

TOWN OF ACTON

COMMUNITY

EMERGENCY CHECKLIST PLAN

Prepared by:

Town of Acton
Emergency Management Agency
P.O. Box 540
Acton, ME 04001

and

Maine Emergency Management Agency
State House Station 72
Augusta, Maine 04333

(Model revision: July 1995)

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**ACTON
COMMUNITY EMERGENCY CHECKLIST PLAN**

The Community Emergency Checklist Plan for Acton has been approved.

Board of Selectmen:

Robert T. Gore Jr., Chairman

Date

Lorraine Yeaton

Nancy Ruma

To All Recipients:

Transmitted herewith is the Community Emergency Checklist Plan for Acton. This plan supersedes any previous plans promulgated for this purpose. It provides a framework to use in performing emergency functions during a disaster. This plan is also complemented by the "Emergency Guide for the Acton Elementary School" and the "Emergency Action Plan for the Great East Lake and Horn Pond Dams, #241.14 and 241.15".

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

This plan will be tested, revised, and updated as required. All recipients are requested to advise the Acton Emergency Management Agency regarding recommendations for improvement. The Acton EMA Director and the Acton Selectmen are authorized to make appropriate updates and revisions when required.

Robert T. Gore Jr., Chairman
Acton Board of Selectmen

Date

ACTON
COMMUNITY EMERGENCY CHECKLIST PLAN
DISTRIBUTION LIST

A complete copy of the Plan may be found at:

1. Maine Emergency Management Agency
2. York County Emergency Management Agency
3. Town Office
4. Acton Public Safety Building EOC

Emergency Plan

Revision Sheet

Date

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

Plan Component	Remove Numbered Pages	Insert Pages Numbered

**EMERGENCY CHECKLIST PLAN
BASIC PLAN**

PURPOSE

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

SITUATION

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

CONCEPTS OF OPERATIONS

The Emergency Management Agency (EMA) Director is responsible to the BOARD OF SELECTMEN for decisions and actions taken. The BOARD OF SELECTMEN is legally responsible for the function of this local government.

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

The elected officials 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 local government a request for assistance may be made through County and State EMA channels to the Governor. He may declare a disaster within certain or all parts of the County and make State resources available to save lives, protect property and aid in disaster recovery.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Most departments have been assigned emergency functions that complement normal duties. Each department will develop and maintain its own Standard Operating Procedures (SOP). Organizations that are not a part of government may also have responsibilities. For emergencies concerning the Acton Elementary School or flooding along the Salmon Falls River due to dam failures, please refer to Reference (d) "Emergency Planning Guide for Acton Elementary School" or reference (e) "Emergency Action Plan for Great East Lake, Horn Pond Dam 241.14, 214.15".

B. Task Assignments

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

ADMINISTRATION AND LOGISTICS

A. Policies

The Board of Selectmen and the EMA Director in conjunction with the Fire Chief are

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Basic Plan

responsible for activation of this plan during a National Disaster or State of Emergency. For non declared emergencies by the State or Federal Government, the EMA Director or Fire Chief may activate this plan as needed.

B. Reporting

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

C. Agreements and Understandings

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements and negotiated emergency understandings. Agreements exist with the Community Mutual Aid System for fire and rescue emergency services as described on Page 17. They also exist with State agencies for forest fire suppression, rural search and rescue, and riot control.

D. Compensation

In accordance with Art. 57 of the June 9, 1998 Town Meeting, the Selectmen, with the consent and advice of the Warrant & Finance Committee are authorized to reimburse the members of the Acton Fire Department for any National Disaster or State of Emergency, at the same rates as established for the highway department. Firefighter as laborer, apparatus operator as equipment operator and officers same as road commissioners. Funds to come from unappropriated surplus.

PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibilities

Departments and Agencies develop and maintain their organizational policies and procedures.

B. Deficiencies

Deficiencies are summarized and submitted in writing to the EMA Director when noted.

C. Updating & Revision Procedures

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

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AUTHORITIES AND REFERENCES

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.

References

(a) State & Local Guide 1-xx Guide For all Hazards
Emergency Operation Planning (3/96)

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

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

(d) Emergency Planning Guide for Acton Elementary School

(e) Emergency Action Plan for Great East Lake and Horn Pond Dams #241.14, 241.15

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Basic Plan

Emergency Checklist Plan

**Basic Plan
Task Assignment Chart**

Agency	Alert & Warn	Dir & Ctrl.	Emerg Srvcs	Emerg Info & Educ.	Evac.	Shelter	Resrc. Manag	RAD Protect	Damag Assess	Disast Assist	Mitigation
Elected Officials	X	X	X	X	X		X		X	X	X
Emerg. Managmt	X	X	X	X	X	X	X	X	X	X	X
Law Enforce	X	X	X	X	X	X	X	X	X	X	
Fire Dept.	X	X	X	X	X	X	X	X	X	X	
Emerg. Medical Rescue	X	X	X	X	X	X	X		X	X	
Health & Welfare	X	X	X	X	X	X	X		X	X	
Road Comm.	X	X	X	X	X	X	X		X	X	X
School	X	X	X	X	X	X	X		X	X	
Public Info Person		X									

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Basic Plan

HAZARD ASSESSMENT

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

- | | |
|------------------------|---|
| Natural Hazards: | Floods
Winter Storms
Hurricanes
etc. |
| Technological Hazards: | Industrial Haz-Mat
Transportation Haz-Mat |
| National Security: | Terrorism |

Other hazards that may affect Acton include:

- Dam Breakage - Salmon Falls River
- Forest Fires

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Basic Plan

Hazard Assessment

COMMUNITY MAP

**ACTON DEMOGRAPHICS
POPULATION STATISTICS, 1990 CENSUS (or estimates)**

Total Year Round Population	1727
Under 5 Years old	120
18 Years Old and Over	1033
65 Years old and Over	259
Median Age	33.7
Non-English Speaking at Home	-
Seasonal Population Estimate*	3500
HOUSING STATISTICS, 1990 CENSUS (OR ESTIMATES)	
Total Housing Units	1596
Units with 1 Unit in Structure	1435
Units with 5 or More Units in Structure	-
All Renter-occupied Housing Units	67
Vacation Housing Units	907
Mobile Home, Trailer, Other	73
Persons Per Household	2.7
Persons in Group Quarters	-
SOCIAL AND ECONOMIC STATISTICS	
Total Labor Force, 1990	1337
Per Capita Income, 1990	13,198
Median Household Income, 1990	29,836
Total Municipal Valuation, 1999*	201,713,629
THREE LARGEST INDUSTRIES by EMPLOYMENT	

Manufacturing: Number Of Persons Employed	Hurd Lumber 11
Services: Number of Persons Employed	Potting Shed 10
Retail Trade	Trading Post 8

* Not a Census Bureau Statistic

Alert & Warning

ALERT AND WARNING

SITUATION

The primary National Warning System (NAWAS) warning point for York County is in the York County Dispatch Center at Rte 202, Alfred, Maine. It is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The County EMA is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio System serves the coastal area. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The local warning point is the York County Dispatch Center. It is responsible for alerting elected officials and municipal departments. It is also responsible for providing warning to special care facilities (boarding homes, medical facilities and schools), the hearing impaired, non-english speaking groups and the public via warning devices and mobile notification. The school has warning procedures for its facilities as part of its emergency planning guide.

CONCEPT OF OPERATIONS

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

A. Policies

The EMA Director in conjunction with elected officials and emergency service chiefs develops guidelines for alerting personnel and special care facilities, and warning the public.

B. Reporting

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

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Alert & Warning

**EMERGENCY CHECKLIST PLAN
Alerting and Warning
Task Assignment Chart**

Dept/Agency	Develop Annex	Maintain Alert List	Receive Warning	Alert Key Govt. Officers & Special Facilities	Alert Staff	Relay Fanout Warning	Public Warning
Elected Officials	S	P	S	S	P	S	S
Emergency Management	P	P	S	S	P	S	S
Fire Department	S	P	S	S	P	S	P
Emergency Medical/Rescue	S	P	S	S	P	S	S
Health & Welfare	S	P	S	S	P	S	S
Road Commissioners	S	P	S	S	P	S	S
School Department	S	P	S	S	P	S	S

Dispatcher	S	S	P	P	S	P	S
------------	---	---	---	---	---	---	---

P=Primary Responsibility S=Support Responsibility

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Alert & Warning

MUNICIPAL FANOUT CHART

Primary Warning Points

County - York County Emergency Management Agency
(Telephone #) 1-207-324-1578

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* DISPATCHER *
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*
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*Selectmen * *EMA Director*
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*Sheriff* * Fire* *Rescue* * Road ** Hospital * *School * *Health *
* Dept * * Dept* * * * Comm ** * * * *Officer *
.)))))- .)))))- .)))))- .)))))-.)))))- .)))))- .)))))-

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Alert & Warning

ACTON FIRE DEPARTMENT FREQUENCY INFORMATION

Frequencies

Primary Dispatch:	460.5500
Fire - 4	465.5750
Fire - 5	460.6250
Fire - 6	460.5750
Fire - 7	460.5750
Fire - 8	465.5750

Other Radio Capabilities

Sanford PD
Wells FD
Limington FD
State Fire High Band Frequencies
Ossipee Valley Mutual Aid (Carroll County, NH)
Milton, NH Fire

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Alert & Warning

**Alert and Warning
Checklist**

Receive notification.

From

___ Complete fanout according to SOP (To be developed for Acton).

If limited warning time, the following actions may be undertaken by the law enforcement and fire service personnel.

- ___ a. Fixed warning devices are activated.
- ___ b. Mobile notification routes are followed with public address system or door to door notification.
- ___ c. Mobile notification to special needs schools. See list of special needs facilities in file.
- ___ d. Notification to hospitals, clinics and nursing/special care facilities.

Other public warning is used as available and as time permits.

- ___ a. Radio announcements
- ___ b. Television announcement
- ___ Keep signed logs of emergency communication traffic.

Also see the Emergency Information and Education Section.

EMERGENCY CHECKLIST PLAN

DIRECTION and CONTROL

SITUATION

Many hazards cause disasters of a magnitude that makes centralized direction and control necessary. The Public Safety Building is used as an Emergency Operating Center (EOC) when needed. It is located at 1075 Route 109. It's communications capabilities include telephones, computer modem, 2-meter RACES, citizens band, County to local LGRS, County Fire Services, and ambulance services radio. The York County EOC is located in Alfred, ME.

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 EMA Director assists the Board of Selectmen and in conjunction with the Fire Chief, activates the EOC as a central location for decision making. The EOC will be manned primarily by fire/rescue personnel.

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen exercise broad control over emergency operations. They provide guidance on policy and approve information for the public. All department heads shall ensure that their representative assigned to support the EOC shall work in a mutual supportive way. The department representative shall 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 fire department provides logistical support for the EOC staff. Each emergency service provides 24 hour representation during the emergency period.

B. Reporting

All messages are logged in. Information may need to be verified before distribution. Check with EMA Director. Situation reports are compiled daily or as requested and forwarded to the York County EMA and the Board of Selectmen. Each participating unit keeps a chronological record of major events during the EOC operations. The officer in charge develops the event log. All communications stations keep traffic logs. Additional operational reports are submitted as requested.

Direction & Control

EMERGENCY CHECKLIST PLAN
Direction and Control
Task Assignment Chart

Dept./Agency	Decision Making	EOC Activation & Staffing	Emerg. Response	Develop Annex	EOC Logistics & Support	Coordinate Services
Elected Officials	P	S	S	S		S
Emergency Management	S	P	S	P	P	P
Law Enforcement	P	S	P	S	S	S
Fire Department	P	P	P	S	S	S
Emergency Medical/Rescue	S		P	S		S
Health and Welfare	S		P	S		S
Road Commissioners	S		P	s	S	S
School Department	S		S	S	S	S

P= Primary Responsibility S= Support Responsibility

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DIRECTION AND CONTROL
LOCAL KEY CONTACTS

TOWN: ACTON

Selectman: Chairman-Board of Selectmen
Tom Gore
Acton Town Hall
636-3839
477-8158

Selectman: Lorraine Yeaton
Acton Town Hall
636-3839
636-2146

Selectman: Nancy Ruma
Acton Town Hall
636-3839
636-1829

Public Information
Officer:

Fire Chief: Harold Smith
636-2914

Rescue Chief: Peter Holtby
477-2707

Town Constable: Peter Gallagher
636-3455

Road Commissioner
District 1: David Winchell Sr.
636-3622

Road Commissioner
District 2: Bernard Yeaton
636-1522

EMA Director: Richard Neal
636-3205

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Direction & Control

Code Enforcement Officer: Kenneth Paul
Acton Town Hall
636-3497
Home #603-522-6218

Health Officer: Linda Whitman
603-473-8683

Plumbing Inspector: See Code Enforcement Officer

School Superintendent: Acton School Department
Gloria Leveillee
636-2100

Assessor: Selectmen

Town Attorney: Bourque & Clegg
324-4422

Welfare Officer: Lorraine Yeaton
636-3839 or 636-2146

Shelter Officer: See EMA Director

Radiological Officer: Acton Fire Dept

Resource Management Officer: See EMA Director

Damage Assessment Coordinator: See Assessor
See EMA Director:

DIRECTION AND CONTROL
AREA AND STATE CONTACTS

Fire/Rescue Mutual Aid Towns

Newfield Fire Dept.	York County Communications Chief Paul Colwell Newfield Station	911 783-8255 793-8832
Shapleigh Fire Dept.	York County Communications Chief Richard Goodwin Station	911 490-4950 636-2211
Lebanon Fire Dept.	York County Communications Chief Gil Gerrish Station	911 457-2008 457-3922
Wakefield Fire Dept.	Carroll County Dispatch	603-652-4533
Milton Fire Dept	Carroll County Dispatch Chief Todd Nason	603-539-2261
Sanford Fire Dept.	Sanford Dispatch Chief Ray Parent	324-3644
County Sheriff	York County Sheriffs Office, Alfred Me 911 1-207-324-1113	
Area Ambulance	Acton Ambulance 911	
Animal Control Officer	Frank Shippee 324-4821	
Closest Maine State Police Dispatch	State Police, Gray 1-800-482-0730 1-207-793-4500	
Department of Environmental Protection	Portland, ME 1-800-482-0777	
Forest Service Fire Assistance	Alfred, ME 1-207-324-6633 Augusta 1-800-750-9777	

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Direction & Control

Maine Warden Service (Search and Rescue)	1-800-452-4664
Hazmat Response Team Maine DEP County EMA	1-800-482-0777 1-207-324-1578 (for contacting Portsmouth Naval Shipyard Hazmat Team)
National Weather Service Portland, ME	1-207-775-7781
U.S. Coast Guard (closest) Portsmouth, NH	1-800-424-8802 1-603-436-4414
Wilderness Rescue York County	911
County Emergency Management Agency	1-207-324-1578 911
Medical Examiner Maine State Police	1-800-452-4664 1-800-482-0730 1-207-793-4500
American Red Cross, Sanford	1-207-324-4071
Public Alerting Radio Sanford, ME EBI	1-207-324-7271
Portsmouth COOL Sanford, ME EBI	1-603-430-7553 1-207-324-7271
Public Alerting TV Portland Channel 6	1-800-482-9633
Maine Emergency Management Agency (MEMA)	1-800-452-4664
Power Company Office	1-800-535-5532 1-800-336-5551
Dam Breach (Sheriff) York County	911

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Direction and Control
EOC CHECKLIST

Incident: _____

Date:

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

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Direction & Control

Direction and Control
Communications Center Checklist

- Operationally check all radios. Report any needed repairs
- Maintain a master log of all communications
- Keep file copy of all messages received and record date and time received
- Keep message log

MESSAGE PRIORITIES

Emergency: Life threatening situation. Immediate response required

Immediate: Lives or property at risk. Respond as soon as any emergency traffic has been processed.

Priority: Timely response required

Routine: Routine day to day messages

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Direction & Control

DIRECTION and CONTROL

FAX MACHINE DIRECTORY

FACILITY TELEPHONE NUMBER

Local Fire	1-207-636-4520
Sanford Hospital	1-207-490-7328
Town Office	1-207-636-4526 1-207-636-4528
Sheriff Office	1-207-324- 1299
County EMA Office	1-207-324-4997
Maine State Police-Troop A	1-207-324-1150
Gray	1-207-657-3030 1-207-793-4500
DEP	1-207-287-7826
National Weather Service	1-207-688-3230
Radio Station	1-207-324-7271
TV Station WCSH TV 6	1-800-482-9633
Maine Emergency Management Agency/EOC	1-207-626-4499/4079

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Emergency Services

EMERGENCY SERVICES

SITUATION

The following groups have specific responsibilities during an emergency.

Elected Officials: The chief elected officials make policy decisions and have responsibility for emergency response within the Town of Acton.

Emergency Management: As mandated by Maine State Law, the Board of Selectmen has appointed an Emergency Management Agency (EMA) Director. He/she maintains the EOC and advises officials and agencies on emergency procedures. The EMA Director activates the EOC when necessary, coordinates resources, emergency response, and recovery efforts, and compiles damage assessment reports.

Law Enforcement: Primary law enforcement for the Town of Acton is the York County Sheriff Department or Maine State Police. A Town Constable is also available if necessary. They are responsible for evacuation and traffic control.

Fire Services: See attached Fire Suppression.

Personnel may help in evacuation and traffic control if necessary. They may also assist the road commissioners in clearing of roads during a major storm.

Emergency Medical & Rescue Services: Acton Rescue will be responsible for providing ambulance and rescue sources.

Health and Welfare: A health officer has been appointed. She is responsible for protecting the public's health. Medical care is provided by H.D. Goodall Hospital. The General Assistance Administrator carries out Acton's welfare assistance as required.

Public Works: The Public Works Department consists of 2 Road Commissioners. They are primarily responsible for highway maintenance and assist in damage assessment.

Water/Sanitation: The residents of Acton are served by private wells and septic systems.

School Department: The Acton Elementary School is not part of a SAD. The Acton Elementary School is used as a primary public shelter resource. The Red Cross has an agreement with the Town of Acton.

Emergency duties parallel normal responsibilities when possible.

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Emergency Services

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), reports to the Selectmen, and to the designated Emergency

Manager 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 will maintain radio communication on channel 9 with the respective EOC to integrate his/her agency's response with that of other emergency services. Each emergency service coordinator reports response activities to the EM Director.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

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

B. Task Assignments

Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

A. Policies

Administrative and logistical support of operational field elements is the responsibility of each participating agency. Each department chief is responsible for deciding when a situation is too hazardous for his personnel to remain in an area. The health and safety of personnel is a priority concern. Each agency records resources used in an 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 EMA Director for protection under State law.

B. Reporting

Dept/Agencies keep an event log on each significant event and include their response. Dispatchers keep radio logs of radio communications including the time and contents of each transmission.

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

C. Agreements and Understandings

Some emergency service agencies have formal or informal mutual aid agreements with adjoining jurisdictions.

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Emergency Services

EMERGENCY CHECKLIST PLAN

Emergency Services Task Assignment List

Dept/Agency	Hazard ID	Training Staff & Vol.	Public Ed.	Revise SOP's	Develop Mutual Aid Agree	Roster Reserve Inventory	Comm. Warning Cap	Test Exercise	Cood. Disaster Resp.	Restore Essential Services Facility	Return Repair Borrow Equip.	Conduct Critique Prepare Reports
Elected Officials	S			S	S			S	S			S
Emerg. Management	P	P	P	P	P	P	P	P	P	S	P	P
Law Enforcement	P	P	P	P	P	P	P	P		P	P	P
Fire Dept.	P	P	P	P	P	P	P	P		P	P	P
Emergency Rescue	P	P	P	P	P	P	P	P		P	P	P
Health & Welfare	P	P	S	P	P	P	P	P		P	P	P
Public Works	P	P		P	S	P	P	P			P	P
School Dept.	S	P	S	P	S	S	P	P	S	S	P	P

P= Primary Responsibility S= Support Responsibilities

Town of Acton

Revision Date_____

Emergency Services

FIRE SUPPRESSION

A. PURPOSE

The purpose of this section is to outline the responsibilities of the Fire Department and its methods of coordination with other departments and agencies in time of emergency.

B. AUTHORITIES

The authorities for this section are those stated in the Basic Plan Section.

C. SITUATION

The Fire suppression functions include fire safety, fire surveillance and reporting procedures and fire fighting for all types of fires.

The Fire Department is a volunteer organization of about 40 members headed by a Chief and is well-equipped to perform its assigned functions as any community of comparable size. It is a member of the Community Fire Mutual Aid System. The Fire Station does have emergency power.

The Fire Department is the largest single source of manpower in the community, but in a major emergency, it would probably need additional personnel and equipment to perform all of its assigned tasks. Due to the nature and size of the emergency, mutual aid assistance may be unavailable or severely limited, so expedient measures may have to be developed at the time of crisis.

In the event of an actual nuclear attack, major fire storms can be expected in the immediate ground zero area for a radius of five to ten miles. Fire fighting activity in these areas will, of necessity, be confined to the outer perimeter of the ground zero area to contain damage within the area and prevent the spread of fire to otherwise undamaged areas.

The Fire Department maintains Standard Operating Procedures (SOP's) for fire suppression and regularly trains its personnel in those procedures and coordination with other emergency services is standard procedure.

D. ORGANIZATION

Delegation of authority within the department is through the normal chain of command:

Chief:	Harold Smith
Deputy Chief:	Peter L. Smith
Captain:	Robin Ham
1st Lieutenant:	Mark Searway
2nd Lieutenant:	Ben Gore

Town of Acton

Revision Date

EMERGENCY MEDICAL SERVICES

A. PURPOSE

The purpose of this section is to outline the function and responsibilities of the Acton Ambulance Association and it's methods of coordination with other departments and agencies in time of emergency.

B. AUTHORITIES

The authorities for this section are those stated in the basic plan section.

C. SITUATION

The Acton Ambulance Association is a private non-profit organization formed in 1980. The object of the association is to provide up to date experience and efficient ambulance service to all those in the Town of Acton and to respond under mutual aid agreements to any town that needs emergency services.

D. ORGANIZATION

The members of this Association consist of all residents who make monetary contributions or contributes any volunteer work to the association during the previous year. All members have voting rights at any special or annual meeting.

The officers of the association consist of the President, Vice President, Recording Secretary and Treasurer, who is also the Correspondence Secretary. There is a Board of Directors that consists of the officers of the Acton Ambulance Association, three members of the Rescue Squad and three members at large. The major function of the Board of Directors is to raise the necessary funding and control expenditures necessary to support the ambulance and it's auxiliary equipment. The ambulance is under the control of the rescue squad which consists of qualified EMT'S, CMT'S and Drivers. The rescue squad operates under it's own SOG's (Standard Operation Guidelines) and also furnishes mutual aid to the same communities as the fire department.

Town of Acton

Revision Date_____

Emergency Information

EMERGENCY INFORMATION and EDUCATION

SITUATION

The County and Acton have continuing programs that provide information about potential hazards, local government preparedness activities, and emergency services to the public. Activities include public service announcements on radio and television stations, brochures, pamphlets, publications, and

interviews with the media.

CONCEPT OF OPERATIONS

The Media Operations Center (MOC) is a single information center for the Town of Acton. It is established at the Public Safety Building in a major incident. Information is distributed and media briefings are held as frequently as possible.

Media releases are prepared in the Joint Information Center (JIC) at the EOC and a Rumor Control section monitors radio and television news and answers telephone inquiries.

The County EMA activates the Emergency Broadcast System. If the County EMA Director can't be reached, contact the Maine State Police.

The Public Information Officer (PIO) is responsible for all contacts with the media. He oversees the operation of the JIC, the MOC and Rumor Control.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Assignments are shown on the Chart following this section.

ADMINISTRATION AND LOGISTICS

A. Policies

The Chairman, Board of Selectmen or EMA Director approves all public information. Emergency information is released to the local media through the MOC, if established, or the EOC.

Information is verified before release. Rumors are investigated and correct information issued if necessary.

Radio, television and newspaper announcements are monitored to ensure accuracy.

The PIO keeps lists of media contacts up-to-date.

B. Reporting

The PIO keeps logs of emergency information activities.

Town of Acton

Revision Date

Emergency Information

EMERGENCY INFORMATION & EDUCATION

Task Assignment Chart

Department/Agency	Coordination	Media Relation	News Releases	Education
Selectmen	S	P	S	S
Emergency Management	P	S	S	S
Law Enforcement	S	S	S	S
Fire Department	S	S	S	S
Emergency Medical/Rescue	S	S	S	S
Health and Welfare	S	S	S	S
Road Commissioners	S	S	S	S
School Department	S	S	S	S
Public Information Officer	P	P	P	P

P= Primary Responsibilities S= Support Responsibilities

Town of Acton

Revision Date _____

Emergency Information

EMERGENCY INFORMATION AND EDUCATION

CHECKLIST

Below are suggested actions for the Acton Public Information Officer (PIO) and Joint Information Center (JIC) staff during an emergency. Changes may be made depending on the 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 extend 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 spokesperson is thoroughly briefed about all aspects of the emergency.

___ Keep the Selectmen and EMA Director informed of all actions taken or planned.

___ Maintain a log and a file.

___ Keep County EMA informed of all information released.

Town of Acton

Revision Date

Evacuation

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 EMA Director oversees an evacuation within Acton. He may request assistance from the County Emergency Management Agency (EMA).

The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. Evacuation is coordinated with shelter operations, emergency information and traffic control operations.

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

Evacuation and reentry instructions are given via radio, television, and/or printed material.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The EMA Director Coordinates evacuation activities, compiles all evacuation information, and keeps the elected officials/manager and the PIO informed.

Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

A. Policies

The chief elected official/manager or his designee is responsible for ordering evacuation to protect the health and safety of the public. The first responding emergency personnel initiates emergency evacuation of a threatened area and notifies their headquarters.

Special care facilities (nursing homes, jails, etc.) are responsible for the safety of their residents and initiating evacuations as necessary. Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.

Town of Acton

Revision Date

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.

Town of Acton

Revision Date

Evacuation

**EMERGENCY CHECKLIST PLAN
EVACUATION
Task Assignment Chart**

Dept/Agency	Policy	Coord.	Traffic Control	Barric.	Highway Maint. Debris Removal	Evac. of Special Care Facility	Transport	Security of Evac. Area
Elected Officials	P							
Emerg. Management		P						
Law Enforcement	S	S	P			S	S	P
Fire Dept.			S			S	S	S
Emerg. Rescue						P	S	
Health & Welfare						S		
Public Works			S	P	P			
School Dept.						S	S	

P= Primary Responsibility S= Support Responsibility

Town of Acton

Revision Date

Evacuation

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.

Town of Acton

Revision Date

Shelter

SHELTER

SITUATION

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

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

CONCEPT OF OPERATIONS

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The EMA Director is responsible for ensuring shelter capabilities exist. There is an agreement with the Sanford Chapter of the American Red Cross to manage shelters in most emergencies. They coordinate and manage their shelter management teams. 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.

Town of Acton

Revision Date

Shelter

ADMINISTRATION AND LOGISTICS

A. Policies

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

B. Reporting

Shelter managers keep the Shelter Officer informed of the status of the shelters. The Shelter Officer reports the status of the 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.

Town of Acton

Revision Date

Shelter

**EMERGENCY CHECKLIST PLAN
SHELTER**

Task Assignment Chart

Dept/Agency	Develop Shelter Lists	Shelter Agree.	Shelter Marking	Shelter Coord.	Shelter Mgt. Training	Shelter Mgt. & Operate	Registration	Commica-tion	Traffic Control Security	Mass Feeding
Elected Officials										
Emergency Management	P	S	S	P		S	S			
Law Enforcement								S	P	
Fire Department							S	S		
Emergency Medical/Rescue				S				S		
Health & Welfare	S		S	S	S	S	S			S
Road Commissioners			S					S		
School Dept.	S	S	S	S	S	S	S	S		S
Red Cross	S	S	S	S	S	S	S			P
Salvation Army & Other Private Org.			S	S	S	S	S			P/S

P= Primary Responsibilities

S= Support Responsibilities

Town of Acton

Revision Date _____

Shelter

LOCAL SHELTER FACILITIES

SHELTERS

Facility Acton Elementary School
Location 700 Milton Mills Road
Telephone 636-2100
Capability

Facility Acton Public Safety Building
Location 1725 Route 109
Telephone 636-3230
Capability

Facility Acton Town Hall
Location 35 H Road
Telephone 636-3839
Capability

Facility Acton Congregational Church
Location 59 H Road
Telephone 636-3430
Capability

Facility Potting Shed
Location Route 109
Telephone 636-3369
Capability

CONGREGATE CARE/LODGING FACILITIES

(none available)

ESSENTIAL WORKER FACILITIES

(select safe shelter nearest hazard for essential workers and their families)

FEEDING FACILITIES

Facility- Acton Elementary School
Location- 700 Milton Mills RD.

Facility- Acton Town Hall
Location- 35 H RD.

Facility- Acton Congregational Church
Location- 39 H RD.

Town of Acton

Revision Date

Shelter

SHELTER

Checklist

___ Contact the American Red Cross Representative and alert to possible need for shelter.

If American Red Cross agreement not developed: Contact and activate shelter personnel. Cost may be borne by Town of Acton.

___ Activate necessary shelters.

- ___ Ensure shelters are adequately stocked and staffed.
- ___ Ensure security is provided for shelters.
- ___ Provide communications link between shelter & EOC.
- ___ Maintain status of shelter operations and allocations.
- ___ Upon authorization, release shelterers.
- ___ Clean and return shelters to original condition.
- ___ Submit shelter expenditure statement for reimbursement.

Town of Acton

Revision Date

Resource Management

RESOURCE MANAGEMENT

SITUATION

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

CONCEPT OF OPERATIONS

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Acton Board of Selectmen have appointed the EMA Director as the Resource Management Officer. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention shall be given to the unique needs of special care facilities and populations.

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

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

ADMINISTRATION AND LOGISTICS

A. Policies

Selectmen may implement conservation procedures if needed.

B. Reporting

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

C. Resource/Equipment Lists

Lists of Emergency Response Equipment/Resources, shall be maintained on the computer in the EOC.

Town of Acton

Revision Date _____

Resource Management

**EMERGENCY CHECKLIST PLAN
RESOURCE MANAGEMENT
Task Assignment Chart**

Dept./Agency	Dev. & Maintain Annex	Inv. Resources	Maintain Operation Rediness	Resource Manag. Coord.	Letters of Understanding with private sector	Sector Mutual Aid Agree.	Restore Essential Service & Vital Facilities	Recondition Replenish Replace Restore	Establish Requisition Policy
Elected Officials									
Emergency Management	P	S		S	P		S	S	
Law Enforcement									S
Fire Dept.								S	S
Emergency Medical/Rescue					S			S	
Health & Welfare	S			S	S	S	S	S	
Road Commissioners					S				S
School Dept.	S	S		S	S	S	S	S	S
Private Sector	P		S	P	P	S	S	P	

P= Primary Responsibilities S= Support Responsibilities

Town of Acton

Revision Date

Resource Management

Resource Management
Checklist

- ___ Check that each department has a current inventory of equipment and no unusual shortages.
- ___ Provide special facilities and populations with resources as promptly as possible.
- ___ Check Mutual Aid Agreements are current and available for reference.
- ___ Activate Mutual Aid Agreements.
- ___ Make requests for additional resources through County EMA on a Request for Resources form unless life threatening situation or other procedures are in place.
- ___ See that borrowed equipment and resources are returned.

Town of Acton

Revision Date

Radiological Protection

RADIOLOGICAL PROTECTION

PURPOSE

To provide basic procedures to be followed in the event of an accident involving the transportation of radiological materials or the possibility of radioactive fallout in the Town of Acton.

SITUATION

Various radioactive materials are used and transported within the State. The occurrence of incidents or accidents in the transportation and use of these materials is a significant possibility. The Town of Acton needs to be able to identify radiation packaging to assess its seriousness, and to take appropriate protective and remedial actions to protect the health and safety of the citizens.

The use of nuclear energy for commercial nuclear power production of which there are two adjacent to the State of Maine (one in Canada and one in the State of New Hampshire), warrants preparedness planning in the event that one of these facilities experience an accident which releases, or threatens to release, radioactive materials to the environment.

In the event of a National Security Emergency, response to and recovery from a release of radioactive materials to the environment, would require that the majority of protective warnings, guidance and measures initially be taken at the local level of government.

The primary movement of radiological materials within the Town of Acton is over the highway system. This plan will concentrate on the response to highway accidents, but will also be applicable to possible aircraft crashes.

ASSUMPTIONS

The highway system in Maine provides the primary surface link within the State and the remainder of New England. Movement of radioactive materials in certain instances over the highway system in Maine is restricted by State Law according to Part L of the State of Maine Rules Relating to Radiation Protection.

In case of an accident involving shipment, there could be a breach of containment allowing the contents to be released. The possibility of a loss of containment can be identified as a low or high hazard.

- a. Low hazard with a high probability-accidents that may involve Type A containers. The majority of radioactive materials are shipped in Type A packaging, such as radio pharmaceuticals.
- b. High hazard with low probability-accidents that involve Type B packaging shipments that require severe damage to the packaging before the release of radioactive materials. Examples of this type of shipment are research and industrial sources and spent nuclear fuel.

Town of Acton

Revision Date

Protection

Radiological

First responders must be supported by the County Radiological Response Team, who are trained to

assess the situation to determine if its a localized hazard or spreading hazard.

- a. Localized hazard-cargo is contained within close proximity to the transportation vehicle and will remain localized regardless of environmental or physical influences.
- b. Spreading hazard-radioactive materials may be carried away from the local area through environmental or physical influences such as rain, surface contours and storm water drainage systems.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Town of Acton's Fire and Rescue personnel have no radiological training and have no radiological equipment to measure or monitor radioactive materials. Their responsibility shall be limited to recognizing the threat, notifying the Dispatch at York County Communication Center of the situation and controlling the scene in accordance with the following sections. A special trained Radiological Control Team will be dispatched to assist and provide technical support. They have the necessary training and equipment to measure and monitor any radiation levels.

In the event of potential radioactive fallout, the EMA Director and emergency personnel shall be responsible for activating and manning the EOC.

RESPONSE

A. The first responder at the scene involving radioactive materials shall immediately contact the Dispatcher at York County Communications Center and notify them of the situation. Action will be taken to control the scene in accordance with the following sections.

B. Nuclear weapons detonation: It is believed there will be some readiness time in the event of weapons situations. Activate the EOC and contact the York County EMA Director and monitor the Emergency Broadcast System.

Preservation of Records

Detailed records of all operational actions must be maintained for historical and legal purposes.

Records of exposure must be maintained for all personnel who are involved in a radiological response.

Town of Acton

Revision Date

Radiological Protection

RADIOLOGICAL PROTECTION

TASK ASSIGNMENT CHART

	Nuclear Security Threat	Commercial Nuclear Power Plant Accident	Transportation Accident Involving Radioactive Materials	Nuclear Powered Reentry Incident	Nuclear Terrorism Incident	Military Aircraft Accident
Local	S	S	P	S	P	S
County	P	P	S	P	S	P

STATE LEVEL OF RESPONSIBILITY

Maine Emergency Management Agency	P	P	S	P	P	P
Department of Health	S	S	P	S	S	S
Department of Agriculture	S	S	S	S	S	S
Department of Transportation	S	S	S	S	S	S
Maine State Police	S	S	S	S	S	S

P= Primary Responsibility
S=Support Responsibility

Town of Acton

Revision Date _____

Radiological Protection

RADIOLOGICAL PROTECTION

RADIATION TRANSPORTATION/FACILITY INCIDENT CHECKLIST

___ 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 reverse side of this page.

___ Notify York County Communication Center. 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 a hazardous situation. Use self-contained breathing apparatus. Avoid direct contact with radioactive materials. Use protective clothing. Do not attempt cleanup. Additional guidelines may be found in the DOT Emergency Response Guidebook.

___ Hold personnel not in need of emergency first aid and equipment that may be contaminated in the decontamination area until checked by radiological monitors.

___ Make detailed records of actions and findings, including times, names, locations, etc. **DO NOT** allow drinking, eating, smoking or other activities within contaminated areas.

___ If trained radiological monitors and detection equipment are available, have them perform an initial survey for radiation.

Ambulance Personnel SOG's

___ Provide lifesaving assistance as required. Assume all victims are potentially contaminated.

___ Cover all open wounds with dressing and elastic bandage. 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 radiological monitor and found clean of radiation.

Town of Acton

Revision Date

Radiological Protection

RADIOLOGICAL PROTECTION

INCIDENT RESPONSE CHECKLIST

NOTE: THIS CHECKLIST CONTAINS THE INFORMATION MEMA REQUIRES DURING A TRANSPORTATION ACCIDENT.

DATE _____ TIME _____ LOCATION _____

- ___ 1. Identification of the vehicle placards.
- ___ 2. Number and type of packages and markings (label[s] and DOT/NRC certification number), and indicators, if any possible releases, such as wet areas or the presence of fire or smoke.
- ___ 3. Description or indication of radioactive materials as obtained from the shipping papers and other identifiers.
- ___ 4. Identify organizations on scene and record requests made to others for support.
- ___ 5. Record and document any radiation levels and exposure received by all emergency workers.
- ___ 6. Persons entering and leaving the control area need to be recorded. Include the person's name, social security number, address and phone number, time and date of entry, and dosimetry serial numbers and readings.
- ___ 7. With the exception of life saving measures, persons leaving the controlled area need to be monitored for contamination and the following information recorded: dosimetry readings, instrument used and calibration date, background reading, radiation exposure, any advice given and the source of that advice and record any measurements made following decontamination.

NOTE: This attachment is to be used in addition to Attachment 7, Radiological Monitoring Operations Checklist, Radiological Protection Annex.

Town of Acton

Revision Date

Radiological Protection

RADIOLOGICAL PROTECTION

RECOMMENDED RADIATION INCIDENTS SCENE LAYOUT

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

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

Additional Information Sources

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

Town of Acton

Revision Date

Radiological Protection

RADIOLOGICAL PROTECTION

RADIATION EXPOSURE RECORD

If, you are pregnant, under 18 years old or cannot receive exposure for any reason, notify your supervisor. Your exposure should not exceed 1 Roentgen (10mSv) without permission. You should shower and change clothes within 24 hours after exiting a contaminated area.

Name: _____

Age: _____

Address: _____

SSN: _____

Authorized Exposure/Dose: _____

Shelter/Facility: _____

Page: ___ of _____

Type: _____

Dosimeter Serial No: _____

Date	Time	Initial Reading	Added Exposure	Total Exposure	Time	Comments

Note: SSN = Social Security Number

Town of Acton

Revision Date

Radiological Protection

RADIOLOGICAL PROTECTION

DEFINITIONS AND EMERGENCY PHONE NUMBERS

ALARA As low as reasonably achieved

CPM Counts per minute as read on a CDV-700 Beta/Gamma Detector

CP Command Post

DOE Department of Energy

DOT Department of Transportation

FEMA Federal Emergency Management Agency

HAZMAT Hazardous Material

IC Incident Commander

ICS Incident Command System

MEMA Maine Emergency Management Agency

mr/hr Milliroentgen per hour

NRC Nuclear Regulatory Commission

Sv Sieverts

EMERGENCY TELEPHONE NUMBERS

State:	800-452-8735	MEMA-Maine Emergency Management Agency
	207-287-5338	Maine Division of Health Engineering Radiation Control Section
	800-639-7000	Dial Page New England
	800-452-4664	Maine State Police

The current telephone numbers are listed in the MEMA Mailing and Telephone List

Town of Acton

Revision

Damage Assessment

DAMAGE ASSESSMENT

SITUATION

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

CONCEPTS OF OPERATIONS

There are three phases of damage assessment:

A. Basic Situation Appraisal (Form 7)

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

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

B. Preliminary Damage Assessment

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

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

C. Damage Survey

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

Town of Acton

Revision Date

Damage Assessment

DAMAGE ASSESSMENT

ORGANIZATION and ASSIGNMENT OF RESPONSIBILITIES

The Acton Board of Selectmen or its designee is responsible for assuring an initial situation appraisal is conducted. The EMA Director is responsible for coordination with the county, state and federal personnel involved in damage assessment if a local coordinator is not appointed.

ADMINISTRATION AND LOGISTICS

Policies

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

Reporting

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

Town of Acton

Revision Date

Damage Assessment

**DAMAGE ASSESSMENT
TASK ASSIGNMENT CHART**

AGENCY	Develop Assessment Procedures	Gather Figures	Train Municipal Officers	Maintain Records
Elected Officials	P	P	S	P
Emergency Management	P	P	S	P
Law Enforcement	S	S		S
Fire Dept.	S	S		S
Emergency Medical/Rescue	S	S		S
Health/Welfare	S	S		S
Road Commissioners	S	S	S	S
School Dept.	S	S		S
Building Inspector				

P= Primary responsibilities S= Support Responsibilities

Town of Acton

Revision Date

Damage Assessment

**DAMAGE ASSESSMENT
CHECKLIST**

___ Notify agencies responsible for public facilities to assess damage and report information to:

___ Request public to report damages of business and private property to:

___ 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.

___ Time contacted.

___ Person who was contacted.

___ How person was contacted: phone, in person, etc.

___ Who made notification.

Town of Acton

Revision Date

Disaster Assistance

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 Welfare Officer administers the community's assistance programs. The Town of Acton provides the basic needs of the affected population through General Assistance.

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

During non-emergency planning, the local EMA Director recommends potential application sites to the County EMA. County and local EMA staff develop building profiles. These expedite the selection and opening of DACs in a disaster. County EMA acts as a liaison between the State Assistance Officers and the local jurisdictions. Assignments are shown on the task assignment chart following this section.

Town of Acton

Revision Date

Disaster Assistance

ADMINISTRATION AND LOGISTICS

A. Policies

Every effort is made to provide assistance to the people. The Welfare Officer keeps the EOC informed of unmet needs.

B. Reporting

Acton officials and the American Red Cross shall keep records of assistance provided.

Town of Acton

Revision Date

Disaster Assistance

**DISASTER ASSISTANCE
TASK ASSIGNMENT CHART**

AGENCY	Develop & Maintain Disaster Assistance Annex	Coordinate DAC Location	Recruit Map Readers for DAC Staff	Establish Assistance Policies & Procedures	Provide Public Information to Disaster Victims	Administer Assistance Programs
Elected Officials					P	
Emergency Management	P	S	P		S	
Law Enforcement					S	
Fire Dept.					S	
Emergency Medical/Rescue					S	
Health & Welfare	S	S			S	
Road Commissioners				S	S	P
School Dept.				S	S	P
Harbor master					S	
Red Cross		S		P	P	P
Other Volunteer Operations				P	P	P

P= Primary Responsibility S= Support Responsibility

Town of Acton

Revision Date _____

Assistance

Disaster

DISASTER ASSISTANCE

CHECKLIST

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

Town of Acton

Revision Date

EMERGENCY CHECKLIST PLAN

Hazard Mitigation

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.

CONCEPTS OF OPERATIONS

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Municipal government and individual land owners are primarily responsible for mitigation efforts.

Assignments are shown on the chart following this section.

ADMINISTRATION AND LOGISTICS

A. Policies

Acton 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.

Town of Acton

Revision Date

Hazard Mitigation

EMERGENCY CHECKLIST PLAN

HAZARD MITIGATION

B. Reporting

Acton may be asked to report mitigation measures to the County EMA Director. The County forwards necessary reports to MEMA.

Town of Acton

Revision Date _____

Hazard Mitigation

EMERGENCY CHECKLIST PLAN

Hazard Mitigation

Task Assignment Chart

Dept/Agency	Provide Resource Info.	Develop & Maintain Annex	Provide Public Info.	Lead Mitigation Efforts	Develop Mitigation Policies	Enforce Mitigation Policies
Elected Officials		S		P	S	S
Emergency Management	P	P	P			
Law Enforcement						
Fire Department						
Emergency Medical/Rescue						
Health & Welfare						
Road Commissioners						
School Department						
Planning Board	S	S			P	
Code Enforcement						P

P= Primary Responsibilities S= Support Responsibilities

Town of Acton

Revision Date

Hazard Mitigation

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 for damage assessment/hazard mitigation following an emergency.

Provide the public with information about local regulations and suggestions for individual mitigation efforts.

Cooperate with State Hazard Mitigation Team if activated, assisting them in a plan and application development.

Review State Hazard mitigation plan and consider recommendations for local area if not included in a grant.

Town of Acton

Revision Date

Hazardous Materials

EMERGENCY CHECKLIST PLAN

HAZARDOUS MATERIALS

PURPOSE

To provide basic procedures to be followed in the event of an accident involving the transportation of storage of hazardous materials in the Town of Acton.

SITUATION

Various hazardous materials are used and transported within the Town of Acton. The occurrence of incidents or accidents in the transportation, storage and use of these materials is a significant possibility. The Town of Acton needs to be able to identify hazardous materials, assess the seriousness and to take appropriate, protective actions to protect the health and safety of all citizens.

The major threat from hazardous materials in the Town of Acton will involve a spill or leak of fuel oil, gasoline or propane during transportation or storage at the facilities listed on the attached sheets. Chemicals used by the apple orchards pose a lesser threat. Verizon utilizes more than 500 pounds of sulfuric acid at its telephone facility on the Goose Pond Road.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Town of Acton's Fire and Rescue personnel have minimal hazardous training. Their responsibility shall be limited to recognizing the threat, notifying the dispatcher at York County Communication Center of the situation and controlling the scene in accordance with the following sections. A special hazmat control team will be dispatched to assist and provide technical direction if requested by incident commander.

RESPONSE

The first responder at the scene involving hazardous materials shall immediately contact the dispatcher at the York County Communications Center and notify them of the situation. York County has in place, agreements to provide technician level response as needed. The incident command will request assistance if required. Action will be taken to control the scene in accordance with the checklist for first officer on the scene.

An inside perimeter, a minimum of 200 feet around the accident scene will be established. If fire is present, secured boundaries should be extended at least 1000 feet downwind.

Additional Information Sources

CHEMTREC	1-800-424-9300
Maine State Police	1-800-452-4664
Department of Environmental Protection	1-800-482-0777
State Emergency Response Commission	1-800-452-8735
National Response Center	1-800-424-8802

Town of Acton

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Hazardous Materials

CHAIN OF COMMAND

**HAZARDOUS MATERIALS
EMERGENCY CHECKLIST PLAN
FIXED FACILITIES**

Facility Name	Address	Chemical Name	CAS #	Max Storage Quantity
Acton Elem. School	700 Milton Mills Rd.	# 2 Fuel Oil	68476-30-2	10,000 gal.
Acton Trading Post	57 Route 109	Gasoline	8006-61-9	4000 gal.
Emery Mills Oil	45 Muse Lane	Fuel Oil	68476-30-2	50,000 gal.
Verizon Telephone Co.	40 Goose Pond Rd.	Sulfuric Acid	7664-93-9	>600 lbs
Kelley Apple Orchards	82 Sanborn Rd.	Note # 1	Various	Note # 2
Romac Apple Orchards	1149 H Road	Note # 1	Various	Note # 2
Smith's Apple Orchards	1008 Route 109	Note # 1	Various	Note # 2

Note # 1: Various chemicals used in the spraying of fruit trees.

Note # 2: 100 gallons of liquid and 400 lbs. of powder.

Town of Acton

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EMERGENCY CHECKLIST PLAN

**Hazardous Materials
Facility Coordinators**

Hazmat Facility	Emerg. Coordinator Name	Office Emergency Telephone	Off Hours Emergency Telephone
Acton Elementary School	Dennis Long	636-2100	477-2998
Acton Trading Post	Georgia Flanagan	636-9907	
Verizon Telephone Company	One Call Center	1-800-386-9639	SAME
Kelly Apple Orchards	Art Kelly	636-1111	324-6497
Romac Apple Orchard	Gordon Waterman Russel Sullivan	324-3140 324-3140	636-3836 646-7150
Smith's Apple Orchard	Stan Smith Kenneth Smith	324-2002 636-2285	636-1639 636-2285

List of chemicals used and transportation routes found on previous page.

Town of Acton

Revision Date

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.

HAZARDOUS MATERIALS

RECOMMENDED SCENE LAYOUT
(see the following diagram-to be developed)

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

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

Additional Information Sources

CHEMTREC	1-800-424-9300
Maine State Police	1-800-452-4664
Department of Environmental Protection	1-800-482-0777
State Emergency Response Commission	1-800-452-8735
National Response Center	1-800-424-8802