

The Municipality of Mount Desert, Maine



Mount Desert Office of Emergency Management
P.O. Box 248, Northeast Harbor, ME 04662

Approved May 20, 2019
Last Revised May 20, 2019

Emergency Operations Plan

Town of Mount Desert, Maine

EMERGENCY OPERATIONS PLAN APPROVAL

The Emergency Operations Plan for the Town of Mount Desert has been approved and adopted this May, 20, 2019



Selectman Martha T. Dudman

5.20.19

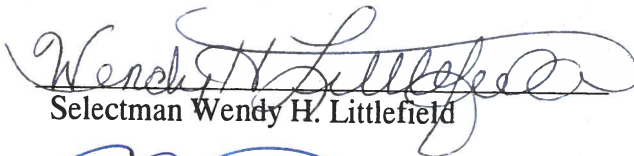
Date



Selectman Matthew J. Hart

5.20.19

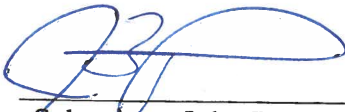
Date



Selectman Wendy H. Littlefield

5.20.19

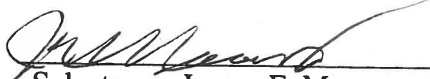
Date



Selectman John B. Macauley

5.20.19


Date



Selectman James F. Mooers

5.20.19

Date



Hancock County EMA

05-2019

Date

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DISTRIBUTION

- ☐ Town Office of Emergency Management
- ☐ Town Office Records
- ☐ Fire Station
- ☐ Police Station
- ☐ Hospital
- ☐ School Administrator
- ☐ Hancock County Emergency Management Agency

BASIC PLAN

PURPOSE

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

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

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

SITUATION AND ASSUMPTIONS

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

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

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

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

A Local Emergency Management Director (LEMD) is appointed by and responsible to the governing body of the community. Preparedness activities will be limited to involvement of the LEMD in the County’s Local Emergency Manager Program, the formulation, periodic review, and approval of this Town EOP, use of County EMA-provided response guidance, and trainings and exercises organized by the County EMA office.

The following emergency services are provided by:

Law Enforcement	Mount Desert Police Department, Bar Harbor Police Department, Acadia National Park, Hancock County Sheriff's Office, Maine State Police, Maine Marine Patrol, Maine Game Wardens
Emergency Medical Services	Northeast Harbor Ambulance Service
Fire Protection	Mount Desert Fire Department and its Mutual Aid partner agencies
Hazardous Materials Response	Mount Desert Fire Department, Hancock County EMA -IMAT, Regional Response Team, Maine Civil Support Team
Hospital Emergency Services	Mount Desert Island Hospital
Public Works	Mount Desert Public Works Department, Local Contractors, Road Commissioner

CONCEPT OF OPERATIONS

1. The Board of Selectmen is ultimately responsible for the timely and effective response to any disaster incident within the Town. The Local Emergency Management Director (LEMD) 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 with consequence upon the Town, its residents, and its finances lies strictly with the Board of Selectmen. The Selectmen are authorized to take whatever actions necessary to prevent the loss of life and/or property within the Town.
3. The Local Emergency Management Director is responsible to the Board of Selectmen for coordinating disaster response activities, requesting resources from mutual aid partners and, Hancock County EMA, and for compiling and submitting disaster damage assessment information.
4. Disaster notifications may be issued by the National Weather Service (NWS), the Emergency Alert System (EAS), Integrated Public Alert and Warning System (IPAWS), the Hancock County Regional Communication Center (HCRCC) by radio-page, the Hancock County EMA, or, from Mount Desert Public Safety Dispatch Center.
5. Any Selectmen or the LEMD may activate the Emergency Operations Center (EOC), or, initiate the Emergency Operations Plan if they determine that the disaster situation warrants activation. Key town officers and designated citizens will be recalled to staff the municipal EOC.

6. When the emergency is beyond the control and/or resources of the Town, a request for assistance may be made through Hancock County EMA to the Maine Emergency Management Agency (MEMA). Maine's Governor may declare a disaster and make Maine state resources available to save lives, protect properties, and aid in disaster recovery.
7. Local mutual aid agreements (MAA) exist between all towns in Hancock County. A state statute provides for mutual aid that includes the entire State government and all of the county and municipal governments.
8. For a local emergency an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the Town EOC or the County EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.
9. For a county-wide emergency, such as a severe winter storm, all emergency operations will be run out of the Town EOC. Town emergency personnel will be dispatched by the Town EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard-line communications are out.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

Board of Selectmen:

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

Local Emergency Management Director:

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

Fire Chief:

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

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

Town Clerk/Treasurer:

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

Police Chief:

1. Oversees all police department resources and coordinates police department operations.
2. Oversees all public safety dispatch operations.
3. Point of contact with law enforcement agencies.
4. Notifies town residents of special meetings and assistance programs.
5. Coordinates services and assistance provided to animal victims.

Health Officer:

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

Harbor Master

1. Ensure that harbor channels are safe and open for boating traffic.
2. Oversees operations in the Town's controlled waterways.

ADMINISTRATION AND LOGISTICS

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

The Town LEMD 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 LEMD. 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 LEMD when noted.

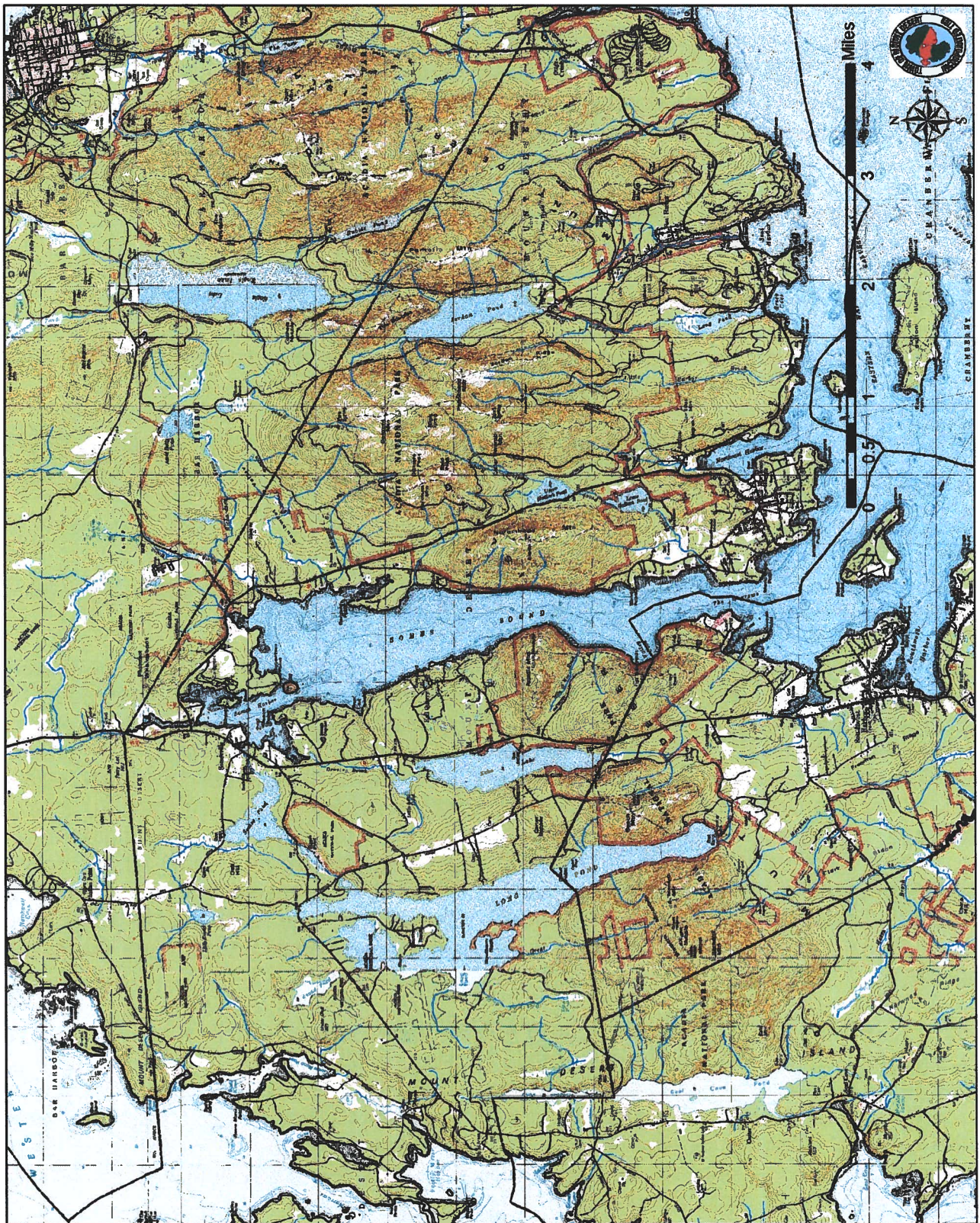
The LEMD shall review the entire plan annually and ensure that all procedures, policies, data and responsibilities are current and reflect actual assignments.

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

AUTHORITIES AND REFERENCES

- The Maine Civil Emergency Preparedness Act (Title 37-B, MSRA Chapter 13).

- Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.
- Federal emergency Management Agency, National Response Framework, Third Edition, June 2016.
- Federal Emergency Management Agency, Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG 101), Second Version, November 2010.



ANNEX A - DIRECTION AND CONTROL

PURPOSE

The Town of Mount Desert employs a full-time police department, a full-time public works department, a 24 hour dispatch center, a town manager, a full-time fire chief with 3 full-time firefighters, a harbor master and deputy harbor master, a finance director, a code enforcement officer, a tax assessor, and an administrative staff. Remaining fire department personnel serve in a paid on-call status. This annex will give guidance on actions to be taken during emergencies by these town officers and on-call and the coordination efforts by the municipal officials with county, state and contractor personnel.

SITUATION

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

CONCEPT OF OPERATIONS

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

By declaration on November 7, 2005, the Town of Mount Desert 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 Mount Desert, Hancock 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 Mount Desert 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 Mount Desert emergency and disaster responders for incident management.

Normally, initial notification of an emergency will be either through the Mount Desert Public Safety Dispatch Center, the Bar Harbor Public Safety Dispatch Center, the Hancock County Regional Communication's Center, the Department of Public Safety Dispatch(Bangor) or by the Hancock County EMA office. Disaster or major emergency notifications will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Mount Desert dispatch center, a Hancock County EMA "Fan-out" to the LEMD, or by announcements on area television and/or radio broadcasts.

The Board of Selectmen has responsibility for the continuance of local government operations. The LEMD assists the Board of Selectmen in this task. Any one of the Selectmen or the LEMD may activate the Town EOC or initiate the Emergency Operations Plan (EOP) if they determine

that the disaster situation warrants the activation. Key town officers and citizens will be recalled to man the EOC. The EOC may be activated at three different manning levels.

EOC ACTIVATION LEVELS

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

The primary Emergency Operations Center (EOC) is set up at the Mount Desert Municipal Office at 21 Sea Street in Northeast Harbor. The alternate EOC is located either at Fire Station #2 in Seal Harbor or Fire Station #3 in Somesville. The EOC's communications capabilities include telephone and 2-way radios and internet by land line. All Fire Department personnel can be reached through the Mount Desert dispatch center via radio-pagers. The Hancock County EOC is located at Ellsworth Fire Station in the Ellsworth City Hall Plaza.

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

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

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

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

Board of Selectmen	Ambulance Service Chief
Local Emergency Management Director	Town Clerk
Fire Chief/Fire Warden	Finance Director
Police Chief	Road Commissioner
Health Officer	Volunteer Coordinator
Communications Officer	Public Works Director
Harbor Master	

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

ADMINISTRATION AND LOGISTICS

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

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

The EMD develops and maintains an events log.

Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that are more than the Town of Mount Desert can provide should be requested to the Hancock County EMA by the Selectmen or LEMD.

The Town of Mount Desert is limited in its response and recovery capabilities. Many services will require mutual aid from other communities and from county or state agencies.

MUTUAL AID CHART

AGENCY	1st RESOURCE	2 nd RESOURCE	3 rd RESOURCE
Emergency Management	Hancock County EMA 667-8126	Maine EMA 1-800-452-8735	FEMA Region I – Maynard, MA 617-223-9540
Law Enforcement	Bar Harbor Police 288-3391 Southwest Harbor Police 244-7911 Acadia National Park 288-8791	Hancock County Sheriff's Office 667-7575	Maine State Police 1-800-452-4664
Fire Protection	Bar Harbor FD 288-3391 Southwest Harbor FD 244-7912	Tremont FD 244-7912 Trenton FD 667-2133	Hancock County Mutual Aid 667-8866
Public Works	Maine Dept. of Transportation 624-3339	Bangor Hydro Electric 941-6666	
Ambulance Services	Northeast Harbor Ambulance Service Contact is made through Mount Desert Dispatch	Bar Harbor Ambulance 288-3391 Southwest Harbor Ambulance 244-7912	Capital Ambulance
Harbor Master	Marine Patrol 207-664-2392	U.S. Coast Guard 244-4236 244-5121 Emergency	Bar Harbor Master 288-3391 Southwest Harbor Master 244-7911
Water Company	Mount Desert Water District 276-3733	Paul Slack 244-0548	
Hospitals	MDI Regional Hospital 288-5081	Ellsworth Regional Hospital 667-5311	Eastern Maine Medical Center 947-3711
Red Cross	Eastern Maine 667-4737	Bangor 207-941-2903	
Environmental Protection	Maine DEP 1-800-482-0777	Maine Forest Service 287-2791	U.S. EPA 1-800-424-8802 Maine
National Weather Service	Caribou Weather Forecast Office	NWS (Gray) 1-800-482-0913	

	810 Main St Caribou ME 04736 (207) 492-0170		
AGENCY	1st RESOURCE	2nd RESOURCE	3rd RESOURCE
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	Maine Center for Disease Control 287-8016

√ **ACTION**

	EOC Alert Status: Level 1 Level 2 Level 3 (circle one)
	EOC Notification From:
	Consider need to declare an emergency.
	Notify all EOC staff and volunteers.
	Activate and test all equipment, including communications.
	Begin message and event logs.
	Inspect emergency generators for fuel and start capability.
	Begin plotting and posting events.
	Brief staff upon arrival.
	When "manned and ready", report to Hancock County EMA (667-8126).
	Review staffing pattern to ensure 24 hr. capability (If needed).
	Conduct "time check".
	Brief elected officials on status of EOC.
	Check on food, water, ice and sanitation supplies and make appropriate arrangements.
	Submit verbal and written situation reports to County EMA (Fax 667-1406).
	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 Hancock County EMA.
	Contact area volunteer groups to assist with emergency recovery operations.

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 Hancock 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.

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 Hancock 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

ANNEX B - COMMUNICATIONS

PURPOSE

Communications during an emergency are critical. This annex shall describe the communications capabilities of the Town of Mount Desert. It shall also provide telephone, radio lists and an ICS Job Action sheet for the communications officer to use in the EOC.

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 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 phones. Additionally, Hancock County EMA can activate ARES/RACES HAM radio personnel.

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is 276-5111. The Alternate EOC phone numbers are 276-5735, 276-5736 and 276-5531.

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

Identifier	RX	TX	PL/Decode	PL/Encode
MDI LE	This information is unpublished and is considered confidential			
MDI Fire/EMS	173.7625	164.675	131.8	131.8
NEH Repeater	154.980	155.310	192.8	DCS 306
Mount Desert PW	154.830	158.985	192.8	DCS 306
Town	155.6175	159.0525	192.8	DCS 306
Other PD				
Other FD				

The Mount Desert Police and Fire Departments have numerous hand held two-way radios available to them with Hancock County RCC, State Fire, Hancock EMA and several local fire and police department radio frequencies. Radio traffic may be relayed through the radio base station at the Dispatch Center.

The Mount Desert Dispatch Center has a multi-channel two-way radio base station. Contact with Mount Desert Fire, Police and Public Works personnel are all possible. All the volunteer

firefighters are issued a radio-pager. Page-outs maybe initiated from the Dispatch Center. All fire trucks, police vehicles and public works trucks are equipped with mobile truck radios.

The Town Office has Internet and E-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State government officers. Fire Stations #2 & #3 (Seal Harbor, Somesville) has Internet connectivity available.

The Town Office (276-3232) and Dispatch Center (276-5732) can send and receive fax transmissions. 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

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

ANNEX C - WARNING

CONCEPT OF OPERATIONS

The primary National Warning System (NAWAS) warning point for Hancock County is the Hancock County Regional Communications Center (HCRCC) located at 50 State St., Ellsworth. The HCRCC number is 667-1404. The HCRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Hancock County EMA is the alternate warning point. The Mount Desert Dispatch Office receives regularly updated information through the State's METRO computer system which will include weather updates, weather alerts, terrorist activities and other alerts to natural and man-made disasters. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the entire County. It can also provide warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The primary local warning point is the Mount Desert Dispatch Center, located at 21 Sea St., in Northeast Harbor. The Fire Department members and LEMD can be radio-paged out by the Town's Dispatch Center. The LEMD is responsible for alerting the Selectmen and Town Officers. He is also responsible for providing warning to the Mount Desert Elementary School and the public via warning devices and mobile notification.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

The LEMD 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.

√ ACTION

	Received notification:
	If limited warning time, the following actions may be undertaken by the EOC, Fire and Police Departments.
	a. Telephone and Radio callout.
	b. Mobile notification routes with public address system or door to door notification.
	c. Warning notification to Mount Desert schools.
	Other public warning is used as available and as time permits.
	a. Radio announcements

	b. Television announcement
	Keep signed logs of emergency communication traffic.

ANNEX D - EMERGENCY PUBLIC INFORMATION

CONCEPT OF OPERATIONS

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

Town residents will need to be notified immediately if forest fires, a hazardous materials accident, or a terrorist situation forces them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm. The Mount Desert Elementary School children 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 and Police Department to go door-to-door.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

The Town Media Center will be established in the Northeast Harbor Library 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 Intel.

The Town Manager is the Public Information Officer (PIO). The LEMD 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 LEMD or Selectmen, prior to release. The PIO keeps logs of emergency information activities.

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.

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, threatening weather or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the Route 102, Route 198 and Route 3 traffic corridor. The most likely location for a terrorist situation is at the Mount Desert 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.

In addition to year-round residents, evacuation of summer residents and visitors may be needed in the event the area is threatened by a hurricane/tropical storm.

CONCEPT OF OPERATIONS

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

For a criminal situation, the senior law enforcement officer from the Police Department, Hancock County Sheriff's Department or the Maine State Police will oversee the evacuation of the immediate area around the incident. They may request manpower and equipment assistance from the Mount Desert 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 LEMD, senior law enforcement officer or Fire Chief is responsible for the final route determination. Evacuation will be coordinated with shelter operations, emergency information and traffic control operations.

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are the authority for establishing evacuation policy.

The LEMD coordinates evacuation activities, compiles all evacuation information, and keeps the Selectmen informed. The Police Department, with assistance from the Fire Department and the Public Works Department, shall be responsible for traffic control and barricades. The LEMD 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 any farm animals.

ADMINISTRATION AND LOGISTICS

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

Facilities that require special attention during evacuations include:

Facility	Population	Phone
Mount Desert Elementary School	140+	276-3348
Maple Lane Apartments	36+	288-4770
MDI Housing Authority 288-4770		

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:	

ANNEX F - MASS CARE

CONCEPT OF OPERATIONS

It may be necessary to provide shelter for 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 warmth.

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

If the Town activates a Warming Center it will be the Mount Desert Elementary School and/or the Mount Desert Fire Stations 2 and 3. The school is located on the Joy Road in Northeast Harbor. Fire Station 2 is located on the Jordan Pond Road in Seal Harbor and Fire Station 3 is on Route 102(Main Street) in Somesville.

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 LEMD 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.

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 Presidential Declaration is made, FEMA and the State may reimburse the Town up to 90%.

ANNEX G - HEALTH AND MEDICAL

CONCEPT OF OPERATIONS

The Town of Mount Desert has one seasonal medical facility, limited medical personnel, no public or environmental health services, and no mortuary services. Mount Desert contracts its emergency medical services with the Northeast Harbor Ambulance Service which has limited resources. 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.

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 Mount Desert.

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

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 Orono/Old Town for Regional Response Team through the Hancock County EMS Office.

The Police Chief will coordinate with local law enforcement, the Bar Harbor Police Department, Acadia National Park the Hancock County Sheriff's Department, Maine Marine Patrol, Maine Game Wardens or the Maine State Police to provide security to the disaster scene. The Police Chief or most senior law enforcement official 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 may be completed by the Maine Warden Service.

ADMINISTRATION AND LOGISTICS

The nearest Hospital with an emergency room is the Mount Desert Island Hospital.

The nearest Health Clinic is the Mount Desert Island Hospital.

Ambulance Services are provided by the Northeast Harbor Ambulance Service.

The nearest Funeral Services are provided by Jordan-Fernald Funeral Homes .

ANNEX H - RESOURCE MANAGEMENT

SITUATION

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

The town has a paid Public Works, Police, Fire and Administrative Departments for use in emergency response and recovery. Additionally, Mount Desert relies on paid on-call firefighters to augment its staff for the Fire Department. The initial manpower source will be the full-time employees of the Town of Mount Desert and the on-call staff of the Mount Desert Fire Department. The EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the Hancock County EMA.

The Town of Mount Desert owns several vehicles and heavy equipment. Consideration should be made to contract with local contractors and individual residents for other vehicle and equipment resources.

Communications consists of telephones in the Town Office and Fire Stations and in several two-way radios maintained by the Fire, Police and Public Works Departments. Cellular telephones are available in four fire trucks. Requests for additional communications equipment should be made to the Hancock County EMA and HCRCC.

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 HCRCC and Hancock County EMA immediately.

Initial response to a Terrorist Incident will be the Mount Desert Police Department. The Fire Department may aid in extinguishing any fires, searching for explosives, evacuating the injured and closing roads in the area. The Hancock County Sheriff's Department shall be notified immediately.

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

Flooding will require emergency road repairs, which should be done by the Town's Public Works and/or contractors hired by the Town. Road damage assessment will be completed by the Public Works Director and/or Highway Superintendent.

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.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This plan identifies the Emergency Management Director as the Mount Desert 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.

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

A staging area may be established in one of the three Fire Stations parking lot and/or in the Northeast Harbor Marina area.

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 LEMD will provide Disaster Assistance information to the town residents.

The Public Works Director 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 Hancock County EOC.

The Town Supply Drop is located at the Public Work Garage, 307 Sargeant Drive, Northeast Harbor, 04662; approximately two-tenths of a mile from the intersection of Sargeant Drive and State Route 198.

Requests for additional communications equipment should be made to the Hancock County EMA and HCRCC.

The Mount Desert LEMD coordinates the efforts of Mount Desert's volunteer organizations and unaffiliated volunteers. The LEMD will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The LEMD 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 one of the three Fire Stations in Mount Desert. 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 Mount Desert EM organization using the "Disaster Volunteer Survey" sheet which follows this page. Contact information and special skills will be recorded. The survey sheets will be sent over to the EOC for use in assigning volunteers to specific jobs.

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

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

MOUNT DESERT EOP - 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 Mount Desert from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I will abide by all safety instructions and information provided to me during disaster relief efforts. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Maine, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</p> <p>I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.</p> <p>I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.</p>			
Volunteer	Sign:	Date:	

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ANNEX I – CONTINUITY OF OPERATIONS

SITUATION

It is the policy of the Town of Mount Desert 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.

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

FUNCTION	TYPE	OPR	FACILITY
Board of Selectmen	Civil Authority	Selectmen	Town Office
Law Enforcement	Public Safety	Police Chief	Town Office
Fire Protection	Public Safety	Fire Chief	Town Office
Emergency Management	Public Safety	Emergency Mgmt Director	Town Office
Harbor Navigation	Public Safety	Harbor Master	Harbor Master Office
Municipal Finances	Vital Services	Finance Officer	Town Office
Municipal Records	Vital Services	Town Clerk	Town Office
Voting	Civil Authority	Town Clerk	Town Office
Municipal Tax Collection	Vital Services	Town Tax Collector	Town Office
Road Maintenance	Vital Services	Public Works Director	Public Works
Public Health	Public Safety	Health Officer	Town Office
Animal Control	Public Safety	Police Chief	Town Office
Tax Assessing	Vital Services	Tax Assessor	Town Office
General Assistance	Vital Services	Town Manager	Town Office
Code Enforcement	Civil Authority	Code Enforcement Officer	Town Office
Planning & Appeals	Civil Authority	Planning & Appeals Boards	Town Office
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	Town Office

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 LEMD may direct that any or all essential municipal functions implement COOP actions during an emergency.

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

A HazMat transportation accident could cause either the Fire and Police 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. Emergency power capability (transfer switch/panel and 30 kw generator) does exist at the Municipal Building. Provisions have been provided for a Fire Department generator to supply the Municipal Building with limited power in the event that the first-line generator should fail.

A structure fire at the Town Office may cause the loss of very important hardcopy and electronic records and databases for police, fire and administrative offices. 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 replace, if at all.

The Board of Selectmen can continue to operate with only three of the five 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.

Both Fire and Police Departments already has a distinct line of succession established. The Town Manager has a Deputy Town Manager who can fill in, until the next appointment. All other Town Officials are one deep. The Board of Selectmen will have to appoint a replacement.

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.

If the Town Office is destroyed by fire, then all the essential municipal functions would have to temporarily relocate to the Northeast Harbor Library.

An alternate Town Office will require space for the town administration and records storage. The Town Office will require, at a minimum, several desktop computers, copies of all software and digital records, telephones, a 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 Engine 1, Engine 4 and the Northeast Harbor Ambulance and associated equipment. The building will need to be heated.

VITAL RECORDS AND DATABASE

Vital Records	OPR	Mitigation Measure(s)
Tax Assessing Records	Selectmen	Store hardcopies in fireproof containers
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		
Municipal Financial Records	Town Treasurer	Scan hardcopies into digital format.
IRS Records		
Municipal Property Tax Records	Town Tax Collector	Back up digital files and store offsite
Municipal Excise Tax Records		
Motor Vehicle Registrations		
PD Financial, Training, Personnel & Reports	Police Chief	
FD Financial, Training, Personnel & Reports	Fire Chief	
Emergency Plans & MAAs	EM Director	
Road Maintenance Records	Public Works Director	
Code Enforcement Records	Code Officer	

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 Administrative Staff will need to inventory and record all equipment and materials in the Town Office.
2. The Police Department will need to inventory and record all equipment and materials in the Police Station.
3. The Fire Department will need to inventory and record all equipment and materials in the Fire Station.
4. The Town Manager will need to provide the Inventory Records to the Town Insurance Carrier.
5. The Town needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
6. The Police Department needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.

7. The Fire Department needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
8. The Town Office needs to backup all digital files daily and store off-site.
9. The Town Office, Fire and Departments need to store all software in fireproof containers or off-site.

ATTACHMENT 1 - SEVERE WINTER STORMS

NATURE OF THE HAZARD

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

RISK AREA

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

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

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

DIRECTION AND CONTROL

The Board of Selectmen and LEMD 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 Public Works Director or Board of Selectmen are responsible for keeping the town roads free of obstructions and open for traffic.

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

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

RESOURCE MANAGEMENT

The EOC will confirm the Town Office and each of the Fire Stations has emergency power. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kits. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions.

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 Mount Desert Fire Department, with mutual aid support will be able to handle. This attachment will deal with major, large scale wildfires.

RISK AREA

The most severe threat will be to homes and the town roads. The homes of several 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 Mount Desert Fire Department will be quickly overwhelmed; with many of the firefighters themselves becoming trapped within the fire zone.

DIRECTION AND CONTROL

Large scale wildland fires must be reported to the Hancock County Regional Communications Center. The Mount Desert 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 Acadia National Park and the Maine Forest Service (MFS). The Fire Warden, Selectmen, LEMD, or Fire Chief should immediately request such support through the National Park Headquarters, the Maine Forest Service and Hancock County EMA. The 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. Social media should also be used as a tool to send alerts and warnings while providing information and instructions to affected residents. The warning should contain:

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

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

EVACUATION

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

RESOURCE MANAGEMENT

The Town owns several vehicles which can be utilized in the event of an evacuation. Several town residents do have bulldozers and other heavy equipment which can be used to open emergency evacuation routes and create fire breaks.

ATTACHMENT 3 - FLOODING

NATURE OF THE HAZARD

Mount Desert is a very hilly area with a few mountains and has several lakes, ponds and streams.

RISK AREA

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

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

1. Cooksey Drive
2. Ocean Drive
3. Upper Dunbar Rd.
4. Old County Rd.
5. Sargeant Dr.
6. Stanley Brook Rd.
7. State Route 3
8. State Route 198
9. State Tout 102
10. Lower Dunbar Rd.

DIRECTION AND CONTROL

The Mount Desert Public Works Director or Board of Selectmen will be responsible for responding to flood damaged roads by initiating Town crews or by contacting the Maine Department of Transportation (for State-maintained road surfaces).

WARNING

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

RESOURCE MANAGEMENT

The Town of Mount Desert does maintain a Public Works department and equipment. All road work associated with flooding should be completed by the Public Works Department or contract for repairs. The Mount Desert Island Station of the Maine Department of Transportation may be available for roadway repairs in the advent of a life emergency.

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 or Police Departments may be the first to arrive at the scene of an accident or an incident involving HazMat. Most HazMat materials transported or stored in Mount Desert 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 102 and 198 is a primary transportation corridor for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc). Both of these State Roads has not been identified as carrying reportable quantities of extremely hazardous materials (EHS); however there are other types of HazMat that may transit this corridor in limited quantities.

The largest concentration of stored fuels is at the Dead River Company Fuel Storage Facilities in Seal Harbor and in Somesville. There are four gas stations, and one propane dealers in Mount Desert. There are three waste treatment plants in the community as well as several boat yards.

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. Binoculars are located on the Engine 2, Engine 4, Engine 6 and Truck 7. The IC will refer to the most recent US DOT Emergency Response Guidebook (ERG) or other resources for guidance.

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

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

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

The Northeast Harbor Ambulance Company will be requested through the Mount Desert Public Safety Dispatch Center 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 FD maintains and trains with multi-gas and PID 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 LEMD will consider the activation of the EOC during a HazMat incident that causes residents to be evacuated or sheltered-in-place. The EOC will establish communications with the County EOC.

ADMINISTRATION AND LOGISTICS

All Firefighters receive annual HazMat: First Responder Awareness Training. Currently 6 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.

The Town has several facility locations that store hazardous materials. These are:

FIXED HAZMAT FACILITIES

Facility	Location	Chemical Name	CAS #	Quantity
Dead River Fuel Storage Facility	45 Oak Hill Rd.	Diesel	68476-34-6	13075 lbs.
		Heating Oil	67476-30-2	54375 lbs.
		Kerosene	8008-20-6	17100 lbs.
		Propane	74-98-6	60912 lbs.
Town of Mount Desert	307 Sargeant Dr.	Diesel	68479-34-6	16900 lbs.
Verizon	122 Harborside Dr.	Sulfuric Acid	7664-93-9	625 lbs.
Dead River Fuel Storage Facility	Lower Dunbar Rd.	Diesel	68476-30-2	30000 lbs.
		Fuel Oil	68476-30-2	30000 lbs.
		Kerosene	8008-20-6	75000 lbs.

ATTACHMENT 5 - SEVERE SUMMER STORMS/HURRICANES

NATURE OF THE HAZARD

The Town of Mount Desert is a coastal community occupying the middle third of Mount Desert Island. The Town has exposed shoreline on the southern and western part of the island. The National Weather Service estimates that Maine is impacted by a Category 1 hurricane once every 20 years and severe tropical storms about every 5 years. Due to its location on the immediate coast, Mount Desert may be impacted by a Category 3 or lower hurricane or its secondary effects.

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.

Most of the coastline in Mount Desert is elevated rock that can resist coastal erosion. Lower lying areas could have tidal surges and high wave action which may result in heavy damaged property. Homes and buildings could suffer from structural damage which may require evacuation. Special attention should be given to high risk areas such as campgrounds, trailer parks and assisted living facilities. High winds may damage trees causing interruptions in electric and communication services. Heavy rains could cause flooding and debris to impede traffic; bridges, culverts, and roads may be washed out.

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 LEMD 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.

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

RESOURCE MANAGEMENT

The EOC will confirm the Town Office and each of the Fire Stations has emergency power. The EOC will ensure that there is enough heating and generator fuel, flashlights, two-way radios and

first aid kits. The Dispatch Office should monitor the State's METRO computer system for hazardous weather updates. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions. Travel will become hazardous during and immediately following any hurricane. The EOC should consider a timetable for recalling/activating all volunteer firefighters and enough law enforcement staff for adequate coverage during and after the storm. Providing accommodations of 24/7 staff should be considered. Sleeping, eating and bathing facilities should must be identified and equipped prior to any recall of personnel. Day-to-day services by Town employees should be suspended to focus on emergency response tasks.

SAFFIR-SIMPSON SCALE

Hurricane Category	Wind Speed
1	74-95
2	96-110
3	111-130
4	131-155
5	156+

TIME PHASES

- **Awareness Phase.** 72 – 60 hours before the arrival of gale force winds.
- **Standby Phase.** 60 – 48 hours before the arrival of gale force winds. It is likely that a tropical storm watch would be issued during this period.
- **Response Phase.** 48 hours before the arrival of gale force winds through termination of the emergency Hurricane watches and warnings would be issued by the National Weather Service during this period.

ATTACHMENT 6 – HOSTILE INCIDENT AT SCHOOL

NATURE OF THE HAZARD

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

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. Initial response to such an event will be the Mount Desert Police and Fire Departments. There are no security personnel at the Mount Desert Elementary School, so school administrators and teachers will be the first line of defense. Internal school policies will attempt to limit weapons from getting into the school in the hands of students, but the school officials have no way to protect against an attack which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

DIRECTION AND CONTROL

At the first indication of trouble, the County RCC must be notified. The RCC will notify the Mount Desert Public Safety Dispatch.

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 Mount Desert Police Department 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.