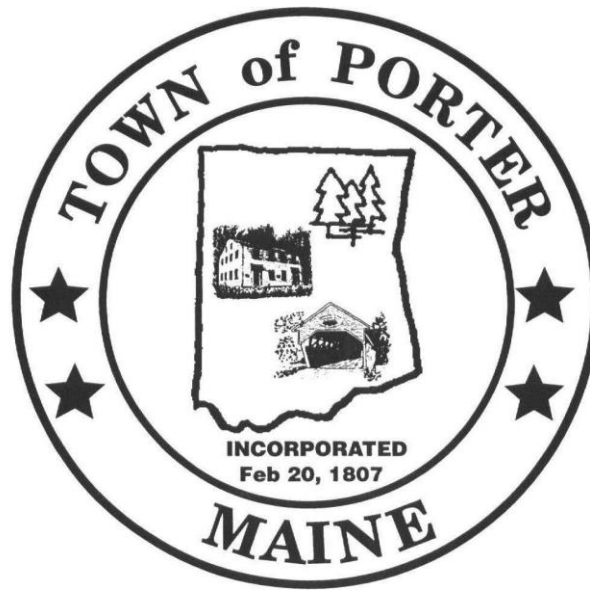


The Municipality of Porter, Maine



2012

Emergency Operations Plan

Porter Office of Emergency Management (POEM)

Porter, ME 04068

Approved : October 30, 2012

Updated: May 14th, 2014

Updated: Aug. 19th, 2015

Updated: Sept. 24th, 2015

Updated: May 2nd, 2017

Updated: Nov. 1st, 2017

Updated: Jan. 16th, 2019 cont.

Porter, Maine Emergency Operations Plan

Updated Nov.15 2019

Updated Nov.22 2021

Updated Feb.19 2022

Porter, Maine Emergency Operations Plan

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DISTRIBUTION

- Porter Office of Emergency Management
- Kezar Falls Fire Station
- Porter Incident Command Kit
- Porter Town Office Records
- District Superintendent’s Office
- Oxford County Emergency Management Agency
- Oxford County Sheriff Department

Porter, Maine Emergency Operations Plan

Porter, Maine Emergency Operations Plan

EMERGENCY PROCLAMATION and EMERGENCY POWERS

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

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

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

(C) Whereas, the Board of Selectmen is in session only at special times, and when the First Selectmen is not available, they have empowered the Porter Emergency Management Director with the authority to proclaim an emergency state for or within the said Town should it exist.

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

EMERGENCY OPERATIONS PLAN APPROVAL TOWN OF PORTER

The Emergency Checklist Plan for the Town of Porter has been approved.

<u>Brent Day</u> 1 st Selectman	<u>2/22/23</u> Date
<u>Ronald Silvia</u> 2 nd Selectman	<u>2/22/23</u> Date
<u>Shane Lajoie</u> 3 rd Selectman	<u>2/22/23</u> Date
<u>Roger Bérubé</u> Emergency Management Director	<u>2/22/23</u> Date

Porter, Maine Emergency Operations Plan

RECORD OF CHANGES

The Emergency Operations Plan for the town of Porter is reviewed annually to determine if the plan is current. Minor changes are recorded on the table below and inserts are prepared for inclusion in distributed copies. All amendments to this plan must be fully implemented within six months after the change occurs.

YEAR	SIGNATURE	DATE
2012	Roger K. Bérubé Porter E M Director	Oct 30, 2012
2014	Roger K. Bérubé Porter E M Director	May 14, 2014
2015	Roger K. Bérubé Porter E M Director	Aug. 19, 2015 / Sept.24, 2015
2017	Roger K. Bérubé Porter E M Director	May 02, 2017/ Nov. 1 st , 2017
2019	Roger K. Berube Porter E M Director	Jan. 16, 2019
2019	Roger K. Berube Porter E M Director	Nov 15, 2019
2021	Roger K. Berube Porter E M Director	Nov 22, 2021
2022	Roger K. Berube Porter E M Director	Feb.19, 2022

Plan Component	Remove Pages Numbered	Insert Pages Numbered
Newly Adopted Porter Emergency Operation Plan Date: Oct. 30, 2012		
American Red Cross reorganized territory Date: May 14, 2014	5,16, 24	5,16,24
Updated Plan Date: Aug. 19, 2015 added phone # and made a few corrections. Can be accessed in Drop Box		
Updated EAP for Dams Date: Sept.24, 2015 MEMA conducted a TTX and Walk Through		
Updated Plan added Annex L Porter Commodity Point of Distribution May 02, 2017		57,58
Updated EAP for Dams Date: Nov. 1 st , 2017		
Uodated EAP for Resource Manual KFFD Equipment Date: Jan 16, 2019	36	36
Updated Nov.15 2019 EOP		
Updated Nov.22 2021 Updated Feb 19, 2022		

Porter, Maine Emergency Operations Plan

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BASIC PLAN

PURPOSE

This emergency operations plan identifies hazards and vulnerabilities and the likelihood and severity these hazards will impact the communities vulnerabilities. This plan defines the efforts and resources to mitigate the effects and prepare for and respond to an emergency or disaster event. The town of Porter has a total area of 32.9 square miles (85 km²), of which, 31.5 square miles (82 km²) of it is land and 1.4 square miles (3.6 km²) of it (4.34%) is water. Porter is drained by the [Ossipee River](#). The town is crossed by state routes [25](#) and 160. Porter borders the towns of [Eaton](#) and [Freedom, New Hampshire](#) to the west, [Brownfield](#) to the north, [Hiram](#) to the east, and [Parsonsfield](#) to the south.

SITUATION AND ASSUMPTIONS

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

Hazard	Ranking
Severe Winter Storm	2
Wildland/Forest Fire	1
Mass Casualty Incident	8
Localized Flooding	4
HazMat (Transportation)	6
Hostile Incident at School	9
Utility Failure	5
SevereSummerStorms/Hurricanes/Earthquakes	3
Pandemic Flu	10
Dam Failure	7

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

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

A **Mass Casualty Incident** could occur resulting from a passenger vehicle accident, or as a result of any of the described disaster hazards. Since Porter does not have an ambulance, or hospital, this situation will be very difficult to manage. Response times will be delayed however the Sacopec Rescue Unit Inc., the Sacopec Valley Health Center and Mutual aid and any Oxford County medical assistance that would be available.

There are very few properties within the Porter Floodplain. The most likely damage from **flooding** will be to roadway sections that contain bridges or culverts and through erosion of gravel roads. There are **3** dams in Porter. Even though these dams may not be of significant or high hazard, the potential for **dam failure** could be on the increase as the dams age and deteriorate.

Though **hazardous materials** could be transported on any community road, the greatest traffic flow of hazardous materials is along State Route 25. The residences along this traffic corridor are most susceptible to a HazMat incident.

The most likely **hostile incident at the school** would involve the MSAD 55 school complexes which all have their own EOP's. These complexes contain the largest concentration and the most vulnerable people in the community. Attacks may involve the taking of hostages, bomb threats or explosions and/or mass shootings.

Porter, Maine Emergency Operations Plan

We have already experienced in recent years a **utility failure** as the result of an ice storm. A utility failure could affect the entire town and will have its greatest impact to living conditions during severe cold weather.

Severe Summer Storms and Hurricanes and **Earthquakes** have the potential for property damage, flooding, lightning, tornadoes, microbursts, high winds, and hail damage. These storms can also damage water and power supplies.

Towns in Oxford County haven't experienced a disease epidemic in many years, but could be susceptible to a natural outbreak, such as **pandemic influenza**, or an intentional biological attack. If surrounding Towns or communities have an outbreak, it could potentially spread into Porter.

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

HAZARD EVENT	VULNERABILITY LOCATION	LIKELIHOOD	MAJOR DAMAGES	DEATHS OR INJURIES
Forest Fires	All Homes	Medium	Forests & Homes	Limited
HazMat Incident	Route 25 / 160	High	Roadways	Group
Mass Casualty	Village Proper	Low	None	Group
School Attack	South Hiram Road	Low	Schools	Group
Flooding	Flood Plain Area	Medium	Roadways	Low
Utility Failure	All Homes & Businesses	Medium	Frozen Plumbing & Power Lines	Low
Winter Storm	All Homes	High		Low
Summer Storm	All Homes	High	Trees, Flooding	Low
Pandemic Flu	All Homes	Low	Manpower	Group
Dam Failure	Colcord/Bickford & Black Ponds	Low	Flooding	Low

The Town of Porter does not have its own law enforcement, medical services, public works, hazardous materials response team, or public transportation. Oxford County and Maine State Police provide law enforcement. Regional hospitals are located in Bridgton, Maine and Portland, Maine. The Kezar Falls Rescue provides ambulance services. The State of Maine and Oxford County provide limited hazmat response. The MSAD# 55 school district could provide emergency public transportation with a mutual Agreement through the Superintendent of schools with Ledgemere Transportation for busses when school is closed for the season. Public works are contracted through the Porter Road Commissioner. Fire Protection services are handled by the Kezar Falls Fire Department and the Towns of Cornish, Hiram, Brownfield, Effingham, N.H., Freedom, N.H., Limerick, Newfield, Limington, and Baldwin.

The likelihood of a disaster situation occurring in Porter that could cause multiple deaths or injuries is medium. There are no large passenger transportation services. There are very few structures over two stories. Local forest fires are not swift, and timely evacuations of the very low population density would not be difficult. Residents are accustomed to dealing with winter storms and power outages. There are 2 major bridges or waterways in town and several homes are in small flood zones. The major portion of transported hazardous materials consists of many different chemicals and the hazards would be High School attacks present the only real direct danger to life, but the likelihood is remote.

Porter, Maine Emergency Operations Plan

PORTER DEMOGRAPHICS, 2010 CENSUS

Population & Age Statistics

Total Year-Round Population
1505

Under 18 Years Old
344

18 to 24 Years Old
83

25 to 44 Years Old
340

45 to 64 Years Old
505

65 Years Old & Over
233

Median Age
44.3

Housing & Density Statistics

Total Housing Units
819

Occupied Housing Units
624

Owner-Occupied Housing Units
516

Renter-Occupied Housing Units
108

Vacant Housing Units
195

People per square mile
47

Houses per square mile
25

Social and Economic Statistics

Total Labor Force, 2010 974

Per Capita Income, 2010 \$23,935

Median Household Income, 2010 \$45,000

Total Municipal Valuation, 2010 * \$1,714,075.23

* Not a Census Bureau Statistic

Porter, Maine Emergency Operations Plan

CONCEPT OF OPERATIONS

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

Disaster or major emergency notification will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Oxford County Regional Communication Center's (OCRCC) radio-page to the Kezar Falls Fire Department, an Oxford County Emergency Management Agency (Oxford County EMA) "Fan-out" or by announcements on area television and/or radio broadcasts.

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

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

The only emergency response force in Porter is the Kezar Falls Fire Department. The Fire Chief or Senior Fire Officer may request Aid from neighboring communities. Currently, the Fire Department and the Office of Emergency Management (OEM) both have oral mutual aid agreements with several other towns.

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

Board of Selectmen:

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

Porter, Maine Emergency Operations Plan

Emergency Management Director:

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

Public Information Officer: TBD

1. Reports immediately to the EOC and coordinates all public information and employee relations' activity through the EOC.
2. Acts as the sole source of information to the media and manage news personnel.
3. Arrange for photographs and videos with On-site Incident Commander, if necessary.
4. Keep a chronological record of the incident and confidential information on victims.

Communications Officer:

1. Test and operate all EOC communications systems, supervise EOC radio operations and receive and release all radio messages.
2. Activates warning system when directed by EM Director.
3. Provide current updates to EOC Manager.

Communications Coordinator:

1. Supports communication plan.
2. Deploys ARES/RACES teams to designated areas if necessary.
3. Maintains a base station at the EOC.

Resource Manager:

1. Coordinate procured and donated supplies and materials.
2. Will be responsible for acquiring additional transportation and facility assets that are needed.

Fire Chief:

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

Fire Warden: Coordinates with the Maine Forestry Service.

Road Commissioner:

1. Coordinates road repair and maintenance.
2. Responsible for organizing the Damage Assessment program.

Shelter Officer: Appointed during emergency by Board of Selectmen to establish a Disaster Shelter.

Town Clerk and Treasurer:

1. Mans EOC telephones and records information.
2. Tracks disaster expenditures and pays bills authorized by the board of Selectmen.

Town Constable: TBD

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:

Porter, Maine Emergency Operations Plan

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.

School Superintendent:

1. Coordinates use of buses for evacuation or sheltering purposes during and after school closes for the summer..
2. Coordinates opening up designated regional shelter if required.

ADMINISTRATION AND LOGISTICS

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

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

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

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

PLAN DEVELOPMENT AND MAINTENANCE

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

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

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

AUTHORITIES AND REFERENCES

A. Authorities

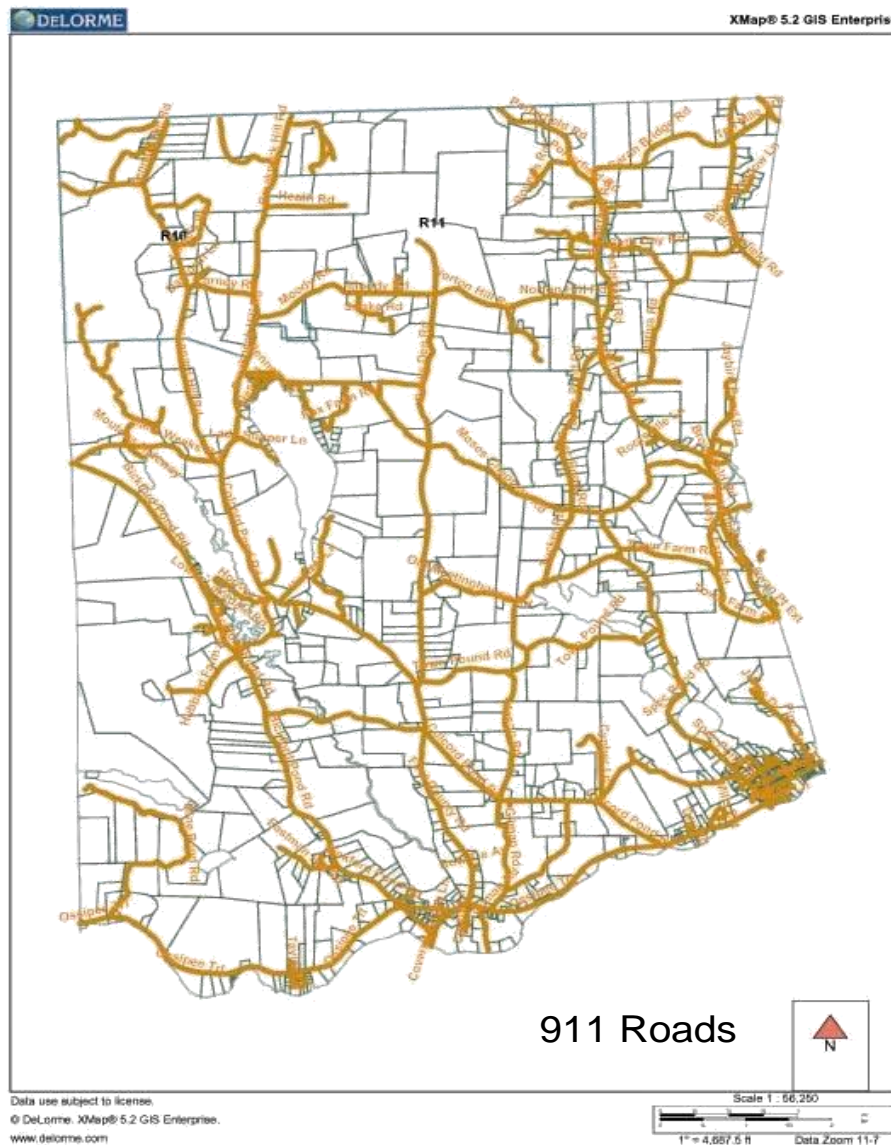
- The “Civil Emergency Preparedness Ordinance of the Town of Porter”, 2006.
- Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.
- Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.
- Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

B. References

- Federal Emergency Management Agency. Objectives for Local Emergency Management. CPG 1-5, July 1984.
- Federal Emergency Management Agency. Guide for All-Hazard Emergency Operations Planning. SLG-101, September 1996.
- Department of Homeland Security, National Response Plan, November 2004

Porter, Maine Emergency Operations Plan

MAP of the TOWN of PORTER



Town of Porter

Porter, Maine Emergency Operations Plan

ANNEX A - DIRECTION AND CONTROL

PURPOSE

The Town of Porter does not employ any full-time and/or paid emergency responders. All town officers and response personnel are serving in a volunteer status. This annex will give guidance on actions to be taken during emergencies by these town officers and volunteers and the coordination efforts by the municipal officials with county, state and contractor personnel.

SITUATION AND ASSUMPTIONS

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

CONCEPT OF OPERATIONS

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

By ordinance enacted 2006, the Town of Porter has established the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for the Town of Porter, Oxford County, State of Maine and Federal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. By adopting NIMS, the Town of Porter 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 Porter emergency and disaster responders for incident management.

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

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

EOC ACTIVATION LEVELS

LEVEL	STATUS	ACTION
1	Standby	EOC Set up and ready to be activated
2	Increased Readiness	EM Director man the EOC on a temporary basis
3	Full Activation	Entire EOC staff recalled; 24 hours shifts established

Porter, Maine Emergency Operations Plan

The primary Emergency Operations Center (EOC) is set up at the Porter Town Hall on Main Street. The alternate EOC is located at the Kezar Falls Fire Station on 39 River Street. The EOC's communications capabilities include telephone and 2-way radios. All Fire Department personnel can be reached through the OCRCC, SP Gray, via radio-pagers. The Oxford County EOC is located at 26 Western Av, South Paris, ME.

If an on-scene command post is established, the incident commander is the senior officer on the scene from the emergency service best suited to handle the situation. For a situation involving a fire or hazardous materials, the Incident Commander will be the Fire Chief. For any incident involving a terrorist situation, the first or most senior law enforcement officer from the County or State Police will be the Incident Commander. The command post keeps the EOC informed of the situation. The Porter EOC keeps the Oxford County EOC informed.

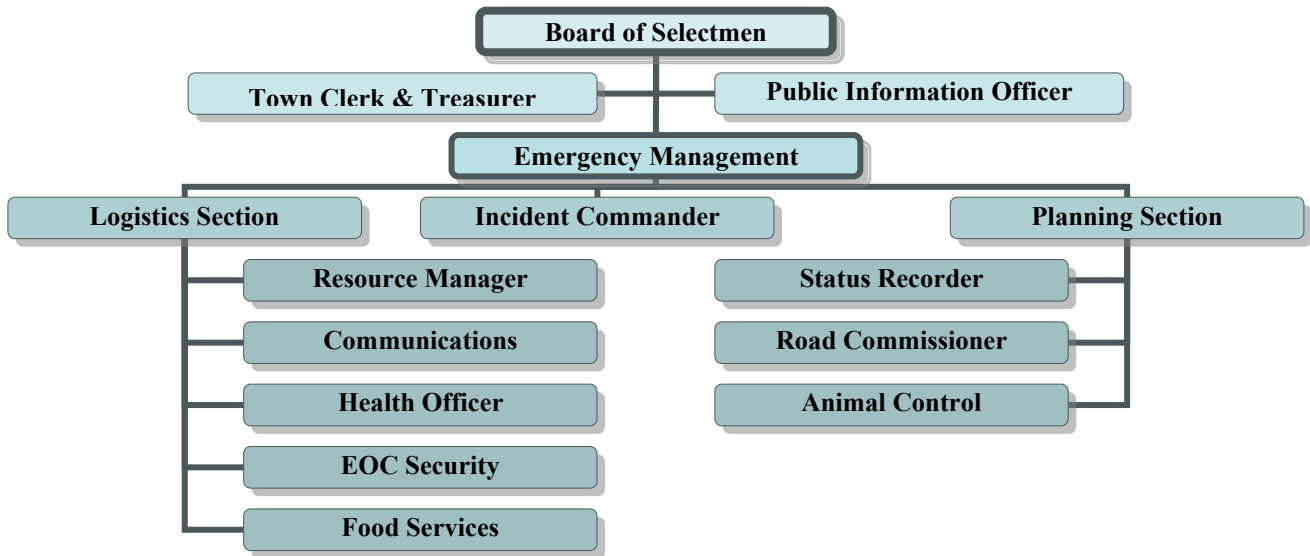
ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen exercise broad control over emergency operations. The Selectmen provide guidance on policy and approve information for the public. Town officers manning the EOC assure work is accomplished in a mutually supportive way. The EOC staff members 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	Make policy decisions and have responsibility for emergency response within the Town. They will carry out welfare general assistance as required.
Emergency Manager	Maintains the EOC and advises officials and agencies on emergency procedures. The EM Director activates the EOC when necessary, coordinates resources, emergency response and recovery efforts, and compiles damage assessment reports.
Town Clerk/Treasurer	Maintains official town documentation and completes all financial transactions, once approved by the Board of Selectmen.
Fire Chief	Directs the actions of the Volunteer Fire Department.
Fire Warden	Coordinates with the Maine Forest Service on all Forest Fire issues.
Town Constable	Post official notices to the public. Provides security for the EOC.
Animal Control Officer	Directs all actions dealing with animal emergencies.
Health Officer	Responsible for all public health issues. Coordinates with local hospitals and EMS units. Responsible for protecting the public's health.
Road Commissioner	Completes all roadway damage assessment actions and develops repair cost estimates.
Public Information	A volunteer will be selected to provide emergency information to the public and to provide news releases to the media.
Resource Manager	A volunteer will be selected to coordinate procured and donated supplies and materials. This individual will also be responsible for acquiring additional transportation and facility assets that are needed.
Communications Officer	Answers the phone and base radio. Dispatches emergency personnel.
Food Services	Organizes feeding and refreshments for EOC staff and emergency response personnel.
Status Recorder	Updates Incident Status information.
Volunteer Coordinator	Contacts and in-processes all disaster volunteers. Works for the Resource Manager.

Porter, Maine Emergency Operations Plan



Porter EOC Layout

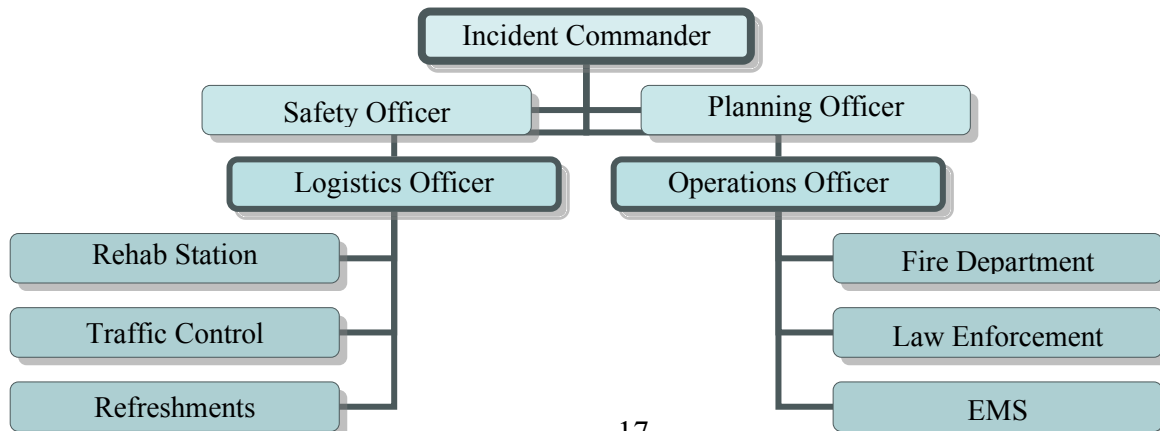
The following emergency functions will be accomplished during an emergency in Porter.

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

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

Emergency Medical Services: The Town of Porter relies on Sacopee Rescue for Emergency Medical Services. Operational communications will be established between the Incident Commander on scene and the Senior EMS Officer. The EOC will maintain landline communications with the regional hospitals.

Public Works: This is contracted to private companies through the Board of Selectmen, with assistance from the Road Commissioner an elected position and currently a private contractor. They are responsible for highway maintenance and will assist in damage assessment.



Porter, Maine Emergency Operations Plan

ADMINISTRATION AND LOGISTICS

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

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

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

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

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

MUTUAL AID CHART

AGENCY	1st RESOURCE	2nd RESOURCE	3rd RESOURCE
Emergency Management	Oxford County EMA 743-6336	Maine EMA 1-800-452-8735	FEMA Region I
Law Enforcement	Oxford County Sheriff 911	Maine State Police 800-228-0857 207- 657-3030	FBI 947-6670
Fire Protection	Kezar Falls FD Cornish FD Hiram FD	Limerick FD Baldwin FD Brownfield FD Effingham, N.H. FD Freedom, N.H. FD Limington FD	Any Oxford County FD
Public Works	Road Commissioner Contract Services	Central Maine Power 1-800-696-1000	Fairpoint Comm. 1-866-984-3001
Ambulance Services	Sacopee Rescue Unit 625-3088	Mutual Aid w/ nearby towns / Limington	Any Oxford County Rescue Services
Hospitals	ME. Med / Mercy 662-0111 / 879-3000	Bridgton Hospital 647-6000	Stephens Memorial 1-800-649-2536
Red Cross	Southern Maine Chapter Paul Clark 207-874-1192x105 2741822 Cell Paul.Clark @redcross.org		
Environmental Protection	Maine DEP 1-800-482-0777	U.S. EPA 1-800-424-8802	Maine Forest Service 287-2791
National Weather Service	NWS (Gray) 1-800-482-0913		
HazMat Information	Nat. Response Center 1-800-424-8802	CHEMTREC 1-800-424-9300	CHEM-TEL 1-800-255-3924
MISC Resources	Poison Control Center 1-800-442-6305	Military Shipments 1-800-851-8061	Center for Disease Control

Porter, Maine Emergency Operations Plan

Porter, Maine Emergency Operations Plan

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

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

EOC CHECKLIST

X ACTION

- EOC Alert Status:
- EOC Notification From:
- Consider need to declare an emergency.
- Notify all EOC staff and volunteers.
- Activate and test all equipment.
- Begin message and event logs.
- Inspect emergency generator for fuel and start capability.
- Begin plotting and posting events.
- Brief staff upon arrival.
- When "manned and ready", report to Oxford County EMA (743-6336/6337).
- Review staffing pattern to ensure 24 hr. capability (If needed).
- Conduct "time check".
- Brief elected officials on status of EOC.
- Check on food, water, and sanitation supplies and make appropriate arrangements.
- Submit verbal and written situation reports to Oxford County EMA (Fax 743-7346).
- Establish EOC security procedures.
- Conduct periodic briefings for EOC staff.
- Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.
- Review procedures for requesting assistance. Contact contractors for assistance.
- Maintain records of expenditures.
- Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.
- Brief oncoming shift personnel of all events and pending actions.
- Prepare initial damage assessment information for submission to Oxford County EMA.
- Contact area volunteer groups to assist with emergency recovery operations.

Porter, Maine Emergency Operations Plan

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

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

Rev 4/27/05

Porter, Maine Emergency Operations Plan

STATE of MAINE LOCAL EMERGENCY / DISASTER SITUATION REPORT

SITUATION REPORT INSTRUCTIONS

1. Introduction

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

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

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

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

2. Situation Reporting

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

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

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

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

Porter, Maine Emergency Operations Plan

ANNEX B - COMMUNICATIONS

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

When neither telephone nor radios are functioning or unable to reach the intended party, runners may be used as an emergency stop-gap measure. Volunteers with appropriate vehicles (4WD, ATV, snowmobiles, etc) will be requested to support this measure. Consideration should also be made to using and compensating volunteers with cellular and satellite phones. Additionally, Oxford County EMA can activate ARES/RACES HAM radio personnel.

CONCEPT OF OPERATIONS

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is 207-625-8344. The Alternate EOC phone number is 207-432-1919

The Fire Department has about 12 hand-held two-way radios with Gray Dispatch Center, OCRCC, State Fire, Oxford EMA and several local fire department radio frequencies. Radio traffic may be relayed through the radio base station at the Fire Station.

The Fire Station has a multi-channel two-way radio base station. Contact with the Gray Dispatch Center, OCRCC and Oxford County EMA is possible. All the volunteer firefighters are issued a radio-pager. Page-outs may be initiated from the Fire Station or the OCRCC. The Fire Station also maintains a radio scanner. All fire trucks are equipped with mobile truck radios.

The Town Office (jmiller@portermaine.org) and Fire Department (www.kffd17c@yahoo.com) both have Internet and E-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State government officers.

The Town Office can send and receive fax transmissions. 207-625-4120.

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

ADMINISTRATION AND LOGISTICS

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

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

Porter, Maine Emergency Operations Plan

LOCAL TELEPHONE LISTING

POSITION	NAME	OFFICE TELEPHONE	HOME TELEPHONE
First Selectman	Brent Day	207-625-8344	207-756-5645
Second Selectman	Ronald Silvia	207-625-8344	207-625-8246
Third Selectman	Shane Lajoie	207-625-8344	207-256-0295
TOWN OFFICE	Porter Town Hall	207-625-8344	207-756-5645
FIRE STATION	Kezar Falls Fire Dept.	207-625-8625	207-252-0136
Porter Post Office	Name	1-800-275-8777	207-
Town Clerk	Janice Miller	207-625-8344	207-625-8027
OEM Director	Roger Berube	207-625-8344	207-432-1919
Fire Chief	Kenny Burbank	207-252-0136	207-252-0136
Town Fire Warden	Jeff Dutil	207-625-8625	207-650-8461
Constable / County Sheriff	Name (TBD)	207-743-9554	Home #
Road Commissioner	Brad Sanborn	207-625-8344	207-432-1355
Emergency Medical Services	Sacopee Rescue	207-625-3088	207-625-3088
Medical Triage Services	Sacopee Valley Health Center	207-625-8126	207-625-2210
Code Enforcement Officer	Dan Davis	207-256-4522	207-625 8344
Animal Control Officer	Kathaleen Quinan	207-625-7593	207-625-7593
Health Officer	Dr. Joseph DeKay	207-625-4730	207-
Plumbing Inspector	Dan Davis	207-256-4522	207-625-8344
School Superintendent	Carl Landry	207-625-2490	
Shelter Officer	Name	Office #	Home #
Public Information Officer	Name (TBD)	Office #	Home #
Resource Manager	Name	Office #	Home #
Damage Assessment	Name	Office #	Home #
Communications Officer	Name	Office #	Home #
Food Services	Name	Office #	Home #
Status Recorder	Name	Office #	Home #
Volunteer Coordinator	Name	Office #	Home #

RADIO FREQUENCIES

	Receive	Trans
Oxford County Sheriff's Department	155.070	151.2350
Oxford County EMA	153.995	193.995
Oxford County North Tower- FD	154.070	151.4525
Kezar Falls Vol. Fire Department	155.745	154.1900
State Fire	154.310	154.310
Statewide Car to Car	154.695	154.695
Oxford Search & Rescue	153.8750	153.8750
Sacopee Rescue	155.745	155.745
Maine State Police	154.7100	154.7100
PL Pleasant Mt.	192.8	210.7
PL Hiram Tower	192.8	203.5
FD PL Hiram	110.9	103.5
FD PL Pleasant Mt.	94.8	94.8

Porter, Maine Emergency Operations Plan

EXTERNAL CONTACTS

AGENCY	LOCATION	TELEPHONE #
American Red Cross	Southern Maine Chapter	207-874-1192x105
Sacopec Rescue	Allard Circle, So. Hiram	207-625-3088
Central Maine Power -Fire Emer	Augusta	1-800-535-5532
CHEMTREC	Washington D.C.	1-800-424-9300
Civil Air Patrol	72 Broadlawn, Brewer	989-2842
FEMA Region I	Maynard, MA	617-223-9540
Forest Fire Control	Augusta	287-2275
Maine DEP	Augusta	1-800-482-0777
Maine DOT (Spill Contain)	Augusta	289-2551
Maine EMA	Augusta	1-800-452-8735
Maine Floodplain Mgmt	38 State House Station, Augusta	287-8063
Maine Geological Survey	22 State House Station, Augusta	287-2801
Maine State Police	Gray	1-800-482-0730
National Response Center	2100 2nd St. SW, Wash D.C.	1-800-424-8802
National Weather Service	1 Weather Lane, Gray	1-800-482-0913
Poison Control Center		1-800-442-6305
Radio Station – WOXO 92.7 FM/WKTQ 1450 AM	South Paris	743-5911
Radio Station – WBLM 102.9/WCY Y 94.3 FM/WCYI 93.9 FM/Frank 107.5	Portland	774-6364
Radio Station – WHOM 94.9 FM	Portland	(800) 228-1949
Maine Medical Center	22 Bramhall St	662-0111
Television Station-WCSH/6	1 Congress Square, Portland	828-6666
Television Station-WMTW/8	P. O. Box 8, Auburn	782-1800
Television Station-WGME/13	81 Northport Drive, Portland	797-1313
Sacopec Rescue Unit Inc.	Allard Circle, So. Hiram	207-625-3088
Sacopec Valley Health Center	70 Main Street, Porter	207-625-8126
Oxford County EMA	26 Western Ave, South Paris	743-6336
Bridgton Hospital	32 North High St.	207-647-6000
Oxford County Sheriff	26 Western Ave, South Paris	743-9554

FAX MACHINE DIRECTORY

OFFICE	TELEPHONE NUMBER
Town Office	625-4120
Oxford County EMA	743-6336
Oxford County Sheriff	743-9554
Bridgton Hospital	647-6018
Sacopec Valley Health Center	625-7820
Maine EMA	287-3178

Porter, Maine Emergency Operations Plan

ANNEX C - WARNING

PURPOSE

This annex describes the current warning capabilities of the Town of Porter and Oxford County.

SITUATION AND ASSUMPTIONS

The primary National Warning System (NAWAS) warning point for Oxford County is the Oxford County Regional Communications Center (OCRCC) located at 26 Western Avenue in South Paris. The OCRCC number is 743-2419 or 911. The OCRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Oxford County EMA is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the entire County. It provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The primary local warning point is the Kezar Falls Fire Station, located on the River Road. The secondary warning point is the Porter Town Office. The Fire Department members and EM Director can be radio-paged out by the Gray Dispatch Center or the OCRCC. The EM Director is responsible for alerting the Selectmen and town officers. He is also responsible for providing warning to the SAD #55 superintendent and the public via warning devices and mobile notification.

CONCEPT OF OPERATIONS

The dispatcher at the OCRCC fans out information to the local jurisdictions, by contacting the municipal emergency management directors.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

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

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

ADMINISTRATION AND LOGISTICS

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

Porter, Maine Emergency Operations Plan

MOBILE NOTIFICATION ROUTES

VEHICLE	ROADS (In Order) Starting From Fire Station
1	River Street to Oak St. to Bridge St to Ridlon Lane to Ossipee Trail to Porter Village to Roberts Ln to Taylor Ln to to Mine Pd Rd to NH Line.
2	River St to Main St to Maple St.to South Hiram & Rte.160 to Porterfield Rd to Pendexter Rd.to Norton Hill Rd to Sara Bridge Rd to Seth Day Rd to Rounds Rd. to Brownfield .
3	River St. to Pine St. to Summer St.to School St to Winter St to Chapel St to Enfield St.to Spec PD Rd to Town Pound Rd. to Old Meeting House Rd to Moulton Ridge Rd.
4	River St. to Colcord Pd Rd to Gilman Rd to French Rd to Douglas Mill Rd to Hoelzel Ln to all Camp Lns to MosesChapman Rd to Kennard Hill Rd to Danforth Ln to Laines Way to Foss Mtn. Rd to Brownfield.
5	River St to First County Rd to Bickford Pd Rd to Eastman Hill Rd to Dam Rd to Dana Weeks Rd to Chalk Pd Rd to Moulton's Hideaway

WARNING CHECKLIST

X ACTION

_____ Received notification:

_____ Fan-out Information:

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

- _____ a. Telephone and Radio callout.
- _____ b. Mobile notification routes with public address system or door to door notification.
- _____ c. Warning notification to MSAD #55 superintendent.

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

- _____ a. Radio announcements
- _____ b. Television announcement

_____ Keep signed logs of emergency communication traffic.

Porter, Maine Emergency Operations Plan

ANNEX D - EMERGENCY PUBLIC INFORMATION

PURPOSE

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

SITUATION

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

Town residents will need to be notified immediately if forest fires, a hazardous materials accident, or a terrorist situation forces them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm. SAD #55 children and elderly living alone should be notified and assisted first.

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

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

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

CONCEPT OF OPERATIONS

The Selectmen and/or OEM Director will initiate the dissemination of emergency public information.

The Town Media Center will be established in the multi purpose room of the Porter Town Hall 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. The EOC will monitor radio & television news for media feedback and intelligence.

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

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

Porter, Maine Emergency Operations Plan

EMERGENCY PUBLIC INFORMATION CHECKLIST

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

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

INCIDENT INFORMATION

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

_____ Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.

_____ Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.

_____ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.

_____ Initiate procedures for contacting people who may have been injured or suffered losses.

_____ Keep the Selectmen informed of all actions taken or planned.

_____ Maintain a log and a file.

_____ Keep Oxford County EMA informed of all information released.

Porter, Maine Emergency Operations Plan

ANNEX E - EVACUATION

PURPOSE

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

SITUATION

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

Town residents may be evacuated if they are threatened by an out-of-control forest fire, a hazardous materials accident, or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the State Route #25 and #160 traffic corridor. The most likely location for a terrorist situation is at the SAD #55 schools.

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

CONCEPT OF OPERATIONS

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

For a terrorist situation, the senior law enforcement officer from the Oxford 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 Kezar Falls Fire Department.

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

The general population uses private transportation. Those without transportation, including elderly and handicapped are transported by other means. The EOC will contact the Superintendent for MSAD #55 in order to request school buses to aid in the evacuations.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are the authority for establishing evacuation policy.

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

Porter, Maine Emergency Operations Plan

ADMINISTRATION AND LOGISTICS

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

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

Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.

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

SPECIAL NEEDS FACILITY INFORMATION

Facility	Population	Phone	Transportation	Destination
Baldwin Consolodated Cornish Elementary South Hiram Elementary		625-4076 625-4393 625-8116/8117		
Sacopee Valley Middle School		625-2450		
Sacopee Valley High School		625-3208		
Superintendent of Schools:		625-2490	School Buses	

EVACUATION INFORMATION

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

Porter, Maine Emergency Operations Plan

ANNEX F - MASS CARE

PURPOSE

This annex will describe the Porter Mass Care Shelter program.

SITUATION

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

The Mass Care facility for large evacuations that will require overnight accommodations will be the Sacopee Valley Middle School. This facility will be used as feeding and sleeping quarters for evacuated residents. Contact the School Superintendent to coordinate the possible use of this facility. An alternate facility if residents only require a day-time shelter for food, water and warmth will be Sacopee Valley High School. This facility is located next to the middle school. Other facilities and manpower may come from local organizations.

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

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

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

CONCEPT OF OPERATIONS

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

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

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

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

Feeding, sanitation, and bedding for the shelter residents will need to be provided. The Selectmen may authorize the purchase of emergency supplies, food, water, sanitation supplies, cots, and blankets for the shelter. Contact should be made with Oxford County EMA, the local food pantry, or meals on wheels.

Consideration should be made as to establishing a bus service to pick up those needing sheltering and transporting them to the Porter or regional mass care shelters using Ledgemere Busses as per a mutual agreement through the Superintendent of MSAD #55.

Porter, Maine Emergency Operations Plan

The Oxford County Community Emergency Response Team (CERT)/County Animal Response Team is trained and equipped to provide shelter services for cats and dogs of residents that need to find alternate shelter and are unable to take those pets to the shelter. The OEM Director will contact the CERT/CART Leader when needed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen is responsible for ensuring shelter capabilities exist. There is a regional agreement between the County EMA and the Local Chapter of the American Red Cross to manage shelters in many emergencies. The ARC will coordinate and manage their shelter management teams. If the shelter is not operated by the ARC, a town resident must be appointed the Shelter Manager to ensure that all shelter tasks (registration, feeding, etc.) are accomplished.

The County Animal Response Team is responsible for organizing an effort to help shelter local animals.

ADMINISTRATION AND LOGISTICS

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

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

Complete records of expenditures and operations are given to the EOC. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter. If the town operates a shelter on its own, the town will be required to shoulder all the costs.

MASS CARE CHECKLIST

X	ACTION
<hr/>	Contact the American Red Cross Chapter and alert them to possible need for sheltering.
<hr/>	If American Red Cross cannot support a shelter in Porter, contact the Oxford County EMA to determine if the County is establishing any shelters.
<hr/>	If the County is not providing a county-wide shelter, contact local volunteers and activate a shelter. Cost may be borne by town.
<hr/>	Ensure the Shelter is adequately stocked and staffed.
<hr/>	Ensure security is provided for Shelter.
<hr/>	Provide communications link between the Shelter and the EOC.
<hr/>	Maintain status of shelter operations and allocations.
<hr/>	Clean and return the Shelter to original condition.
<hr/>	Submit shelter expenditure statement for reimbursement.

Porter, Maine Emergency Operations Plan

ANNEX G - HEALTH AND MEDICAL

PURPOSE

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

SITUATION AND ASSUMPTIONS

The Town of Porter has 1 medical facility, The Sacopee Valley Health Center, with available medical personnel, emergency medical services, public or environmental health services for Triage as needed for emergency disasters.

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

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

CONCEPT OF OPERATIONS

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

The Kezar Falls Rescue will be the primary EMS.

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

A Mortuary Collection Point (MCP) can only be established in coordination with State of Maine Medical Examiner's Office (800-870-8744). Bodies can not be moved or dealt with without their direction.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

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

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

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

The Town Constable? will coordinate with the Oxford County Sheriff's Dept or the Maine State Police to provide security to the disaster scene.

ADMINISTRATION AND LOGISTICS

Emergency Medical support may come from the Health Center, the Oxford County Search and Rescue Team (SRT), the American Red Cross, or the Maine National Guard. See the communications annex for telephone numbers.

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

Porter, Maine Emergency Operations Plan

ANNEX H - RESOURCE MANAGEMENT

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

The town has no paid employees for use in emergency response and recovery. Manpower will be all volunteer. The initial manpower source will be the Volunteer Fire Department. There are 10 firefighters who can be quickly notified and can respond within minutes. The EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the Oxford County EMA.

The Kezar Falls Fire Department owns a total of 6 vehicles. Consideration should be made to contract with local contractors and individual residents for other vehicle resources.

Communications consists of telephones in the Town Office and Fire Station and in several two-way radios maintained by the Fire Department. Requests for additional communications equipment should be made to the Oxford County EMA and OCRCC.

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

Hazardous Material Incidents will require outside support immediately. The owner of the HazMat is responsible for cleanup, however, the Fire Department is responsible for establishing hot, warm and cold zones, decontaminating, isolating and evacuating contaminated people, collecting and up-channeling information on the incident, and restricting access. Notify the OCRCC and Oxford County EMA immediately. Oxford County has the Regional Response Team (Rumford) and the Decontamination Strike Team (Oxford) as available resources for HazMat incidents.

The Town of Porter has no resources to respond to a Terrorist Incident except to extinguish any fires, search for explosives, and evacuate the injured and close roads in the area. The Oxford County Sheriff's Department shall be notified immediately. The County has a mutual aid agreement with the Androscoggin County COBRA Team to respond to any Weapons of Mass Destruction (WMD)/HazMat incidents.

Severe winter storms will require snow removal and debris clearance for local roads, and electrical power generation is in place for the Fire Station. The Town Office has no power generation capabilities.

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

CONCEPT OF OPERATIONS

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

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

In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously

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damaged areas. Officials at the Federal, State and County levels decide the final numbers and locations of the DAC's. Individual victims and businesses go to DAC's to apply for assistance.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This plan identifies the Emergency Management Director as the Porter Resource Management Officer. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

A staging area will be established in the Fire Station parking lot or as needed in appropriate locations.

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

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

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

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

ADMINISTRATION AND LOGISTICS

The EOC staff will identify needs that cannot be met with local and mutual aid resources, and track these needs. When it appears local resources will be exhausted, a request for assistance is made to the Oxford County EMA. The Town of Porter has no equipment.

EMERGENCY RESPONSE EQUIPMENT

RESOURCE	SIZE/TYPE	QTY	CONTACT	PHONE
Snow Plows	To Be Determined	TBD	Local Citizens	
Dump Trucks	TBD	TBD	Local construction	
Excavators	TBD	TBD	Local Construction	
Front End Loaders	TBD	TBD	Local Construction	
Pickup Trucks	TBD	TBD	Local Citizens	
Buses	TBD	TBD	School Buses	
Generators	TBD	TBD	Oxford County EMA	
Water Pumps	TBD	TBD	Oxford County EMA	
2 way Radios	TBD	TBD	Fire Dept.	
Fire Trucks	TBD	TBD	Fire Dept.	
Personal Vehicles	TBD	TBD	Local Citizens	

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FIRE FIGHTING RESOURCE INFORMATION

CONTACT INFORMATION			RADIO COMMUNICATIONS	
Department	Kezar Falls Fire Department		Call Letters	17C1, 17C2
Business Phone	625-8625		Frequency	155.745
Fax Line	625-4120 (Town Office)		Station Call Sign	KNDN897 Base
Address	39 River Road		No. Mobiles	10
E-Mail	Kffd17c@yahoo.com		No. Portables	10
			No. Pagers	32
PERSONNEL			PORTABLE PUMPS	
Firefighters	28		GPM	Portability
Support	Mutual aide 9 towns		(250) @ 5	1 man
ICS Trained	20		0	2 men
HazMat	Awareness: 22		10	Indian Tanks
Trained	Operations: 6			
SCBA Qual.	16			
FIRE APPARATUS				
Call Sign	Year, Make, Model	Type	GPM	Tank Size (gals)
Tanker 17-T-1	1991 Chevy Kodiak	Tanker	500	2200
Engine 17-E-1	1996 Freightliner FL80	Pumper	1250	1000
Engine 17-E-2	2008 Freightliner M106	Pumper	1250	1000
Forestry 17-F-1	1968 Kaiser 6x6		500	1000
Tower 17-T-4	1996 E-One Hush Hurricane	Ladder	1250	300
Utility 17-U-1	1988 GMC w/Cascade Sys	Utility		
(1)	Portable	DumpTank		2000
HOSE			SUPPORT EQUIPMENT	
Diameter (in)	Thread Type	Length (feet)	No.	Type
1-1/2"	Iron pipe	3400	3@2tons	Air Bags
1-3/4		1000	8	Axe
2-1/2"	NST	3400	2	4.5 kW Generator
3"		3100	1	Thermal Imaging Camera
4"	Stortz	800	1	Jaws of Life Hydraulic
5"			1	CO ₂ Detectors
			4	Flood Lights
			2	Smoke Ejectors
			3	Chain Saws gas
			2	Chain Saws battery powered
			6	Brush Rakes
RESPIRATORY EQUIPMENT	No.	Type		
	15	MSA 4.5 Air Packs	12	Shovels
	1	Cascade Station stationary	28	Safety Vests
	19	30 minute air bottles	200 afff 150 prot	Foam
MUTUAL AID AGREEMENTS				

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Agreement	Town	Agreement	Town
Written	Cornish	Oral	Effingham, NH
Written	Hiram	Oral	Freedom, NH
Written	Brownfield	Written	Limerick
Written	Baldwin	Written	Limington
Written	Newfield	Written	Western Maine firefighters

Agreements on file at the Kezar falls Fire Station and Porter's Emergency Operation Plan and file.

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VOLUNTEER MANAGEMENT

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

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

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

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

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

DONATIONS MANAGEMENT

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

For material donations, the OEM Director will appoint a Donations Manager, who will work for the Resource Manager. The Donations Manager will use any available space in the Town Hall or seek space at another facility to receive, inventory and distribute donated materials.

Item Received	Quantity Available	Category	Person Donating	Date Received

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

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EMERGENCY MANAGEMENT VOLUNTEER LISTING (Fill in with volunteer information)

NAME/ORGANIZATION	TELEPHONE	ADDRESS	TASK ASSIGNMENT

- | LOCAL COMMUNITY SERVICE GROUPS | TYPICAL VOLUNTEER TASKS |
|--|--------------------------------|
| Porter Churches | Facility/Manpower/Mass Feeding |
| Porter Grange | Facility/Manpower/Mass Feeding |
| Porter A.L. Hall / Drummond Masonic Hall | Facility/Manpower/Mass Feeding |
| Boy Scouts /JROTC | Manpower |
| CERT /CART | Animal Sheltering/EOC Manpower |

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LOCAL CONTRACTORS AND SUPPLIERS AS PER ROAD COMMISSIONER

RESOURCE	SUPPLIER	PHONE NUMBER	ADDRESS

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STATE OF MAINE REQUEST for ASSISTANCE FORM

Part I: REQUEST

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

Part II: ALLOCATION

07	Allocator:		
08	Resource Available:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
09	Resource Provider:	Telephone:	
10	Type/Quantity of Resource Allocated:		
11	Remarks:		

Part III: DISPOSITION

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

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ANNEX I - DAMAGE ASSESSMENT

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

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

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

CONCEPT OF OPERATIONS

There are three phases of damage assessment.

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

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

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

Damage Survey: After a Disaster Declaration by the President, State and Federal personnel conduct a more detailed survey for cost estimates of repairs to public property. The Board of Selectmen provides guidance.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

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

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

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

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

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Jurisdiction:		Date:	
PEOPLE AFFECTED		ASSISTANCE PROVIDED	
Number		Number	
Deaths		Persons Evacuated	
Injuries		Persons in Public Shelters	
Missing			
RESIDENTIAL		Primary	
		Number	Value (if known)
		Number	Value (if known)
(ARC) 3	Houses destroyed	\$	\$
(ARC) 2	Houses with major damage	\$	\$
(ARC) 1	Houses with minor damage	\$	\$
	Houses affected	\$	\$
(ARC) 3	Mobile homes destroyed	\$	\$
(ARC) 2	Mobile homes severely damaged	\$	\$
(ARC) 1	Mobile homes moderately damaged	\$	\$
	Mobile homes affected	\$	\$
	TOTAL	\$	\$
TOTAL RESIDENTIAL (primary plus secondary)			\$
BUSINESS			
	Businesses affected		\$
	Number now unemployed		
	Estimated duration of unemployment (weeks)		
TOTAL BUSINESS			\$
AGRICULTURE			
	Farm buildings and equipment		\$
	Crop land (all crops)		\$
	Livestock		\$
TOTAL AGRICULTURE			\$
INDIVIDUAL DAMAGE TOTAL			\$
EMAIL, FAX, or CALL THIS INFORMATION to the OXFORD COUNTY EMA as SOON as POSSIBLE (BEFORE MAILING)		Oxford County EMA PO Box 179, 26 Western Av South Paris, ME 04281 Phone: 743-6336 FAX: 743-7346	

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

Reasonable estimates are acceptable. Information should be reported to the Oxford County Emergency Management Agency (EMA) within 24 hours of a request for information from Oxford EMA or MEMA. Even if you consider damage in your area to be insignificant, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community.

If you need further assistance, contact Oxford County EMA or MEMA.

General Information

Original or revision: Check one only. Each report should contain the current totals (all the damage up to that point). Number each revised report consecutively, i.e., first revision #1, second revision #2, etc.).

Type of disaster: Enter "flooding", "hurricane", "coastal storm", "earthquake", etc.

Information provided by: Person who should be contacted for more information.

Public Damage

Public damages are damages to government-owned properties and facilities. They are based on the cost of returning those properties to their pre-disaster condition. They also include out-of-pocket costs incurred by government in response to the disaster.

A. Debris Removal: The debris must be a direct result of the disaster. Enter costs incurred or projected for removing debris from public property. Do not include debris removal estimates from private property, unless local government has a legal responsibility to do so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

B. Protective measures: These can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety. The disaster must be responsible for your extra costs.

C. Road Systems: Cost to return property to its pre-disaster condition. Include only property owned by the jurisdiction (do not include any State or Federal Aid System roads, streets, bridges, etc.)

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

E 1. Public Buildings, Facilities and Equipment: This should include any equipment directly damaged by the disaster (not those damaged during response), replacement of broken windows, damaged roofs, etc.

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

F. Public Utility Systems: Enter all costs to repair damages to City or county owned utilities and utility systems. These can be the emergency repair and/or projected permanent replacement costs.

Total Public: Add totals in all public categories.

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Individual Damage

Individual damages are damages to individuals, businesses and working farms (crops, livestock, buildings or equipment), and private non-profit facilities (for example, churches or private schools).

NOTE: Re-enter name of jurisdiction and current date at top of Page 2.

Residential: Primary homes are those used as reference for filing income taxes and voting. Homes may be considered "primary" which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable. (Do not list homes situated on active farms in this section. They will be included under Agriculture.)

- a. Destroyed: Totally uninhabitable and beyond repair.
- b. Severely Damaged: Structural damage that cannot be repaired within 30 days. These houses are uninhabitable without major structural repairs.
- c. Moderately Damaged: Structural damage that can be repaired within a 30 day time period. These houses can be lived in with minor repairs.

Note: The Red Cross does not categorize major/minor damage in the same manner. You should be aware of this if you decide to utilize their damage assessment.

Mobile Homes: Use same categories of damage as houses above. Water above the floor of a mobile home for any significant length of time generally causes severe damage to it, even though some occupants may choose to move back in.

Note: Report numbers of homes damaged even if you do not at present know the value.

Total Residential: Include both Primary and Secondary Residences.

Business: Number Now Unemployed: Include only those who are unemployed due to the disaster. This can be the result of either business damage or their inability to travel to that business.

Agriculture: Include operating farms only. Damage to a rural located "farmhouse" and/or outbuildings that are not part of an operating farm should be listed under Residential.

Crop Land: Estimated dollar value of damage to field crops, fruit trees, and timberlands significantly damaged by the disaster.

Private Non-Profit Facilities: Do not include facilities supported by tax dollars and the responsibility of government. They should be listed in the Public Damage section.

Total Individual: Add Total Residential, Total Business, Total Agriculture and Total Private.

GRAND TOTAL: Add Total Individual Damage and Total Public Damage.

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DAMAGE ASSESSMENT CHECKLIST

X ACTION

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

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

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

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

Issue each DAT a disposable camera or a digital camera.

Report damage information to the Porter EOC at 625-8344. Damage reports will be reviewed by the Selectmen and submitted to the Oxford County EMA Director.

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

Consolidate damage assessment information, prepare the MEMA Form 7 and send the report to Oxford County EMA as soon as possible.

If severe or extended event, supply initial report to County and follow up with detailed information.

Information should be reported at least daily if major disaster.

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ANNEX J – HOMELAND SECURITY

PURPOSE

This annex will describe the actions to be taken for the municipal implementation of Homeland Security (HLS) and the HLS Advisory system.

SITUATION AND ASSUMPTIONS

It is highly unlikely that the Town of Porter will be a target for international terrorists. However, a “home-grown” terrorist situation such as a hostage situation, bomb scare or criminal attack at the High School, a crazed individual with a gun or a group effort to disrupt the community is a remote possibility.

The Office of Emergency Management (OEM) Director will initiate all Homeland Security planning, preparedness and mitigation activities. The Porter EOC will be alerted and activated to respond and recover from a HLS incident. The Board of Selectmen is responsible for the well being of the residents.

The Town of Porter does not have its own police department. All criminal related events will be dealt with by the Oxford County Sheriff’s Department or the Maine State Police.

CONCEPT OF OPERATIONS

TERRORIST INCIDENT OCCURS

1. Activate and staff the municipal EOC. Determine if 24 hours manning will be required.
2. Implement the Porter Emergency Operations Plan.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

See Basic Plan for the organization of the EOC and Incident Command structure.

ADMINISTRATION AND LOGISTICS

The Kezar Falls Fire Department has HazMat response capability, and does have CBRN-certified SCBA.

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The National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

“If You See Something, Say Something TM”. Report suspicious activity to local law enforcement or call 911.

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The NTAS Alert – How can you help?

Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.

Citizens should report suspicious activity to their local law enforcement authorities. The **“If You See Something, Say Something™”** campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity.

Visit www.dhs.gov/ifyouseesomethingsaysomething to learn more about the campaign.

Alert Announcements

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via social media
 - o Facebook – <http://facebook.com/NTASAlerts>
 - o Twitter – <http://www.twitter.com/NTASAlerts>
- Via data feeds, web widgets and graphics
 - o <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

Sample NTAS Alert

A sample NTAS Alert is provided at the end of this booklet.

Terrorism Information

Terrorism information and intelligence is based on the collection, analysis and reporting of a range of sources and methods. While intelligence may indicate that a threat is credible, specific details may still not be known. As such, Americans should continue to stay informed and vigilant throughout the duration of an NTAS Alert.

“If You See Something, Say Something™” Report suspicious activity to local law enforcement or call 911.

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ANNEX K – CONTINUITY OF OPERATIONS

PURPOSE

It is the policy of the Town of Porter to have in place a program to ensure continuity of essential municipal functions under emergency circumstances. This section describes the town’s Continuity of Operations Program (COOP). It describes the process to delineate essential municipal functions; specify lines of succession; provide for the safekeeping of vital records and databases; identifies alternate operating facilities; and provides for interoperable communications. COOP is important to provide vital services, exercise civil authority and provide for the public safety during any emergency or disaster event.

SITUATION AND ASSUMPTIONS

The Continuity of Operations Program (COOP) is applicable to all officers, officials and functions of the municipal government of the Town of Porter. The Hazards that could affect the continuity of essential municipal functions include a structure fire involving a municipal facility, an extended power outage or a HazMat transportation accident that causes a municipal facility to evacuate and/or close.

ESSENTIAL MUNICIPAL FUNCTIONS

PRI	FUNCTION	TYPE	OPR	FACILITY
1	Board of Selectmen	Civil Authority	Selectmen	Town Office
2	Fire Protection	Public Safety	Fire Chief	Fire Station
3	Emergency Management	Public Safety	Emergency Mgmt Director	Town Office
4	Municipal Finances	Vital Services	Town Treasurer	Town Office
5	Municipal Records	Vital Services	Town Clerk	Town Office
6	Voting	Civil Authority	Town Clerk	Town Office
7	Municipal Tax Collection	Vital Services	Town Tax Collector	Town Office
8	Road Maintenance	Vital Services	Road Commissioner	Town Office
9	Public Health	Public Safety	Health Officer	Town Office
10	Animal Control	Public Safety	Animal Control Officer	Town Office
11	Tax Assessing	Vital Services	Municipal Assessors	Town Office
12	General Assistance	Vital Services	Overseer of the Poor	Town Office
13	Code Enforcement	Civil Authority	Code Enforcement Officer	Town Office
14	Planning & Appeals	Civil Authority	Planning & Appeals Boards	Town Office

NON-ESSENTIAL MUNICIPAL FUNCTIONS

PRI	FUNCTION	TYPE	OPR	FACILITY
	Educational Policymaking	Regional	School Board Director	Director’s Home
	Motor Vehicle Registration	State Licensing	Town Tax Collector	Town Office
	Fish and Game Licensing	State Licensing	Town Clerk	Town Office
	Cemetery Records	Public Records	Town Clerk & Sexton	Town Office
	Parks & Recreation	Public Service	Recreation Committee	Town Office

OPR = Office of Primary Responsibility

Porter, Maine Emergency Operations Plan

CONCEPT OF OPERATIONS

Any one of the Offices of Primary Responsibility (OPR) may initiate COOP actions if their function is disrupted. The Board of Selectmen or Emergency Management Director may direct that any or all essential municipal functions implement COOP actions during an emergency.

There are three ways that Porter's Essential Municipal Functions may be disrupted.

A HazMat Transportation Accident could cause either the Fire Station or Town Office to be evacuated. This would most likely be a very short term event; perhaps a few hours. The only real impact would be if the Firefighters were unable to get the Fire Trucks out of the Fire Station. The Town Office would be closed for the short duration; without any real impact on its functions. Evacuations will be in accordance with Annex E.

An extended Power Outage will disrupt normal operations at the Fire Station and Town Office and could cause damage to the facilities' heating and plumbing if they were to freeze up during the winter months. Emergency power capability (transfer switch/panel and 5kw generator) already exists at the Fire Station, which is also the back up for the EOC.

A Structure Fire at either the Fire Station or the Town Office would cause the loss of very important hardcopy and electronic records and databases. It would cause the loss of functional resources and the loss of the structure from which the essential municipal functions were being performed. This would be a permanent loss that would take a great deal of time and finances to require, if at all. If the Fire Department apparatus were lost, Porter would have to rely on its mutual aid partners to provide emergency services until new apparatus, equipment and a station were acquired.

The Board of Selectmen can continue to operate with only two of the three members. A special town meeting will be called to replace any members of the Board of Selectmen. This process is described in detail in State of Maine Statute and will not be further defined in this plan.

The Fire Department already has a distinct line of succession established, (i.e., Chief, Deputy Chief, Captain, and Lieutenant). The Town Clerk has a Deputy Town Clerk who can fill in, until the next election. All other Town Officials are one deep. The Board of Selectmen will have to appoint a replacement.

If the Town Office is destroyed by Fire, then all the Essential Municipal Functions, minus the Fire Protection and Emergency Management will need to be relocated to the Fire Station or other suitable location.

There will be no reconstitution requirements for a HazMat release evacuation or an extended power outage. If a municipal facility is lost due to a structure fire, the Selectmen will need to hold a Special Town Meeting for the voters to decide the next course of action for the Town. Options include building a new facility, leasing an existing facility, or combining some of the Essential Municipal Functions with another community.

An alternate Town Office will require space for the town administration and records storage. The Town Office will require, at a minimum, a desktop computer, copies of all software and digital records, a telephone, photocopier, customer service desktop/table, filing cabinets, book shelves, tables and chairs for the Selectmen, a location to lock up ballots, a bathroom and heat.

An alternate Fire Station will need to have sufficient storage and door clearance for the Tanker, Engine and Forestry and associated equipment. The building will need to be heated.

Porter, Maine Emergency Operations Plan

VITAL RECORDS AND DATABASES

Vital Records	OPR	Mitigation Measure(s)
Tax Assessing Records	Selectmen	Store hardcopies in fireproof containers Scan hardcopies into digital format. Back up digital files and store offsite
General Assistance Records		
Town Meeting Warrants	Town Clerk	
Selectmen Meeting Warrants		
Certified Ordinances		
Marriage, Death and Birth Records		
Cemetery Records		
Voting Records		
Dog and Kennel Records		
911 Address Data Base		
Fish and Game Licenses	Town Treasurer	
Municipal Financial Records		
IRS Records	Town Tax Collector	
Municipal Property Tax Records		
Municipal Excise Tax Records		
Motor Vehicle Registrations	Fire Chief	
FD Financial, Training, Personnel & Reports	EM Director	
Emergency Plans & MAAs	Road Commissioner	
Road Maintenance Records	Code Officer	
Code Enforcement Records		

ADMINISTRATION AND LOGISTICS

This plan identified what activities need to be accomplished in order to have a successful COOP. Not all of the mitigation activities have been implemented. The following steps need to be taken in order to continue essential municipal functions following an emergency or disaster.

1. The Town Clerk/Selectmen will need to inventory and record all equipment and materials in the Town Office.
2. The Fire Department will need to inventory and record all equipment and materials in the Fire Station.
3. The Selectmen will need to provide the Inventory Records to the Town Insurance Carrier.
4. The Town will need to acquire a larger and more effective Fire Proof Records Storage system/container(s).
5. The Fire Department needs to acquire a single Fire Proof filing cabinet.
6. The Town Office and Fire Department need to acquire computer scanners.
7. The Town needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
8. The Fire Dept need to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
9. The Town Office needs to backup all digital files daily and store off-site.
10. The Fire Department needs to backup all digital files weekly and store off-site.
11. The Town Office and Fire Department need to store all software in fireproof containers or off-site.

Porter, Maine Emergency Operations Plan

Purpose:

This annex will describe the actions to be taken for the town of Porter's commodity point of Distribution (C-POD).

Situations and Assumptions

In the event of a disaster that affects the distribution of supplies in Oxford County, it may be necessary for the county to implement Commodity Points of Distribution (C-POD) to get supplies to individual citizens in the county. Oxford County EMA will request supplies (food, water, ice, tarps) from MEMA to be delivered to Regional C-POD sites, where municipalities will pick up supplies for their citizens.

Porter's C-POD will be at the Kezar Falls Fire Station, 47 River Street. Supplies for Porter's C-POD will be picked up from a Regional C-POD site at Howell Labs in Bridgeton at 188 Harrison Road.

Citizens of Porter will pick up supplies at Porter's C-POD.

FEMA estimates 40% of the population will require commodity support, Based on the 2010 census, Porter's C-POD can expect to serve 599 people.

This plan assumes that the roads will be open to pick up supplies and for citizens to drive to Porter's C-POD.

Concept of Operations

Oxford County EMA will request commodity support from MEMA. If support is granted to the county, towns in charge of Regional C-POD's will be notified of the need to set up operations to receive supplies.

The Regional C-POD Manager in Rumford will reach out to all towns within the region to notify of the time the Regional C-POD will be open for municipalities to pick up supplies.

The Kezar Falls Fire Department along with other volunteers, will pick up supplies at the Regional C-POD site at Howell Labs in Bridgeton at 188 Harrison Road.

Porter's C-POD will be set up and staffed with Porter's EMA and fire dept. volunteers. Staff will track resource distribution and communicate with the Regional C-POD Manager the amount of supplies used in a day for re-ordering purposes.

SUPPLY TYPE	DAILY AMOUNT	DAILY NUMBER OF PALLETS
Water (1 gallon per person)	599	2.5
MREs (2 per person)	1198	99.9 cases
Ice (1 bag per person)	599	2.4
Tarps (1 per household)	232	-

Porter, Maine Emergency Operations Plan

Oxford County Commodity Point of Distribution

Overview:

In the event of a disaster that affects the distribution of supplies (food, water, etc.) to areas of Oxford County, it may be necessary to implement Commodity Points of Distribution (C-PODs). In Oxford County, Regional C-PODs will receive relief supplies from FEMA or MEMA, and municipalities will pick up their supplies from the Regional C-PODS. Each municipality will set up their own C-POD to distribute relief supplies directly to their citizens.

Assumptions:

- Roads will be cleared enough for supplies to be delivered to Regional C-PODs, and for citizens to get to their Municipal C-POD.
- Towns that have a Regional C-POD will also have their own Municipal C-POD to distribute supplies to their citizens.
- Citizens in Unorganized Territories (UTs) will pick up their supplies at the Municipal C-POD that they normally vote in. (Ex. Citizens in Milton Township would pick up their supplies at the Woodstock C-POD)
- Supplies for the Northern UTs will be taken to Bethel. The Sheriff's Office will pick up the supplies in Bethel and take them to the Northern UTs.
- Municipalities may have to deliver supplies door to door for elderly or homebound citizens.
- FEMA estimates only 40% of the population will require commodity support.
- Supplies are projected as one gallon of water, 2 MREs and one bag of ice per person per day, and one tarp per household.
- Number of vehicles arriving at each Municipal C-POD site are estimated as one per household (1 household is 2.58 people).

Concept of Operations:

In the event of a disaster where relief supplies need to be distributed in Oxford County to citizens:

1. Oxford County EMA will determine the need for supplies and amount of supplies needed based on the areas impacted by disaster.
2. Oxford County EMA will communicate these needs to MEMA, who will coordinate with FEMA or other resources to obtain needed supplies.
3. Oxford County EMA will determine the Regional C-POD sites that need to be open to receive supplies based on areas impacted by the disaster.
4. Oxford County EMA will contact the designated Regional C-POD Coordinators to plan for set-up and delivery of supplies.
5. Regional C-POD Coordinators will coordinate with municipalities in their region to schedule pick up of supplies.
6. If operations are for an extended period of time, Regional C-POD Coordinators will gather information from the Municipal C-PODs about additional supplies needed and pass that information to Oxford County EMA. Oxford County EMA will pass additional supply needs to MEMA and continually assess the needs of the county.
7. Oxford County EMA will coordinate demobilization of Regional C-POD sites.

Porter, Maine Emergency Operations Plan

ATTACHMENT 1 - SEVERE WINTER STORMS

NATURE OF THE HAZARD

The Town of Porter is very susceptible to severe winter storms. Western Maine can receive a great deal of snow and ice and air temperatures can drop to 30-50 deg F below zero. A large portion of Porter's roads are single lane dirt roads. All Porter roadsides are heavily forested.

RISK AREA

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

Another area of concern is for elderly and special needs 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 or Board of Selectmen is responsible for keeping the town roads open for traffic.

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

RESOURCE MANAGEMENT

In the event that electrical power is lost the EOC will relocate to the Fire Station. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kit. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions.

Porter, Maine Emergency Operations Plan

ATTACHMENT 2 - FOREST FIRES

NATURE OF THE HAZARD

Porter 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 Kezar Falls Fire Department, with mutual aid support will be able to handle. This attachment will deal with a major, large scale wildland fire.

RISK AREA

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

DIRECTION AND CONTROL

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

WARNING

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

- 1) The nature of the emergency and current situation
- 2) What areas are affected
- 3) What actions need to be taken by which residents
- 4) Roads that are closed
- 5) Where can volunteers go to help

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

EVACUATION

The EOC will need to determine what routes will be used in order to evacuate residents. Contact the town officials of neighboring towns to make sure that you are not evacuating people in another town's danger zones. Attempt to post the evacuation routes and barricade the closed roads. For residents that are trapped within the danger zones, consider contacting the MFS and Maine Army National Guard for helicopter assistance.

RESOURCE MANAGEMENT

Town vehicles are limited to the Fire Department's 6 vehicles. However, several town residents do have logging equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks.

Porter, Maine Emergency Operations Plan

ATTACHMENT 3 - FLOODING

NATURE OF THE HAZARD

Porter is a very hilly area and has 12 ponds, one river, the Ossipee. Chalk Pond, Colcord Pond, Jaybird Pond, Trafton Pond, Stanley Pond, Chapman Pond, Black Lake (Black Bog), Bickford Pond, Hubbard Pond, Upper and Lower Spectacle Pond, Mine Pond, Plain Pond. There are several streams located in Town. The Town of Porter has 3 dams which are of high or significant hazard but have been repaired and reconstructed within the last few years. The County has a total of 10 significant hazard dams and 8 high hazard dams. Low hazard dams should also be considered due to the fact that many dams are aging and could potentially be deteriorating. Property damage could be significant in a dam failure event, with a possible loss of life.

RISK AREA

There are a few homes and business structures in areas with a potential for major flooding. None of these are subject to destruction, but could have flooded basements.

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 flood plain maps. Some of these roads are:

1. Old Meeting House RD, Black Bog
2. Roberts Lane, Ossipee River
3. Indian Glen, Ossipee River
4. Colcord Pd Rd, Dam Rd,
5. Spec Pond Rd.

DIRECTION AND CONTROL

The Porter 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 Porter 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 of Porter does not have a public works department, or any equipment. All road work associated with flooding will require a contract for repairs and coordinated thru the Porter Road Commissioner. The Maine Department of Transportation may be available for roadway repairs in the advent of a life emergency.

EMERGENCY ACTION PLAN (EAP)

Porter, Maine Emergency Operations Plan

FOR

Colcord Pond and Bickford Pond

FILE No.

Bickford Pond: MEMA #69 NID #ME00046

Coordinates 43' 49' 34" N 070' 57' 54" W

Colcord Pond: MEMA #568 NID #ME00047

Coordinates 43' 50' 04" N 070' 57' 21" W

Black Bog: MEMA #569 NID#ME00362

Coordinates 43' 49' 34" N 070' 54' 27" W

Black Bog dam is classified as having a low downstream hazard potential.

LOCATION: Porter, Oxford County, ME.

OWNED BY:

Town of Porter

Date Updated: 24 OCTOBER 2012
24 September 2015
1 November...2017
15 November 2019
22 November 2021
19 February 2022

Porter, Maine Emergency Operations Plan

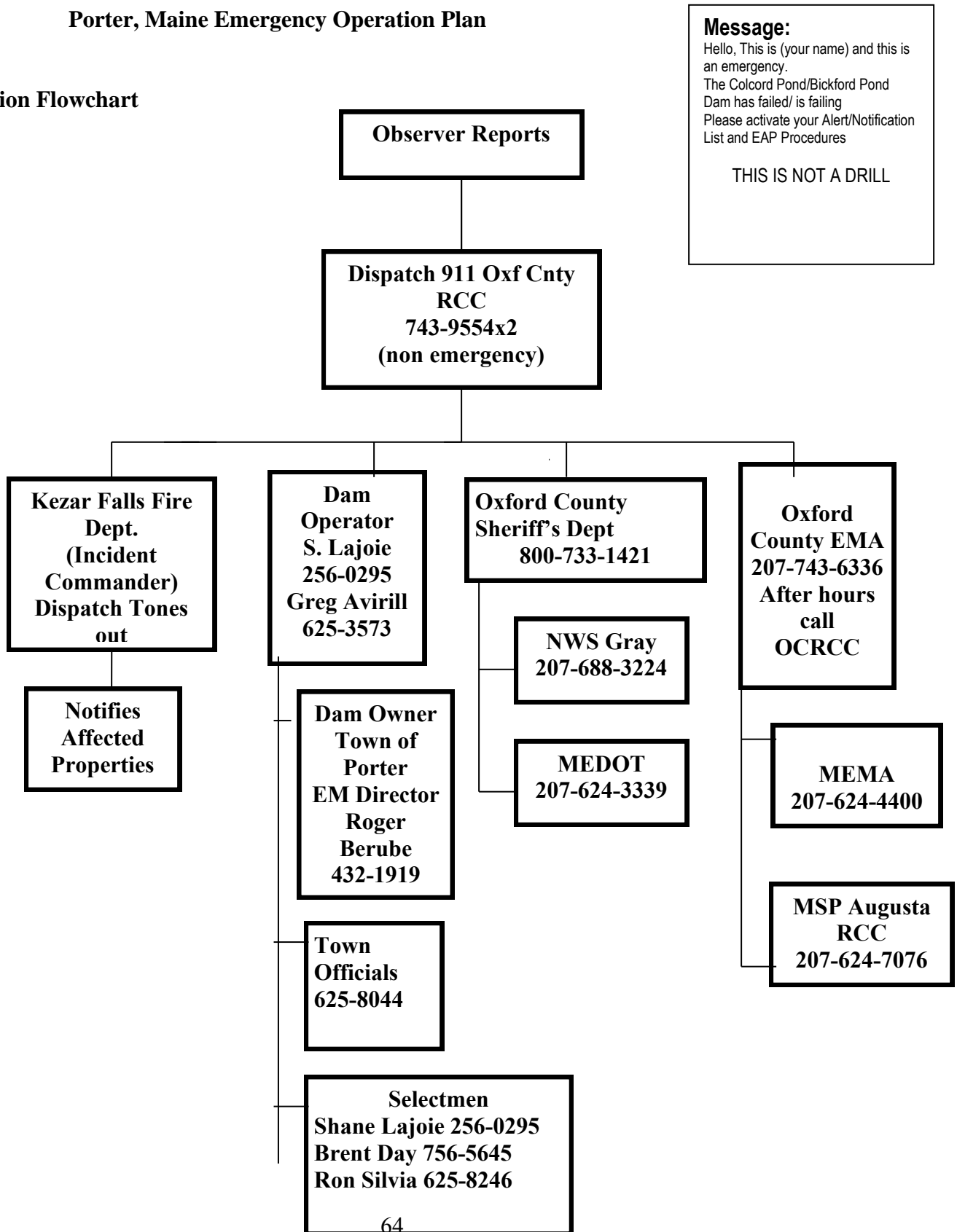
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Porter, Maine Emergency Operations Plan

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X. Notification Flowchart



Message:
Hello, This is (your name) and this is an emergency.
The Colcord Pond/Bickford Pond Dam has failed/ is failing
Please activate your Alert/Notification List and EAP Procedures

THIS IS NOT A DRILL

Porter, Maine Emergency Operations Plan

II. PURPOSE & DISTRIBUTION

1. Purpose

The sudden release of water stored behind the Bickford Pond/Colcord Pond Dam(S) is a potential hazard for downstream inhabitants and/or property. To minimize the chances for loss of life and damage to property, it is important to respond quickly to a potentially hazardous situation and to provide a coordinated effort that clearly assigns major areas of responsibility.

The first few minutes following an actual or impending failure often make the difference between disjointed and ineffective actions and a coordinated and effective response.

This plan is intended to outline a coordinated and effective emergency response. It is essential that the proper organizations and agencies be notified on a timely basis so that properly trained people can perform the functions they are qualified to do. Local responders have been involved in the development of this plan, and it is exercised periodically.

2. Distribution

- a. The Notification Flow Chart must be prominently posted at the dam site to facilitate use by observers equipped with cellular telephones or radios.
- b. The Notification Flow Chart must be prominently posted within the first downstream inhabitant, structure, or facility equipped with a telephone and (owner)
- c. This Emergency Action Plan will be distributed to each of the following persons or agencies as a minimum:

1. DAM OWNER
2. DAM OPERATOR
3. 9-1-1 / COUNTY RCC
4. FIRE AND RESCUE (incident commander)
5. COUNTY SHERIFF
6. STATE POLICE DISPATCH
7. COUNTY EMA
8. MEMA
9. NWS

Porter, Maine Emergency Operations Plan

COLCORD POND DAM

BUILDINGS			
Type	Owner/Occupant	Telephone #	Address
Bait shop	Bruce Needham	N/A	Mert's Landing

INFRASTRUCTURE			
Route	Type	Owner	Description
Colcord Pond Rd	road	Town of Porter	4 rod paved road
	culvert	Town of Porter	Stone and cement
Dam Rd.	Road	Town of Porter	3 rod gravel/paved road
	Culvert	Town of Porter	Plastic

BICKFORD POND DAM

BUILDINGS			
Type	Owner/Occupant	Telephone #	Address
Residence	John Willette	625-4098	12 First County Rd
Residence/store	Porter		523 Ossipee Tr./ME Rt. 25
Residence	Barbara Wentworth		530 Ossipee Tr./ME Rt. 25
Residence	Carol Leavitt	625-4761	Covered Bridge Ln.
Residence	Marita Mercurio	625-4661	531 Ossipee Tr./ME Rt. 25
Residence	Libby Ann Shields		535 Ossipee Tr./ME Rt. 25

INFRASTRUCTURE			
Route	Type	Owner	Description
COLCORD	POND DAM		
Dam Rd.	road	Town of Porter	3 rod paved road, town way
Dam Rd.	Bridge	Town of Porter	Concrete abutment/steel framed concrete deck
BICKFORD	POND DAM		
ME Rt. 25	highway	MDOT	State highway
ME Rt. 25	bridge	MDOT	State bridge
Covered Bridge Ln.	bridge	Private Carol Leavitt	Concrete abutment ? deck
Spec Pond Road	Black Bog Dam	Town of Porter	Culverts

Note:

We should maybe add Black Bog Dam and do a risk assessment as the residents and industry around spectacle pond could be affected such as the Carpenter and Locke residents and others and Vulcan electricians as well as Pine Street and Bobbin Mill area. Not sure when this was done and would just like to be proactive. Roger K. Berube, Porter Emergency Management Director

Porter, Maine Emergency Operations Plan

IV. EMERGENCY CONDITIONS

An emergency means breaches and all conditions leading to or causing a breach, overtopping and any other condition in a dam and its appurtenant structures that may be construed as unsafe or threatening to life and property. The prominent causes of dam failure emergencies include: Earthquake, Landslide - generated wave, Extreme storm, Piping, Equipment malfunction, Structural damage and/or deterioration, Foundation failure, and Sabotage.

The causes of emergencies may not all be pertinent to a given structure. The type of dam, topography, geology, design features, and age are all important considerations that need evaluation relative to the possibility and cause of failure.

At least two types of dam failures are possible that could trigger an emergency condition. Normal and Adverse Conditions.

A Normal Conditions dam failure could occur with the reservoir at normal full pond elevation and with a normal river flow prevailing. This type of failure could occur with very little warning, and for this reason, is generally considered to have the most potential for loss of human life.

A second type of dam failure could occur during a flood flow condition that is commonly referred to as the Adverse Conditions. The Adverse Conditions is the flood that may be expected from the most severe combination of critical meteorological and hydrologic conditions that are reasonably possible in the drainage basin. The PMF (Probably Maximum Flood) is the upper limit for determining the inflow design flood (IDF). The IDF is the flood condition above which failure of an impounding structure has an insignificant effect on downstream flooding. A failure at the IDF is considered to show the upper limit of inundation.

Porter, Maine Emergency Operations Plan

V. EAP ACTIVATION

“Activation Levels” for State Regulated Dams

EAP Activation - Level 1 (READY) – EAP agreed and functional. The EAP will always be activated to this Level 1. Owner must test communication on an ongoing basis. Any changes to the document must be made immediately. (Use **EAP Agreement Form next page**)

EAP Activation – Level 2 (SET) – Any developing situation which threatens the integrity of the dam. Level 2 activation must place the dam under watch (surveillance). The tipping point to a Level 2 activation of the EAP should be anything, which in the opinion of the dam owner or observer, which could lead to dam failure.

Triggers -gate failure, blocked spillway (debris or ice), misoperation, developing defect, flood warning, continuing heavy rain, an earthquake, ground movement or developing seepage

EAP Activation – Level 3 (GO) – this is when a dam emergency is declared and people are evacuated. Here the dam must be failing or about to fail. The incident can be a development from Level 2, the dam actually breaching or overtopping.

Porter, Maine Emergency Operations Plan

EAP Activation - Level 1

EAP AGREEMENT FORM

By my signature, I acknowledge that I, or my representative, have reviewed this plan and concur with the tasks and responsibilities assigned herein for me and my organization.

1. _____
Signature Organization Date

Printed Name and Title: *Town of Porter, Roger Berube, Dam Owner*

2. _____
Signature Organization Date

Printed Name and Title: *Oxford County RCC*

3. _____
Signature Organization Date

Printed Name and Title: *Kezar Falls Fire & Rescue*

4. _____
Signature Organization Date

Printed Name and Title: *Oxford County Sheriff*

5. _____
Signature Organization Date

Printed Name and Title: *Oxford County EMA*

6. _____
Signature Organization Date

Printed Name and Title: *Maine Department of Labor*

7. _____
Signature Organization Date

Printed Name and Title: *Dam Operator, Shane Lajoie / Greg Averill*

8. _____
Signature Organization Date

Printed Name and Title: *Maine State Police*

9. _____
Signature Organization Date

Printed Name and Title: *NWS*

Porter, Maine Emergency Operations Plan

VI TERMINATION

Whenever the EAP has been activated, an emergency level has been declared, all EAP actions have been completed, and the emergency is over, the EAP operations must eventually be terminated and follow-up procedures completed.

Termination Responsibilities

The town, city or county official in charge is responsible for terminating EAP operations and relaying this decision to the owner. It is then the responsibility of each person to notify the same group of contacts that he or she notified during the original event notification process to inform those people that the event has been terminated.

Prior to termination the owner should inspect the dam (in coordination with a professional engineer) to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. If it is determined that conditions do not pose a threat to people or property, the owner's engineer may advise the town, city or county official to terminate EAP operations as describe above.

The owner shall document the emergency event and assure all actions were taken. The owner shall provide documentation to the Maine Emergency Management Agency.

VII MAINTENANCE – EAP REVIEW AND REVISION

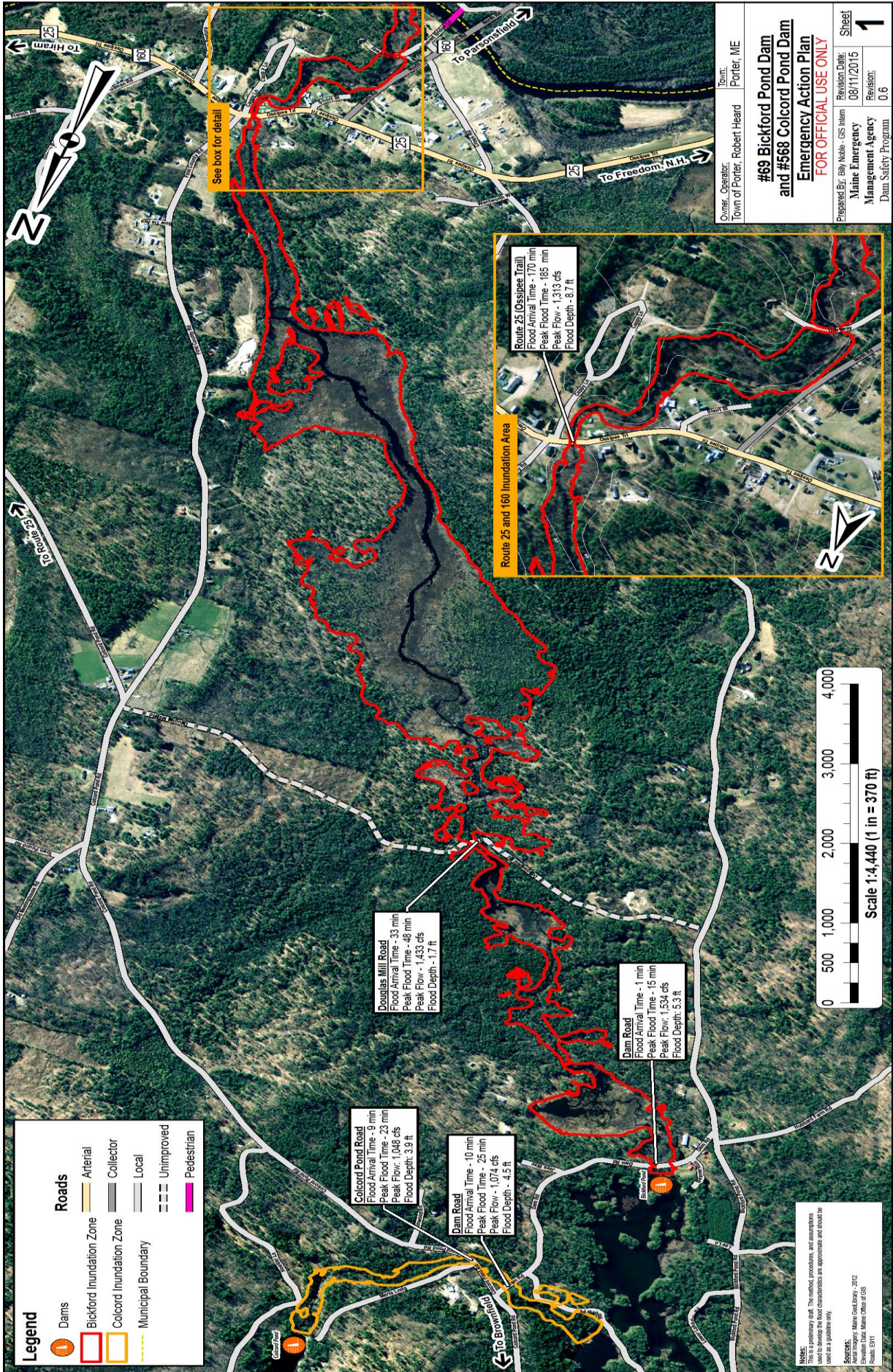
EAP Annual Review

The owner will review and, if necessary, update the EAP at least once each year. The EAP annual review will include the following:

1. Calling all contacts on the notification flowchart in the EAP to verify that the phone numbers and persons in the specified positions are current, The EAP will be revised if any of the contacts have changed.
2. Contacting the local law enforcement agency to verify the phone number and persons in the specified positions. In addition, the owner will ask if the person contacted knows where the EAP is kept and if responsibilities as described in the EAP are understood
3. Call the locally available resources to verify that the phone numbers, addresses, and services are current.

Porter, Maine Emergency Operations Plan

Porter, Maine Emergency Operations Plan



Porter, Maine Emergency Operations Plan

VIII TESTING

Once a year for significant and high hazard dams the owner shall conduct or arrange to have conducted a test of the emergency notification procedure.

The owner or designee will initiate the test by calling 9-1-1, and indicating **“This is a test of the Emergency Action Plan for Colcord or Bickford Pond Dam(s), in Porter, Maine.”**

Each person responsible for making calls, as indicated on the Notification Flowchart, will make contacts as indicated, stressing that this is a test of the procedures.

Report results with form on next page.

Porter, Maine Emergency Operations Plan

(Use of this form is optional; you may in turn summarize the results in a note to the Maine Emergency Management Agency Dam Safety unit).

I conducted a test of the EAP for Colcord/Bickford dam, in Porter Maine on Feb.17,2022..

Check the box that applies:

All contacts were made in accordance with the most recent flowchart.

Some contacts were not made, but all participants are aware of their role in the plan and have a copy of the EAP.

Other

(comments)

Signed: Roger K. Berube

Return to: Dam Safety Administrator/ EAP Coordinator
Maine Emergency Management Agency
72 State House Station
Augusta, ME 04333
Tara.ayotte@maine.gov

(These are FERC Descriptions and are Optional)

Porter, Maine Emergency Operations Plan

EMERGENCY CLASSIFICATION

The detection and evaluation of an existing or potential emergency situation at the dam will result in its classification as one of three types of emergency conditions listed below:

- Condition A – Failure is imminent or has occurred
- Condition B – Potential failure situation is developing
- Condition C – Non-failure emergency condition

Condition A – Failure is imminent or has occurred

Action to address Condition A will take place when failure at the dam has either occurred, is occurring, or is about to occur, allowing uncontrolled passage of water through a breach in the facilities. Declaration of Condition A will require the immediate notification of federal, state, county, and local agencies and decision/action by Emergency Response Agencies of the movement of downstream residents to higher ground. For evacuation purposes, assume “failure is imminent” and “failure has occurred” as essentially the same condition.

Condition B – Potential failure situation is developing

Implementation of actions to address Condition B will take place when it is determined that a failure at the dam may eventually occur, but preplanned actions taken during certain events (such as major floods, earthquakes, evidence of piping, etc.) may prevent or mitigate failure. Based on the assessment, the dam owner will initiate the EAP notification procedures to place federal, state, county, and local agencies on alert. It is up to the authorities to determine the appropriate course of action, in response to the Condition B notification. Careful consideration of possible evacuation at this time must be given, especially where residents or businesses are in close proximity to the dam and would have limited time to respond should the dam condition unexpectedly begin to rapidly worsen and fail.

Condition C – Non Failure Emergency Condition

Implementation of mitigative actions to address high flow situations and Condition C notifications will take place when it is determined that there is no danger of dam failure, but flow conditions are such that significant flooding is expected to occur downstream of the dam. In this situation, natural flooding is expected or is in progress upstream from the dam, and an impending or actual release of water to downstream areas will result from unusually large spillway releases. Under this non-failure condition, the EAP may not need to be implemented. Updates on changing river/stream conditions will be provided to the key agencies.

If a condition C has been declared during a flood event and any situations develop, then the emergency condition will transition from a Condition C to a Condition B, and require implementation of the EAP and the notification procedures.

Map is done this is for reference only

Porter, Maine Emergency Operations Plan

INNUNDATION MAP

Emergency Action Plan (EAP) Inundation Maps should be:

- 1) Readable and show all relevant features.
- 2) Drawn on ONE sheet of paper if possible.
- 3) Folded for easy opening.
- 4) As current as possible.
- 5) Useful in all dam emergencies by all emergency services.
- 6) Attached to the EAP.

The Inundation Maps Should Be Drawn:

At a readable scale at least at 1"=500' (1:6,000 natural scale)

Note: The USGS 15 minute topo-quads have a scale of 1":2,000' (1:24,000 natural scale) is useful and a good start but really too small to read. Enlarging these maps 4 times makes a map to the recommended scale of 1"=500'.

The Inundation Maps Should Show:

- 1) The area impacted by a breach of the dam. The map must begin 500 feet upstream of the dam and should include a corridor along the river to a point where the impact of a dam breach is considered negligible. At a minimum it should include half a mile of the downstream watercourse. It can be any length.
- 2) A Title (and a Key to other adjoining maps if used).
- 3) A North Point with the North at the top of the map.
- 4) A Legend describing the shape and color of contours, rivers, roads, other natural features.
- 5) A scale bar drawn on the map in *miles* and *feet* (NOT metric).
- 6) The date of compilation and any subsequent amendments.
- 7) All downstream buildings, roads, bridges and infrastructure affected by a dam breach.

- Buildings should be numbered
- Bridges should be referenced by their street or road names.

Note: The mapping of buildings and infrastructure is essential for evacuation of affected people, road closures and selecting alternate routes if bridges or roads are washed away.

- 8) The NAMES of roads, rivers and landmarks. Ensure useful roads are connected on the map.
- 9) To complete the map, the dam owner must study the impact of a dam breach and include *separate* flood lines for the "sunny day breach" and probable maximum flood (PMF) breach.

The flood lines need to be computed and drawn on the map by an engineer qualified in dam breach studies.

Note: If a dam owner lacks the financial resources to employ a qualified engineer, and the flood zone has *not* been calculated and plotted on the map, at least show all buildings along the river bank for at least 2 miles downstream. Also show all affected infrastructure such as bridges, electrical installations, pipelines, etc. In low lying areas include all houses.

*****The inundation area should be walked and discussed by all potential players prior to generation of the map, as well as after.**

X. EVACUATION PLAN See Annex E.

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ATTACHMENT 4 - HAZARDOUS MATERIALS ACCIDENT

NATURE OF THE HAZARD

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

Personnel from the Fire Department may be the first to arrive at the scene of an accident or an incident involving HazMat. Most HazMat materials transported or stored in Porter 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

Star Route #25 and #160 are the primary transportation corridors for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc). These routes have 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.

There are no gas stations, fuel oil dealers, or propane dealers in Porter. There are no chemical processing or waste treatment plants in the community.

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

CONCEPT OF OPERATIONS

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

Personnel will assess the hazards, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present. The IC will record the incident information on the Maine EMA AR-1 form and will report the information to the OCRCC. The IC will assess the situation from a safe distance. Binoculars are located on the Engine. The IC will refer to the 2004 US DOT Emergency Response Guidebook (ERG) for guidance.

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

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

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

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

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

Hospitals that may potentially treat victims will be notified as soon as the possibility of victims or contaminated personnel exists.

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

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

DIRECTION AND CONTROL

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

ADMINISTRATION AND LOGISTICS

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

FIXED HAZMAT FACILITIES

Facility Name	Location	Chemical Name	CAS #	Quantity
We have none				

This attachment works in conjunction with the Oxford County Hazardous Materials Emergency Response Plan.

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ATTACHMENT 5 – HOSTILE INCIDENT AT SCHOOL

NATURE OF THE HAZARD

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

RISK AREA

Our children are very important, so even remote chances for an incident at a School must be prepared for in order to safeguard our most precious resource. Porter has no law enforcement personnel and must rely on the Oxford County Sheriff's Department. There is a **"officer friendly"** at the High School, to aid school administrators and teachers with the first line of defense. Internal school policies will attempt to limit weapons from getting into the school in the hands of students, but the school officials have no way to protect against an attack which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

DIRECTION AND CONTROL

At the first indication of trouble, the Oxford County Regional Communications Center must be notified. All schools have adopted an EOP and the school's resource officer should be on the contact list under the superintendent. Consideration by the School District should be given to establishing two-way radio communications, since it would be very easy for a terrorist to cut the telephone lines.

The first law enforcement officer (Local, County or State) will be the incident commander.

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

WARNING

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

EVACUATION

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

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

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

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

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ATTACHMENT 6 – UTILITY FAILURE

NATURE OF THE HAZARD

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

RISK AREA

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

DIRECTION AND CONTROL

The EOC will be activated if the power outage goes into a second day. The Fire Station is already equipped with a generator and transfer switch/panel which will become the EOC as a back up.

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

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

EMERGENCY PUBLIC INFORMATION

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

MASS CARE

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

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ATTACHMENT 7 – SEVERE SUMMER STORMS AND HURRICANES, EARTHQUAKES

NATURE OF THE HAZARD

The Town of Porter is susceptible to severe summer storms, and on occasion, a hurricane or earthquake. Western Maine receives on average about 3 or 4 major summer storms a decade. These storms can wash out roadways and culverts as well as other damages associated with flooding. Only about a dozen tropical storms/hurricanes have occurred in the county in the past century. Risk of damage from a hurricane remains medium, and could result in rivers and streams flooding as well as damage to power lines from high winds.

Severe summer storms are thunderstorms, tropical storms, and hurricanes. Thunderstorms are far more numerous and much less severe in effect and duration. The primary effect is in producing short-term high winds, including microbursts. Tropical storms are a lot less likely than thunderstorms, but more likely than a hurricane. Earthquakes are very rare but have occurred although only minor tremors. Porter could sustain damages and loss of life however the risk of this remains low.

RISK AREA

Towns in the lower portion of the County would be most susceptible to hurricane damage, such as high winds, severe rains, and storm water flooding of wetlands.

It would be easy for some residents to be unable to leave their homes due to impassible road conditions. Culverts, bridges, and other road washouts could keep residents in their homes. The major concern is the difficulty for emergency response by EMS and Fire Protection Services.

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 heating, water supply, sanitation, and food preparation.

DIRECTION AND CONTROL

The Town of Porter is responsible for conducting debris clearance and closing flooded roads from the municipal maintained roadways. The Maine DOT is responsible for the same on state-maintained highways. During a severe summer storm, either additional resources will be contracted or the removal times will be lengthened. The Kezar Falls Fire Department may also be used to help clear tree debris from roadways.

The Board of Selectmen and EM Director should consider activating the EOC during an extended severe summer storm or hurricane. 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 or Board of Selectmen is responsible for keeping the town roads open for traffic.

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

RESOURCE MANAGEMENT

The EOC will relocate to the Fire Station if power fails. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kit. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions.

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ATTACHMENT 8 – PANDEMIC INFLUENZA

NATURE OF THE HAZARD

An epidemic is a widespread outbreak of an infectious disease where many people are infected at the same time. Epidemics occur when an infectious disease spreads beyond a local population, lasting longer and reaching people in a wider geographical area. The delay between exposure and onset of an illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Experts agree that an influenza pandemic (global epidemic) is inevitable, though no one knows when the next influenza will occur.

RISK AREA

An epidemic is not constrained by geography. Any location in the United States is susceptible and locations of these individuals infected could be in many different places simultaneously. Some factors that will determine the risk factor for individuals will be those exposed to the pathogen, the level and duration of the exposure, the sanitary conditions, and the health, cleanliness and biological resistance of the individual.

DIRECTION AND CONTROL

The Board of Selectmen and EM Director should consider activating the EOC during an influenza pandemic. The EOC will coordinate efforts with the County, private or non-profit medical and disaster relief organizations. School administrators will decide if conditions warrant school closure. The Health Officer and EM Director will relay conditions to the County EOC.

RESOURCE MANAGEMENT

The EOC will relocate to the Fire Station if power fails. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kit. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions.

Contact between EOC members will be kept at a minimum to minimize risk, therefore a central EOC location may not be established.