

THE TOWN OF CHINA, MAINE  
EMERGENCY PREPAREDNESS PLAN

Prepared by:  
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WITH ASSISTANCE FROM  
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and

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State House Station 72  
Augusta, Maine 04333

\_\_\_\_\_, 2023

\_\_\_\_\_, 2023

March 12, 2024

EMERGENCY PREPAREDNESS PLAN

**(The Town of China Stationery)**  
SAMPLE PROMULGATION STATEMENT

To All Recipients:

Transmitted herewith is the revised Comprehensive Emergency Management Plan for TOWN OF CHINA. This plan supersedes any previous plans promulgated for this purpose. It provides a framework to use in performing emergency functions during a disaster.

This Comprehensive Emergency Management Plan includes four phases of emergency management, (1) mitigation: those activities which eliminate or reduce the probability of disaster; (2) preparedness: those activities developed to save lives and minimize damage; (3) response: immediate activities which prevent loss of lives and property and provide emergency assistance; and (4) recovery: short and long-term activities which return all systems to normal or improved standards.

This plan will be tested, revised, and updated as required. All recipients are requested to advise the Town of China Emergency Preparedness Committee regarding recommendations for improvement.

Chairman  
Select Board

Date:

EMERGENCY PREPAREDNESS PLAN  
TOWN OF CHINA  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN  
DISTRIBUTION LIST

A complete copy of the Plan may be found at:

1. Maine Emergency Management Agency
2. Kennebec County Emergency Management Agency
3. China Town Office
4. ALL China Fire Stations
5. The Police Department
6. China Rescue
7. Town Web Site [www.china.govoffice.com](http://www.china.govoffice.com)

*If sections of plan are distributed, include the following:*

Plan Components

PLAN COMPONENTS	Dept./ Agency	Dept./ Agency	Dept./ Agency	Dept./ Agency	Dept./ Agency	Dept./ Agency	Dept./ Agency
<u>Alert &amp; Warning</u>							
<u>Direction &amp; Control</u>							
<u>Emergency Services</u>							
<u>Emergency Info. &amp; Edu.</u>							
<u>Evacuation</u>							
<u>Shelter</u>							
<u>Resource Management</u>							
<u>Radiological Protection</u>							
<u>Damage Assessment</u>							
<u>Disaster Assistance</u>							
<u>Hazard Mitigation</u>							
<u>Hazardous Materials</u>							

(Worksheet to be completed at time of incident)

EMERGENCY PREPAREDNESS PLAN

Emergency Plan

Revision Sheet

\_\_\_\_\_ (Date)

The TOWN OF CHINA Emergency Checklist Plan has been reviewed and revised. The enclosed revised pages have a new date in the lower right corner. Remove indicated pages from your copy of the plan and replace them with the enclosed. Discard the pages that are replaced. Retain this sheet as the plan's Revision Log.

Plan Component	Remove Pages Numbered	Insert Pages Numbered

EMERGENCY PREPAREDNESS PLAN

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## EMERGENCY PREPAREDNESS PLAN

### **BASIC PLAN**

#### PURPOSE

This plan identifies hazards and methods to lessen the effects before, during and after an emergency.

#### SITUATION

Emergencies may occur at the local level and affect one or more communities. The cumulative effect or geographic distribution determines the declaration of a "disaster".

#### CONCEPT OF OPERATIONS

The Town Emergency Management (EM) Director is responsible to the Town Manager and the Select Board for decisions and actions taken. The China Select Board is legally responsible for the function of this local government.

Mutual aid is exercised when additional resources are needed. Assistance may come from other jurisdictions, the private sector or volunteer organizations.

The Town EM Director issues an emergency declaration when the situation warrants the full use of resources to save lives and protect property and then informs the Select Board. When the emergency is beyond the control and resources of local government a request for assistance may be made through County and State EMA channels to the **Governor**. The Governor may declare a disaster within certain, or all, parts of the County and make State resources available to save lives, protect property, and aid in disaster recovery.

#### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. General Mission Statement

Most Town departments, employees, officials, and emergency services will be assigned emergency functions that complement normal duties. There should be Standard Operating Procedures (SOP) developed for each. Organizations that are not a part of government also have responsibilities.

##### B. Task Assignments

Responsibilities are shown on the Task Assignment Chart. Detailed task assignments are included in each section.

## EMERGENCY PREPAREDNESS PLAN

### ADMINISTRATION AND LOGISTICS

#### A. Policies

The Town of China Select Board, the Town Manager, and the Town EM Director are responsible for activation of this plan.

#### B. Reporting

The Town EM Director is responsible for the submission of reports to the State EOC, through the County EMA. Departments and agencies provide reports of response activities, damages, and other related information to the **Town EM Director**. Each agency keeps records of actions, expenditures, and financial obligations in emergency operations.

#### C. Informal Agreements and Understandings

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements and negotiated emergency understandings as well as informal agreements. Informal agreements do exist with surrounding towns and cities for fire and rescue emergency services. They also exist with State agencies for forest fire suppression, rural search and rescue, and riot control.

### PLAN DEVELOPMENT AND MAINTENANCE

#### A. Responsibilities

Agencies develop and maintain their organizational policies and procedures.

#### B. Deficiencies

Deficiencies are summarized and submitted in writing to the **Town EM Director** when noted.

#### C. Updating & Revision Procedures

The **EM Director** maintains a file of recommended changes or improvements. An annual (January of each year) review of this plan will be implemented to ensure that all procedures, policies, data, and responsibilities are current and reflect actual assignments.



## EMERGENCY PREPAREDNESS PLAN

### AUTHORITIES AND REFERENCES

#### A. Authorities

Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Agency, as amended.

Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.

Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986.

Public Law 93-288, as amended by Public Law 100-707, Stafford Disaster Relief & Emergency Assistance Act.

#### B. References

Federal Emergency Management Agency. Objectives for Local Emergency Management. CPG 1-5, July 1984.

Federal Emergency Management Agency. Guide for the Development of State and Local Emergency Operations Plans. CPG 1-8, October 1985.

Federal Emergency Management Agency. Guide for the Review of State and Local Emergency Operations Plans. CPG 1-8A, September 1988.

Federal Emergency Management Agency. Hazard Identification, Capability Assessment, and Multi-Year Development Plan for Local Governments. CPG 1-35, October 1987.

National Response Team. Hazardous Materials Emergency Planning Guide. NRT-1, March 1987.

## EMERGENCY PREPAREDNESS PLAN

## Basic Plan

**HAZARD ASSESSMENT**

The Town of China has the following hazards considered to be significant. The term "significant" recognizes those hazards capable of becoming emergencies. They are divided into three groups: natural hazards, technological hazards, and national security. Those identified are:

**Natural Hazards:** Ice Storms, Severe Thunderstorms, Hurricanes, Tornadoes, Earthquakes, Floods, Fires

**Technological Hazards:** Phone service interruptions, Internet interruptions, and Power Outages Town wide & long term

**National Security:** Threats towards: Schools, Municipal Buildings, and Public Meeting places (e,g, churches, Conference Centers, Power Company)

See map for areas of probable impact.

Other hazards that may affect the Town of China include: **List hazards**

[Note: The Town should consult with County **EMA Director** when identifying significant hazards. Highlighting potential impact areas on an additional map is also recommended.]

EMERGENCY PREPAREDNESS PLAN

COMMUNITY MAP

Insert map of community on this page.

## EMERGENCY PREPAREDNESS PLAN

**TOWN OF CHINA DEMOGRAPHICS**

<b>Population Statistics, 2020 Census (or estimates)</b>	
Total Year-Round Population	4,408
Under 5 Years Old	6.3%
18 Years Old and Over	75.8%
65 Years Old and Over	13.5%
Median Age	40.2
Non-English Speaking at home	2.1%
Seasonal Population Estimate*	
<b>Housing Statistics, 2020 Census (or estimates)</b>	
Total Housing Units	2,321
Units with 1 Unit in Structure	
Units With 5 or More Units in Structure	
All Renter-Occupied Housing Units	
Vacation Housing Units	
Mobile Home, Trailer, Other	
Persons Per Household	
Persons in Group Quarters	
<b>Social and Economic Statistics</b>	
Total Labor Force, 2020	70.3%
Per Capita Income, 2020	
Median Household Income, 2020	\$73,917
Total Municipal Valuation, 2020*	446,106,600
<b>Three Largest Industries by Employment</b>	
Manufacturing: Number of Persons Employed	
Services: Number of Persons Employed	
Retail Trade: Number of Persons Employed	

\*Not a Census Bureau Statistic

## EMERGENCY PREPAREDNESS PLAN

**ALERTING AND WARNING**

## SITUATION

The primary National Warning System (NAWAS) warning point for Kennebec County is the Kennebec County EMA 77 Winthrop Street, Augusta, Maine. It is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The State EMA is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the coastal area. It also provides warnings of hazard situations, (e.g., severe weather, national security, and nuclear power incidents).

The local warning point is the Emergency Services Dispatcher. It is responsible for alerting the Town Manager/EM Director and other designated emergency services. The Town EM Director is responsible for providing warning to special care facilities (boarding homes, camps, Day Care facilities, medical facilities, and schools), the hearing impaired, non-English speaking groups and the public via warning devices and mobile notification as per list created by the EM Director. The schools, (Pre-Schools, China Primary, China Middle, Grace Academy, and Erskine Academy), industries and medical facilities have warning procedures for their facilities.

## CONCEPT OF OPERATIONS

The **dispatcher** at the County warning point fans out information received to the local jurisdictions. Fanouts may originate at the local level and go to the County. Alerting and Warning procedures and Fanout Report forms are with each **dispatcher**. The Emergency Broadcast System is activated according to the Maine Emergency Broadcast System Plan. The **Town EM Director** may contact the **County Director** to activate that system. The Town may contact radio station(s) directly. Warning is disseminated through all appropriate systems. See attached fanout chart.

Logs, fanout reports and all messages are kept for at least one year.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Responsibilities of local government: ensure that alerting and warning capabilities exist, appropriate warning devices are activated, and special needs populations are notified.

Assignments are shown on the chart following this section.

## EMERGENCY PREPAREDNESS PLAN

### ADMINISTRATION AND LOGISTICS

#### A. Policies

The **Town EM Director** in conjunction with **Town Officials** and **Town emergency service chiefs** develops guidelines for alerting personnel and special care facilities and warning the public.

#### B. Reporting

The **dispatcher** makes verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded on the appropriate forms and given to the supervisor and the **Town EM Director**.

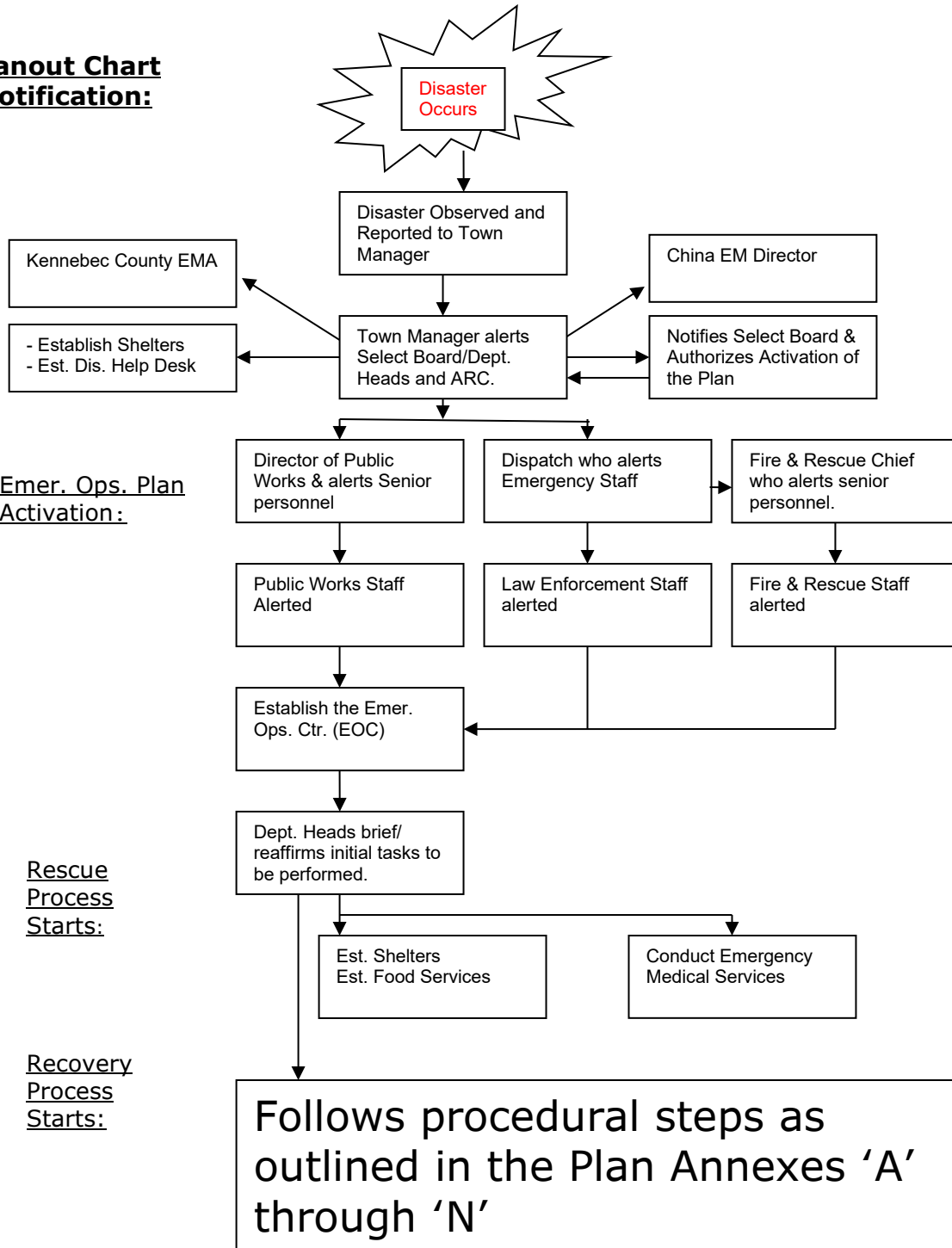
EMERGENCY PREPAREDNESS PLAN

Basic Plan  
TASK ASSIGNMENT CHART

Agency	Develop Annex	Maintain Alert List	Receive Warning	Alert Key Government Officials & Special Facilities	Alert Staff	Relay Fanout Warning	Public Warning
<b>Elected Officials/Managers</b>	S	P	S	S	P	S	S
<b>Emergency Management</b>	P	P	S	S	P	S	S
<b>Law Enforcement</b>	S	P	S	S	P	S	P
<b>Fire Department</b>	S	P	S	S	P	S	P
<b>Emergency Medical/Rescue</b>	S	P	S	S	P	S	S
<b>Health and Welfare</b>	S	P	S	S	P	S	S
<b>Public Works</b>	S	P	S	S	P	S	S
<b>School Department</b>	S	P	S	S	P	S	S
<b>Warning Point Dispatcher</b>	S	S	P	P	S	P	S
<b>Key: P= Primary Responsibilities S= Support Responsibilities</b>							

EMERGENCY PREPAREDNESS PLAN

**Fanout Chart  
Notification:**



Emer. Ops. Plan  
Activation:

Rescue  
Process  
Starts:

Recovery  
Process  
Starts:



## EMERGENCY PREPAREDNESS PLAN

Alerting and Warning  
RADIO FREQUENCIES

China Fire Department & China Rescue	154.6025
China Public Works	155.1525
Delta Ambulance	155.115
China Schools	155.235
State Fire	154.31
Kennebec County Sheriff	159.090
Kennebec County EMA	155.805
Statewide Car to Car (S.P.)	154.695
EMS State-Wide	155.385
Wardens Service	155.730
National Weather Service	162.475

EMERGENCY PREPAREDNESS PLAN

Detailed Radio Frequencies

EMERGENCY PREPAREDNESS PLAN

Alerting and Warning  
CHECKLIST

## EMERGENCY PREPAREDNESS PLAN

### DIRECTION and CONTROL

#### SITUATION

Many hazards cause disasters of a magnitude that makes centralized direction and control necessary. The town office will be used as an Emergency Operating Center (EOC) when needed. It is located at 571 Lakeview Drive. Its communications capabilities include [INSERT TELEPHONES, COMPUTER MODEM, 2-METER RACES, CITIZENS BAND, COUNTY TO LOCAL LGRS, COUNTY FIRE SERVICES, AND AMBULANCE SERVICES RADIO]. The KENNEBEC County EOC is located at 125 State Street, Augusta, Maine.

#### CONCEPT OF OPERATIONS

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

The **elected officials** have responsibility for local government operations. The **Town EM Director** assists the Select Board and activates the EOC as a central location for decision-making. A **representative** of each emergency service is at the EOC.

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

#### ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Town of China Select Board exercise broad control over emergency operations. They provide guidance on policy and approve information for the public. Agency representatives in the EOC assure involved agencies work in a mutually supportive way. The **emergency service chiefs** keep in contact with field forces and record their status, issue instructions to units, monitor progress, and keep the EOC informed. Assignments are shown on the task assignment chart following this section.

## EMERGENCY PREPAREDNESS PLAN

### ADMINISTRATION AND LOGISTICS

#### A. Policies

The Town EM Director provides logistical support for the EOC staff. Each emergency service provides 24-hour representation during the emergency period.

#### B. Reporting

All messages are logged in. Information may need to be verified before distribution. Check with **EM Director**. Situation reports are compiled daily or as requested and forwarded to the Kennebec County EMA and the Town of China Select Board. Each participating unit keeps a chronological record of major events during EOC operations. The **EM Director** develops the event log. Security personnel record persons entering and leaving the EOC. All communications stations keep traffic logs. Additional operational reports are submitted as requested.

EMERGENCY PREPAREDNESS PLAN

Direction and Control  
TASK ASSIGNMENT CHART

## EMERGENCY PREPAREDNESS PLAN

Direction and Control  
LOCAL KEY CONTACTS

TOWN: CHINA, MAINE

POSITION	NAME	OFFICE PHONE	HOME PHONE	CELL
Selectperson	Brent Chesley	N/A	N/A	
Selectperson	Jeanne Marquis	N/A	N/A	
Selectperson	Blane Casey	N/A	N/A	631-2412
Selectperson	Wayne Chadwick	N/A	N/A	445-3500
Selectperson	Janet Preston	N/A	968-2565	N/A
Town Manager	Rebecca Hapgood	445-2014 EXT 103	N/A	592-9029
Code Enforcement Officer		445-2014 EXT 102	N/A	
Fire Chief China Village	Joel Nelson	968-2266 Station	N/A	877-5911
CVVFD Deputy	Timothy Theriault	N/A	N/A	649-4434
CVVFD Assistant Chief	Ben Loubier	N/A	N/A	649-2922
Fire Chief South China	Richard Morse	445-2003 Station	445-2948	242-9674
SCVFD Deputy	Mike Rocque	N/A		
SCVFD Assist Chief	Donald Dow	N/A		
Fire Chief Weeks Mills	William VanWickler	N/A	445-2353 445-2898 barn	592-1385
WMVFD Assistant Chief	Norman Black	N/A	N/A	215-2358
Police	Call Dispatch	911	800-452- 4664	
China Rescue	Danny McKinnis	968-2911	968-2762	N/A
Rescue Assistant Chief				

## EMERGENCY PREPAREDNESS PLAN

POSITION	NAME	OFFICE PHONE	HOME PHONE	CELL
Public Health Officer		445-2014 ext 102	N/A	
Public Services Director	Shawn Reed	445-2014 EXT 110		441-5855
Road Commissioner	See Town Manager			
EM Director	Stephen Nichols			468-3490
EM Deputy Director	See Town Manager			
EMS Director	See China Rescue			
Public Information Officer	See Town Manager			
Public Safety Director	See Town Manager			
Public Health Nurse	N/A			
Plumbing Inspector	See Code Enforcement			
School RSU #18 Superintendent	Carl Gartley	465-7384	N/A	N/A
Erskine Academy Headmaster	Jamie Soule	445-2962 Ext #1130	N/A	N/A
Tax Assessor Agent	Kelly Grotton	445-2014	N/A	N/A
Town Attorney	Amanda Meader	649-4122	N/A	N/A
Welfare Officer	See Town Manager			
Shelter Officer	See Town Manager			
Radiological Officer	N/A			
Resource Management Officer				
Damage Assessment Coordinator	Stephen Nichols			468-3490



## EMERGENCY PREPAREDNESS PLAN

NOTE: All these position names are used in the plan or in your organizational chart. You may refer one position to another for example, under "Damage Assessment Coordinator", say "see EMA Director"), but you should address all of them.

## Direction and Control

## AREA and STATE CONTACTS

AREA/STATE CONTACTS	NAME	TELEPHONE
Fire Mutual Aid Towns	<b>First call Waterville RCC</b>	207-680-4700
Albion	Chief Andrew Clark	207-314-9192
Augusta	Chief Dave Groder	207-626-2421
Palermo	Chief Roger Komandt	614-286-4987
Vassalboro	Chief Walker Thompson	207-649-1236
Windsor	Chief Arthur Strout	207-458-2154
Winslow	Chief Ronald Rodriguez	207-872-6512
Kennebec County Sheriff	Ken Mason	207-623-3614
Maine State Police Augusta Dispatch		800-452-4664
Delta Ambulance	Timothy Beals (Director)	207-861-4228
Department Environmental Protection		800-452-1942
Department Environmental Protection Oil Spills	Jon Woodard	800-482-0777
Department Environmental Protection Hazardous Materials	Dispatched by State Police	800-452-4664
Forest Service Fire Assistance	Dispatched by State Police	800-452-4664
Maine Warden Service (Search and Rescue)	Dispatched by State Police	800-452-4664
Hazmat Response Team	Dispatched by Waterville RCC	207-680-4700
National Weather Service	Recorded Weather	207-668-3210
National Weather Service	Office Gray/Portland	207-688-3216
U.S. Coast Guard	Search & Rescue	207-799-1680

## EMERGENCY PREPAREDNESS PLAN

Wilderness Rescue	Dispatched by State Police	800-452-4664
<b>Area General Contractors:</b>		
S.D. Childs & Sons Excavation	Scott Childs	207-441-5744
Haskell Trucking	Dusty Haskell	207-993-2522
Kempton Tobey & Son	Robin Tobey	207-993-2371
W.D. Chadwick Construction	Wayne Chadwick	207-445-3500
Ouellette Sand & Gravel	Danny Ouellette	207-445-4131
Kennebec County Emergency Management Agency		207-623-8407
Maine Emergency Management Agency (MEMA)	Peter Rogers	800-452-8735
Medical Examiner	Dr Mark Flomenbaum Augusta	207-624-7180
American Red Cross Augusta	Augusta- out of Topsham	207-729-6779
American Red Cross Portland		207-874-1192
American Red Cross Bangor	Bangor - out of Portland	800-733-2767
<b>Public Alerting (radio):</b>		
WABK, WKSQ, WTOS, WVQM		207-623-9000
WMME		207-626-9200
WMEA Maine Public Radio		800-844-1717
Q 106.5, Z 107.3		207-991-9500
<b>Public Alerting (TV)</b>		
WLBZ CH 2 (Bangor)		800-244-6306
WABI CH 5 (Bangor)		800-947-8321
WVII CH 7 (Bangor)		800-945-6457
WCSH CH 6 (PORTLAND)		800-464-1213
WMTW CH 8 (PORTLAND)		800-835-3888
Maine Public CH 10		207-330-4781
WGME CH 13 (PORTLAND)		207-797-1313
Hospital Augusta	Main Number	207-626-1000

EMERGENCY PREPAREDNESS PLAN

Hospital Waterville	Main Number	207-872-1000
Inland Hospital- Waterville	Main Number	207-861-3000
CMP Power Company Office	Trouble Line	800-696-1000
Dam Breach (Sheriff)	Kennebec County Sheriff	207-623-3614
Maine State Police		800-452-4664 207-624-7076

\*Detailed Mutual Aid Chart is included in Emergency Services Annex.

Emergency Services

EMERGENCY PREPAREDNESS PLAN

DIRECTION AND CONTROL  
EOC CHECKLIST

<b>Incident</b>	
<b>Date</b>	
<b>Time</b>	<b>Event</b>
	Received notification from:
	Notify all staff and volunteers.
	Activate and test all equipment.
	Begin message and event logs.
	Inspect generator for fuel and automatic start capability.
	Begin plotting and posting events.
	Brief staff upon arrival.
	When "manned and ready" report to County EMA.
	Review staffing pattern to ensure 24-hr capability.
	Conduct "time check".
	Brief elected officials on status of EOC.
	Check on food supplies and make appropriate arrangements.
	Submit verbal and written situation reports to County EMA and support organizations. Consider need to declare an emergency.
	Establish security procedures.
	Conduct periodic briefings for EOC staff.
	Determine e.g., shelter requirements, status of utilities, road damages/closures, isolated personnel, medical problems, etc.
	Review procedures for requesting assistance.
	Maintain records of expenditures.
	Brief oncoming shift personnel of all events and pending actions.
	Prepare initial damage assessment information for submission to County.

Emergency Services  
EMERGENCY PREPAREDNESS PLAN

DIRECTION AND CONTROL  
CHECK LIST CONTINUED

Emergency Services

EMERGENCY PREPAREDNESS PLAN

DIRECTION AND CONTROL  
COMMUNICATIONS CENTER CHECKLIST

REMINDERS:

- 1) Operationally check all roads. Report any needed repairs.
- 2) Maintain a master log of all communications.
- 3) Keep file copy of all messages for reference.
- 4) Record transmitted messages in message log. Include date, time of transmission & message number.
- 5) Acknowledge all messages received and record date and time received.
- 6) Keep message log.

MESSAGE PRIORITIES GUIDANCE:

- 1) Emergency: Life threatening situation. Immediate response required.
- 2) Immediate: Lives or property at risk. Respond as soon as any emergency traffic has been processed.
- 3) Priority: Timely response required.
- 4) Routine: Routine day to day messages.

## EMERGENCY SERVICES

### SITUATION

The following groups have specific responsibilities during an emergency.

**Elected Officials/Manager:** The **elected officials** make policy decisions and have responsibility for emergency response within the ***Town of China.***

**Emergency Management:** As mandated by Maine State Law Title 37B, the ***Town of China Select Board*** has appointed an ***Emergency Management Director.*** EM Director maintains the EOC and advises officials and agencies on emergency procedures. The EM **Director, and/or deputy EM Director,** activates the EOC when necessary, coordinates resources, emergency response, and recovery efforts, and compiles damage assessment reports.

**Law Enforcement:** ***The town*** relies on the **County Sheriff's Office** and the **Maine State Police.** Communications capability extends from response personnel in the field to coordinating personnel in the EOC or the Department depending on the size of the incident. They are responsible for evacuation and traffic control.

**Fire Services:** The Volunteer Fire Departments consist of ***China Village Volunteer Fire Department, South China Fire Department and Weeks Mills Fire Department.*** Personnel may help in evacuation and traffic control if necessary.

**Emergency Medical & Rescue Services:** Emergency Medical/Rescue Services are ***provided by China Rescue and Delta Ambulance Service. China Rescue is responsible for providing rescue sources and Delta Ambulance is responsible for providing ambulance service.***

**Health and Welfare:** A local **health officer** has been appointed. The Local Health Officer is responsible for protecting the public's health. Medical care is provided by ***Maine General Hospital, both Augusta and Waterville, Inland Hospital Waterville,*** and the offices of individual practitioners. The ***Town Manager*** carries out welfare assistance as required.

**Public Works:** The Public Works Department consists of ***The Town of China and the State Department of Transportation South China Office.*** They are responsible for highway maintenance and assist in damage assessment.

**Water/Sanitation District:** Weeks Mills Water District, ***all others private water supplied by wells.***

Emergency Services

EMERGENCY PREPAREDNESS PLAN

**School Department:** The public schools are under the RSU #18 supervision. There also is ***Erskine Academy a high school and*** Emergency duties parallel normal responsibilities when possible.

## CONCEPT OF OPERATIONS

The On-Scene Incident Command System is used in most large-scale disasters. The **On-Scene Incident Commander** (usually the **Fire Chief(s)**) reports to the **Town Emergency Manager** at the Emergency Operations Center (EOC) ***in the town office*** when activated.

During most large-scale emergency situations, the municipal and County EOC's are activated. A **coordinator** for each emergency service is at the respective EOC to integrate his/her agency's response with that of other emergency services. Each **emergency service coordinator** reports response activities to the **EM Director**.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. General

Each emergency support service develops internal notification rosters and SOP's for assigned tasks. The agencies involved and the EMA Director have SOP's addressing multi-agency responses. The EM Director helps department heads in the development of their SOP's, if requested.

### B. Task Assignments

Assignments are shown on the chart following this section.

## ADMINISTRATION AND LOGISTICS

### A. Policies

Administrative and logistical support of operational field elements is the responsibility of each participating agency. Each department chief is responsible for deciding when a situation is too hazardous for his personnel to remain in an area. The health and safety of personnel is a priority concern. Each agency records resources used in emergency operations and will provide this information to the EOC. When local resources and all mutual aid are exhausted, a request for aid may be made through the County EMA.

Emergency staffing must be documented with the **EM Director** for protection under State law.



Emergency Services

EMERGENCY PREPAREDNESS PLAN

B. Reporting

Agencies keep an event log on each significant event and include their response.

**Dispatchers** keep radio logs of radio communications including the time and contents of each transmission.

Casualties, damage assessment, evacuation status, radiation levels, chemical exposure and resource needs are reported to the EOC.

C. Agreements and Understandings

Some emergency service agencies have formal or informal mutual aid agreements with adjoining jurisdictions. See the mutual aid chart following this section.

Emergency Services  
MUTUAL AID CHART

	(TOWN A)	(TOWN B)	(TOWN C)	(TOWN D)
POLICE				
FIRE DEPT.				
RESCUE				
PUBLIC WORKS				

EMERGENCY PREPAREDNESS PLAN

TASK ASSIGNMENT CHART  
EMERGENCY SERVICES

EMERGENCY PREPAREDNESS PLAN

EMERGENCY INFORMATION and EDUCATION

SITUATION

The County and **The Town of China** have continuing programs that provide information about potential hazards, local government preparedness activities, and emergency services to the public. Activities **may** include public service announcements on radio and television stations, brochures, pamphlets, publications, and interviews with the media.

CONCEPT OF OPERATIONS

**A Public Information Center (PIC)** is a single information center for the **Town of China**. It will be established where necessary depending on the situation in a major incident. Information will be distributed as necessary and media briefings will be held as frequently as possible.

The County EMA activates the Emergency Alerting System. If the County EMA Director cannot be reached, contact the Maine State Police.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Assignments are shown on the Chart following this section.

ADMINISTRATION AND LOGISTICS

A. Policies

The **Town EM Director** needs to approve all public information. Emergency information is released to the local media through the **Information Office**, if established, or 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. Social media is monitored and corrected as necessary.

The **PIO** is to keep lists of media contacts up-to-date.

B. Reporting

The **PIO** keeps logs of emergency information activities.

## EMERGENCY PREPAREDNESS PLAN

## EVACUATION

## SITUATION

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

## CONCEPT OF OPERATIONS

The **EM Director** oversees an evacuation within ***The Town of China***. The EM Director may request assistance from the County Emergency Management Agency (EMA).

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 police and Fire Chiefs are responsible for the final route determination. Evacuation is coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, including elderly, handicapped, and institutionalized, are transported by other means. Administrators of special needs facilities have contacted facilities with similar levels of care to host their clients.

Evacuation and reentry instructions are given via radio, television, printed material, emails and social media.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The **EM Director** coordinates evacuation activities, compiles all evacuation information, and keeps the **PIO** updated and the **elected officials** informed as necessary.

Assignments are shown on the chart following this section.

## ADMINISTRATION AND LOGISTICS

## A. Policies

The **chief elected official/manager**, or assigned designee, is responsible for ordering evacuation to protect the health and safety of the public.

EMERGENCY PREPAREDNESS PLAN

The first **responding emergency personnel** initiates emergency evacuation of a threatened area and notifies their headquarters.

Special care facilities (nursing homes, jails, etc.) are responsible for the safety of their residents and initiating evacuations, as necessary.

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

B. Reporting

**Emergency services personnel** in the field report the status of evacuation to their agencies. The agency keeps the municipal EOC informed. The EOC informs the County EMA of operations.

Evacuation  
SPECIAL NEEDS FACILITIES INFORMATION

FACILITY	POPULATION	TELEPHONE	DESTINATION	TRAVEL BY

## EMERGENCY PREPAREDNESS PLAN

## SHELTER

## SITUATION

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. Congregate Care (Lodging) facilities are used as feeding and sleeping quarters or "shelters" for evacuated people. Primary sites are armories and schools. Facilities that provide protection from specific hazards are listed in sections of the plan addressing those hazards. General shelters follow this section.

It is the responsibility of municipal governments to protect their citizens by providing shelters when required in an emergency. **The Town of China** also may receive evacuees from another community.

## CONCEPT OF OPERATIONS

Those needing shelter must be registered and assigned to shelters, sustained in shelters, and released when the hazard has diminished.

The **Shelter Officer** works with the Red Cross in developing shelter use agreements, selecting shelter sites, and training shelter management teams. He/she coordinates the efforts of the municipal officials, school systems, other facility owners and the Red Cross. Each shelter has a **Shelter Manager**, usually the person responsible for the building. The **Shelter Manager** supervises operations in a facility **and** reports to the **Shelter Officer**. He/she assigns groups with special needs to similar facilities in a safe area according to staff and space available.

Shelter licenses and agreements, shelter management agreements, management and deactivation procedures are kept in the EOC.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The **EM Director** is responsible for ensuring shelter capabilities exist. Chapter of the American Red Cross to manage shelters in most emergencies. They coordinate and manage their shelter management teams. The Health/Welfare Department staff coordinates and manages teams for shelters run by the town/city. The **Shelter Manager** (the person in charge of the shelter) ensures that all shelter tasks are accomplished.

Assignments are shown on the chart following this section.

## EMERGENCY PREPAREDNESS PLAN

### ADMINISTRATION AND LOGISTICS

#### A. Policies

Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Space is allocated at 40 square feet per person.

#### B. Reporting

**Shelter managers** keep the **Shelter Officer** informed of the status of the shelters. The **Shelter Officer** reports the status of shelters to the EOC. They keep the County EOC informed.

Complete records of expenditures and operations are given to the **Shelter Officer**. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter.

EMERGENCY PREPAREDNESS PLAN

Shelter  
LOCAL FACILITIES

Facility #	Name	Telephone	Cong. Care Capability
<b>Reception Centers</b>			
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
<b>Special Care Facilities</b>			
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
<b>Feeding Facilities</b>			
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
<b>Congregate Care/Lodging Facilities</b>			
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
XXXXX	Facility Location	XXX-XXXX	???
<b>Campgrounds</b>			
	Facility Location	XXX-XXXX	???
	Facility Location	XXX-XXXX	???
	Facility Location	XXX-XXXX	???
<b>Essential Worker Facilities</b>			
(Select safe shelter nearest hazard for essential workers and their families.)			



## EMERGENCY PREPAREDNESS PLAN

### RESOURCE MANAGEMENT

#### SITUATION

Most resources are at the municipal government level or must be obtained from private sources.

#### CONCEPT OF OPERATIONS

China uses its resources and calls upon mutual aid before contacting County for assistance. The County then coordinates resource acquisition. Records are kept of the deployment of resources. Departments inventory their resources, replenish depleted stock, and recondition or replace used equipment after an emergency.

The storage, maintenance and replacement of borrowed equipment and materials are the responsibility of the receiving jurisdiction.

#### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

**Town Manager and/or EM Director** 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.

Each department has emergency functions that complement normal duties. Each is responsible for developing and maintaining an inventory of equipment that is in operational readiness.

Task assignments are shown on the task assignment chart following this section.

#### ADMINISTRATION AND LOGISTICS

A. Policies (?? More work needs to be done on this)

Town Manager can implement conservation procedures if needed.

B. Reporting

Agencies identify needs that cannot be met with local and mutual aid resources, and report these needs to the EOC. When it appears, local resources may soon be exhausted, a request for assistance is made of County EMA.

EMERGENCY PREPAREDNESS PLAN

Resource Management  
EMERGENCY RESPONSE EQUIPMENT

RESOURCE	SIZE	QTY	CONTACT PERSON	TELEPHONE
Plows				
Generators				
Backhoes				

(Sample worksheet, working copy provided back of book.)

EMERGENCY PREPAREDNESS PLAN

RADIOLOGICAL PROTECTION

PURPOSE

To provide **The Town of China** with an effective Radiological Monitoring and reporting capability designed to minimize the effects of radiation hazards to the community and its citizens. Included are procedures for detecting, monitoring, assessing, and decontaminating a radioactive environment.

SITUATION

Accidents involving radioactive material could occur within or during transportation through China to other areas in the state. China could receive radioactive fallout from an accidental or deliberate nuclear weapons detonation.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The **Emergency Management Agency(EMA) Director** or the designated **Radiological Officer** is responsible for developing and executing this annex. This individual is assigned the following tasks:

- A. Establish a radiological incident reporting system.
- B. Develop a monitoring, analysis, and assessment capability.
- C. Establish a radiological equipment system of procurement and calibration.
- D. State provides radiological equipment sets to counties and towns. Contact the **County EMA Director**.
- E. Develop and train a team of radiological monitors from our police, fire, rescue, and volunteer personnel.
- F. Identify sources of state and federal assistance.
- G. Establish radiological capability in the EOC.

RESPONSE

- A. Radiation transportation or facility incidents: **See the following attachment.**

EMERGENCY PREPAREDNESS PLAN

- B. Nuclear weapons detonation: It is believed there will be some readiness time in the event of weapons situation. Follow your full Radiological Annex, contact your **County EMA Director**, or monitor the Emergency Broadcast System.

Radiological Protection  
RECOMMENDED RADIATION INCIDENTS SCENE LAYOUT

Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

Decontamination area should be located upwind of the scene, beyond the inside perimeter, and in a contamination free area. All equipment and uninjured personnel leaving the "hot zone" should be held at the decontamination area until adequate decontamination has been accomplished.

Additional Information Sources

Maine State Police	1-800-452-4664
Nuclear Regulatory Commission	1-301-816-5100

EMERGENCY PREPAREDNESS PLAN

DAMAGE ASSESSMENT

SITUATION

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

CONCEPT OF OPERATIONS

There are three phases of damage assessment.

A. Basic Situation Appraisal (Form 7)

Done by **municipal officials** and coordinated by **EM Director** to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A Form 7 and instructions for completion are on file [INSERT LOCATION]. A sample follows this section. It is designed to measure impact as it relates to possible Emergency Disaster Declarations by the **Governor** or the **President**.

The original is given to the County Emergency Management Agency (EMA) as soon as possible. County EMA reviews information and forwards it to the Maine Emergency Management Agency (MEMA).

B. Preliminary Damage Assessment

Done by **State** and **federal teams** with input and guidance from local personnel. These teams use technical expertise to assess damages to publicly owned property (for example, dams, bridges, sewage treatment facilities). They also verify private damages included on Form 7's.

The **County EMA** is the liaison between these teams and **local officials**.

C. Damage Survey

After a Disaster Declaration, by the President, **State and Federal personnel** conduct a more detailed survey for cost estimates of repairs to public property. **Municipal personnel** provide guidance.

NOTE: The Red Cross does a preliminary "Windshield Survey" to identify areas of greatest damage. They use it to address the initial needs of disaster victims.

## EMERGENCY PREPAREDNESS PLAN

### ORGANIZATION and ASSIGNMENT OF RESPONSIBILITIES

The **Town Manager** is responsible for assuring an initial situation appraisal is conducted. The **EMA Director** is responsible for coordination with the county, state and federal personnel involved in damage assessment if a **local coordinator** is not appointed.

### ADMINISTRATION AND LOGISTICS

### POLICIES

Initial damage assessment reports to county may be verbal but are followed with hard copy information on a Form 7 within 24 hours.

### REPORTING

Prompt submission of Form 7's is necessary for assistance from the State and federal governments in recovering from a disaster.

## EMERGENCY PREPAREDNESS PLAN

## DISASTER ASSISTANCE

## SITUATION

Programs range from local and volunteer efforts to federal loans and grants that aid in massive cleanup and rebuilding efforts. Most Federal and State programs are available only in Presidentially Declared Disasters/Emergencies. Some require a disaster designation from an appropriate Federal agency in the absence of a Presidential Declaration. Others may be available without a declaration of any sort. Eligibility guidelines vary for each program.

## CONCEPT OF OPERATIONS

In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously damaged areas. Officials at the Federal, State and County levels decide the final numbers and locations of the DAC's. Agencies responsible for assistance programs provide the staff. The **County EMA Director** solicits affected municipalities for map-readers and other support staff. Individual victims and businesses go to DAC's to apply for assistance.

**Municipal officials and representatives** of certain nonprofit organizations attend assistance briefings to initiate the application process for facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Detailed information is available in FEMA publications "Handbook for Applicants" and "Eligibility Handbook". 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

The **General Assistance Administrator** administers the community's assistance programs. The Town of China provides for basic needs of the affected population through local emergency assistance programs.

The Red Cross is usually first on the scene and provides emergency assistance before the arrival of **State** and **Federal officials**. They also coordinate assistance activities of other volunteer organizations.

During non-emergency planning, the local **EM Director** recommends potential application sites to the County EMA. **County** and **local EMA staff** develop building profiles. These expedite the selection and opening of DACs in a disaster. County EMA acts as a liaison between the **State Assistance Officers** and the local jurisdictions.

Assignments are shown on the task assignment chart following this section.

## EMERGENCY PREPAREDNESS PLAN

### ADMINISTRATION AND LOGISTICS

#### A. Policies

Every effort is made to provide assistance to the people. The **General Assistance Administrator** keeps the **EOC** informed of unmet needs.

#### B. Reporting

**The Town of China** and the **American Red Cross** keep records of assistance provided.



## EMERGENCY PREPAREDNESS PLAN

### HAZARD MITIGATION

#### SITUATION

State law requires each municipality to have a **comprehensive land??** use plan that includes an analysis of hazardous areas and flood plains.

There are four basic approaches to mitigation: structures, land use controls, building codes, and elimination of a specific hazard or reduction of the frequency and intensity of its occurrence.

The National Flood Insurance Program offers flood insurance. It has a mitigating effect on the suffering caused by heavy flooding.

#### CONCEPT OF OPERATIONS

Following a Presidentially declared disaster, the Maine Emergency Management Agency (MEMA) administers the Section 404 Hazard Mitigation Program as required by the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Members of a **State Hazard Mitigation Team** are named. The **State Hazard Mitigation Officer**, a member of the Department of Economic and Community Development, Office of Comprehensive Planning, coordinates the activities of the team. He is responsible for project management.

The **Chief Executive Officer** of the affected jurisdiction appoints a person to be the team's local contact. This information is included in the grant application (see the State of Maine Hazard Mitigation Administrative Plan). Damages are evaluated and practical steps to mitigate future damage are considered. A hazard mitigation plan is developed at the State level. It may be used for local mitigation planning and as the basis for a Section 404 Project application.

#### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

**Municipal government** and **individual landowners** are primarily responsible for mitigation efforts.

Assignments are shown on the chart following this section.

## EMERGENCY PREPAREDNESS PLAN

### ADMINISTRATION AND LOGISTICS

#### A. Policies

**The Town of China** has approved ordinances required for participation in the National Flood Insurance Program. Those responsible for municipal planning identify appropriate mitigation measures and recommend their implementation.

#### B. Reporting

**The Town of China** may be asked to report mitigation measures to the **County EMA Director**. The County forwards necessary reports to MEMA.

## EMERGENCY PREPAREDNESS PLAN

### HAZARDOUS MATERIALS

Each county is a planning district that requires assistance from each municipality for the planning process. Local emergency service departments participate in planning efforts, exercises, and drills. Fire Departments provide training, receive chemical release notifications, and respond to incidents.

Areas of risk include locations of hazardous materials manufacture, processing, or storage facilities, also hazardous waste treatment, storage, and disposal sites. The population within a 5-mile radius of facilities or within a 5-mile corridor along a transportation route (i.e., highway, rail lines, pipeline, port, or river) could be affected.

Technical advice or assistance is available thru the incident command system from State, Federal and chemical experts. The name of the Incident Commander in hazardous materials response is:

[ENTER NAME] (See the Chain of Command chart)

EMERGENCY PREPAREDNESS PLAN

Hazardous Materials  
TRANSPORTATION ROUTES

Route	Chemical Name	CAS #	MAX Shipment Quantity

Telephone number of Facility's Emergency Coordinator is on following page.



EMERGENCY PREPAREDNESS PLAN

Hazardous Materials  
RECOMMENDED SCENE LAYOUT  
(see the following diagram)

Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

Decontamination area should be located upwind of the scene, beyond the inside perimeter, and in a radiation free area. All equipment and uninjured personnel leaving the "hot zone" should be held at the decontamination area until surveyed by a qualified monitor.

Additional Information Sources

CHEMTREC	1-800-262-8200
Maine State Police	1-800-452-4664
Department of Environmental Protection	1-800-482-0777
State Emergency Response Commission	1-800-452-8735
National Response Center	1-800-424-8802