

I. AUTHORITY

The authority for the provisions of this plan are contained in the Maine Civil Emergency Preparedness Act (37-B MRSA § 701 et. Seq.). Further authority is granted under municipal home rules (30-A MRSA § 3001 et. Seq.) and Article VIII Part 2 Section 1 of the Constitution of the State of Maine. Title 37-B MRSA § 783 requires that *“Each municipal, interjurisdictional, county and regional civil emergency preparedness agency, in consultation with the agency, shall prepare and keep a current disaster emergency plan for the area subject to its jurisdiction. That plan shall include:....Identification of disasters, action to minimize damage, personnel, equipment and supplies and recommendations.* Because this document is policy affecting operation of the municipal government and not ordinance imposed upon the citizenry, the Board of Selectmen, acting as the duly elected municipal officers of Gouldsboro claim exclusive right to develop and modify this plan. It shall not be subject to approval of the Gouldsboro Town Meeting.

A. **Mission** -- It is the mission of this plan to:

1. Provide the organization to ensure that notification is made to the general public of Gouldsboro that the threat for impending disaster is present.
2. To minimize the effects of a disaster once it has occurred.
3. Provide for the continuity of local government.
4. Cooperate with other municipalities and agencies both governmental and non-governmental in meeting the needs of the citizenry of Gouldsboro before, during, and after a disaster.

II. ORGANIZATION

A. Local Emergency Management Agency Director/Liaison The office of Local Emergency Management Agency Director/Liaison (LEMAD) is hereby created. The LEMAD is to be appointed annually as close to the beginning of the fiscal year as possible by the Board of Selectmen. The LEMAD may not be an elected municipal officer (Selectman, Tax Collector/Town Clerk, Assessor, School Committee member) of Gouldsboro. A job description for the LEMAD shall be formulated and reviewed periodically by the Board of Selectmen.

B. Coordination with County EMA

The LEMAD shall strive to stay abreast of regional emergency management issues through the auspices of the Hancock County Emergency Management Agency. The LEMAD shall be the town's liaison with the County EMA office. The LEMAD should meet annually with the County EMA director to review and update the local plan.

C. Compensation

The LEMAD shall receive no compensation, as ideally the LEMAD shall hold other appointed positions within the municipal government organization.

D. Emergency Appointments

The LEMAD may, in a time of a declared disaster or impending emergency, appoint such officials as may be needed to carry out the town's emergency disaster response plan. Such appointments shall expire at the end of said disaster or emergency. The municipal officers are to be kept informed of such appointments in the most expeditious manner possible.

III. HAZARD IDENTIFICATION

Many hazards are possible in Gouldsboro. They are identified below. The potential on a 1-to-5 scale (1 being least likely, 5 being highly probable) is listed next to each hazard.

A. Natural Hazards

1. Coastal Erosion	5	8. Thunderstorm	5
2. Drought	4	9. Tornado	2
3. Earthquake	2	10. Wildfire	5
4. Small Stream flooding	5	11. Winter Storm	5
5. Hurricanes or Tropical Storms	5	12. Blight/Infestation	3
6. Landslides	1	13. Subsidence	2
7. Severe Fog	4		

B. Technological Hazards

1. Civil/Political Disorder			
a. Demonstration	1	e. Sabotage	3
b. Economic Emergency	3	f. Armed Conflict	1
c. Hostage Incident	3	g. Weapons of Mass	
d. Riot	1	Destruction	1
2. Epidemic (Human)	3	(Animal)	3
3. Hazardous Materials - Fixed Facility	4		
4. Hazardous Materials - Transportation			
a. River	1		
b. Highway	5		
c. Port	1		
d. Air	3		
5. Power Failure	5		
6. Radiological - Transportation			
a. Air	2		

- b. Highway 4
- c. Water 1
- d.
- 7. Transportation Incident – Passenger
 - a. Air 5
 - b. Highway 5
 - c. Water 5
- 8. Urban Fire 5
- 9. Terrorism 2

C. Population Groups at risk - Any of the following groups are at risk from the hazards identified above.

- 1. The elderly at home
- 2. Children at home
- 3. The disabled
- 4. The Gouldsboro Grammar School
- 5. Working and recreational boaters
- 6. Motorists using the public ways
- 7. People working in Gouldsboro

D. Vital Facilities - Any of the following facilities and resources may suffer damage from the hazards identified in A & B above:

- 1. Gouldsboro Volunteer Fire Department Facilities
- 2. The Gouldsboro Town Office
- 3. The Gouldsboro Grammar School
- 3. The Gouldsboro Community Center
- 4. Gouldsboro Clinic
- 5. U.S. Navy Facilities
- 6. The Stinson Canning Plant
- 7. Docks and marine facilities
- 8. Boats and moorings
- 9. Wood and croplands
- 10. Any home based businesses
- 11. Residences
- 12. Radio, telephone, and cellular transmission facilities
- 13. U.S. Postal Facilities

IV. IDENTIFICATION OF RESOURCES

A. Resources within the immediate control of local government.

- 1. The facilities, manpower and equipment of the Gouldsboro Volunteer Fire Department
- 2. The Gouldsboro Police Department
- 3. The facilities, manpower, and equipment of the Gouldsboro Town Office

4. The facilities of the Gouldsboro Grammar School
5. The Gouldsboro Community Center
6. Town and Public Marine access facilities
7. The highway facilities belonging to the Town of Gouldsboro

B. Resources present within town, but not controlled by local government.

1. Maine Dept. of Transportation Facility, (Route 1)
2. U.S. Navy personnel and resources
3. Gouldsboro Clinic
4. The equipment and materials of various general contractors including:
 - a. Jason Tracy, Inc.
 - b. Joy Construction Inc.
 - c. Richard Duer
4. Forestry Equipment of various wood harvesters including:
 - a. Doug Hooper
 - b. Robert Haycock
5. The privately owned equipment of non commercial residents, such as 4x4 trucks, ATVs, snowmobiles, and light tractors
6. The docks, boats, and marine equipment of private residents
7. The products of Gouldsboro area stores to include:
 - a. Anderson's Hardware
 - b. Young's store
 - c. Mac's Groceries
8. The facilities and personnel of Stinsons

C. Resources present in nearby communities

1. Private Ambulance services (County)
2. Automatic mutual aid fire companies (Winter Harbor, and U.S. Navy)
3. Additional mutual aid fire companies (Hancock County Firefighters Association)
4. The Maine Department of Transportation, Ellsworth
5. The Maine State Police (Hancock Substation, Troop J)
6. The Hancock County Sheriff's Department (Ellsworth)
7. The Hancock County Emergency Management Agency
8. The Hancock County Airport (Trenton)
9. The United States Coast Guard (Southwest Harbor)
10. The United States Navy (Winter Harbor)
11. The National Guard (Bangor)

Gouldsboro's Demographics

Population Statistics 1992

Total Year - Round Population	1,986
Under 5 Years Old	101
18 years old and older	1,586
65 years old and older	281
Person Per Household	2.6

Seasonal Population (Estimated) 800 additional

Housing Statistics 1990

Total Housing Units 1065
Total Year Round Housing Units 653
Year round housing units with 5 or more units in structure 0
Year Round Housing Units with more than 1 person per room 22
Total Number of Seasonal Housing 412
Moble Homes (year round) 151

Social and Economic Statistics

Total Labor Force, 1998 1036
Median Household Income, 1998 \$26,500 (Hancock County income * household size)
Total Municipal Valuation, 1999 \$ 140,977,647

Three Largest Industries by Employment: (no firm numbers are known)

Marine Resources
Manufacturing
U.S.Navy (military and Civilian)

V. PLANNED RESPONSES

The Town of Gouldsboro has extremely limited resources under its immediate control. When possible, the resources of local government will be utilized. The following outlines the response capabilities of the local government.

- A. Alerting & Warning** - The LEMAD shall monitor the usual channels of communication through practical means in order to learn about any pending disasters. Once it is learned that the community faces some risk of disaster the LEMAD shall notify the Board of Selectmen, a chief officer of the Gouldsboro Fire Department, and the local media about such situation. If warranted, the Chairman of the Board of Selectmen may declare an emergency. (Appendix 2)
- B. Direction & Control** - The LEMAD shall be in charge of the local emergency response. The Board of Selectmen, should the LEMAD be unavailable or incapacitated, shall act as the ultimate authority. Delegation may be made to the Fire Chief for much of the LEMAD's responsibilities. The LEMAD shall carry out any orders of the Board of Selectmen, and any County or State EMA official. An Emergency Operations Center may be set up at the Gouldsboro

Town Office /Volunteer Fire Department. Communications shall be established between the LEMAD and those in the field responding to the disaster.

- C. **Emergency Public Information** - The LEMAD shall post information as may be available about a pending, current, or completed disaster at the Gouldsboro Town Office, or at another public building under local government control. During a disaster a telephone message advising proper response to things such as sheltering information shall be left on the town hall answering device.
- D. **Emergency Services** - As described in the Resource section of this plan, emergency services are available from The Gouldsboro Volunteer Fire Department, Winter Harbor, USN, and Hancock mutual aid fire companies, The Hancock County Firefighters Association, The Gouldsboro Police Department, The Hancock County Sheriff's Department, The Maine State Police, and County Ambulance, Inc.
- E. **Evacuation** - Should evacuation become necessary, the LEMAD shall notify The Gouldsboro Police, the Hancock County Sheriff's Department and the Gouldsboro Volunteer Fire Department to assist in moving evacuees to the appropriate shelter.
- F. **Shelter / Relocation** - The designated relocation area for Gouldsboro is The Community Center. If that shelter is unavailable or unsuitable, the Gouldsboro Volunteer Fire Department may act as a temporary shelter. If necessary, Sumner High School can be utilized as a shelter. Only Gouldsboro Fire Station #1 has a power generator.
- G. **Resource Management** - The resources available and under control of the local government shall be utilized first in a disaster. If there is a need for manpower or equipment not under control of local government, the LEMAD shall first utilize resources present in town to assist in the emergency. During a declared emergency, the LEMAD has authority to utilize private resources for response. In an undeclared emergency, permission from the Chairman of the Board of Selectmen must be granted to utilize private resources.
- H. **Radiological Protection** - The likelihood of exposure to radiological contamination is relatively small, but still possible. In such event, the LEMAD shall notify the Hancock County EMA and relinquish local control to the that agency or its assigns.
- I. **Damage Assessment** - The LEMAD, with assistance from other town officials, shall assess the damage of a disaster as soon as possible after the disaster has ended. A complete report of damage to public property shall be prepared and submitted to the Hancock County EMA office. The Gouldsboro Town Office may act as a collection point for any private property damage reports, and those reports may be forwarded to the Hancock County EMA office. The LEMAD or a designee shall view all damage, collect photographs of the damage, and obtain estimates from responsible contractors on how to fix the damage.
- J. **Disaster Assistance** - The Administrative Assistant for the Town of Gouldsboro shall apply for any disaster assistance to public property. Should

any private citizen be due disaster assistance, said citizen shall be referred to the Hancock County EMA or the Maine Emergency Management Agency, Federal Emergency Management Agency or other appropriate organization. Should emergency welfare (general assistance) be required, the General Assistance Administrator of Gouldsboro shall be so informed, and those requiring such be referred to that program.

VI. RESPONSE OPERATIONS

In the event of a disaster in Gouldsboro, the following response protocol is to take place:

A. Local Response

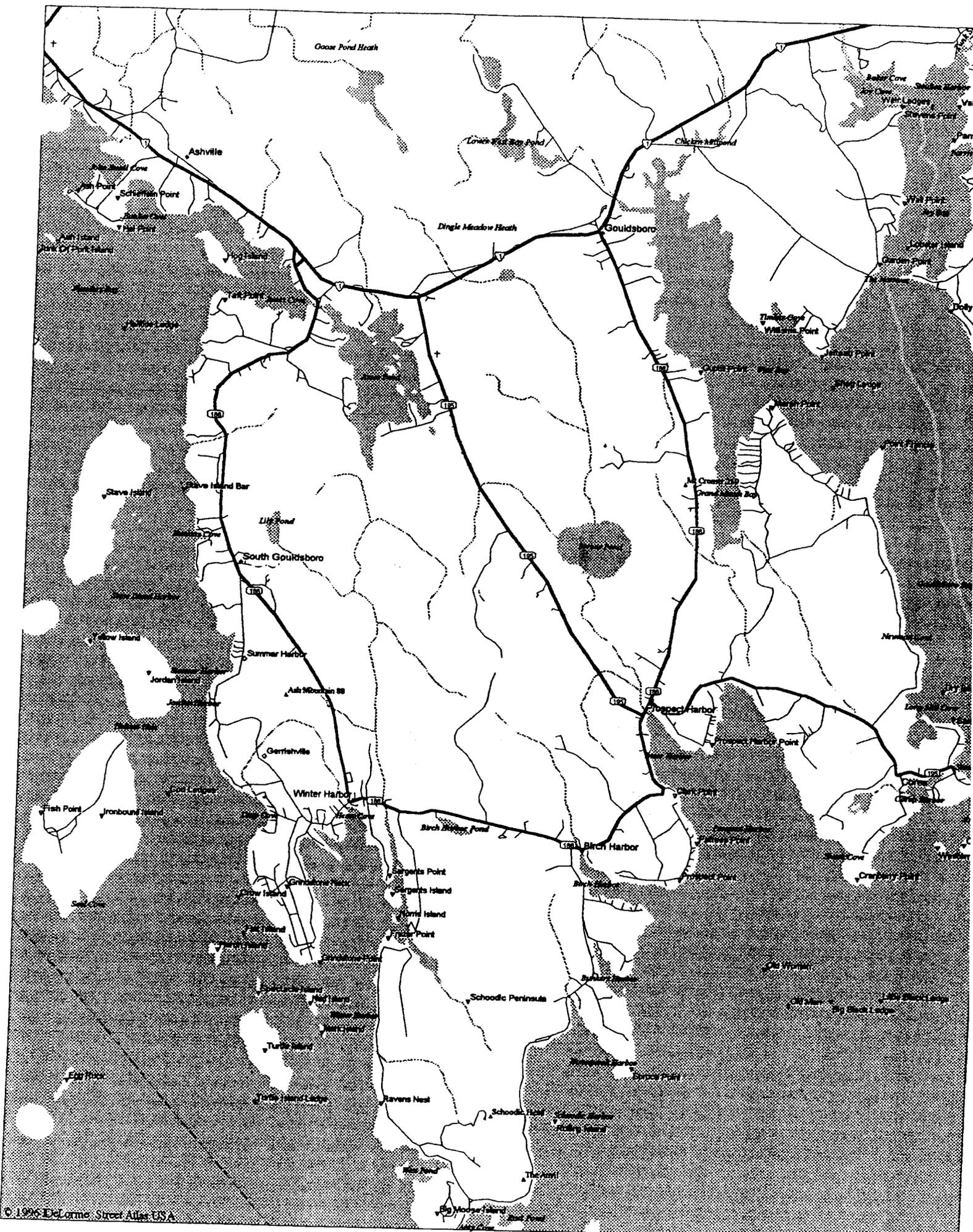
1. An Emergency Operations Center (EOC) shall be established. In the case of a localized emergency confined to a small section of town, the EOC may be in the area of the emergency. If a relatively large section of town is affected, the EOC shall be located in either the Gouldsboro Volunteer Fire Department or the Gouldsboro Town Hall. Emergency Communication equipment and backup power shall be the primary consideration as to where the EOC for a large event shall be located. It is the responsibility of the LEMAD to designate which site will become the EOC. The LEMAD in consultation with other key leaders of the community (i.e. Selectman, Fire Chief) shall appoint those officials needed to staff key operations of the EOC.
2. The local emergency plan contained in the appendices will be implemented depending upon the type of disaster which may be occurring or about to occur.
3. Warning to the public shall be made. The LEMAD shall adhere to the protocol established in the appendices to this plan.
4. The LEMAD shall keep the Board of Selectmen informed on a regular basis. Information shall consist of the type of emergency, the response needed, the response which has or will take place, and the estimated cost of that response. The LEMAD should also stay in contact with the Hancock County EMA office on a regular basis.
5. The LEMAD shall ensure that documentation of all requests for service and the response to that request is kept. Such documentation shall include the time of the request, the type of request who provided the service, and logs of various messages kept. The LEMAD may designate a person to carry out this function.
6. The LEMAD, in consultation with the Chairman of the Board of Selectmen, shall determine when the emergency has ended, when the EOC will be dismantled, and when emergency response staffing may cease.
7. After cessation of the Emergency Declaration, the LEMAD shall direct the damage assessment program by utilizing what resources might be

available within town government. This damage assessment will be conducted in accordance with MEMA and FEMA guidelines. Submission of damage reports to the Town's Administrative Assistance shall be made in a timely manner in order to submit such reports to the County EMA, MEMA, or FEMA.

8. After the damage assessments are completed and submitted to the appropriate agency, the LEMAD, the Administrative Assistant, and any other key officials shall report to the Gouldsboro Board of Selectmen on what actions should be taken to mitigate future emergencies.

VII. REVIEW AND AMENDMENT

1. **Periodic Review** - This Emergency Response Plan and its appendices shall be reviewed by the LEMAD, the Board of Selectmen, and the Fire Chief on a bi-annual basis (once every two years) for matters which require updating and amendment. The updated version shall be submitted to the Hancock County Emergency Management Agency for review at the time it is updated.
2. **Amendment** - Any provision of this document may be amended by a recorded majority vote of the Gouldsboro board of Selectmen. The Selectmen reserve exclusive authority for enactment of this plan. No part of this plan shall require a vote of the Gouldsboro Town Meeting for enactment or amendment.
3. **Severability** - If any part of this plan is declared to be illegal or unconstitutional by a court of competent jurisdiction, the other parts of this plan shall remain in effect.



APPENDIX 1 – TASK ASSIGNMENT CHART

Basic Plan Task Assignment Chart

Agency	Alert & Warning	Direction & Control	Emergency Services	Emergency Info. & Education	Evacuation	Shelter	Resource Mgmt	Radiologic al Project	Damage Assessment	Disaster Assistance	Mitigation
Elected Officials/ Administrator	X	X	X	X	X	X	X		X	X	X
LEMAD	X	X	X	X	X	X	X		X	X	X
Police/Sheriff	X	X	X	X	X						
Fire Dept.	X	X	X	X	X	X	X		X		
EMS		X	X	X	X						
Health Officer/GA	X			X	X	X	X		X	X	
Road Commissioner	X	X		X			X		X	X	X
School	X			X		X	X		X	X	
Harbor Master	X			X	X		X		X	X	X

This chart sets out the basic areas of responsibility each resource area within town government may be responsible for. There is no assignment for the radiation project at this time.

APPENDIX 2

ALERTING & WARNING

The primary National Warning System (NAWAS) warning point for Hancock County is in the Hancock County Sheriff's Department at 60 State Street, Ellsworth, Maine. It is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The County EMA office at the same address is the alternate warning point. The NOAA Weather Radio system serves Gouldsboro as well at 162.4 mhz. It provides warnings of hazard situations, e.g. severe weather, national security, and nuclear power incidents.

The local warning point shall be the Gouldsboro Town Office. It is responsible for alerting elected officials and municipal departments. It is also responsible for warning the Gouldsboro School and the public via warning devices and mobile notification by activation of the Gouldsboro Volunteer Fire Department. The Gouldsboro Fire Department is activated through local (USN) dispatch, and in the event of failure, the Hancock County Firefighter's Association radio system, can be activated within the fire station itself. The Gouldsboro Grammar School has an internal warning system. U.S. Naval Facilities also have an internal warning procedure.

Concept of Operations

The dispatcher at the County warning point fans out information received to local jurisdictions. The fan-out may originate at the local level, and be sent to the County. Alerting and Warning procedures and Fanout Report Forms are with the County dispatcher. The Emergency Alert System (EAS) may be activated according to State of Maine plans. The LEMAD may contact the Hancock County EMA Director to activate that system. Gouldsboro may contact the following local radio stations directly: WKSQ, WBFB, WLKE (667-7573); WDEA, WWMJ, WEZQ (667-9555). Warning is disseminated through all appropriate systems. A municipal fanout chart is part of this appendix. If a local fanout is originated by the LEMAD, a log and report shall be kept, and all messages kept on file for at least one year.

Organization and Assignment of Responsibilities

The Local Government of the Town of Gouldsboro shall ensure that alerting and warning capabilities exist, that appropriate warning devices are activated, and any special needs populations which may exist are notified. Assignments are shown on the chart which is included in this appendix.

Administration and Logistics

The LEMAD in conjunction with elected officials and emergency services chiefs will develop guidelines for alerting personnel, special needs populations, and the public. The County Dispatcher shall make verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded on the appropriate forms and given to the HCEMAD.

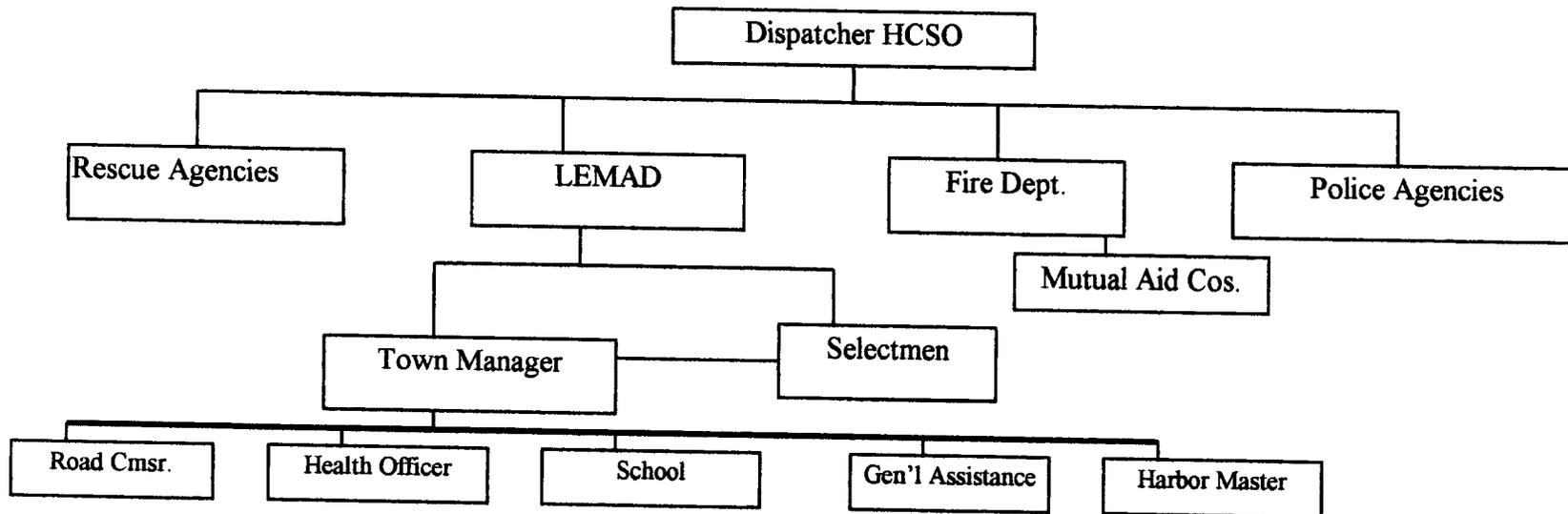
**Alerting & Warning
TASK ASSIGNMENT CHART**

Agency	Develop Guidelines	Maintain List	Alert	Receive Warning	Alert Key Govt Officials & Special Needs	Alert Staff	Relay Warning	Fanout	Public Warning
Elected Officials / Administrator	S	P		S	S	P		S	S
LEMAD	P	P		S	S	P		S	S
Sheriff/ State Police	S	P		P	P	P		S	P
Fire Department	S	P		P	S	P		S	S
EMS	S	P		S	S	P		S	S
Health / GA	S	S		S	S	S		S	S
Road Cmsr	S	P		S	S	S		S	S
School	S	P		S	S	P		S	S
Harbor Master	S	S		S	S	S		S	S
Warning Point Dispatcher	S	P		P	P	P		P	S

P - Primary Responsibilities

S - Support Responsibilities

Municipal Fanout Chart



Alerting & Warning Checklist

- Receive notification from: _____
- Complete fanout according to SOG.
- If limited warning time, the following actions may be undertaken by the law enforcement and fire service personnel.
 - a. Fixed warning devices are activated (no known devices in Gouldsboro)
 - b. Mobile notification routes are followed with public address system or door to door notification.
 - c. Warning notification to schools.
- Other public warning is used as available and as time permits.
 - a. Radio announcements
 - b. Television announcements.
- Keep signed logs of emergency communication traffic.

(Also, see the Emergency Information and Education Section.)

Appendix 3 Direction & Control

SITUATION – Many hazards cause disasters of a magnitude that makes centralized direction and control necessary. The Gouldsboro Town Office is used as an Emergency Operation Center when needed. It is located in Prospect Harbor, Rt. 186, Gouldsboro. It's communications capabilities include telephones, 2-way radio (portable, County Fire and Gouldsboro Fire frequency), computer with fax and e-mail modem, and a cellular phone. Should the situation warrant, the EOC can be located at Gouldsboro Fire stations #2 or # 3, they 2-way radio communication, telephone, and cellular phone capabilities. The County EOC is located at 60 State Street, Ellsworth.

CONCEPT OF OPERATIONS – The priority in emergencies is to save lives, limit injuries and damage to property, maintain the continuity of government and return the area to normal. The elected officials have responsibility for local government operations. The LEMAD assists the Board of Selectmen and activates the EOC as a central location for decision making. If possible, a representative of each emergency service is at the EOC. If an on-scene command post is established, the incident commander is the senior officer on the scene from the emergency service best suited to handle the situation. The command post keeps the EOC informed of the situation. The municipal EOC keeps the County EOC informed.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES – The Gouldsboro Board of Selectmen exercises broad control over emergency operations. They provide guidance on policy and approve information for the public. Agency representatives in the EOC assure involved agencies work in a mutually supportive way. The emergency services chiefs keep in contact with field forces and record their status, issue instructions to units, monitor progress, and keep the EOC informed. Assignments are shown on the task assignment chart following this section.

ADMINISTRATION AND LOGISTICS – A. Policies: The host agency provides logistical support for the EOC staff. Each emergency service provides 24 hour representation during the emergency period, if possible. B. Reporting: All messages are logged in. Information may need to be verified before distribution. Check with LEMAD. Situation reports are compiled daily or as requested and forwarded to the Hancock County EMA and the Gouldsboro Board of Selectmen. Each participating unit keeps a chronological record of major events during EOC operations. The LEMAD develops the event log. Security personnel record persons entering and leaving the EOC. All communications stations keep traffic logs. Additional operational reports are submitted as requested.

Direction & Control

TASK ASSIGNMENT CHART

Agency	Policy Decision Making	EOC Activation & Staffing	Emergency Response	Develop Guidelines	EOC Logistics & Support	Coordination of Services
Elected Officials / Administrator	P	S	S	S		S
LEMAD	S	P	S	P	P	P
Law Enforcement	P	S	P	S	S	S
Fire Department	P	S	P	S	S	S
EMS	S		P	S		S
Health Officer/GA	S		P	S		S
Road Commissioner	S		P	S	S	S
School	S		S	S	S	S
Harbor Master	S		P	S		S

P- Primary Responsibilities

S - Support Responsibilities

Key Contacts:

Town Administrator: Linda Pagels, 546-7103 (h)

Town Clerk: Eve Wilkinson, 963-7187 (h)

Selectman Chair: Dana Rice, 963-7600 (h), 963-2626 (w), 460-8600 (cel)

Selectman: James Phinney, 963-5877 (h),

Selectman: Susan Bagley, 963-7053 (h)

Selectman: Willian Thayer, 963-7771 (h)

Selectman: Stanley Torrey, 963-7888 (h)

LEMAD: Rick Henion, 963-4052 (h), 827-6191 (w), Box 556, West Bay Rd. **Police:** Guy Wycoff, 565-2350 (h), Main St. Franklin

Fire Department: Emergency 963-7788, Station #1 963-5582, Alden Tracy Jr. 963-7039.(h), 266-0243(cell)

EMS: County Ambulance 667-3200 **Health Officer:** Curtis Russett, 963-4066

Road Commissioner: Wesley Rolfe 963-7292 **Red Cross:** 667-4737 State Street, Ellsworth

Harbor Master: Dana Rice 963-7600 **Gouldsboro School:** Harvey Price 963-5584 / 7757 (school)

Direction & Control – EOC CHECKLIST

Incident: _____ Date: _____

Time: _____ Action: _____

<input type="checkbox"/>	Receive Notification from Hancock Dispatch	<input type="checkbox"/>	Brief elected officials on status of EOC
<input type="checkbox"/>	Notify all staff and volunteers	<input type="checkbox"/>	Check on food supplies and make appropriate arrangements
<input type="checkbox"/>	Activate and test all equipment	<input type="checkbox"/>	Submit verbal and written situation reports to County EMA and support organizations Consider need to declare an emergency.
<input type="checkbox"/>	Begin message and event logs	<input type="checkbox"/>	Establish security procedures
<input type="checkbox"/>	Inspect emergency generators for fuel and starting capabilities	<input type="checkbox"/>	Conduct periodic briefings for EOC Staff
<input type="checkbox"/>	Begin plotting and posting events	<input type="checkbox"/>	Determine, for example, shelter requirements, status of utilities, road damages/closures, isolated personnel, medical problems, etc.
<input type="checkbox"/>	When manned and ready, report to County EMA	<input type="checkbox"/>	Review procedures for requesting assistance Maintain records on expenditures
<input type="checkbox"/>	Review staffing pattern to ensure 24 hour capability	<input type="checkbox"/>	Brief oncoming shift personnel of all events and pending actions
<input type="checkbox"/>	Conduct "time check"	<input type="checkbox"/>	Be prepared to provide initial damage assessment report to County.

Appendix 4 Emergency Services

SITUATION

The following groups have specific responsibilities during an emergency:

Elected Officials/Administrator – The Selectmen make policy decisions and have responsibility for emergency response within the Town of Gouldsboro.

Local Emergency Management Agency Director (LEMAD) – As mandated by Maine State Law, Title 37B, the Gouldsboro Board of Selectmen has appointed a person as the LEMAD. He/She maintains the EOC and advises officials and agencies on emergency procedures. The LEMAD activates the EOC when necessary, coordinates resources, emergency response, and recovery efforts; also compiles damage assessment reports.

Law Enforcement – Gouldsboro relies on its own Police force with support from the Hancock County Sheriff's Department and the Maine State Police. Communications capability extends from response personnel in the field to coordinating personnel in the EOC or the Department depending on the size of the incident. They are responsible for evacuation and traffic control.

Fire Department – The Gouldsboro Volunteer Fire Department provides fire department services for the Town of Gouldsboro. Personnel may help in evacuation and traffic control if necessary.

Emergency Medical & Rescue Services (EMS) – EMS services are provided by County Ambulance, while rescue services are also provided by the Gouldsboro Volunteer Fire Department. County Ambulance is responsible for providing ambulance and rescue equipment.

Health Officer, General Assistance Administrator (GA) – A health officer has been appointed. He is responsible for protecting the public's health. Limited medical care is provided at The Gouldsboro Clinic. Full care is provided at Maine Coast Memorial Hospital or Mount Desert Island Hospital, and the office of individual practitioners. The General Assistance Administrator carries out welfare assistance as required.

Road Commissioner – The Town of Gouldsboro has no public works department, but has appointed a Road Commissioner. He is to assign emergency highway maintenance to private contractors and assist in damage assessment.

School Department – The Grammar school in town is under the town's supervision, and is part of School Union 96. The school can be used, if necessary, as a public shelter resource, although the preferred sheltering location is the Gouldsboro Community Center.

Harbor Master – The Harbor Master ensures that harbor channels are open and safe for boating traffic and assigns mooring privileges in the town's controlled waterways. Emergency duties parallel normal responsibilities when possible.

CONCEPT OF OPERATIONS

The On-Scene Incident Command System is used in most large scale disasters. The On-Scene Incident Commander (usually the fire chief or a chief fire officer) reports to the Town Administrator and to the LEMAD at the Emergency Operations Center (EOC) when activated.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. General – Each emergency support service develops SOG's (Standard Operating Guidelines) for assigned tasks. The agencies involved and the LEMAD has SOG's addressing multi-agency responses. The LEMAD helps department heads in the development of SOG's if requested.
- B. Task Assignments – Assignments are shown on the chart following this section

ADMINISTRATION AND LOGISTICS

- A. Policies – Administrative and logistical support of operational field elements is the responsibility of each participating agency. Each department chief is responsible for deciding when a situation is too hazardous for his personnel to remain in an area. The health and safety of personnel is a priority concern. Each agency records resources used in support of emergency operations and provides this information to the EOC. When local resources and all mutual aid are exhausted, a request for aid may be made through the County EMA. Emergency staffing must be documented with the LEMAD for protection under State law.
- B. Reporting – Each agency keeps an event log on each significant event and the agency's response. Dispatchers keep radio logs of radio communications. Time and contents of the transmission are recorded. Casualties, damage assessment, evacuation status, radiation levels and resource needs are reported to the EOC.
- C. Agreements and Understandings – Some emergency service agencies have formal or informal mutual aid agreements with adjoining jurisdictions. See the mutual aid chart following this section.

Emergency Services

TASK ASSIGNMENT CHART

Agency	Hazard ID	Train Staff	Public Education	Revise SOGs	Develop Mutual Aid/Supply Agreements	Roster/Resource Inventory	Command Warning Capability	Test Exercise	Coordinate Disaster Response	Restore Essential Services Facilities	Return Repair Borrowed Equip	Conduct Critique Prepare Report
Selectmen/Administrator	S			S	S			S	S			S
LEMAD	P	P	P	P	P	P	P	P	P	P	P	P
Law Enforcement	P	P	P	P	P	P	P	P		P	P	P
Fire Department	P	P	P	P	P	P	P	P		P	P	P
EMS	P	P	P	P	P	P	P	P		P	P	P
Health Officer/GA	P	P	S	P	P	P	P	P		P	P	P
Road Commissioner	P	P		P	S	P	P	P		P	P	P
School Department	S	P	S	P	S	S	P	P	S	S	P	S
Harbor Master	P		P	P	P	S	P	P	S	S	P	P

P - Primary Responsibility

S - Support Responsibility

Emergency Services
 MUTUAL AID CHART

	Winter Harbor	U.S. Navy	Hancock County	State Agencies
Fire Department	Winter Harbor VFD	U.S. Navy FD	HCFA Mutual Aid Agreement	Maine Forest Svc.
Police Department Law Enforcement	Winter Harbor Police	U.S. Navy Security	Hancock County Sheriff's Department	State Police
Road Commissioner	Ellsworth Public Works			Maine DOT

Appendix 5 Emergency Information & Education

SITUATION

The Hancock County Emergency Management Agency has provided the Town of Gouldsboro with pamphlets about potential hazards and local government preparedness activities and emergency services to the public. Public Service Announcements on radio and television stations, brochures, pamphlets, publications and interviews with the media may be used.

CONCEPT OF OPERATIONS

A single information center for Gouldsboro is established at The Town Office/ Fire Station #1 in a major incident. This is a center for distribution of information. Media briefings will be scheduled as frequently as needed or possible. Media releases are prepared in consultation with the LEMAD in the Joint Information Center (JIC). Personnel to monitor radio and television news and to answer telephone inquiries, if available, will be utilized. The Emergency Alert System (EAS) is activated through the County EMA. If the County EMA Director cannot be reached, contact the Maine State Police. The Public Information Officer (PIO) is responsible for all contacts with the media. She oversees the operation of the JIC, the Media Center, and news monitoring.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Assignments are shown on the Chart following this section. The Gouldsboro Town Manager is the designated PIO. The Police chief is her alternate

ADMINISTRATION AND LOGISTICS

- A. Policies – The LEMAD approves all public information. Emergency information is released to the local media through the Media Center, if established, or the EOC. Information is verified before release. Rumors are investigated and corrected information issued if necessary. Radio, television, and newspaper announcements are monitored to ensure accuracy. The PIO keeps lists of media contacts up-to-date.

B. Reporting – The PIO keeps logs of emergency information activities.

**Emergency Information & Education
TASK ASSIGNMENT CHART**

Agency	Coordination	Media Relations	News Releases	Education
Selectmen/Administrator	S	P	S	S
LEMAD	P	S	S	S
Law Enforcement	S	S	S	S
Fire Department	S	S	S	S
EMS	S	S	S	S
Health Officer/GA	S	S	S	S
Road Commissioner	S	S	S	S
School Dept.	S	S	S	P
Harbor Master	S	S	S	S
Public Information Officer (PIO)	P	P	P	P

P - Primary Responsibilities

S - Support Responsibilities

Emergency Information & Education CHECKLIST

Below are suggested actions for the Gouldsboro Public Information officer (PIO) and Joint Information Center (JIC) staff during the various emergency phases. Changes may be made depending on the local situation.

- Ensure that all information is clear, confirmed, and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.
- Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.
- Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.
- Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- Keep the Selectmen/Administrator/ LEMAD informed of all actions taken or planned
- Maintain a log and file of all information.
- Keep the County EMA informed of all information released.

Appendix 6 – Evacuation

SITUATION

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

CONCEPT OF OPERATIONS

The LEMAD oversees an evacuation within Gouldsboro. He may request assistance from the County EMA. The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. The fire chief and/or police chief is responsible for the final route determination. Evacuation is coordinated with shelter operations, emergency information and traffic control operations. The general population uses private transportation. Those without transportation, including elderly, handicapped, and institutionalized, are transported by other means. Evacuation and reentry instructions are given via radio, television, and/or printed material.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The LEMAD coordinates evacuation activities, compiles all evacuation information, and keeps the Selectmen, Administrator, and PIO informed. Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

- A. Policies – The Selectmen, administrator, or their designee are responsible for ordering evacuation to protect the health and safety of the public. The first responding emergency personnel initiate emergency evacuation of a threatened area and notifies their headquarters. Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.
- B. Reporting – Emergency services personnel in the field report the status of evacuation to their agencies. The agency keeps the municipal EOC informed. The EOC informs the county EMA of operations.

Evacuation
TASK ASSIGNMENT CHART

Agency	Policy	Coordination	Traffic Control	Barricades	Highway Maint. & Debris Removal	Evac of Special care Facilities	Transportation	Security of Evacuated Areas
Selectmen-Administrator	P					n/a		
LEMAD		P				n/a		
Law Enforcement	S	S	P			n/a	S	P
Fire Department		S	P	S	S	n/a	S	S
EMS						n/a	P	
Health Officer - GA						n/a		
Road Commissioner			S	P	P	n/a		
School Department						n/a	P	
Harbor Master			S		S	n/a	S	S

P - Primary Responsibility

S - Support Responsibility

Evacuation
SPECIAL NEEDS FACILITIES INFORMATION

There are no known special needs facilities located within the borders of Gouldsboro.

**Evacuation
CHECKLIST**

- Establish traffic control and perimeter control points. Permit entry only to appropriate response personnel.
- Request and provide transportation and other resources in coordination with the command post/EOC.
- Ensure residents in the affected area are notified (refer to warning checklist)
- Direct residents out of the affected area and to shelters.
- Check all residents are out of the affected area.
- Provide security at shelters
- Provide security to affected area.
- Coordinate return of residents when safe to do so.
- Refer those who require medical evaluation to an appropriate center.

Appendix 7 Shelter

SITUATION – It may be necessary to seek shelter from the effects of hazards or to relocate evacuated people. Congregate Care (Lodging) facilities are used as feeding and sleeping quarters or “shelters” for evacuated people. Primary sites are schools. There are no “shelters” in the area with alternate power sources. Facilities that provide protection from specific hazards are listed in sections of the plan addressing those hazards. It is the responsibility of municipal governments to protect their citizens by providing shelters when required in an emergency. In extreme instances, Gouldsboro might also receive evacuees from another community.

CONCEPT OF OPERATIONS – Actions must be taken to register and assign the population to shelters, sustain them in a shelter, and release them from the shelter when the hazard has diminished. The American Red Cross Office in Ellsworth is primarily responsible for developing shelter use agreements, selecting shelter sites, and training shelter management teams. The American Red Cross sheltering operations shall be in contact with the EOC. If sheltering needs exist beyond American Red Cross capabilities, a Shelter Officer shall be appointed by the LEMAD to coordinate efforts of municipal officials, the school system and establish a shelter at the Gouldsboro Community center or the Gouldsboro Fire Department.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The LEMAD is responsible for ensuring shelter capabilities exist. There is an agreement with the Hancock County Chapter of the American Red Cross to manage shelters in most emergencies. They coordinate and manage their shelter management teams. The Health Officer of Gouldsboro shall coordinate and manage teams for shelters run by the town. The Shelter Manager (the person in charge of the shelter) ensures that all shelter tasks are accomplished. Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

- A. **Policies** – Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Space is allocated at 40 square feet per person.
- B. **Reporting** – Shelter managers keep the Shelter Officer informed of the status of shelters. The Shelter Officer reports the status of shelters to the EOC. They keep the County EOC informed. Complete records of expenditures and operations are given to the Shelter Officer. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter.

Shelter
TASK ASSIGNMENT CHART

Agency	Develop Shelter List	Shelter Agreements	Shelter Marking	Shelter Consideration	Shelter Management and Training	Shelter Management and Operations	Registration	Communications	Traffic Control and Security	Mass Feeding
Selectmen/Administrator										
LEMAD	P	S	S	P		S	S			
Law Enforcement								S	P	
Fire Department							S	S		
EMS				S				S		
Health Officer/GA	S		S	S	S	S	S			
Road Commissioner			S					S		
School Department	S	S	S	S	S	S	S	S		S
Red Cross	S	P	P	P	P	P	P			P
Salvation Army & Other Private Organizations			S	S	S	S	S			P/S

P – Primary Responsibility

S – Support Responsibility

Local Facilities which can act as shelters

Name	Telephone	Congregate Care Capability
Gouldsboro Community Center	963-7582	Feeding, sleeping, and showers. Note: No alternative power supply
Gouldsboro Grammar School	963-5584	Feeding, sleeping, and showers. Note: No alternative power supply
Gouldsboro Fire Station #1	963-5582	Sleeping, and showers Facility is generator equipped

**Shelter
CHECKLIST**

- Contact American Red Cross alert them to possible need for shelter.
- Activate necessary shelters
- Ensure shelters are adequately stocked and staffed.
- Ensure security is provided for shelters
- Provide communications link between shelter and EOC.
- Maintain status of shelter operations and allocations.
- Upon authorization, release shelterees.
- Clean and return shelters to original condition.
- Submit shelter expenditure statement for reimbursement.

Appendix 8 Resource Management

SITUATION – Most resources exist at the municipal government level or must be obtained from private sources.

CONCEPT OF OPERATIONS – Gouldsboro uses its resources and calls upon mutual aid before contacting the County EMA for assistance. The County then coordinates resource acquisition. Records are kept of the deployment of resources. Departments inventory their resources, replenish depleted stock and recondition or replace used equipment after an emergency. The storage, maintenance and replacement of borrowed equipment and materials are the responsibility of the receiving jurisdiction.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The Board of Selectmen has designated the LEMAD as the Resource Management Officer. He/She is responsible for tracking major resources and those resources obtained from outside sources. The LEMAD give specific attention to special care facilities (if any) and populations and their unique needs. Each department has emergency functions that complement normal duties. Each is responsible for developing and maintaining an inventory of equipment that is in operational readiness. Task assignments are shown on the task assignment chart following this section.

ADMINISTRATION AND LOGISTICS

- A. **Policies** – The Board of Selectmen or their designee can implement conservation procedures if needed.
- B. **Reporting** – Agencies identify needs that cannot be met with local and mutual aid resources, and report those needs to the EOC. When it appears local resources may soon be exhausted, a request for assistance is made of the County EMA.

**Resource Management
TASK ASSIGNMENT CHART**

Agency	Director and Mission Areas	Emergency Response	Minimum Operations Readiness	Resource Management Organization	Level of Participation with Other Agencies	Service Delivery and Maintenance	Continuation of Existing Services and Other Activities	Specialized Equipment/Equipment	Technical Support/Training
Selectmen/Administrator						S			P
LEMAD	P	P	P	P	P	P	P	S	P
Law Enforcement	S	P	P	P	P	P	P	P	P
Fire Department	S	P	P	P	P	P	P	P	P
EMS	S	P	P	P	P	P	P	P	P
Health Officer/GA	S	P	P	P	P	P	P	P	P
Road Commissioner	S	P	P	P	P	P	P	P	P
School Department	S	P	P	P	P	P	P	P	P
Harbor Master	S	P	P	P	P	P	P	P	P
Private Sector	S	P	S	P	P	S	S	P	P

P - Primary Responsibilities

S - Support Responsibilities

**Resource Management
CHECKLIST**

- Check each department has a current inventory of equipment and no unusual shortages.
- Provide special facilities and populations (if any) with resources as promptly as possible.
- Mutual Aid agreements are current and available for reference
- Activation of mutual aid with _____
(fill in department as needed)
- Requests for additional resources are made through County EMA on a Request for Resources form unless life threatening situation or other procedures are in place.
- Borrowed equipment and resources are returned.

Appendix 9 Radiological Protection

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

SITUATION – Accidents involving radioactive material could conceivably occur within or during transportation through Gouldsboro to other areas of the state. Gouldsboro could receive radioactive fallout from an accidental or deliberate nuclear weapons detonation.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The County EMA is designated as responsible for executing this appendix. The EMA is assigned the following tasks, and may assign to local, trained, personnel any or all of the following:

- A. Establish a radiological incident reporting system
- B. Develop a monitoring, analysis and assessment capability
- C. Establish a radiological equipment system of procurement and calibration. The State provides radiological equipment to the counties and towns. Gouldsboro currently does not have such equipment and does not desire such at this time.
- D. Develop and train a team of radiological monitors from available police, fire, rescue and volunteer personnel.
- E. Identify sources of state and federal assistance
- F. Establish, if needed, a radiological analysis in the EOC.

RESPONSE

- A. Radiation transportation/facility incidents: See the following attachment
- B. Nuclear weapons detonation: it is believed there will be some readiness time in event of a weapons situation. Follow the full Radiological Appendix, contact the County EMA director, or monitor the Emergency Alert System

RADIATION TRANSPORTATION/FACILITY INCIDENT

- When arriving at the scene, park emergency vehicles upwind of fumes or smoke, a minimum distance of 500 feet is recommended.
- Perform lifesaving rescue and emergency first aid. Treat all victims as potentially contaminated.
- Establish a control zone (hot line) 200 or more feet from the incident. (Increase zone distance downwind.) Isolate the hazard area in all directions. Follow layout on page 40.
- Notify Maine State Police. Provide name of carrier and shipper, incident location, personal injuries and cargo ID (use shipping papers or placarding).
- If fire is present, consider evacuation of downwind area. Extinguish fires and prevent runoff only if emergency personnel are not placed in hazardous situation, use self-contained breathing apparatus. Avoid direct contact with radioactive materials, utilize protective clothing. Do not attempt cleanup. Additional guidelines may be found in the USDOT Emergency Response Guidebook.
- Personnel not in need of emergency first aid, along with equipment that is possibly contaminated, shall be held in the decontamination area until checked by radiological monitors assigned by County EMA.
- Make detailed records of actions and findings, including times, names, location, etc. DO NOT allow eating, drinking, smoking or other activities within contaminated areas.
- If trained radiological monitors and detection equipment are available, an initial survey for radiation may be performed.

Ambulance Personnel SOG's

- Provide lifesaving assistance as required. Assume all victims are potentially contaminated.
- Cover open wounds with dressing and elastic bandages. DO NOT USE ADHESIVE.
- Cover stretcher, including pillow, with open blanket; wrap victim in blanket to limit spread of contamination, transport.
- Notify hospital of suspected radioactive contaminated patient.
- Do not eat, drink or smoke until you have been surveyed by a trained radiological monitor and found clean of radiation.

RECOMMENDED RADIATION INCIDENTS SCENE LAYOUT
(see diagram on following page)

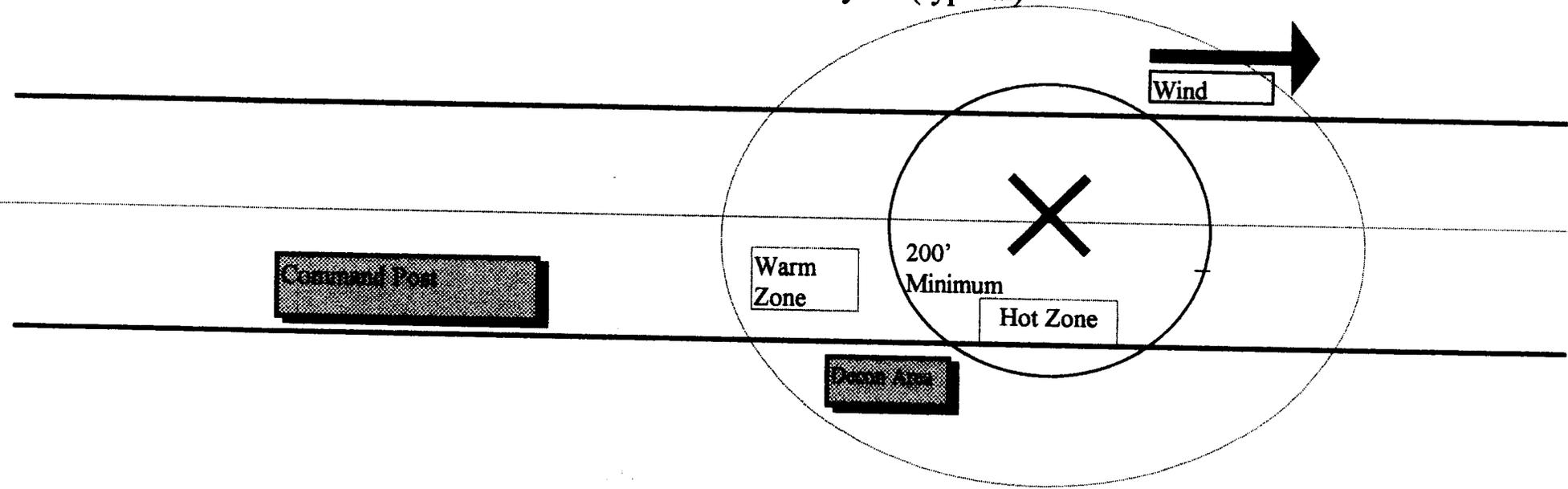
Establish inside perimeter a minimum of 200 feet around the accident scene. If fire is present, secured boundaries should extend at least 1000 feet downwind.

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

Additional Information Sources:

Maine State Police 1-800-452-4664 (866-2122)
Nuclear Regulatory Commission (1-215-337-5000)
Radiation Assistance Center (Medical) 1-615-482-2441 Beeper 241

Radiation Scene Layout (typical)



Appendix 10 – Damage Assessment

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

CONCEPT OF OPERATIONS – There are three types of damage assessment.

- A. **Basic Situation Appraisal** – (Form 7) Done by municipal officials and coordinated by the LEMAD to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A Form 7 and instructions for completion are on file in the red notebook labeled EMA Handbook in the Town Administrator's Office. A sample follows this section. It is designed to measure impact as it related to possible Emergency Disaster Declarations by the Governor or the President. The original is communicated to the County EMA as soon as possible. County EMA reviews information and forwards it to the Maine Emergency Management Agency (MEMA).
- B. **Preliminary Damage Assessment** – Done by State and federal teams with input and guidance from local personnel. These teams use technical expertise to assess damages to publicly owned property (for example picnic areas, roads, public buildings). They also verify private damages included on Form 7's. The County EMA is the liaison between these teams and local officials.
- C. **Damage Survey** – After a Disaster Declaration by the President, State and federal personnel conduct a more detailed survey for cost estimates of repairs to public property. Municipal personnel provide guidance.
(NOTE: The Red Cross does a preliminary "Windshield Survey" to identify areas of greatest damage. They use it to address the initial needs of disaster victims.)

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – The Selectman are responsible for assuring an initial situation appraisal is conducted. The LEMAD is responsible for coordination with the county, state and federal personnel involved in damage assessment if a local coordinator is not appointed.

ADMINISTRATION & LOGISTICS

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

**Damage Assessment
TASK ASSIGNMENT CHART**

Agency	Develop Damage Assessment Procedures	Gather Figures	Train Municipal Officials	Maintain Records
Selectmen/Administrator	P	P	S	P
LEMAD	P	P	S	P
Law Enforcement	S	S		S
Fire Department	S	S		S
EMS	S	S		S
Health Officer/GA	S	S		S
Road Commissioner	S	S	S	S
School Department	S	S		S
Harbor Master	S	S		S

**Damage Assessment
CHECKLIST**

- Notify agencies responsible for public facilities to assess damage and report information to LEMAD
- Request the public to report damages of business and private property to LEMAD
- Collate information, prepare Form 7, and report to County 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.

MAINE EMERGENCY MANAGEMENT AGENCY

FORM 7

DAMAGE and INJURY ASSESSMENT

<input type="checkbox"/> Original <input type="checkbox"/> Revision	Date
Type of Disaster	Date(s) of Occurrence
Jurisdiction: Town of Gouldsboro, Maine	County: Hancock
Area Affected (northeast, west side, etc.);	
Information Provided by	
Name	Title
Address:	Day Phone: Evening Phone

PUBLIC DAMAGE		
A	DEBRIS CLEARANCE (roads, streets, public buildings, private property (health hazard only), stream clearance and other*)	\$
B	PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, emergency health measures).	\$
C	ROAD SYSTEMS (town or county roads, culverts, and bridges)	\$
D	WATER CONTROL FACILITIES (town or county owned dikes, dams, levees, drainage channels, irrigation works and other*)	\$
E 1	PUBLIC BUILDINGS, FACILITIES AND EQUIPMENT (town or county buildings, supplies, inventory, vehicles and equipment)	\$
E 2	SCHOOLS AND SCHOOL PROPERTY (public schools only)	\$
F	PUBLIC UTILITY SYSTEMS (water, sanitary-sewage, storm drains, lights, power and other*)	\$
G	OTHER (town or county park facilities, recreational facilities, docks, wharves and other *)	\$
TOTAL PUBLIC DAMAGE		\$

*If "Other", please explain on a separate sheet.

<p align="center">CALL or FAX THIS INFORMATION to your COUNTY EMERGENCY MANAGEMENT AGENCY as SOON as POSSIBLE (BEFORE MAILING)</p>	<p align="center">Hancock County Emergency Management Agency County Courthouse 60 State Street Ellsworth, Maine 04605 Phone: 667-8126/3766 FAX: 667-1406</p>
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Appendix 11 – DISASTER ASSISTANCE

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

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

Municipal officials and representatives of certain nonprofit organizations attend assistance briefings to initiate the application process for facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Detailed information is available in FEMA publications "Handbook for Applicants" and "Eligibility Handbook". Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

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

Potential application sites are recommended to the County EMA during non-emergency planning. County and local EMA staff develop building profiles. These expedite the selection and opening of DACs in a disaster. County EMA acts as a liaison between the State Assistance Officers and the local jurisdictions.

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

ADMINISTRATION AND LOGISTICS

- A. Policies – Every effort is made to provide assistance to the people. The General Assistance Administrator keeps the EOC informed of unmet needs.
- B. Reporting – Gouldsboro and the American Red Cross keep records of assistance provided.

**Disaster Assistance
TASK ASSIGNMENT CHART**

Agency	Develop & Maintain Disaster Assistance Action	Coordinate DAC Location	Develop Map/Plans for DAC Staffing	Establish Assistance Policies & Procedures	Provide Public Information to Disaster Victims	Administer Assistance Programs
Selectmen/Administrator				P	P	
LEMAD	P	S	P		S	
Law Enforcement					S	
Fire Department					S	
EMS					S	
Health Officer/GA Adm.	S	S		S	S	P
Road Commissioner			S	S	S	
School Department					S	
Harbor Master				S	S	S
Red Cross		S		P	P	P
Other Volunteer Organizations				P	P	P

P – Primary Responsibility

S- Support Responsibility

**Disaster Assistance
CHECKLIST**

- Review available local assistance.
- Contact Red Cross chapter and coordinate further assistance with them.
- Keep accurate records of assistance given.

Appendix 12 HAZARD MITIGATION

SITUATION – State law requires each municipality to have a comprehensive land use plan that includes an analysis of hazardous areas and flood plains. There are four basic approaches to mitigation: structures, land use controls, building codes, and elimination of a specific hazard or reduction of the frequency and intensity of its occurrence. The National Flood Insurance Program offers flood insurance at a reasonable cost. It has a mitigating effect on the suffering caused by heavy flooding.

CONCEPT OF OPERATIONS – Following a Presidentially declared disaster, the Maine Emergency Management Agency (MEMA) administers the section 404 Hazard Mitigation Program as required by the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Members of a State Hazard Mitigation Team are designated. The State Hazard Mitigation officer, a member of the Department of Economic and Community Development, Office of Comprehensive Planning, coordinates the activities of the team. He is responsible for project management. The Chairman of the Board of Selectmen appoints a person to be the team's local contact. This information is included in the grant application (see the State of Maine hazard Mitigation Administrative Plan). An evaluation of damages is made and practical steps that may be taken to mitigate future damage are considered. A hazard mitigation plan is developed at the State level and may be used as the basis for a Section 404 Project application. It also may be used for local mitigation planning.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES – Hazard mitigation efforts primarily are the responsibility of the Town of Gouldsboro and individual land owners. Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

- A. Policies – Gouldsboro has approved ordinances required for participation in the National Flood Insurance Program. Those responsible for municipal planning identify appropriate mitigation measures and recommend their implementation.
- B. Gouldsboro may be asked to report mitigation measures to the County EMA Director. The County forwards necessary reports to MEMA.

**Mitigation
TASK ASSIGNMENT CHART**

Agency	Provide Resource Information	Develop or Maintain Guidelines	Provide Public Information	Lead Mitigation Efforts	Develop Mitigation Policies	Enforce Mitigation Policies
Selectmen / Administrator		S		P	S	S
LEMAD	P	P	P			
Law Enforcement						
Fire Department						
EMS						
Health Officer/GA						
Road Commissioner						
School Department						
Harbor Master						
Planning Board		S	S		P	
Code Enforcement Officer						P

P - Primary Responsibility

S - Support Responsibility

**Hazard Mitigation
CHECKLIST**

- Review land use controls, building codes and eligibility for participation in National Flood Insurance Program
- Designate person to be key county/state contact regarding damage assessment/hazard mitigation following an emergency
- Provide public with information regarding local regulations and suggestions for individual mitigation efforts
- Cooperate with State hazard Mitigation Team if activated, assisting them in plan and application development.
- Review State Hazard Mitigation plan and consider recommendations for local area if not included in a grant.

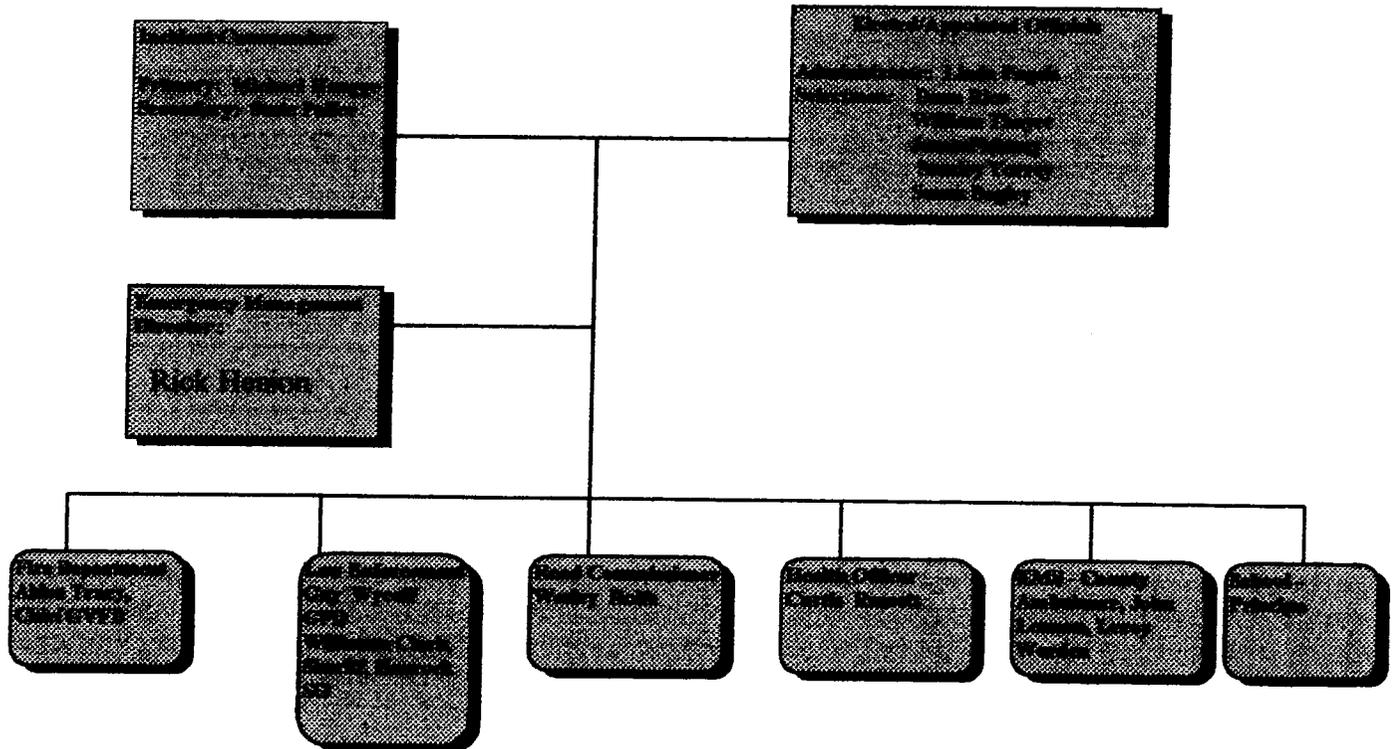
Appendix 13 HAZARDOUS MATERIALS

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

Areas of risk include locations of hazardous materials manufacture, processing, or storage facilities, also hazardous waste treatment, storage and disposal sites. The population within a 5 mile radius of facilities or within a 5 mile corridor along a transportation route could be affected.

Technical advice or assistance is available through the incident command system from State, Federal and chemical experts. The name of the Incident Commander in hazardous materials response is Michael Hangge of the Ellsworth Fire Department, 667-2525.

Chain of Command



Fixed Facilities

<u>Facility Name</u>	<u>Address</u>	<u>Chemical Name</u>	<u>CAS#</u>	<u>Storage Qty - Max</u>
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Stinson Canning

Anderson's Hardware Route 1

Mac's Groceries Birch Harbor

TRANSPORTATION ROUTES

<u>Transportation Routes</u>	<u>Chemical Names</u>	<u>CAS#</u>	<u>Shipment Quantity (Max)</u>
------------------------------	-----------------------	-------------	--------------------------------

US Route #1.

Route # 186

Route # 195

**HAZARDOUS MATERIALS
CHECKLIST
FIRST OFFICER ON SCENE**

- Observe situation from a safe distance
- Confirm location, affected people, animals, environment, etc.
- Check wind direction and prevailing weather
- Identify source of hazardous material
- Identify chemical name and form (solid, liquid, gas)
- Refer to the orange Emergency Response Guidebook (DOT) for Initial Response to Hazardous Materials Incident.
- Report findings to dispatcher including safe access routes, size of hazard area.
- Serve as temporary on-scene communications point until fire department establishes incident command post.
- Estimate potential harm to life, property and environment, as necessary.
- Secure area. **WARNING: Do not enter incident area without appropriate protective clothing and equipment!**
- Evacuate immediate affected area, especially downwind, downstream, and crosswind.
- Establish and control incident perimeter area.
- Brief Incident Commander and coordinate further activities with Command Post.

Initial Notification

- Local Fire Department 963-7788
- Maine State Police 1-800-452-4664
- LEPC Coordinator 667-2525 (Ellsworth Fire)

**RECOMMENDED HAZ-MAT INCIDENTS SCENE LAYOUT
(see diagram on following page)**

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

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

Additional Information Sources:

Maine State Police 1-800-452-4664 (866-2122)

CHEMTREC 1-800-424-9300

Maine Dept. Of Environmental Protection 1-800-482-0777

State Emergency Response Commission 1-800-452-8735

National Response Center 1-800-424-8802

Typical Hazardous Materials Response Scene

