TOWN OF HARTFORD

TOWN OFFICE & TOWN HALL

EMERGENCY RESPONSE PLAN

1196 Main Street
HARTFORD, MAINE

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PROMULGATION STATEMENT

To All Recipients:

Transmitted herewith is the Hartford Town Office & Town Hall Emergency Response Plan. This plan supersedes any previous plans promulgated for this purpose. It provides a framework to use in performing emergency functions during a crisis.

This plan is in accord with existing Federal and State statutes. It will be tested, revised, and updated as required. All recipients are requested to advise the Town Office regarding recommendations for improvement.

Cathy Lowe

Chairman
Hartford Selectmen

TOWN OF HARTFORD
TOWN OFFICE & TOWN HALL
EMERGENCY RESPONSE PLAN

The Emergency Response Plan for the Town of Hartford Town Office and Town Hall has been approved.

Cathy Rolet
Chairman
Hartford Selectmen

12/16/25
Date

Nick Tiff
Hartford Selectmen

12/16/25
Date

Aaron Harvey
Hartford Selectmen

12/16/25
Date

PURPOSE

This plan is designed to minimize personal injury, property damage and business interruptions. The goal of this emergency planning is the development of a state of readiness and use of special procedures to reduce the effect of the emergency.

SITUATION

An emergency can exist anytime there is a potential danger to people, property, equipment or town records. Listed below are conditions, which would initiate an emergency in these facilities.

- Fire/Explosion
- Bomb Threat
- Severe Weather
- Unruly Individual/Weapons/Hostage Situation
- Hazardous-Materials

Each time an emergency occurs the Senior Elected Official or Town Employee present or designated alternate must be the **Responsible Person.** If none of these are available, the person responsible for the group being in the facility is the **Responsible Person.** The Responsible Person is to initiate the action required, obtaining as much required assistance as possible at that time. The extent of the emergency must be evaluated as quickly as possible to decide what and how much of the emergency plan must be put into effect.

CONCEPT OF OPERATIONS

Protecting people from death or injury is the highest priority. The Responsible Person may modify these instructions as needed to prevent death or injury or best respond to the specific emergency.

Response to emergencies at the Hartford Town Office or Town Hall is to be with local resources committed for use first. The management of the situation is a public safety responsibility. When it is determined that an emergency is beyond the control and resources of local emergency responders and their mutual aid partners, a request for additional assistance can be made through the EMA and channeled to the Governor. This aid can be requested through the Regional Communication Center (**RCC**) by dialing **9-1-1**.

The Responsible Person is responsible for emergency functions as specified in this plan. He retains control over Town employees and equipment and directs members of the public in proper actions.

The ultimate responsibility for emergency management belongs to the Hartford Selectmen. They may delegate this authority to facilitate response to emergency situations; however, the delegate is to keep the Selectmen apprised of the situation.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Responsible Person will first notify the Oxford County Regional Communication Center (RCC) by calling 9-1-1 to report the situation and request needed help if help is needed.

The Oxford County RCC will in turn dispatch the required emergency services. The Responsible Person will cause the following persons to be contacted

Selectmen Cathy Lowe	890-0787
Selectman Aaron Harvey	212-5047
Selectman Nicholas Tifft	740-4984
Town Clerk Lianne Bedard	357-8144
Town Constable Jonathon Assam	514-3555

The Responsible Person will be responsible for the orderly evacuation of the facility if evacuation is needed. If possible, the Responsible Person should make a check of the facility for any person not evacuated. If it can be safely done, important Town Records should be secured in the vault and the vault locked. The last person to leave the facility should close but not lock the door if emergency personnel will be searching the building.

All new employees will be briefed as to the plans content when hired and every employee will be notified upon any revision to the plan.

EVACUATION

Plan is used for fire/explosion, bomb threat, storms and other crisis requiring evacuation.

- Exit building through the nearest safe exit.
- Move to assigned evacuation location.

The Responsible Person will be responsible for the orderly evacuation of the facility. If possible the Responsible Person should make a check of the facility for any person not evacuated. If it can be safely done, important Town Records should be secured in the vault and the vault locked. The last person to leave the facility should close but not lock the door if emergency personnel will be searching the building.

The Responsible Person will specify the assembly area for evacuees so they may be accounted for and kept out of emergency workers' way.

The uninvolved town building, if it is safe, or the old sand storage area south of the Town Office should be considered as potential assembly areas. In case of an explosion or a bomb threat, the possibility that secondary explosives have been placed at the most likely assembly area should be considered. At no time are employees or members of the public to return to the building without permission of the Responsible Person. The Responsible Person will attempt to account for all persons present when the evacuation order was given.

The Responsible Person will inform the first responding Emergency Services personnel of any missing persons and the situation in the facility. This person becomes the Incident Commander and takes charge of the incident. Subsequent transfers of authority will be handled by the responders in accordance with the National Incident Management System (NIMS). The Responsible Person should offer to serve as liaison with those who evacuated the facility.

If rescue procedures are required, the Incident Commander will activate them at this time.

SHELTER IN PLACE

Plan used for violence, storms, hazardous materials and other crises requiring seeking shelter in a safe location.

- If appropriate for the hazard, the vault may be used as a shelter.
- If outside air is hazardous:
  - Close doors, windows, and any vents.
  - Turn off fans. Seal around doors and vents. Use tape supplied.
- Remain calm.

  Take a head count and report any missing persons.

Wait for further instructions.

FIRE/EXPLOSION

Report the incident immediately to the Oxford County RCC by dialing 9-9-1. Evacuate immediately if in danger.

- Exit through nearest safe exit.
- Avoid downed power lines.
- Move to assigned evacuation location.
- Report any missing persons to the Responsible Person.
- Wait for further instructions.

SEVERE WEATHER

Be prepared to move to a safe area of the building.

- Monitor weather reports if there is a severe weather "Watch" in effect for the area.
- Take immediate shelter in a safe area of the building if there is a tornado or damaging wind "Warning" for the area.
- Account for all personnel.
- If there is adequate warning the building should be closed and people sent home or to a safe shelter while the roads are still safe.
- If you are required to leave the building, secure all important documents, lock the vault and lock all doors. If time permits, turn off all office lights, equipment and unplug any electronic equipment.
- Stay away from windows.

To hear watches, warnings and weather forecast on the Internet:

Go to http://www.erh.noaa.gov/gyx/nwrhist.html
Click on Live Streaming Audio or select NOAA All Hazards Weather Radio broadcasts !!
Then scroll down the list and click on Falmouth/Blackstrap Hill under Maine.

To read all watches and warnings:

Go to http://www.erh.noaa.gov/gyx/
Click on Read watches, warnings & advisories

VIOLENCE - WEAPONS/HOSTAGE SITUATION

Preventing death or injury is the primary objective.
If confronted with an armed or violent person:

- Try to stay calm
- Do not attempt to disarm or argue with person.
- Comply with their instructions
- Give them anything they request
- Promise them anything they want
- Contact the Oxford County RCC at 9-1-1 when it can be safely done.

Armed or Violent Person outside the facility:
Immediately report situation to Oxford County RCC at 9-1-1.

- Lock doors and windows. If you have shades or blinds, cover all windows.
- Sit away from windows and exits in the most sheltered spot.
- Put on all available clothing to protect from flying bullet fragments, etc.
- Account for all persons in the facility.
- Wait for further instructions.

In the event of a hostage situation – Immediately report situation to Oxford County RCC at 9-1-1 if possible.

- Try to move to an area away from incident, if possible.
- Do not attempt to disarm gunman.
- Keep calm. Follow gunman's instructions. Ask for permission to evacuate any bystanders or staff members.
- Remain quiet and try to sit away from gunman, window and exits.
- Be aware police may be able to hear what is taking place and may enter the room at any time.
- If violence erupts, fall on the floor and protect head with arms.
- Follow police instructions.

BOMB THREAT

- Keep caller on the line. Refer to check sheet on back of this page.
- Ask *Check Sheet* questions.
- Report to Oxford County RCC at 9-1-1.
- Visually check room for suspicious objects. Report object to police.
- Do not touch light switches, suspicious objects, use telephones or walkie talkies, and close all windows and doors.
- Exit building through nearest safe exit to evacuation location specified by the Responsible Person.
- Follow guidelines for evacuation.

BOMB THREAT CHECKLIST

(To be completed by person receiving bomb threat call or notice)

Date and time call received: _____

Exact words of person making threat (ask caller to repeat what he or she said – "I'm sorry, could you repeat that?")

_____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Sex of caller: _____ Age: _____ Accent: _____ Length of call: _____

Caller's voice. Check all that are appropriate:

_____Calm	_____Laughing	_____Lisp	_____Distinguished
_____Angry	_____Crying	_____Raspy	_____Accent
_____Excited	_____Normal	_____Deep	_____Whisper
_____Slow	_____Distinct	_____Ragged	_____Soft
_____Rapid	_____Slurred	_____Clearing Throat	_____Nasal
_____Deep Breathing	_____Stutter	_____Cracking Voice	_____Loud

_____Familiar? Whom did it sound like? _____

Background Sounds. Check all that are appropriate:

_____Street Noises	_____House Noises	_____Dishes Banging
_____Static	_____Adult Voices	_____Children's Voices
_____Local Call	_____Long Distance	
_____PA Systems	_____Factory Noises	
_____Rapid	_____Phone Booth	

Language Used. Check all that are appropriate:

_____Educated	_____Incoherent	_____Irrational
_____Foul/Swearing	_____Message read by caller	_____Message taped

Other. Use this space to write anything else not covered above:

Signature of person taking the call: _____

Position: _____ Home Phone: _____

Work Phone: _____ Date: _____

HAZARDOUS MATERIALS

If you detect hazardous materials released within the building, immediately evacuate and then contact the RCC by dialing 9-1-1.

If you detect hazardous materials released outside the building decide to shelter in place or evacuate, or seek guidance from the RCC by dialing 9-1-1. Report the hazardous materials release to the RCC as soon as it can be safely done.

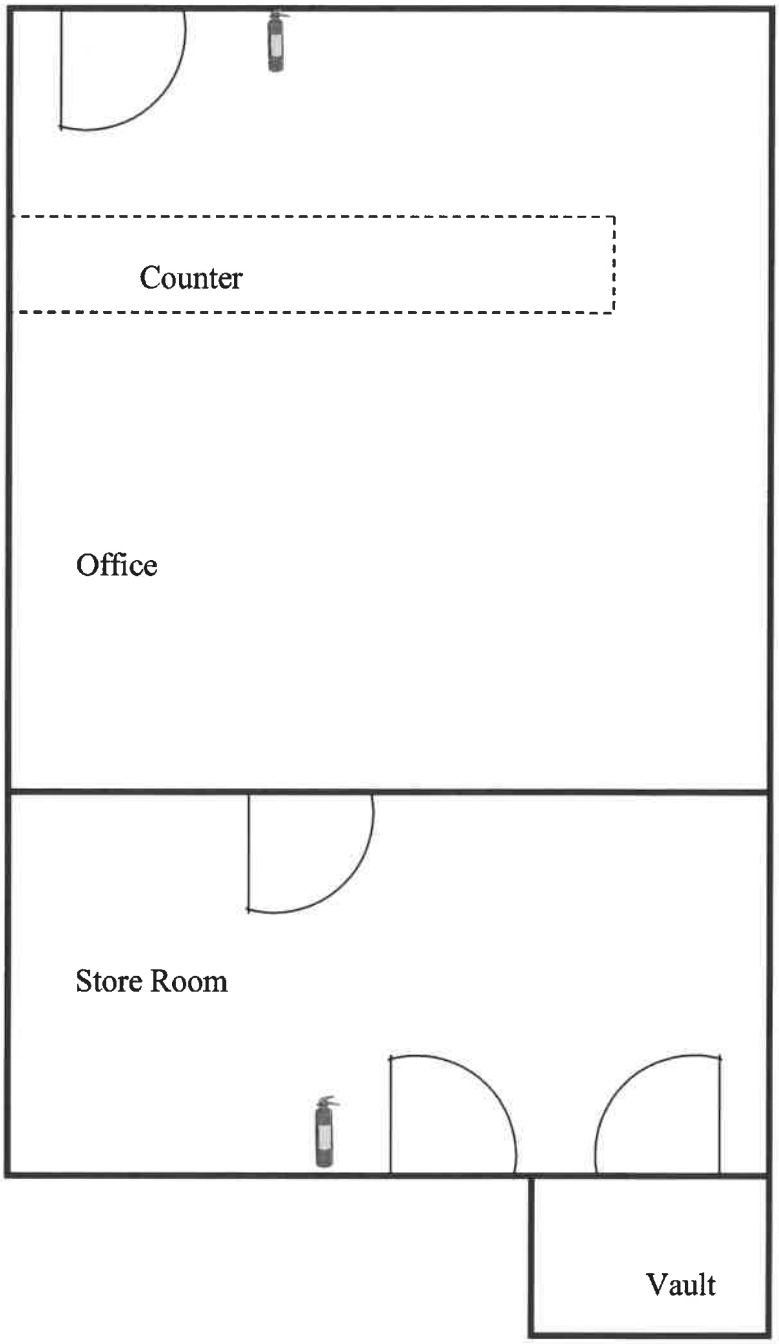
Sheltering in place:

- Proceed with the precautions for sheltering in place (Page 3)

Evacuation:

- Exit through the nearest safe exit.
- Stay up wind from incident area.
- Try to account for all persons in the area.
- Report missing persons to the Incident Commander or RCC.

Wait for further instructions.



IN THE EVENT OF FIRE OR YOU ARE DIRECTED TO EVACUATE THIS BUILDING

1) Leave through the door beside this sign and follow the direction of the arrows for your primary exit.
2) Everyone is to meet at the Town Hall, or where designated by the **Responsible Person,** to be accounted for.
3) Please follow all directions of the **Responsible Person** in charge.
4) The **Responsible Person** will be in order of availability: The highest elected official, the highest appointed official, the person responsible for your group being in the building.

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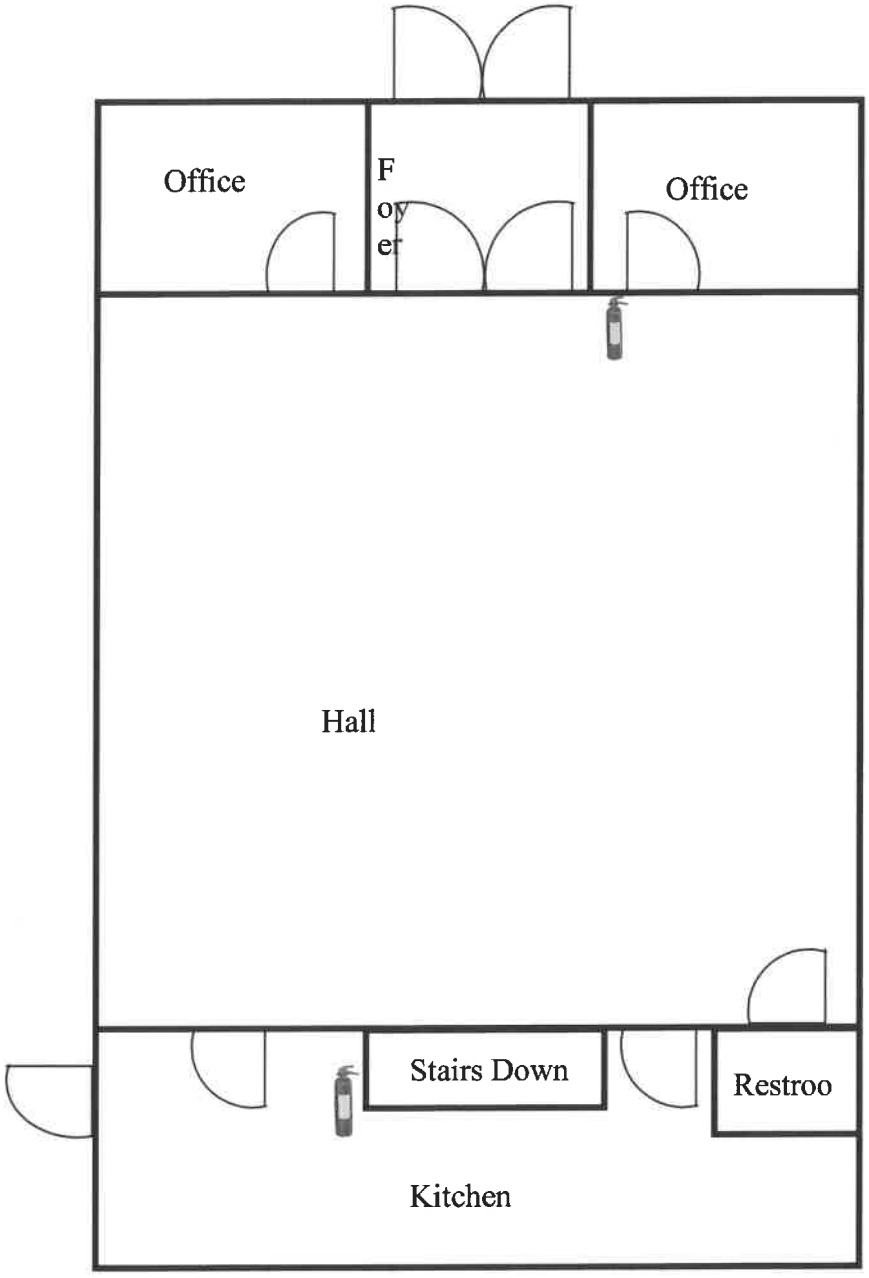

IN THE EVENT OF FIRE OR YOU ARE DIRECTED TO EVACUATE THIS BUILDING

1) Leave through the door beside this sign and follow the direction of the arrows for your primary exit.
2) Everyone is to meet at the Town Office, or where designated by the **Responsible Person,** to be accounted for.
3) Please follow all directions of the **Responsible Person** in charge.
4) The **Responsible Person** will be in order of availability: The highest elected official, the highest appointed official, the person responsible for your group being in the building.