

11-1-2010

Town of Winthrop Emergency Management Plan

Winthrop (Me.) Municipal Officers

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Town of Winthrop Emergency Operations Plan:

Adopted 11/01/2010

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1.1 PROMULGATION STATEMENT/LETTER

To All Recipients:

This is the Emergency Operations Plan for the Town of Winthrop, Kennebec County, Maine. It provides a framework for the use in performing emergency functions during a major emergency or disaster in the town.

It includes four phases of emergency management. They are:

Prevention – those activities which eliminate or reduce the probability of an incident, also known as mitigation;

Preparedness – those activities developed to save lives and minimize damage;

Response – immediate activities which prevent loss of lives and property and provide emergency assistance; and

Recovery – short and long term activities which return all systems to normal or to improved standards.

This plan is prepared in accordance with Federal and Maine statutes. It will be tested, revised and updated where required. All recipients are requested to revise Winthrop's Emergency Operations Plan regarding recommendations for improvements.

By the signatures below this Emergency Operations Plan in accordance with the Town of Winthrop's Emergency Management Ordinance is hereby accepted and authorized to be carried out.

Signed:

Chair, Councilmember **Kevin Cookson**

Councilmember **David Rheaume**

Councilmember **Linda Caprara**

Councilmember **Ken Buck**

Councilmember **Priscilla Jenkins**

Councilmember **Sarah Fuller**

Councilmember **James Lattin**

1.1.1.1. REVISION SHEET

Date of Revision _____, 20__

Attached, are pages of the Town of Winthrop's Emergency Operations Plan has been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list as the Revision Log to your copy of the plan.

Plan Component

Remove Pages Numbered

Insert Pages Numbered

Date Revisions Posted _____, 20__.

1.2. PURPOSE OF THE PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the Town of Winthrop, Kennebec County, Maine.

The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

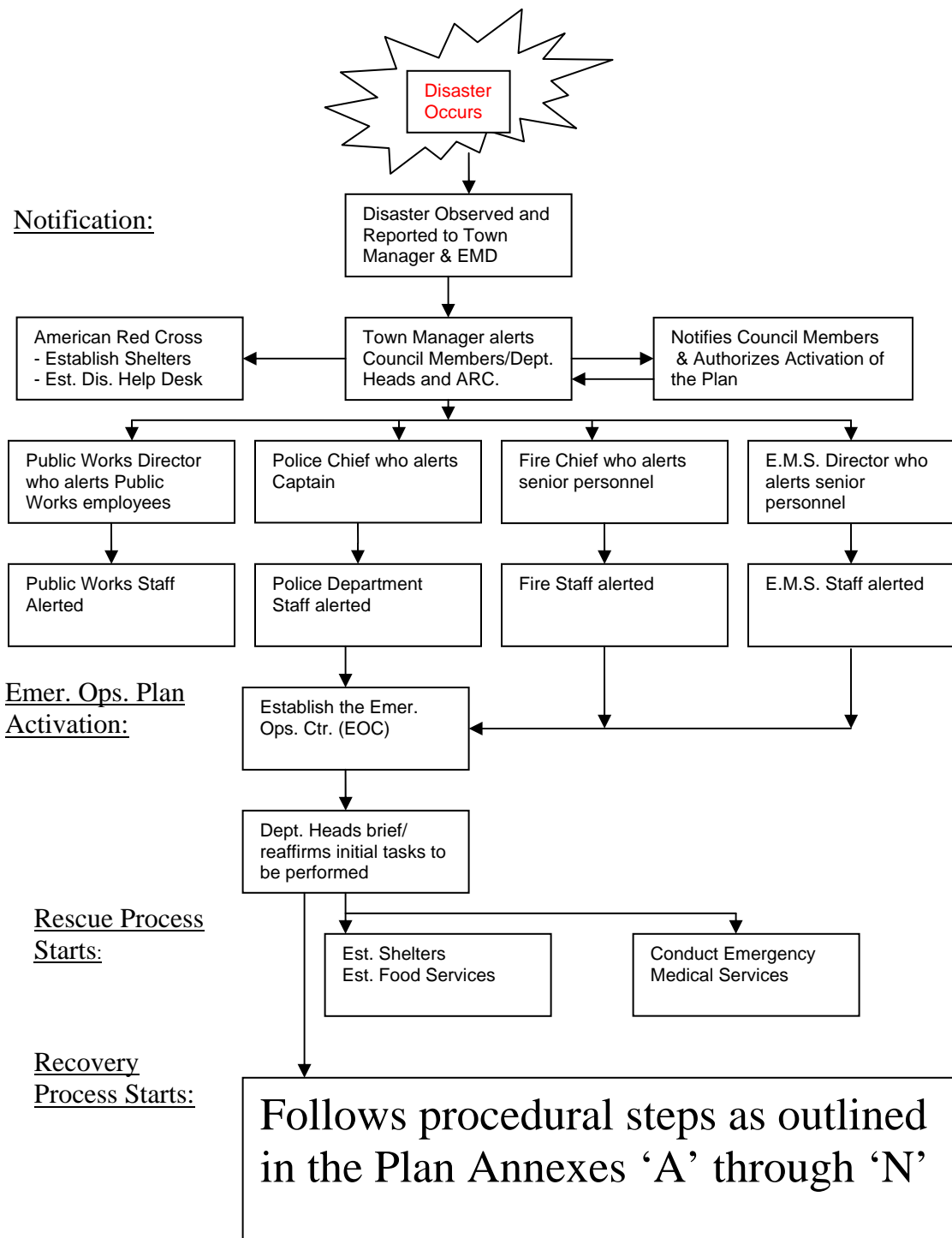
The plan is intended to be both “generic” and “hazard specific”, covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is a reference of emergency-disaster information and the basic source data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing what is to be done, and who will do it. It may include information relative to when and where the response will be effective, and even why it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing “how” to carry out its assignments in support of the plan.

The following page contains a flowchart that illustrates the recovery process.

1.2.1. Recovery Flowchart



1.2.1. Emergency Operations Plan (EOP) Attachments

Additional information that supports this plan has taken the form of attachments and is added behind this EOP. These listings are:

CONTACTS INFORMATION - SERIES 1 REPORTS:

REPORT 1B –EMA MUNICIPAL CONTACTS REPORT

This report lists all personnel contacts in city or town government and Local Mutual Aid Contacts.

REPORT 1C – PRIVATE INDUSTRY REPORT

This report lists all store or super-markets in the local area that could provide materials to aid in the recovery of the city or town.

REPORT 1D – PARTNERSHIP AGENCY REPORT

Lists agencies such as the American Red Cross to assist in the recovery of essential functions.

RADIO OPERATIONS INFORMATION – SERIES 4 REPORTS:

REPORT 4A – STATION FREQUENCY ASSIGNMENTS: FCC INFORMATION

Lists radio operating information for government agencies and local “Ham” Radio Operators.

REPORT 4B – PAGING TONE ASSIGNMENTS

This report provides additional operating instructions to supplement the information listed in Report 4A.

1.3. SITUATIONS AND ASSUMPTIONS

The Town of Winthrop, located in Kennebec County, in the south central section of the State of Maine, has an area of 36.9 square miles and a population of 6232 (2000 census).

State highways 41, 133, 135, and route 202, provide major highway access to the Town.

The Town of Winthrop has local (Gilford/Pan-Am) railroad service.

The Town has a paid, full-time, volunteer fire department.

The Town has a paid, per call, Emergency Medical Services (E.M.S.) department.

Mutual Aid System – The Winthrop Fire Department has mutual aid agreements for day-to-day operations with Manchester, Monmouth, Readfield, Wayne, and (West Gardiner by Lake Umbagog only). *These mutual aid agreements do not include sheltering capability.*

Winthrop School Department buses will be used in the event a mass evacuation is considered necessary.

Law enforcement is handled by the Winthrop Police Department. Dispatching services are provided by the Winthrop Regional Communications Center, located in the Police Department building. The Police Department has mutual aid agreements with the Augusta and Monmouth Police Departments.

The Town Highway Maintenance garage is located off Main Street and is responsible for maintaining the roadways within the Town of Winthrop.

There are three (3) schools, Winthrop Grade School, Winthrop Middle School, and Winthrop High School. In addition, Winthrop hosts Progressive Distributors, and Hannaford Supermarket are the local commercial establishments.

The nearest hospital is the Maine General Medical Center located in Augusta and the nearest medical facility is the Winthrop Medical Center located in the Winthrop Commerce Center in Winthrop. Winthrop Manor, Heritage Rehab. & Living Center provide living services to the elderly population.

1.3.1. Vulnerability:

Maranacook stream passes-through Winthrop and several flood plains have been identified. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in town. The frequency of extreme weather events fluctuates from year to year.

1.3.2 ASSUMPTIONS:

FLOODS: Floods are the most probable natural cause of emergencies or disasters in the Town of Winthrop. Spring thaws and ice breakups may cause some lowland flooding. Summer and Fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in Winthrop, Maine. The town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Winthrop, Maine. A hurricane hit Maine in 1938. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all time low during the national drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreation and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt along the Maine coastline in the past and remain a geological possibility. Winthrop is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

NATIONAL EMERGENCIES: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Winthrop, Maine is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

AIRCRAFT CRASHES can happen anywhere in Maine. Small private planes and military aircraft are more common in Kennebec County air space. A commercial airliner, off course in bad weather, could become involved with CMP high altitude power lines remain a potential threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Winthrop, Maine. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

TRAIN DERAILMENT: The freight train which runs through Winthrop, at a minimum of three times a day, usually transports chemicals to the paper mills. The train runs along the distance of Maranacook lake in Winthrop and Readfield and poses a serious threat to our Ecosystems should a derailment occur, and spill hazardous materials into the lake.

1.4. CONCEPT OF OPERATIONS

1.4.1 General:

1. Operations conducted under this plan shall be consistent and in accordance with the National Incident Management System (NIMS) and will require a rapid and coordinated response by every Town agency, private institution, or other non-governmental agency.
2. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.
3. The Town of Winthrop has a designated Emergency Management Director and will be the coordinating position for all activity in connection with emergency management.
4. The Winthrop Town Manager will be responsible for the execution of the plan and for minimizing the disaster effects.
5. Central control from the Emergency Operations Center provides the requisite direction and coordination. The primary Emergency Operations Center (E.O.C.) is located on the second floor of the Winthrop Police Station. The Winthrop Fire Department has been identified as an Alternate Emergency Operations Center.
6. All responding agencies to an event will utilize the Incident Command System (ICS)

1.4.2. Operations:

Operation of the plan commences when the Winthrop Town Manager in consultation with the chairperson of the Winthrop Town Council determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and property to a minimum.

1. Alert and order the mobilization of the Town emergency management organization and first responders.
2. Activate the Town Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster.
3. Alert the general population of the disaster or impending disaster.
4. Arrange for the evacuation of threatened areas.
5. Notify those public and private agencies dedicated to the relief of distress and suffering, such as the American Red Cross and Salvation Army, and establish liaison communications as deemed necessary.
6. Alert the Kennebec County Emergency Management Agency for assistance and coordination with State agencies with disaster capabilities.
7. Notify local industries, public utility companies, schools, etc., of the disaster or pending disaster as deemed necessary.

1.5 ORGANIZATION AND RESPONSIBILITIES:

1.5.1 Organization:

1. The Winthrop Town Council will convene to perform legislative and Administrative duties as the situation demands, and shall receive reports relative to emergency management activities.
2. The Winthrop Town Manager shall be the Town Leader of the Emergency Management forces of Winthrop and shall be responsible for organization, administration and operations.
3. The Emergency Management Director, or Incident Commander, under the supervision of the Winthrop Town Manager, shall be responsible for the planning, coordination and operation of the emergency management activity in the Town.
4. The employees, equipment and facilities of all town departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization shall also include volunteer agencies and/or persons offering services to the Town, upon acceptance thereof.
6. Duties assigned to a Town Department shall be the same or similar to the normal duties of the Department. (Specific departmental responsibilities are documented in the appropriate information Annexes.
7. The Director shall oversee the recruitment of volunteer personnel agencies to augment the personnel and facilities of the Town for emergency management purposes.

1.5.2 Responsibilities:

The Town operations plan consists of the basic plan with appropriate annexes to cover emergency operations as follows:

ANNEX A Direction and Control: The Emergency Management Director or the Incident Commander in consultation with the Town Manager, Includes staffing and functioning of the Emergency Operations Center and succession of command.

ANNEX B Evacuation: Emergency Management Director or Incident Commander, Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.

ANNEX C Communications: Communications Officer. Includes Winthrop Regional Communication's Center to be utilized for all types of disasters.

ANNEX D Alert and Warning: Police Chief. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX E Shelter: Emergency Management Director (Fire Chief. Includes) actions to protect the population before, during and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.

ANNEX F Police: Chief of Police. Includes maintenance of law and order, civil disturbances, traffic control, controlling and limiting access to the scene of a disaster.

ANNEX G Fire and Rescue: Fire Chief. Includes actions to limit or prevent loss of life and property from fire or threat of and assisting in rescue, warning and evacuation.

ANNEX H Public Works: Public Works Foreman includes maintaining the Town's roads, bridges, coordinating with the Winthrop Utilities District as necessary and assisting with equipment and personnel if a disaster threatens or occurs.

ANNEX I Emergency Public Information: The Chairman or in his or her absence, designated Councilmember. Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.

ANNEX J Resource Management: Town Manager. Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.

ANNEX K Emergency Medical Services (EMS) EMS Chief shall provide for the pre-hospital medical treatment and transportation needs of persons requiring it. Provide for the medical assistance to shelters and act as the Medical liaison with hospitals and other medical facilities.

The emergency tasks designed in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town department and/or agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated with the Town's Emergency Management Director and updated annually by Department/Agency Head.

1.6 ADMINISTRATION EMERGENCY MANAGEMENT STAFF

The Winthrop Town Manager shall be the Administrator of emergency management. The **Town Emergency Management Director** will report to the Town Manager and may be the individual responsible for day-to-day emergency management operations.

The Town Manager shall have the general supervision of the Emergency Management Program and Emergency Management Director. This will include any direction and guidance necessary.

The **Town Manager** will be responsible for:

- Chairing all Emergency Management (E.M.) meetings.
- Providing expertise and guidance to the Emergency Management Director in preparing the Emergency Operations Plan.
- Preparing and promoting ordinances when necessary.
- Providing Town resources to the E.M. Director in establishing and operating an Emergency Operations Center.
- Providing guidance in the annual Emergency Management budget and preparation of reports.

The **Emergency Management Director** shall be responsible for:

- The preparation of the basic plan and its review and update.
- With the approval of the Winthrop Town Manager appoint service heads to the Emergency Management program.
- Shall have direct responsibility for the organizations, the administration and operations subject to the direction and guidance of the Winthrop Town Manager.
- Schedule training, drills, and exercises to train and test the local government's response capability.
- Will encourage participation by staff members for Emergency Management training courses and seminars.
- Shall prepare annual reports for Emergency Management.
- Be responsible for establishing and setting up the Emergency Operations Center.
- Be the Emergency Operations Center Manager and provide for adequate staffing.

- Attend training courses, meetings and seminars at local, state and regional levels.
- Designating an Incident Commander for all events.

1.7 RESOURCES AND SUPPORT

1.7.1 Resources:

- Normal supply methods will be utilized.
- If emergency supplies are required they will be coordinated by the Emergency Management Director under the direction of the Town Manager.
- The Town does not have a central procurement warehouse or distribution system. Emergency supplies will be distributed from the Winthrop Police Station at 15 Town Hall Lane.

1.7.2 Support:

- Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements.
- Support by State departments and/or agencies will be requested through the Kennebec County Emergency Management Agency.
- The Governor can activate military support. Requests for assistance will be coordinated through Kennebec County Emergency Management Agency.

1.8 PLAN DEVELOPMENT AND MAINTENANCE

1.8.1 Plan Development:

Town officials and dedicated citizens developed this Emergency Operations Plan (for the Town of Winthrop. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided.

It is intended that this Emergency Operations Plan be the primary outline for emergency or disaster operations.

1.8.2 Annual EOP Maintenance:

The Emergency Management Director will be responsible for keeping this plan up-to-date by an annual review.

Changes happen throughout the year that may involve personnel, operating procedures, and equipment used by all city or town departments. These changes may require updates to the Emergency Operations Plan (EOP) in order to maintain its effectiveness.

It is recommended that a walk-through of the EOP be conducted annually by all city or town department heads (collectively) to identify where updates to the EOP is required.

1.8.3 Annual EOP Testing (Drills):

Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of city or town response. Also, to update the EOP with this resulting information will assist in maintaining its effectiveness.

1.8.4 Establish EOP Maintenance and Testing Process:

The following is a list of recommended tasks to ensure the Emergency Operations Plan (EOP) maintains ongoing effectiveness from year-to-year by legislatively requiring the processes to update and test the EOP annually as a required annual business function:

- Pass town level legislation requiring the annual updating and testing of the EOP takes place.
- Establish an annual schedule for these events to take place. Such as every August the EOP is updated, every September the EOP is tested, and in October the results of this testing is evaluated which may result in further updates to the EOP.
- Identify the costs involved with conducting these tests.
- Add the cost of conducting this test of the EOP to the annual town budget.

Completing these steps will ensure the effectiveness of the town Emergency Operations Plan is always well maintained and effective.

1.9 Plan Annexes (Specific Responsibilities)

1.9.1 Annex A – Direction and Control (Role of the Emergency Operations Center)

Purpose

To identify a facility as Emergency Operations Center and the staff and actions necessary to provide central Command, direction and control before, during and after disaster/emergencies that could affect the town. Provide emergency information and advice to the public.

Situation

- The primary town Emergency Operations Center is located on the second floor of the Winthrop Police Department, at 15 Town Hall lane in Winthrop, Maine.
- *No site has been determined for the Alternate Emergency Operations Center.*
- The Emergency Operations Center will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the town's normal capability to respond.
- The decision to order activation of the Emergency Operations Center will be made by direction of the Town Manager in consultation with the Chairperson of the Winthrop Town Council.

The primary Emergency Operations Center Staff will consist of:

Town Council Chair
Town Manager
Emergency Management Director
Designated Communications Officer
Police Chief
Fire Chief
EMS Chief
Public Works Foreman

Note: The type of disaster/emergency and response may require additional staff.

Assumptions:

- The Emergency Operations Center will be adequate for direction and control.
- Communications will be available.
- Close coordination (Unity of Command) will occur between departments, with neighboring jurisdictions, county officials, volunteers and industry.

Concept of Operation:

The Emergency Operations Center Staff, upon activation will prepare the site for operation, and:

- Ensure that an appropriate Incident Commander has been designated.
- Ensure that information is being received from field forces, recorded and evaluated.
- Based on evaluation, coordinate response.
- Develop and maintain a town situation map identifying problem areas and deployment of responders.
- Determine the capability of the town to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
- Issue information and advice to the general public. Be prepared to brief media and answer questions.
- Prepare for possible 24 hour Emergency Operations Center operation, if warranted.
- Determine procedures for damage assessment and recovery operations.

Organization and Assignment of Responsibilities

1. Emergency Operations Center manager – Town Manager has authority to:

- Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
- Ensure promulgation of regulations to protect life and property and preserve critical resources.
- Request assistance from the County, or other political subdivisions(s), where conditions in the town are beyond the control of local emergency management forces.
- Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of the people.
- Maintain liaison with Kennebec County Emergency Management Agency and local authorities from nearby jurisdictions.

- Coordinate the activity of public and private agencies, including volunteers, American Red Cross, industry, etc.
- Assume such authority and activity to promote and execute the Emergency Operations Plan.

2. Police Chief:

- Normal Operational requirements of the Police Department and coordination with other services.
- Determine traffic control points.
- Coordinate with other services if an evacuation advisory is anticipated or issued. Assist in warning.
- Security of evacuated areas.
- Security of the Emergency Operations Center.
- Recommendation for requesting outside assistance, including military.

3. Deputy Police Chief (Captain):

- Emergency plan development for the Police Department.
- Assume duties of the chief in his/her absence, or by his/her direction.

4. Fire Chief:

- Normal operational requirements of the Fire Department and coordination with other services.
- Coordinate with other services if an evacuation advisory is anticipated or issued.
- Coordinate with the EMS Director and Kennebec EMA for sheltering needs.
- Disseminate warnings to the public as required.
- Assist the Police Department with Traffic Control as may be required.

5. Deputy Fire Chief:

- Assume the duties of the Fire Chief in his/her absence, or by direction.

6. Public Works Foreman:

- Lead and direct Public Works staff.
- Normal operational requirements of the Public Works Department and coordination with other services.
- Debris clearance from town roads.
- Coordination of transportation through the Town Manager.
- Damage assessment as directed by the Town Manager.

7. Emergency Medical Services Director (EMS Chief)

- Normal operational requirements of the Emergency Medical Services Department and coordination with other EMS agencies and Hospitals.
- Coordinate with Winthrop Health Center.
- Coordinate evacuation of all health, elderly and special needs facilities.
- Coordinate medical coverage at shelters.

Administration and Logistics:

- The Emergency Management Director has responsibility for assuring that the Emergency Operations Center is physically opened.
- First person at the Emergency Operations Center has responsibility for assuring that primary staff have been notified (not necessarily perform the actual notification).
- Department heads have a responsibility for providing radio communications to their respective departments by bring a portable radio.
- The Town Manager or Communications Officer, if one has been designated, will arrange for additional telephones or extensions in the Emergency Operations Center if needed.
- Emergency Management Director has responsibility for providing personal services to the staff. (IE: food, water, sleeping accommodations, etc.)
- The Public Works Department has responsibility for emergency power, if necessary at the Central Distribution Point.

1.9.2 Annex B - Evacuation

Purpose:

To provide procedures that would assist the town in accomplishing or assisting in an orderly evacuation of people.

Situation:

The Town could be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries.

Assumptions:

The Town of Winthrop has a capability to offer some assistance if this happens. Direction and control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, if required.

Mission:

Carry out basic government functions of maintaining the public peace, health, and safety if an evacuation of population is contemplated or occurs.

Concept of Operations:

Department heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Town Manager for implementation and coordination from the Emergency Operations Center. Town Departments as covered in their respective annexes, have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

Assignment of Responsibilities:

1. The Town Manager is responsible for:
 - Regulations prohibiting or restricting the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or outside the Town.

- Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
- Such other regulations necessary to preserve public peace, health, and safety.

2. The Emergency Management Director (Fire Chief) is responsible for:

- Development and coordination of evacuation plans.
- Maintain liaison with Kennebec County Emergency Management Agency and authorities of other nearby political sub-divisions.
- Negotiating and concluding agreements with owners of persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters.
- Coordination of the activity of all other public and private agencies.
- Reviewing and updating this Annex on an annual or as needed basis.

3. The Fire Chief is responsible for:

- Recommending and assisting in evacuation if situation warrants.
- Assisting in dissemination of warning.
- Fire inspections and establishing procedures for adequate fire control for shelter occupancy.

4. The Chief of Police is responsible for:

- Assisting in dissemination of the warning.
- Coordinating with the Town Manager on transportation to shelters.
- Emergency traffic control and crowd control.
- Assisting in evacuation within capabilities and as requested by department Heads or Town Manager.
- Security of evacuated areas and shelters.

5. The Public Works Foreman is responsible for:

- Clearing of debris from Town roads.
- Coordination of emergency transportation through the Emergency Management Director.
- Supplying emergency power, if needed, to the emergency shelter and central distribution point.

The EMS Director (Chief) is responsible for:

- Development of emergency shelter(s) as may be required.
- Coordination of Transportation to shelters.
- Assist in evacuations as needed.
- Liaison to medical community.

Direction and Control:

- Responsibility for implementing an evacuation, time permitting, rests with Town Manager. Coordination will be accomplished through the Emergency Operations Center under the general direction of the Emergency Management Director who will coordinate the actions and responsibilities of the service heads as covered in their respective annexes and outlined in this Annex.

Communications:

- Communications will primarily be by telephone, town radio, and cellular telephone.

Training and Exercise:

- It is the responsibility of the Emergency Management Director to see that training and exercises are conducted on an annual basis.

1.9.3 Annex C – Communications

Purpose:

- Identify communication equipment and procedures that will be utilized during an emergency.

Situation:

- The Emergency Management Director will be responsible for coordinating all emergency communications activities during an emergency.
- The Winthrop Police Department will have the responsibility for alert/notification of the Town from outside hazards.
- *The Town of Winthrop does not have a fixed siren.*
- Emergency services have sufficient radios and telephones for day-to-day emergency operations.

Assumptions:

- Local radio, internet and Reverse 911 will be utilized for emergency warning and instructions to the public.

Mission:

- Provide the Emergency Operations Center Staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

Organization and Assignment of Responsibilities:

1. Police Department/Regional Communications Center:

- Maintain the Police Department telephone, base radio and portable radio systems.
- Maintain a telephone system at the Emergency Operations Center. Obtain additional telephone lines and cellular telephones during an emergency.
- Test all radio and telephone systems periodically.

- Maintain countywide Emergency Management radio link.

2. Fire Department:

- Maintain Fire Department base and portable radio system.

3. Emergency Management Director:

- Provide a liaison to this agency.
- Ensure that the Kennebec County Emergency Management Agency is aware of local communications procedures.
- Revise and update this Annex annually or as necessary with the Police and Fire Chiefs.
- See that personnel are trained and that communications systems are periodically tested.
- Coordinate with the local volunteer organizations.

4. Emergency Medical Services (EMS):

- Maintain EMS Department telephone system, base radio, and portable radio systems.

Concept of Operations:

In an emergency, the primary Emergency Operations Center will be located at the Winthrop Police Station. The Emergency Operations Center will use telephones for primary communications.

The primary Emergency Operations Center has seven telephone lines. (The unlisted line can be used for outgoing calls only and the other can be used for incoming calls). The local telephone company can easily add an additional telephone lines to the Emergency Operations Center as requested.

In addition to telephone communications, several Town departments utilize radio communications. The Police, Fire Emergency Medical Services and the Public Works Departments can utilize portable radio communications.

All Public Safety Services have multiple cellular telephones that can be utilized in addition to the above telephone and radio systems. The local cellular phone company has agreed to make an additional cellular telephone available to the Emergency Operations Center in an emergency. There is excellent reception for cellular usage in Winthrop and the Kennebec County Area.

Another important communications resource to the Emergency Operations Center is the County ham radio-operators, which is comprised of an unknown number of radio operators. Assistance from this team is requested through Kennebec County Emergency Management Agency.

1.9.4 Annex D – Alert and Warning

Purpose:

- Identify responsible authorities and the method that will be utilized to alert Town authorities and warn the general public.

Situation:

- The Fire Chief is the Warning Officer for the Town of Winthrop.
- The Winthrop Police Department has the responsibility for alert/notification and for contacting all E.O.C. personnel.
- *The Town of Winthrop does not have a fixed siren.*
- Door-to-door warning may be necessary for part of the population.
- The Town has a viable alert notification system for response personnel and the school department.

Assumptions:

- Fire vehicles and police vehicles will be available.
- Fire, police, and volunteers will be utilized for emergency warning and instructions.
- Local radio and internet will be utilized for emergency warning and instructions to the public.
- A telephone fan-out by way of Reverse 911 may be required for affected industries.
- Warning time will vary depending on the hazard speed at onset. Time available can vary from ample to none but will greatly allow Town officials sufficient time to evaluate necessary actions.
- A requirement for warning may be local, area, state or national origin.

Mission:

- Notify the Emergency Operations Center Staff and the general public if the situation or hazard requires.

Organization and Assignment of Responsibilities:

1. Police Department/Regional Communications Center:

- Receive warning notification through the Fire Department from the County or from the public and disseminate as required.
- Assist the Fire Department in warning the public with the aid of the Reverse 911 automated notification system.
- Alert the Emergency Operations Center primary staff when it is activated.
- Alert Kennebec County Emergency Management Agency when the Emergency Operations Center is activated.

2. Fire Department:

- Disseminate a warning to the public using Reverse 911 system, text messaging, sirens, public address systems, town agencies, volunteers and the media as required.
- Maintenance of outdoor warning devices.

3. Emergency Management Director:

- Provide liaison with Kennebec County Emergency Management Agency.
- Assure that Kennebec County Emergency Management Agency is aware of the local warning point and that procedures are up to date and operational within the Town of Winthrop if any warning disseminated from the County warning point.
- Revise and update this annex annually or as necessary with the Police, Fire and E.M.S. Chiefs.
- See that personnel are trained and that warning functions are exercised.
- Provide liaison with the American Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.

- Check with the Warning Officer (Fire Chief) that nursing homes, major industries and other key locations have been notified.
- See that Fire and Police make verification of warnings before dissemination.

Concept of Operations:

The Winthrop Regional Communications Center has primary responsibility for initial reception of any warning disseminated by the County. If a warning is locally generated it would normally be received by either the Police Department or the Fire Department by telephone. Each department has a responsibility to see that the other department is notified. Once this is accomplished the Emergency Management Director has the responsibility of Emergency Operations Center Staff notification. Time permitting, a decision to warn the public if the method of protecting the public includes sheltering and/or evacuation.

Communications:

- Town departments will use the municipal frequency (TX151.0250, RX154.995 (PL3A/127.3 TX & RX)) for interface including a land-line to the School Department to staff their base if the situation so requires. Primary communications with the media, County and other surrounding local governments will be by telephone. The Maine Communications Operations Plan (CONOPS), Maine State Police/County Police radio and the Mutual Aid Fire radio systems can be utilized as back-up as necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation dictates, town portable radios, town mobile radio equipped vehicles or messengers will be used.

1.9.5 Annex E – Shelter

Purpose:

- Define the duties and responsibilities of shelter service in the event of a natural or man-made disaster.

Situation:

- The Town of Winthrop could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
- If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross.
- Activation of shelters will be determined by the Town Manager and will be dependent on the magnitude of the disaster.
- The American Red Cross has both the expertise and experience in operating public shelters.
- Special needs of the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be provided for.

Assumptions:

- The American Red Cross will recruit necessary volunteers to compliment the Shelter Operations Staff.
- The American Red Cross will coordinate with the Town Emergency Management Director for any additional support that can be provided by local government agencies.
- Shelters in the Town of Winthrop will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.

Mission:

- Protect the population from the effects of a disaster, by directing the public to available shelters, performing necessary tasks during the shelter stay, and releasing the shelter occupants when the situation warrants.

Execution:

1. Organization:

- Emergency Management Coordination will be liaison between the Town and the American Red Cross Shelter Coordinator.
- Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.
- The Emergency Management Director will coordinate outside shelter assistance requested from Town Departments and/or agencies. (Police, Fire, etc.)

2. Alert Notification:

- The Town Emergency Management Director will notify the American Red Cross Shelter Service of the need for shelter services.
- Notification of other members of the American Red Cross Chapter will follow American Red Cross procedures.

3. Emergency Operating Center:

- An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.
- Status charts may be utilized at the Emergency Operations Center to indicate the location of shelters and available spaces, etc.
- A log of incoming and outgoing messages concerning shelter operations will be maintained.
- Coordination with other emergency services will be accomplished through the Town Emergency Management Director.
- Primary shelter communications will be by telephone. Radios and messengers may also be utilized when available. If additional radio communications are desired, requests will be coordinated through the Town Emergency Management Director. The use of Amateur Radio Operators will be considered according to availability.

4. Concept of Operations:

- The American Red Cross through the Kennebec County Emergency Management Agency and the Emergency Management Director will coordinate designation of the shelters as part of this plan. The American Red Cross will have a position reserved in the Winthrop Emergency Operations Center.
- The American Red Cross will be the Manager of the emergency shelters. Assistance in feeding may be provided by volunteers.
- Fire inspections are routinely performed by the Fire Department in designated shelters.
- The Winthrop Police Department will be responsible for security, inside and outside the shelter, and may be assisted and coordinated with the Maine State Police and/or the Kennebec County or Sheriff's Office.
- Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.
- Public information concerning shelters will be coordinated through the Town Emergency Management Director.
- If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Town Manager.
- The Town Emergency Management Director will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

5. Training and Exercise:

- It is expected that the American Red Cross will train shelter staff. Town shelter liaison and coordination duties will be developed and participating town personnel trained.
- If additional or special training is required, it will be coordinated through the Town Emergency Management Director.
- Shelter exercises will be held at the request of the American Red Cross. The Town Emergency Management Director will coordinate exercises.

1.9.6 Annex E - Appendix E-1 – Shelter Listing

Schools

Refer to School Superintendent listed in Report 1B– Municipal Contacts Report.

1.9.7 Annex E – Appendix E-2 – American Red Cross

The American Red Cross, as mandated by Federal Law 36-ISC-3 and affirmed in Public Law 93-288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime.

At the County level, the Statement of Understanding between the American Red Cross and the County establishes the operating relationships between these agencies. The major care and shelter responsibilities of the American Red Cross in the emergency period include:

- Emergency lodging for disaster victims in public and private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.
- The American Red Cross acts cooperatively with the Kennebec County Emergency Management Agency and local governments and other private relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for the American Red Cross involvement in a State of War Emergency, however, assistance and support will be provided to Kennebec County Emergency Management Agency, to the extent possible.

1.9.8 Annex F – Police

Purpose:

- Provide for disaster and emergency response by the Winthrop Police Department.

Situation

- The geography of the Town is 36.9 square miles, several miles of paved and secondary roads would affect a response to disasters.
- The Town has a population of 6232 people (2000 census), located throughout the Town with a large percentage clustered in neighborhoods, fire districts, housing developments, which can create a demand for response at widely separated locations.

Assumptions:

- Assistance, when requested, will be available from the Maine State Police, Kennebec County Sheriff's Office, or the local Police Department.
- Assistance may be secured from outside the Town of Winthrop by requesting aid from Kennebec County Emergency Management Agency.
- Assistance requested from the Town's Police Department from outside areas will be provided at discretion of Police Chiefs from surrounding communities whether assistance can be spared.

Mission:

- Protect life and property.
- Maintaining law and order.
- Emergency traffic control.
- Crowd Control.
- Assisting and evacuating.
- Assisting in warning of residents.

Administration and Logistics:

- Normal channels will be used for day-to-day operations.

- Emergency supplies and equipment will be secured through area supply agencies and administered by the Police Chief.
- Emergency funding will be requested through the Town Manager before, during, or after disasters or emergencies.
- Legal questions will be referred to the Town Attorney.
- Records of purchasing and disbursements applicable to the disaster/emergency will be kept through normal procedures.

Concept of Operations:

In the event a warning is received or a disaster or emergency occurs, the following will be instituted:

- All off-duty personnel will be called-in.
- All personnel will be placed on stand-by.
- All equipment will be checked and prepared for use.
- Feeding and lodging of emergency personnel will be instituted.
- Security and protection of departmental personnel will be maintained by the department or by calling in other area law enforcement agencies.
- Evacuation of endangered areas will be accomplished using mobile public address system followed by a door-to-door check or Reverse 911, with transportation to shelters coordinated with the Town Emergency Management Director.
- The Chief of Police will report to the Emergency Operations Center, if activated, to provide direction and coordination of police functions.
- The Chief of Police may recommend activation of the Emergency Operations Center if circumstances indicate.
- Alternate Emergency Operations Center may be mobile units.

Organization and Assignments:

- The Police Chief is responsible for day-to-day and emergency operations of his/her department and for coordination with other Town agencies.

- The Police Department operates on Public Band radio frequency of TX155.7825 Narrow Band Repeater, RX154.860, (PL311 on TX and RX). This is the primary radio frequency for all police radio communications.
- The Captain has authority delegated by the Chief for disaster planning and for maintaining and updating this Police Annex annually or on an as-needed basis and coordinating changes with Emergency Management.
- The line of succession for the Department is as follows:
 - Chief
 - Captain (Assistant Police Chief)
 - Sergeant
 - Senior Officer
- The officer-in-charge has the responsibility on-scene, of reporting to an established command post or of recommending or creating a command post if the situation indicates.

Direction and Control:

- The Police Chief exercises direction and control of the departments' emergency forces. This is accomplished at Police Headquarters under normal operating conditions and at the Emergency Operations Center if activated for an emergency.
- Maps and markers, charts, etc., needed to display the following information will be located in the Emergency Operations Center and maintained by the Town Manager and the Emergency Management Director:
 - A. Deployment of personnel.
 - B. Location of vehicles.
 - C. Lodging (Shelter) areas.
 - D. Location of incident command post.
 - E. Location and nature of problem(s).
 - F. Weather information.
 - G. Type and location of disaster area.
 - H. Location and identified high hazard areas.
 - I. Other pertinent information.

Communication:

- Emergency communications equipment is maintained and operated through the Town's Regional Communication Center by a full-time Dispatcher.
- Twenty-four hour dispatch is supervised by the Town's Police Department.

- The Police have radio communications capability with Winthrop Municipal Government, Public Works, and the Kennebec County Sheriff's Department, and Maine State Police.

Training and Exercises:

- Emergency Operations Training for Department Personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
- Test exercises or department personnel will be conducted in cooperation with the Town Manager and Emergency Management Director.

1.9.9 Annex G – Fire

Purpose:

- Develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Town Fire Department personnel.

Situation and Assumptions:

- The Fire Department has the primary responsibility of responding to emergencies in the Town where a fire or threat of fire may exist.
- It has a responsibility of responding to fire emergencies in neighboring towns through mutual aid compacts.
- The Fire Department can expect assistance from other Town agencies and departments upon request.
- Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

Mission:

- Limit or prevent loss of life and property from fires, threat of fires or hazardous materials.
- Assist in warning and evacuation.
- Assist and cooperate with other Town agencies and departments responding to disaster.

Administration:

- The Fire Department is headed by a Chief appointed by the Winthrop Town Council.
- The Department is continuously in the process of re-evaluating pre-fire plans for hospitals, schools, and major industries within the Town.
- A copy of the resource inventory is included as part of this Annex and identifies the type and locality of major pieces of equipment.

- The Fire Chief has responsibility for updating this Annex on an annual or as-needed basis and coordinating changes with the Emergency Management Director.

Concept of Operations:

- Operations of the Fire Department require a rapid coordinated response.
- Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by the Winthrop Regional Communications Center, if a response by the Department is required.
- Telephone fan-out can be used as a back-up.
- The Automatic Cell phone paging and or texting system is used on all dispatched calls.
- The Fire Officer-in-charge of the incident has responsibility for requesting additional assistance through dispatch.
- Initial response will include an evaluation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

Responsibilities:

- Fire Chief:
 - Responding to fire or threat of a fire.
 - Any rescue work needed, then protecting exposures as required and extinguishing fires.
 - Assisting other Town agencies, if requested, when life or property is threatened.
 - Assisting in dissemination of warning.
 - Recommending and assisting in evacuation if situation warrants.
 - Requesting assistance from Mutual Aid System and other Town agencies/departments.
 - Keeping proper authorities informed of situation.

- Normal operation of the Fire Department.

B. Fire Department Officers:

- Must have ability and knowledge to serve as office-in-charge at an incident until a superior officer or chief is on-scene and assumes control.
- Knowledge and skills to perform day-to-day operations as described in staff duties.
- Other specific or related fire response duties as assigned by the Chief or Officer-in Charge at the scene or as indicated in standard operating procedures.

Direction and Control:

Direction and control, as a function, is covered in Annex A.

- Requests for off-site assistance shall be requested by the Officer-in-Charge through the Fire Department base station.
- A command post shall be established at the scene with responding agencies reporting on arrival.
- If the situation warrants the opening of the Town's Emergency Operations Center, the Officer-in-Charge shall ensure that all communications with the Emergency Operations Center are established and he/she or a designee shall provide information and coordination.

Communications:

- The Main Street Fire Station has a base radio on Public Band on frequency (TX151.0250, RX154.995, PL3A/127.3, TX and RX). These frequencies are used both for toning out the Fire Department personnel and two-way communications.
- Fire apparatus is radio equipped with these frequencies.
- Standard procedures call for a person to be stationed at the Fire Station base radios if the Department responds.
- The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
- The Fire Department also has a base radio station capable of communicating with Kennebec County Emergency Management Agency.

Warning:

- The Fire Chief, or Officer-in-Charge if the Fire Chief is not available, has the responsibility as Town Warning Officer for disseminating severe weather warnings.
- The Fire Chief has the responsibility of assisting in warning the population in an area recommended for evacuation.

Shelter:

- If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Town Emergency Management Director.

Training/Exercises:

- The Fire Chief has the responsibility for on-going training and exercising the Department. It is expected that the Department may be asked to coordinate with the Kennebec County Emergency Management Agency in an annual exercise involving other Town departments.

1.9.10 Annex H – Department of Public Works

Purpose:

Assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the Emergency Operations Plan.

Situation:

- A hazard Analysis has been complete that identifies types of disasters or emergencies affect the Town.
- The distribution of the Town's population of 6232 (2000 Census), throughout the Town could create a demand for response to different locations.

Assumptions:

- Assistance will be available from other Town departments, local communities, and County agencies, during/after a major disaster or emergency affecting the Town.
- Assistance may be secured from Kennebec County Emergency Management Agency.

Mission:

- Provide manpower, equipment, and vehicles to maintain roadways and assist other Town agencies, when requested, with personnel, material and equipment, before, during, and after disasters and emergencies.

Administration and Logistics:

- Normal channels will be used for day-to-day operations.
- Emergency supplies will be secured by the Town Manager.
- Emergency funding will be requested through the Town Manager before, during, and after disaster/emergencies.
- Legal questions will be referred to the Town Manager in consultation with the Town's Attorney.

- Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

Warning:

- The Department of Public Works will receive warning of a disaster or emergency through communications by telephone, municipal radio, or messenger.
- They may also receive notification from:
 - A. The Police and/or Fire Department
 - B. The Emergency Management Director
- The Foreman is on 24-hour call and can be reached by telephone.

Concept of Operations:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

- The Town Manager will report to the Emergency Operations Center, if activated, to provide direction and coordination of public works functions.
- The Town Manager will recommend activation of the Emergency Operations Center if circumstances indicate.
- Pre-impact preparations for Public Works Foreman:
 - A. Notify key public works personnel.
 - B. Assign dues and crews.
 - C. Check all appropriate equipment.
 - D. Check fuel supply.
- If necessary to restore or maintain essential services:
 - A. Call in former retired department employees.
 - B. Make use of local contractors.
 - C. Contact Kennebec County Emergency Management Agency through the Town Emergency Management Director.

Organization and Assignment of Responsibilities:

A. The Public Works Department is responsible for:

- Day-to-day Emergency operations of the department, and coordination with other Town agencies.
- Clearing of debris from Town roads.
- Supplying emergency power, if needed, to emergency shelters.
- Coordination of transportation through the Town Manager or the Emergency Management Director.
- Emergency Operations training for department personnel.
- Maintenance and repair of department vehicles.
- Maintaining and updating this Annex, annually or as needed, as part of the Town's emergency operations plan; testing or evaluating it annually in coordination with the Emergency Management Director.
- Reporting to the Emergency Operations Center, if opened, and recommending its opening if the situation warrants.
- Emergency operations are under the general direction of the Town Manager or the Town Emergency Management Director.

B. The Public Works is responsible for:

- Day-to-day maintenance of equipment.
- Emergency operations as instructed by the Public Works Director or in the Director's absence, under the general direction of the Town Manager.

Direction and Control:

- Direction and control of emergency forces is accomplished from the Town's Highway Garage under normal operating conditions and from the Emergency Operations Center, if activated for the emergency.

- Maps and markers needed in the Emergency Operations Center to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the Public Works Director and the Emergency Management Director.

Communications:

- Day-to-day and emergency communications are maintained and operated from the highway garage.
- The department has a radio capability for communicating with other municipal departments on the municipal frequency.

Training and Exercising:

- Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures. Test exercises for department personnel will be conducted in cooperation with the Town Manager and/or Emergency Management Director.

1.9.11 Annex I – Emergency Public Information

Situation:

- Radio stations WABK, WKCG, and WMME can provide information instructions to the public during an emergency.
- Maine State Police Dispatch will take requests to provide immediate information through the Emergency Alert System (EAS).
- The Kennebec Journal and Lewiston Sun Journal will be asked to publish informational and instructional material when the situation warrants.
- Information is posted on the Town's website.
- Utilize Reverse 911.

Assumptions:

- Radio Station WABK has emergency power to remain on the air in the event of a power failure.
- The Kennebec Journal has emergency power also.
- The local news media will be asked to cooperate with the public information officer in providing information and instructions to the public in an emergency.
- The Public Information Officer will assure that the Emergency Public Information package is printed and distributed to the public.

Mission:

- Provide accurate and official information and instructions to the people through all available media before, during, and after emergencies.

Execution:

A. Organization:

- The Public Information Officer, or designee, will select personnel to assist in providing fast accurate reporting during emergencies.

B. Warning:

- The Public Information Officer will be alerted by Emergency Management if required, when an emergency situation exists.
- The Public Information Officer will alert the assistants.

C. Concept of Operations:

- The Public Information Officer will report to the Emergency Operations Center or alternate location when requested by the Town Manager.
- The Public Information Officer will coordinate the collection and evaluation of information instructions for the public.
- All releases, information, instructions will be cleared with the Emergency Management Director before being disseminated to the public.
- No releases will be made concerning bomb threats at the schools.

D. Assignment of Responsibilities:

The Public Information Officer will be responsible for the following:

- Maintaining a list of local news media personnel within the city together with their telephone numbers.
- Maintaining any other material necessary to carry out their assignment.
- Maintaining a file on news releases.
- Establish an information center at the Emergency Operations Center for the media.
- Preparing appropriate news releases.
- Coordinating information for public release with other emergency services.
- Contacting the Augusta State Regional Communication Center to request an EAS broadcast.
- Notifying the public of information and instructions outlined in the Emergency Public Information Package and assuring that the package is up to date.

Training and Exercises:

- Training – The Public Information staff will undergo training as necessary.
- Exercises – Test exercises may be conducted annually. The Public Information Officer will participate in, or at least be present, at the exercise.

Administration:

- The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the Town Manager.

Communications:

- The primary communications between the Public Information Officer and news media will be by telephone.

1.9.12 Appendix I-1

The following types of information that should be released to the public after approval by the Town Manager:

- Nature of the disaster.
- Location of disaster.
- Time of disaster.
- Agencies involved with response.
- Scope of agency involvement.
- Number of casualties.
- Nature and severity of injuries.
- Condition of casualties that were treated.
- Identification, age, sex, address of casualties (after notification to next of kin).

1.9.13 Appendix I-2

- The Public Information Officer will establish a media room/area at the Emergency Operations Center.
- When the Emergency Operations Center is activated, access to the following area by the media will be allowed only with the Public Information Officer or a representative.
 - A. Town Manager's Office
 - B. Emergency Management Director's Office
 - C. Operations Room
 - D. Communications Room

1.9.14 Annex J – Resource Management

This Annex contains the lists of resources available to the Town. This information is stored and retrieved on an MS Access Database. Resource reports will be attached behind this Plan.

1.9.15 Annex K – Hazardous Materials

Purpose:

This Annex provides information regarding the Town's response to a hazardous materials (HAZMAT) emergency.

Information regarding follow-up procedures to a hazardous materials emergency is also included. This Annex lists hazmat training and plan exercise requirements.

Summary of Hazardous Materials Incidents

The Fire Department is primarily responsible for all incidents involving Hazardous Materials. A few minor HAZMAT incidents have occurred in Winthrop in the last decade. Propane gas leaks in homes, and spills or leaks in storage facilities are not uncommon. Because propane is stored and moved frequently and in high volumes, it can be expected to be involved in a high percentage of HAZMAT incidents.

Concept of Operations

A. First Responder's Emergency Action Checklist:

Most emergency incidents have the potential to involve hazardous materials. The first responder at the scene must immediately assess this potential; further action should be in accordance with the department's standard operating procedures.

Alerting and Warning:

Public warning of hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System. EAS can be activated through the Augusta State Communications Center. Callers should provide information summarized on the Hazardous Materials Incident Information Form.

Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used, in addition to utilizing Reverse 911.

Utilization will also be made of the Town's website and the internet.

Emergency Information

The Public Information Officer will disseminate official information and instructions to the public when in his/her judgment a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a shelter will be designated.

A sample emergency message would be *“At 00.00, emergency personnel were notified that an incident had occurred, resulting in the release of toxic chemicals. Residents of Winthrop are advised to leave the area immediately.*

All efforts are being made to control the release. Local and County officials have been notified. Additional details will be released as they become available.”

Actions for Citizens

If there is an immediate life-threatening situation, the Emergency Management Director may order a precautionary evacuation of affected areas.

Law Enforcement

The Winthrop Police Department will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.

Fire and Rescue

Hazardous Materials incidents are often accompanied by fire or injured persons. The Fire Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be present and are not to be entered by persons that have not been trained to the Technician or Specialist level.

Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Emergency Management Director.

Health and Medical Services

The Town of Winthrop has a dedicated service known as 'Winthrop Ambulance'. Medical services are provided by the Maine General Hospital in Augusta. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Emergency Management Director if the potential for spreading hazardous materials contamination is present. The Emergency Management Director is also responsible for notifying the hospital of the materials to which incident casualties have been exposed.

Local Resources

The Town's accesses to personnel and equipment resources for addressing hazardous materials are listed in Report 1B – KCEMA Municipal Contacts Report, 1C – Private Industry Report, and 1D – Partnership Agency Report. Kennebec County Emergency Management Agency or Maine State Police Dispatch can be contacted to request the hazmat team, Department of Environmental Protection, and other necessary resources.

Resource Inventory and Maintenance

As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department, Police Department, and the Public Works Department. Missing or damaged items or equipment shall be repaired or replaced.

Testing the Plan

This plan will be tested annually to identify operation deficiencies and procedural improvements that should be adopted. The Emergency Management Director will initiate the exercises and chair a committee that will evaluate the response. He/she will also be responsible for the implementation of procedural improvements.

In addition to annual testing of the plan, an assessment of this plan should also be completed after each incident that required the plans implementation.

- A. Were the appropriate persons listed on Report 1B – Municipal Contacts Report notified and the contacts information on this report is current.
- B. Were responders informed of the hazards of the materials at the scene prior to entry? Were additional materials discovered after the initial size up? Was the recommended personnel protective equipment appropriate to all exposure hazards discovered?
- C. Was response equipment in working order?

- D. Were all persons at risk evacuated to a safe area?
- E. Was the public kept advised of the severity of the incident and the progress of corrective actions?
- F. Were all written reports properly prepared and filed?
- G. Did all aspects of the response comply with current OSHA, Health Department, Agency of Natural Resources, and Department of Public Safety regulations?

Updating the Plan

Annually or as a result of the assessment completed, the plan should be reviewed for modifications. Revision pages will be issued to all holders of the plan. The revision will be recorded on the Revision Sheet as listed on page 4 of the plan.

Personnel

Refer to the HAZMAT Database to obtain training information concerning first responders and CERT volunteers.

1.9.16 Annex L – Emergency Medical Services (EMS)

Dispatch Protocol

- Any agency or department receiving information of an incident where the potential mass casualties exists shall immediately notify the Augusta Regional Communications Center and relay the information they have received to Kennebec County Emergency Management Agency, who will then notify the Maine Emergency Management Agency Duty Officer.
- The Communications Center will, without further confirmation, notify MEMA there is a potential of a Mass Casualty Incident under direction of the Kennebec Emergency Management Agency.

Response Protocol

- The first arriving unit; state or local police, sheriff, fire officer, or EMS crew chief; will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, or cause to be reported, the information to the State Police.
- Based on the information received from the scene a Mass Casualty Incident may be declared.
- The basic criteria for the declaration shall be any incident that will overload capabilities and resources of the local medical community.
- A secondary dispatch center will be activated to handle non-emergency calls for notification of back-up crews, additional equipment, etc.
- All emergency responders shall follow their department's standard operating procedures for a mass casualty incident.

Communications

- All responding units shall switch to TX151.0250, RX 154.995, (PL3A/127.3 TX and RX), the primary EMS/Fire Channel, after signing on with the State Police.

1.9.17 Annex M – School Plans

Purpose

Emergency procedures are used by schools to protect students and staff.

List of Schools

Winthrop Grade School	23 Highland Avenue Winthrop, ME	377-2241
Winthrop Middle School	400 Rambler Road Winthrop, ME	377-2249
Winthrop High School	211 Rambler Road Winthrop, ME	377-2228

The School Administration Staff will coordinate response activities with the Emergency Management Director. Information pertaining to School emergency operations is stored and retrieved from a DVD. Resource reports will be attached behind this Plan.

Adopted by the Town Council November 1, 2010

Town of Winthrop

National Incident Management System (NIMS) Implementation Plan

November 5, 2007

RECORD OF CHANGES

[illegible]

Town of Winthrop
National Incident Management System (NIMS) Implementation Plan

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PROCLAMATION

IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

November 5, 2007

WHEREAS, In Homeland Security Directive (HSPD) -5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

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

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

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

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

WHEREAS, the Incident Command System components of NIMS are already part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission on Terrorism Attacks (9-11 Commission) recommend adoption of a standardize Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the Constitution and provisions of the Emergency Management Services Code (35 Pa. C.S. Section 7101 et seq., as amended), I do hereby mandate the National Incident Management System be utilized for all incident management in the Town of Winthrop.

I further proclaim this to take effect immediately.

CITY SEAL ATTEST

Town of Winthrop

National Incident Management System (NIMS) Implementation Plan

FOREWORD

This document has been developed in compliance with Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*, in which the President directed the Secretary of Homeland Security to develop, submit and administer the National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. In like manner, NIMS will provide a consistent approach for the Town of Winthrop with regard to emergency preparedness, response and recovery.

The NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve greater cooperation among departments and agencies at all levels of government. Implementing the NIMS strengthens each organization's capability and resolve to fulfill its responsibilities to all the citizens of Winthrop in times of emergency.

The following NIMS Implementation Plan will help ensure that Winthrop has fully incorporated the NIMS into emergency response plans, procedures, and policies. This plan also provides guidance for all organizations to ensure that all personnel are appropriately trained in the NIMS and prepared to effectively and efficiently execute the duties under the National Response Plan (NRP) and Winthrop's Emergency Operations Plan.

Town of Winthrop
Manager and Council

Purpose

This document institutes the necessary steps for compliance with the National Incident Management System (NIMS) implementation plan. This document further ensures that Winthrop's Emergency Operations Plan complies with NIMS, Incident Command System (ICS), and emergency prevention, preparedness, recovery and mitigation activities, as well as in support of all assistance received from county, state or federal agencies.

Authorities

Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents*

Governor's Executive Order dated October 4, 2005 Implementing the National Incident Management System

2006 State of Maine Three-Year Homeland Security Assessment & Strategy and Urban Areas Security Initiatives

Homeland Security Presidential Directive 8 (HSPD-8), National Preparedness

References

Homeland Security Act Of 2002

HSPD-8, *National Preparedness*

DHS National Incident Management System, March 1, 2004, U.S. Department of Homeland Security

National Response Plan

Scope

This document provides guidance on how the Town of Winthrop plans to implement NIMS.

The provisions of this document apply to all departmental plans, procedures, policies, and training programs.

The provisions of this document apply to all Departments, Boards, Commissions, of or operating under the jurisdiction of the Town of Winthrop.

It is the intent of the Town of Winthrop to institute the NIMS as outlined in this document. The timeline for this process is dependent on several factors including staff availability, disaster events, availability of Federal training and exercise programs, State and Federal Laws and Regulations. Changes in the above could modify the timelines for the implementation of NIMS.

Noncompliance with the NIMS will jeopardize future Homeland Security preparedness funding.

Responsibilities of the NIMS Implementation Workgroup

The NIMS implementation workgroup consists of representatives from the following:
Administration, Finance, Police, Fire, Emergency Medical Service, Public Works.

The NIMS Implementation Workgroup is responsible for:

- Development and implementation of a comprehensive incident management system that has compatibility among all town departments, counties and state agencies and NIMS components including the tenets of the National Mutual Aid and Resource Management Initiative.
- Coordination of all Town departments with multi-agency coordination systems and unified command.
- Development of concepts and principles to institutionalize all-hazards incident management and integration strategies compliant with the National Response Plan (NRP).
- Identification and updating of all training, plans and programs to fully integrate NIMS concepts and terminology.
- Recommendation of appropriate training levels for all Town personnel.
- Development of a timeline to complete necessary training for all Town personnel.
- Ensuring NIMS implementation is in alignment with the goals and objectives of the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA).

Concept of Implementation

The Phases of NIMS Adoption for the Town of Winthrop.

The NIMS adoption will include four distinct phases. These implementation phases will overlap in order to speed and strengthen the process.

The first phase will focus on initial staff training, which will include completion of the Federal Emergency Management Agency's (FEMA) Emergency Management Institute independent study course on the NIMS (EMI IS-700). All supervisors will be accountable for ensuring that all employees are fully trained in the NIMS as outlined in the training phase of this plan.

The second phase will include evaluation of existing plans, policies, and procedures to identify aspects in need of modification for NIMS compliance.

The third phase will be revisions of existing plans, procedures, and policies to reflect NIMS implementation.

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and utilization as a critical component of domestic incident management. We will base our Mutual Aid and Resource Management on FEMA's National Mutual Aid and Resource Management Initiative. This provides the basis to type, inventory, order, and track assets to support equipment and personnel compatibility required for mutual aid agreements. It also provides a model for all other departments and agencies to follow. Resource Management will be incorporated during or after phase 3 is completed.

The fourth phase will verify achievement of the NIMS Integration Center's standards, to include certification and credentialing of employees as well as conducting exercises to demonstrate compliance with the standards of the NIMS Integration Center.

Phase I – Initial Staff Training **8 months**

The four levels are:

Awareness: Individuals who may be involved in an incident, and/or perform a direct or supporting role, will be trained in the following components of NIMS and ICS.: IS700 & ICS100

- Organizational Structure
- Positions and Responsibilities

- Facilities

Operations: Individuals who may be involved in or with ICS general functions will be trained in the following components of ICS: ICS200

- Awareness level plus
- Principles and Features of ICS
- Organizational Overview
- Incident Facilities
- Common Responsibilities Associated with ICS Assignments

Supervisory Level: Individuals who may be assigned to ICS supervisory positions for incidents will be trained in the following components of ICS and the National Response Plan (NRP): ICS300 & IS800

- Operational level plus
- Essential Principles of ICS and the NRP
- Air Operations (if applicable)
- Special Events Planning
- Resources Management

Command Level: Individuals who may be expected to perform in a management capacity, incident commander and/or area commanders in a complex incident environment: ICS400

- Supervisory level plus
- Large-scale Incidents
- Unified/Area Command
- Complex Incident Management
- Interagency Coordination

The concepts of an ICS are not foreign to Winthrop's emergency management, fire and law enforcement response personnel. ICS concepts have been taught and implemented within these services for years. ICS training begins in the entry-level training programs with an introduction to the ICS during Emergency Services training. Incrementally advanced levels of ICS training are integrated into various training programs.

As a first step in the implementation of NIMS Winthrop will require the completion of "IS-700: An Introduction to the National Incident Management System", for all employees. This introductory course will provide each participant with a basic understanding of the NIMS ICS. By completing this course, staff members will be able to respond to questions concerning NIMS and be better prepared for the delivery of NIMS ICS training modules. A further promotion of IS-700 throughout the response community will serve as a learning bridge for those responders who already have a basic understanding of the ICS and need to understand the requirements for transition to the NIMS ICS. NIMS

IS-700 training is available as an independent study online course at <http://training.fema.gov/emiweb/IS/is700.asp>

FEMA, through the National Emergency Training Center (NETC), has developed several independent study training options for personnel to acquire an understanding of the ICS and NIMS.

- IS-100 – Introduction to the Incident Command System
- IS-200 – Basic Incident Command System
- IS-300 – Intermediate Incident Command System
- IS-400 – Advanced Incident Command System
- IS-700 – An Introduction to the National Incident Management System
- IS-800 - An Introduction to the National Response Plan

All personnel must forward a copy of their training certification documents of successfully completed courses to Personnel Department to be kept on file as proof of certification. Recurring recertification involves participation in exercise programs.

Initial Staff Training Matrix

Complete IS-700 NIMS: An Introduction	<ul style="list-style-type: none">• Web Based, Self Study• All personnel who may have emergency assignments at any level of government.
Complete IS-800 NRP: An Introduction	<ul style="list-style-type: none">• Web Based, Self Study• All supervisors and managers who have emergency assignments at any level of government.
Complete ICS 100 Introduction	<ul style="list-style-type: none">• Web Based, Self Study• All personnel who may have emergency assignments at any level of government.
Complete ICS 200 Basic	<ul style="list-style-type: none">• Web Based, Self Study• Persons involved with emergency planning, response or recovery efforts.
Complete ICS 300 and ICS 400 Intermediate & Advanced	<ul style="list-style-type: none">• Supervisors, managers and command staff with operational responsibilities at emergency incidents.

Phase II – Identification of Relevant Plans, Procedures, and Policies **4 months**

During this phase, documents will be identified; however, modification of plans, procedures, policies, and training will be accomplished during Phase III.

Phase IIIA – Modification of Existing Plans, Procedures, and Policies

8 months

During normal revision cycle Emergency Response Plans, including those that fulfill ESFs under the NRP and internal response plans such as Continuity of Operations (COOP) plans, SOPs, EOPs and other documents identified during phase II must be modified to NIMS principles and language. Additionally, training programs will be enhanced and/or modified to institutionalize NIMS. The process includes modification, testing, refinement, and implementation.

Phase IIIB – Resource Management

8 months

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and utilization as a critical component of domestic incident management. Winthrop will initiate a “standardized resource” management program in compliance with the NIMS, in support of the ICS, the Resource Typing Definitions and the Mutual Aid Glossary of Terms and Definitions. This initiative will promote the common terminology of descriptions, standards, and types of local, County, State and Federal response assets to be deployed in time of emergency or disaster.

Resource typing definitions for 120 of the most commonly requested response resources are available at: www.fema.gov/nims/mutual_aid.shtm.

Phase IVA - Exercises – Internal training/tabletop exercises.

Validation exercises will be conducted to include internal and regional tabletops and/or functional exercises utilizing NIMS/ICS and the Homeland Security Exercise and Evaluation Program (HSEEP).

A generic template for a Tabletop Exercise to evaluate NIMS implementation in the Town's Emergency Operation Center (EOC) should be developed in coordination with the Maine Emergency Management Agency.

The Town of Winthrop exercise program will include several tabletop exercises, functional exercises, and a full-scale exercise. This will test all aspects of the EOP, to include all ESFs.

NIMS Guidance

The following checklist will be utilized to track progress for all Plans, Procedures, Policies, and Training Programs to reflect full NIMS adoption. The checklist below was adopted directly from the NIMS (NIMS, Chapter III, Section B-2-a-1, page 35) and illustrates the status of NIMS incorporation into the Emergency Operation Plans (EOPs).

EOP Title: _____	Checklist	Adoption Date
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.	<input type="checkbox"/>	
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.	<input type="checkbox"/>	
Facilitates response and short-term recovery activities.	<input type="checkbox"/>	
Is flexible enough to use in all emergencies.	<input type="checkbox"/>	
Describes the EOP purpose.	<input type="checkbox"/>	
Describes the EOP situation and assumptions.	<input type="checkbox"/>	
Describes the EOP concept of operations.	<input type="checkbox"/>	
Describes the EOP organization and assignment of responsibilities.	<input type="checkbox"/>	
Describes the administration and logistics of the EOP.	<input type="checkbox"/>	
Describes EOP development and maintenance.	<input type="checkbox"/>	
Describes the EOP authorities and references.	<input type="checkbox"/>	
Contains functional annexes.	<input type="checkbox"/>	
Contains hazard-specific appendices.	<input type="checkbox"/>	
Contains a glossary.	<input type="checkbox"/>	
Pre designate jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.	<input type="checkbox"/>	
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.	<input type="checkbox"/>	

Figure 1. Checklist for a NIMS-Compliant EOP

Appendix A

Minimum Training Requirements for Town of Winthrop Staff at Each of the Four Levels

This represents a minimum standard for Town of Winthrop employees. At the recommendation of Department Heads or the Town Manager, personnel may receive training at a higher level and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.

COLOR CODE: AWARENESS = GREEN OPERATIONAL = BLUE SUPERVISORY = YELLOW COMMAND = ORANGE	EMI IS-100 Introduction to the ICS	EMI IS-700 NIMS	Internal Training / Emergency Exercises	ICS-200 Level Course/equivalent	IS-800 NRP: An Introduction	ICS-300 Intermediate Level Course/Equivalent	ICS-400 Advanced ICS
Rank and File Employees							
Emergency Management Personnel, Responders and Instructors							
Supervisory Personnel							
Management Personnel							