CITY OF AUGUSTA
AGENDA FOR THE CITY COUNCIL SPECIAL BUSINESS MEETING
COUNCIL CHAMBERS, CITY HALL
THURSDAY, JUNE 27, 2019
6:30 P.M.

The Augusta City Council will hold a Special Council Meeting, City Hall at 16 Cony Street. There will be no pre-meeting of the City Council, the Informational Meeting will start immediately following.

PUBLIC COMMENTS ON ITEMS LISTED ON THE AGENDA:

NEW BUSINESS:

PART I – ORDERS AND RESOLVES

19-095 Mayor and Council
ORDERED, that Mayor David Rollins is hereby authorized to execute a three-year employment agreement renewal with City Manager William Bridgeo for the period July 1, 2019 through June 30, 2022.

19-096 Councilor Conti
WHEREAS, the City’s definition of Specialized Medical Clinic is outdated and needs to be inclusive enough to cover current and future treatment methods for opioid use disorder.

NOW THEREFORE BE IT ORDERED, that the City Council of the City of Augusta requests that the Planning Board hold a public hearing and make a recommendation on eliminating the existing definition and incorporating a new definition for a Specialized Medical Clinic similar to the following:

Specialized Medical Clinic. A facility whose primary function is to treat opioid use disorder through Medication Assisted Treatment or other treatment methods that includes dispensing and/or prescribing any branded or unbranded drug used to treat opioid use disorder, including, but not limited to methadone, buprenorphine, or naltrexone.

19-097 Councilor Conti
WHEREAS, Winthrop Street, west of State Street, is an integral part of the adjacent residential neighborhood; and

WHEREAS, continued non-residential conversion of large buildings along Winthrop Street changes the character of the historic neighborhood.

NOW THEREFORE BE IT ORDERED, that the City Council of the City of Augusta requests that the Planning Board hold a public hearing and make a recommendation on converting this portion of Winthrop Street entirely to zoning district RB2, eliminating the BP zoning designation that is allowing non-residential conversion.
WHEREAS, Western Avenue, between Memorial Circle and Blaine Avenue, is nearly entirely commercial in nature; and

WHEREAS, the desire to continue to enable commercial development on the corridor exists.

NOW THEREFORE BE IT ORDERED, that the City Council of the City of Augusta requests that the Planning Board hold a public hearing and make a recommendation on limiting or eliminating all single and multi-family residential uses along this segment of Western Avenue.

NEW BUSINESS   PART 2 –ORDINANCES - FIRST READING  NO VOTE REQUIRED

19-099  Councilor Conti
WHEREAS, this Moratorium Ordinance relates to the use of property located along Winthrop Street which is currently zoned within the Institutional/Business/Professional (BP) District, and which property shall be hereinafter referred to as “the Winthrop Street BP District”;

WHEREAS, the 2007 Comprehensive Plan for the City of Augusta makes specific note of the need to mitigate the impact of commercial uses on residential uses within the Winthrop Street BP District, and states that existing commercial uses should not be allowed to convert to more intense non-residential uses;

WHEREAS, commercial uses within the Winthrop Street BP District have become more common and more intense in recent years, causing traffic and parking issues, decreasing the amount of green (unpaved) space, and impinging upon the residential feel of the neighborhood; and

WHEREAS, the City Council, with the professional advice and assistance of the City Manager, Planning Board and Planning Board, shall study the City's current Code of Ordinances to determine whether various non-residential uses shall continue to be permitted in the Winthrop Street BP District, and if so, what review processes or regulations are appropriate; and

WHEREAS, it is anticipated that such a study, review, and development of recommended Ordinance changes will take at least ninety (90) days from the date the City enacts this Moratorium Ordinance regarding the Winthrop Street BP District;

NOW, THEREFORE, be it ordained by the City Council of the City of Augusta, that the following Moratorium Ordinance regarding the Winthrop Street BP District (the "Moratorium Ordinance") be, and hereby is, enacted, and, in furtherance thereof, the City Council does hereby declare a moratorium on the location, construction of, conversion to, or new use of any property located within the Winthrop Street District for non-residential purposes.

For the purposes of this Moratorium Ordinance, “non-residential” use shall all uses other than single-family, two-family and multi-family dwellings, community living arrangements, group homes and rooming houses.

This Moratorium Ordinance shall take effect once enacted by the City Council, in accordance with the provisions of the City Charter. The Moratorium shall expire on the 90th day after enactment, unless extended, repealed, or modified by the City Council, for the express purpose of drafting an amendment or amendments to the City’s current Code of Ordinances to protect the public from
health and safety risks including, but not limited to, incompatibility of nonresidential uses with existing residential uses in the Winthrop Street BP District.

**BE IT FURTHER ORDAINED**, that notwithstanding 1 M.R.S.A. § 302, this Moratorium Ordinance shall be applicable to nonresidential uses which were not active as of June 20, 2019, regardless of whether a permit or any other land use approval for a nonresidential use has been applied for or issued. A nonresidential use shall be considered active as of June 20, 2019 if the use was actively conducted within the premises in question on or within one year prior to that date.

**BE IT FURTHER ORDAINED**, that no person or organization shall develop, construct or begin a nonresidential use of property located within the Winthrop Street BP District on or after the effective date of this Moratorium Ordinance without complying with whatever ordinance amendment or amendments the City Council may enact as a result of this Moratorium Ordinance; and

**BE IT FURTHER ORDAINED**, that during the time this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the City shall accept, process, approve, deny, or in any other way act upon any application for a building permit or any other type of land use approval or permit and/or any other permits or licenses related to a nonresidential use within the Winthrop Street BP District, except those permits necessary to address a Life Safety 101 Code issue or to provide accessibility to persons with disabilities; and

**BE IT FURTHER ORDAINED**, that those provisions of the City current Code of Ordinances that are inconsistent or conflicting with the provisions of this Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

**BE IT FURTHER ORDAINED**, that if a residential use is established in violation of this Moratorium Ordinance, each day of any continuing violation shall constitute a separate violation of this Moratorium Ordinance, and the City shall be entitled to all rights available to it in law and equity, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney’s fees and costs in prosecuting any such violations; and

**BE IT FURTHER ORDAINED**, that should any section or provision of this Moratorium Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

**Emergency Declaration**

The City Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious public harm that could be caused by the unregulated development of commercial uses within the Winthrop Street BP District, as defined above, thereby necessitating a moratorium to provide an opportunity for the City to review the potential impacts and harm that may be caused by such nonresidential uses, and to amend its Code of Ordinances to mitigate the potential impact and harm on the City and its residents.
In accordance with Article II, Section 9 or the City Charter, this Moratorium shall be enacted as an emergency ordinance. It shall be effective immediately upon enactment and shall remain in effect for ninety (90) days from the date of enactment unless it is terminated or extended in accordance with this Ordinance.

Proposed: June 27, 2019
Approved: ________________ (EMERGENCY)

19-100 Councilor Conti
WHEREAS, this Moratorium Ordinance relates to the use of property located along Western Avenue which is currently zoned within the Local Business (CB) District, and which property shall be hereinafter referred to as “the Western Avenue CB District”;

WHEREAS, development of the Western Avenue CB District has resulted in almost exclusively commercial use of that area; and

WHEREAS, the intensive commercial use of the Western Avenue CB District may not support residential use due to high traffic and incompatibility of the scope and scale of commercial use in the District with residential uses; and

WHEREAS, the City Council, with the professional advice and assistance of the City Manager, Planning Board and Planning Board, shall study the City’s current Code of Ordinances to determine whether residential use shall continue to be permitted in the Western Avenue CB District, and if so, what review processes or regulations are appropriate; and

WHEREAS, it is anticipated that such a study, review, and development of recommended Ordinance changes will take at least ninety (90) days from the date the City enacts this Moratorium Ordinance regarding the Western Avenue CB District;

NOW, THEREFORE, be it ordained by the City Council of the City of Augusta, that the following Moratorium Ordinance regarding the Western Avenue CB District (the “Moratorium Ordinance”) be, and hereby is, enacted, and, in furtherance thereof, the City Council does hereby declare a moratorium on the location, construction of, conversion to, or new use of any property located within the Western Avenue CB District for residential purposes.

For the purposes of this Moratorium Ordinance, “residential” use shall include single-family, two-family and multi-family dwellings, community living arrangements, group homes and rooming houses.

This Moratorium Ordinance shall take effect once enacted by the City Council, in accordance with the provisions of the City Charter. The Moratorium shall expire on the 90th day after enactment, unless extended, repealed, or modified by the City Council, for the express purpose of drafting an amendment or amendments to the City’s current Code of Ordinances to protect the public from health and safety risks including, but not limited to, incompatibility of residential uses with existing commercial uses in the Western Avenue CB District.
BE IT FURTHER ORDAINED, that notwithstanding 1 M.R.S.A. § 302, this Moratorium Ordinance shall be applicable to residential uses which were not active as of June 20, 2019, regardless of whether a permit or any other land use approval for a residential use has been applied for or issued.

BE IT FURTHER ORDAINED, that no person or organization shall develop, construct or begin a residential use of property located within the Western Avenue CB District on or after the effective date of this Moratorium Ordinance without complying with whatever ordinance amendment or amendments the City Council may enact as a result of this Moratorium Ordinance; and

BE IT FURTHER ORDAINED, that during the time this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the City shall accept, process, approve, deny, or in any other way act upon any application for a building permit or any other type of land use approval or permit and/or any other permits or licenses related to a residential use within the Western Avenue CB District, except those permits necessary to address a Life Safety 101 Code issue or to provide accessibility to persons with disabilities; and

BE IT FURTHER ORDAINED, that those provisions of the City current Code of Ordinances that are inconsistent or conflicting with the provisions of this Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

BE IT FURTHER ORDAINED, that if a residential use is established in violation of this Moratorium Ordinance, each day of any continuing violation shall constitute a separate violation of this Moratorium Ordinance, and the City shall be entitled to all rights available to it in law and equity, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney’s fees and costs in prosecuting any such violations; and

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In accordance with Article II, Section 9 or the City Charter, this Moratorium shall be enacted as an emergency ordinance. It shall be effective immediately upon enactment and shall remain in effect for ninety (90) days from the date of enactment unless it is terminated or extended in accordance with this Ordinance.

Proposed: June 27, 2019
Approved: _________________ (EMERGENCY)
COMMUNICATIONS

Committee Reports
City Manager’s Report

Respectfully submitted,
Loretta Lathe, Executive Assistant
June 24, 2019
INFORMATIONAL MEETING AGENDA

THURSDAY, JUNE 27, 2019

IMMEDIATELY FOLLOWING THE CONCLUSION OF
THE SPECIAL BUSINESS MEETING

CITY HALL (COUNCIL CHAMBERS)

A. Items for discussion submitted by the City Council and/or the City Manager:

1. Police Station Building Project – City Manager
2. Summer Transportation to the Bicentennial Nature Park – Councilor Judkins
3. Funding for Downtown Artwork Project – City Manager
4. Update on All-Hazards Plan – Councilor Lind

B. Persons wishing to address the City Council who have submitted a formal request in accordance with Section 2-61 of the Code of Ordinances:

1. John Bell

C. Open comment period for any persons wishing to address the City Council:
City of AUGUSTA
Disaster All Hazards Plan
THE COMMUNITY DISASTER PLAN

AN INTRODUCTION

Pursuant to the statutory authorities vested in the Maine State Executive Law (Title 37 B) and the Maine State Defense Emergency Act, the following Community All Hazards Preparedness Plan is documented.

Supportive documents include emergency standard operating procedures for the Emergency Operating Center (EOC) and the Mission(s), Alerting & Mobilization SOP's, Emergency Response Tasks, and locally available Resources for each of the Services.

The plan is consistent with the Kennebec County Disaster Plan. Copies of the local plan have been filed with the County Office of All Hazards Preparedness. The local plan will be updated at the end of each calendar year.

William Bridgeo
William Bridgeo
City Manager

Roger Audette
Roger Audette
Fire Chief and Emergency Management Director
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PART I - EMERGENCY OPERATING CENTER (EOC)

STATEMENT

The City Emergency Operating Center (EOC) is the Key Installation from which coordination of responses to and the recovery from the incident condition emanates.

UNDERSTANDINGS

It should be understood that the City EOC is the emergency operational headquarters during incident mitigation. The flow of information both into and out of the EOC during emergency operations is critical to the coordination of the total response effort. The City Manager is the responsible coordinating agent. The Department head/designee oversees command and control of field operations.

The City EOC is located at the Police Department at 33 Union Street. The EOC is equipped with emergency power. Telephone and radio communications equipment are an integral part of the EOC capability. The EOC may well serve as a multipurpose, dual-use facility for local government. The space is used on a daily basis for other departmental functions. The back-up locations for the EOC is Hartford Fire Station 369 Water Street and the Augusta City Hall 16 Cony Street. There are two other EOC locations within Augusta at the Kennebec County Emergency Management Agency and the Maine State EOC on Commerce Drive.

Administratively, the EOC will house key emergency documents including the All Hazards plan and all ICS forms.

The City EOC is also the Key Communication Center in the City. Telephones (& Operators) have assigned spaces in the EOC. Radio base station units are maintained and operational for Police, Fire, Public Works, and Medical radio. In the event of an incident, it will be essential that the City EOC be able to communicate by public safety radio with the local, County, State and Federal agencies via CONOPS. It will also be necessary for the City EOC to maintain radio contact with local Emergency Service Units at work in the field. The City has Ham Radio capabilities from 3-locations.

Alerting: Standard Operating Procedures for warning and/or mobilizing the Chief Executive Officer, and Department Heads are documented in the City All Hazards Preparedness Plan. The Augusta Police Department Communications Center shall be responsible for alerting Key Personnel through the 911 Communicator listed as the EOC Group. Police and Fire Supervisors will maintain the capability for notifications thru the 911 Communicator.

Mobilization: Mobilization of the EOC Staff will immediately follow notification of a disaster and activation of a Level III Response. It may also be activated for a Level II Response. See Part II – Response Level Criteria on page 13.
EOC Operational **readiness** has been reached when:

1. The EOC is activated and operational.
2. The Command, Operations, Logistics, Planning and City Information Technology positions have been filled
3. Reconnaissance information and damage assessments from the field operations units.

EOC Operational **response** is in effect when:

1. Reconnaissance by Police, Fire & Public Works units have been initiated.
2. Emergency Services teams and equipment are at the scene.
3. Disaster tasks have been assigned to all Supervisors.

**EOC OPERATIONS**

1. The City Manager is the responsible head of the local government. In the event that the City Manager is incapacitated or unable to get to the EOC, the Assistant City Manager, Fire Chief or Police Chief will assume the duties and responsibilities of the City Manager.

2. The City’s Emergency Management Director assists the City Manager in managing Response and Recovery missions. In the event the City Emergency Management Director is incapacitated or unable to get to the EOC, the Directors designee would assume the duties and responsibilities of the City Emergency Management Director.

3. The City Department Heads or their designee are responsible for the Command and Control of operations in the field.

4. The Department Heads or their designee in the EOC must receive a continuous flow of information from the incident scene in order to make valid judgments and decisions.

5. Major problems incoming from the on scene incident command will be visually posted in the EOC for all Department Heads or their designee Service Chiefs to view.

6. Decisions made by Department Heads or their designee in the EOC will need to be transmitted to operational units at the incident scene.

7. Decisions made in the EOC will need to be logged down for action or reference.
8. All personnel (both management and workers in the field) will, under pressure of an emergency, need to be relieved on a regular basis. This should be done at the direction of the City Manager for EOC Staff and by the Incident Commander for those serving in the operations setting.

9. A Declaration of a State of Emergency may need to be proclaimed once the emergency condition is known to effect most (or all) of the community. The Mayor, upon recommendation of the City Manager, will do it.

10. If a "State of Emergency" is declared the **EOC will be activated**, and EOC staff requested.

11. Emergency purchases can be made by Field Operations Supervisors as needed. When time permits all other purchases must be authorized by EOC Command or the Finance Sector at the EOC. All purchases will be tracked and documented on ICS Form 214 Activity Log.
PART I - EMERGENCY OPERATIONS CENTER (EOC)

Assignments

PRIMARY: Public Warning & Incident Coordination

SECONDARY: Incident Mitigation & Recovery

<table>
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<tr>
<th>PRIMARY E.O.C. STAFF:</th>
<th>NAME</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>City Manager</td>
<td>William Bridgeo</td>
<td>Via Dispatch</td>
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<tr>
<td>Assistant Manager</td>
<td>Ralph St. Pierre</td>
<td>W 626-2300</td>
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<tr>
<td>City EMA Director</td>
<td>Roger J. Audette</td>
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<td></td>
<td>Roger Audette</td>
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<td>Jared Mills or</td>
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<td></td>
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<td>Lesley Jones</td>
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<td>David Groder</td>
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<td></td>
<td>Dr. Tim Pieh</td>
<td>W 626-1000</td>
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<tr>
<td>IT Dept</td>
<td>Fred Kahl</td>
<td>W 626-4192</td>
</tr>
<tr>
<td></td>
<td>Mike Schriver</td>
<td>W 626-4192</td>
</tr>
<tr>
<td>Augusta Water</td>
<td>Brian Tarbuck or</td>
<td>Via Dispatch</td>
</tr>
<tr>
<td></td>
<td>On call Supervisor</td>
<td>W 622-3701</td>
</tr>
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ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone 911 Communications Center

Mobilization: LOCATION ADDRESS PHONE
Police Department 33 Union Street 626-2370

EMERGENCY RESPONSE (see basic SOP's)

TASK #1 Insure operational readiness of EOC based on checklist in Appendix __
TASK #2 Dispatch Police & Fire Reconnaissance Units
TASK #3 Initiate Community All Hazards Plan
TASK #4 Warn the Public
TASK #5 Mobilize EOC Staff
TASK #6 Locate perimeters of incident scene
TASK #7 Identify routes of ingress & egress
TASK #8 Coordinate Emergency Services activities at scene
TASK #9 Notify area Hospitals of estimated casualties (Number and Severity)
TASK #10 Insure effective incident scene management by IC Staff
TASK #11 Insure full use of community resources
TASK #12 Inform the Public re: incident operations
TASK #13 Announce a "Declaration of State of Emergency", if required
TASK #14 Prepare Recovery Plans with EOC Staff
PART II - EMERGENCY SERVICES

STATEMENT

The City Emergency Services include - Police, Fire, EMS, Public Works.

UNDERSTANDINGS

It should be understood that the Emergency Services (teams, equipment, and manpower) will automatically respond to the disaster scene immediately upon notification that an emergency condition exists in the community.

The National Incident Management System shall be used at all incidents (see appendix).

As an emergency situation increases in size and more personnel arrive, the responsibilities and duties of personnel may change quite rapidly. A "Command Post" should be established as soon as possible by the Incident Commander.

The Incident Commander shall be the highest trained ranking officer of the lead emergency agency for the particular disaster as indicated below:

POLICE
  Civil Disorder
  Active Shooter
  Motor Vehicle Accident Investigation
  Lost or Behavioral Persons
  Terrorist events or threats
  Cyber Threats

FIRE/EMS
  Victim Rescue
  Mass Casualty Incident
  Motor Vehicle Accidents
  Fires
  WMD / Hazardous Materials Incidents
  Explosions
  Railroad Accidents
  Structural Collapse
  Aircraft Crashes
  Boating Accidents
  Natural Disasters

PUBLIC WORKS
  Weather related incidents
  Gasoline or Fuel Oil Shortages
MEDICAL
Pandemic Flu
Terrorist Incident with Poisonous Gases

CYBER THREATS

The Incident Commander will choose the location of the “Command Post”. It should be close enough to the scene to be accessible, but not where it would be in a dangerous area.

The Incident Commander should make the location of the "Command Post" known to his dispatcher and shall request a chief or designee from each of the other emergency services needed or responding, to report to the Command Post.

This plan addresses the need to insure direction and control for a multi-agency/multi-jurisdictional response, which highlights the demand for a "Unified Command Structure" among responding agencies under the direction of one Incident Commander. The concept of Unified Command simply means that all agencies who have jurisdictional responsibilities and authority at an incident will contribute to the process of:

- Determining overall response objectives
- Selecting the response strategies
- Ensuring joint planning and application of tactical activities
- Ensuring integrated planning and application of operational requirements: including emergency protective measures, containment, safety and security.
- Maximizing use of available resources

It will be the responsibility of the Incident Commander to request the assistance of other emergency services as may be required.

Manpower and equipment needed for other services will be the responsibility of those services, i.e. Police agency will determine their manpower and equipment needs, while E.M.S. would determine their requirements for ambulances, personnel etc.

Each agency represented at the Command Post must have communications capabilities to their respective bases as well as their "On-Scene" responders.

The radio designation "Command Post" may be used by each agency on their respective frequencies.

The Incident Commander may designate other sector responsibilities as the situation warrants:

- Safety Officer
- Operations Officer
The Incident Commander should declare a Response Level. If a Response Level has not been declared, the City Emergency Management Director should provide advice to the Incident Commander in declaring a Response Level.

If necessary, the City Emergency Management Director may unilaterally declare a Response Level for the purpose of activating the Emergency Operations Center (EOC).

The Emergency Services Teams may also be requested to respond to Mutual Aid calls outside the City jurisdiction.

The call-up of Mutual Aid by the Chief of an Emergency Service Unit will be made with the clear knowledge and understandings of the Incident Commander. Mutual Aid teams, equipment, and manpower will be directed to the Staging Area and will be re-assigned to incident duties upon orders of the Chief of their Emergency Service.

Finally, the Chief of an Emergency Service will have full responsibility for commitment, command, and control of their Service teams and equipment at work at the incident scene, including personnel, rest periods, feeding, and replacement workers in order to insure maximum, effective response to the emergency problems.
PART II - RESPONSE LEVEL CRITERIA

RESPONSE LEVEL I

Controlled Emergency Condition - "EOC not Activated"

- Incident that can be controlled by the primary first response agencies of a local jurisdiction
- Single jurisdiction and limited involvement
- Does not require evacuation, except for the structure or affected facility
- Confirmed geographic area
- Potential threat to life, health, or property

RESPONSE LEVEL II

Limited Emergency Condition - "EOC may have limited or full activation or may not be Activated at all"

- Potential threat to life, health, or property
- Expanded geographic scope
- Limited evacuation of nearby residents or facilities
- Involvement of two or more agencies or jurisdictions
- Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area
- Specialist or technical team is called to scene
- Combined emergency operations such as firefighting and evacuation or containment and emergency medical care

RESPONSE LEVEL III

Full Emergency Condition - "EOC is activated"

- Serious hazard or severe threat to life, health, and property
- Large geographic impact
- Major community evacuation
- State and Federal involvement
- Multi-jurisdictional involvement
- Specialist and technical teams deployed
- Extensive resource management and allocation
- Multiple emergency operations
PART II - THE POLICE SERVICE

MISSION(S)

PRIMARY:  Reconnaissance & Traffic/Crowd Control
SECONDARY:  Security of Key Installations

LEADERSHIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Police Chief:</td>
<td>Jared Mills</td>
</tr>
<tr>
<td>Police Deputy Chief:</td>
<td>Kevin Lully</td>
</tr>
</tbody>
</table>

ALERTING & MOBILIZATION

Alerting:  SIGNAL (MEANS)  WHO ALERTS?

Telephone  911 Communications Center
Radio Frequency:  E911 Communicator  Dispatch, Police, Fire or IT

Mobilization:  LOCATION  ADDRESS  PHONE

Police H. Q.  33 Union Street  626-2370

EMERGENCY RESPONSE  (see basic SOP's)

TASK #1  Reconnaissance of Incident scene
TASK #2  Assist in establishing incident scene perimeters
TASK #3  Contact back to local EOC
TASK #4  Identify blocked roadways, bridges, etc.
TASK #5  Initiate crowd control activity
TASK #6  Contact Sheriff or State Police if mutual aid needed
TASK #7  Conduct evacuation operations
TASK #8  Provide security at Key Installations (EOC / Incident Command post, etc)

SERVICE RESOURCES:  (Manpower, Equipment, Communications)

Manpower:  45 sworn officers  Equipment:  20 Vehicles including marked, unmarked and specialty units
Communications:  20 Mobile radios - 30 Portable Radio  1 Ham Radio  Other:  Cellular Phones  Contact Dispatch for Specific Cell Number – 626-2370
PART II - THE FIRE SERVICE

MISSION(S)

PRIMARY: Fire/EMS First Response/Hazardous Materials Containment & Control

SECONDARY: Rescue of trapped, endangered, or injured persons

LEADERSHIP | NAME | PHONE
---|---|---
Fire Chief | Roger Audette | Page Via 626-2370 W 626-2421
Deputy Chief | David Groder | Page Via 626-2370 W 626-2421
Battalion Chief | Jason Farris | Page Via 626-2370 W 626-2421
Battalion Chief | Steve Leach | Page Via 626-2370 W 626-2421
Battalion Chief | John Bennett | Page Via 626-2370 W 626-2421
Battalion Chief | Scott Dunbar | Page Via 626-2370 W 626-2421
Chaplain | Jeffrey Lewis | Page Via 626-2370 W 624-1108
Medical Director | Dr. Timothy Pieh | Page Via 580-7377 W 626-1000

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) | WHO ALERTS?
---|---
Radio & Telephone | 911 Communications Center
E911 Communicator | Dispatch, Police, Fire or IT

Mobilization: LOCATION | ADDRESS | PHONE
---|---|---
Fire Headquarters | 369 Water Street | 626-2421
Dispatch | 33 Union Street | 626-2370

EMERGENCY RESPONSE (see basic SOP's)

TASK #1 Reconnaissance of incident scene and determination of scene safety
TASK #2 Rescue of injured
TASK #3 Fire suppression / containment
TASK #4 Triage / Treatment of Injured Persons
TASK #5 Identification of probable hazardous materials
TASK #6 Assist in evacuation operations
TASK #7 Maintain working relationship with other agencies
TASK #8 Coordinate with City Manager re: need for a Declaration of State of Emergency

SERVICE RESOURCES: (Manpower, Equipment, Communications)
Manpower: 48 Career Firefighters 1-Police & Fire Mechanic

Equipment:
- 3 Command Vehicles
- 4 Pumpers
- 2 Ladder Truck
- 5 Ambulances
- 1 Boat
- 1 HAZMAT Operations Decon Trailer
- 2 Utility Trucks with plows
- 1 Snowmobile

Communications:
- 18 Mobile Radios
- 60 Portable Radios
- 4 Cellular Phones
- Frequencies
- 1-Ham Radio

Other:
- Fax Line – 626-2424
PART II - THE EMERGENCY MEDICAL SERVICE

MISSION(S)

PRIMARY:   Emergency Ambulance and Rescue Service

SECONDARY:  Non-Emergency Ambulance Service

LEADERSHIP

Leadership is Identical to the Fire Service on the Previous Page.

ALERTING & MOBILIZATION

Alerting:  SIGNAL (MEANS)    WHO ALERTS?
Radio         911 Communications Dispatcher 626-2370
E911 Communicator  911 Communications Dispatcher 626-2370

Mobilization:  LOCATION      ADDRESS        PHONE
Central Fire Station  369 Water Street  626-2422

EMERGENCY RESPONSE   (see basic SOP's)

TASK #1  Report to Command Post
TASK #2  Triage of victims & advise Command & Hospitals of number and severity ASAP
TASK #3  Treatment and transport of sick and injured
TASK #4  Assist in Rescue and Extrication Operations, as appropriate
TASK #5  Work with Hospital to establish and operate Secondary Treatment Station
TASK #6  Assist in evacuation operations
TASK #7  Maintain working relationship with other agencies
TASK #8  Insure an active communications link between Command Post, EOC, Secondary Treatment Station, and Hospitals
TASK #9  Provide Medical Direction for Pandemic Flu & Terrorist Gas Attacks

SERVICE RESOURCES: (Manpower, Equipment, Communications)

The Service Resources are Identical to the Fire Service on the Previous Page.
PART II - THE PUBLIC WORKS SERVICE

MISSION(S)

PRIMARY: Debris Clearance & Restoration of Roadways/Bridges.

SECONDARY: Diking, Damming, Fuel Procurement.

LEADERSHIP

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW Director</td>
<td>Lesley Jones Via Dispatch</td>
</tr>
<tr>
<td>Street Supervisor</td>
<td>Via Dispatch</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>Mike Warren Via Dispatch</td>
</tr>
<tr>
<td>Fleet Services</td>
<td>Scott Kenoyer Via Dispatch</td>
</tr>
</tbody>
</table>

ALERTING & MOBILIZATION

Alerting:  SIGNAL (MEANS)  WHO ALERTS?
Telephone  911 Dispatch Center 626-2370

Radio Frequency:

E911 Communicator  Via Dispatch 626-2370

Mobilization:  LOCATION  LEADERSHIP  ADDRESS  PHONE

| Parks & Recreation | Bruce Chase | 55 North Street | 626-2352 |

EMERGENCY RESPONSE  (see basic SOP's)

| TASK #1  | Reconnaissance of incident scene |
| TASK #2  | Provide safe & secure zones for road hazards. |
| TASK #3  | Locate blocked roadways, damaged bridges, etc. |
| TASK #4  | Open roadways for emergency service units |
| TASK #5  | Remove debris, demolish buildings hazardous to public safety |
| TASK #6  | Rescue disabled emergency service vehicles |
| TASK #7  | Maintain a working relationship with area construction agencies |

SERVICE RESOURCES: (Manpower, Equipment, Communications)

Equipment:

2 Foreman Trucks
3 Generator
2 Graders
Cones-100
Chain saws-5
Pole saws-2
Gator – 2
John Deere Tractor
16’ Boat
Bucket Truck

FUNCTIONS:

- Support public works
- Transportation
- Site for triage parents active shooter
- Press
PART II – INFORMATION TECHNOLOGIES (IT)

Telecommunications and Information Technology
Businesses use information technology to quickly and effectively process information. Employees use electronic mail and Voice Over Internet Protocol (VOIP) telephone systems, and IP based Public safety Radio Systems to communicate. Electronic data interchange (EDI) is used to transmit data including orders and payments from one company to another. Servers process information and store large amounts of data. Desktop computers, laptops and wireless devices are used by employees to create, process, manage and communicate information. What do you when your information technology stops working?

An information technology disaster recovery plan (IT DRP) should be develop in conjunction with the business continuity plan. Priorities and recovery time objectives for information technology should be developed during the business impact analysis. Technology recovery strategies should be developed to restore hardware, applications and data in time to meet the needs of the business recovery

Information Technology Department shall, coordinate the reestablishment of the critical communications infrastructure, facilitates the stabilization of systems and applications from cyber-attacks, and coordinates communications support for response efforts.

Functions include but are not limited to:

- Coordination with telecommunications and information technology industries
- Reestablishment and repair of telecommunications infrastructure
- Protection, reestablishment, and sustainment of national cyber and Information Technology resources
- Oversight of communications within City Structures.

Information Technology Department will be responsible to develop:

- Guide to Test, Training, and Exercise Programs for IT Plans and Capabilities
- Building An Information Technology Security Awareness and Training Program

Physical Security & Hardware Responsibilities

- Computer room environment (secure computer room with climate control, conditioned and backup power supply, etc.)
- Hardware (networks, servers, desktop and laptop computers, wireless devices and peripherals)
- Connectivity to a service provider (fiber, cable, wireless, etc.)
- Software applications (electronic data interchange, electronic mail, enterprise resource management, office productivity, etc.)
- Data and restoration

Ongoing Responsibilities:
Operational checks of equipment and communications systems, however, be a part of each tasked organization’s standard operating procedures (SOP) for the period between notification and impact of an emergency. Measures to safeguard emergency management personnel, as well as vital records and existing equipment, should be part of an EOP.
Information Technology Department shall coordinate Vendor Supported Recovery Strategies. There are vendors that can provide “hot sites” for IT disaster recovery. These sites are fully configured data centers with commonly used hardware and software products. Subscribers may provide unique equipment or software either at the time of disaster or store it at the hot site ready for use.

Data streams, data security services and applications can be hosted and managed by vendors. This information can be accessed at the primary business site or any alternate site using a web browser. If an outage is detected at the client site by the vendor, the vendor automatically holds data until the client’s system is restored. These vendors can also provide data filtering and detection of malware threats, which enhance cyber security.
PART II - CENTRAL MAINE POWER

MISSION(S)

PRIMARY:   Control of Downed Live Wires

SECONDARY: Restoration of Electrical Service

LEADERSHIP

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
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</table>

Power Outages / Lines Down 1-800-696-1000

24 Hour Emergency Only Direct Line: 207-535-5532

ALERTING & MOBILIZATION

Alerting:

<table>
<thead>
<tr>
<th>SIGNAL (MEANS)</th>
<th>WHO CONTACTS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>911 Dispatch Center</td>
</tr>
</tbody>
</table>

Mobilization:

<table>
<thead>
<tr>
<th>AT EOC</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP Main Offices</td>
<td>Edison Drive</td>
<td>623-3521</td>
</tr>
</tbody>
</table>

EMERGENCY RESPONSE

<table>
<thead>
<tr>
<th>TASK #1</th>
<th>Assess electrical problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TASK #2</td>
<td>Repair and restoration of electrical service (per CMP.'s Emergency Plan)</td>
</tr>
</tbody>
</table>

: 
PART II - VERIZON

MISSION(S)

PRIMARY:    Emergency Telephone Capability in the EOC
SECONDARY:  Restoration of Telephone Service in Community

LEADERSHIP

NAME    PHONE
Primary contact:  David Jean Safety / Environmental Manager: 617-743-2249/ P-617-560-4731
General Number for Service Issues:  1-800-870-9999

ALERTING & MOBILIZATION

Alerting:    SIGNAL (MEANS)  WHO CONTACTS?
Telephone    911 Dispatch Center

Mobilization:  AT EOC  AT KEY INSTALLATION(S)
Agency Rep.  To Be Named

City IT:

LEADERSHIP    NAME    PHONE
Director       Fred Khal       626-4192
Network Admin  Michael Schriver 626-4193

EMERGENCY RESPONSE

TASK #1       Restoration of telephone service in EOC
TASK #2       Installation of emergency telephone service into Field Command Posts from EOC
TASK #3       Restoration of telephone service at Key Installation(s)
TASK #4       Restoration of telephone service in the community
PART II - THE RADIOLOGICAL SERVICE/CIVIL EMERGENCY RESPONSE TEAM (CERT)

MISSION(S)

PRIMARY: Radiation Detection Monitoring & Decontamination
SECONDARY: Aerial Survey (Civil Air Patrol)

LEADERSHIP

Emergency Contact Through Maine State Police: 207-624-7200

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone 911 Dispatch Center

Mobilization: LOCATION ADDRESS PHONE
Emergency Response 624-7200

EMERGENCY RESPONSE (see basic SOP's)

TASK #1 Respond To Command Post

PART II – Kennebec Emergency Management Agency

MISSION(S)

PRIMARY: Assistance in Incident Management
SECONDARY: Logistical resources

LEADERSHIP

Director Sean Goodwin W 623-8407 H C
Assistant Dir. W 623-8407 H C
Staff W 623-8407

SERVICE RESOURCES: (Manpower, Equipment, Communications)

Manpower: Director, Deputy Director, 2 Part Time Staff, 30 Person CERT

Equipment: Various:
Generators - 6
Ham Radio Command Post
EMA Mobile Command Post
Cots & Shelter Supplies
Fixed EOC at 125 State Street, Augusta
Communications: Kennebec County ARES Team, Cell Phones, Pagers, Phones,
Radio (Receive @ 155.805) (Transmit @ 151.250 DPL612)
PART II - KENNEBEC COUNTY AREA COMMUNICATION

MISSION(S)

PRIMARY: Field Communications Capability

SECONDARY: Local and Inter-State Communication Network

LEADERSHIP

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Coordinator/ Radio Officer</td>
<td>W 623-8411 x 5555</td>
</tr>
</tbody>
</table>

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone or Radio 911 Dispatch Center or E.C. or A.E.C.
Radio Frequency: Radio Frequency:

Mobilization: LOCATION ADDRESS PHONE
On Demand 549-5393

EMERGENCY RESPONSE (see basic SOP's)

(SEE ATTACHED PLANS)

SERVICE RESOURCES: (Manpower, Equipment, Communications)

Manpower: Several Trained Communicators
Equipment: Mobile, Portable, Base Radios, and Packet
Supplies: All equipment personally owned
Communications: All Ham access frequencies
PART II - GREATER AUGUSTA UTILITY DISTRICT

MISSION(S)

PRIMARY: Maintain Public Water Supply
Maintain Storm water and Sewer Systems

SECONDARY: Restore Interruption in Potable Water Supply

LEADERSHIP

NAME: Brian Tarbuck/On duty Supervisor

PHONE: Via Dispatch

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone or Radio 911 Dispatch Center or E.C.
Radio Frequency: E911 Communicator

Mobilization: LOCATION ADDRESS PHONE
GAUD Office 12 Williams Street 622-3701

RESOURCES:

Mobile Generators
Fleet of excavation equipment, dump trucks, trailers, compressors
GIS/GPS Resources

EMERGENCY RESPONSE: Contact Above for Emergency Response

TASK #1: Provide community with potable drinking water, if required.
TASK #2: Provide community with unobstructed sewer (storm and sanitary) systems
Part III - CITY OF AUGUSTA NATIONAL INCIDENT MANAGEMENT SYSTEM

PURPOSE:

This procedure is established to:

1. Provide for the safety of personnel operating at emergency incidents through improved command and control (or management of emergencies).
2. Improve the use of resources and tactical effectiveness.
3. Meet the OSHA/EPA regulations requiring the use of the National Incident Management System for hazardous materials incidents.

To meet these goals: The City shall implement the Incident Command System appropriately at all incidents for which it has management responsibility.

COMMUNICATIONS:

All communications shall be clear text.

Radio communications shall be receiver from sender using the following model:

1. Request to initiate communications and determine that the intended receiver is listening.
2. Transmit the message or order concisely in clear text.
3. Receive feedback from the receiver to ensure that the message was received and understood.
4. Confirm that the message or order was understood; if not, correct and clarify the message.

This system addresses the need to insure direction and control for a multi-agency/multi jurisdictional response, which highlights the demand for a "Unified Command Structure" among responding agencies under the direction of one Incident Commander. The concept of Unified Command simply means that all agencies who have jurisdictional responsibilities and authority at an incident will contribute to the process of:

COMMUNITY DISASTER PREPAREDNESS STAFF

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination &amp; Direction</td>
<td>City Mgr.</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>William Bridgeo</td>
<td>626-2300</td>
</tr>
</tbody>
</table>
City of Augusta Disaster Plan

EMA Director  Roger Audette  626-2422
Clerk  Roberta Fogg  626-2316
Public Info. Officers  Roger Audette  626-2422
               Barb Gabri  626-2353

**Emergency Services**

Police Chief  Jared Mills  626-2370
Fire / EMS Chief  Roger Audette  626-2422
Public Works Director  Lesley Jones  626-2435
Water Dist. Supervisor  Brian Tarbuck  622-3701
Telephone Liaison  Verizon  800-870-9999
Communications  S/S. Chris Behr  626-2370 x209

**Support Services**

School Supt.  James Anastasio  626-2468
Red Cross Liaison  Eric Lynnes  795-4004
Salvation Army  Duty Officer  623-3752

**OTHER IMPORTANT PHONE NUMBERS**

Kennebec County Sheriff  623-3614
D. E. P.  800-482-0777
Maine General Medical Center  626-1000
Emergency Room  626-1207
Augusta School Administration  626-2468
National Response Center  1-800-424-8802
<table>
<thead>
<tr>
<th>FAX NUMBERS</th>
<th>CITY HALL</th>
<th>626-2304</th>
</tr>
</thead>
<tbody>
<tr>
<td>WABK, WCME, WFAU, WTOS, WSTAR 623-9007</td>
<td>CIVIC CENTER</td>
<td>626-5968</td>
</tr>
<tr>
<td>WEBB, WMME 626-5948</td>
<td>CENTRAL FIRE STATION</td>
<td>626-2424</td>
</tr>
<tr>
<td></td>
<td>KENNEBEC SO</td>
<td>623-6387</td>
</tr>
<tr>
<td></td>
<td>KENNEBEC EMA</td>
<td>622-4128</td>
</tr>
<tr>
<td></td>
<td>MEMA</td>
<td>287-7138</td>
</tr>
<tr>
<td></td>
<td>POLICE</td>
<td>623-2512</td>
</tr>
<tr>
<td></td>
<td>PUBLIC WORKS</td>
<td>626-2437</td>
</tr>
<tr>
<td></td>
<td>TOGUS FIRE DEPT</td>
<td>623-5743</td>
</tr>
</tbody>
</table>
FIRE VEHICLE & RADIO IDENTIFICATION NUMBERS

FIRE

C-1 Chief
C-2 Deputy Chief
C-6 Battalion Chief
U-7 Utility
E-1 Pumper, West Side
E-2 Pumper, East Side
E-3 Reserve Pumper
L-1 Aerial Ladder
R-1 West Side EMS
R-2 East Side EMS
R-3 West Side Ambulance
R-4 Reserve Ambulance
R-5 Reserve Ambulance
B-1 Boat
PART III - SUPPORT SERVICES IN DISASTER OPERATIONS

STATEMENT:

The City of AUGUSTA Support Services include: Schools, Red Cross, Maine General Medical Center, Salvation Army, VAMC Togus, Kennebec County, State Agencies, & Media Services.

UNDERSTANDINGS:

It should be understood that the City Support Services will provide "support" or "backup" for the emergency teams operating in the field. Primarily the Support Services will be operating out of installations like schools, churches, or municipal buildings.

The Chiefs of the City Support Services are key staff officers on the Chief Executive Officer's (City Mgr.'s) Emergency Operating Staff. The Chief of the Service or his designee are responsible for coordinating Support Services in the EOC during emergency operations.

The Chief of a Support Service is also responsible for the preparation and management of a Reception Center (VAMC/School/Church) for the purpose of sheltering evacuees or a Secondary Aid Station for the handling of casualties requiring medical aid treatment. The Red Cross will be responsible for mass feeding, etc., in the Reception Center.

It should also be understood that the Chiefs of the Support Services will need to work closely with a team with other members of the City Mgr.'s EOC staff while filling appropriate roles in the incident management system, in order to provide adequate "support" during all hazard operations.

The Chief of a Support Service will need to take the responsibility to establish telephone (or radio) communications to and from the city Reception Centers, the Secondary Aid Stations, and the City Emergency Operating Center.
PART III - SCHOOL SERVICE / SHELTER

MISSION(S)

PRIMARY: Shelter and/or Evacuation of School Population
SECONDARY: Facilities & Equipment at East Side Reception Center

LEADERSHIP

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>James Anastasio</td>
<td>W 626-2468   Fax 626-2468</td>
</tr>
</tbody>
</table>

MISSION(S)

PRIMARY: Provide shelter and reception facilities as needed
SECONDARY: Provide mass gathering space

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone EOC
E911 Communicator Dispatch, Police, Fire or IT

Augusta Shelters:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cony High School</td>
<td>60 Pierce Drive</td>
<td>626-2460</td>
</tr>
<tr>
<td>Augusta Civic Center</td>
<td>76 Community Drive</td>
<td>626-2405</td>
</tr>
</tbody>
</table>

EMERGENCY RESPONSE (see basic SOP's)

SERVICE RESOURCES: (Manpower, Equipment, Communications)

Manpower: As needed by County EMA and Red Cross
Equipment: General Shelter Equipment
Communications: Kennebec County ARES Team, Cell Phones, Pagers, Phones, Radio (Receive @ 155.805) (Transmit @ 151.250 DPL612)

EMERGENCY RESPONSE (see basic SOP's)

TASK #1 Protection (Shelter or Evacuation) of School Population
TASK #2 Prepare the School facility for use as a Community Reception (Evacuation) Center for evacuees

TASK #3 Provide initial Manpower (Staffing) supervision, maintenance, feeding & housing of evacuees

TASK #4 Mobilize drivers and buses for emergency use by the Transportation Section

TASK #5 Coordinate with Community Red Cross & Social Services people for extended mass feeding and personal services to evacuees

TASK #6 Insure an active communications link between the School and the Community Emergency Operating Center

School Contact Personnel

Augusta Schools Potential Shelters

Superintendent James Anastasio: W-626-2468

Principals
  Cony High School: Kimberly E.W. Silsby 626-2460
  Hussey School: Troy Alexander 626-2461
  Farrington School: Teresa Beaudoin 626-2480
  Gilbert School: Sarah Landry 626-2491
  Lincoln School: Heather Gauthier 626-2483

Bus Fleet Information

Contact Superintendents Office:
  Superintendent James Anastasio, 40 Pierce Drive Augusta 626-2468
  First Student Bus Service, 1000 Riverside Drive Augusta 626-3570
  Augusta Recreation, 22 Armory Street, Augusta 626-2350
PART III CIVIC CENTER/SHELTER & POD DISTRIBUTION SITE

MISSION(S)

PRIMARY: Shelter site
SECONDARY: Point of Distribution (POD) for pandemic flu
Evacuation site for large scale evacuations at the City schools

LEADERSHIP       NAME                            PHONE
Director:                        Earle Kingsbury              207 626-3713
                                     Margaret Noel              207 626-3713

PART III - THE AMERICAN RED CROSS

MISSION(S)

PRIMARY: Reception Center Management & Coordination
SECONDARY: Mass Feeding/Care & Financial Assistance

LEADERSHIP         NAME                                            PHONE
Red Cross Liaison:      1-800-482-0743
Maine EMA Red Cross Representative  207-624-4530 / 624-4508 / 795-4004

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone          911 Dispatch Center / EOC

Mobilization: LOCATION ADDRESS PHONES

EMERGENCY RESPONSE  (see basic SOP's)

TASK #1 Coordinate with the local Social Services people re: the extended operation of the local Reception (Evacuee) Center(s)
TASK #2 Initiate management activities directed toward the housing, feeding, clothing, general care, and assistance for the evacuees
TASK #3 Alert the District Red Cross Headquarters and mobilize trained Red Cross volunteers
TASK #4 Coordinate Reception Center activities with the local Social Services and School Services Chiefs in the Emergency Operating Center
TASK #5  Insure an active communications link between the Red Cross Disaster Headquarters and the Community Emergency Operating Center

SERVICE RESOURCES: (Manpower, Facilities, Vehicles)

   Equipment:  Cots, Blankets, extra cooking equipment, general shelter supplies including personnel as needed

   Facilities:  to be decided upon incident
   Communications:  Would use whatever EOC sets up
PART III - SALVATION ARMY SECTION

MISSION(S)

PRIMARY: Reception Center Establishment
SECONDARY: Coordination with Red Cross & Office for the Aging

LEADERSHIP

<table>
<thead>
<tr>
<th>LEADERSHIP NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Corps Capitol City: 36 Eastern Ave Augusta</td>
<td>207-623-3752</td>
</tr>
<tr>
<td>Waterville Office: 255 Main Street Waterville</td>
<td>207-872-2172</td>
</tr>
</tbody>
</table>

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone 911 Dispatch Center

Mobilization: LOCATION ADDRESS PHONES
Office 36 Eastern Ave 623-3752

EMERGENCY RESPONSE

TASK #1 Registration and identification of victims; missing persons services - locating individuals and answering inquiries from concerned relatives and families outside the disaster area
TASK #2 Temporary shelter in Salvation Army institutions or other designated facilities
TASK #3 Mass feeding in existing Salvation Army institutions or other designated facilities
TASK #4 Mobile feeding - hot meals and/or snacks for disaster victims and emergency workers at the scene of the disaster
TASK #5 Collection of donated goods for victims - according to predetermined needs: food, clothing, furniture, medical supplies, building supplies, bedding, utensils, tools, etc.
TASK #6 Distribution of the items collected in TASK #5
TASK #7 Spiritual counseling, comforting the bereaved, consoling the injured and distressed
TASK #8 Family counseling and casework services

SERVICE RESOURCES: (Manpower, Facilities (centers) & Supplies)

Manpower: Officers and Volunteers - Local, Area, & State

Equipment: Mobile Canteen, Vans, Salvation Army Truck
PART III - THE MEDICAL SERVICE

MISSION(S)

PRIMARY: Triage and Treatment of the Medical and Surgical Emergencies

SECONDARY: Secondary Aid Station

LEADERSHIP

<table>
<thead>
<tr>
<th>LEADERSHIP</th>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMC</td>
<td>E.R. Medical Control</td>
<td>626-1000</td>
</tr>
<tr>
<td>MEDICAL DIRECTOR</td>
<td>DR. TIMOTHY PIEH</td>
<td>VIA DISPATCH</td>
</tr>
</tbody>
</table>

ALERTING & MOBILIZATION

Alerting:

<table>
<thead>
<tr>
<th>SIGNAL (MEANS)</th>
<th>WHO ALERTS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone or Pager</td>
<td>Hospital Personnel</td>
</tr>
</tbody>
</table>

Mobilization:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ADDRESS</th>
<th>PHONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMC</td>
<td>6 East Chestnut Street</td>
<td>626-1000</td>
</tr>
</tbody>
</table>

EMERGENCY RESPONSE (see basic SOP's)

TASK #1  Establish and operate a Secondary Aid Station at a local school gymnasium or other facility

TASK #2  Mobilize all medical personnel (MDs, RNs, PNs, VETs, Morticians, Dentists, Pharmacists, Etc.) as required

TASK #3  Coordinate with local Emergency Squads the movement and reception of the injured as per the following SOP

  a. Triage by Medical Officer or Emergency Squad at disaster scene
  b. Non-ambulatory and critically injured transported to appropriate hospitals
  c. Ambulatory cases directed to Secondary Aid Station
  d. Deceased transported to local mortuaries or on site morgue.

TASK #4  Provide medical care & assistance, direction and supervision of local emergency medical problems

TASK #5  Establish a local Medical Information Center for contact by the public as regarding the injured

TASK #6  Insure an active communication link between the Hospital, Secondary Aid Station and the local Emergency Operating Center Staff
SERVICE RESOURCES: (Manpower, Facilities, Supplies): Maine General Medical Center responds with its own disaster plan, it’s important to keep the facility informed of the incidents details and needs, once established through incident command.

PART III - DEPT. ENVIRONMENTAL PROTECTION

MISSION(S)

PRIMARY: Insure Containment/Cleanup Petroleum/Hazardous Materials Incidents

SECONDARY: Provide Technical Advice - Hazardous Materials Incident

LEADERSHIP

NAME       PHONE
Peter Blanchard Response Specialist: W 287-7800     Emergency 800-482-0777

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone   911 Dispatch Center

Mobilization:
LOCATION ADDRESS PHONES
E.O.C. or On-Scene Response Services 800-482-0777

EMERGENCY RESPONSE (see basic SOP’s)

TASK #1 Report to command post safe
TASK #2 Safe reconnaissance of scene
TASK #3 Identification of hazards involved
TASK #4 Determination of what type of containment/cleanup needed
TASK #5 Hire state cleanup contractor if necessary
TASK #6 Keep other involved agencies informed and provide technical advice
TASK #7 Monitor containment/cleanup
TASK #8 Coordinate with Chief Executive on any additional need for further work

SERVICE RESOURCES: (Manpower, Equipment, Communications)

Manpower: Team of Technician Level Responders with Level A-B protection

Equipment: Response vehicles, Explosion meters, radiological detection

Supplies: Sorbents, booms, sampling equipment

Communications: Emergency Contact 1-800-482-0777 or Maine State Police
Cleanup Contractors: Enpro South Portland /Emergency Response 1-888-795-1400
Clean Harbors South Portland 207-799-8111
PART III - DEPARTMENT OF HEALTH

MISSION(S)

PRIMARY: Public Health Protection
SECONDARY: Deliver Environmental Health Services

LEADERSHIP

Name: Mary Frances Bartlett   Phone: W 626-2325
Sanitary Director: Brian Tarbuck   Phone: W 622-3701
General Assistance: Leif Dahlin   Phone: W 626-2325

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone: 911 Dispatch Center

Mobilization: LOCATION ADDRESS PHONES
626-2325

EMERGENCY RESPONSE (see basic SOP's)

TASK #1 Assist risk assessment (Dept. toxics expertise)
TASK #2 Assist evaluation of hazardous substance exposure potential & control
(health impact for responders and public) (ingestion/pathways)
TASK #3 Radiological monitoring (Dept. expertise)
TASK #4 Environmental surveillance sampling (Dept. labs)
TASK #5 Sanitation oversight & disease control (food-water-sewage)

SERVICE RESOURCES: (Manpower, Equipment, Communications)

:
PART III - MAINE STATE POLICE

MISSION(S)

PRIMARY: Establish Liaison - Perimeter Security - Monitor Evacuation Routes - Maintain Traffic Corridors For Emergency Vehicles

SECONDARY: Assist with Morgue - Continue Basic Law Enforcement Services - Assist With Notification and Evacuation

ALERTING & MOBILIZATION

Alerting: SIGNAL (MEANS) WHO ALERTS?
Telephone 911 Dispatch Center

Mobilization: LOCATION ADDRESS PHONES
E.O.C. or On-Scene Headquarters 500 Civic Center Drive 624-7000

EMERGENCY RESPONSE (see basic SOP's)

SERVICE RESOURCES: (Manpower, Equipment, Communications)

Equipment: Specialty Response Teams: Tactical Team, Bomb Squad, K-9, Dive Team, Crisis Negotiation, Mobile Command Post, Mobile Crime Lab

Communications: Mobile command / communications unit
PART III - V. A. MEDICAL CENTER, TOGUS

MISSION(S)

- PRIMARY: Health Care Facility & Housing
- SECONDARY: Long Term Care, Psychiatric, Nursing Home Care

LEADERSHIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Chief</td>
<td>W-623-5793</td>
</tr>
<tr>
<td>Police Chief</td>
<td>W 623-8411</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>W 623-8411 x 5153</td>
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</table>

ALERTING & MOBILIZATION

<table>
<thead>
<tr>
<th>Alerting</th>
<th>Signal (Means)</th>
<th>Who Alerts?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone/Radio</td>
<td>46.42</td>
<td>911 Dispatch Center</td>
</tr>
</tbody>
</table>

| Mobilization     | Location       | Address       | Phone |
|------------------|----------------|---------------|
| At V.A.M.C.      | One VA Center, Togus | 623-8411  |

EMERGENCY RESPONSE (see basic SOP's)

- TASK #1: Activate Medical Center Off-Station Disaster Plan
- TASK #2: Begin preparation to receive minor injury casualties
- TASK #3: Prepare to receive persons that require temporary relocation
- TASK #4: Assist emergency services in whatever capacity deemed appropriate
- TASK #5: Provide shelter and food

SERVICE RESOURCES: (Manpower, Equipment, Communications)

- Manpower: Limited Fire and Police Resources
- Equipment: Emergency Room and Surgical Facilities, Full Medical Staff
- Supplies: General Hospital, Medical and Pharmaceutical
PART IV - RESOURCES SERVICES IN INCIDENT OPERATIONS

STATEMENT:

The City Resources Services include general equipment, supplies and services outside of the municipal structure.

UNDERSTANDINGS:

It should be understood that the City Resources Services will provide the "resources" required by the Emergency Services Units and the Support Services groups operating at the disaster scene and/or in the Reception Centers or the Secondary Aid Stations.

The Chiefs of the Resources Services are key staff officers on the Chief Executive Officer's (City Mgr.'s) Emergency Operation Center Staff. The Chief of the Service or his deputy are responsible for coordinating the Resource Service in the EOC during emergency operations. In addition, these Service Chiefs must have available to them in EOC all resources files of materials, equipment, supplies, transportation, and etc. in the Community and/or prepare themselves to make requests for exhausted supplies from the County Chief Executive Officer.

The Chiefs of the Resources Services will find it necessary to have Liaison Officers out in the field in order to coordinate and determine the availability of supplies, transport, etc. out in the Community. The need will also exist to coordinate the delivery of requested supplies to the appropriate authority in the field. It will also be necessary to have available in the city assembly area outside the EOC adequate vehicles in order to make the contact for the pickup and delivery of supplies.

The Chief of a Resources Service may need to rely heavily upon local CB radio (mobile) units to provide the necessary communications between the field, the EOC, and the resources depots within the Community. Liaison by telephone or radio with the County EOC will become urgent as the Response and Recovery periods move along into extended days of field operations.

Finally, the Chief of a Resources Service will have the full responsibility of coordinating a continuing, effective management of all local resources with direct contact with the City Chief Executive Office (City Mgr.) especially in regard to the financial obligations which will be shared by the Community when time comes to "balance the books" in the post Recovery period.

The City Clerk/Treasurer will be responsible for direction and coordination of all financial matters including purchasing and accounting.
LOCAL - RESOURCE LIST

Agricultural Resources
University of Maine Cooperative Extension 800-287-1481
(Offers state-wide information and programs in natural resource management)

Airports/Aircraft Charter
Augusta Airport 626-2306
LaFleur Airport-Telford Aviation (Waterville) 872-5555
Portland International Airport 775-3444
Maine Instrument Flight (24 Hours, All Weather) 622-1211/800-643-3597

Animals in Disasters
The Cat Hospital (cats only) 623-1228
Companion Animal Clinic 622-2537
(up to 50 cats/dogs—dogs up to 50 lbs. only)
Pine Tree Veterinary Hospital 622-6181
(up to 50 cats/dogs—dogs up to 100 lbs. only)

Armories
Augusta (houses 400) 626-4473
Gardiner (houses 300) 582-5600

Boats:
Dealers
Clark Marine (Manchester) 622-7011
Foggy Bottom Marine (Farmingdale) 582-0075
KB Marine Service (Winthrop) 377-6463
Larrabee Marine (Gardiner) 582-3452
Nadeau's Power Products (Litchfield) 268-2617
Power Equipment Plus (Sidney) 547-4114
Sea-Doo Watercraft (Augusta) 623-4047

Communications
Augusta Amateur Radio Association
Chief Richard Beausoleil, President (Home) 623-4730
(Pager) 759-0813
*Has portable amateur radio trailer available for emergency purposes, which is set up with Mobile Packet System and communications equipment.

Contractors-General
Ganneston Construction Corp. (Augusta) 621-8505
Lajoie Brothers Construction (Augusta) 622-1764
Paradis Builders (Augusta) 623-2372
Peachey Builders (Augusta) 622-7531
Quirion Construction (Augusta) 621-2785

Environmental Services
Ecological Conservation
CLEAN Maine (Augusta) 622-0094
Forest Ecology Network (Augusta) 623-7140
Kennebec Land Trust (Winthrop) 377-2848
Natural Resources Council of Maine (Augusta) 622-3101
Funeral Directors

Knowlton & Hewins Funeral Home (Augusta) 623-8722
Maine Funeral Directors Association (Augusta) 623-1269
Plummer Funeral Home (Augusta) 622-9311

Generator Repair

Kramer's, Inc. (Sidney) 547-3345
Power Equipment Plus (Sidney) 547-4114
W. Sidney Garage (W. Sidney) 547-3367

Governmental Agencies--State of Maine

Inland Fisheries & Wildlife

Info/Licensing/Education/Business Office/Commissioner 287-8000
Fisheries & Hatcheries/ATV & Hunter Safety/Wardens 287-8002
Recorded Seasonal Information 287-8003
Sidney Regional HQ: Warden Services 547-4145
Sidney Regional HQ: Fisheries 547-4161
Sidney Regional HQ: Wildlife 547-4165
Visitor's Center (Game Farm): 657-4977

Conservation

Forestry Service: Entomology Lab 287-2431
Forestry Service: Forest Fire Control 287-4990
Forestry Service: District Forest Ranger 549-7081
Forestry Service: Southern Region Headquarters 287-2275
Forestry Service: Forest Management Division 287-4980
Forestry Service: Radio Lab--Augusta 287-2275

Maine Emergency Management Agency

Via State Police
Main Office 626-4503
800-452-8735
Peter Rogers, Director x 4202

Hospitals

Inland Hospital (Waterville) 861-3000 (Emergency) 861-3200
MaineGeneral (Augusta & Waterville) (Main) 626-1000
(Emergency) 626-1206
(Waterville) 872-1000
Togus Veterans Hospital (Togus) 623-8411

Social & Human Services

American Red Cross--Portland Headquarters 800-482-0743
Catholic Charities of Maine (Augusta) 626-3408
Kennebec Valley Community Action Program (Augusta) 622-4761
Salvation Army Capital City Corps (Augusta) 623-3752
United Way of Kennebec Valley (Augusta) 626-3400

Augusta Water District 622-3701
### MEDIA CONTACT LIST - RADIOMEDIA CONTACT LIST

#### Radio Stations

<table>
<thead>
<tr>
<th>CALL&amp;FREQUENCY</th>
<th>STATION LOCATION</th>
<th>TELEPHONE</th>
<th>NEWS DIRECTOR</th>
</tr>
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<tbody>
<tr>
<td>WABK 104.3 FM</td>
<td>150 Whitten Road, Augusta, 623 9000</td>
<td></td>
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<tr>
<td>WBLM 102.9 FM</td>
<td>1 City Center, Portland, 774-6364</td>
<td></td>
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<tr>
<td>WCTB 93.5 FM</td>
<td>150 Whitten Road, Augusta, 622-1079</td>
<td></td>
<td></td>
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<tr>
<td>WEBB 98.5FM</td>
<td>56 Western Avenue, Augusta, 623-4735</td>
<td></td>
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<tr>
<td>WGAN 560AM, 420 Western Ave., S. Portland, 774-4561x 5655</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>WVOM 101.3FM, 125 Community Drive, Suite 201 Augusta, 623 9000</td>
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<tr>
<td>WMGX 93.1FM</td>
<td>420 Western Ave., S. Portland, 774-4561</td>
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<tr>
<td>WMHB 89.7 FM, Colby College, Waterville, 859-5450,</td>
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<td>WMME 92.3FM, 56 Western Ave., Augusta, 623-4735</td>
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<tr>
<td>WTOS 105.1FM, 150 Whitten Road, Augusta, 623 9000</td>
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<td>WTVL 1490AM, 52 Western Ave., Augusta, 623-4735</td>
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<td>WJZN 95.9 FM 56 Western Avenue, Augusta, 623-4735</td>
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**MEDIA CONTACT LIST - TELEVISION**

<table>
<thead>
<tr>
<th>Commercial Stations</th>
<th>Call Letters</th>
<th>Chan</th>
<th>Address</th>
<th>Tel.</th>
<th>News Direct</th>
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</thead>
<tbody>
<tr>
<td>WABI</td>
<td>5</td>
<td>5</td>
<td>35 Hildreth Street Bangor</td>
<td>947-8321</td>
<td></td>
</tr>
<tr>
<td>WCSH</td>
<td>6</td>
<td>6</td>
<td>1 Congress Square Portland</td>
<td>828-6666</td>
<td></td>
</tr>
<tr>
<td>WMTW</td>
<td>8</td>
<td>8</td>
<td>4 Ledgeview Dr.</td>
<td>207-835-3800</td>
<td></td>
</tr>
<tr>
<td>WCBB</td>
<td>10</td>
<td>10</td>
<td>1450 Lisbon St.</td>
<td>800-884-1717</td>
<td></td>
</tr>
<tr>
<td>WPXT</td>
<td>12</td>
<td>12</td>
<td>4 Ledgeview Dr., Westbrook</td>
<td>774-0051 x 143</td>
<td></td>
</tr>
<tr>
<td>WGME</td>
<td>13</td>
<td>13</td>
<td>81 Northport Drive, Portland</td>
<td>797-9099</td>
<td></td>
</tr>
</tbody>
</table>

**CABLE COMPANIES**

| Spectrum            | 83 Anthony Ave, Augusta | (866) 874-2389 |
### MEDIA CONTACT LIST - PRINT

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Publication</th>
<th>Editor</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>The Central Maine Newspapers</td>
<td>Kennebec Journal</td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>1-800-537-5508/623-2220</td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Morning Sentinel</td>
<td>31 Front Street, Waterville</td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>1-800-370-5701/861-9191</td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
</tbody>
</table>
Augusta Nursing Facilities
Augusta Rehab Center 187 Eastern Ave, 207-622-3121
Maine Veteran’s Home 310 Cony Road, 207-622-2454
Glenridge Maine General Rehab 40 Glenridge Drive, 207-626-2600
Gray Birch Maine General Rehab 37 Gray Birch Drive, 207-622-6226

WMD ANNEX

The Augusta Fire Department is a resource for responding to a suspected WMD situation. One primary tool is the decontamination team and equipment capabilities served by the department. The team is part of a state network and can receive mutual aid from any of the state resources during a WMD or suspected WMD situation. The other primary part of the Augusta Fire Department’s response is:

- Central Maine Emergency Response Team (Waterville / Sappi) HAZMAT WMD Region 5 Team
  - Emergency Contact 207-872-6847
  - Non Emergency Contact 207-873-33-47
- Skowhegan Fire Department Strike Team / Decontamination Unit
  - Emergency Contact 207-474-9591
  - Non Emergency contact 207-474-3400
- Kennebec County Emergency Management Agency (Teams Administrative Support)
  - Emergency Contact 207-623-3614
  - Non Emergency Contact 207-623-8407

Other Decontamination Resources (have Decon system at facility)
- Maine General Medical Center
  - Augusta Facility Contact 207-626-1000
  - Waterville Facility Contact 207-872-1000
  - Inland Hospital Waterville 207-861-3200

Other Response Resources
- Kennebec County Emergency Management Agency 207-623-8407
- Maine Civil Support Team (for field detection support) access through 207-624-4400
- FBI Augusta Office 207-622-2902
- Maine Emergency Management Agency 207-624-4400
- Maine State Police 207-623-7200
- Maine DEP 800-482-0777
- Capitol Security 207-287-4357

Organization and Assignment of Responsibilities

City Executive Offices
- Provide overall command and control of emergency actions (EMA director and mayor’s chief of staff)
- Declaration of local emergency (mayor)
- Keep records of expenditures and obligations in emergency operations
- Submit local government reports to the appropriate state offices

Fire Department
- Conduct fire fighting, rescue and HAZMAT operations
- Conduct radiological monitoring and reporting
- Assist with providing trained personnel for monitoring and decontamination
- Mass Casualty Treatment & Triage
- Active Shooter Response with force protection+ from Police
• Coordinate rescue activities
• Assist law enforcement in traffic control
• Assist in route alerting and door-to-door notification
• Assist with the provision of emergency medical services / first aid to evacuees at reception, staging, mass gathering centers
• Provide emergency medical care
• Assist in Search & Rescue
• Assist in public evacuation by providing ambulance support
• Provide emergency medical response to established shelters for monitoring the condition of evacuees and their transportation to functional hospitals

Law Enforcement
• Provide security at EOC and other vital areas
• Provide security at reception centers and mass care centers
• Control access to affected areas
• Provide security for evacuated areas and any areas containing contaminated personal items or valuables
• Conduct route alerting / door-to-door notification as necessary
• Notify hearing impaired (Maine EMA can assist with this)
• Provide instructions for those persons without transportation for evacuation from public areas
• Establish primary and alternative evacuation routes
• Provide traffic control
• Identify road impediments
• Supervise orderly movement control of evacuees back into the area when it is safe
• Assist in search and rescue
• Supplement communications
• Assist with evacuation efforts.

Emergency Communications / 911 Center
• Serve as 24 hour contact point for emergency notification and dispatch
• Notify county departments and agencies when requested
• Develop Incident Command Plan
• Provide support to EOC and command post

Department of Public Works
• Restore vital facilities and public utilities
• Assist in rescue
• Assist in control with vital resources
• Operate salvage depot
• Assist in route alerting
• Provide traffic and access control equipment
• Maintain evacuation routes in passable condition
• Assist in establishing alternate evacuation routes
• Provide emergency sanitation facilities
• Provide an emergency potable water supply
• Provide for damage assessment of public property and certain non-profit property
• Serve as liaison with major industry
STATE OF MAINE

PACKAGE / ENVELOPE HANDLING GUIDANCE

PUBLIC SAFETY RESPONSE

Step 1- Initial Response- Handle package as potential evidence of a crime
1. Has package been opened yet? If not, do not open. Are contents visible?
2. Secure area and isolate package;
3. Shut down HVAC and contain hot zone;
4. Evacuate surrounding vicinity and close room;
5. Have everyone who contacted material wash hands with soap and water, blow their nose and wash their hands again
6. Record names, addresses, and telephone numbers of persons who handled package or were in the immediate area;
7. Interview persons for credibility

Step 2- Threat Assessment Level I- High Priority
1. Is package from an unknown source? Can source be contacted?
2. Are involved persons credible, police history, mental history, etc?
3. Is package accompanied by a threat, misaddress, no return address?
4. Is package leaking or contain dusts, powder (what is color, consistency?) stains, residue, liquid, solid material or foreign objects?
5. **Do not smell it yourself**, but anyone report an unusual smell or odor?
6. Have multiple persons been exposed through contact or inhalation?
7. Is anyone isolated or quarantined?
8. Is anyone experiencing physical effects requiring medical attention?
9. Is the package suspected of containing an explosive device?

If two or more of these questions are answered in the affirmative, treat as High Priority, request assistance from the specially trained Weapons of Mass Destruction-Civil Support Team by calling Maine State Police at **1-800-452-4664**. The State Police will contact MEMA, or during off hours the MEMA duty officer, to notify them of the event and provide a point of contact for follow-up. MEMA will contact the appropriate County EMA Office.

If package is **not open** and Level I assessment is negative, the following actions should apply:
1. Photograph as found;
2. Wearing gloves and a particulate mask, move package to isolated, controlled, ventilated area, not near HVAC intake, open and examine contents. Discard gloves in sealed biohazard bag.
3. If there is no reason to suspect a threat, package can be bagged and discarded as trash or handled routinely. Washing precautions are still prudent.
4. If reason exists to suspect a threat or unknown substance is present or meets Level I assessment or other Level I indicators are triggered, follow instructions for Level I, High Priority guidelines.

If situation **does not meet Level I** criteria, but there is a need to test substance or if instructed by CST contact, follow the Level II guidelines.
Guidelines for Level II Priority Situations:

The local Incident Commander, in coordination with the appropriate law enforcement agency is responsible for the following when a package or container has been opened and does not meet Level I criteria. Law enforcement agencies shall treat the materials a potential evidence of a crime.

- Photograph package as found;
- Have everyone coming in contact with it thoroughly wash their hands with soap and water and blow their nose, washing their hands again;
- Using plastic/rubber gloves and a particulate mask if available, double bag the package or envelope containing the substance in the smallest possible package and place in sealed, rigid container, i.e. clean, empty paint can available from local paint suppliers. Discard gloves in sealed biohazard bag;
- Label properly, including the name of the person packaging the material and the date, time of doing it, and initial the sealed container;
- Record the names of all persons, their addresses and phone numbers, who physically handled the package or who were in the immediate vicinity. Interview involved persons for credibility;
- Contact the Maine State Police at 1-800-452-4664 to advise a package is being delivered to Augusta and obtain a control number for it;
- The appropriate law enforcement agency is responsible for the delivery of the suspect package to Augusta in a sealed container stored in the trunk of a car.
- The package must be delivered to the Health and Environmental Testing Laboratory (Bureau of Health) State Street, Augusta if during business hours, or contact Capital Security (287-4357) to coordinate the receipt of materials outside business hours; complete form with Lab or Capital Security to maintain chain of custody;
- Testing will be accomplished and the results provided to the Maine Emergency Management Agency for relay to the appropriate law enforcement agency and County EMA Office.
- If test is negative, the appropriate law enforcement agency should investigate the threat according to normal procedures including Crime Lab analysis for fingerprints and DNA. Note, the Crime Lab will not handle evidence until it has been cleared by the Public Health Lab.

If investigative assistance or information is needed, the local law enforcement agency can contact the Regional Maine State Police Criminal Investigation Unit for assistance or guidance.

Note: Testing and treatment for anthrax is NOT indicated at the time of the incident (whether it is a high of low risk situation) and should NOT be initiated unless tests show the package may contain anthrax.
MAIL HANDLING SECURITY

In the business setting.

The first person to handle incoming mail should be alert to the possibility that they may receive mail that is meant to alarm, threaten, or in extremely rare circumstances cause harm. All staff should review these materials concerning how to identify suspicious mail.

Consider opening mail in an isolated area, away from the general public.

Some possible characteristics of suspicious mail may be:

- From someone unfamiliar or unexpected;
- Addressed to someone no longer with your organization, or otherwise outdated;
- Has no return address, or has one that cannot be verified as legitimate;
- Is of unusual shape, weight, or appears to be lopsided;
- Is marked with restrictive endorsements, such as Personal or Confidential;
- Has protruding wires, strange odor, or stains
- Shows a city or state postmark that does not match the return address,
- Has excessive postage
- Is overly sealed, such as excessively taped closed.

If you determine any mail to be suspicious:

- Immediately cease handling the suspicious mail and ask people to leave the area.
- Immediately notify your supervisor, or a designated contact person.
- Follow the directions of supervisor or contact person/responder.

If you should open mail that contains a powder, fluid, or other foreign substance:

Immediately cease handling the mail and contain it by placing a waste container over it
Clear the immediate area where the suspicious mail is located, ask anyone who was in the area not to leave the building, and notify your supervisor immediately.

If your supervisor is not available:

Call your emergency numbers and provide them with the relevant information.

- Immediately secure the building allowing no one to enter or leave.
- Upon the arrival of emergency response personnel, brief them at the door on the current situation and follow their instructions.
Response to Suspect Package Flowsheet

Dispather

Call Received Suspect Package

Police

MEMA

Local HazMat Team

CST

State Lab

Use Protocol-Initial Investigation

Is there a Threat?

Yes

Receive Call for Assistance

No

Terminate Incident

IS CST or Regional Hazmat Team Needed?

Yes

Either CST or Local Team Dispatched

No

Mitigation Operations Conducted Samples Gotten

Establish Chain of Custody and Transport Sample to Lab

Communicate to all Parties End

Test Sample and Report Results
PLEASE JOIN US!

Grand Reopening & Ribbon Cutting

Augusta Fire Station #1

July 8th, 2019 at 5:00pm

Light Refreshments, Station Tours, and Equipment Displays
SUMMER MEALS! ALL KIDS EAT FREE!

No paperwork necessary. Must be 18 or under for free meals.

Monday - Friday

For more info call 620-8086

Watch for the Summer Food Truck & Van Delivering Lunch near you!

2019 Summer Meals Sites

Lincoln School
Glenridge Apartments
Orchard Hills Apartments
Greentree Apartments
Lithgow Library
Cunningham Playground – North St.
McCalls Playground
Mill Park Pavilion
Calumet Playground
Williams Playground
Gage Street Park

Serving lunches all summer long!
Convenient, healthy, FREE meals

June 24th - August 16th
No meals on July 4.

“BBQ WEDNESDAYS”

Lincoln School Playground
11:00 a.m.
July *August

*Breakfast offered at Lincoln & Glenridge

Augusta School Nutrition Summer Program

This institution is an equal opportunity provider.