

THE TOWN OF LIBERTY MAINE



2006 EMERGENCY OPERATIONS PLAN AND GUIDE

Liberty Emergency Management Agency
Liberty, ME 04949

Approved September 26, 2006

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DISTRIBUTION

- Liberty Emergency Management Agency
- Liberty Fire Station
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- Waldo County Emergency Management Agency
- Liberty Rescue
- Liberty Selectmen

**LIBERTY, MAINE EMERGENCY OPERATIONS MANUAL
EMERGENCY PROCLAMATION AND EMERGENCY POWERS**

**Emergency Management Proclamation of the Town of Liberty
Enacted MAY 22, 2006**

1. **Short Title:** This Proclamation shall be known and may be cited and referred to as the “Emergency Management Proclamation of the Town of Liberty”. Authorized under Title 37-B M.R.S.A., Section 782.
2. **Definition:** Emergency Management Director (EMD) shall mean the appointed town official responsible for performing the four phases of Emergency Management (preparedness, response, recovery, and mitigation) and for liaison with the Waldo County Emergency Management Agency.
3. **Establishment:** The Liberty Emergency Management Agency (EMA) and the position of Emergency Management Director for the town of Liberty is hereby created. The Selectmen may appoint additional EMA staff members, as needed.
4. **Appointment, Term, and Removal:** The Selectmen shall appoint the EMD. This appointment shall be annual and made by June 1 of each year. The Selectmen may remove the EMD for cause.
5. **Oath of the Emergency Management Director:** Once the EMD has been appointed, the EMD shall take an oath of office before assuming any duties, pursuant to Title 30-A M.R.S.A., Section 2526.
6. **Duties of the Emergency Management Director:** The EMD shall:
 - A. Prepare and update a Hazard Risk and Vulnerability Assessment.
 - B. Prepare and maintain the Liberty Emergency Operations Plan.
 - C. Organize, activate, and operate the Liberty Emergency Operations Center (EOC).
 - D. Prepare and maintain a list of disaster resources.
 - E. Develop procedures for the operation of the Liberty EOC.
 - F. Coordinate and maintain written disaster Mutual Aid Agreements with the approval of the Selectmen.
 - G. Provide Emergency Management training to town officials, planners, and responders.
 - H. Develop and implement a Disaster Exercise program.
 - I. Attend County Local Emergency Managers meetings.
 - J. Provide Disaster Preparedness information to town residents.
 - K. Complete and report Damage Assessments to WCOEMA.
 - L. Complete and submit applications for FEMA disaster funds and grants.
7. **Membership of the Emergency Operations Center:** When directed by any one of the Selectmen or by the EMD, the EOC will be established and manned. At the discretion of the Selectmen or EMD, the following town officials may be included on the EOC staff:
 - A. Selectmen
 - B. Emergency Management Director
 - C. Town Clerk and Treasurer
 - D. Code Enforcement Officer
 - E. Town Constable
 - F. Fire Chief or Deputy
 - G. Fire Warden
 - H. Road Commissioner
 - I. Animal Control Officer
 - J. Federal, State, Local Government Officials
 - K. EMS Service Chief
 - L. Health Officer of Town

8. **Establishment of the National Incident Management System:** The Town of Liberty hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for Federal, State, and municipal 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. NIMS will 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. All Liberty emergency and disaster responders for incident management will utilize the NIMS Incident Command System (ICS).
9. **Compensation and Budget:** The EMD shall be compensated for duties rendered by an annual stipend as appropriated at town meeting. A budget shall also be submitted by the EMD for approval at the annual Town Meeting.
10. **Training:** The EMD may take necessary training as provided by the Waldo County Emergency Management Agency (WCOEMA), Maine Emergency Management Agency (MEMA), and FEMA. The EMD may also direct, and will provide for training as mandated by Federal and State Authority for all emergency and disaster first responders.
11. **Compliance:** The Selectmen hereby direct that all emergency Liberty emergency and disaster responders, town officers and officials, will complete mandated Federal and State emergency and disaster training as determined by the EMD. The Selectmen have determined that all not-for-profit and private emergency first responders will comply with all mandated Federal and State emergency and disaster training. This is to insure that the town of Liberty is eligible to apply for and receive any Federal, State, and County resources, grants, aid, financial assistance, as may be required or necessary within the scope and provisions of this proclamation. The Selectmen and EMD will provide assistance and work with such not-for-profit or private first responders to achieve this compliance within statutory requirements.
12. **Adoption and Revision:** This proclamation may be amended and revised as deemed necessary by the Selectmen. This proclamation will be presented to the citizens of the Liberty for adaptation as a Town Ordinance no later than the date of the regular Town Meeting in 2007. The Selectmen direct that the Town Clerk post this proclamation as required.

Signed and enacted on May 22, 2006

JUDY FULLER, FIRST SELECTMAN

JOHN KRUEGER, SECOND SELECTMAN

HENRY HALL, THIRD SELECTMAN

PURPOSE

This Emergency Operations Plan and Guide identifies hazards and vulnerabilities, and the likelihood and severity these hazards will impact the communities vulnerabilities. This plan defines the efforts and resources to mitigate the effects and prepare for and respond to an emergency or disaster event.

SITUATION AND ASSUMPTIONS

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

Hazard	Ranking
Severe Winter Storm	1
Wildland/Forest Fire	2
Mass Casualty Incident	3
Localized Flooding	4
HazMat (Transportation)	5
Hostile Incident at School	6
Prolonged Power Outage	7

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

Since much of Liberty is forestland, the entire town is very susceptible to an out of control **wildland/forest fire** and could cause severe property damage and limited loss of life.

A **Mass Casualty Incident** could occur resulting from a passenger vehicle accident, or because of any of the described disaster hazards.

There are properties within the Liberty Floodplain. The most likely damage from **flooding** will be to roadway sections that contain bridges or culverts and through erosion of gravel roads.

Though **hazardous materials** could be transported on any community road, the greatest traffic flow of hazardous materials is along Route 220 and Route 3. The residences and public school along this traffic corridor are most susceptible to a HazMat incident.

The most likely **hostile incident at school** would involve the Walker School complex. This contains the largest concentration and the most vulnerable people in the community. Attacks may involve the taking of hostages, bomb threats or explosions and/or mass shootings.

We have already experienced in recent years a **prolonged power outage** as the result of an ice storm and other weather phenomena. This will affect the entire town and will have its greatest impact to living conditions during severe cold weather.

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

HAZARD EVENT	VULNERABILITY LOCATION	LIKELIHOOD	MAJOR DAMAGES	DEATHS OR INJURIES
Forest Fires	Entire Town	Occasional	Forests & Homes	Firefighters
Haz-Mat	State Route	Occasional	Roadway	Residents & Responders
Mass Casualty	Anywhere	Occasional	None	School or Transport
School Attack	Walker School	Remote	School	Students & Faculty
Flooding	Gravel Roads	Probable	Roadways	None
Power Outages	Entire Town	Probable	Frozen Plumbing	None
Winter Storm	Entire Town	Frequent	& Power Lines	Motorist or Elderly

The Town of Liberty does not have its own law enforcement, hazardous materials response team. Waldo County and the State Police provide law enforcement. The closest hospital is located in Belfast. Liberty Rescue provides ambulance services. The State of Maine provides along with neighboring Fire Departments County provide limited hazmat response. The school district could provide emergency public transportation. Public works are contracted through the Liberty Road Commissioner. Fire Protection services are handled by the Town Fire Department and with mutual aid generally from the Towns of Montville, Searsmont, and Palermo.

The likelihood of a disaster situation occurring in Liberty that could cause multiple deaths or injuries is very low. There are no large passenger transportation services. Local forest fires are not swift and timely evacuations of the very low population density would not be difficult. Residents are accustomed to dealing with winter storms and power outages. There are no major bridges or waterways in town and a limited number of homes are in small flood zones. The major portion of transported hazardous materials consists of petroleum products and the hazards would be localized. School attacks present the only real danger to life, but the likelihood is remote.

LIBERTY DEMOGRAPHICS, 2000 CENSUS

Population & Age Statistics

Total Year-Round Population	927
15 or younger	213
16 to 24 Years Old	103
25 to 44 Years Old	265
45 to 64 Years Old	216
65 Years Old & Over	130
Median Age	37.25

Housing & Density Statistics

Total Housing Units	674
Occupied Housing Units	362
Owner-Occupied Housing Units	297
Renter-Occupied Housing Units	65
People per square mile	35.78
Houses per square mile	26

Social and Economic Statistics

Total Labor Force, 2000	584
Per Capita Income, 2000	\$16,201
Median Household Income, 2000	\$35,483

CONCEPT OF OPERATIONS

The Emergency Management Agency (EMA) Director is responsible to the Board of Selectmen for coordinating

disaster response activities, requesting resources from mutual aid partners, from the County, and for compiling disaster information. The Board of Selectmen is legally responsible for the function of the local government.

Disaster or major emergency notification will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Waldo County Regional Communication Center (WCRCC) radio-page to the Liberty Fire Department, a Waldo County EMA "Fan-out" or by announcements on area television and/or radio broadcasts.

Any one of the Selectmen or the EMA Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to man the EOC.

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

The emergency response forces in Liberty are the Fire Department, and Liberty Rescue. The Fire Chief or Senior Fire Officer may request Aid from neighboring communities. Currently, the Fire Department and the Emergency Management Agency both have written mutual aid agreements with several other towns.

For a localized emergency, such as a mass casualty incident, an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.

For a wide area emergency, such as a severe winter storm, all emergency operations will be run out of the EOC. Emergency Responders and Emergency Management personnel will be dispatched by the EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard-line communications are out.

A limited EOC may also be activated if emergency and disaster support is being provided to other communities. This will be primary to coordinate logistics and monitor the situation. A large forest fire in the next community could eventually affect Liberty, and certain preparedness actions should be started by the EOC.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

Board of Selectmen:

1. Assumes responsibility for the overall response and recovery operations by the municipality.
2. Approves the EOC staffing assignments recommended by the EMA Director.
3. Establishes a public disaster assistance program.
4. Approves press releases to the media.
5. Oversees the Damage Assessment program.
6. Authorizes emergency disaster expenditures

Emergency Management Agency Director:

1. Establishes and maintains the town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with Waldo County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC) and School District.
5. Responsible for the town Emergency Public Information program.
6. Responsible for the tracking and assignment of emergency/disaster resources.
7. Establishes EOC communications and public warning systems.

Fire Chief:

1. Oversees all fire department resources and directs fire department operations.
2. Responsible for initiating and implementing emergency evacuations.

Ambulance Service Chief: Oversees all Liberty Rescue resources and directs Emergency Medical Response

Road Commissioner:

1. Coordinates road repair and maintenance.
2. Responsible for organizing the Damage Assessment program.

Shelter Officer: Appointed during emergency by Board of Selectmen to establish a Disaster Shelter.

Town Clerk and Treasurer:

1. Mans EOC telephones and records information.
2. Tracks disaster expenditures and pays bills authorized by the board of Selectmen.

Town Constable:

1. Notifies town residents of special meetings and assistance programs.
2. Point of contact with law enforcement agencies.

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

Health Officer:

1. Report on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services.
2. Receive and evaluate complaints concerning nuisances posing a potential public health threat within the town.
3. Order the suppression and removal of nuisances and conditions posing a public health threat found to exist.

ADMINISTRATION AND LOGISTICS

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

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

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

The Board of Selectmen or other Authorized Town Officer may make emergency town expenditures in accordance with the Town Warrant voted on by the Town.

PLAN DEVELOPMENT AND MAINTENANCE

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

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

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

AUTHORITIES AND REFERENCES

A. Authorities

- The “Civil Emergency Preparedness Ordinance of the Town of Hazardville”, 2006.
- Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.
- Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.
- Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

B. References

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

PURPOSE

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

SITUATION AND ASSUMPTIONS

Many hazards can cause disasters of a magnitude that makes centralized direction and control necessary. The Liberty EOC will be established by the Board of Selectmen or EMA Director if they feel the emergency warrants the establishment. Emergency staffing must be documented with the EMA Director for protection under State law.

CONCEPT OF OPERATIONS

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

By Proclamation enacted May 22, 2006, the Town of Liberty has established the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for the Town of Liberty, Waldo County, State of Maine, and Federal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. By adopting NIMS, the Town of Liberty utilizes standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. All Liberty emergency and disaster responders for incident management utilize the NIMS Incident Command System (ICS).

Normally, initial notification of an emergency is by a radio-page from the Waldo County Regional Communications Center (WCRCC) to the Fire Department’s volunteer firefighters and/or Liberty Rescue. There are no firefighters or EMT staff on shift duty. Disaster or major emergency notifications will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the WCRCC radio-page Fire Department, a Waldo County EMA “Fan-out” to the EMA Director, or by announcements on area television and/or radio broadcasts.

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

EOC ACTIVATION LEVELS

LEVEL	STATUS	ACTION
1	Standby	EOC Set up and ready to be activated
2	Increased Readiness	EMA Director man the EOC on a temporary basis
3	Full Activation	Entire EOC staff recalled; 24 hours shifts established

The primary Emergency Operations Center (EOC) is set up at the Liberty Fire Station on West Main St. The alternate EOC is located at the Town Office on Water St. The EOC's communications capabilities include telephone and 2-way radios. All Fire Department Personnel and Liberty Rescue Personnel can be reached through the WCRCC via radio. The Waldo County EOC is located at 45A Congress St. Belfast, ME.

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

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

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

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

Board of Selectmen	Make policy decisions and have responsibility for emergency response within the Town. They will carry out welfare general assistance as required.
Emergency Manager	Maintains the EOC and advises officials and agencies on emergency procedures. The EMA Director activates the EOC when necessary, coordinates resources, emergency response and recovery efforts, and compiles damage assessment reports.
Town Clerk/Treasurer	Maintains official town documentation and completes all financial transactions, once approved by the Board of Selectmen.
Fire Chief & Service Chief	Directs the actions of the Volunteer Fire Department, and Liberty Rescue
Fire Warden	Coordinates with the Maine Forest Service on all Forest Fire issues. (Fire Chief)
Town Constable	Post officials notices to the public. Provides security for the EOC.
Animal Control Officer	Directs all actions dealing with animal emergencies.
Health Officer	Responsible for all public health issues. Coordinates with local hospitals and EMS units. He is responsible for protecting the public's health.
Road Commissioner	Completes all roadway damage assessment actions and develops repair cost estimates.
Public Information	A volunteer will be selected to provide emergency information to the public and to provide news releases to the media.
Resource Manager	A volunteer will be selected to coordinate procured and donated supplies and materials. This individual will also be responsible for acquiring additional transportation and facility assets that are needed.
Communications Officer	Answers the phone and base radio. Dispatches emergency personnel.
Food Services	Organizes feeding and refreshments for EOC staff and emergency response personnel.
Status Recorder	Updates Incident Status information.
Volunteer Coordinator	Contacts and in-process all disaster volunteers. Works for the Resource Manager.

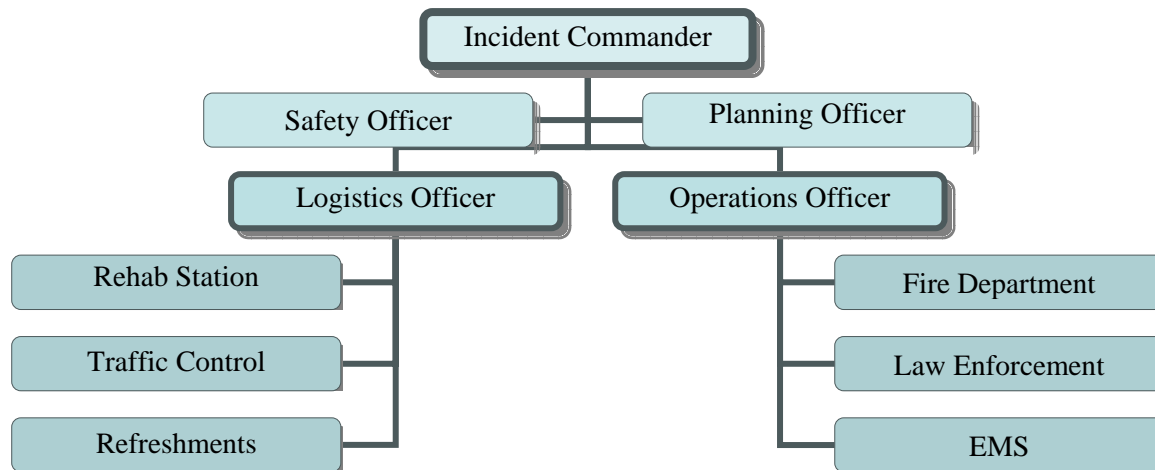
The following emergency functions will be accomplished during an emergency in Liberty.

Law Enforcement: The Town of Liberty relies on the Waldo County Sheriff's Department and the Maine State Police for Law Enforcement. Operational communications will be established between the Incident Commander on scene and the Senior Law Enforcement Officer. The EOC will maintain landline communications with the WCRCC to coordinate additional law enforcement requirements.

Fire Services: The Liberty Fire Department consists of volunteer firefighters. Fire Department personnel may assist with damage assessment, search and rescue, firefighting, clearing debris, alerting the public, evacuation, and traffic control, if necessary.

Emergency Medical Services: The Town of Liberty uses Liberty Rescue for Emergency Medical Services. Operational communications will be established between the Incident Commander on scene and the Senior EMS Officer on scene. The EOC will maintain landline communications with the regional hospitals.

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



ADMINISTRATION AND LOGISTICS

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

Generally, the Selectmen may authorize emergency town expenditures. This will be done on a town warrant, or at the order of the Selectmen.

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

Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that are more than the Town of Liberty can provide should be submitted to the Waldo County EMA by the Selectmen or EMA Director.

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

MUTUAL AID CHART

AGENCY	1st RESOURCE	2nd RESOURCE	3rd RESOURCE
Emergency Management	Waldo County EMA 338-3870	Maine EMA 1-800-452-8735	FEMA Region I
Law Enforcement	Waldo County Sheriff 911	Maine State Police 1-800-452-4664	FBI 947-6670
Fire Protection	Montville FD Searsmont FD Palermo FD Washington FD	Any Waldo County Fire Dept.	
Public Works	Contract Services Road Commissioner	Central Maine Power 1-800-696-1000	Fairpoint New England 1-800-400-5568
Ambulance Services	Liberty Rescue	Searsmont Rescue	
Hospitals	Waldo County Gen. 1-800-649-2536	Eastern Maine Medical Thayer	PenBay
Red Cross	Mid-Maine ARC 453-8029		
Environmental Protection	Maine DEP 1-800-482-0777	U.S. EPA 1-800-424-8802	Maine Forest Service 287-2791
National Weather Service	NWS (Gray) 1-800-482-0913		
HazMat Information	Nat. Response Center 1-800-424-8802	CHEMTREC 1-800-424-9300	CHEM-TEL 1-800-255-3924
MISC Resources	Poison Control Center 1-800-442-6305	Military Shipments 1-800-851-8061	Center for Disease Control

The Town of Liberty has adopted the Incident Command System (ICS). During any emergency, an Incident Commander will be identified in the field to coordinate emergency response and recovery forces. Normally, the IC will be the Senior Fire Officer (SFO) from the Liberty Fire Department. However, for incidents such as a multi-jurisdictional forest fire or a hostage incident at the school, the Incident Commander could be a County or State Official. In this case, if possible, the SFO will seek to establish a Unified Command in order to represent the jurisdiction of the Town of Liberty.

A Liberty IC or member of a Unified Command will maintain communications with and report to the Liberty EOC, which will oversee all municipal activities. Most Planning, Logistics, and Finance Section duties will be carried out at the Liberty EOC. The on-scene IC will assign a Planning Officer and Logistics Officer to coordinate support from the EOC and oversee planning and logistical resources located on-scene.

EOC CHECKLIST

X ACTION

EOC Alert Status:

EOC Notification From:

Consider need to declare an emergency.

Notify all EOC staff and volunteers.

Activate and test all equipment.

Begin message and event logs.

Inspect emergency generator for fuel and start capability.

Begin plotting and posting events.

Brief staff upon arrival.

When "manned and ready", report to Waldo County EMA (338-3870).

Review staffing pattern to ensure 24 hr. capability (If needed).

Conduct "time check".

Brief elected officials on status of EOC.

Check on food, water, and sanitation supplies and make appropriate arrangements.

Submit verbal and written situation reports to County EMA (Fax 338-1890).

Establish EOC security procedures.

Conduct periodic briefings for EOC staff.

Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.

Review procedures for requesting assistance. Contact contractors for assistance.

Maintain records of expenditures.

Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.

Brief oncoming shift personnel of all events and pending actions.

Prepare initial damage assessment information for submission to Waldo County EMA.

Contact area volunteer groups to assist with emergency recovery operations.

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

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

SITUATION REPORT INSTRUCTIONS

1. Introduction

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

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

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

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

2. Situation Reporting

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

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

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

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

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

CONCEPT OF OPERATIONS

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is 589-4327. The Alternate EOC phone number is 589-4318.

Fire Department Personnel and Liberty Rescue Personnel are equipped with hand-held two-way radios with WCRCC, State Fire, Waldo EMA and several local fire department radio frequencies. Radio traffic may be relayed through the radio base station at the Fire Station.

The Fire Station has a multi-channel two-way radio base station. Contact with the WCRCC and Waldo County EMA is possible. All the volunteer firefighters are issued a radio. Page-outs may be initiated from the Fire Station or the WCRCC. The Fire Station also maintains a radio scanner. All fire trucks are equipped with mobile truck radios.

The Town Office <http://www.libertymaine.us/index.html> and Fire Department libertyfire@pivot.net have Internet and E-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State government officers.

The Town Office can send and receive fax transmissions. 589-3160.

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

ADMINISTRATION AND LOGISTICS

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

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

**LIBERTY, MAINE EMERGENCY OPERATIONS MANUAL
LOCAL TELEPHONE LISTING**

POSITION	NAME	OFFICE TELEPHONE	HOME TELEPHONE
First Selectman	Judy Fuller	323-1159(cell)	589-4521
Second Selectman	John Krueger	287-6611/322-6297	845-2482
Third Selectman	Henry Hall	589-4318	589-3472
TOWN OFFICE	M/T/Th/S 9:00-1:00	589-4318	
FIRE STATION		589-4327	
Liberty Post Office			
Town Clerk	Bud Steeves	589-4318	589-4450
EMA Director	Kyle Wright	322-2132(cell)	589-3332
Fire Chief	Luther Thornton	Liberty "701"	589-3222
Town Fire Warden	Luther Thornton	Liberty "701"	589-3222
Constable	N/A		
Road Commissioner	Tammy Reynolds	589-4318	589-3101
Emergency Medical Services	Earle Albert	322-5855(cell)	589-4592
Code Enforcement Officer	Donald Harriman	589-4318	322-8209
Animal Control Officer	Forrest Flagg	471-0468(pager)	338-6286
Health Officer	Phyllis Albert		589-4592
Plumbing Inspector	Donald Harriman	589-4318	322-8209
School Principal	Carol McGovern	589-4330	589-4180
Shelter Officer			
Public Information Officer			
Resource Manager			
Damage Assessment			
Communications Officer			
Food Services			
Status Recorder			
Volunteer Coordinator			

RADIO FREQUENCIES

	Receive	Trans
Waldo County Sheriff's Department	156.030	159.030
Waldo County EMA	155.760	155.760
Waldo County North Tower- FD	155.385	153.950
Liberty Vol. Fire Department Liberty Rescue	154.160	154.160
State Fire	154.310	154.310
Statewide Car to Car	154.695	154.695
Waldo Search & Rescue	155.160	155.160
Unity Ambulance	155.175	154.070
School Buses	151.001	151.001
Maine State Police	154.905	154.905

EXTERNAL CONTACTS

AGENCY	LOCATION	TELEPHONE #
American Red Cross	Mid-Maine	873-6176
Brooks Ambulance	Brooks	722-3339
Central Maine Power -Fire Emer only	Augusta	1-800-535-5532
CHEMTREC	Washington D.C.	1-800-424-9300
Civil Air Patrol	72 Broadlawn, Brewer	989-2842
FEMA Region I	Maynard, MA	617-223-9540
Forest Fire Control	Augusta	287-2275
General Aviation Weather	Bangor International Airport	1-800-992-7433
Maine DEP	Augusta	1-800-482-0777
Maine DOT (Spill Contain)	Augusta	289-2551
Maine EMA	Augusta	1-800-452-8735
Maine Floodplain Mgmt	38 State House Station, Augusta	287-8063
Maine Geological Survey	22 State House Station, Augusta	287-2801
Maine State Police	Augusta	1-800-452-4664
National Response Center	2100 2nd St. SW, Wash D.C.	1-800-424-8802
National Weather Service	1 Weather Lane, Gray	1-800-482-0913
Poison Control Center		1-800-442-6305
Radio Station - Fm 106.5	49 Acme Rd, Bangor	989-5204
Radio Station - Fm 90.9	65 Texas Ave, Bangor	941-1010
Radio Station - Fm 94.5	Bangor	947-1234
Eastern Maine Medical	489 State Street, Bangor	973-7000
Television Station-WABI/5	35 Hildreth St., Bangor	947-8321
Television Station-WLBZ/2	Mt Hope Ave, Bangor	942-4821
Television Station-WMEB/12	65 Texas Ave, Bangor	941-1010
Television Station-WVII/7	371 Target Ind. Circle, Bangor	945-6457
Unity Ambulance	School St., Unity	948-9966
Waldo County EMA	45A Congress St., Belfast	338-3870
Waldo County General Hospital	Belfast	338-2500
Waldo County Sheriff	45A Congress St., Belfast	1-800-660-3398

FAX MACHINE DIRECTORY

OFFICE	TELEPHONE NUMBER
Town Office	589-3160
Waldo County EMA	338-1890
Waldo County Sheriff	338-9257
Waldo County Hospital	338-6029
Maine EMA	287-4079

PURPOSE

This annex describes the current warning capabilities of the Town of Liberty and Waldo County.

SITUATION AND ASSUMPTIONS

The primary National Warning System (NAWAS) warning point for Waldo County is the Waldo County Regional Communications Center (WCRCC) located at 45 Congress St. in Belfast. The WCRCC number is 1-800-660-3398 or 911. The WCRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Waldo County EMA is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the entire County. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The primary local warning point is the Liberty Fire Station, located on West Main St. The secondary warning point is the Liberty Town Office. Fire Department and Liberty Rescue members and the EMA Director can be radio-paged out by the WCRCC. The EMA Director is responsible for alerting the Selectmen and town officers. The EMA Director is also responsible for providing warning to Walker School and the public via warning devices and mobile notification.

CONCEPT OF OPERATIONS

The dispatcher at the Waldo County Warning Point (WCRCC) fans out information to the local jurisdictions, by contacting the municipal emergency management directors.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

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

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

ADMINISTRATION AND LOGISTICS

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

VEHICLE	ROADS (In Order) Starting From Fire Station
1	West Main St. (Rte. 220) Tannery Lane, Roberts Shore
2	Rte. 3, Lampton Rd. Boynton Rd. Cox Rd.
3	Pinnacle Rd. (Rte. 220) and Rte. 105, Knowlton Shores,
4	Stevens Pond Rd. (Rte. 173) Stevens Pond, Trues Pond, Old Augusta Rd. Back Palermo Rd.
5	Marshall Shores Rd., School Rd., Prescott Hill Rd., Fishtown Rd.

WARNING CHECKLIST

X ACTION

Received notification:

Fan-out Information:

If limited warning time, the following actions may be undertaken by the EOC and Fire Department.

- a. Telephone and Radio callout.
- b. Mobile notification routes with public address system or door to door notification.
- c. Warning notification to Walker school.

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

- a. Radio announcements
- b. Television announcement

Keep signed logs of emergency communication traffic.

PURPOSE

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

SITUATION

The Town of Liberty has an ongoing program to provide information about potential hazards, local government preparedness activities, and emergency services to the public. Activities may include brochures, pamphlets, publications, and press releases.

Town residents will need to be notified immediately if forest fires, a hazardous materials accident, or a terrorist situation forces them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm. Walker School and elderly living alone should be notified and assisted first.

The primary means of dissemination will be by telephone. The EOC will call key residents on each of the town roads and request that they pass the word to their neighbors.

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

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

CONCEPT OF OPERATIONS

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

The Town Media Center will be established in the parking area of the Liberty Town Office, or if the Town Office is the EOC, the Media Center will be located at Fire Station for a major incident that the TV Media arrives in Town. Media briefings are held as frequently as possible. Media releases are prepared in the EOC. The EOC will monitor radio & television news for media feedback and intelligence.

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

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

Below are suggested actions for the Liberty Public Information Officer (PIO) to take during an emergency. Changes may be made depending on the situation.

_____ Ensure that information is clear, confirmed, and approved by the Selectmen or IC before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.

INCIDENT INFORMATION

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

_____ Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.

_____ Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.

_____ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.

_____ Initiate procedures for contacting people who may have been injured or suffered losses.

_____ Keep the Selectmen informed of all actions taken or planned.

_____ Maintain a log and a file.

_____ Keep Waldo County EMA informed of all information released.

PURPOSE

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

SITUATION

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

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

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

CONCEPT OF OPERATIONS

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

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

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

The general population uses private transportation. Those without transportation, including elderly and handicapped are transported by other means. The EOC or County EMA Office will contact the Superintendent for MSAD 3 in order to request school buses to aid in the evacuations.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Selectmen are the authority for establishing evacuation policy.

The EMA Director coordinates evacuation activities, compiles all evacuation information, and keeps the Selectmen informed. The Waldo County Sheriff's Department and State Police shall be responsible for traffic control and barricades. The Fire Department and Trained Volunteers may assist. The Animal Control Officer will coordinate efforts for the evacuation and sheltering of animals, especially farm animals.

ADMINISTRATION AND LOGISTICS

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

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

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

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

EVACUATION INFORMATION

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

PURPOSE

This annex will describe the Liberty Mass Care Shelter program.

SITUATION

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

The Mass Care facility for large evacuations that will require overnight accommodations sought via the Red Cross, and the County EMA Office. The designated facility will be used as feeding and sleeping quarters for evacuated residents. Other facilities and manpower may come from local organizations, such as the Grange and the Masons, and local churches.

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

CONCEPT OF OPERATIONS

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

If the Red Cross is not involved in the town shelter, then the Board of Selectmen will assign a Shelter Manager who will supervise operations in the Liberty facility. At best, Liberty can only provide a stopgap temporary location for residents. There is no facility in Liberty that meets Red Cross overnight or day shelter requirements. This person may be any town resident who is willing to take on the responsibilities. Consideration should go to a local organization, such as the Masons, Grange, or the local Churches to request staffing for a shelter management team. The Shelter Manager reports to the EOC. The Shelter Manager assigns groups with special needs to similar facilities in a safe area according to staff and space available. If at all possible, these volunteers should receive ARC Shelter training.

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

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

Feeding, sanitation, and bedding for the shelter residents will need to be provided. The Selectmen may authorize the purchase of emergency supplies, food, water, sanitation supplies, cots, and blankets for the shelter. Contact should be made to local merchants, restaurants, farmers, and markets. Consideration should be made as to establishing a bus service to pick up those needing sheltering and transporting them to the Liberty or other designated mass care shelters.

The Liberty Community Emergency Response Team (LCERT) is trained and equipped to provide shelter services for cats and dogs of residents that need to find alternate shelter and are unable to take those pets to the shelter.

The EMA Director will contact the LCERT Leader when needed. The EMA Director will oversee the development, implementation, and training of a Liberty Community Response Team.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

The Animal Control Officer is responsible for organizing an effort to help shelter local animals. The LCERT or volunteers from the community will be used to provide support to the ACO.

ADMINISTRATION AND LOGISTICS

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

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

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

MASS CARE CHECKLIST

X ACTION

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

THE USE OF WALKER SCHOOL FOR THIS PURPOSE IS SUBJECT TO PRIOR APPROVAL BY DISTRICT OFFICIALS, AND MSAD 3 POLICIES ON A CASE-BY-CASE BASIS.

PURPOSE

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

SITUATION AND ASSUMPTIONS

The Town of Liberty has one medical facility, (Walker Clinic) and Liberty Rescue for emergency medical response services, a public Health Officer, and no mortuary services.

If there is a large-scale disaster, in which there are large numbers of casualties in the area or county, outside emergency medical services may not be able to respond immediately to Liberty.

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

CONCEPT OF OPERATIONS

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

Liberty Rescue will be the primary EMS.

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

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

If the incident involves HazMat, the HazMat I/C must initiate decontamination measures for the emergency responders, evacuees, victims, and the deceased.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

Liberty Rescue Service Chief will coordinate emergency medical response, and treatment.

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

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

The EMA Director will coordinate with the Waldo County Sheriff's Dept or the Maine State Police to provide security to the disaster scene.

ADMINISTRATION AND LOGISTICS

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

Some town residents may have limited medical training. Contact these individuals. Liberty Rescue is responsible for coordination and approval of qualifications of these residents.

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

The town has volunteers Fire Department and Emergency Response Personnel for use in emergency response and recovery. Manpower will be all-volunteer. The initial manpower source will be the Volunteer Fire Department and/or Liberty Rescue. There are a limited number firefighters and EMS personnel who can be quickly notified and can respond within minutes. The EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the Waldo County EMA. Mutual aid compacts with other Fire Departments will be used within established mutual aid agreements and protocols.

The Town of Liberty owns five vehicles; all five are fire department trucks. Liberty Rescue owns one ambulance. Consideration should be made to contract with local contractors and individual residents for other vehicle resources.

Communications consists of telephones in the Town Office and Fire Station and in two-way radios. Requests for additional communications equipment should be made to the Waldo County EMA and WCRCC.

Forest Fires will require a great deal of manpower and water transportation. Initiate fire department mutual aid agreements with area towns and the Maine Forest Service.

Hazardous Material Incidents will require outside support immediately. The owner/party responsible of the HazMat situation is responsible for clean up. The Fire Department is will assist establishing hot, warm and cold zones, decontaminating, isolating and evacuating contaminated people, collecting and up-channeling information on the incident, and restricting access. Notify the WCRCC and Waldo County EMA immediately.

The Town of Liberty has no resources to respond to a Terrorist Incident except to extinguish any fires, and evacuate the injured and close roads in the area. The Waldo County Sheriff's Department shall be notified immediately.

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

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

CONCEPT OF OPERATIONS

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

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

In a Presidential Declared Disaster, the Federal Emergency Management Agency (FEMA) and the Maine

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This plan identifies the Emergency Management Director as the Liberty Resource Management Officer. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

A staging area will be established in the Fire Station parking lot and/or in one of the bays of the Fire Station.

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

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

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

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

ADMINISTRATION AND LOGISTICS

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

EMERGENCY RESPONSE EQUIPMENT

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

FIRE FIGHTING/EMS RESOURCE INFORMATION

CONTACT INFORMATION		RADIO COMMUNICATIONS	
Department	Liberty Fire	Call Letters	WPXC660
Business Phone	589-4327	Frequency	154.160
Fax Line	589-3160 (Town Office)	Station Call Sign	Liberty Base
Address	187 West Main, Liberty	No. Mobiles	5
E-Mail		No. Portables	16
		No. Pagers	

PERSONNEL		PORTABLE PUMPS	
Fire/EMS	12 / 9 (some cross trained)	GPM	Portability
Support	4	120	Yes
ICS Trained			
HazMat Trained	Awareness: 12 Operations: 0		
SCBA Qual.	6		

FIRE APPARATUS

Call Sign	Year, Make, Model	Type	GPM	Tank Size (gals)
Tanker T-72	02 IH 9400	Tanker	1000	2600
Engine E74/E75	86 FMC / 72 Ward	Pumper	1000 / 1000	750 / 750
Forestry 77	67 Kaiser	Pick Up	High Pressure	200
Squad S-71	92 Ford Explorer	SUV	N/A	N/A

HOSE			SUPPORT EQUIPMENT	
Diameter (in)	Thread Type	Length (feet)	No.	Type
1-1/2"	NST	500	5500 WATT	Generator
2-1/2"	NST	1000	2500 WATT	Generator
3"				Thermal Imaging Camera
4"	STORTZ	1000	Tri-Town Jaws	Jaws of Life
5"			1	CO ₂ Detectors
			1	Water Rescue Craft/Boat
RESPIRATORY EQUIPMENT			On Call	ATV Rescue
No.	Type		Montville FD	Snowmobile Rescue
10	Survivor Panther			
6	Scott 2.2			
2	Scott 2.5			

MUTUAL AID AGREEMENTS

Year	Town	Year	Town
2006	Montville FD		
2006	Searsmont FD		
2006	Morrill FD		
2006	Washington FD		

VOLUNTEER MANAGEMENT

The Liberty EMA Director and/or EOC coordinates the efforts of Liberty’s volunteer organizations and unaffiliated volunteers. The EMA Director will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The EMA director will appoint an individual to be the Volunteer Coordinator. This person will work for the Resource Manager. The Volunteer Coordinator will set up a Disaster Volunteer Reception Center in a designated location. This individual will make phone calls to residents requesting their volunteer support.

The Public Information Officer will contact the area TV and Radio stations and request they make an announcement regarding the need for and type of volunteers.

Residents who show up to the Disaster Volunteer Reception Center will be processed into the Liberty EMA organization using the “Disaster Volunteer Survey” sheet which follows this page. Contact information and special skills will be recorded. The survey sheets will be sent over to the EOC for use in assigning volunteers to specific jobs.

Some supply items that the Volunteer Coordinator will need are: pen, pencil, highlighter, pad of paper, clipboard, stapler, post-it pad, Disaster Volunteer Survey Forms and a Liberty 911 Telephone Listing.

Once assigned to a disaster role, Disaster Volunteers will be issued an identification badge or other visible identification device that identifies their name and volunteer duty position. They will be integrated into the emergency response organization.

DONATIONS MANAGEMENT

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

For material donations, the Selectmen will appoint a Donations Manager, who will work for the Resource Manager. The Donations Manager will use any available space in a designated location or seek space at another facility to receive, inventory and distribute donated materials. The Mason or Grange Halls could be considered.

Item Received	Quantity Available	Category	Person Donating	Date Received

LIBERTY EMA OFFICE - DISASTER VOLUNTEER SURVEY FORM

NAME	
HOME ADDRESS	
HOME/WORK PHONE	
E-MAIL ADDRESS	

The Purpose of this survey is to identify volunteers' special skills. Please indicate the area(s) that apply to you and return this survey to the Volunteer Coordinator when you finish.

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

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

Do you have any Health Limitations?

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

Volunteer	Sign:	Date:
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LIBERTY, MAINE EMERGENCY OPERATIONS MANUAL
STATE OF MAINE
REQUEST for ASSISTANCE FORM

Part I: REQUEST

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

Part II: ALLOCATION

07	Allocator:		
08	Resource Available:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
09	Resource Provider:	Telephone:	
10	Type/Quantity of Resource Allocated:		
11	Remarks:		

Part III: DISPOSITION

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

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

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

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

CONCEPT OF OPERATIONS

There are three phases of damage assessment.

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

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

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

DAMAGE and INJURY ASSESSMENT

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County: Waldo
Population:		
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
PUBLIC DAMAGE		
A	DEBRIS REMOVAL (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
B	EMERGENCY PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
C	ROADS AND BRIDGES (roads, culverts, bridges, and associated facilities)	\$
D	WATER CONTROL FACILITIES (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
E	BUILDINGS AND EQUIPMENT (buildings, supplies, inventory, vehicles, and equipment)	\$
F	UTILITIES (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
G	PARKS, RECREATIONAL, AND OTHERS (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
TOTAL		\$
PRIVATE NONPROFIT (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])		\$
PUBLIC DAMAGE—GRAND TOTAL		\$

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

INDIVIDUAL DAMAGE FORM 7 Page 2				
Jurisdiction:		Date:		
PEOPLE AFFECTED		ASSISTANCE PROVIDED		
	Number		Number	
	Death		Persons Evacuated	
	Injuries		Persons in Public Shelters	
	Missing			
RESIDENTIAL		Primary		Secondary
		Number	Value (if known)	Number
				Value (if known)
(ARC) 3	Houses destroyed		\$	\$
(ARC) 2	Houses with major damage		\$	\$
(ARC) 1	Houses with minor damage		\$	\$
	Houses affected		\$	\$
(ARC) 3	Mobile homes destroyed		\$	\$
(ARC) 2	Mobile homes severely damaged		\$	\$
(ARC) 1	Mobile homes moderately damaged		\$	\$
	Mobile homes affected		\$	\$
	TOTAL		\$	\$
TOTAL RESIDENTIAL (primary plus secondary)				\$
BUSINESS				
		Businesses affected		\$
		Number now unemployed		
		Estimated duration of unemployment (weeks)		
TOTAL BUSINESS				\$
AGRICULTURE				
		Farm buildings and equipment		\$
		Crop land (all crops)		\$
		Livestock		\$
TOTAL AGRICULTURE				\$
INDIVIDUAL DAMAGE TOTAL				\$
EMAIL, FAX, or CALL THIS INFORMATION to the WALDO COUNTY EMA as SOON as POSSIBLE (BEFORE MAILING)		Waldo County EMA 45A Congress Street Belfast, Maine 04915 Phone: 338-3870 FAX: 338-1890		

MAINE EMERGENCY MANAGEMENT AGENCY

LIBERTY, MAINE EMERGENCY OPERATIONS MANUAL
DAMAGE AND INJURY ASSESSMENT FORM 7
ABBREVIATED INSTRUCTIONS

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

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

General Information

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

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

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

Public Damage

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

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

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

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

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

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

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

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

Total Public: Add totals in all public categories.

Individual Damage

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

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

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

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

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

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

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

Total Residential: Include both Primary and Secondary Residences.

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

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

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

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

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

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

X ACTION

_____ **Recall all firefighters. Contact the Selectmen and Road Commissioner. These people will form core of the Damage Assessment Team (DAT). Seek out volunteers to assist.**

_____ **Assign roads and/or areas of towns to each Damage Assessment Team. Hand out damage forms for teams to record information.**

_____ **Assign hand held or vehicle radios or cell phones to each DAT.**

_____ **Dispatch teams with water, food, and foul weather clothing.**

_____ **Issue each DAT a disposable camera or a digital camera.**

_____ **Report damage information to the Liberty EOC. Damage reports will be reviewed by the Selectmen and submitted to the Waldo County EMA Director.**

_____ **Request public to report damages of businesses and private property to the Liberty EOC.**

_____ **Consolidate damage assessment information, prepare the MEMA Form 7 and send the report to Waldo County EMA as soon as possible.**

_____ **If severe or extended event, supply initial report to County and follow up with detailed information. Information should be reported at least daily if major disaster.**

PURPOSE

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

SITUATION AND ASSUMPTIONS

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

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

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

CONCEPT OF OPERATIONS

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

LOW CONDITION (GREEN)

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

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

GUARDED CONDITION (BLUE)

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

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

ELEVATED CONDITION (YELLOW)

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

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

HIGH CONDITION (ORANGE)

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

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

SEVERE CONDITION (RED)

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

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

TERRORIST INCIDENT OCCURS

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

ADMINISTRATION AND LOGISTICS

The Town of Liberty has no HazMat/CBRNE response capability. The Fire Department does not have CBRN-certified SCBA, which might be used for emergency rescue only.

PURPOSE

It is the policy of the Town of Liberty to have in place a program to ensure continuity of essential municipal functions under emergency circumstances. This section describes the town’s Continuity of Operations Program (COOP). It describes the process to delineate essential municipal functions; specify lines of succession; provide for the safekeeping of vital records and databases; identifies alternate operating facilities; and provides for interoperable communications. COOP is important to provide vital services, exercise civil authority and provide for the public safety during any emergency or disaster event.

SITUATION AND ASSUMPTIONS

The Continuity of Operations Program (COOP) is applicable to all officers, officials, and functions of the municipal government of the Town of Liberty. The hazards that could effect the continuity of essential municipal functions include a structure fire involving a municipal facility, an extended power outage, and a HazMat transportation accident that causes a municipal facility to evacuate and/or close.

ESSENTIAL MUNICIPAL FUNCTIONS

PRI	FUNCTION	TYPE	OPR	FACILITY
1	Board of Selectmen	Civil Authority	Selectmen	Town Office
2	Fire Protection / Ambulance	Public Safety	Fire Chief / Service Chief	Fire Station
3	Emergency Management	Public Safety	Emergency Mgmt Director	Fire Station
4	Municipal Finances	Vital Services	Town Treasurer	Town Office
5	Municipal Records	Vital Services	Town Clerk	Town Office
6	Voting	Civil Authority	Town Clerk	Town Office
7	Municipal Tax Collection	Vital Services	Town Tax Collector	Town Office
8	Road Maintenance	Vital Services	Road Commissioner	Town Office
9	Public Health	Public Safety	Health Officer	Town Office
10	Animal Control	Public Safety	Animal Control Officer	Town Office
11	Tax Assessing	Vital Services	Municipal Assessors	Town Office
12	General Assistance	Vital Services	Overseer of the Poor	Town Office
13	Code Enforcement	Civil Authority	Code Enforcement Officer	Town Office
14	Planning & Appeals	Civil Authority	Planning & Appeals Boards	Town Office

NON-ESSENTIAL MUNICIPAL FUNCTIONS

PRI	FUNCTION	TYPE	OPR	FACILITY
	Educational Policymaking	Regional	School Board Director	Director’s Home
	Motor Vehicle Registration	State Licensing	Town Tax Collector	Town Office
	Fish and Game Licensing	State Licensing	Town Clerk	Town Office
	Cemetery Records	Public Records	Town Clerk & Sexton	Town Office
	Parks & Recreation	Public Service	Recreation Committee	Town Office

OPR = Office of Primary Responsibility

CONCEPT OF OPERATIONS

Any one of the Offices of Primary Responsibility (OPR) may initiate COOP actions if their function is disrupted. The Board of Selectmen or Emergency Management Director may direct that any or all essential municipal functions implement COOP actions during an emergency.

There are three ways that Liberty's Essential Municipal Functions may be disrupted.

A HazMat Transportation Accident could cause either the Fire Station or Town Office to be evacuated. This would most likely be a very short term event; perhaps a few hours. The only real impact would be if the Firefighters were unable to get the Fire Trucks out of the Fire Station. The Town Office would be closed for the short duration; without any real impact on its functions. Evacuations will be in accordance with Annex E.

An extended Power Outage will disrupt normal operations at the Fire Station and Town Office and could cause damage to the facilities' heating and plumbing if they were to freeze up during the winter months. Emergency power capability via a generator already exists at the Fire Station. A generator will have to be hardwired into the Town Office electrical panel to provide power.

A Structure Fire at either the Fire Station or the Town Office would cause the loss of very important hardcopy and electronic records and databases. It would cause the loss of functional resources and the loss of the structure from which the essential municipal functions were being performed. This would be a permanent loss that would take a great deal of time and finances to require, if at all. If the Fire Department apparatus and the ambulance were lost, Liberty would have to rely on mutual aid partners to provide emergency services until new apparatus, equipment, and a station were acquired.

The Board of Selectmen can continue to operate with only two of the three members. A special town meeting will be called to replace any members of the Board of Selectmen. This process is described in detail in State of Maine Statute and will not be further defined in this plan.

The Fire Department already has a distinct line of succession established, (i.e., Chief, Deputy Chief, Captain, and Lieutenant). The Town Clerk has a Deputy Town Clerk who can fill in, until the next election. All other Town Officials are one deep. The Board of Selectmen will have to appoint a replacement.

If the Town Office is destroyed by Fire, then all the Essential Municipal Functions, minus the Fire Protection and Emergency Management will need to be relocated to the Fire Station.

There will be no reconstitution requirements for a HazMat release evacuation or an extended power outage. If a municipal facility is lost due to a structure fire, the Selectmen will need to hold a Special Town Meeting for the voters to decide the next course of action for the Town. Options include building a new facility, leasing an existing facility, or combining some of the Essential Municipal Functions with another community.

An alternate Town Office will require space for the town administration and records storage. The Town Office will require, at a minimum, a desktop computer, copies of all software and digital records, a telephone, photocopier, customer service desktop/table, filing cabinets, book shelves, tables and chairs for the Selectmen, a location to lock up ballots, a bathroom and heat.

An alternate Fire Station will need to have sufficient storage and door clearance for the Tanker, Engines, Squad, Ambulance and Forestry and associated equipment. The building will need to be heated.

Vital Records	OPR	Mitigation Measure(s)
Tax Assessing Records	Selectmen	Store hardcopies in fireproof containers
General Assistance Records		
Town Meeting Warrants	Town Clerk	
Selectmen Meeting Warrants		
Certified Ordinances		
Marriage, Death and Birth Records		
Cemetery Records		
Voting Records		
Dog and Kennel Records		
911 Address Data Base	Town Treasurer	
Fish and Game Licenses		
Municipal Financial Records	Town Tax Collector	Back up digital files and store offsite
IRS Records		
Municipal Property Tax Records		
Municipal Excise Tax Records	Fire Chief Service Chief	
Motor Vehicle Registrations		
FD Financial, Training, Personnel & Reports	EMA Director	
Liberty Rescue Training, Personnel & Reports		
Emergency Plans & MAAs	Road Commissioner	
Road Maintenance Records		
Code Enforcement Records		Code Officer

ADMINISTRATION AND LOGISTICS

This plan identified what activities need to be accomplished in order to have a successful COOP. Not all of the mitigation activities have been implemented. The following steps need to be taken in order to continue essential municipal functions following and emergency or disaster.

1. The Town Clerk/Selectmen will inventory and record all equipment and materials in the Town Office.
2. The Fire Department will inventory and record all equipment and materials in the Fire Station.
3. The Selectmen will need to provide the Inventory Records to the Town Insurance Carrier.
4. The Town records should be maintained in Fire Proof Records Storage systems/container(s).
5. The Town Office and Fire Department should acquire computer scanners.
6. The Town needs to inventory all hardcopy records, determine if irreplaceable, and scan into digital format.
7. The Fire Dept need to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
8. The Town Office needs to backup all digital files on a regular basis.
9. The Fire Department needs to backup all digital files weekly and store off-site.
10. The Town Office and Fire Department need to store all software in fireproof containers or off-site.
11. Liberty Rescue will inventory and record all of its equipment and materials in the Fire Station.

NATURE OF THE HAZARD

The Town of Liberty is very susceptible to severe winter storms. Central Maine can receive a great deal of snow and ice and air temperatures can drop to 30-50 deg F below zero. Portions of Liberty's roads are single lane dirt roads. Many Liberty roadsides are heavily forested.

RISK AREA

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

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

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

DIRECTION AND CONTROL

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

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

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

RESOURCE MANAGEMENT

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

NATURE OF THE HAZARD

Liberty has many forestland and fields. Therefore, during long dry periods, the town is very susceptible to grass fires and forest fires. Most will be minor incidents that the Liberty Fire Department, with mutual aid support will be able to handle. This attachment will deal with a major, large scale wildland fire.

RISK AREA

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

DIRECTION AND CONTROL

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

WARNING

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

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

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

EVACUATION

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

RESOURCE MANAGEMENT

Town vehicles are limited to the Fire Department's vehicles. However, several town residents do have logging equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks.

NATURE OF THE HAZARD

Liberty has many lakes or rivers. There are several streams.

RISK AREA

There are numerous seasonal camps, and homes and no business structures in areas with a potential for major flooding. There is potential that some of these homes are subject to destruction, depending on the nature of the flooding and their location.

All gravel roads with slopes may face some runoff damage, which are mostly due to inadequate drainage capabilities in the roadways.

DIRECTION AND CONTROL

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

WARNING

The Liberty Road Commissioner or Board of Selectmen will be responsible for posting any and all roads that he deems unsafe for vehicle or pedestrian traffic.

RESOURCE MANAGEMENT

The Town of Liberty does not have a public works department, or any equipment. All road work associated with flooding will require a contract for repairs. The Maine Department of Transportation may be available for roadway repairs in the advent of a life emergency.

NATURE OF THE HAZARD

Hazardous materials (HazMat) travel through and are stored in the Town of Liberty every day. A HazMat accident can happen at any time at any location in town. However, there are certain areas in Liberty that are more susceptible to a HazMat accident than the other parts of town.

Personnel from the Fire Department may be the first to arrive at the scene of an accident or an incident involving HazMat. Most HazMat materials transported or stored in Liberty are fuel products. Flammability is the most likely hazard to personnel. Environmental contamination will be the most likely result.

Due to the limited amount of training and HazMat response equipment, maintaining the proper level of safety will be a major issue.

RISK AREAS

State Routes 3, 173, and 220 are primary transportation corridors for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, chemicals, and other potential HazMat materials).

Another possible hazard for carrying HazMat is the Gas Pipeline in South Liberty.

The largest concentration of stored fuels is at Walker School, and Liberty Trading Post, along with several residences with large propane tanks. There is one gas station, though there is a second one in Montville that borders Liberty, and a fuel oil propane dealer, bordering Liberty also. There is no chemical processing or waste treatment plants in the community.

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

CONCEPT OF OPERATIONS

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

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

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

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

The Fire Department will begin traffic and crowd control procedures. The IC will determine what protective actions (evacuations or shelter-in-place) outside the Hot Zone will be implemented. The 2004 USDOT ERG will

be consulted for initial isolation and protective action distances. Evacuees must be moved to a safe place of refuge using routes that will not cause exposure to the HazMat.

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

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

Liberty Rescue will be requested through the WCRCC, at the onset of a HazMat, when the possibility of victims or contaminated personnel exists.

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

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

DIRECTION AND CONTROL

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

ADMINISTRATION AND LOGISTICS

All Liberty Firefighters receive annual HazMat: First Responder Awareness Training. Training is accomplished in accordance with 29 CFR 1910.120(q). Immediately following a HazMat response, the Fire Chief will debrief the responders to determine the summary of response activities, health and safety issues, any immediate problems and the corrective actions for future responses.

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

NATURE OF THE HAZARD

Liberty is a very small rural community with very few locations for public gatherings. The primary location in town that has a regular public gathering is Walker School. Although a political terrorist attack is very unlikely, a domestic incident by an individual or several individuals attacking students is within the realm of possibility. A small improvised explosive device (IED) or an attack with small arms will be the most likely weapons for terrorists to utilize in an attack.

RISK AREA

Our children are very important, so even remote chances for an incident at the School must be prepared for in order to safeguard our most precious resource. Liberty has no law enforcement personnel and must rely on the Waldo County Sheriff's Department and/or State Police. There are no uniformed security personnel at the High School, so school administrators and teachers will be the first line of defense. Internal school policies will attempt to limit weapons from getting into the school in the hands of students, but the school officials have no way to protect against an attack, which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

DIRECTION AND CONTROL

At the first indication of trouble, the Waldo County Regional Communications Center must be notified. Consideration by the School District should be given to establishing two-way radio communications, since it would be very easy for a terrorist to cut the telephone lines.

The first law enforcement officer (County or State) will be the Incident Commander.

School officials will attempt to safeguard the children by evacuating them from the danger zone.

WARNING

Close contact between the School Officials and the Waldo County Sheriff's Department and/or State Police must be established. Any "intelligence" that Law Enforcement receives that might be linked to possible eventual trouble at the school should be immediately provided to the School Superintendent.

EVACUATION

Careful consideration should be given to developing school policy regarding evacuations during terrorist attacks. A recent incident in a southern U.S. school was organized so that the children would evacuate into a "kill zone" by utilizing the fire alarm system. However, sheltering the children in their classrooms is also a way of trapping the children in the danger zone.

Additionally, an internal method for alerting teachers of the type of danger and what actions should taken must be established. As mentioned above, using the fire alarm system could make the matters worse.

Locations for students to evacuate to must be established. These locations require a much greater distance from the school than a structure fire, since small arms fire and explosives have a much greater danger zone.

Once internal terrorist incident policies are established, drill evacuations should be practiced. Consider implementing a terrorist incident response training program for teachers and administrators.

NATURE OF THE HAZARD

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

RISK AREA

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

DIRECTION AND CONTROL

The EOC will be activated if the power outage goes into a second day, or if there is information that power may be out for an extended period. The Fire Station is already equipped with a portable generator. However, the Town Office will need to acquire and hook up a generator in order to provide lights and heat.

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

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

EMERGENCY PUBLIC INFORMATION

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

MASS CARE

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

MUTUAL AID CHART

AGENCY	1st RESOURCE	2nd RESOURCE	3rd RESOURCE
Emergency Management	Waldo County EMA 338-3870	Maine EMA 1-800-452-8735	FEMA Region I
Law Enforcement	Waldo County Sheriff 911	Maine State Police 1-800-452-4664	FBI 947-6670
Fire Protection	Montville FD Searsmont FD Palermo FD Washington FD	Any Waldo County Fire Dept.	
Public Works	Contract Services Road Commissioner	Central Maine Power 1-800-696-1000	Fairpoint New England 1-800-400-5568
Ambulance Services	Liberty Rescue	Searsmont Rescue	
Hospitals	Waldo County Gen. 1-800-649-2536		
Red Cross	Mid-Maine ARC 453-8029		
Environmental Protection	Maine DEP 1-800-482-0777	U.S. EPA 1-800-424-8802	Maine Forest Service 287-2791
National Weather Service	NWS (Gray) 1-800-482-0913		
HazMat Information	Nat. Response Center 1-800-424-8802	CHEMTREC 1-800-424-9300	CHEM-TEL 1-800-255-3924
MISC Resources	Poison Control Center 1-800-442-6305	Military Shipments 1-800-851-8061	Center for Disease Control

**LIBERTY, MAINE EMERGENCY OPERATIONS MANUAL
LOCAL TELEPHONE LISTING**

POSITION	NAME	OFFICE TELEPHONE	HOME TELEPHONE
First Selectman	Judy Fuller	323-1159(cell)	589-4521
Second Selectman	John Krueger	287-6611/322-6297	845-2482
Third Selectman	Henry Hall	589-4318	589-3472
TOWN OFFICE	M/T/Th/S 9:00-1:00	589-4318	
FIRE STATION		589-4327	
Liberty Post Office			
Town Clerk	Bud Steeves	589-4318	589-4450
EMA Director	Kyle Wright	322-2132(cell)	589-3332
Fire Chief	Luther Thornton	Liberty "701"	589-3222
Town Fire Warden	Luther Thornton	Liberty "701"	589-3222
Constable	N/A		
Road Commissioner	Tammy Reynolds	589-4318	589-3101
Emergency Medical Services	Earle Albert	322-5855(cell)	589-4592
Code Enforcement Officer	Donald Harriman	589-4318	322-8209
Animal Control Officer	Forrest Flagg	471-0468(pager)	338-6286
Health Officer	Phyllis Albert		589-4592
Plumbing Inspector	Donald Harriman	589-4318	322-8209
School Principal	Carol McGovern	589-4330	589-4180
Shelter Officer			
Public Information Officer			
Resource Manager			
Damage Assessment			
Communications Officer			
Food Services			
Status Recorder			
Volunteer Coordinator			

EXTERNAL CONTACTS

AGENCY	LOCATION	TELEPHONE #
American Red Cross	Mid-Maine	873-6176
Brooks Ambulance	Brooks	722-3339
Central Maine Power -Fire Emergency only	Augusta	1-800-535-5532
CHEMTREC	Washington D.C.	1-800-424-9300
Civil Air Patrol	72 Broadlawn, Brewer	989-2842
FEMA Region I	Maynard, MA	617-223-9540
Forest Fire Control	Augusta	287-2275
General Aviation Weather	Bangor International Airport	1-800-992-7433
Maine DEP	Augusta	1-800-482-0777
Maine DOT (Spill Contain)	Augusta	289-2551
Maine EMA	Augusta	1-800-452-8735
Maine Floodplain Mgmt	38 State House Station, Augusta	287-8063
Maine Geological Survey	22 State House Station, Augusta	287-2801
Maine State Police	Augusta	1-800-452-4664
National Response Center	2100 2nd St. SW, Wash D.C.	1-800-424-8802
National Weather Service	1 Weather Lane, Gray	1-800-482-0913
Poison Control Center		1-800-442-6305
Radio Station - Fm 106.5	49 Acme Rd, Bangor	989-5204
Radio Station - Fm 90.9	65 Texas Ave, Bangor	941-1010
Radio Station - Fm 94.5	Bangor	947-1234
Eastern Maine Medical	489 State Street, Bangor	973-7000
Television Station-WABI/5	35 Hildreth St., Bangor	947-8321
Television Station-WLBZ/2	Mt Hope Ave, Bangor	942-4821
Television Station-WMEB/12	65 Texas Ave, Bangor	941-1010
Television Station-WVII/7	371 Target Ind. Circle, Bangor	945-6457
Unity Ambulance	School St., Unity	948-9966
Waldo County EMA	45A Congress St., Belfast	338-3870
Waldo County General Hospital	Belfast	338-2500
Waldo County Sheriff	45A Congress St., Belfast	1-800-660-3398

FAX MACHINE DIRECTORY

OFFICE	TELEPHONE NUMBER
Town Office	589-3160
Waldo County EMA	338-1890
Waldo County Sheriff	338-9257
Waldo County Hospital	338-6029
Maine EMA	287-4079

LIBERTY EMERGENCY OPERATIONS PLAN AND GUIDE

REVISIONS AND AMMENDMENTS

DATE	REVISION NUMBER	DESCRIPTION	REPLACES PAGE(S)
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