

# 2016 Emergency Operations Plan

## Liberty, Maine

### EMERGENCY OPERATIONS PLAN APPROVAL

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

_____ 1 <sup>st</sup> Selectman	_____ Date
_____ 2 <sup>nd</sup> Selectman	_____ Date
_____ 3 <sup>rd</sup> Selectman	_____ Date
_____ Emergency Management Director	_____ Date

# Liberty Emergency Operations Plan

## TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
Table of Contents	1
Distribution	1
<b>BASIC PLAN</b>	<b>2-6</b>
<b>FUNCTIONAL ANNEXES</b>	
A – Direction and Control	7-8
B – Communications	9-10
C – Warning	11
D – Emergency Public Information	12
E – Evacuation	13-14
F – Mass Care	15
G – Health & Medical	16
H – Resource Management	17-18
<b>HAZARD ATTACHMENTS</b>	
1 – Severe Winter Storms	19
2 – Forest Fires	20
3 – Flooding	21
4 – Hazardous Materials	22-24
5 – Severe Summer Storm	25
6 – Hostile Incident at School	26

## DISTRIBUTION

- Town Office of Emergency Management
- Fire Station
- Town Office Records
- School Principal's Office
- Waldo County Emergency Management Agency

# Liberty Emergency Operations Plan

## BASIC PLAN

### PURPOSE

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

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

Throughout this plan, the Town of **Liberty** shall be referred to as the "Town". Activities and resources printed in the Waldo County EOP will be utilized to the greatest extent possible. This will reduce the size of this EOP and standardize the response procedures throughout the County. This Town EOP will be a supplement to the County EOP and both should be utilized during any disaster response. The Waldo County Emergency Management Agency (WCEMA) is responsible for the development of the County EOP.

### SITUATION AND ASSUMPTIONS

The Waldo County EOP identifies the following type of disaster hazards that Liberty could experience.

- Severe Winter Storms
- Severe Summer Storms
- Forest Fires
- Flooding
- Hazardous Materials Releases
- Mass Casualty Incidents
- Infectious Disease Outbreaks
- School Violence Incidents
- Terrorist Attacks
- Petroleum Tank Fire
- Aviation Incident

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

The Town does not employ a career emergency management director (EMD). Preparedness activities will be limited to involvement of the volunteer EMD in the CEMA program, the approval of this Town EOP, use of County EMA-provided response guidance, and training and exercises organized by the County EMA office.

# Liberty Emergency Operations Plan

The following emergency services are provided by:

Law Enforcement	Waldo County Sheriff & Maine State Police
Emergency Medical Services	Liberty Volunteer Ambulance Service
Fire Protection	Liberty Fire Department
Hazardous Materials Response	Waldo County HazMat Team
Hospital Emergency Services	Waldo County General Hospital
Public Works	Liberty Road Commissioner & Maine DOT

The population of the Town is: 932

## CONCEPT OF OPERATIONS

1. The Board of Selectmen is ultimately responsible for the timely and effective response to any disaster incident within the Town. The Town Emergency Management Director (EMD) has been appointed to complete emergency management activities, such as Preparedness, Response, Recovery and Mitigation, on behalf of the Board of Selectmen.
2. Final authority on all decisions impacting the Town, its residents and its finances lies strictly with the Board of Selectmen. The Selectmen are authorized to take whatever actions are necessary to prevent the loss of life and property within the Town.
3. The Emergency Management (EM) Director is responsible to the Board of Selectmen for coordinating disaster response activities, requesting resources from mutual aid partners and the County and for compiling disaster information.
4. Disaster notifications may come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Waldo County Regional Communication Center (WCRCC) by radio-page to the Town Fire Department, Volunteer Ambulance Service, or EMA Director.
5. Any one of the Selectmen or the EMD may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to staff the EOC.
6. When the emergency is beyond the control and resources of the Town, a request for assistance may be made through the CEMA to the Maine Emergency Management Agency (MEMA). The Maine Governor may declare a disaster anywhere in Maine and make State resources available to save lives, protect property and aid in disaster recovery.
7. Local mutual aid agreements (MAA) exist between all towns in Waldo County. A State MAA exists in State Statute that includes the entire State government and all of the county and municipal governments.

## Liberty Emergency Operations Plan

8. For a local emergency, an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the Town EOC or the County EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.
9. For a county-wide emergency, such as a severe winter storm, all emergency operations will be run out of the Town EOC. Town emergency personnel will be dispatched by the Town EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard-line communications are out.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

#### **Board of Selectmen:**

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

#### **Emergency Management Director:**

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

#### **Fire Chief:**

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

#### **Ambulance Chief:**

1. Oversees all EMS resources and directs EMS operations.
2. Responsible for Mass Casualty response, including managing triage response.

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

#### **Town Clerk/Treasurer:**

1. Staffs EOC telephone and documents information.
2. Tracks disaster expenditures and pays bills authorized by the Board of Selectmen.

# Liberty Emergency Operations Plan

## **Town Constable:**

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

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

## **Health Officer:**

1. Reports on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services.
2. Receives and evaluates complaints concerning nuisances posing a potential public health threat within the town.
3. Orders the suppression and removal of nuisances and conditions posing a public health threat found to exist.

## **ADMINISTRATION AND LOGISTICS**

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

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

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

## **PLAN DEVELOPMENT AND MAINTENANCE**

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

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

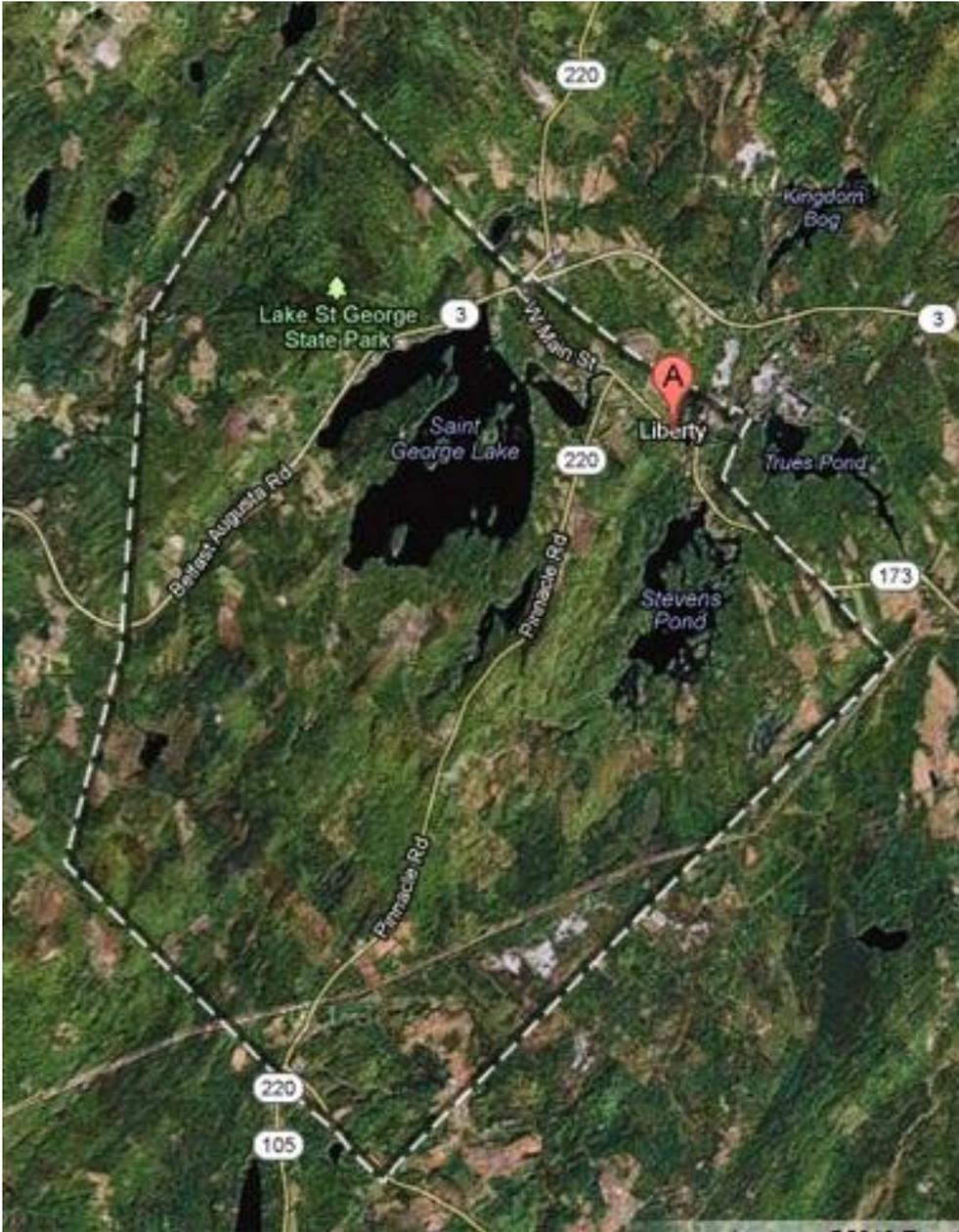
All changes to the plan will be approved by the Board of Selectmen.

## **AUTHORITIES AND REFERENCES**

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

# Liberty Emergency Operations Plan

# Liberty Emergency Operations Plan



# Liberty Emergency Operations Plan

## ANNEX A - DIRECTION AND CONTROL

### SITUATION

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

### CONCEPT OF OPERATIONS

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

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

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

### EOC ACTIVATION LEVELS

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

The Town EOC is located at the Town Fire Station, with the Town Office as the alternate.

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

## **Liberty Emergency Operations Plan**

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

### **ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

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

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

Board of Selectmen	Ambulance Director
Emergency Management Director	Treasurer
Fire Chief/Fire Warden	Animal Control Officer
Road Commissioner	Town Clerk

Actual EOC operational procedures are included in Job Aids provide by the County EMA.

### **ADMINISTRATION AND LOGISTICS**

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

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

The EMD maintains an events log.

# Liberty Emergency Operations Plan

## ANNEX B - COMMUNICATIONS

### PURPOSE

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

### CONCEPT OF OPERATIONS

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

When neither the telephone nor public safety radio, is successful, amateur radio operators and runners may be used. Volunteers with appropriate vehicles (4WD, ATV, snowmobiles, etc) will be requested to support this measure. Request for amateur radio support can be made to the County EOC.

The primary EOC phone number is 589-4327. An alternate number is: 589-4318.

The EOC fax number is 589-3160.

The Town EOC will have the following radio frequencies programmed:

Identifier	RX	TX	PL/Decode	PL/Encode
Liberty Primary	154.160	154.160		
Waldo EMA	156.1425	158.9700	123.0	123.0
FIRE South	159.1350	151.1000	123.0	123.0
FIRE North	155.3850	153.9500	123.0	123.0
Waldo Tac-1	155.8275	155.8275		
Waldo Tac-2	158.9475	158.9475		
Waldo Tac-3	158.9775	158.9775		
Common Channel-1	151.6625	155.4300	123.0	123.0
Common Channel-2	154.8975	159.1050	123.0	123.0
State Fire	154.3100	154.3100		
Liberty Road				
MSAD 3 Bus	153.7250	158.1450	D565N	

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

Rx=153.7250; Tx=158.1450; PL=D565N

## Liberty Emergency Operations Plan

The Town Office ([libertyto@fairpoint.net](mailto:libertyto@fairpoint.net) & [libselectmen@fairpoint.net](mailto:libselectmen@fairpoint.net)) and Fire Department ([lisanbill@fairpoint.net](mailto:lisanbill@fairpoint.net)) both have Internet and E-mail connectivity.

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

### TELEPHONE CONTACTS

<b>AGENCY</b>	<b>LOCATION</b>	<b>TELEPHONE #</b>
Waldo County RCC	2 Public Safety Way, Belfast	1-800-660-3398
Waldo County EMA	4 Public Safety Way, Belfast	338-3870 Fax 1890
Waldo County Sheriff	6 Public Safety Way, Belfast	338-2040
Maine Forest Fire Control	Augusta	287-2275
Maine DEP	Augusta	1-800-482-0777
Maine State Police	Augusta	1-800-452-4664
National Response Center	Washington D.C.	1-800-424-8802
Poison Control Center	Portland	1-800-222-1222
Waldo County TRIAD	Belfast	1-866-426-7555

# **Liberty Emergency Operations Plan**

## **ANNEX C - WARNING**

### **CONCEPT OF OPERATIONS**

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

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

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

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

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

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

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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

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

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

### **ADMINISTRATION AND LOGISTICS**

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

# **Liberty Emergency Operations Plan**

## **ANNEX D - EMERGENCY PUBLIC INFORMATION**

### **CONCEPT OF OPERATIONS**

The Town has an ongoing program to provide information about potential hazards, local government preparedness activities and emergency services to the public. Activities may 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. The Walker School, day care centers, and the elderly living alone should be notified and assisted first.

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

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

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

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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

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

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

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

# **Liberty Emergency Operations Plan**

## **ANNEX E - EVACUATION**

### **SITUATION**

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

Town residents may be evacuated if they are threatened by an out-of-control forest fire, a hazardous materials accident, or a terrorist situation. The most likely location for a hazardous materials accident is along the State Route 3 traffic corridor. The most likely location for a terrorist situation is at the Walker Elementary School.

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

### **CONCEPT OF OPERATIONS**

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

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

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

The general population uses private transportation. Those without transportation, including elderly and handicapped will need to be transported by public transportation. The Town EOC will contact the County EOC to request public transportation. The County EMA has agreements with the local School Districts and with the Waldo Community Action Partners (WCAP).

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

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Selectmen are the authority for establishing evacuation policy.

The Fire Chief coordinates evacuation activities.

## Liberty Emergency Operations Plan

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

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

### ADMINISTRATION AND LOGISTICS

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

Facilities that require special attention during evacuations include:

Facility	Pop.	Type of Population	Contact Information
Walker Elementary School		School Age Children	589-4208
Cindy Harriman's Day Care	12	Infants to Preschool Children	Cindy Harriman 589-4292 (h) 323-1970 66 True's Pond Rd.
Water Street Learning Center	6-27	3-11	589-3733 (Maia Campoamor) 22 Water St.
South Liberty Baptist Academy	28	School Age Children	Dianna Willis (Sec) 313-0049 (m) Chad Colburn (Pastor) 680-6886 (m) 845-6013 (o) 2895 Burketville Rd.

### EVACUATION INFORMATION (to be filled in during incident)

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

# **Liberty Emergency Operations Plan**

## **ANNEX F - MASS CARE**

### **CONCEPT OF OPERATIONS**

It may be necessary to provide shelter Town residents and visitors. The Town will not be responsible for opening Overnight Evacuation Shelters to lodge residents. The County EOC will be responsible for establishing regional Overnight Evacuation Shelters with support from the American Red Cross. The Town may choose to open Warming Centers to provide a warm place for residents to go to during the day and to acquire food, water and take a shower.

Review the County EOP for all information regarding Regional Overnight Evacuation Shelters.

If the Town activates a Warming Center it will be located at the Liberty Fire Station or Walker School.

If the Town has activated a Warming Center, then the Board of Selectmen will assign a Mass Care Officer to supervise operations in the facility. Consideration should go to a local community organization to request staffing for a shelter management team. The Mass Care Officer reports to the Town EOC. Actions must be taken to register people reporting into the Town Warming Center.

The Town EMD will determine if there are any residents who do not have a place to stay the night and coordinate with the County EOC. Most people will stay with relatives or friends, instead of in an overnight shelter.

Food, water and sanitation supplies may be needed for the Warming Center. The Board of Selectmen must authorize any expenditure for the Warming Center.

Contact should be made with the Volunteer Regional Food Pantry (948-5730) or Carrie from Peavey's General Store (589-4211) as a source of food for the Warming Center.

### **ADMINISTRATION AND LOGISTICS**

The Mass Care Officer must keep the Town EOC informed of the status of the Warming Center. The Town EOC will keep the County EOC informed.

Complete records of expenditures and operations are given to the Town EOC. If the town operates a Warming Center, the Town may shoulder all the costs. If a President Declaration is made, FEMA and the State may reimburse the Town up to 90%.

# **Liberty Emergency Operations Plan**

## **ANNEX G - HEALTH AND MEDICAL**

### **CONCEPT OF OPERATIONS**

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

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

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

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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

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

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

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

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

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

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

### **ADMINISTRATION AND LOGISTICS**

The nearest Hospital with an emergency room is the Waldo County General Hospital, Belfast.

The nearest Health Clinic is the Walker Health Center, Liberty.

Ambulance Services are provided Liberty Volunteer Ambulance Service.

# **Liberty Emergency Operations Plan**

## **ANNEX H - RESOURCE MANAGEMENT**

### **SITUATION**

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

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

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

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

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

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

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

### **CONCEPT OF OPERATIONS**

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

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

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

# **Liberty Emergency Operations Plan**

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A volunteer should be assigned the job of Resource 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.

The Selectmen are the only towns officials who have the authority to approve contracts and expend town funds to procure emergency supplies, equipment, materials, and services.

The Board of Selectmen administers the community's general assistance programs. The EMD will provide FEMA Individual Assistance information to the town residents.

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

## **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 Waldo County EOC.

The Town Supply Drop is located at the Liberty Town Office.

Requests for additional communications equipment should be made to the Waldo County EMA and WCRCC.

The EMD or Fire Chief will update the Town Resource Sheet information and provide it to the County EMA office.

The EMD or appointed Resource Officer will coordinate the efforts of local volunteer organizations and unaffiliated volunteers. They will determine what volunteers are needed for what roles, depending on the type and severity of the incident.

A Volunteer Reception Center may be set up at the Liberty Town Office. Volunteers may be used for mass feeding, warming center operations, runners, and general labor.

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

# **Liberty Emergency Operations Plan**

## **ATTACHMENT 1 - SEVERE WINTER STORMS**

### **NATURE OF THE HAZARD**

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

### **RISK AREA**

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

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

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

### **DIRECTION AND CONTROL**

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

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

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

### **RESOURCE MANAGEMENT**

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

# **Liberty Emergency Operations Plan**

## **ATTACHMENT 2 - FOREST FIRES**

### **NATURE OF THE HAZARD**

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

### **RISK AREA**

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

### **DIRECTION AND CONTROL**

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

### **WARNING**

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

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

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

### **EVACUATION**

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

### **RESOURCE MANAGEMENT**

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

# **Liberty Emergency Operations Plan**

## **ATTACHMENT 3 - FLOODING**

### **NATURE OF THE HAZARD**

Liberty is a very hilly area and has three main bodies of water: Lake St. George, Steven's Pond, and Cargill Pond. There are several streams and the St. George River.

### **RISK AREA**

There are 3 homes in areas with a potential for major flooding. None of these homes is subject to destruction, but could have flooded basements or first floors.

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

1. Marshall Shore Road
2. Back Palermo Road

### **DIRECTION AND CONTROL**

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

### **WARNING**

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

### **RESOURCE MANAGEMENT**

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

# Liberty Emergency Operations Plan

## ATTACHMENT 4 - HAZARDOUS MATERIALS ACCIDENT

### NATURE OF THE HAZARD

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

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

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

### RISK AREAS

State Route #3 and 220 are primary transportation corridors for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc). State Routes # 3 & 220 have not been identified as carrying reportable quantities of extremely hazardous materials (EHS); however there are other types of HazMat that may transit this corridor in limited quantities.

The largest concentrations of stored fuels are at the Circle K Store and nearby Maritime Farm fuel depot (actually in Montville), and at several automobile repair facilities. There is one gas station in Town. There is no chemical processing or waste treatment plant in Town.

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

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

Personnel will assess the hazards, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present. The Incident Commander (IC) will record the incident information on the Maine EMA AR-1 form and will report the information to the County RCC. The situation will be assessed from a safe distance. The IC will refer to the 2012 US DOT Emergency Response Guidebook (ERG) for guidance.

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

## **Liberty Emergency Operations Plan**

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

The FD will implement traffic and crowd control procedures, using road blocks as much as possible. The IC will determine what protective actions (evacuations or shelter-in-place) outside the Hot Zone will be implemented. The 2012 USDOT ERG will be consulted for initial isolation and protective action distances. Evacuees must be moved to a safe place of refuge using routes that will not cause exposure to the HazMat.

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

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

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

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

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

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

### **DIRECTION AND CONTROL**

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

### **ADMINISTRATION AND LOGISTICS**

All Firefighters receive annual HazMat: First Responder Awareness Training. 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. The nearest response level HazMat team is in Winslow

# **Liberty Emergency Operations Plan**

## **ATTACHMENT 5 - SEVERE SUMMER STORMS**

### **NATURE OF THE HAZARD**

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

### **RISK AREA**

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

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

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

### **DIRECTION AND CONTROL**

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

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

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

### **RESOURCE MANAGEMENT**

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

## Liberty Emergency Operations Plan

### ATTACHMENT 6 – HOSTILE INCIDENT AT SCHOOL

#### NATURE OF THE HAZARD

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

#### RISK AREA

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

#### DIRECTION AND CONTROL

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

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

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

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

#### WARNING

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