

2020 Emergency Operations Plan

Town of Sullivan, Maine

EMERGENCY OPERATIONS PLAN APPROVAL

The Emergency Operations Plan for the Town of Sullivan has been approved and adopted this date:

1st Selectman

Date

2nd Selectman

Date

3rd Selectman

Date

Town Manager

Date

Emergency Management Director/Deputy

Date

Hancock County EMA

Date

Town of Sullivan Emergency Operations Plan

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DISTRIBUTION

- € Town Office of Emergency Management
- € Town Office Records
- € Fire Station
- € Hospital

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€ School Administrator

€ Hancock County Emergency Management
Agency

Town of Sullivan Emergency Operations Plan

PURPOSE

The municipal disaster emergency plan is required by Maine State Statute, Title 37-B M.R.S.A. §783. The disaster emergency plan shall be known as the Emergency Operation Plan or “EOP.”

The municipal Emergency Operations Plan (EOP) identifies the most likely types of disaster that the municipality would face. This plan defines the activities to be completed and the resources that will be called upon to respond to the disaster.

Throughout this plan, the Town of Sullivan shall be referred to as the “Town.” Activities and resources published in the Hancock County EOP will be utilized to the greatest extent possible. This will reduce the size of this municipal EOP and standardize the response procedures throughout Hancock County. This municipal EOP will be a supplement to the Hancock County EOP; both should be utilized as a reference during any disaster response. The Hancock County Emergency Management Agency (HKEMA) is responsible for the development of the County EOP; this document and its annexes are updated regularly as risks emerge, change, or warrant.

SITUATION AND ASSUMPTIONS

The Hancock County EOP identifies the following types of natural, man-made, or technological disaster hazards that the County may experience:

- Wildfires
- Severe winter storms
- Severe summer storms
- Mass Casualty Incidents, including maritime
- Hazardous Materials
- Flooding
- Weapons of Mass Destruction
- Loss of Critical Infrastructure
- Earthquakes
- Blight
- Disease/Epidemic

Inland communities will not directly experience Maritime Incidents, but may be called upon to assist through Mutual Aid.

Review the County EOP for detailed information regarding the specifics of each disaster hazard and the types of impacts that would likely be faced throughout the County.

The Town does not employ a career emergency management director (EMD). Preparedness activities will be limited to involvement of the EMD in the County’s Local Emergency Manager Program, the formulation, periodic review, and approval of this Town EOP, use of County EMA-provided response guidance, and trainings and exercises organized by the County EMA office.

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The following emergency services are provided by:

Law Enforcement	Hancock County Sheriff's Office, Maine State Police
Emergency Medical Services	Northern Light Medical Transportation, Sullivan Fire Rescue, Schoodic EMS.
Fire Protection	Sullivan Fire Rescue and its partner agencies
Hazardous Materials Response	Sullivan Fire Rescue, Hancock County EMA -IMAT, Regional Response Team, Maine CST
Hospital Emergency Services	Northern Light Maine Coast Hospital
Public Works	Local Contractors, Road Commissioner

CONCEPT OF OPERATIONS

1. The Board of Selectmen is ultimately responsible for the timely and effective response to any disaster incident within the Town. The Town Emergency Management Director (EMD) has been appointed to complete emergency management activities, such as Preparedness, Response, Recovery and Mitigation, on behalf of the Board of Selectmen. The Town Manager shall serve as the EMD. The Fire Chief shall serve as the Town's Deputy EMD.
2. Final authority on all decisions with consequence upon the Town, its residents, and its finances lies strictly with the Board of Selectmen. The Selectmen are authorized to take whatever actions necessary to prevent the loss of life and/or property within the Town.
3. The Emergency Management Director is responsible to the Board of Selectmen for coordinating disaster response activities, requesting resources from mutual aid partners and, Hancock County EMA, and for compiling and submitting disaster damage assessment information.
4. Disaster notifications may be issued by the National Weather Service (NWS), the Emergency Alert System (EAS), Integrated Public Alert and Warning System (IPAWS), the Hancock County Regional Communication Center (HCRCC) by radio-page, or, from the Hancock County EMA.
5. Any Selectmen or the EMD may activate the Emergency Operations Center (EOC), or, initiate the Emergency Operations Plan if they determine that the disaster situation warrants activation. Key town officers and designated citizens will be recalled to staff the municipal EOC.
6. When the emergency is beyond the control and/or resources of the Town, a request for assistance may be made through Hancock County EMA to the Maine Emergency

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Management Agency (MEMA). Maine's Governor may declare a disaster and make Maine state resources available to save lives, protect properties, and aid in disaster recovery.

7. Local mutual aid agreements (MAA) exist between all towns in Hancock County. A state statute provides for mutual aid that includes the entire State government and all of the county and municipal governments.
8. For a local emergency an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the Town EOC or the County EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.
9. For a county-wide emergency, such as a severe winter storm, all emergency operations will be run out of the Town EOC. Town emergency personnel will be dispatched by the Town EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard-line communications are out.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

Board of Selectmen:

1. Assumes responsibility for the overall Town response and recovery operations.
2. Make policy decisions relating to the disaster response and recovery.
3. Approves the EOC manning assignments recommended by the EM Director.
4. Approves press releases to the media.
5. Oversees the Damage Assessment program.
6. Carry out welfare general assistance, as required.

Emergency Management Director/Deputy Director:

1. Organizes and facilitates the Town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with Hancock County EOC.
4. Coordinates with local School.
5. Collects individual and public assistance information.
6. Responsible for the tracking and assignment of disaster resources.
7. Establishes EOC communications.
8. Completes the Damage Assessment and Situation Reporting

Fire Chief or Designee:

1. Oversees all fire department resources and directs fire department operations.
2. Responsible for initiating and implementing emergency evacuations.

Road Commissioner: Coordinates road damage assessment, repair and maintenance.

Town Clerk/Treasurer:

1. Staffs EOC telephone and documents information.

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2. Tracks disaster expenditures and pays bills authorized by the Board of Selectmen.

Town Manager:

1. Notifies town residents of special meetings and assistance programs.
2. Point of contact with law enforcement agencies.

Animal Control Officer: Coordinates services and assistance provided to animal victims.

Health Officer:

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

ADMINISTRATION AND LOGISTICS

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

The Town EMD is responsible for the submission of reports to the County EOC. The Town EOC staff provides reports of response activities, damages, and other related information to the EMD. The EOC staff keeps records on all actions, expenditures and financial obligations.

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

PLAN DEVELOPMENT AND MAINTENANCE

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

The EMD shall review the entire plan annually and ensure that all procedures, policies, data and responsibilities are current and reflect actual assignments.

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

AUTHORITIES AND REFERENCES

- The "Civil Emergency Preparedness Ordinance of the Town of Sullivan, 2006.
- Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.

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- Federal emergency Management Agency, National Response Framework, Third Edition, June 2016.
- Federal Emergency Management Agency, Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG 101), Second Version, November 2010.

Town of Sullivan Emergency Operations Plan

INSERT TOWN MAP HERE

Town of Sullivan Emergency Operations Plan

ANNEX A - DIRECTION AND CONTROL

SITUATION

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

CONCEPT OF OPERATIONS

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

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

The Board of Selectmen has responsibility for the continuance of local government operations. The EMD assists the Board of Selectmen in this task. Any one of the Selectmen or the EMD may activate the Town EOC or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to man the EOC. The EOC may be activated at three different manning levels.

EOC ACTIVATION LEVELS

LEVEL	STATUS	ACTION
3	Standby	EMD monitors the ongoing situation
2	Increased Readiness	EMD staffs the EOC on a temporary basis
1	Full Activation	Entire EOC staff recalled; 24 hour shifts established

The Town EOC is located at the Town Fire Station.

The Town EOC's communications capabilities include telephone, internet and 2-way radios. All Fire Department personnel can be reached through the HCRCC via radio-pagers.

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If an incident command post (ICP) is established, the incident commander is the senior officer on the scene from the emergency service best suited to handle the situation. The ICP keeps the EOC informed of the situation. The Town EOC keeps the County EOC informed.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

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

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

Board of Selectmen	Town Clerk
Emergency Management Director	Treasurer
Fire Chief	Animal Control Officer
Law Enforcement Official	Road Commissioner
Health Officer	Volunteer Coordinator
Radio Operator	EMS Director/Chief

Actual EOC operational procedures are included in Job Aids provided by HCEMA.

ADMINISTRATION AND LOGISTICS

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

Resource requests and situation reports are compiled and forwarded to the County EOC daily. Damage Assessments are forwarded to the County EOC as available.

The EMD maintains an events log.

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ANNEX B - COMMUNICATIONS

PURPOSE

Communications during an emergency are critical. This annex will describe the communications capabilities of the Town.

CONCEPT OF OPERATIONS

Most local emergencies should leave the telephone system intact, however certain disasters, such as a severe storm, could knock out telephone communications. Telephones shall be used as the primary means of communicating. Two-way radios shall be used as a secondary means of communication and as the means to communicate with personnel in the field. As when neither the telephone nor public safety radio, are successful, amateur radio operators and runners may be used. Volunteers with appropriate vehicles (4WD, ATV, snowmobiles, etc) will be requested to support this measure. Request for amateur radio support can be made to the County EOC.

The primary EOC phone number is . An alternate number is:.

The EOC fax number is .

The Town EOC will have the following radio frequencies programmed into a base station:

Identifier	RX	TX	PL/Decode	PL/Encode
Hancock EMA Repeater				
Hancock EMA Simplex				
EMA Harris				
FIRE South				
FIRE North				
Hancock Tac-1				
Hancock Tac-2				
Hancock Tac-3				
Common Channel-1				
Common Channel-2				
Common Channel-3				
Common Channel-4				
State Fire				

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The EOC has a VHF radio base station. All first responders are issued a VHF radio-pager and/or a VHF portable radio. All public safety vehicles are equipped with mobile VHF radios.

The Town Office and Fire Department both have Internet and E-mail connectivity.

The EMD shall maintain a telephone contact list for all Town officials and officers. For privacy reasons, this contact list will not be included in the Town EOP.

TELEPHONE CONTACTS

AGENCY	LOCATION	TELEPHONE #
Hancock County RCC	50 State Street, Ellsworth	667-8866
Hancock County EMA	50 State Street, Ellsworth	667-8126 Fax 1406
Hancock County Sheriff	50 State Street, Ellsworth	667-7575
Maine Forest Fire Control	Augusta	287-2275
Maine DEP	Augusta	1-800-482-0777
Maine State Police	Augusta	1-800-452-4664
National Response Center	Washington D.C.	1-800-424-8802
Poison Control Center	Portland	1-800-222-1222

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ANNEX C - WARNING

CONCEPT OF OPERATIONS

The primary means of warning the Town is for the County Regional Communications Center (RCC) to page out the fire departments.

The County EMA will use telephone calls, radio transmissions, e-mail, and SMS text messages to alert the Town EMD and other Town officials.

The primary National Warning System (NAWAS) warning point for Hancock County is the Hancock County RCC. The RCC is staffed on a 24-hour basis. The Hancock County EMA is the alternate warning point.

The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system covers the entire County. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The Emergency Alert System (EAS) is activated by the Maine Emergency Management Agency (MEMA) or the State Public Safety Warning Point. The Town EMD may contact the County EMA Director or HCRCC to request activation of the EAS system. The County EMA will pass the request to MEMA. The Town EMD may also contact area radio stations directly to request that they pass emergency information.

The EMD is responsible for alerting the Selectmen and town officers. The EMD is also responsible for providing warning to the schools and the public via warning devices and mobile notification.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

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

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

ADMINISTRATION AND LOGISTICS

The EMD will make written reports of alert notifications received, actions taken, and times of completion. These reports are recorded and provided to the County EOC.

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ANNEX D - EMERGENCY PUBLIC INFORMATION

CONCEPT OF OPERATIONS

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

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

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

The secondary means of dissemination, especially within the immediate danger zone, will be by using the Fire Department (if manpower allows), or designated community members to go door-to-door.

The EMD should consider contacting radio and television stations to disseminate information.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen, or EMD, or person to be designated the Public Information Officer will initiate the dissemination of emergency public information.

A Media Center will be established in the Town Office for a major incident that the TV Media arrives in Town. Media briefings are held as frequently as possible. Media releases are prepared in the EOC and approved by the Selectmen. The EOC will monitor radio & television news for media feedback information.

Either a member of the Board of Selectmen or a volunteer will be selected to be the Public Information Officer (PIO). The EMD may also act as a PIO. The PIO is responsible for providing emergency information to the public and media. The PIO keeps logs of emergency information activities. The Public Information Officer (PIO) is responsible for all contacts with the media.

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

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ANNEX E - EVACUATION

SITUATION

Evacuations may be used to protect the health and safety of the public. Private vehicles and school buses are the primary means of transportation. Emergency services vehicles are also used when needed for incapacitated people. No one can be forced to leave their home, but efforts are made to inform every one of the threat and of help available for evacuees.

Town residents may be evacuated if they are threatened by an out-of-control forest fire, a hazardous materials accident, or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the State Route 1 traffic corridor. The most likely location for criminal violence is at the elementary and high schools.

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

CONCEPT OF OPERATIONS

The Fire Chief will oversee a general evacuation of residents within the town. He may request assistance from the Hancock County Sheriff's Office and the Maine State Police.

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

The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. The Fire Chief is responsible for the final route determination. Evacuation will be coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, including elderly and handicapped will need to be transported by public transportation. The Town EOC will contact the County EOC to request public transportation. The County EMA has agreements with the local School Districts and with Downeast Transportation.

Evacuation and reentry instructions are given via radio, television, and by traffic control personnel. Signs and cones may be needed to help direct evacuees. Return to the evacuated area takes place when it is deemed safe for the citizens to return.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are the authority for establishing evacuation policy.

The Fire Chief coordinates evacuation activities.

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The EMD compiles all evacuation information and provides reports to the County EOC.

The Animal Control Officer will coordinate efforts for the evacuation and sheltering of animals, especially farm animals.

ADMINISTRATION AND LOGISTICS

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

Facilities that require special attention during evacuations include:

Facility	Population	Type of Population
Mountain View School	120	School Age Children
Sumner Memorial High School	12	Infants to Preschool Children
Golden Acres Boarding Home	25	Elderly Adults

EVACUATION INFORMATION (to be filled in during incident)

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

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ANNEX G - HEALTH AND MEDICAL

CONCEPT OF OPERATIONS

It is critical that roads be kept clear of debris so that EMS personnel can locate and transport casualties.

A Mortuary Collection Point (MCP) will be established in a safe and secure area near the mass casualty incident scene for storage of the deceased.

Review the County EOP for detailed information relating to Health and Medical.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Fire Chief or designated Fire Officer is the incident commander (IC) for all hazmat and mass casualty incidents.

If the incident involves HazMat, the Fire Chief, or designated Fire Officer must initiate decontamination measures for the emergency responders, evacuees, and victims. The Fire Chief, or designated Fire Officer should request the County Decon Strike Team.

The senior Sheriff's Deputy or State Trooper is the incident commander if the incident is criminal in nature (shooting, bombing, etc).

The Town EOC will coordinate emergency medical assistance through the County RCC.

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

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

Search and Rescue operations can be completed by the Hancock County Search and Rescue Team. Contact the County EMA or RCC to request the County SAR Team.

ADMINISTRATION AND LOGISTICS

The nearest Hospital with an emergency room is Northern Light Maine Coast Hospital.

The nearest Health Clinic is the Gouldsboro Clinic.

Ambulance Services are provided by Northern Light Medical Transportation and Emergency Care and Sullivan Fire Rescue.

The nearest Funeral Services are provided by Jordan Fernald and Bragdon Kelley.

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ANNEX H - RESOURCE MANAGEMENT

SITUATION

All disasters will require additional manpower, communications, and vehicles.

The Town has no career employees for use in emergency response and recovery. Manpower will be all volunteer. The initial manpower source will be the Fire Department. The Town EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the County EOC.

Consideration should be made to contract with local contractors and individual residents for additional resources.

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

The Town has no resources to respond to a Terrorist Incident except to extinguish any fires, search for explosives, evacuate the injured, and close roads in the area. The Hancock County Sheriff's Office shall be notified immediately.

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

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

CONCEPT OF OPERATIONS

The Town will expend its own resources before requesting resources from other communities and other levels of government. Local mutual aid will be requested through the County RCC. State law enforcement and environmental resources will also be requested through the RCC. Most other resources will be requested through the County EMA.

The storage, maintenance and replacement of equipment borrowed from the County and State are the responsibility of the Town. Records are kept for the request and deployment of these resources.

The Board of Selectmen will attend FEMA Public Assistance briefings to initiate the application process for public facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

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ATTACHMENT 1 - SEVERE WINTER STORMS

NATURE OF THE HAZARD

The Town is very susceptible to severe winter storms. Downeast Maine can receive a great deal of snow and ice and air temperatures can drop to 30-50 deg F below zero. All Town roadsides are heavily forested which take down power lines when trees fall.

RISK AREA

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

Another area of concern is for elderly residents who lose the capability to heat their homes and fail to communicate the danger they are in.

Finally, the electrical power distribution system is very susceptible to damage by accumulating ice and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with heating, water supply, sanitation, and food preparation.

DIRECTION AND CONTROL

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

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

Emera Maine Power's outage reporting hotline is 1-855-363-7211.

RESOURCE MANAGEMENT

The EOC will locate an electrical power generator and hook up the Town Office to provide emergency power. The EOC will ensure that there is enough heating system and generator fuel, and batteries. The EOC should have a portable, battery-operated radio, capable of receiving NWS transmissions.

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ATTACHMENT 2 - FOREST FIRES

NATURE OF THE HAZARD

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

RISK AREA

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

DIRECTION AND CONTROL

All wildfires must be reported to the County RCC. The Fire Chief and the Fire Warden must quickly assess the situation and determine the scale of support needed. A large wildfire will require the support of the Maine Forest Service (MFS) and mutual aid. The Incident Commander should immediately request such support through the MFS. The Town EOC will be activated. An officer of the Fire Department is the Incident Commander, unless relieved by a MFS Ranger.

WARNING

Residents must be alerted immediately in order to provide time for a safe and orderly evacuation. The EOC will contact local radio and television stations and request that they broadcast information on the disaster. The warning should contain:

- 1) The nature of the emergency and current situation
- 2) What areas are affected and what roads are closed
- 3) What actions need to be taken by which Residents

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

EVACUATION

The EOC will need to determine what routes will be used to evacuate residents. Contact the town officials of neighboring towns to make sure that you are not evacuating people in another town's danger zones. Attempt to post the evacuation routes and barricade the closed roads.

RESOURCE MANAGEMENT

Town vehicles are limited to Fire Department Apparatus; however, several town residents do have logging equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks.

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ATTACHMENT 3 - FLOODING

NATURE OF THE HAZARD

Sullivan is a very hilly area and has lakes and ponds that include Flanders and Donnells Pond.

RISK AREA

There are [redacted] homes and [redacted] business structures in areas with a potential for major flooding. None of these homes and businesses is subject to destruction, but could have flooded basements or first floors.

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

- 1.
- 2.
- 3.

DIRECTION AND CONTROL

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

WARNING

The Road Commissioner or Board of Selectmen will be responsible for posting any and all roads that he deems unsafe for vehicle or pedestrian traffic.

RESOURCE MANAGEMENT

The Town does not have a public works department. All road work associated with flooding will require a contract for repairs.

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ATTACHMENT 4 - HAZARDOUS MATERIALS ACCIDENT

NATURE OF THE HAZARD

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

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

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

RISK AREAS

State Route #1 is a primary transportation corridor for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc). Other roadways have not been identified as carrying reportable quantities of extremely hazardous materials (EHS); however there are other types of HazMat that may transit this corridor in limited quantities.

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

CONCEPT OF OPERATIONS

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

Personnel will assess the hazards, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present. The Incident Commander (IC) will record the incident information on the Maine EMA AR-1 form and will report the information to the County RCC. The situation will be assessed from a safe distance. Binoculars are located on fire apparatus. The IC will refer to the 2016 US DOT Emergency Response Guidebook (ERG) for guidance.

The IC will request technical support from the Maine Department of Environmental Protection (DEP), Emergency Spill Response Team, by contacting the County RCC. The DEP will have primary responsibility for the recovery efforts of a HazMat spill. All spills, to include fuel lost from an automobile during a vehicle accident, will be reported to the DEP.

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

The FD will implement traffic and crowd control procedures, using road blocks as much as possible. The IC will determine what protective actions (evacuations or shelter-in-place) outside

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the Hot Zone will be implemented. The 2016 USDOT ERG will be consulted for initial isolation and protective action distances. Evacuees must be moved to a safe place of refuge using routes that will not cause exposure to the HazMat.

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

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

An Ambulance and EMS crew will be requested through the RCC, when the possibility of victims or contaminated personnel exists.

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

The County Decon Strike Team should be requested for all operations-level hazmat tasks.

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

DIRECTION AND CONTROL

The Board of Selectmen and EMD will consider the activation of the EOC during a HazMat incident that causes residents to be evacuated or sheltered-in-place. The EOC will establish communications with the County EOC.

ADMINISTRATION AND LOGISTICS

All Firefighters receive annual HazMat: First Responder Awareness Training. Currently 8. Training is accomplished in accordance with 29 CFR 1910.120(q). Immediately following a HazMat response, the Fire Chief, or designated Fire Officer will debrief the responders to determine the summary of response activities, health and safety issues, any immediate problems and the corrective actions for future responses.

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ATTACHMENT 5 - SEVERE SUMMER STORMS

NATURE OF THE HAZARD

The Town is very susceptible to severe summer storms. Maine can receive a great deal of wind and rain in a very short period of time, to include thunderstorms, tropical storms and hurricanes. All Town roadsides are heavily forested which take down power lines when trees fall.

RISK AREA

It is very easy for town residents to become trapped in their homes due to totally impassable roads, due to fallen trees. The major concern is the difficulty for emergency response by EMS and the Fire Department.

Another area of concern is homes that are damaged or burnt during the storms.

Finally, the electrical power distribution system is very susceptible to damage by high winds and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with water supply, sanitation, and food preparation.

DIRECTION AND CONTROL

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

The Road Commissioner and Board of Selectmen is responsible for keeping the town roads open for traffic.

Emera Maine Power's outage reporting hotline is 1-855-363-7211.

RESOURCE MANAGEMENT

The EOC will locate an electrical power generator and hook up the **Town Office and Fire Station** to provide emergency power. The EOC will ensure that there is enough generator fuel and batteries. The EOC should have a portable, battery-operated radio, capable of receiving NWS transmissions.

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ATTACHMENT 6 – HOSTILE INCIDENT AT SCHOOL

NATURE OF THE HAZARD

The Town is a very small rural community with very few locations for public gatherings. The primary location in town that has a regular public gathering is Sumner High School and Mountain View School. Although a political terrorist attack is very unlikely, a domestic incident by an individual or several individuals attacking students is within the realm of possibility. A small improvised explosive device or an attack with small arms will be the most likely weapons for an attacker to utilize.

RISK AREA

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

DIRECTION AND CONTROL

At the first indication of trouble, the County RCC must be notified. The RCC will dispatch law enforcement, fire and EMS.

The first law enforcement officer will be the incident commander. Law enforcement will initiate an active shooter response.

School officials will attempt to safeguard the children by securing them within their classrooms. Review the School Emergency Plan for more details on the School response actions.

The Town EOC will be activated to assist the School District with resource management.

WARNING

Close contact between the School Officials and the Sheriff's Office is important. Any "intelligence" that the Sheriff's Office receives that might be linked to possible eventual trouble at the school should be immediately provided to the School Superintendent.