The Town of Hartford, Maine

2025 Emergency Operations Plan

Hartford Emergency Management Agency
Hartford, ME 04220

Approved December 16, 2025

DISTRIBUTION

Hartford Emergency Management Director

Buckfield, Canton & Turner Fire Stations

Hartford Incident Command Kit

Hartford Town Office Records

Hartford Constable

Oxford County Emergency Management Agency

EMERGENCY PROCLAMATION and EMERGENCY POWERS

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

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

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

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

EMERGENCY OPERATIONS PLAN APPROVAL
TOWN OF Hartford

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

Cathy Lowe — Chairman Selectman — 12/16/25 — Date

Ann Hussey — Selectman — 12/16/25 — Date

Nick Tifft — Selectman — 12/16/25 — Date

Mark McBeard — Emergency Management Director — 12/16/25 — Date

RECORD OF CHANGES

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

YEAR	SIGNATURE	DATE
2025	Cathy Soule	12/16/25
2026		
2027		
2028		
2029		
2030		
2031		
2032		
2033		
2034		

Plan Component	Remove Pages Numbered	Insert Pages Numbered

BASIC PLAN

PURPOSE

This Emergency Operations Plan (EOP) is a comprehensive, all hazard plan intended to give guidance in any emergency. While it identifies major hazards and vulnerabilities it may be adapted to others. This plan defines the efforts and resources to mitigate the effects and prepare for and respond to an emergency or disaster event.

SITUATION AND ASSUMPTIONS

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

Hazard	**Ranking**
Severe Winter Storm	High
Wildland/Forest Fire	High
Prolonged Power Outage	High
Tornados, Severe Summer Storms, Hurricanes	High
Epidemic/Pandemic Illness	Medium
HazMat (Transportation)	Medium
Localized Flooding	Medium
Mass Casualty Incident	Low
Hostile Incident	Low

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

Since most of Hartford is forestland, the entire town is very susceptible to an out of control **Wildland/Forest Fire** that could cause severe property damage and limited loss of life.

We have experienced in recent years a **Utility Failure** as the result of an ice storm. A utility failure could affect the entire town and will have its greatest impact to living conditions during severe cold weather. Any power loss could be serious to any medical device dependent individuals.

Tornados, Severe Summer Storms and Hurricanes have the potential for flooding, lightning, tornadoes, microburst, high winds, and hail damage. These storms can also damage water and power supplies. In 2009 Hartford experienced a tornado that, if it had followed a different path, could have caused extensive damage.

Towns in Oxford County are susceptible to **Pandemic/Epidemic Illness** whether a natural outbreak, such as Pandemic Influenza, or an intentional biological attack. If surrounding Towns or communities have an outbreak, it will probably spread into Hartford. In the past century there have been 4 Pandemics, only one of which was significant.

Though **Hazardous Materials** could be transported on any community road, the greatest traffic flow of hazardous materials is along State Routes 140 and 219. The residences along this traffic corridor are most susceptible to a HazMat incident.

There are very few properties within the Hartford Floodplain. The most likely damage from **flooding** will be to roadway sections that contain bridges or culverts and through erosion of gravel roads. There are no significant dams in Hartford.

A **Mass Casualty Incident** could occur resulting from a passenger vehicle accident, or as a result of any of the described disaster hazards. Since Hartford does/does not have an ambulance, rescue squad, or hospital, this situation will be very difficult to manage. Response times will be delayed.

The most likely **hostile incident in Hartford** would involve domestic violence and be routinely handled by law enforcement. Hostile incidents are possible at public gathering places or Camp Wekila. These contains the largest concentration and the most vulnerable people in the community. Attacks may involve the taking of hostages, bomb threats or explosions and/or mass shootings.

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

HAZARD EVENT	VULNERABILITY LOCATION	LIKELI-HOOD	MAJOR DAMAGES	DEATHS OR INJURIES
HazMat Incident	Hwy 140, Hwy 219	Low	Roadway	Not likely
Wildland Fire	Entire Town	High	Homes, forest	Not Likely
Mass Casualty	Roads, public gathering spots	Low	Depends on cause	Could be many
Hostile Incident	Entire Town	Low	None Likely	Individual or group
Flooding	All Roads	High	Roadways	Not Likely
Utility Failure	Entire Town	High	Frozen food; critical equip.	Medical equip. dependent
Winter Storm	Entire Town	High	Trees, roads blocked, plumbing	Not likely
Summer Storm	Entire Town	High	Trees, Roads blocked, Flooding	Not likely
Pandemic Flu/Illness	Entire Town	Low	Manpower	Could be many

The Town of Hartford has a Town Constable. It does not have its own fire, medical services, public works, hazardous materials response team, or public transportation. The Oxford County Sheriff and Maine State Police provide law enforcement. Regional hospitals are located in Lewiston, Rumford and Norway. The Towns of Buckfield and Turner provide ambulance services. The State of Maine and Oxford County provide limited hazmat response. The RSU 10 school district can provide emergency public transportation. Public works are contracted through the Hartford Road Commissioner. Fire Protection services are handled by the Buckfield, Canton, and Turner Fire Departments and their mutual aid partners.

The likelihood of a disaster situation occurring in Hartford that could cause multiple deaths or injuries is low. There are no large passenger transportation services. There are few structures over two stories. Local forest fires are not swift and timely evacuations of the very low population density should be possible. Residents are accustomed to dealing with winter storms and power outages. There are no major bridges or waterways in town and few homes are in flood zones. The major portion of transported hazardous materials consists of #2 heating oil and propane for delivery to homes, schools and businesses. The hazards would be Low as the release of significant quantities of hazardous/flammable material is unlikely.

Hartford DEMOGRAPHICS, 2020 CENSUS

Population & Age Statistics		Housing & Density Statistics	
Total Year-Round Population	1203	Total Housing Units	737
Under 18 Years Old	201	Occupied Housing Units	398
18 and older	807	Renter-Occupied Housing Units	6
65 Years Old & Over	195	Vacant Housing Units or camps	261
Median Age	45.1		

Social and Economic Statistics		
Total Labor Force, 2000	834	
Median Household Income, 2000	$70,000	
Total Municipal Valuation, 2004 *	$115,307,122	* Not a Census Bureau Statistic

CONCEPT OF OPERATIONS

The Selectmen are responsible for the welfare of their community during an emergency and for coordination disaster response activities. The Board of Selectmen is legally responsible for the function of the local government.

The Selectmen have passed a resolution to use the National Emergency Management System (NIMS) in responding to emergencies. NIMS is described in the Appendix.

While the Selectmen may delegate various tasks, they maintain ultimate responsibility and authority unless superseded by higher levels of government.

Most incidents, such as auto accidents and structure fires, are routinely handled by the appropriate agency without active participation by the Selectmen. This Emergency Operation Plan (EOP) is designed to guide the town through incidents that exceed the capability of these agencies and their mutual aid partners.

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

Any one of the Selectmen or the EM Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the situation warrants the activation. Key town officers and citizens will be recalled to man the EOC. Fire Chiefs or Town Officials who become aware of a major incident shall alert the other Town Officials so they may develop an Incident Action Plan.

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

The only emergency response force in Hartford is the Town Constable. Fire protection is provided by adjoining towns. The Fire Chief or Senior Fire Officer may request Aid from neighboring communities. Currently, the Fire Departments and the Maine Emergency Management Agency (MEMA) have written mutual aid agreements with several other towns.

For a wide area emergency, such as a severe winter storm, all emergency operations will be run out of the EOC and the Selectmen serve as or appoint the Incident Commander. If more than one Selectman or other persons serve the Incident Command position it is more properly called a "Joint Command."

Emergency Responders and Emergency Management personnel will be dispatched by the EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard-line communications are out. If these emergencies impact the towns whose fire department also serve Sumner, little or no help can be expected from these departments.

For a localized emergency, such as a mass casualty incident, an Incident Commander (IC) will assume command at the scene. If the incident is severe enough that the IOC is activated, the EOC serves as a support organization for the IC. The Selectmen authorize expenditure of resources that are beyond the IC's authority. Communications will be established between the IC and the EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.

For very large or long lasting events a Unified Command may be established. The Town should expect to have a representative serving with representatives of the major responders so that command decisions are a consensus of major stake holders. Communication will be maintained between the Unified Command and the Sumner EOC.

A limited EOC may also be activated if the resources of the full EOC are not required. This will primarily be to coordinate logistics and monitor the situation. Likely reasons for limited activation are that an event is winding down to the recovery phase, we are preparing for an event (e.g, hurricane) that may impact the community or we are supporting another town that has suffered a disaster.

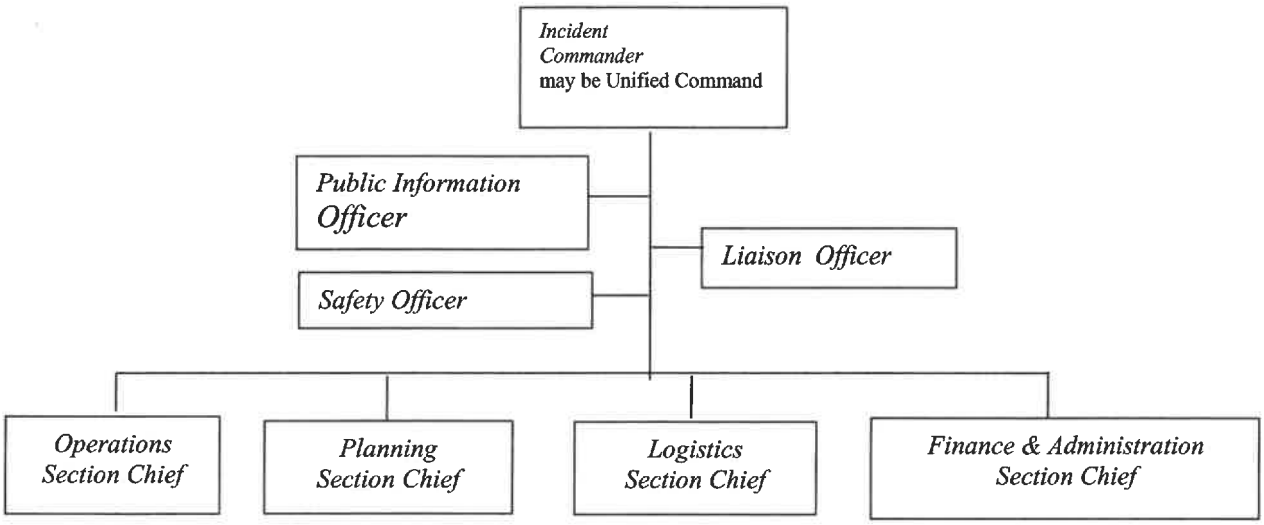
ORGANIZATION

All Emergency Response Organizations operate by, and expect others to operate by, the precepts of the National Incident Management System (NIMS). The resolution by which Hartford adopted NIMS states its purpose:

> to facilitate the most efficient and effective incident management it is critical that Federal, State, local, ... organizations utilize standardized terminology, standardized organizational structures, ... unified command structures, ... during emergencies or disasters;

This same "organizational" and "command" structure is used by a single fire department extinguishing a small blaze, FEMA responding to a national disaster, and those responding to all other incidents, regardless of their size or complexity. This system permits responding groups to integrate smoothly into a cohesive organization. See the appendix for more comprehensive information on NIMS and the Incident Command System (ICS).

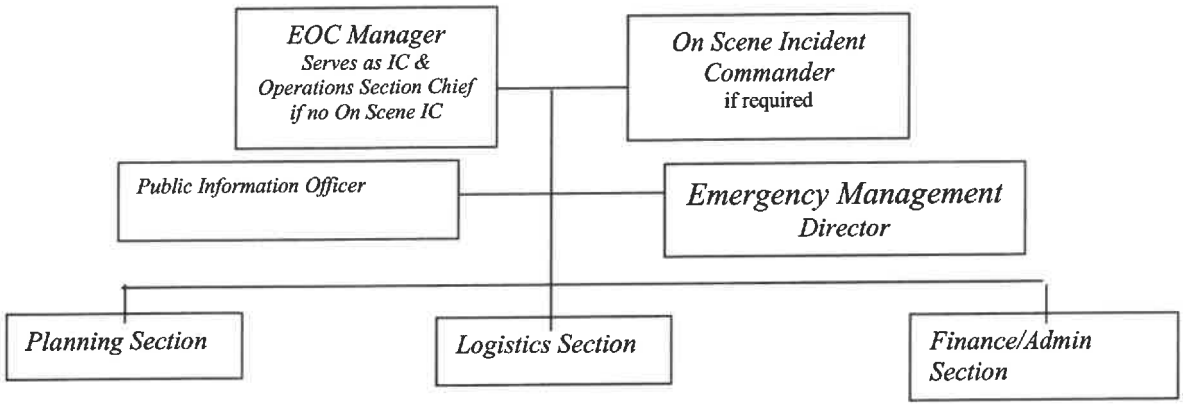
The formal ICS structure for incidents of all sizes and complexities.



While in most cases it will be unnecessary to formally establish the full-blown Incident Command Structure in a small community responding to most incidents, all of the functions must be covered and considered. One person may fill more than one position or positions can be shared by more than one individual.

The smalltown Emergency Operations Center (EOC) has a similar organization. The major difference is that while the Selectmen have the responsibility for the Town's welfare and, in an emergency, have the authority, it is unreasonable to expect them to have the skill and experience required by the on scene Incident Commander.

A typical small town EOC organizational chart



ASSIGNMENT OF RESPONSIBILITIES

Board of Selectmen:
1. Establishes and maintains the town EOC.
2. Assumes responsibility for the overall response and recovery operations by the municipality.
3. Makes EOC manning assignments as needed.
4. Fills functions of unassigned ICS positions.
5. Establishes a public disaster assistance program.
6. Approves press releases to the media.
7. Oversees the Damage Assessment program.

On Scene Incident Commander
1. Manages all tactical operations at an incident.
2. Coordinates with EOC for support as needed.

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

Fire Chief:
NOTE: Hartford contracts fire service from surrounding Towns, each with primary responsibility for a specific section of Hartford.
1. Serves as On Scene Incident Commander where appropriate.
2. Oversees all fire department resources and directs fire department operations.
3. May initiate emergency evacuations.
4. Responsible for implementing emergency evacuations.

Road Commissioner:
1. Serves as On Scene Incident Commander where appropriate.
2. Coordinates road repair and maintenance.
3. Responsible for organizing the Damage Assessment program.

Town Clerk and Treasurer: *(ICS Finance & Administration Section)*
1. Mans EOC telephones and records information.
2. Tracks disaster expenditures and pays bills authorized by the board of Selectmen.

Town Constable:
1. Provides needed law enforcement in the absence of the State Police or the Sheriff's Department.
2. Point of contact with law enforcement agencies.
3. Enlist deputies if needed.

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

Health Officer:
1. Reports on the prevention and suppression of diseases and conditions dangerous to public health to the Selectmen and 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.

Emergency Management Director:

1. Develops all town emergency plans and procedures for approval by the Selectmen.
2. Responsible for the town Emergency Public Information program.
3. Establishes EOC communications and public warning systems.

If the EMD is available to serve in the EOC:

1. Establishes and maintains the town EOC.
2. Coordinates with Oxford County and Maine EMA offices.

AD HOC POSITIONS

The Selectmen will consider the following positions and functions. As needed, they will assign persons to the positions, or assign the functions or assume them themselves.

Resource Manager: ***(ICS Logistics Section Chief)***
1. Provides all incident support needs. (Manpower, equipment, supplies)
2. Coordinates through the Oxford County EMA office to request Emergency Shelter or county, state or federal resources.
3. Coordinates with local American Red Cross (ARC) and School District for their resources.
4. Tracks and assigns emergency/disaster resources.
5. Coordinate procured and donated supplies and materials.
6. Acquires additional transportation and facility assets that are needed.
7. Coordinates demobilization.

Public Information Officer:
1. Coordinates all public information activity through the EOC.
2. Notifies town residents of special meetings and assistance programs.
3. Advises residents of the location of open shelters.
4. Acts as the sole source of information to the media and manages news personnel.
5. Arrange for photographs and videos with On-site Incident Commander, if necessary.
6. Keep a chronological record of the incident and confidential information on victims.

Communications Officer:
1. Tests all EOC communications systems, supervise EOC radio operations and receive and release all radio messages.
2. Assures that all telephone messages are logged.
3. Activates warning system when directed by Selectmen or EM Director.
4. Provide current updates to EOC Manager.
5. Coordinates with ARES/RACES teams if dispatched to town.
6. Contacts the WEB EOC maintained by MEMA; relays information to the Selectmen and others.
7. Enters information in WEB EOC web site to keep County and State Informed of local conditions and needs.

OTHER RESOURCES

Numerous other resources are available to the Town during and Emergency including Non Government Organizations (NGO) that have agreed to help..

Mutual Aid from surrounding communities.

Fire and rescue Chiefs can request mutual aid directly or through the Oxford RCC (E-911).
1. Additional manpower.
2. Additional equipment.
3. Additional Supplies.

Incident Management Assistance Team (IMAT)

The Selectmen, the EMD, or the Incident Commander can request activation of the Oxford County IMAT. Under existing agreements with Hartford, IMAT may self deploy for large, long lasting incidents.
1. Ultimate authority and responsibility remains with the Selectmen.
2. IMAT furnishes a trained experienced team to maintain and operate the EOC.
3. The Selectmen or the Incident Commander decide how much assistance they want from the IMAT.

Oxford County, State (MEMA) and Federal (FEMA) Emergency Management Agencies

Selectmen or the EMD access these resources through the County EMA Office.

Law Enforcement

The Oxford County Sheriff's Department and the Maine State Police may be accessed through the E-911 system.

School Superintendent:
1. Coordinates use of buses for evacuation or sheltering purposes.
2. Coordinates opening up designated regional shelter if required.

American Red Cross

NOTE: When activated through the County EMA Director the ARC bears the liabilities and expenses of the emergency shelter.
1. Emergency Sheltering.
2. Emergency Supplies.

ADMINISTRATION AND LOGISTICS

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

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

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

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

PLAN DEVELOPMENT AND MAINTENANCE

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

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

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

AUTHORITIES AND REFERENCES

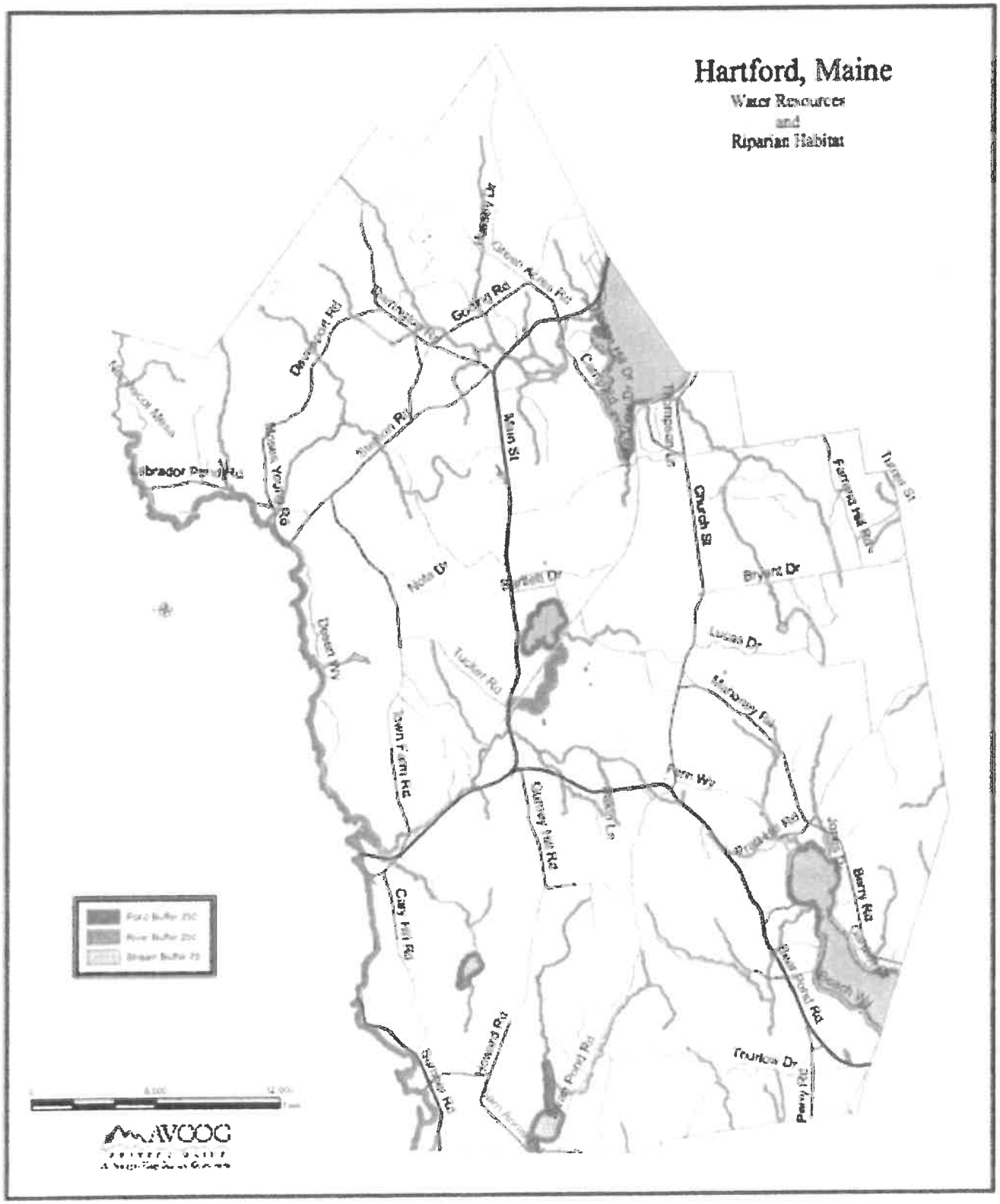
A. Authorities

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

B. References

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

MAP of the TOWN of HARTFORD



ANNEX A - DIRECTION AND CONTROL

PURPOSE

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

SITUATION AND ASSUMPTIONS

Many hazards can cause disasters of a magnitude that makes centralized direction and control necessary. The Hartford 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 County EMA Director for protection under State law.

CONCEPT OF OPERATIONS

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

By resolution enacted on 08/16/2007, the Town of Hartford 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 Hartford, Oxford County, State of Maine and Federal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. By adopting NIMS, the Town of Hartford 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 Hartford emergency and disaster responders for incident management.

Hartford has no fire department. Neighboring towns have primary responsibility to respond to specific areas. Normally, initial notification of an emergency will be a radio-page from the OCRCC to the appropriate Fire Department's volunteer firefighters. There are no firefighters on shift duty. Disaster or major emergency notifications will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), an OCRCC radio-page to the Fire Department, an Oxford County EMA "Fan-out" to the EM Director, or by announcements on area television and/or radio broadcasts.

The Fire Chiefs or Town Official who is first aware that a major incident has taken place or is imminent shall alert the other Officials. They shall meet and develop an "Incident Action Plan" as quickly as possible.

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

EOC ACTIVATION LEVELS

LEVEL	STATU	ACTION
1	Standby	EOC Set up and ready to be activated. Officials are preparing for an incident that may impact the community (e.g., hurricane)
2	Increased Readiness	The EOC is partially staffed to respond to or prepare for an incident.
3	Full Activation	Entire EOC staff recalled; 24 hours shifts established

The primary Emergency Operations Center (EOC) is set up at the Hartford Town Office at 1196 Main Street (ME State Route 140). The alternate EOC is located at the Hartford Town Hall at 1196 Main Street. The EOC's communications capabilities include telephone and 2-way radios. All Fire Department personnel can be reached through the OCRCC via radio-pagers. The Oxford County EOC is located at 26 Western Av, South Paris, ME in the basement of the court house.

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

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

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

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

Board of Selectmen	Make policy decisions and have responsibility for emergency response within the Town. They will carry out welfare general assistance as required.
Emergency Manager	*Note: The EMD has other responsibilities and may not be available. These task are then assumed by the Selectmen or their designee.* Maintains the EOC and advises officials and agencies on emergency procedures. Activates the EOC when necessary
Town Clerk/Treasurer	Maintains official town documentation and completes all financial transactions, once approved by the Board of Selectmen.
Fire Chiefs	Direct the actions of the Volunteer Fire Departments.
Fire Warden	Coordinates with the Maine Forest Service on all Forest Fire issues.
Town Constable	Post official notices to the public. Provides security for the EOC. Coordinates with law-enforcement.

Animal Control Officer	Directs all actions dealing with animal emergencies.
Health Officer	Responsible for all public health issues. Coordinates with local hospitals and EMS units. Responsible for protecting the public's health.
Road Commis-sioner	Completes all roadway damage assessment actions and develops repair cost estimates.
Public Information	Provide emergency information to the public and to provide news releases to the media. Selectmen approve all news released to the public or media.
Resource Manager	Responsible for acquiring additional resources, transportation and facility assets that are needed.
Communi-cations	Answers the phone and base radio.
Food Services	Organizes feeding and refreshments for EOC staff and emergency response personnel.
Status Recorder	Updates Incident Status information.
Volunteer Coordinator	Coordinate procured and donated supplies and materials. Contacts and in-processes all disaster volunteers. Works for the Resource Manager.

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

Law Enforcement: The Town of Hartford relies on the Oxford County Sheriff's Department and the Maine State Police for Law Enforcement. The Town Constable has limited authority and responsibilities. He serves as the primary contact between the EOC and Law Enforcement personnel. Operational communications will be established between the Incident Commander on scene and the Senior Law Enforcement Officer. The EOC will establish landline communications with the OCRCC to coordinate additional law enforcement requirements.

Fire Services: Hartford contracts with nearby towns for fire protection in specific sections of town. These are all volunteer Fire Departments. Fire Department personnel may assist with damage assessment, search and rescue, fire fighting, clearing debris, alerting the public, evacuation, and traffic control, if necessary.

Emergency Medical Services: The Town of Hartford relies on Pace and Turner for Emergency Medical Services. Operational communications will be established between the Incident Commander on scene and the Senior EMS Officer. The EOC will initiate landline communications with the regional hospitals if needed.

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

ADMINISTRATION AND LOGISTICS

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

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

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

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

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

MUTUAL AID CHART

AGENCY	1st RESOURCE	2nd RESOURCE	3rd RESOURCE
Emergency Management	Oxford County EMA 743-6336	Maine EMA 1-800-452-8735	FEMA Region I
Law Enforcement	Oxford County Sheriff 911	Maine State Police 1-800-452-4664	FBI 947-6670
Fire Protection (depends on area of town)	Buckfield VFD Canton VFD Turner VFD	Mutual aid called by Incident Commander	Any Oxford County FD Requested through ORCC or County EMA
Public Works	Contract Services Road Commissioner	Central Maine Power 1-800-696-1000	#Phone Company #Phone #
Ambulance Services	#Ambulance Service #Phone #	#Ambulance Service #Phone #	Life Flight
Hospitals	Stephens Memorial 1-800-649-2536	Rumford Hospital 487-5141	
Red Cross	United Valley ARC 795-4004		
Environmental Protection	Maine DEP 1-800-482-0777	U.S. EPA 1-800-424-8802	Maine Forest Service 287-2791
National Weather Service	NWS (Gray) 1-800-482-0913		
HazMat Information	Nat. Response Center 1-800-424-8802	CHEMTREC 1-800-424-9300	CHEM-TEL 1-800-255-3924
MISC Resources	Poison Control Center 1-800-442-6305	Military Shipments 1-800-851-8061	Center for Disease Control

The Town of Hartford uses the National Incident Management System (NIMS) version of the Incident Command System (ICS).

Most incidents are handled by the first responders with no involvement from the Selectmen or the Emergency Operations Center. These responders, and any mutual aid partners they summon, will use NIMS and ICS for managing the incident.

If, due to the duration, size or seriousness of the incident, the EOC is activated and the incident is concentrated in just a section of Hartford, the Incident Commander keeps the EOC informed and the EOC provides support. If more than one incident are occurring at one time, the EOC allocates resources between the incidents.

Under NIMS incident command structure the position of Incident Commander can expand to a Unified Command to include multiple agencies and communities responding to a single emergency. In such incidents Hartford should expect to have a representative on the Unified Command and for the EOC to be kept fully informed about the incident.

In the case of very large, very serious incidents, or incidents expected to last over 12 hours, the Incident Management Assistance Team (IMAT) may be partially or fully deployed. The Selectmen or the IC may ask for the IMAT or it may self deploy. This team of trained, experienced responders can take over as many of the EOC functions as the Selectmen wish. The Selectmen are still responsible and have fiscal control.

If the EOC is activated for an incident, such as an ice storm, that does not require an on scene Incident Commander, response is coordinated by the Selectmen and the EOC. These incidents tend to be so wide spread that limited assistance can be expected from neighboring communities or IMAT.

]

STATE of MAINE
LOCAL EMERGENCY / DISASTER SITUATION REPORT

EOC CHECKLIST

X	ACTION
_____	EOC Alert Status (see P 16) :
_____	EOC Notification From:
_____	Consider need to declare an emergency.
_____	Notify all EOC staff and volunteers.
_____	Activate and test all equipment.
_____	Begin message and event logs.
_____	Inspect emergency generator for fuel and start capability.
_____	Begin plotting and posting events.
_____	Brief staff upon arrival.
_____	When "manned and ready", report to Oxford County EMA (743-6336/6337).
_____	Review staffing pattern to ensure 24 hr. capability (If needed).
_____	Conduct "time check".
_____	Brief elected officials on status of EOC.
_____	Check on food, water, and sanitation supplies and make appropriate arrangements.
_____	Submit verbal and written situation reports to Oxford County EMA (Fax 743-7346).
_____	Establish EOC security procedures.
_____	Conduct periodic briefings for EOC staff.
_____	Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.
_____	Review procedures for requesting assistance. Contact contractors for assistance.
_____	Maintain records of expenditures.
_____	Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.
_____	Brief oncoming shift personnel of all events and pending actions.
_____	Prepare initial damage assessment information for submission to Oxford County EMA.
_____	Contact area volunteer groups to assist with emergency recovery operations.

STATE of MAINE
EMERGENCY / DISASTER
SITUATION REPORT

1	**Date:**	**Time:**	**Report #**
2	**Reporting Jurisdiction:**		
3	**Type of Occurrence:** ☐ **Severe Storm** ☐ **Transportation Accident** ☐ **Hazardous Material** ☐ **Earthquake** ☐ **Flood** ☐ **Forest Fire** ☐ **Urban Fire** ☐ **Other**		
4	**Time of Occurrence:**	**Location:**	
5	**Direction & Control:** EOC Activated ☐ Y ☐ N Activation Level or # Staff _____ Point Of Contact (name/title)_____ On Emergency Power ☐ Y ☐ N Contact Information: ☐ Phone(s) _____ ☐ Fax _____ ☐ Radio(s) _____ ☐Other _____ Has local state of emergency been proclaimed? ☐ Y ☐ N Areas Included:		
6	**Weather Data:** ☐ Clear ☐ Rain ☐ Freezing Rain/Ice ☐ Snow ☐ Fog Cloud Cover: ☐ 0% ☐ 25% ☐ 50% ☐ 75% ☐100% Air inversion present ☐Y ☐N Temp ____°F Wind Speed _____ MPH Wind Direction _____ Wind Chill ____°F Pre-Event Rain/Snow Amount ____" Since last SITREP _____" Event Total Accumulation _____"		
7	**Emergency Public Information / Alerting / Warning:** Has a fanout been accomplished? ☐ Y ☐ N Are media briefings being held? ☐ Y ☐ N Next _____ Has Emergency Public Information been disseminated: ☐ Y ☐ N When: _____ Method(s) _____ Area(s) Covered: _____ General Content/Actions:		
8	**Population Effects/Sheltering:** ___ Dead ___ Injured ___ Missing ___ Evacuated ☐ Evacuations OrderedFrom/To or Area Affected _____ Shelters: (location, capacity, status) Location(s) _____, _____, _____ # Shelters Open _____ Total Occupancy _____ ☐ In place sheltering ordered ☐ Curfew in effect (to)		
	Jurisdiction:		

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

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

Rev 4/27/05

STATE of MAINE
LOCAL EMERGENCY / DISASTER SITUATION REPORT

SITUATION REPORT INSTRUCTIONS

1. Introduction

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

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

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

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

2. Situation Reporting

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

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

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

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

ANNEX B - COMMUNICATIONS

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

CONCEPT OF OPERATIONS

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is Phone 388-2674.

The EOC has 6 hand-held two-way radios with OCRCC, State Fire, Oxford EMA and several local fire department radio frequencies. Radio traffic may be relayed through the radio base station at the Town Office.

The Town Office has a multi-channel two-way radio base station. Contact with the OCRCC and Oxford County EMA is possible.

The Town Office (hartford@megalink.net) has Internet and E-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State government officers.

The Town Office can send and receive fax transmissions. (388-2388)

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

ADMINISTRATION AND LOGISTICS

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

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

LOCAL TELEPHONE LISTING

POSITION	NAME	Primary TELEPHONE	Home, Cell or E-mail
Selectman	Cathy Lowe	207-890-7340	clowe@megalink.net
Selectman	Aaron Harvey	207-212-5047	ahavey@debloiselectric.com
Selectman	Nicholas Tifft	207-740-4984	ntifft@debloiselectric.com
TOWN OFFICE		388-2674	hartford@megalink.net
Town Clerk	Lianne Bedard	357-8144	whistlelee@yahoo.com
EMA Director	Lianne Bedard	357-8144	whistlelee@yahoo.com
Town Fire Warden	Baxter Tardif	330-8465	
Constable	Jonathon Assam	514-3555	
Road Commissioner	Alan Bim McNeil	740-2750	mcneilfarmsinc@gmail.com
Emergency Medical Services	Buckfield Rescue-	336-2999	
Code Enforcement Officer	Jared Johnson	207-461-1105	jared@johnsonguide.com
Animal Control Officer	Brandon Holmes	743-9554 option 0	brandon@oxfordaco.com
Health Officer	Daniel LaRochelle	240-4326	2rns@megalink.net
Plumbing Inspector	Jared Johnson	207-461-1105	jared@johnsonguide.com
School Superintendent	Deb Alden	369-5560	dalden@rsu10.org

EXTERNAL CONTACTS

AGENCY	LOCATION	TELEPHONE #
American Red Cross	United Valley	495-4004
#Ambulance Service	#Location	#Phone #
Central Maine Power - Fire Emer only	Augusta	1-800-535-5532
CHEMTREC	Washington D.C.	1-800-424-9300
Civil Air Patrol	72 Broadlawn, Brewer	989-2842
FEMA Region I	Maynard, MA	617-223-9540
Forest Fire Control	Augusta	287-2275
Maine DEP	Augusta	1-800-482-0777
Maine DOT (Spill Contain)	Augusta	289-2551
Maine EMA	Augusta	1-800-452-8735
Maine Floodplain Mgmt	38 State House Station, Augusta	287-8063
Maine Geological Survey	22 State House Station, Augusta	287-2801
Maine State Police	Gray	1-800-482-0730
National Response Center	2100 2nd St. SW, Wash D.C.	1-800-424-8802

National Weather Service	1 Weather Lane, Gray	1-800-482-0913
Poison Control Center		1-800-442-6305
Radio Station – WOXO 92.7 FM/WKTQ 1450 AM	South Paris	743-5911
Radio Station – WBLM 102.9/WCYY 94.3 FM/WCYI 93.9 FM	Portland	774-6364
Radio Station – WHOM 94.9 FM	Portland	(800) 228-1949
Stephens Memorial Hospital	181 Main Street, Norway	743-5933
Television Station-WCSH/6	1 Congress Square, Portland	828-6666
Television Station-WMTW/8	P. O. Box 8, Auburn	782-1800
Television Station-WGME/13	81 Northport Drive, Portland	797-1313
#Ambulance Service	#Location	#Phone #
Oxford County EMA	26 Western Ave, South Paris	743-6336
Rumford Community Hospital	420 Franklin Street, Rumford	369-1000
Oxford County Sheriff	26 Western Ave, South Paris	743-9554

FAX MACHINE DIRECTORY

OFFICE	TELEPHONE NUMBER
Town Office	388-2674
Oxford County EMA	743-6336
Oxford County Sheriff	743-9554
#Nearest Hospital	#Fax #
Maine EMA	287-3178

ANNEX C - WARNING

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

The primary warning point is the Hartford Town Office. The Fire Department members and EM Director can be radio-paged out by the OCRCC. The EM Director is responsible for alerting the Selectmen and town officers. He is also responsible for providing warning to the School District(s) and the public via warning devices and mobile notification.

CONCEPT OF OPERATIONS

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

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

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

ADMINISTRATION AND LOGISTICS

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

MOBILE NOTIFICATION ROUTES

VEHICLE	ROADS (In Order) Starting From Town Office
1	#Roads, in order
2	#Roads, in order
3	#Roads, in order
4	#Roads, in order
5	#Roads, in order

WARNING CHECKLIST

X	ACTION
___	Received notification:
	Fan-out Information:
___	
___	If limited warning time, the following actions may be undertaken by the EOC and Fire Department.
___	a. Telephone and Radio callout.
___	b. Mobile notification routes with public address system or door to door notification.
___	c. Warning notification to #School District(s).
___	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

PURPOSE

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

SITUATION

The Town of Hartford 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. School District(s) children and elderly living alone should be notified and assisted first.

The primary means of dissemination will be by telephone When the County Reverse 911 system is installed, the Town will utilize it as the primary means of alerting residents to danger. The EOC will call key residents on each of the town roads and request that they pass the word to their neighbors.

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

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

CONCEPT OF OPERATIONS

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

The Town Media Center will be established in the Services Area of the Hartford Town Hall for a major incident that the TV Media arrives in Town. Media briefings are held as frequently as possible. Media releases are prepared in the EOC. The EOC will monitor radio & television news for media feedback and intelligence.

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

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

Public Information Officer Check list.

- ☐ **Review the material in the PIO Go Kit.**
- ☐ **If out of town media is expected, establish a press room separate from the EOC.**
- ☐ **Release no information without approval of the EOC Manager.**
- ☐ **Release as much information as possible. Exceptions:**
  - **Where personal privacy is involved**
  - **Where it would endanger residents or responders**
  - **An incomplete story might be misleading.**
- ☐ **Establish a regular schedule for press releases/conferences.**
- ☐ **Try to provide written information to insure accuracy.**
- ☐ **With the approval of the EOC Manager and On Scene Incident Commander, try to provide photo ops and tours of the incident site if it can be done safely.**
- ☐ **Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.**
- ☐ **Ensure that official spokespersons are thoroughly briefed.**
- ☐ **Initiate procedures for contacting people who may have been injured or suffered losses. Maintain a log and a file.**
- ☐ **Keep Oxford County EMA informed of all information released.**
- ☐ **Complete an After Action Report**
- ☐ **Participate in After Action Meetings.**

INCIDENT INFORMATION

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

ANNEX E - EVACUATION

PURPOSE

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

SITUATION

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

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

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

CONCEPT OF OPERATIONS

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

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

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are the authority for establishing evacuation policy.

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

ADMINISTRATION AND LOGISTICS

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

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

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

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

EVACUATION INFORMATION

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

ANNEX F - MASS CARE

PURPOSE

This annex will describe the Hartford Mass Care Shelter program.

SITUATION

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

The Primary Mass Care facility for large evacuations that will require overnight accommodations will be the Buckfield High School. This facility will be used as feeding and sleeping quarters for evacuated residents. Contact the County EMA Director who will coordinate with the American Red Cross and the School Superintendent to arrange use of this facility. The Hartford/Sumner Elementary School is the back up location.

An alternate facilities, if residents only require a day-time shelter for food, water and warmth, will be the Hartford Town Hall and the Hartford Town Office. These two facilities are located on Main Street (State Route 140). Other facilities and manpower may come from local organizations.

Contact the County EMA to activate a shelter. He will contact The American Red Cross (ARC) and the RSU 10 Superintendent. The ARC will cover the expenses of the shelter if it is activated through them.. The ARC will operate the shelter with the aid of the local CERT (Community Emergency Response Team) team and permission from the School Superintendant. If the County EMA can not be reached, Contact the American Red Cross, the School Superintendent and the local CERT team.

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

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

Due to the lack of Extremely Hazardous Substances (EHS) hazardous materials (HazMat) being transported through Hartford, sheltering-in-place by Hartford residents will not be considered.

CONCEPT OF OPERATIONS

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

If the ARC is not involved in the town shelter, then the Board of Selectmen will assign a Shelter Manager who will supervise operations in the facility. This person may be the Local CERT Leader or any town resident who is willing to take on the responsibilities. Consider asking a local organization for shelter workers. The Shelter Manager reports to the EOC. The Shelter Manager assigns groups with special needs to similar facilities in a safe area according to staff and space available. If at all possible, these volunteers should receive CERT and ARC Shelter training.

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

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

Feeding, sanitation, and bedding for the shelter residents will need to be provided. The ARC typically furnishes these supplies. The County EOC has a stockpile of shelter material in a trailer. The Selectmen may authorize the purchase of emergency supplies, food, water, sanitation supplies, cots, and blankets for the shelter. Contact should be made with Oxford County EMA, the local food pantry, or meals on wheels.

Consideration should be made as to establishing a bus service to pick up those needing sheltering and transporting them to the Hartford or regional mass care shelters.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

The County Animal Response Team is responsible for organizing an effort to help shelter local animals. The CERT will be used to provide support to the CART.

ADMINISTRATION AND LOGISTICS

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

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

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

MASS CARE CHECKLIST

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

ANNEX G - HEALTH AND MEDICAL

PURPOSE

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

SITUATION AND ASSUMPTIONS

The Town of Hartford has no medical facilities, no medical personnel, no emergency medical services, no public or environmental health services, and no mortuary services.

If there is a largescale 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 Hartford.

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

CONCEPT OF OPERATIONS

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

The Buckfield Rescue Department will be the primary EMS.

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

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

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

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

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

ADMINISTRATION AND LOGISTICS

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

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

ANNEX H - RESOURCE MANAGEMENT

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

The Town of Hartford owns no vehicles. Consideration should be made to contract with local contractors and individual residents for vehicle resources.

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

Forest Fires will require a great deal of manpower and water transportation. The fire departments that serve Hartford have 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 Departments are responsible for establishing hot, warm and cold zones, decontaminating, isolating and evacuating contaminated people, collecting and up-channeling information on the incident, and restricting access. Notify the OCRCC and Oxford County EMA immediately. Oxford County has the Regional Response Team (Rumford) and the Decontamination Strike Team (Oxford) as available resources for HazMat incidents.

The Town of Hartford has no resources to respond to a Terrorist Incident except those contracted from other towns. The Oxford County Sheriff's Department shall be notified immediately. The County has a mutual aid agreement with the Androscoggin County COBRA Team to respond to any Weapons of Mass Destruction (WMD)/HazMat incidents.

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

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

CONCEPT OF OPERATIONS

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

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

In a Presidentially Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously damaged areas. Officials at the Federal, State and County levels decide the final numbers and locations of the DAC's. Individual victims and businesses go to DAC's to apply for assistance.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Hartford Resource Management Officer is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

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

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

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

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

ADMINISTRATION AND LOGISTICS

The EOC staff will identify needs that cannot be met with local and mutual aid resources, and track these needs. When it appears local resources will be exhausted, a request for assistance is made to the Oxford County EMA.

*EMERGENCY RE*SPONSE EQUIPMENT

RESOURCE	SIZE/TYPE	QTY	CONTACT	PHONE
Snow Plows		0		
Dump Trucks		0		
Excavators		0		
Front End Loaders		0		
Pickup Trucks		0		
Buses		0		
Generators		1		
Water Pumps		0		
2 way Radios		2		
Fire Trucks		0		
Personal Vehicles		0		

LOCAL CONTRACTORS AND SUPPLIERS

RESOURCE	SUPPLIER	PHONE NUMBER	ADDRESS

STATE OF MAINE

REQUEST for ASSISTANCE FORM

Part I: REQUEST

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

Part II: ALLOCATION

07	Allocator:		
08	Resource Available:	___ YES	___ NO
09	Resource Provider:	Telephone:	
10	Type/Quantity of Resource Allocated:		
11	Remarks:		

Part III: DISPOSITION

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

Resource Management Check List

- ☐ Inventory available resources:
- ☐ Obtain the Oxford County Resource Book from the EOC supplies.
- ☐ Get approval of the Selectmen/EOC Manager for any expendatures.
- ☐ Seek requested resources from local inventory or local suppliers.
- ☐ Request locally unavailable resources from the Oxford County EMA.
- ☐ Provide the Finance Officer or Town Clerk with a Purchase Order or note for any financial obligations made.
- ☐ Seek to establish sources for resources that may be needed either during the response phase or the recovery phase of the incident.
- ☐ Keep track of hours for rented equipment or hired workers.
- ☐ Demobilize any unneeded resources
- ☐ Dispose of unneeded material
- ☐ Replace normal inventory of expendables.
- ☐ Complete an After Action Report following the incident.
- ☐ Participate in After Action Review Meetings.

AFTER ACTION REPORT

Following an incident or planned event, EOC Staff should create a comprehensive report to determine the effectiveness of the Emergency Management efforts. This report, or conclusions of the report, can be forwarded to the EOC Manager for inclusion in the After Action Report (AAR).
All EOC Staff should also participate in AAR reviews.

Typically, AARs contain the following components:
- Executive Summary;
- Incident Overview;
- Analysis of Capabilities;
- Major Strengths;
- Areas of Improvement;
- Lessons Learned.

ANNEX I - DAMAGE ASSESSMENT

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

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

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

CONCEPT OF OPERATIONS

There are three phases of damage assessment.

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

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

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

MAINE EMERGENCY MANAGEMENT AGENCY (MEMA) FORM 7

DAMAGE and INJURY ASSESSMENT

☐ **Original** ☐ **Revision #**_____	**Date:**
Type of Disaster:	**Date(s) of Occurrence:**
Jurisdiction (town, county, agency, etc.): **Population:**	**County:** Oxford
Area Affected (northeast, west side, etc.):	
Information provided by:	
Name:	**Title:**
Address:	**Day Phone:**
	Evening Phone:

PUBLIC DAMAGE		
A	**DEBRIS REMOVAL** (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	$
B	**EMERGENCY PROTECTIVE MEASURES** (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	$
C	**ROADS AND BRIDGES** (roads, culverts, bridges, and associated facilities)	$
D	**WATER CONTROL FACILITIES** (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	$
E	**BUILDINGS AND EQUIPMENT** (buildings, supplies, inventory, vehicles, and equipment)	$
F	**UTILITIES** (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	$
G	**PARKS, RECREATIONAL, AND OTHERS** (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	$
	TOTAL	$
PRIVATE NONPROFIT (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])		$
PUBLIC DAMAGE—GRAND TOTAL		$

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

INDIVIDUAL DAMAGE FORM 7 Page 2

Jurisdiction:	Date:

PEOPLE AFFECTED	Number	ASSISTANCE PROVIDED	Number
Deaths		Persons Evacuated	
Injuries		Persons in Public Shelters	
Missing			

RESIDENTIAL		Primary		Secondary	
		Number	Value (if known)	Number	Value (if known)
(ARC) 3	Houses destroyed		$		$
(ARC) 2	Houses with major damage		$		$
(ARC) 1	Houses with minor damage		$		$
	Houses affected		$		$
(ARC) 3	Mobile homes destroyed		$		$
(ARC) 2	Mobile homes severely damaged		$		$
(ARC) 1	Mobile homes moderately damaged		$		$
	Mobile homes affected		$		$
	TOTAL		$		$
	TOTAL RESIDENTIAL (primary plus secondary)				$

BUSINESS		
Businesses affected		$
Number now unemployed		
Estimated duration of unemployment (weeks)		
TOTAL BUSINESS		$

AGRICULTURE	
Farm buildings and equipment	$
Crop land (all crops)	$
Livestock	$
TOTAL AGRICULTURE	$
INDIVIDUAL DAMAGE TOTAL	$

EMAIL, FAX, or CALL THIS INFORMATION to the OXFORD COUNTY EMA *as SOON as POSSIBLE (BEFORE MAILING)*	Oxford County EMA PO Box 179, 26 Western Av South Paris, ME 04281 Phone: 743-6336 FAX: 743-7346

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

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

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

General Information

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

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

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

Public Damage

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

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

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

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

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

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

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

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

Total Public: Add totals in all public categories.

Individual Damage

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

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

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

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

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

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

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

Total Residential: Include both Primary and Secondary Residences.

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

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

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

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

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

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

DAMAGE ASSESSMENT CHECKLIST

X	ACTION
_____	Recall all firefighters. Contact the Selectmen and Road Commissioner. These people will form core of the Damage Assessment Team (DAT). Seek out volunteers to assist.
_____	Assign roads and/or areas of towns to each Damage Assessment Team. Hand out damage forms for teams to record information.
_____	Assign hand held or vehicle radios or cell phones to each DAT.
_____	Dispatch teams with water, food, and foul weather clothing.
_____	Issue each DAT a disposable camera or a digital camera.
_____	Report damage information to the Sumner EOC at Phone #. Damage reports will be reviewed by the Selectmen and submitted to the Oxford County EMA Director.
_____	Request public to report damages of businesses and private property to the Sumner EOC.
_____	Consolidate damage assessment information, prepare the MEMA Form 7 and send the report to Oxford County EMA as soon as possible.
_____	If severe or extended event, supply initial report to County and follow up with detailed information. Information should be reported at least daily if major disaster.

AFTER ACTION REPORT

Following an incident or planned event, EOC Staff should create a comprehensive report to determine the effectiveness of the Emergency Management efforts. This report, or conclusions of the report, can be forwarded to the EOC Manager for inclusion in the After Action Report (AAR).
All EOC Staff should also participate in AAR reviews.

Typically, AARs contain the following components:
- Executive Summary;
- Incident Overview;
- Analysis of Capabilities;
- Major Strengths;
- Areas of Improvement;
- Lessons Learned.

ANNEX J – HOMELAND SECURITY

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

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

CONCEPT OF OPERATIONS

The U.S. Department of Homeland Security (DHS) has developed the Homeland Security Advisory System (HSAS), which has five color-coded threat levels. The following Threat Conditions each represent an increasing risk of terrorist attacks.

LOW CONDITION (GREEN)

This condition is declared when there is a low risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Exercise and drill for mass casualty incidents and school attacks.
2. Train EOC staff and volunteer firefighters on the HSAS.
3. Monitor regional, state, national and international terrorism activities and threat information.
4. Maintain routine access control to Fire Station and Town Office.
6. Ensure municipal computers are shut down when the facility is left unattended.
7. Secure all fire trucks and equipment when either unattended or not in use.
8. Arrange with law enforcement for limited access to the immediate area of an incident.

GUARDED CONDITION (BLUE)

This condition is declared when there is a general risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for the previous Threat Condition Levels.
2. Check FD communications weekly between Hartford Base and the fire trucks.
3. Provide the public with any information that would strengthen their ability to act appropriately.
4. Maintain contact with the Oxford County EMA on threat information and response to terrorism measures.
5. Warn municipal officials and officers of any potential terrorist threat.
6. Periodically check disaster volunteer availability for the EOC and disaster response.
7. Continually watch for and report the presence of abandoned parcels, briefcases, *etc.*
8. Provide training as needed to Town Officials/Officers to operate safely at terrorist incidents.

ELEVATED CONDITION (YELLOW)

An Elevated Condition is declared when there is a significant risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for previous Threat Conditions.
2. Direct the Town Clerk to be vigilant in handling mail. Look for powders, liquids, wires, *etc.*
3. Assess and report newly found or changed vulnerabilities.
4. Lock all facilities and require access control.
5. Periodically test the Town Office security systems.
6. Periodically test the Town Office and Town Hall back-up power generator and communications systems.

HIGH CONDITION (ORANGE)

A High Condition is declared when there is a high risk of terrorist attacks. The Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for previous Threat Conditions.
2. Coordinate necessary security preparedness efforts as directed by the State or County EMA.
3. Take additional precautions at public events receiving FD participation. Consider cancellation of events.
4. Inspect the exterior of the Town Hall and Town Office.
5. Contact and place the Emergency Operations Center (EOC) staff on stand-by notification.

SEVERE CONDITION (RED)

This condition reflects a severe risk of terrorist attacks. Under most circumstances, the preparedness measures for a Severe Condition will not be sustained for substantial periods and may be implemented on a local, regional, or state level based on specific threat intelligence. If there is a local threat, the Selectmen, OEM Director and Fire Chief will consider the following general measures:

1. Continue all security measures for previous Threat Conditions.
2. Consider requesting the volunteer firefighters man shifts at the Fire Station.
3. Place all Town Officers and Officials on Stand-By Alert.
4. Consider activating the EOC staff for minimal staffing.
5. Consider closing the Town Office.
6. Contact the School Superintendent and recommend closing the schools.

TERRORIST INCIDENT OCCURS

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

The Town of Hartford has no HazMat/CBRNE response capability. The Fire Department that serves Hartford do have CBRN-certified SCBA, which might be used for emergency rescue only.

ANNEX K – CONTINUITY OF OPERTIONS

PURPOSE

It is the policy of the Town of Hartford 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 specify lines of succession. COOP is important to provide vital services, exercise civil authority and provide for the public safety during any emergency or disaster event.

SITUATION AND ASSUMPTIONS

Hartford has in place procedures for routinely backing up critical records in a secure location.

CONCEPT OF OPERATIONS

If essential public services can not be provided in a timely manner from the Town Office, the Selectmen shall make arrangements for the residents to be served. They may establish a temporary Town Office or refer residents to neighboring Towns for service.

The Board of Selectmen can continue to operate with only two of the three members. A special town meeting will be called to replace any members of the Board of Selectmen. This process is described in detail in State of Maine Stature and will not be further defined in this plan. If only one Selectman is able to serve during an emergency, the Town Manager shall temporarily assume the position of Selectman.

The Fire Department and the Rescue Department already has a distinct line of succession established. The Town Clerk has a Deputy Town Clerk who can fill in. All other Town Officials are one deep. The Board of Selectmen may appoint a replacement.

ANNEX L -VOLUNTEER MANAGEMENT

Volunteer safety and accountability are paramount. Each volunteer must understand the importance of working safely, signing in when reporting for duty and signing out when leaving.

The Hartford EM Director and/or EOC coordinate the efforts of Hartford's volunteer organizations and unaffiliated volunteers. The EM Director will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The EOC may 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. 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 Hartford 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 Hartford 911 Telephone Listing.

Once assigned to a disaster role, Disaster Volunteers will sign in and be issued a Hartford EM Badge or vest that identifies their name and volunteer duty position. They will be integrated into the emergency response organization. They will return the EM Badge or vest when signing out. They shall not leave their assigned duty post without signing out.

DONATIONS MANAGEMENT

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

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

Item/Service Offered	Quantity	Person Donating	Date & Time Received	Location	Status: Available; Consumed; In-service; other

Hartford EMA - DISASTER VOLUNTEER SURVEY FORM

NAME			
HOME ADDRESS			
HOME/WORK PHONE			
E-MAIL ADDRESS			

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.

Doctor: _____	Emergency Mgmt	Ham Radio Operator	Engineer: _____
Nurse: _____	Shelter Management	Dispatcher	Damage Assessment
EMS: _____	Firefighter	Phone Operator	CERT Trained
First Aid	HazMat: _____	Public Information	Carpenter
CPR	Law Enforcement	Photographer	Metal Worker
Mental Health	Traffic Control	Language: _____	Plumber
Child Care	Security	Clerical	Electrician
Elderly Assistant	Search & Rescue	Computer User	Heating
Veterinary	ARC Trained	Legal Affairs	Equipment: _____
Animal Care	Food Services	Safety Officer	Bus Driver
Minister/Preacher	Social Worker	Accounting	Material Inventory
			Janitorial

Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster.

Do you have any Health Limitations?

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the Town of #Hartford from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I will abide by all safety instructions and information provided to me during disaster relief efforts. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Maine, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.
I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my
own free act.

Volunteer	Sign:	Date:	

EMERGENCY MANAGEMENT VOLUNTEER LISTING (Fill in with volunteer information)

Volunteer Log

Name of Individual or *Group	Date & Time Assigned	Report To: Individual and Location	Date & Time Relieved	Status: Home, reassigned, other

NOTE: Each volunteer reports to one specific supervisor.
*Group leaders are responsible for signing in, tracking, and signing out members of their group.

LOCAL COMMUNITY SERVICE GROUPS	TYPICAL VOLUNTEER TASKS
	Facility/Manpower/Mass Feeding
	Manpower
CERT	Shelter Management/ EOC Manpower
CART	Animal Sheltering

Volunteer Management Check List

- ☐ Establish the Volunteer Reception Center in a location other than the EOC if necessary to avoid interfering with EOC activity.
- ☐ Each volunteer must complete and sign the Disaster Volunteer Survey Form
- ☐ Review the following points with each volunteer:
  1. **Safety** of the volunteer and others is the first consideration.
     - Volunteers must have the skills and ability to perform assignments and be willing to use safe work practices.
       Volunteers may refuse any assignment with which they are uncomfortable.
  2. **Accountability** is critical
     - ALL volunteers MUST sign in with the EOC and their immediate supervisor before beginning work.
     - The volunteer's immediate supervisor must know where the volunteer is at all times.
     - ALL volunteers MUST sign out with the EOC before leaving.
  3. Volunteers unwilling to abide by these rules may be a danger to themselves and others and will be asked to leave.
- ☐ Keep an updated roster of available volunteers, their skills, and their equipment and make it available to the Resource Manager.
- ☐ Keep an updated list of services, equipment and material donated and make it available to the Resource Manager.
- ☐ Assign volunteers as requested by the Resource Manager.
- ☐ Fill out the Volunteer Log for each volunteer assigned.
- ☐ Complete the Volunteer Log for each volunteer going off duty or changing assignments.
- ☐ Refer all cash donations to the Financial Officer
- ☐ Log all other donations on the Donation Log Sheet
- ☐ Complete an After Action Report following the incident.
- ☐ Participate in After Action Review Meetings.

AFTER ACTION REPORT

Following an incident or planned event, EOC Staff should create a comprehensive report to determine the effectiveness of the Emergency Management efforts. This report, or conclusions of the report, can be forwarded to the EOC Manager for inclusion in the After Action Report (AAR).
All EOC Staff should also participate in AAR reviews.

Typically, AARs contain the following components:
- Executive Summary;
- Incident Overview;
- Analysis of Capabilities;
- Major Strengths;
- Areas of Improvement;
- Lessons Learned.

ATTACHMENT 1 - SEVERE WINTER STORMS

NATURE OF THE HAZARD

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

RISK AREA

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

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

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

DIRECTION AND CONTROL

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

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

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

RESOURCE MANAGEMENT

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

ATTACHMENT 2 - FOREST FIRES

NATURE OF THE HAZARD

Hartford 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 Contracted Fire Departments, with mutual aid support will be able to handle. This attachment will deal with a major, large scale wildland fire.

RISK AREA

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

DIRECTION AND CONTROL

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

WARNING

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

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

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

EVACUATION

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

RESOURCE MANAGEMENT

There are no Town vehicles. However, several town residents do have logging equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks.

ATTACHMENT 3 - FLOODING

NATURE OF THE HAZARD

Hartford is a very hilly area and has/has no lakes or rivers. There are several streams located in Town. The Town of Hartford has few dams. Their failure would not endanger lives or property. The County has a total of 10 significant hazard dams and 8 high hazard dams

RISK AREA

There are no homes and no business structures in areas with a potential for major flooding. No homes are subject to destruction, but they could have flooded basements.

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

DIRECTION AND CONTROL

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

WARNING

The Hartford 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 Hartford does not have a public works department, or any equipment. All road work associated with flooding will require a contract for repairs. 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 of Hartford every day. A HazMat accident can happen at any time at any location in town. However, there are certain areas in Hartford that are more susceptible to a HazMat accident then the other parts of town.

Personnel from the Fire 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 Hartford 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 Routes 219 and 140 are minor transportation corridor for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc). They have not been identified as carrying reportable quantities of extremely hazardous materials (EHS), however there are other types of HazMat that may transit this corridor in limited quantities.

There are no large concentrations of stored fuel in Hartford. There are no gas stations, fuel oil dealers, or propane dealers in Hartford. There are no chemical processing or waste treatment plants in the community.

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

CONCEPT OF OPERATIONS

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

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

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

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

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

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

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

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

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

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

DIRECTION AND CONTROL

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

ADMINISTRATION AND LOGISTICS

All Firefighters receive annual HazMat: First Responder Awareness Training. Note that these Fire Departments are not under the control of Hartford.

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

ATTACHMENT 5 – HOSTILE INCIDENT

NATURE OF THE HAZARD

Hartford is a very small rural community with very few locations for public gatherings. Although a political terrorist attack is very unlikely, a domestic incident by an individual or several individuals 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

Schools attended by Hartford residents have Emergency Response Plans to deal with Hostile Incidents on their property or busses. Hartford has no involvement in these plans.

DIRECTION AND CONTROL

At the first indication of trouble, the Oxford County Regional Communications Center must be notified.

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

WARNING

Depending on the nature of the incident, the EOC should contact residents that are in potential danger.

EVACUATION

Depending on the nature of the event, the EOC may decide to evacuate some residents.

ATTACHMENT 6 – UTILITY FAILURE

NATURE OF THE HAZARD

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

RISK AREA

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

DIRECTION AND CONTROL

The EOC will be activated if the power outage goes into a second day. The Town is seeking a Stand-by generator through an EMPG grant.

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

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

EMERGENCY PUBLIC INFORMATION

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

MASS CARE

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

ATTACHMENT 7 – SEVERE SUMMER STORMS AND HURRICANES

NATURE OF THE HAZARD

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

Severe summer storms are thunderstorms, tropical storms, and hurricanes. Thunderstorms are far more numerous and much less severe in effect and duration. The primary effect is in producing short-term high winds, including microbursts. Tropical storms are a lot less likely then thunderstorms, but more likely than a hurricane.

RISK AREA

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

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

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

DIRECTION AND CONTROL

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

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

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

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

RESOURCE MANAGEMENT

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

ATTACHMENT 8 – EPIDEMIC/PANDEMIC

NATURE OF THE HAZARD

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

RISK AREA

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

DIRECTION AND CONTROL

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

RESOURCE MANAGEMENT

Contact between EOC members will be kept at a minimum to minimize risk, therefore a central EOC location may not be established. If an Emergency Declaration has been made by the Selectmen, Town business can be conducted informally, as by telephone or E-mail. Every effort should be made to keep the public informed of official decisions not made in open public meetings to keep faith with Maine's laws on open government.

Appendix 1

MAJOR COMPONENTS OF ICS AND NIMS

ICS -Incident Command System
The 14 essential ICS features are listed below:

Standardization

- Common Terminology: Using plain English and common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.

Command

- **Establishment and Transfer of Command:** The command function must be clearly established from the beginning of an incident.
- **Chain of Command and Unity of Command:** Chain of Command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has one designated supervisor to whom he reports.
- **Unified Command:** Allows agencies with different legal, geographic and functional authorities and responsibilities to work together effectively.

Planning/Organizational Structure

- **Management by Objectives:** Includes establishing objectives; issuing assignments that can be measured and documented.
- **Modular Organization:** ICS can grow to meet needs.
- **Incident Action Planning:** Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- **Manageable Span of Control:** Span of Control is key to effective and efficient incident management. Within ICS, the span of control of any individual with supervisory responsibility should range from three to seven subordinates.

Facilities and Resources

- **Incident Locations and Facilities:** Incident Locations and Facilities have standardized names for easy recognition by responding agencies.
- **Comprehensive Resource Management**: Maintaining an accurate and up-to-date picture of resource utilization is a critical component of ICS.

Communications/Information Management

- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications.
- **Information and Intelligence Management:** The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

Professionalism

- **Accountability:** Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:
    - **Check-In:** All responders, regardless of agency, including volunteers, must report in to receive an assignment in accordance with procedures established by the Incident Commander.
    - **Incident Action Plan:** Response operations must be directed and coordinated as outlined in the IAP.

  - **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.
  - **Personal Responsibility:** All responders are expected to use good judgment and be accountable for their actions.
  - **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
  - **Resource Tracking:** Supervisors must record and report resource status changes as they occur.
- **Dispatch/Deployment:** Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

NIMS – National Incident Management System
Major Components of NIMS include:

• Preparedness.
Effective incident management and incident response activities begin with a host of preparedness activities conducted on an ongoing basis, in advance of any potential incident. Preparedness involves an integrated combination of planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

• Communications and Information Management.
Emergency management and incident response activities rely on communications and information systems that provide a common operating picture to all command and coordination sites. NIMS describes the requirements necessary for a standardized framework for communications and emphasizes the need for a common operating picture. NIMS is based on the concepts of interoperability, reliability, scalability, portability, and the resiliency and redundancy of communications and information systems.

• Resource Management.
Resources (such as personnel, equipment, and/or supplies) are needed to support critical incident objectives. The flow of resources must be fluid and adaptable to the requirements of the incident. NIMS defines standardized mechanisms and establishes the resource management process to: identify requirements for, order and acquire, mobilize, track and report, recover and demobilize, reimburse for, and inventory resources.

• Command and Management.
The Command and Management component within NIMS is designed to
enable effective and efficient incident management and coordination by providing flexible, standardized incident management structures. The structure is based on three key organizational constructs: the **Incident Command System, Multiagency Coordination Systems, and Public Information**.

RESOLUTION

AN ORDER DESIGNATING OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF HARTFORD

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal 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;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize 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;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, We the undersigned Selectmen of the Town of Hartford, by the virtue of the authority vested in me by the Constitution and Laws of the State of Maine, do hereby establish the National Incident Management System (NIMS) as the Town standard for incident management.

EFFECTIVE DATE
The effective date of the Order is 12/16/2025.

Aaron Harvey

Selectman

Cathy Lowe

Selectman

Nick Tiff

Selectman

12/16/25

Date

Date