an emergency.
  - 2) Assists agencies in identifying employees who can assist in an emergency.
  - 3) Advises the EOC on the impact of personnel issues related to early employee releases, suspension of non-essential work activities, and altered work assignments created by emergency conditions.
  - 4) Assists identification of staging areas for coordination and deployment of municipal employees to assist emergency operations.

#### **XXIV. RESOURCE MANAGEMENT**

All emergency response agencies manage equipment, facilities, and supplies to accomplish their day-to-day tasks. Large incidents, however, can require more specialized resources than the responding agencies may have available. Appropriate resource management is critical so that emergency responders are able to find, obtain, allocate, and distribute resources to satisfy needs generated by an emergency.

##### **A. OPERATIONAL CONCEPTS**

1. Each household within the Town is encouraged to develop family disaster and emergency communication plans and to maintain the essential supplies to be self-sufficient for a minimum of seven (7) days up to thirty (30) days and beyond.

2. Resources will be inventoried, prioritized and used in the most efficient manner possible, and will be applied to functions and areas of greatest need.
3. Response agencies are expected to be able to sustain themselves during the first seventy-two (72) hours of an emergency.
4. Each agency is responsible for arranging the movement of its assets to locations where they are needed during emergencies and disasters. If the department does not have suitable transportation capabilities, it may request assistance through the Emergency Operations Center (EOC).
5. Normal procurement procedures may be suspended during an emergency, although existing agreements and procedures should be used whenever feasible.
6. The EOC may request additional resources from the State of Maine Division of Homeland Security and Emergency Management after all available municipal resources have been used.
7. The Farmington Emergency Director and Town Manager, after consultation with the Board of Selectmen, in coordination with federal, state, county, and local officials may invoke temporary controls on local resources and establish priorities during an emergency. These may include fuel, food, shelter and other resources necessary for human needs. If this situation occurs, the Town will endeavor to cooperate with the private sector and with the State in encouraging voluntary controls and to enforce mandatory controls when necessary.
8. During an emergency, the Town Manager, after consultation with the Board of Selectmen, may suspend municipal functions that do not contribute directly to response actions.
9. Acquisitions and purchases dedicated to saving life or property during an emergency will be given priority.
10. During some periods of an emergency, department heads or their designated alternate may be required to remain in the EOC and direct their agencies from that location.
11. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the Financial Director. Payment for such needs is the responsibility of the requesting agency.
12. Early and accurate documentation of costs and damage estimates are essential to the application for potential reimbursement from state or federal disaster assistance. All municipal departments will identify personnel to be responsible for documentation of disaster costs and will use existing administrative methods to keep accurate records separating disaster operational expenditures from regular expenditures.

13. At the close of an incident, all loaned equipment will be returned to its owners.

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in coordination with the federal, state, county and local agencies, not all functions may be performed and/or all agencies used.

### 1. Primary Agencies

a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies, and municipal officials:

- 1) Coordinates overall strategic disaster response during a major emergency or disaster.
- 2) Coordinates with state and federal agencies to secure additional resources as needed.
- 3) Coordinates mutual aid agreements with neighboring jurisdictions to cover resource shortfalls.
- 4) Assigns a logistics section to facilitate resource acquisition and deployment.
- 5) Coordinates dissemination of public information concerning resource needs.
- 6) Ensures a record of all supplies and equipment purchased to support an incident.
- 7) Establishes memorandums of understanding with potential suppliers and donors.

b. Public Works

- 1) Assists with obtaining, allocating, and distributing facilities, vehicles and equipment.

### 2. Supporting Agencies

a. Finance Department

- 1) Receives data from EOC concerning resources obtained from private vendors and arranges for timely reimbursement.

- 2) Facilitates acquisition of all supplies, equipment, and services necessary in support of response efforts.

## **XXV. VOLUNTEER MANAGEMENT**

The Town will coordinate volunteer resources to augment emergency response when a town wide emergency or disaster overwhelms professional emergency response resources.

### **A. OPERATIONAL CONCEPTS**

1. Volunteers acting of their own accord during an emergency should exercise common sense in responding to minor incidents in their immediate area and be willing to direct the efforts of other citizens.
2. A “trained volunteer organization” and its volunteers should not respond to mass casualty sites or any other disaster area unless directed by the Emergency Operations Center (EOC).
3. Volunteer organizations must establish memorandums of understanding with the Town to be included in Municipally managed emergency response efforts.
4. Each “trained volunteer organization” will work with the EOC to assure that its members have credentials. Volunteer credentials will be incident and site specific and will be distributed through the EOC. Credentials validate the presence of a volunteer at the assigned disaster site, but do not guarantee access to any disaster site.
5. All volunteers are expected to defer to the direction of the Farmington Emergency Management Director or his/her designee to any emergency response professionals who appear on the scene. The Farmington Emergency Management Director or his/her designee has the authority to restrict access to a scene.
6. General volunteers will not be contacted by or deployed through the EOC but may be requested through the media to perform neighborhood damage assessment and provide local information during an emergency.
7. Individual or spontaneous volunteers not affiliated with a “trained volunteer organization” will not be deployed by the EOC, but will be directed to disaster volunteer management groups such as the Red Cross or Salvation Army, which are national organizations with a mandate to respond to and provide relief during and after emergencies.
8. Volunteers are protected by and will abide by the Maine Good Samaritan Law.
9. Each “trained volunteer organization” will designate one representative and one alternate who will be contacted by the EOC as their services are required.

## B. RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists; each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in coordination with federal, state, county and local officials, not all functions may be performed and/or all agencies used.

### 1. Primary Agency

#### a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies, and municipal officials:

- 1) Coordinates overall strategic disaster response during a major emergency or disaster.
- 2) Secures additional resources through state and federal agencies as needed.
- 3) Facilitates communication with key “trained volunteer organizations” personnel during a disaster.
- 4) Coordinates dissemination of critical public information and instructions regarding volunteer requirements.
- 5) Establishes formal agreements with “trained volunteer organizations” in advance of an emergency whenever possible.

#### b. Police Department

- 1) Assists with evacuations.
- 2) Assists with traffic management.
- 3) Assists with tracking of displaced persons.
- 4) Assists with other emergency response efforts as directed by the EOC.

### 2. Supporting Agencies

#### a. Trained Volunteer Organizations

“Trained Volunteer Organizations” are those organizations that have skills or elevated knowledge levels specific to emergency events and have established memorandums of understanding with the Town in advance of an emergency.

b. General Volunteers

“General Volunteers” have a basic understanding of emergency response strategies and have been taught the importance of self-sufficiency. These individuals have likely developed plans for themselves, their immediate families, and their neighborhoods.

“General Volunteers” include the following organizations:

- Farmington Police Department Citizen’s Police Academy
- Neighborhood Crime Watch, as available

c. Voluntary Organizations

In addition to the specific functions listed for each “trained volunteer organization” and general volunteer organizations, voluntary organizations may be requested by the EOC to enhance emergency response by performing the following roles:

- 1) Assist evacuation of persons and animals.
- 2) Staff congregate care facilities and animal emergency shelters.
- 3) Act as neighborhood public information officers.
- 4) Assist local vulnerable residents.
- 5) Assist traffic management.
- 6) Provide initial local assessment.
- 7) Conduct area sweep for victims, and/or
- 8) Assist local communication links.

d. Amateur Radio Emergency Services

- 1) Relays damage assessment information between the disaster site and the EOC as requested by the EOC.
- 2) Provides equipment and resources to enhance emergency communications capabilities between the EOC, congregate care facilities, incident sites, command posts, hospitals, and other critical locations.
- 3) Provides communication support to volunteer agencies as needed.
- 4) Assists with warning and emergency information dissemination as directed by the incident commander or the EOC.

- 5) Supports the public information branch with communications as needed.

## **XXVI. DOMESTIC ANIMALS**

While protecting human life should always take precedence over protecting animal life, most households within the Town of Farmington have pets. Animal owners frequently put themselves in danger and disrupt evacuation efforts to ensure the safety of their animals. For this reason, the care of domestic animals in disasters is important to the care of human life.

### **A. OPERATIONAL CONCEPTS**

1. Protection of human life is the immediate goal of municipal emergency responders. During a disaster emergency, the Farmington Police and Fire Departments **are not** responsible for the rescue, evacuation, sheltering, or welfare of animals.
2. Animal owners should be prepared to evacuate and provide shelter for their domestic animals in the event of an emergency requiring evacuation.
3. The Town will protect human life over protecting animal life and therefore may determine that it is unsafe for citizens to enter a disaster area to rescue animals. A person desiring to enter an evacuated area through an evacuation checkpoint will be advised by an emergency official of the associated risk and will be asked to sign a liability release document and provide their identification for the duration of their entry if the entry does not impede the efforts of emergency officials.
4. The Town will support the movement of evacuees transporting domestic household animals provided that residents are able to evacuate their pets in a manner that does not threaten the safety or welfare of other evacuees. All animals must be restrained or kenneled. Priority will be given to service animals.
5. The Town may coordinate limited assistance to evacuees for care of domestic household animals at a location near or adjacent to shelters.
6. Volunteers will be used to the greatest extent possible to manage domestic animal emergency response.

### **B. RESPONSIBILITIES**

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the Farmington Emergency Management Director, in conjunction with federal, state, county and local agencies, not all functions may be performed and/or all agencies used.

1. Primary Agencies

a. Town of Farmington Emergency Management Director and Town Manager, in coordination with federal, state, county and local agencies, and municipal officials:

- 1) Coordinates overall strategic disaster response during a major emergency or disaster.
- 2) Secures additional resources through state and federal, county, and local agencies as needed.
- 3) Coordinates with and supports requests from field agencies during a major emergency or disaster.
- 4) Assumes strategic long-term planning for domestic animal emergency activities.
- 5) Disseminates public information concerning domestic animal emergency response for the duration of any emergency involving evacuation or sheltering.
- 6) Coordinates limited assistance to human evacuees for care of domestic animals at a location separate from congregate care facilities.
- 7) Provides volunteer coordination to assist in setting up and staffing emergency domestic animals shelters.

b. Health Officer

- 1) Coordinates with the Emergency Operations Center (EOC) to identify suitable animal boarding facilities and shelters in advance of an emergency.
- 2) Coordinates with the EOC in advance of an emergency to identify medical and non-medical volunteers and agencies that can provide domestic animal care and assistance.
- 3) Provides guidance to evacuees for logistics related to pet and animal evacuation.
- 4) Monitors public health and zoonotic disease issues, including the removal and disposal of animal waste and dead animals.

## 2. Supporting Agencies

a. Franklin County Animal Shelter and Animal Control Officer

- 1) Coordinates rescue efforts of roaming animals outside evacuated areas.
- 2) Establishes liaison with local and national rescue organizations.

- 3) Assists animal support agencies for placement or disposition of animals that have been separated from their owners or cannot be returned to their natural habitat.
  - 4) Collects health status data as appropriate.
- b. Franklin County Agricultural Society
    - 1) Establishes liaison with local and national rescue organizations.
    - 2) Assists animal support agencies for placement or disposition of animals that have been separated from their owners or cannot be returned to their natural habitat.
  - c. Area recreational vehicle clubs as appropriate and as directed by the EOC.
    - 1) Augments transportation services as appropriate and as directed by the EOC.

**XXVII. PLAN MAINTENANCE**

The Town of Farmington All-Hazard Planning Committee shall review this Plan at least annually. A review of this Plan shall also be triggered by a pandemic disaster declaration by the Governor of the State, or by the local Emergency Management Agency, involving the Town of Farmington.

Recommendations for Plan amendments shall be forwarded to the Farmington Board of Selectmen for consideration and approval.

**XXVIII. CONFLICTING ORDINANCES, PLANS, ORDERS, RULES AND REGULATIONS SUSPENDED**

At all times when an emergency proclamation is in effect, the orders, rules, and regulations made and promulgated pursuant to this Plan shall supersede all existing Ordinances, Plans, rules and regulations, insofar as the latter may be inconsistent herewith.

**XXIX. AMENDMENTS**

An amendment to this Plan may be made by the Board of Selectmen, provided a majority of the Board of Selectmen has so voted.

**XXX. VALIDITY AND SEVERABILITY**

Should any provisions of this Plan be declared invalid for any reason, such declaration shall not affect the validity of other provisions or of this Plan as a whole, it being the legislative intent that the provisions of this Plan shall be severable and remain valid notwithstanding such declaration.

**XXXI. EFFECTIVE DATE**

The effective date of this Plan shall be the date this Plan is adopted by the Board of Selectmen. (See Appendix A. "Adoption by the Town Manager and the Board of Selectmen").

# TOWN OF FARMINGTON

## ALL-HAZARDS EMERGENCY OPERATIONS PLAN

### APPENDIX

A. Adoption By The Board of Selectmen		
B. National Incident Management System Proclamation (NIMS)		
C. Disaster Declaration Chain of Command		
D. Contact Lists		
D1	General Contact List	
D2	“ “ “	
D3	“ “ “	
E. Departmental Contact Lists		
E1	Administration	
E2	Police	
E3	Fire	
E4	Code Enforcement	
E5	Public Works	
E6	Wastewater Treatment and Collection	
E7	Parks and Recreation	
E8	Assessing	
E9	Welfare Director	
E10	Financial Director	
F. Mutual Aid Contact List		
G. Resource Lists		
G1	Fire	(G1-1 through G1-6)
G2	Police	(G2-1 through G2-4)
G3	Public Works	(G3-1 through G3-13)
G4	Parks and Recreation	(G4-1 through G4-2)
G5	Waste Water	(G5-1 through G5-1)
G6	Municipal Building	(G6-1 through G6-1)
H. Documentation of Contacts and Actions		

**TOWN OF FARMINGTON  
All-HAZARDS EMERGENCY OPERATIONS PLAN**

**THIS PLAN IS HEREBY ADOPTED BY THE  
FARMINGTON TOWN MANAGER AND THE BOARD OF SELECTMEN.**

  
\_\_\_\_\_  
Richard P. Davis, Town Manager

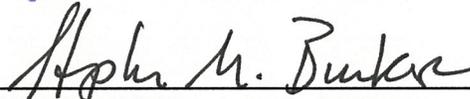
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Date

  
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Ryan D. Morgan, Chairman

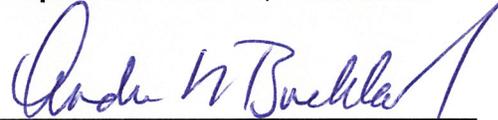
04/08/14  
Date

  
\_\_\_\_\_  
Joshua H. Bell, Vice Chairman

04/08/14  
Date

  
\_\_\_\_\_  
Stephan M. Bunker, Selectman

04/08/14  
Date

  
\_\_\_\_\_  
Andrew R. Buckland, Selectman

04/08/14  
Date

This Plan shall be submitted to the Franklin County Emergency Management Director upon its adoption for incorporation in the Franklin County Emergency Management Agency All-Hazard Plan.

**TOWN OF FARMINGTON  
PROCLAMATION**

**Implementing the National Incident Management System (NIMS)**

**WHEREAS**, In a Homeland Security Directive (HSPD-5), the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal 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 and;

**WHEREAS**, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation, and utilization of a comprehensive NIMS and;

**WHEREAS**, it is necessary that all federal, state, local and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management and;

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising comprehensive resource management, and designated incident facilities during emergencies or disasters and;

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes and;

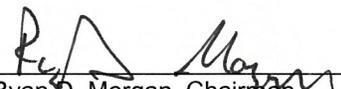
**WHEREAS**, the incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations' training programs and;

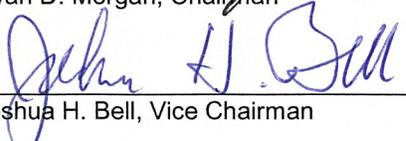
**WHEREAS**, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

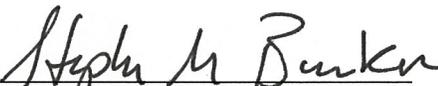
**NOW THEREFORE**, pursuant to the authority vested in us by Maine State Statutes, we do hereby mandate the National Incident Management System, be utilized for all incident management in the Town of Farmington, Maine.

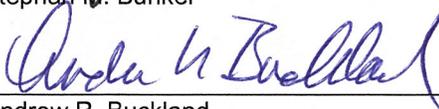
We further proclaim this to take effect immediately.

GIVEN under our hands and the Seal of the Town of Farmington, Maine, this 8<sup>th</sup> day of April in the year of our Lord two thousand and fourteen.

  
\_\_\_\_\_  
Ryan D. Morgan, Chairman

  
\_\_\_\_\_  
Joshua H. Bell, Vice Chairman

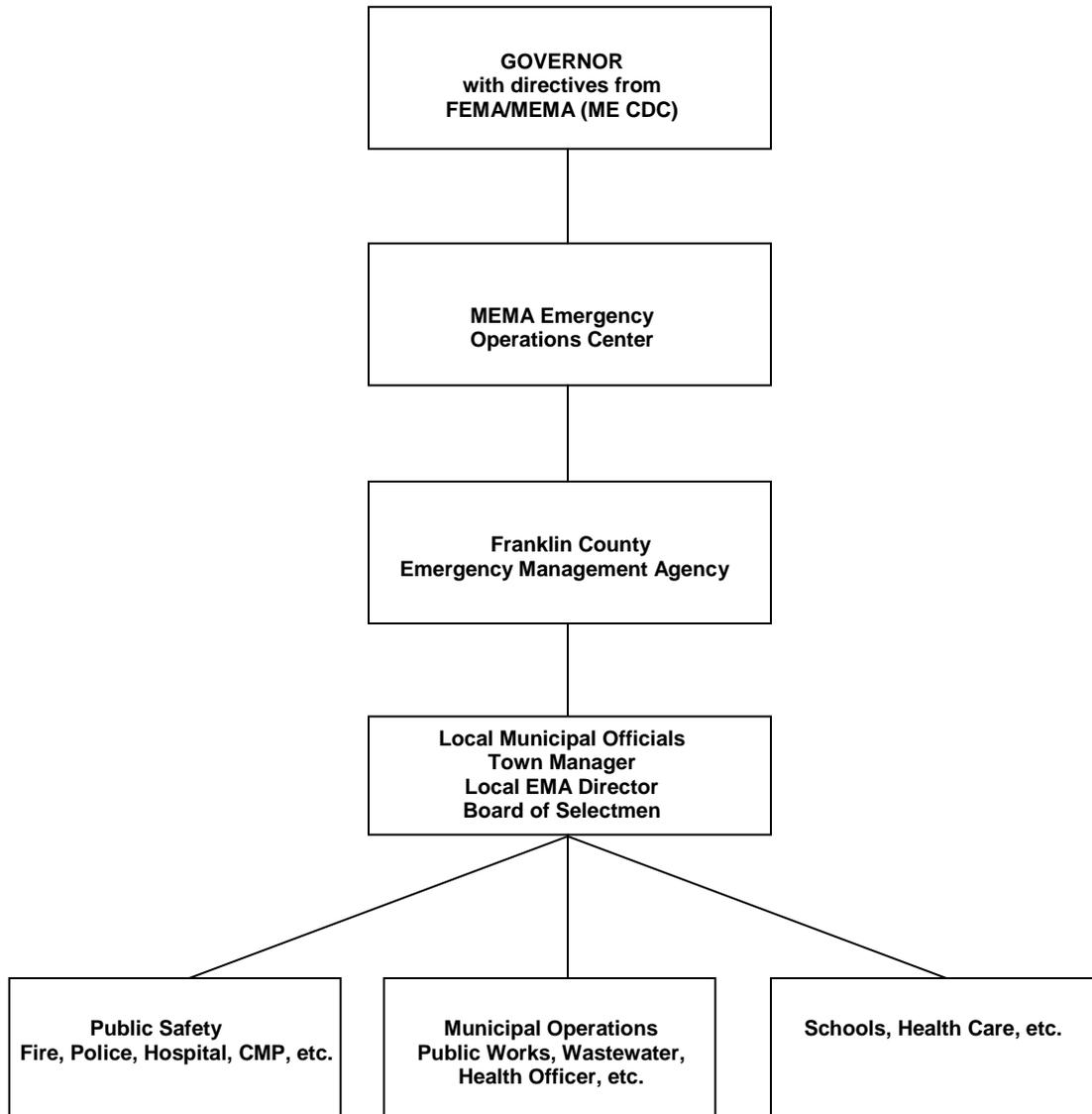
  
\_\_\_\_\_  
Stephan M. Bunker

  
\_\_\_\_\_  
Andrew R. Buckland

Affix Seal

**TOWN OF FARMINGTON  
ALL – HAZARDS EMERGENCY OPERATIONS PLAN**

**Disaster Declaration Chain of Command**



## STATE, COUNTY, AND LOCAL CONTACT INFORMATION

Record location-specific emergency contact information in this section prior to an incident.

ORGANIZATION	CONTACT	TELE #	CELL #	E-MAIL
<b>Governor</b>	Paul LePage	287-3531		governor@maine.gov
<b>Maine Emergency Management Agency (MEMA)</b>	Duty Officer	800-452-8735		
<b>Maine Center for Disease Control</b>	Sheila Pinette, DO	287-8016		mainepublichealth.gov
<b>Maine Medical Examiner</b>		1-800-870-8744		medical-examiner@maine.gov
<b>Maine State Police – Troop C</b>	Lt. Donald Pomelow	474-3350	557-1421	donald.r.pomelow@maine.gov
<b>Franklin County</b>				
Franklin County Emergency Management Agency	Timothy A. Hardy, Director	778-5892	491-4763	thardy@fncome.com
Franklin County Sheriff's Office	Scott Nichols, Sheriff	778-2680	578-4401	scottnichols@franklincounty-me.org
<b>Hospital</b>				
Frkln. Mem. Hospital Director/Emer. Prep.	Michael Senecal	779-2400	491-4952	msenecal@fchn.org
Frkln. Com. Health Network	Rebecca Ryder	778-6031		
<b>Farmington, Town of</b>				
Morgan Ryan	Board of Selectmen, Chairman		491-7314	rmorgan@farmington-maine.org
Davis, Richard P.	Town Manager	778-6538		rdavis@farmington-maine.org
Kaiser, J. Stevens	Code Enforcement/Health Officer	778-5874	446-4503	ceo@farmington-maine.org
Bell, Terry S., Sr.	Chief Fire Rescue	778-3235 / 911		tbell@farmington-maine.org
Peck, Jr., Jack D.	Chief Police	778-6312 / 911	491-4742	jpeck@farmingtonpd.org
Castonguay, Denis T	Director Public Works	778-2191	491-4467	publicworks@farmington-maine.org
Shible, Stephen P.	Director Parks & Recreation	778-3464		farmingtonrec@farmington-maine.org
Millett Steve	Superintendent Wastewater	778-4712	779-0057	smillett@farmington-maine.org
Caldwell, Mark	Assessing	778-6530		assessor@farmington-maine.org
Young, Diana	Financial Director	778-6539		treasoff@farmington-maine.org
Pinkham, Leanne	Welfare Director	778-6539		townclerk@farmington-maine.org
<b>Industry, Town of – Board of Selectmen</b>	Lee Ireland	778-0057	491-8611	eireland@fchn.org
	Angel Davis	696-8476		Office 778-5050
	Robert Geisser	779-1677		
<b>Jay, Town of – Town Manager</b>	Shiloh LaFrenier	897-6785		jmanager@jay-maine.org
Jay Police Department	Larry White, Sr., Chief	897-6766		jpd@jay-maine.org
<b>Livermore Falls, Town of - Town Manager</b>	Kristal Flagg	897-2016		townmanager@lfme.org
Livermore Falls Police Department	Ernest Steward, Jr., Chief	897-3424	931-9444	ernest.steward@lfme.org
<b>New Sharon, Town of – Board of Selectmen</b>	Forrest Bonney	778-4167		Office 778-4046
	Lorna Nichols			
	Maynard Webster	778-2332		
<b>Wilton, Town of – Town Manager</b>	Rhonda Irish	645-4961		manager@wiltonmaine.org
Wilton Police Department	Heidi Wilcox, Chief	645-3876	779-6510	chief_wilcox@wpdme.com
<b>MISCELLANEOUS</b>				
Access Channel 11	JP Fortier	778-8146		jpf@mtbluetv.org
American Red Cross, United Valley Chapter	Eric Lynes	795-4004	274-1836	LynesE@usa.redcross.org
Animal Shelter, Franklin County	Heidi Jordan	778-2638		franklincountyanimalshelter@hotmail.com
Animal Control Officer	Wayne Atwood	645-4918		

ORGANIZATION	CONTACT	TELE #	CELL #	E-MAIL
Banks				
Franklin Savings Bank	Michael Mansir	778-3339		m.mansir@fsbme.com
Central Maine Power	Contact MEMA - per Gail Rice			Brian Harmon 778-9116 Local contact
Church (Faith based contact)	Cathie Wallace	778-4694		cathiewallace@aol.com
Downtown Business Association	Janice Maxham, Pres.	778-9105		janmaxham@hotmail.com
Evergreen Behavioral Services	April Guagenti	778-0035		guagenti@fchn.org
Farmington Fair Grounds	Neal Yeaton/George Barker	778-6083 / 778-2686		
Farmington Public Library	Melanie Coombs	778-4312		melanie@farmington.lib.me.us
Farmington Bulky Waste & Recycling, Town of	Denis Castonguay	778-2191		publicworks@farmington-maine.org
Food Suppliers				
Hannaford Supermarkets	Tim Bryant	778-0434		
Save-A-Lot	Matt Packard	778-0620		
UMF – Food Service	Aamark	778-7359		kinney-chris@ARAMARK.com
Wal-Mart	Greg Patterson	778-5344		
Food Banks				
Care and Share Food Closet	Carolyn McLaughlin	645-2312		Fairbanks School Meeting House
Western Maine Community Action	Fen Fowler (645-4287)	645-3764		East Wilton
Fuel Suppliers				
C. N. Brown	Von Johndro	778-6353		ho3044@cnbrown.com
Dead River Company	Sally Dyer	778-3331		sally.dyer@deadriver.com
DownEast Energy, Mt. Vernon	Sonya Potter	1-888-685-3851		www.downeastenergy.com
Fabian Oil, Jay		897-5135		fabian@prexar.com
F. L. Butler Fuel Oil Co.	Larry Makinen	778-4911		
Twitchell Fuel Co.	Paul Twitchell	778-9678		
Funeral Homes				
Adams-McFarlane Funeral Home	Jeremy McFarlane	778-3350		info@adamsmcfarlane.com
Finley Funeral Home	Ken Finley	897-3588		kenfinley@adelphia.net
Wiles Funeral Home	Kent Wiles or Rhonda Wiles-Rosell	778-5911		
Dan & Scott's Cremation & Funeral Service	Dan and Scott Adams	779-9008		
Ham Radio Operators	Franklin County EMA office	778-5892		
Heavy Equipment				
E. L. Vining & Son, Inc.	Kevin Vining	778-4875		
LP Gas Dealers				
Dead River Company	Sally Dyer	778-3331		sally.dyer@deadriver.com
Downeast Energy, Mt. Vernon	Sonya Potter	685-3851		www.downeastenergy.com
Fabian Oil, Jay	Dan Parks	897-5135		fabian@prexar.com
MainGas, Fairfield		453-4991		
Suburban Propane, Augusta	Russ Freeman	1-800-649-1946		www.suburbanenergy.com
Western Maine Propane, Livermore Falls	Ashley O'Brien	897-6790		
Valley Gas, Kingfield	Chuck Taylor	265-5443		
Twitchell Fuel Co.	Paul Twitchell	778-9678		
Newspapers				
Daily Bulldog	Roberta "Bobbie" Hanstein	778-6905		editor@dailybulldog.com
Franklin Journal	Greg Davis	778-2075		fjeditor@myfairpoint.net
Morning Sentinel	Bill Thompson	621-5678		bthompson@centralmaine.com
Sun Journal	Mike Blanchet	778-6772		mblanchet@sunjournal.com

ORGANIZATION	CONTACT	TELE #	CELL #	E-MAIL
NorthStar Emergency Services	Michael Senecal	779-2770	491-4952	msenecal@fchn.org
Pharmacies				
Hannaford Pharmacy	Ryan Richards	778-0644		
Rite Aid Pharmacies		778-3919		
Wal-Mart Pharmacy		778-5615		
Radio				
WKTJ	Rick Davis	778-3400	779-7925	wktj@wktj.com
RSU #9	David Leavitt	778-4307	491-1817	dleavitt@mtbluersd.org
Snowmobile/ATV Clubs				
New Sharon Snow Riders	Sam Adams	778-4015		
Northern Lites - Industry	Charles Churchill	778-2739		
Shiretown Riders - Farmington	Andy Leavitt	778-4307 – 778-9659	491-0748	sheilal@zwi.net
Telephone				
TDS Telecom (Northern Franklin County)		1-888-837-1347		
Fairpoint Telephone Executive	Charlotte, NC	1-866-534-2948		
Trash				
Archie's, Inc.	Alan Archibald	1-800-364-2425		
Waste Management of Maine	Jeff McGown, Dist. Mgr.	634-2714		
University of Maine at Farmington – Pandemic	Celeste Branham	778-7087		cbranham@maine.edu
Wastewater Systems				
Carrabassett Valley Sanitary District	David Keith, Supt.	237-3642		
Farmington Wastewater Treatment Facility	Steve Millett Supt.	778-4712		fartrefac@peoplepc.com
Jay Sewer Department	Mark Holt, Supt,	897-9458 / 645-4246		
Kingfield Wastewater Treatment Facility	Bryan Fitch, Supt.	491-2992		
Livermore Falls Wastewater Treatment Facility	Kent Mitchell, Supt.	897-2339		
Rangeley Advanced Pollution Control	Jerome Guevremont, Supt.	864-3542		
Wilton Wastewater Treatment Facility	Clayton Putnam	645-3682		
Water Systems				
Eustis Water Department	Randall Scribner, Supt.	246-3272		
Farmington Village Corp. (Water Co.)	Tom Holt or Jane Woodman	778-4777	491-1397	
Farmington Falls Standard Water District	Jim Lisius, Operator	778-0853		
Jay Village Water District	Richard Jackson, Supt.	645-2812		
Kingfield Water District	Alan Stewart, Supt.	265-4891		
Livermore Falls Water District	Doug Burdo, Supt.	897-3445		lfwd@midmaine.com
Mt. Blue Standard Water District	David Baker, Operator (temp)	639-5306		
New Sharon Water District	Forrest Bonney, Supt.	778-4167		
North Jay Water District	Richard Jackson, Supt.	645-2812		
Rangeley Water District	Vernon Bean, Supt. 864-3739	864-5680	491-7438	
Strong Water District	Paul Arsenault, Supt.	684-3875		
Wilton Water Department	Linda Bureau, Supt.	645-2001		















**PUBLIC WORKS**

<b>ORGANIZATION</b>	<b>CONTACT</b>	<b>TELE #</b>	<b>CELL #</b>	<b>E-MAIL</b>
<b>Farmington Public Works Department</b>	Denis Castonguay, Director	778-2191 (W)	491-4467	dcastonguay@farmington-maine.org
	Jim Kiernan, Foreman	778-5875 (W) 778-9028 (H)	491-4468	
	Glen Meisner, Truck Driver	778-5875 (W) 778-5263 (H)		
	Ted Collins, Truck Driver	778-5875 (W) 778-5226 (H)		
	Jeff Dunham	778-5875 (W) 645-4564 (H)		
	Ron Jalbert, Truck Driver	778-5875 (W) 778-2977 (H)		
	Greg Soule, Shop Manager	778-5875 (W) 897-4907 (H)		
	Wes Witherly	778-5875 (W) 778-2872 (H)		
Part-time	Andy Leavitt, Truck Dr. / Equip.	778-9659 (H)	491-0748	
Winter Part-time	Mike Cote, Truck Driver	778-2890 (H)	779-0128	
Winter only	Fred Barton, Truck Driver	778-5875 (W) 778-0253 (H)	778-1282 or 778-1202 Winter	
<b>Chesterville Highway Department</b>	Patrick McHugh	778-3177	491-5171	
<b>Wilton Highway Department</b>	John Welch	645-4883	491-4551	
Jordan Excavating	Les Jordan	265-2231		
Equip / Sand / Gravel				
Pete Tyler	Pete Tyler	652-2335	557-5629	
Equip / Sand / Gravel				
E. L. Vining & Son, Inc.	Kevin Vining	778-4875		
Equip / Sand / Gravel				



