City of Biddeford
City Council
January 07, 2020 6:00 PM Council Chambers

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Adjustment(s) to Agenda**
   3.a. Game of Chance Application: York County Veterans Alliance

Game of Chance/Beano-Bingo Application:

York County Veterans Alliance Game of Chance Application
1-07-2020 York County Veterans Alliance-Game of Chance App.pdf

4. **Presentation:**
   4.a. Update from Biddeford Youth Advisory Council

5. **Consideration of Minutes:**
   5.a. December 17, 2019 Council Meeting Minutes
   12-17-2019 Council Meeting Minutes.docx
6. **Orders of the Day:**
   6.a. 2020.1) Approval/CDBG Fund Reallocation of 2018 Year 1 Action Plan/Sidewalk Improvement Program; Multi-Family Housing Program; Contingency Fund
   1-07-2020 CDBG-Fund Reallocation-2018 Year 1 Action Plan-ORDER.doc
   1-07-2020 CDBG-Fund Reallocation-2018 Year 1 Action Plan-MEMO.doc
   6.b. 2020.2) Authorization/Purchase of Replacement Pump for Wastewater Treatment Plant/Motion Industries of Portland, Maine
   1-07-2020 Replacement Pump-WWTP-Motion Industries-ORDER.doc
   1-07-2020 Replacement Pump-WWTP-Motion Industries-Backup Docs.pdf
   6.c. 2020.3) Acceptance/Emergency Operations Plan with Disaster Event Suggested Operational Guidelines
   1-07-2020 Emergency Management Preparedness-Operational Guidelines-ORDER.doc
   1-07-2020 Emergency Management Preparedness-Operational Guidelines.pdf
   6.d. Committee-of-the-Whole: Discussion of FY21 Proposed Budget Calendar
   1-07-2020 FY21 Proposed Budget Calendar.docx
   6.e. 2020.4) Approval/FY21 Proposed Budget Calendar
   1-07-2020 FY21 Proposed Budget Calendar-ORDER.doc
   1-07-2020 FY21 Proposed Budget Calendar.docx
7. **Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
8. **City Manager Report**
9. **Other Business**
10. **Council President Addressing the Council**
11. **Mayor Addressing the Council**
12. **Adjourn**

FOR OFFICE USE ONLY
Check #_____
Amount $ _____

Application to Register Games of Chance

MGCU - 5400

The application (to include the rules for the game(s)) and registration fees must be received by the Gambling Control Unit at least ten business days prior to the Game(s) of Chance requested

Games of Chance (Includes Raffles): $15 Calendar Week (Monday through Sunday); $60 Calendar Month; $700 Calendar Year

Make check payable to *Treasurer, State of Maine*

Return the completed and signed application to:

Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax

1. For what game(s) are you registering (**please indicate number adjacent name and attach rules for the game(s)**):

Sealed Ticket 3 Dice 1 Wheel _____ Pot of Gold (Daily/Weekly Pool) _____ Raffle _____

Other (Indicate Name of Game)

_____

2. Organization Name: YORK COUNTY VETERANS ALLIANCE

Organization Number: 2196 Federal Tax ID # (EIN): 01-0533038

Business Address: 24 BRADBURY ST.

City: Biddeford State: ME Zip Code 04005

Mailing Address: SAME Phone: 207-294-7330

City: _____ State: _____ Zip Code: _____

3. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
LINDA LAVERRIERE PRESIDENT	41 GRAYSON STREET	Biddeford 04005	207-2830463	8/2/20
SOLORES HIGGINS V. PRESIDENT	7 GRAHAM STREET	Biddeford 04005	207-571-4064	8/2/20
JEANETTE DIPIETRANTONIO SECRETARY	5 EASTVIEW COURT #11	Biddeford 04005	207.502-4159	8/2/20
BERNADETTE GAGNE TREASURER	114 PROSPECT #16	Biddeford 04005	207-608-9583	8/2/20

4. Location where Game of Chance is to be conducted:

BUILDING	ADDRESS	CITY/ZIP
YCVA	24 BRADBURY STREET	Biddeford, ME 04005

5. Person responsible for the conduct of the Game(s) of Chance:

Bernadette Gagne — 207-294-7330 - 207-608-9583
NAME — DAYTIME PHONE & EVENING PHONE

E-Mail Address: YCVAMAINE@gmail.com

6. Circle the day(s) of the week you will be conducting Game of Chance:

(Mon) (Tue) (Wed) (Thu) (Fri) (Sat) (Sun)

7. What time do the doors open? 11AM What time does the game start? 11AM

8. Dates – Please specify weeks (Monday through Sunday), full calendar months or calendar year.

JAN 1ST TO JAN 31ST 2020

9. Does the organization own all the equipment used in operating the Game of Chance? Yes☒ No☐

If "NO", Attach a sheet of paper to this application explaining the circumstances under which the equipment was acquired. **Please write your organization name and number on the sheet.**

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine?

Yes☐ No☒

If "YES" attach a sheet of paper to this application providing the person's name, address, and date and place of conviction or date and location of pending charge. **Please write your organization name and number on the sheet.**

11. Does the organization have any delinquent / outstanding Disposition of Funds Reports? Yes☐ No☒

If "YES" include all reports with this application. If the reports are not included, this application is considered incomplete.

12. **Fair Association Only:** Attach a list of the names and home addresses of the persons operating or assisting in the registered activity. **Please write your organization name and number on the list.**

13. **Raffles Only**:

Specify the charitable purpose(s) that the proceeds of the raffle will benefit:

List the prize(s) and the value of the prize(s) to be awarded: **If more space is needed attach a sheet of paper to this application listing the information. Please write your organization name and number on the sheet.**

14. The applicant agrees to obey Federal, State of Maine laws, and rules governing Games of Chance promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: Bernadette Gagne

Print Name: Bernadette Gagne Title: Treasurer

Date: 1-2-2020 Age 18 or older: Yes ☒ No ☐

COUNCIL MEETING
DECEMBER 17, 2019

Mayor Casavant called the meeting to order at 6:00 p.m.

Roll Call: William Emhiser, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Amy Clearwater, Norman Belanger, Michael Ready, Doris Ortiz, Marc Lessard

The Council, and all who were present, recited the Pledge of Allegiance.

Adjustments to the Agenda:
- Add Order 2019.144
- Remove Update from Biddeford Youth Advisory Council
- Remove Order 2019.140
- Remove Order 2019.141

Presentation: ***Recognition of Outgoing Councilors***
Laura Seaver and Michael Swanton were recognized for their years of service on the City Council; and both were presented with a commemorative chair.

Presentation: ***Update form LaKermesse – 2020 Block Party and Festival***
LaKermesse President, Jessica Quattrone updated the Council on what the LaKermesse organization is planning for the 2020 Block Party and Festival. Thus far, the LaKermesse organization has voted to NOT hold Thursday's Block Party at Mechanics Park; and instead, is hoping to hold it at the St. Louis Field where the actual Festival will be held. One idea that the organization has come up with is to host a Community BBQ as part of the Block Party. They have also discussed having the fireworks on Saturday night, at the Field, as they did during the 2019 LaKermesse Festival.

Public Hearing: **Liquor License for LaundrYup!**
The Chair opened the public hearing at 6:12 p.m.
There were no public comments.
The public hearing was closed at 6:13 p.m.

Consideration of Liquor License: **LaundrYup!**
Motion by Councilor McCurry, seconded by Councilor Clearwater to recommend the issuance of a State Liquor License to LaundrYup!
Vote: Unanimous.

Game of Chance Applications: **Biddeford Eagles, #804**
Motion by Councilor McCurry, seconded by Councilor Lessard to recommend the issuance of the Game of Chance permits to Biddeford Eagles, #804.
Vote: Unanimous.

Consideration of Minutes: **December 5, 2019**
Motion by Councilor McCurry, seconded by Councilor Lessard to accept the minutes as printed.
Vote: Unanimous.

Second Reading:
{For a copy of the ordinance amendment and first reading, see the Council Meeting minutes of December 5, 2019}

2019.132) Amendment/Part III (Land Development Regulations) Article XIII (Amendments), § 3 (Contract and Conditional Zoning)/<u>Contract Zone #18 Sawmill Park Properties, LLC, Indian Cliff Development Corporation, and Mike Eon Associates, Ltd.</u>

Motion by Councilor Ready, seconded by Councilor Lessard to grant the second reading of the ordinance amendment.
Vote: Unanimous.

Orders of the Day:

2019.133 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED that the City Council of the City of Biddeford nominate and elect a Council President.

Motion by Councilor Lessard, seconded by Councilor Quattrone to nominate Councilor John McCurry, Jr., as Council President.
Vote: 6/3; Councilors Belanger, Clearwater and Emhiser opposed.
Councilors McCurry, St. Cyr, Quattrone, Ready, Ortiz and Lessard in favor.
Nomination carries.

2019.134 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt Roberts Rules of Order, in conjunction with the Code of Ordinances, Appendix A, Rules of the Council (see attached).

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.
Vote: Unanimous

2019.135 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED, that Mayor Alan Casavant's appointment of _____ to the Finance Committee be confirmed.

Motion by Councilor McCurry, seconded by Councilor Lessard to accept Mayor Casavant's nomination of **Councilor Stephen St. Cyr** as his appointment to the Finance Committee.
Vote: Unanimous.

2019.136 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED, that the Council President's appointment to the Finance Committee be confirmed.

Motion by Councilor Lessard, seconded by Councilor Clearwater to accept the Council President's nomination of **Councilor Michael Ready** as his appointment to the Finance Committee.
Vote: Unanimous.

2019.137 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED, that Mayor Casavant's appointment of Keith R. Jacques and the firm of Woodman Edmands Smith Danylik, Austin & Jacques, P.A., as City Solicitor, in accordance with the Charter of the City of Biddeford be confirmed.

Motion by Councilor Ready, seconded by Councilor Clearwater to confirm the appointment of Keith R. Jacques as the City Solicitor.
Vote: Unanimous.

2019.138 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED, that I, Alan Casavant, Mayor of the City of Biddeford, do hereby appoint the following Councilors to the PERSONNEL COMMITTEE:

Michael Ready
William Emhiser
Robert Quattrone, Jr.
Norman Belanger

BE IT FURTHER ORDERED, that the following Councilors are appointed to the POLICY COMMITTEE:

John McCurry, Jr., Chair
Doris Ortiz
Norman Belanger

BE IT FURTHER ORDERED, that the following Councilors are appointed to the CAPITAL PROJECTS COMMITTEE:

Marc Lessard, Chair
Stephen St. Cyr
Robert Quattrone, Jr.

BE IT FURTHER ORDERED, that the following Councilors are appointed to the DOWNTOWN COMMITTEE:

Norman Belanger, Chair
Amy Clearwater
Doris Ortiz
Marc Lessard

BE IT FURTHER ORDERED, that the following Councilors are appointed to the following City Committees/Commission:

SOLID WASTE MANAGEMENT COMMISSION:
Robert Quattrone, Jr.
Amy Clearwater

WASTEWATER MANAGEMENT COMMISSION:
William Emhiser

JOINT BIDDEFORD-SACO COMMITTEE:
Marc Lessard
Michael Ready

MAINE WATER CITIZENS ADVISORY COMMITTEE:
Stephen St. Cyr

BIDDEFORD ARENA BOARD:
Robert Quattrone, Jr.

DOWNTOWN DEVELOPMENT COMMISSION:
William Emhiser

TRI-CITY TRANSIT (SHUTTLEBUS):
Doris Ortiz

CABLE T.V. COMMITTEE:
Stephen St. Cyr

Motion by Councilor Clearwater, seconded by Councilor Lessard to confirm the appointments. Vote: Unanimous.

2019.139 IN BOARD OF CITY COUNCIL...DECEMBER 17, 2019
BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2020 Elgin street sweeper as per NJPA bid (the "Equipment") from C.N. Wood Inc.(the "Vendor") and may pay the Vendor an amount not to exceed $223,775.00 (before discounts valued at $24,000.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;

2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is $223,775.00;

3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed $223,775.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation

of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;

4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and

5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The purchase of this street sweeper is included in the FY/20 budget line 21204-60603 as a lease

Motion by Councilor Ready, seconded by Councilor Clearwater to grant the order.
Vote: Unanimous.

2019.142 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019
BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the purchase of a Scale Node, per the request of the Information Technology Department, in the amount of $18,999.00. Funding of this purchase is $10,000 from CIP and $8,999.00 from CIP Carryover.

Motion by Councilor Clearwater, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

2019.143 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019
BE IT ORDERED, that the City Council of the City of Biddeford does hereby accept the HUD Lead Hazard Reduction and Healthy Homes Grant. The Planning Department will use this grant money to address childhood lead poisoning, create healthy homes and improve the safety of our community.

NOTE: As a first-time applicant, we were awarded $3,246,744 for the HUD Lead Hazard Reduction and Healthy Homes Grant. This is a cost recovery grant, which requires $724,761.71 in matching funds, or in-kind contributions. The majority of the matching funds will be provided through CDBG funding.

Motion by Councilor Clearwater, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

2019.144 IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019
BE IT RESOLVED, that the City Council of the City of Biddeford does hereby approve the CDBG (Community Development Block Grant) Amendment by approving the reduction of housing units in the Multi-Family Housing Rehabilitation Program from 28 units to 12 units and reallocate $139,000 from the 2018 Action Plan to the 2019 Action Plan.

Motion by Councilor Clearwater, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

Appointments:

- **Albert Shinkel…Biddeford Housing Authority**
- **Daniel Boucher…Capital Projects Committee**
- **Robert Provencher...Capital Projects Committee**
- **Thomas Craven..Conservation Commission**
- **Chrystina Gastelum…Conservation Commission**

- **Steven Reiter…Conservation Commission**
- **Stephanie Edwards...Downtown Development Commission**
- **Priscilla McGuire…Historic Preservation Commission**
- **Leah Schaffer..Historic Preservation Commission**
- **Aurelie Dyer Wallach…Historic Preservation Commission**
- **Bruce Benway…Planning Board**
- **William Southwick…Planning Board and Planning Board Chair**
- **Nathan Bean…Policy Committee**
- **Renee O'Neil..Policy Committee**
- **Alan Dutremble…Recreation Commission**
- **Paul Lariviere…Shellfish Conservation Committee**
- **Sean Tarpey…Harbor Commission & Wastewater Management Commission**

Motion by Councilor McCurry, seconded by Councilor Clearwater to consider all the appointments in one motion and vote.
Vote: 8/1; Councilor Quattrone opposed.
Councilors Emhiser, McCurry, St. Cyr, Clearwater, Belanger, Ready, Ortiz and Lessard.
Motion carries.

Motion by Councilor McCurry, seconded by Councilor Emhiser to confirm all the above-listed appointments.
Vote: 8/1; Councilor Quattrone opposed.
Councilors Emhiser, McCurry, St. Cyr, Clearwater, Belanger, Ready, Ortiz and Lessard.
Motion carries.

Public Addressing the Council…(5 minute limit per speaker; 30 minute total time limit):
There were no public comments.

City Manager Report:
City Manager, James Bennett had the following items:

1) In the current budget, there is $530,000 projected in building permit revenue. To date, $244,010 has been collected for the Lincoln Mill Project; and $144,896 is expected in the near future for the Riverdam Project.
2) Biddeford has made the CNBC Top 10 List of Communities in the country to look for jobs. Biddeford was ranked number 5, being lumped with Portland and South Portland.
3) He commended the Dept. of Public Works, the Police and Fire Departments and Code Enforcement Officer, Roby Fecteau for all their tireless, round-the-clock efforts in dealing with a major storm drain sinkhole on Western Avenue over the weekend.

There was no *Other Business*

Council President Addressing the Council:
Councilor McCurry thanked the Council for voting him in as Council President for another two years. He would like to see the Council and City put more focus on better communication with the public and better ways of getting information out to the citizens.

He also would like to take a look at changing the budget calendar and handling the Budget Committee process differently. He requested that a Committee-of-the-Whole be included on the next council agenda so the Council can have this discussion.

He noted that the City Manager has stated that there is a lot going on in the City and many projects are in the works. He would like to have a list of all the projects and work with the City Manager to prioritize.

Councilor McCurry wished his fellow Councilors, City Staff and the citizens a Merry Christmas.

Mayor Addressing the Council:
Mayor Casavant would like the Council to come up with a way to make council deliberations more clear and easier for the public to understand and know what is going on.

Mayor Casavant also wished everyone a very Merry Christmas and Happy Holidays.

Executive Session:

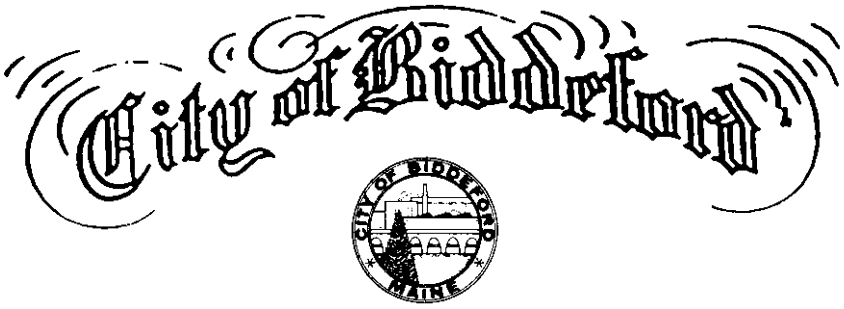
- **1 M.R.S. 405(6)(C)..Real Estate Issue**
- **1 M.R.S. 405(6)(E)…Consultation with City Solicitor**

Motion by Councilor McCurry, seconded by Councilor Clearwater to move into Executive Session.
Vote: Unanimous. Time: 6:45 p.m.

Motion by Councilor McCurry, seconded by Councilor Lessard to move out of Executive Session.
Vote: Unanimous. Time: 7:20 p.m.

Motion by Councilor McCurry, seconded by Councilor Lessard to adjourn.
Vote: Unanimous. Time: 7:20 p.m.

Attest by:_____
Carmen J. Morris, City Clerk



2020.1 **IN BOARD OF CITY COUNCIL..JANUARY 7, 2020**

BE IT ORDERED, that the City Council of the City of Biddeford does hereby resolve to approve the reallocation of $309,000 in the 2018 Year 1 Action Plan to the Sidewalk Improvement Program in the amount of $139,500; the Multi-Family Housing Program in the amount of $139,500; and a Contingency Fund in the amount of $30,000.

CITY OF BIDDEFORD, MAINE

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

P.O. Box 586
Biddeford, Maine 04005
(207) 284-9105
Fax # (207) 286-9388
e-mail Linda.Waters@biddefordmaine.org

DATE: January 1st, 2020

TO: JAMES BENNETT, CITY MANAGER
ALAN CASAVANT, MAYOR
MATHEW EDDY, DIRECTOR OF PLANNING AND DEVELOPMENT
CITY COUNCILORS & CITIZENS ADVISORY COMMITTEE

FROM: LINDA WATERS, COMMUNITY DEVELOPMENT COORDINATOR

RESOLUTION: Approve the reallocation of $309,000 in the 2018 Year 1 Action Plan to the Sidewalk Improvement Program in the amount of $139,500, the Multi Family Housing Program in the amount of $139,500, and a Contingency Fund in the amount of $30,000.

The U.S. Department of Housing and Urban Development has requested a Substantial Amendment be completed to our 2018 Year 1 Action Plan pertaining to the following:

- The reallocation of $309,000 in the 2018 Year 1 Action Plan to:
  - The Multi Family Housing Rehabilitation Program in the amount of $139,500
  - The Sidewalk Improvement Program in the amount of $139,500
  - A Contingency Fund in the amount of $30,000 for approved cost overruns.

This Substantial Amendment reallocates funding from the Downtown Improvement Program and Multi Family Housing Rehabilitation Program, and HUB Resource Center Program, that did not launch in Year 1, These programs are launching in our current program year.

This amendment is pursuant to the requirements of the City's Citizens Participation Plan - Substantial Amendments. A Public Hearing was held on Monday November 25th, 2019 and attended by 4 UNE Students. A 30-day comment period followed and ended on December 26th, 2019. No input or proposed changes other than what is stated in the Substantial Amendment was given by the public hearing participants or public.

City of Biddeford

2020.2 **IN BOARD OF CITY COUNCIL..JANUARY 7, 2020**

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the purchase of a replacement pump from Motion Industries of Portland, Maine in the amount of **$56,041.53**. Funds for this project will come out of *Wastewater Treatment Plant Capital Improvements Account* 22005-60501-Operating Supply/Equipment.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

December 31, 2019

In October 2019 one of the Wastewater treatment facility influent pumps stopped working. These pumps are what move the wastewater through the treatment process and are critical to operations and were installed during the 1998 upgrade. After trouble shooting in house, the pump was sent to motion industries for further assessment. Due to the age and condition of the pump it was determined that it is beyond economical repair (see attached pictures and assessment report). Two quotes were received for replacement. One being the manufacturer direct and the other being the New England representative.

Xylem- $56,590
Motion industries - $56,041

It is the wastewater Department's recommendation that the pump be purchased from Motion Industries.

Funds for this replacement pump are available in 22005-60501 Operating supply/Equip

Staff will be available at both the finance and council meetings to help answer any questions.

Sincerely,

Jeff Demers
Director of Public Works, Waste Water Division

MOTION INDUSTRIES
Keeping Industry in Motion

Motion Industries – Service Center Report

City of Biddeford – Flygt Pump Repair Evaluation

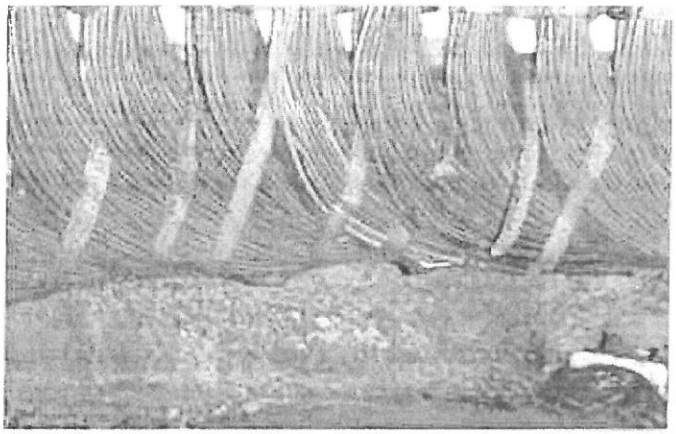
12/18/2019

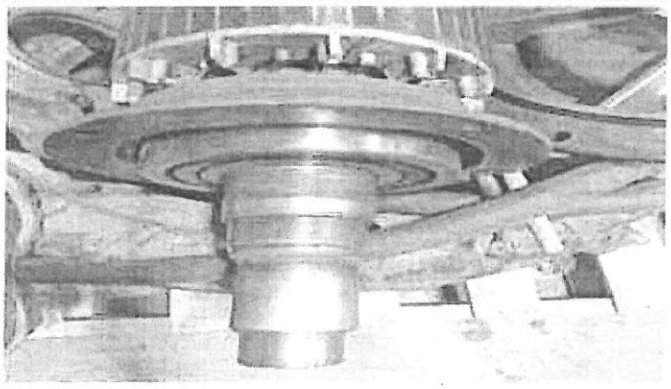
Flygt Pump
Model#3300.091-5336
Serial#S9820009

This pump was evaluated for repair back to Flygt OEM specifications.

75HP Electric Motor

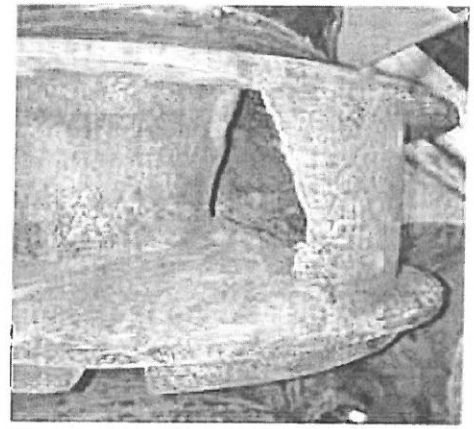
The motor's cavity had water in it. The stator windings were shorted and the rotor shaft was damaged beyond economical repair. We propose to replace the windings and shaft with Flygt factory replacements.





Impeller

The impeller casting and wear ring is badly worn. We recommend to replace with new.



MOTION® INDUSTRIES

Keeping Industry in Motion

Quote

MOTION INDUSTRIES INC
111 PINE TREE INDUSTRIAL
PARK, UNIT A
PORTLAND, ME 04102-1446
PHONE : 2078284727
FAX : 2078284728

Date: 12/23/19

Note: Due to recent volatility of raw materials, price and delivery are subject to change based on availability at time of order.

To:
CITY OF BIDDEFORD
PUBLIC WORKS DEPT
371 HILL ST
BIDDEFORD, ME 04005-0586
PO: FLYGY PUMP - NEW
REL: ALEX B.

Quote Number:	ME02 - 483343
Customer RFQ:	FLYGY PUMP - NEW
FOB:	FOB ORG,FRT PP&ADD
Quote Sent By:	KEITH
Payment Terms:	1% 10 & 25TH NET 30
Delivery:	STOCK UNLESS NOTED

CUST.PICK-UP BRANCH

Description	Manufacturer	Quantity	Unit	Unit Price	Amount
LINE ITEM: 002					
3300.091-5336 - FLYGT PUMP - NEW		1	EA	$56,041.530	$56,041.53
DELIVERY IS 12-14 WEEKS					
ITEM NO: 99999999	XYLEM				
CSN: NEW		DELIVERY DATE:			

SUB TOTAL:	$56,041.53
SALES TAX:	$0.00
TOTAL: USD	$56,041.53

Want to view inventory and place orders on-line? MotionIndustries.com can meet your needs. Register On-line at www.MotionIndustries.com.

BUYER UNDERSTANDS AND AGREES THAT GOODS PRESENTED TO BUYER PURSUANT TO THIS INVOICE ARE BEING TENDERED CONTINGENT UPON BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS RELATED TO SALES. MOTION'S TERMS AND CONDITIONS ARE AVAILABLE AT THE MOTION BRANCH OR AT WWW.MOTIONINDUSTRIES.COM. BUYER'S ACCEPTANCE OF THE DELIVERY OF THE GOODS SHALL CONFIRM BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS.

xylem

Xylem Water Solutions USA, Inc.
Flygt Products

78K Olympia Ave
Woburn, MA 01801
Tel (781) 935-6515
Fax (781) 938-0364

December 10, 2019

Quote # 2019-BOS-0770

BIDDEFORD WSTWTR TRTMNT PLNT
63 WATER ST
BIDDEFORD ME 04005-2755

Re: Price Quotation

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment.

Replacement for CP3300.091 - SN #9820009

Qty	Part Number	Description	Unit Price	Extended Price
1	3301.095-0027	Flygt Model NP-3301.095 10" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 70 HP 1150 RPM motor, 636 impeller, 1 x 50 Ft. length of SUBCAB 3x50+2G35/2+S(2x0,5) submersible cable, FLS leakage detector, volute is prepared for Flush Valve	$ 54,579.40	$ 54,579.40
		Replacement for CP3300.091 - SN #9820009 Price		**$ 54,579.40**
		Total Project Price		**$ 54,579.40**
		Freight Charge		**$ 2,011.00**
		Total Project Price		**$ 56,590.40**

Incoterm: 3 DAP - Delivered At Place **Named Placed:** 08 - Jobsite
Incoterms 2010 clarify responsibility for costs, risks, & tasks associated with the shipment of goods to the named place.

Taxes: State, local and other applicable taxes are not included in this quotation.

Terms of Delivery: Prepaid

Validity: This Quote is valid for thirty (30) days.

Terms of Payment: 100% N30 after invoice date.
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

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Schedule: Please consult your local Flygt Branch Office to get fabrication and delivery lead times.

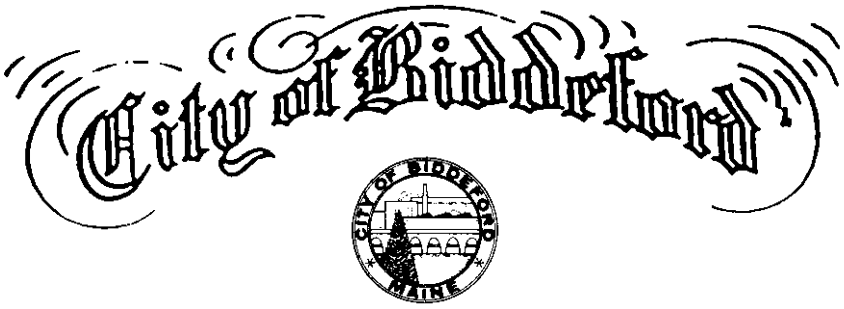
Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,

Ronald Orsini
Sales Representative
Phone: 781/935-6516

ronald.orsini@xyleminc.com

FLYGT
a xylem brand



2020.3 IN BOARD OF CITY COUNCIL..JANUARY 7, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby accept the Emergency Operations Plan with Disaster Event Suggested Operational Guidelines for the City of Biddeford.

PROMULGATION STATEMENT

Honorable Mayor Casavant

Honorable City Council:

Transmitted herewith is the revised Emergency Operations Plan with Disaster Event SOG's (Suggested Operational Guidelines) for The City of Biddeford. This plan supersedes any previous plans promulgated for this purpose. It provides a framework to use in performing emergency functions during a disaster either natural or manmade.

This Emergency Operations Plan with Disaster Event SOG's (Suggested Operational Guidelines) includes PREPAREDNESS: those activities developed to save lives and minimize damage; RESPONSE: immediate activities which prevent loss of lives and property and provide emergency assistance; RECOVERY: short and long-term activities which return all systems to normal or improved standards which is MITIGATION.

This plan will be tested, revised and updated as required.

Mayor of Biddeford _____ Date _____

BIDDEFORD
EMERGENCY OPERATIONS PLAN
WITH DISASTER EVENT SOG's

The Emergency Operations Plan with Disaster Event Suggested Operational Guidelines for the City of Biddeford has been approved by:

Mayor	Date
Councilor Ward 1	Date
Councilor Ward 2	Date
Councilor Ward 3	Date
Councilor Ward 4	Date
Councilor Ward 5	Date
Councilor Ward 6	Date
Councilor Ward 7	Date
Councilor At-Large	Date
Councilor At-Large	Date

LOCAL KEY CONTACTS

POSITION	NAME	OFFICE/CELL TELEPHONE	EMAIL ADDRESS
Mayor	Alan Casavant	207-286-9385	acasavant@biddefordmaine.org
Councilor Ward 1	William Emhiser	978-821-0602	William.Emhiser@Biddefordmaine.org
Councilor Ward 2	John McCurry	207-282-7473	John.McCurry@Biddefordmaine.org
Councilor Ward 3	Stephen St. Cyr	207-423-0215	Stephen.St.Cyr@Biddefordmaine.org
Councilor Ward 4	Robert Quattrone	207-229-9774	Robert.Quattrone@Biddefordmaine.org
Councilor Ward 5	Amy Clearwater	207-558-1801	amy.clearwater@biddefordmaine.org
Councilor Ward 6	Norman Belanger	207-284-1916	Norman.Belanger@Biddefordmaine.org
Councilor Ward 7	Michael Ready	207-710-2013	Michael.Ready@Biddefordmaine.org
Councilor At-Large	Doris Ortiz	207-292-8988	doris.ortiz@Biddefordmaine.org
Councilor At-Large	Marc Lessard	207-229-8322	Marc.Lessard@Biddefordmaine.org
City Manager	James Bennett	207-284-9313	james.bennett@biddefordmaine.org
Chief Operating Officer	Brian Phinney	207-284-9313	brian.phinney@biddefordmaine.org
Executive Assistant	Kendi Norton	207-284-9313	kendi.norton@biddefordmaine.org
Public Information Officer (PIO)	Deputy Police Chief JoAnne Fisk	207-282-5127	joanne.fisk@biddefordmaine.org
Fire Chief	Scott Gagne	207-282-6632	scott.gagne@biddefordmaine.org
Police Chief	Roger Beaupre	207-282-5127	roger.beaupre@biddefordmaine.org
Public Works Director	Jeff Demers	207-282-1579	Jeff.Demers@Biddefordmaine.org
School Superintendent	Jeremy Ray	207-282-8280	jray@biddefordschools.me
EMA Director	Roby Fecteau	207-284-9236	Roby.fecteau@biddefordmaine.org
Deputy EMA Director	Tim Gagne	207-282-6632	Timothy.gagne@biddefordmaine.org
City Clerk	Carmen Morris	207-284-9307	carmen.morris@biddefordmaine.org
Finance Director	Cheryl Fournier	207-284-9333	Cheryl.Fournier@Biddefordmaine.org
Assistant Fire Chief	Paul Labrecque	207-282-6632	paul.labrecque@biddefordmaine.org
EMS Chief	Kevin Duross	207-282-6632	kevin.duross@biddefordmaine.org
Code Enforcement Officer/Health Officer	Roby Fecteau	207-284-9236	Roby.fecteau@biddefordmaine.org
Assessor	Nick Desjardins	207-284-9003	nicholas.desjardins@biddefordmaine.org
General Assistance Office	Kristen Barth	207-284-9514	kristen.barth@biddefordmaine.org
IT Manager/Cable TV	Brian Phinney	207-284-9313	brian.phinney@biddefordmaine.org
Recreation Director	Carl Walsh	207-283-0841	Carl.walsh@biddefordmaine.org

Director Planning/Economic Development	Mathew Eddy	207-284-9115	mathew.eddy@biddefordmaine.org

DISASTER EVENT SOG'S

AIRCRAFT ACCIDENT

PLANNING:

Prior to the aircraft accident event, EMA Directors should:

Aircraft accident events are unforeseen events and unpredictable, therefore prior planning is somewhat different than other disaster events.

- Plan for immediate opening of EOC and manning phones and response activities.
- Inform city/town officials, departments and York County EMA of town's plan for immediate response.
- Coordinate with department heads so they know their responsibility if an event occurs.
- Plan for informing citizens about the severity and damages and what they can expect.
- Monitor the local broadcast media regarding Emergency Alert System activation.
- The Public Information Officer (PIO) will utilize the county emergency alert system to provide public information regarding the incident.
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Establish shelter in place or evacuation plan including routes. (evacuation plans will be situation dependent)
- Determine the availability of mobile and or portable mortuary services.
- Ensure public works has a plan to deploy detour signage. (situation dependent and will need immediate response)
- Communicate aircraft accident response plans with city/town officials, York County EMA, special teams and the volunteer organizations which will staff shelters and pet shelters.
- Use York County IMT and Command One to establish or facilitate a joint incident command center with agencies likely to respond, such as fire departments, regional hazmat teams, rescue, mortuary, etc. NOTE: According to Maine State Statute 37B, Maine State Police are by law the state entity which oversees all aircraft incidents.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.

RESPONSE:

During the aircraft accident event, EMA Directors should:

- Alert Responders and Establish ICS and communicate plan with team. (ensure communication is maintained or use backup systems)
- Activate EOC
- Request York County IMT and Command One to the scene
- Call for mutual aid
- Maintain situational awareness at all times/ start immediate situation assessments / injuries or deaths/ impact to residents on ground/ damage assessments.
- Alert department heads and assess resources that may be needed.
- Inform city/town officials of specific damages occurring or that have occurred.
- Maintain communications with city/town officials and York County EMA.
- Through communications with responding agencies, determine as quickly as possible:
  - *Number of killed or injured
  - *General boundary of the affected area
  - *The general extent of damages
  - *The general extent of power or other utility disruption
  - *Immediate needs of response forces
  - *If voluntary evacuations of the population have begun
  - *Location of any triage area
  - *Location of any congregate care area established or ad hoc

AIRCRAFT ACCIDENT
Page 2

- Communicate with York County EMA regarding the Federal Aviation Administration and/or NTSB or military as appropriate.
- Identify the primary liaison from the airline, airport or military.
- Activate financial tracking plan as appropriate; track resource usage, personnel, financial expenditures, etc.
- Activate an events log.
- List any shelters that are open and routes to get there.
- Update York County EMA of the situation and request any resources needed.
- Conduct the first staff briefing as soon as practical after EOC activation.
- Establish 24/7 duty roster for the EOC and/or command post.
- Activate or establish rumor control through the PIO.
- Provide the PIO with updated information to utilize the county emergency alert system and provide public information.
- Establish a schedule for briefings.
- Assess the need for evacuations and or sheltering in place.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Communicate with York County EMA for reported damages to utilities and an estimate on service restoration.
- Activate formal resource request procedure and resource tracking.

NOTE: It is advisable to note the pilot is always in command of the aircraft and it is his/her responsibility, even after an accident, until the pilot is duly and properly relieved of that responsibility by the owner or company agent.

RECOVERY:

After the aircraft accident event, EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information regarding number of shelterees and support necessary for continued operation.
- Make estimate for duration period for continued shelter operations, if any.
- Assess citizen/community needs for individual assistance and or public assistance if applicable.
- As appropriate, gather additional information to include:
    - *Personnel that responded and the time involved in the response.
    - *Time sheets or time logs.
    - *Supplies used.
    - *Contracts issued.
    - *Any other expenditures
    - *Damages to public buildings, equipment, utilities, etc.
    - *Loss of life of any public servant
    - *Documents regarding economic impact.

Notation: Most costs associated with an aircraft accident are borne by the airline, the aircraft owner or pilot in command and are billable as such. Such items as volunteer response, if not a contracted service (i.e., volunteer fire department personnel) may not be reimbursable.

- Develop or generate reports for the following, as appropriate:
    - *City/Town Managers
    - *Local elected officials
    - *York County EMA
    - *Others requiring or requesting reports

- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Brief city/town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

DAM FAILURE

PLANNING:

Prior to the dam failure event, EMA Directors should:

- Ensure dams are inspected regularly by the appropriate agency (i.e., MEMA).
- Contact the dam owner/operator to establish a communication plan and obtain a copy of their emergency plan.
- Utilizing the county emergency alert system, ensure that the public living in the area is kept well informed regarding the hazard.
- Communicate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a potential dam failure, if it is likely to affect such a facility.
- Coordinate with local planning boards and inspection departments regarding building codes and code enforcement to minimize damages downstream.
- Conduct hazard analysis of vital facilities and the impact of a major dam failure on one or more of those facilities.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Communicate with local volunteer groups or organizations which will staff shelters and pet shelters.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.

RESPONSE:

During the dam failure event, EMA Directors should:

- Issue alert and warning utilizing county emergency alert system based on procedures.
- Establish communication with York County EMA and any applicable responding agencies.
- Organize or establish the EOC, based on operational procedure and activate as appropriate.
- Through communications with responding special teams or agencies, determine as quickly as possible:
    - *Number of killed or injured
    - *General boundary of the affected area
    - *The general extent of damages
    - *The general extent of power or other utility disruption
    - *Immediate needs of response forces
    - *If voluntary evacuations of the population have begun
    - *Location of any congregate care area established or ad hoc
- Establish communications with the dam owner/operator.
- Communicate with York County EMA regarding any affected electric and gas utilities.
- Request York County IMT and Command One to establish command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas with assistance from response forces.
- Conduct the first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Provide the PIO with updated information.
- Establish a schedule for briefings.
- Brief city/town officials and York County EMA.
- Provide response forces with updated information, as appropriate.
- Utilizing the county emergency alert system, cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.

DAM FAILURE
Page 2

- Activate an events log and complete ICS forms.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the York County EMA.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing to discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> the dam failure event, EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information regarding number of shelterees and support necessary for continued operation.
- Obtain an estimated duration period for continued shelter operations, if any.
- Obtain information from the dam owner and or MEMA regarding safety, etc.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
  - *Personnel that responded and the time involved in the response.
  - *Time sheets or time logs.
  - *Supplies used.
  - *Contracts issued.
  - *Purchase orders issued.
  - *Any other expenditures
  - *Damages to public buildings, equipment, utilities, etc.
  - *Loss of life of any public servant
  - *Documents regarding economic impact.

  Develop or generate reports for the following, as appropriate:
  - *City/Town Managers
  - *Local elected officials
  - *York County EMA
  - *Others requiring or requesting reports
- Coordinate recovery organizations and private or volunteer relief organizations.
- If Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the state.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible resource organizations.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

EARTHQUAKE

PLANNING:

Prior to the earthquake event, EMA Directors should:

Earthquakes are unforeseen events and unpredictable therefore Prior planning is somewhat different than other disaster events.

- Plan for immediate opening of EOC and manning phones and response activities.
- Inform city/town officials and York County EMA of the plan for immediate response.
- Coordinate with department heads so they know their responsibility if an event occurs.
- Plan to utilize the county emergency alert system to inform citizens about the severity and damages and what they can expect.
- Communicate with the public information officer (PIO) regarding public information messaging. (pre-planned)
- Monitor the local broadcast media regarding Emergency Alert System activation.
- Communicate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency training actions prior to an earthquake.
- Monitor the US Geological Survey briefings for timely information affecting local jurisdictions.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Determine the availability of shelters and obtain shelter agreements if already not in place.
- Communicate with local volunteer groups or organizations which will staff the shelter and pet shelter.
- Communicate with York County EMA regarding electrical utilities and power outages.
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Establish shelter in place or evacuation plan including routes. (evacuation plans will be situation dependent)
- Ensure public works has a plan to deploy detour signage. (situation dependent and will need immediate response)
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Communicate earthquake response plans with town/city officials, York County EMA, special teams and the volunteer groups or organizations which will staff shelters and pet shelters.

RESPONSE:

During the earthquake event, EMA Directors should:

- Activate the EOC.
- Establish ICS and communicate plan with team. (ensure communication is maintained or use backup systems)
- Maintain situational awareness at all times/ start immediate damage assessments and record details.
- Inform city/town officials and York County EMA of specific damages occurring or that has occurred.
- Utilizing the county emergency alert system, issue alert and warning to general public based on procedure, as warranted.
- Maintain communications with York County EMA and with special response teams.
- Through communications with responding agencies determine as quickly as possible:
    - *Number of killed or injured
    - *General boundary of the affected area
    - *The general extent of damages
    - *The general extent of power or other utility disruption

*Immediate needs of response forces
*If voluntary evacuations of the population have begun
*Location of any triage area
*Location of any congregate care area established or ad hoc

- Monitor overall county situation.
- Establish ongoing reporting from the special response teams and private agencies.
- Establish incident command team and command post(s) as needed.
- On order, evacuate affected areas with assistance from special response teams or organizations.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/town officials, York County EMA, and PIO with updated information.
- Provide special response teams with updated information, as appropriate.
- Utilizing the county emergency alert system, cause public information to be released, via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the York County EMA.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing and discuss with and present to your relief, the incident action plan for the next 12 hours.
- Track resource usage, personnel, financial expenditures, etc.
- Continue public information messaging with county emergency alert system.
- List any shelters that are open and routes to get there.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.

RECOVERY:

<u>After</u> the earthquake event has occurred, EMA Directors should:

- Inform city/town officials and department heads of the situation.
- Perform damage assessment activities.
- Update York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Assess the need for evacuations and or sheltering in place.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
  *Personnel that responded and the time involved in the response.
  *Time sheets or time logs.
  *Supplies used.
  *Contracts issued.
  *Purchase orders issued.

*Any other expenditures.
*Damages to public buildings, equipment, utilities, etc.
*Loss of life of any public servant.
*Documents regarding economic impact.

— Develop or generate reports for the following, as appropriate:
*City/Town Managers
*Local elected officials
*York County EMA
*Others requiring or requesting reports.

— Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
— Establish donated goods management based on policy and procedure.
— Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
— Ascertain the number of injured and deceased from medical personnel.
— If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the state.
— Ensure public officials are made aware of the assistance application process, if applicable.
— Utilizing the county emergency alert system, the PIO will ensure the general public is made aware of the assistance application process, if applicable.
— Contact water district to establish whether or not water is safe to drink.
— Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
— Ascertain the number of injured and deceased from medical personnel.

DISASTER EVENT SOG'S

EXPLOSIVE HAZARD

PLANNING:

Prior to the explosive hazard event, EMA Directors should:

- Coordinate with any local companies that may have explosive materials.
- Provide an avenue for these companies to report explosive accidents, or potential accidents.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions regarding an explosive hazard.
- Conduct hazard analysis of vital facilities and the impact of an explosion incident in or near one or more of those facilities.
- Determine the availability of mobile and/or portable mortuary services.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with law enforcement for response and information.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, rescue, mortuary, etc.
- Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- Ensure responders are trained in explosive devices, explosive handling and victim extrication from collapsed facilities.
- Ensure other resource such as explosive ordinance disposal units are available and the necessary agreements are in place to obtain those resources.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.

RESPONSE:

During the explosive hazard event, EMA Directors should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies, determine as quickly as possible:
    - *Number of killed or injured (if any)
    - *General boundary of the affected area
    - *The general extent of damages
    - *The general extent of power or other utility disruption
    - *Immediate needs of response forces
    - *If voluntary evacuations of the population have begun
    - *Location of any established triage area
    - *Location of any congregate care area established or ad hoc care area
- Communicate with York County EMA regarding the overall county situation.

EXPLOSIVE HAZARD
Page 2

- — Establish communications with the facility reporting the explosion, if applicable.
- — Request a technical liaison from law enforcement, familiar with explosive hazard, report to the EOC if practical to do so. Bombs, bomb threats, explosive devices intentionally set are criminal matters. Be aware that these may also present a terrorist threat.
- — Establish communications with municipal agencies and York County EMA.
- — Request explosive disposal unit, hazardous materials team or other specialized response forces if appropriate.
- — Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- — Establish communications with area schools and/or businesses that might be affected.
- — Establish ongoing reporting from the response forces, private agencies and utilities.
- — Establish incident command and command post(s) as needed.
- — Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- — Conduct first staff briefing as soon as practical after EOC activation.
- — Activate or establish rumor control through the public information officer (PIO).
- — Establish a schedule for briefings.
- — Brief city/town officials, York County EMA, utilities and PIO with updated information.
- — Establish, as appropriate a Joint Information Center (JIC) with the facility.
- — Provide response forces with updated information, as appropriate.
- — Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- — Issue action guidance as appropriate.
- — Establish 24/7 duty roster for the EOC and/or command post.
- — Develop and post any required maps or diagrams.
- — Activate an events log.
- — Activate formal resource request procedure and resource tracking according to policy and guidelines.
- — Inventory additional resources that may be used or called upon for use.
- — Activate financial tracking plan coordinated by the Finance Officer.
- — Activate damage assessment and follow damage assessment procedure.
- — Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- — Conduct a "second shift" or relieving shift briefing.
- — Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> the explosive hazard event has occurred, EMA Directors should:

- — Gather damage assessment information (public, housing, business) from damage assessment teams.
- — Obtain information from technical sources regarding explosive effects or demolition effects duration.
- — Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- — Obtain information from utilities regarding outages, length of repair, safety, etc.
- — Assess citizen/community needs for individual assistance and or public assistance.
- — Activate local unmet needs committee if appropriate.
- — Gather financial information from the Finance Officer.
- — As appropriate, gather additional information to include:
  - *Personnel that responded and the time involved with the response
  - *Time sheets or log sheets

EXPLOSIVE HAZARD
Page 3

*Supplies used
*Contracts issued
*Purchase orders issued
*Any other expenditures.
*Damages to public buildings, equipment, utilities, etc.
*Loss of life of any public servant
*Documents regarding economic impact

- Develop or generate reports for the following, as appropriate:
  *City/Town Managers
  *Local elected officials
  *York County EMA
  *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- It will be unlikely if a small, localized explosion will cause a Presidential declaration of disaster, but if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible resource organizations.
- Review agency and self performance.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief city/town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

FIXED FACILITY CHEMICAL SPILL

PLANNING:

Prior to the fixed facility chemical spill event, EMA Directors should:

- Ensure the public is well informed through Community Right to Know.
- Coordinate with local plants, businesses or other facilities that receive hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for such facilities to report chemical spills.
- Coordinate with local broadcast medial to ensure timely and accurate Emergency Action System activation.
- Coordinate with Chemtrac (800-424-9300) for timely information regarding spills.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a chemical spill or accident.
- Coordinate and plan at least one exercise (table top or practical) bi-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize potential release of hazardous materials.
- Coordinate with State Title III Compliance department.
- Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public as appropriate.
- Coordinate with the facility for response and information.
- Establish or facilitate joint incident command concept with each facility.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Determine the location of the nearest hazmat response team and their capability.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.

RESPONSE:

During the fixed facility chemical spill event, EMA Directors should:

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Refer to the facility listing for Extremely Hazardous Substances in York County if needed.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies, determine as quickly as possible:
    - *Number of killed or injured (if any)
    - *General boundary of the affected area
    - *The general extent of damages
    - *The general extent of power or other utility disruption
    - *Immediate needs of response forces

FIXED FACILITY CHEMICAL SPILL
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*If voluntary evacuations of the population have begun
*Location of any congregate care area established or ad hoc care area

- Communicate with York County EMA regarding the overall county situation.
- Establish communications with the facility reporting the spill or leak.
- Request a technical liaison from the facility to report to the EOC (or command post)
- Request hazardous materials team response if appropriate.
- Maintain situational awareness at all times.
- Maintain communications with municipal agencies, York County EMA and any electric or gas utilities if necessary.
- Establish communications with area schools and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/town officials, York County EMA, utilities and PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the carrier or manufacturer if appropriate.
- Provide response forces with updated information, as appropriate.
- Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> the fixed facility chemical spill event has occurred, EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.

FIXED FACILITY CHEMICAL SPILL
Page 3

— As appropriate, gather additional information to include:
*Personnel that responded and the time involved with the response
*Time sheets or log sheets
*Supplies used
*Contracts issued
*Purchase orders issued
*Any other expenditures.
*Damages to public buildings, equipment, utilities, etc.
*Loss of life of any public servant
*Documents regarding economic impact

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

— Develop or generate reports for the following, as appropriate:
*City/Town Managers
*Local elected officials
*York County EMA
*Others requiring or requesting reports
— Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
— Establish donated goods management based on policy and procedure.
— If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
— Ensure public officials are made aware of the assistance application process, if applicable.
— Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
— Perform an incident critique as soon as possible with all possible resource organizations.
— Implement hazard mitigation or modify hazard mitigation plan accordingly.
— Brief city/town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

FLOODING

PLANNING:

Flood events may occur with little notice if a storm produces significant amounts of rainfall in a short period of time.

FLOOD WARNINGS:
Warnings are issued when flooding is imminent or occurring. Forecasts will typically advise of expected severity of the flooding, areas that may be affected and approximate timing of events.

Prior to the flooding event, EMA Directors should:

- Determine the need for/timing of opening EOC.
- Inform city/town officials, department heads and York County EMA of the plan.
- Coordinate with department heads.
- Monitor the National Weather Service regarding timely watches and warnings affecting local jurisdictions.
- Utilizing the county emergency alert system, ensure the public is well informed regarding flood watches and warnings.
- Communicate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a flooding event.
- Communicate with the public information officer (PIO) regarding public information messaging.
- Ensure the community is a participant in the National Flood Insurance Program (NFIP).
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Communicate with volunteer groups or organizations which will staff shelters and pet shelter.
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Establish evacuation plan including routes.
- If necessary, evacuate low lying areas to higher ground.
- Contact public works to deploy detour signage.
- Communicate with York County EMA regarding public information messages about electric utilities and power outages.
- Determine locations where sandbags can be obtained and a plan of who/when to fill them.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.

RESPONSE:

During the flooding event, EMA Directors should:

- Activate the EOC as appropriate.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- Establish ICS and communicate plan with team.
- Establish communications with York County EMA and responding agencies.
- Through communications with responding agencies, determine as quickly as possible:
    - *Number of killed or injured (if any)
    - *General boundary of the affected area
    - *The general extent of damages
    - *The general extent of power or other utility disruption
    - *Immediate needs of response forces

*If voluntary evacuations of the population have begun
*Location of any congregate care area established or ad hoc

- Monitor overall county situation.
- Maintain situational awareness at all times.
- Maintain communications with municipal agencies and York County EMA.
- Identify liaison from electric and gas utilities if necessary.
- Establish ongoing reporting from the special response teams.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas with assistance from special response teams.
- List any shelters that are open and routes to get there.
- Conduct first staff briefing as soon as practical after EOC activation.
- Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- Activate or establish rumor control through the PIO.
- Establish a schedule for briefings.
- Brief city/town officials and York County EMA.
- Utilizing the county emergency alert system, continue public information messaging through the PIO.
- Provide PIO with updated information and the special response teams, as appropriate.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Track resource usage, personnel, financial expenditures, etc.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Conduct a "second shift" or relieving shift briefing and discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the flooding event has occurred, EMA Directors should:

- Inform city/town officials and department heads.
- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Update York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Assess citizen/community needs for individual assistance and or public assistance.
- Gather financial information from the Finance Officer.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- As appropriate, gather additional information to include:
  *Personnel that responded and the time involved with the response
  *Time sheets or log sheets
  *Supplies used

*Contracts issued
*Purchase orders issued
*Any other expenditures.
*Damages to public buildings, equipment, utilities, etc.
*Loss of life of any public servant
*Documents regarding economic impact

— Develop or generate reports for the following, as appropriate:
*City/Town Managers
*Local elected officials
*York County EMA
*Others requiring or requesting reports

— Evacuate people and animals who may be stranded in flooded areas.
— Contact water district to establish whether or not water is safe to drink.
— Communicate with York County EMA regarding power outages and restoration estimates.
— Ascertain the number of injured and deceased from medical personnel.
— Coordinate recovery organizations including private or volunteer relief organizations.
— If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the state.
— Ensure public officials are made aware of the assistance application process, if applicable.
— Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.

DISASTER EVENT SOG'S

HURRICANE

PLANNING:

HURRICANE WARNINGS:

Warnings are issued 72 hours ahead of time. Once hurricanes travel north of Cape Hatteras they pick up speed which will reduce our preparation time.

Prior to hurricane, EMA Directors should:

- Closely track the storm's path and plan decisions based on estimated timing of arrival.
- Determine the need for/timing of opening EOC.
- Inform city/town officials, departments and York County EMA of town's plan.
- Coordinate with department heads.
- Plan to open shelters and communicate with volunteer groups or organizations which will staff them.
- Communicate with the public information officer (PIO) regarding public information messaging utilizing the county emergency alert system.
- Inform citizens:
  - *Evacuation routes and how the message will get out should they need to evacuate.
  - *House preparation- close windows, doors and hurricane shutters and/or board up windows, clearing yards, disaster kits.
  - *The attached "Hurricane Information for General Public" lists recommendations for citizens.
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Call YCEMA at 207-324-1578 to obtain Hurricane Preparation Conference Call schedule for the coming days.
- Establish overall evacuation plan including evacuation routes.
- Coordinate with inland jurisdictions to host evacuating population.
- Contact public works to deploy detour signage.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Communicate with/stage special teams, volunteer organizations, etc. to staff shelters and pet shelters.

RESPONSE:

During the hurricane event, EMA Directors should:

- Activate the EOC as appropriate.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas.
- Establish traffic control and security with law enforcement.
- Establish ongoing reporting with the city/town officials, response forces and York County EMA.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/town officials, response forces and York County EMA.
- Provide PIO with updated information.
- Establish 24/7 duty roster for the EOC and/or command post.

HURRICANE
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- Activate an events log.
- List any shelters that are open and routes to get there.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the County.
- Activate financial tracking plan and track resource usage, personnel, financial expenditures, etc.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.

RECOVERY:

<u>After</u> hurricane has occurred, EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Update city/town officials and York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Evacuate people and animals who may be stranded in damaged areas.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Contact water district to establish whether or not water is safe to drink.
- Assess citizen/community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- As appropriate gather additional information to include:
    - *Personnel that responded and the time involved in the response.
    - *Time sheets or time logs.
    - *Supplies used.
    - *Contracts issued.
    - *Purchase orders issued.
    - *Any other expenditures.
    - *Damages to public buildings, equipment, utilities, etc.
    - *Loss of life of any public servant.
    - *Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
    - *City/Town Officials and York County EMA
    - *Others requiring or requesting reports.
- Coordinate recovery organizations including private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Ascertain the number of injured and deceased from medical personnel.
- Deliver post-hurricane safety tips to public:
    - *Listen to local officials for updates and instructions.

HURRICANE
Page 3

*Check-in with family and friends by texting or using social media.
*Return home only when authorities indicate it is safe.
*Watch out for debris and downed power lines.
*Avoid walking or driving through flood waters. Just 6 inches of moving water can knock you down and fast-moving water can sweep your vehicle away.
*Avoid flood water as it may be electrically charged from underground or downed power lines and may hide dangerous debris or places where the ground is washed away.
*Photograph the damage to your property in order to assist in filing an insurance claim.
*Do what you can to prevent further damage to your property, (e.g., putting a tarp on a damaged roof), as insurance may not cover additional damage that occurs after the storm.

— Review agency and self-performance.
— Identify and correct any deficiencies of the plan.
— Implement hazard mitigation or modify hazard mitigation plan accordingly.
— Brief elected officials with updated information and disaster recovery progress.

HURRICANE INFORMATION FOR THE GENERAL PUBLIC

- **36 HOURS BEFORE:**
  - Turn on your TV or radio in order to get the latest weather updates and emergency instructions.
  - Build or restock your emergency preparedness kit. Include a flashlight, batteries, cash, and first aid supplies.
  - Plan how to communicate with family members if you lose power. For example, you can call, text, email or use social media. Remember that during disasters, sending text messages is usually reliable and faster than making phone calls because phone lines are often overloaded.
  - Review your evacuation plan with your family. You may have to leave quickly so plan ahead.
  - Keep your car in good working condition, and keep the gas tank full; stock your vehicle with emergency supplies and a change of clothes

- **18-36 HOURS BEFORE**:
  - Bookmark your city or county website for quick access to storm updates and emergency instructions.
  - Bring loose, lightweight objects inside that could become projectiles in high winds (e.g., patio furniture, garbage cans); anchor objects that would be unsafe to bring inside (e.g., propane tanks); and trim or remove trees close enough to fall on the building.
  - Cover all of your home's windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" exterior grade or marine plywood, cut to fit and ready to install.

- **6-18 HOURS BEFORE:**
  - Turn on your TV/radio, or check your city/county website every 30 minutes in order to get the latest weather updates and emergency instructions.
  - Charge your cell phone now so you will have a full battery in case you lose power.

- **6 HOURS BEFORE:**
  - If you're not in an area that is recommended for evacuation, plan to stay at home or where you are and let friends and family know where you are.
  - Close storm shutters, and stay away from windows. Flying glass from broken windows could injure you.
  - Turn your refrigerator or freezer to the coldest setting and open only when necessary. If you lose power, food will last longer. Keep a thermometer in the refrigerator to be able to check the food temperature when the power is restored.
  - Turn on your TV/radio, or check your city/county website every 30 minutes in order to get the latest weather updates and emergency instructions.

DISASTER EVENT SOG'S

MAJOR POWER FAILURE

PLANNING:

Prior to a major power failure, EMA Directors should:

- Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.
- Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.
- Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Procure or produce information pamphlets for distribution to the public with assistance from utilities. "What to do When the Lights Go Out".
- Determine the availability of shelters and obtain shelter agreements if not already obtained.
- Coordinate with volunteer groups or organizations regarding shelter operations and staffing for the shelters.

RESPONSE:

Notation: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause/event checklist.

During the major power failure, EMA Directors should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning utilizing the county emergency alert system based on procedure, as warranted.
- Establish communications with responding agencies.
- Through those communications, determine as quickly as possible:
    - *General boundary of the affected area.
    - *The general extent of power or other utility disruption.
    - *Immediate needs of response forces or utilities.
    - *Estimated time of repair or duration of outage.
    - *Estimated population affected.
- Communicate with York County EMA regarding the overall county situation.
- Monitor the National Weather Service forecasts for information regarding estimated duration of conditions related to the major power failure.
- Establish ongoing reporting from the response forces and utilities.
- Establish incident command.
- Coordinate with volunteer groups or organizations regarding opening and staffing of shelters in the appropriate areas, based on shelter procedures.
- Conduct first staff briefing as soon as practical after EOC activation.

MAJOR POWER FAILURE
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- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/town officials and the York County EMA of the situation and request any resources needed.
- Provide the PIO with updated information.
- Provide the response forces with updated information, as appropriate.
- Cause public information to be released via the PIO utilizing the county emergency alert system as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and activate formal resource procurement procedures and resource tracking.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedures.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> the major power failure event, EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Gather information from York County EMA regarding potential for prolonged outages.
- Obtain information regarding number of shelterees and support necessary for continued operation.
- Make estimate for duration period for continued shelter operations, if any.
- Assess citizen/community needs for individual assistance and or public assistance if applicable.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
    - *Personnel that responded and the time involved in the response.
    - *Time sheets or time logs.
    - *Supplies used.
    - *Contracts or purchase orders issued.
    - *Any other expenditures.
    - *Damages to public buildings, equipment, utilities, etc.
    - *Loss of life of any public servant
    - *Documents regarding economic impact.
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all response organizations.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief city/town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

NUCLEAR ACCIDENT

PLANNING:

Prior to the nuclear accident event, EMA Directors should:

- Ensure the public living in the area is kept well informed regarding potential hazards associated with a nuclear facility or nuclear materials.
- Coordinate with the nuclear facility owner or the Nuclear Regulatory Commission as appropriate for timely information affecting local jurisdictions.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a potential nuclear accident, if it is likely to affect such a facility.
- Ensure evacuation routes are clearly established and well-marked.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Ensure that the warning systems in place at the facility are appropriate, meet regulations and are coordinated with the county.
- Conduct hazard analysis of vital facilities and the impact of a nuclear accident or failure on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public if appropriate.
- Coordinate and plan at least one exercise (table top or practical) bi-annually.
- Ensure exercises are conducted in accordance with FEMA and NRC requirements.
- Ensure that all facilities that hold nuclear materials, including medical facilities are known and properly placarded.
- Pre-determine locations for reception, congregate care and decontamination areas for the public or evacuation population.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Communicate with local volunteer groups or organizations which will staff shelters and pet shelters.
- Pre-determine traffic control and security road block locations and requirements for each affected area.
- Conduct training in radiological monitoring for responding personnel.
- Conduct training in emergency worker decontamination.
- Conduct annual back-up alert training.
- Conduct annual school training.
- Ensure appropriate equipment such as dosimetry, radiation detection instruments, etc. are procured, checked and kept calibrated.
- Ensure that facility and the York County Seabrook Plan are updated and in accordance with the state plan.
- Ensure that surrounding counties are coordinated in mutual aid responses.
- Carry out other planning actions necessary under NUREG, FEMA or state guidance.

RESPONSE:

During the nuclear accident event, EMA Directors should:

- Upon notification, activate the EOC as appropriate.
- Follow EOC Operational Procedure.
- Establish communications with the nuclear facility owner/operator.
- Establish communications with the York County EMA and the state.
- Establish incident command.
- Ensure appropriate radiation procedures are followed.
- Ensure that appropriate established procedures are followed as appropriate to the facility condition.
- Establish command posts, traffic control points and security road blocks where planned.

NUCLEAR ACCIDENT
Page 2

- — Establish communications with EAS stations following the Alert and Warning procedure.
- — Establish communications with responding agencies.
- — Communicate with York County EMA regarding overall county effect and calculations on plume pathway if applicable.
- — Assist the Radiological officer to assess initial potential for radiation exposure to the general population in the immediate or affected area.
- — Ensure EALs (Emergency Action Levels) are current. (Nuclear power stations)
- — Coordinate the opening of appropriate number of shelters and decontamination stations in the appropriate areas, in anticipation of evacuation.
- — If schools are in session, discuss evacuation procedures and prepare to evacuate such schools if recommended to do so.
- — Establish communications with area schools, and/or businesses that might be affected.
- — Ensure that all actions are coordinated with facility, state and federal agencies and surrounding counties.
- — Communicate with York County EMA regarding overall county situation.
- — Request a technical liaison from the facility report to the EOC (or command post).
- — Establish ongoing reporting from the response forces, private agencies and utilities.
- — Establish incident command.
- — Establish command post(s) as needed.
- — Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- — Conduct the first staff briefing as soon as practical after EOC activation.
- — Activate or establish rumor control through the public information officer (PIO).
- — Establish a schedule for briefings.
- — Brief city/town officials and York County EMA.
- — Provide PIO and response forces with updated information.
- — Establish as appropriate, a Joint Information Center (JIC) with the facility.
- — Utilizing the county emergency alert system, cause public information to be released, via the public information officer (PIO) as soon as practical.
- — Issue action guidance as appropriate.
- — Establish 24/7 duty roster for the EOC and/or command post.
- — Develop and post any required maps or diagrams.
- — Activate an events log and complete ICS forms.
- — Review and follow resource procurement procedure.
- — Inventory additional resources that may be used or called upon for use.
- — Activate formal resource request procedure and resource tracking.
- — Coordinate all resource requests being forwarded to the York County EMA.
- — Activate financial tracking plan coordinated by the Finance Officer.
- — Activate damage assessment and follow damage assessment procedure.
- — Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- — Conduct a "second shift" or relieving shift briefing to discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> the nuclear accident event, EMA Directors should:

- — Coordinate emergency worker decon and ensure all returning equipment is properly decontaminated.

NUCLEAR ACCIDENT
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- Obtain information from the facility owner regarding length of repair, safety, etc.
- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Obtain information regarding number of shelterees and support necessary for continued operation.
- Obtain an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
    - *Personnel that responded and the time involved in the response.
    - *Time sheets or time logs.
    - *Supplies used.
    - *Contracts issued.
    - *Purchase orders issued.
    - *Any other expenditures.
    - *Damages to public buildings, equipment, utilities, etc.
    - *Loss of life of any public servant
    - *Documents regarding economic impact.

Notation: In most cases the facility responsible for a radiological event and radiation incidents are responsible for all costs associated with response. Volunteer resources may not be reimbursable unless under contract. Documentation is essential.

- Develop or generate reports for the following, as appropriate:
    - *City/Town Managers
    - *Local elected officials
    - *York County EMA
    - *Others requiring or requesting reports
- Coordinate recovery organizations and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the state.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible resource organizations.
- Identify and correct any deficiencies in the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

TORNADO

PLANNING:

TORNADO WARNINGS:
A tornado is a violent storm with whirling winds of tremendous speed. It appears as a rotating, funnel-shaped cloud that extends toward the ground from the base of a thundercloud. It spins like a top and may sound like a roaring train.

Tornado Watch: Conditions are favorable for a tornado to develop.
***NOTE:** Because tornadoes form very quickly, all alert and warning actions need to begin at the watch stage*

Tornado Warning: A tornado is imminent, has been indicated on radar or has actually been sighted.

Prior to tornado, EMA Directors should:

NOTE: A tornado event can happen very quickly and there may not always be time to plan far in advance for this type of hazard

- Inform citizens of tornado watches and warnings; send out immediate alerts.
- Maintain situational awareness of National Weather Service updates and recommendations.
- Coordinate public information messaging- news release, social media, county PIO, etc. Ensure timely and accurate Emergency Action System activation.
- Inform city/town officials, departments and York County EMA of town's plan.
- Determine the need for opening EOC if time allows.
- Coordinate with department heads.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a tornado.
- Locate and prepare a safe room within the building in the event that staff needs to seek shelter.
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Determine the availability of shelters and obtain shelter agreements if not previously done.
- Communicate with volunteer groups or organizations which will staff the shelters and pet shelters.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Conduct hazard analysis of vital facilities and the impact of a tornado on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public, as applicable.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.

RESPONSE:

During the tornado event, EMA Directors should:

- Seek shelter in a safe room such as a basement or the most interior room of the building.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Organize or establish the EOC, based on operational procedure.
- Activate the EOC as appropriate.
- Establish ICS and communicate plan with team.
- Maintain situational awareness at all times.

TORNADO
Page 2

- Maintain communications with municipal and regional agencies and York County EMA.
- Issue alert and warnings utilizing the county emergency alert system based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response forces.
- Establish traffic control and security with law enforcement.
- Establish communications with responding agencies.
- Through communications with responding agencies, determine as quickly as possible:
  - *Number of killed or injured (if any)
  - *General boundary of affected area
  - *The general extent of damages
  - *The general extent of power or other utility disruption
  - *Immediate needs of response forces
  - *If voluntary evacuations of the population have begun
  - *Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Monitor communications from the National Weather Service.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Coordinate with public agencies regarding the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO and response forces with updated information.
- Cause public information to be released utilizing the county emergency alert system, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Track resource usage, personnel, financial expenditures, etc. according to financial tracking plan from Finance Officer.
- Coordinate all resource requests being forwarded to the State.
- Continue public information messaging including open shelters and routes to get there.
- Activate damage assessment and follow damage assessment procedure.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> tornado has occurred EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.

TORNADO
Page 3

- Obtain information from public agencies regarding number of shelterees, support necessary for continued operation and estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Inform community officials and department heads of updates.
- Update York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Contact water district to establish whether or not water is safe to drink.
- Contact power companies for reported damages and an estimate on service restoration.
- Gather financial information from the Finance Officer.
- As appropriate, gather information to include:
    - *Personnel that responded and the time involved in the response
    - *Time sheets or time logs
    - *Supplies used
    - *Contracts issued
    - *Purchase orders issued
    - *Any other expenditures
    - *Damages to public buildings, equipment, utilities, etc.
    - *Loss of life of any public servant
    - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
    - *City/Town Managers
    - *Local elected officials
    - *York County EMA
    - *Others requiring or requesting reports
- Coordinate recovery organizations including private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Ascertain the number of injured and deceased from medical personnel.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and identify and correct any deficiencies in the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

TRANSPORTATION CHEMICAL SPILL

PLANNING:

Prior to the transportation chemical spill event, EMA Directors should:

- Ensure the public is well informed regarding transportation issues regarding hazardous materials.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with local plants, businesses or other facilities that receive hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for transient transportation companies to report chemical spills – i.e., 911.
- Coordinate with Chemtrac (800-424-9300) for timely information regarding spills.
- Coordinate with local transportation departments or state departments of transportation regarding potential for specifying truck routes for hazmat carriers, avoiding densely populated areas.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a transportation chemical spill or accident.
- Obtain transportation information from DMV or other state agencies regarding the number of trucks passing through in a 24-hour time period, thus calculating your risk potential.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- Determine the location of the nearest hazmat response team and their capability.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.

RESPONSE:

During the transportation chemical spill event, EMA Directors should:

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies, determine as quickly as possible:
    - *Number of killed or injured (if any)
    - *General boundary of the affected area
    - *The general extent of the spill
    - *The general extent of traffic route disruption
    - *Immediate needs of response forces
    - *If voluntary evacuations of the population have begun
    - *Location of any congregate care area established or ad hoc care area

TRANSPORTATION CHEMICAL SPILL
Page 2

- — Coordinate with the shipping company for response and information.
- — Communicate with York County EMA regarding overall county situation.
- — Establish communications with the transporter reporting the spill or leak.
- — Request a technical liaison from the facility report to the EOC (or command post).
- — Request hazardous materials team response if appropriate.
- — Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- — Establish communications with area schools, and/or businesses that might be affected.
- — Establish ongoing reporting from the response forces, private agencies and utilities.
- — Establish incident command and command post(s) as needed.
- — Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- — Conduct first staff briefing as soon as practical after EOC activation.
- — Activate or establish rumor control through the Public Information Officer (PIO).
- — Establish a schedule for briefings.
- — Brief city/town officials, York County EMA and PIO with updated information.
- — Establish, as appropriate, a Joint Information Center (JIC) with the carrier or manufacturer if appropriate.
- — Provide response forces with updated information, as appropriate.
- — Utilizing the county emergency alert system, continue public information messaging through the PIO.
- — Issue action guidance as appropriate.
- — Establish 24/7 duty roster for the EOC and/or command post.
- — Develop and post any required maps or diagrams.
- — Activate an events log.
- — Activate formal resource request procedure and resource tracking according to policy and guidelines.
- — Inventory additional resources that may be used or called upon for use.
- — Activate financial tracking plan coordinated by the Finance Officer.
- — Activate damage assessment and follow damage assessment procedure.
- — Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- — Track resource usage, personnel, financial expenditures, etc.
- — Keep track of areas that were evacuated and the location to which citizens were evacuated.
- — Conduct a "second shift" or relieving shift briefing and discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> the transportation chemical spill, EMA Directors should:

- — Gather damage assessment information (public, housing, business) from damage assessment teams.
- — Obtain information from technical sources regarding health effects duration.
- — Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- — Obtain information from utilities regarding outages, length of repair, safety, etc.
- — Assess citizen/community needs for individual assistance and or public assistance.
- — Activate local unmet needs committee if appropriate.
- — Gather financial information from the Finance Officer.
- — As appropriate, gather additional information to include:
    - *Personnel that responded and the time involved with the response
    - *Time sheets or log sheets
    - *Supplies used
    - *Contracts issued

*Purchase orders issued
*Any other expenditures
*Damages to public buildings, equipment, utilities, etc.
*Loss of life of any public servant
*Documents regarding economic impact

Notation: In most cases, the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- Develop or generate reports for the following, as appropriate:
  *City/Town Managers
  *Local elected officials
  *York County EMA
  *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief city/town managers, local elected officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

WILDFIRE

PLANNING:

WILDFIRE WARNINGS: Warnings are issued when fire threat is elevated. The warnings may be based on the level of threat from the National Fire Danger Rating System Description: 1. Low (green), 2. Moderate (blue), 3. High (yellow), 4. Very high (orange), 5. Extreme (red).

Prior to wildfire, EMA Directors should:

- Ensure the public is well informed regarding fire potential, especially during drought conditions.
- Coordinate with fire departments regarding response capability and the resources they will need to fight such fires.
- Coordinate with state and federal fire-fighting agencies as appropriate. Acquire planning assistance from the Maine Forest Service.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from major fires.
- Coordinate public information messaging:
    - Clean roof and gutters
    - Maintain an area approximately 30' away from your home that is free of anything that will burn, such as wood piles, dried leaves, newspapers and other brush
    - Connect garden hoses long enough to reach any area of the home and fill garbage cans, tubs, or other large containers with water.
    - Review your homeowner's insurance policy and also prepare/update a list of your home's contents
    - Listen to local news stations, weather radios, social media, etc. for latest updates
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Conduct hazard analysis of vital facilities and the impact of a major fire on one or more of those facilities. Encourage such facilities to incorporate fire plans and evacuation plans in their respective emergency plan. Ensure fire departments have conducted inspections and pre-plans.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.
- Determine the availability of shelters and obtain shelter agreements if appropriate.
- Coordinate with public agencies, special teams, local volunteer organizations, etc. to staff shelters and pet shelters.

RESPONSE:

During the wildfire event, EMA Directors should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Inform city/town officials and York County EMA of town's plan.
- Coordinate with department heads.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- Determine need for preplanned evacuations.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish ICS and communicate plan with team.

WILDFIRE
Page 2

- Establish communication with responding agencies.
- Establish communications with Maine Forest Service and/or fire scene commander.
- Maintain situational awareness at all times. Keep track of fire lines, wind direction and speed.
- Evacuate areas before fire approaches (manage evacuation routes).
- Establish traffic control and security with law enforcement.
- Maintain communications with municipal and regional agencies and York County EMA.
- Through communications with responding agencies, determine as quickly as possible:
    - *Number of killed or injured (if any)
    - *General boundary of the affected area
    - *The general extent of fire and exposures
    - *The general extent of traffic route disruption
    - *Immediate needs of response forces
    - *If voluntary evacuations of the population have begun
    - *Location of any congregate care area established
- Track resource usage, personnel, financial expenditures, etc.
- Continue public information messaging.
- List any shelters that are open and routes to get there.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Coordinate with the fire scene commander for information.
- Establish communications with area schools, and/or businesses that might be affected.
- Establish ongoing reporting with the city/town officials, response forces and York County EMA.
- Establish incident command if not already established by Maine Forest Service.
- Establish command post(s) as needed.
- Coordinate opening the appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/town officials and York County EMA.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Coordinate all resource requests being forwarded to the York County EMA.
- Activate financial tracking plan.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving staff briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY

<u>After</u> wildfire has occurred, EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams or Maine Forest Service.

WILDFIRE
Page 3

- Obtain information from CDC/EPA regarding health effects (i.e., smoke) duration.
- Obtain information regarding number of shelterees, estimated duration period for shelter operations and support and supplies necessary for continued operations.
- Obtain information regarding power outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and/or public assistance.
- Update city/town officials, department heads and York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Gather financial information.
- As appropriate gather additional information to include:
    - *Personnel that responded and the time involved in the response
    - *Time sheets or time logs
    - *Supplies used
    - *Contracts issued
    - *Purchase orders issued
    - *Any other expenditure
    - *Damages to public buildings, equipment, utilities, etc.
    - *Loss of life of any public servant
    - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
    - *City/Town Managers
    - *Local elected officials
    - *York County EMA
    - *Others requiring or requesting reports
- Coordinate recovery organizations including private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- It is unlikely a Presidential declaration of disaster will be declared for local fires. However, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Ascertain the number of injured and deceased from medical personnel.
- Perform an incident critique as soon as possible with all possible response organizations.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief city/town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

WINTER STORM/ICE STORM

PLANNING:

Prior to the winter storm or ice storm event, EMA Directors should:

- Ensure the public is well informed regarding winter storm and ice storm watches and warnings.
- Monitor the National Weather Service for timely watches and warnings affecting local jurisdictions.
- Monitor the local broadcast media regarding Emergency Alert System activation.
- Inform town officials, departments and county EMA of town's plan for immediate response.
- Coordinate with department heads so they know their responsibility if an event occurs.
- Conduct hazard analysis of vital facilities and the impact of a major winter storm on one or more of those facilities.
- Plan for informing citizens about the severity and what they can expect.
- Communicate with the public information officer (PIO) regarding public information messaging.
- Communicate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to winter storms.
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Plan for staffing the EOC.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Communicate with local volunteer groups or organizations which will staff shelters and pet shelters.
- Communicate with York County EMA to obtain Maine Department of Transportation (MDOT) information regarding road conditions and local power utilities information concerning power outages and restoration estimates.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.

RESPONSE:

During the winter storm or ice storm event, EMA Directors should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Organize, establish and activate the EOC, based on operational procedure.
- Utilizing the County emergency alert system, currently RAVE, issue alert and warning based on procedure, as warranted.
- Alert department heads and assess resources that may be needed.
- Inform town officials of specific damages occurring or that has occurred.
- Maintain communications with municipal and regional agencies and York County EMA.
- Establish traffic control, motorist assistance and security with law enforcement if necessary.
- Activate formal resource request procedure and resource tracking.
- Through communications with agencies, determine as quickly as possible:
    - *Number of injured or killed (if any)
    - *General boundary of the effected area (community wide?)
    - *The general extent of damages
    - *The general extent of power outages or other utility disruption
    - *Immediate needs of special response teams – fire, police, public works, etc.
- Evaluate overall community situation.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation

WINTER STORM/ICE STORM
Page 2

- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town or city officials and York County EMA.
- Provide PIO and response forces with updated information.
- Cause public information to be released, via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure, resource tracking and financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing and present and discuss the incident action plan for the next 12 hours.

RECOVERY:

<u>After</u> the winter storm or ice storm event, EMA Directors should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information regarding number of shelterees and support necessary for continued operation.
- Make estimate for duration period for continued shelter operations, if any.
- If there are power outages, obtain information from utilities or York County EMA regarding outages, estimated restoration timeframe and any safety concerns.
- Assess citizen/community needs for individual assistance and or public assistance if applicable.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
    - *Personnel that responded and the time involved in the response.
    - *Time sheets or time logs.
    - *Supplies used.
    - *Contracts or purchase orders issued.
    - *Any other expenditures.
    - *Damages to public buildings, equipment, utilities, etc.
    - *Loss of life of any public servant
    - *Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
    - *City/Town Managers
    - *Local elected officials
    - *York County EMA
    - *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Brief elected officials with updated information and disaster recovery progress.
- Review the agency, self performance and deficiencies of the plan.
- Correct any deficiencies with new policy or procedures or training.
- Implement hazard mitigation or modify hazard mitigation accordingly.

City of Biddeford
Emergency Management
ICS Form 201

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared

4. Map Sketch

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Summary of Current Actions

Emergency Management:

- Our current operating mode is at Level 1 – **Monitoring.**

- Alert/Warn Citizens
  - Conference Calls
  - Rave Alerts
  - Emails/Social Media
- Power Outage Reporting - York County EMA Direct Contact with CMP
  - Dispatch Centers
  - Fire Depts.
  - Police Depts.
- Track and Report Road Closures
- Track Shelters
- Use Social Media for Announcements
  - Sheltering
  - Road Status

ICS 201 Page 1 of 2	**5. Prepared by (Name and Position)**

City of Biddeford, Maine

The Office of
City Manager
James A. Bennett
Email: jbennett@biddefordmaine.org

MEMORANDUM

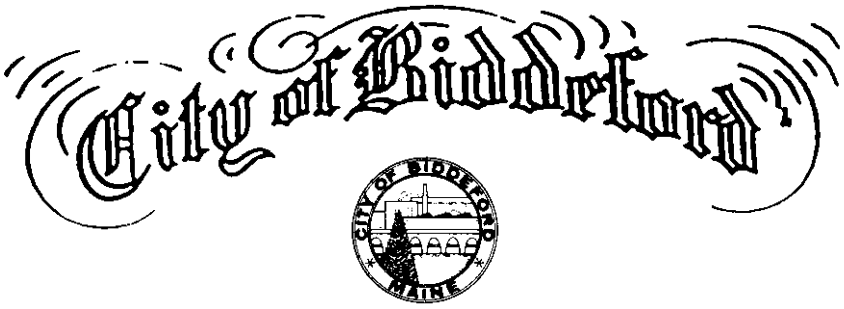
TO:	**Honorable Mayor Casavant** **Honorable City Council** **Department Heads**
FROM:	James A. Bennett, City Manager
DATE:	January 2, 2020
RE:	**Draft FY2021 Budget Calendar**

Attached is the proposed calendar for the FY2021 budget process. At this point, it is considered a draft only. After review and any revisions, it will be finalized.

Date	Time	Day	Item	Location
01/02/20	9:00 AM	Thurs	Budget forms available for staff	
01/20/20	5:00 PM	Mon	Dept head submittals due to Finance Director	
02/14/20	5:00 PM	Fri	City Manager completes changes; to Finance Director	
02/25/20	6:00 PM	Tues	City Manager presents budget to City Council	Chambers
03/05/20	5:30 PM	Thurs	Budget committee workshop/budget in-depth overview	Chambers
03/10/20	5:30 PM	Tues	Dept Heads presentation to BC	Chambers
03/12/20	5:30 PM	Thurs	Dept Heads presentation to BC	Chambers
03/17/20	6:00 PM	Tues	School budget presentation	Chambers
			1st public hearing at Council	Chambers
03/23/20	5:30 PM	Mon	Budget committee mtg	Chambers
03/26/20	5:30 PM	Thurs	Budget committee mtg	Chambers
03/30/20	5:30 PM	Mon	Budget committee mtg	Chambers
04/02/20	5:30 PM	Thurs	Budget committee mtg	Chambers
04/09/20	5:30 PM	Thurs	Budget committee mtg	Chambers
04/13/20	5:30 PM	Mon	Budget committee mtg	Chambers
04/16/20	5:30 PM	Thurs	Budget committee finalize to submit to City Council	Chambers
04/28/20	7:00 PM	Tues	2nd public hearing on budget; first reading budget (school & city)	TBD
04/30/20	5:30 PM	Thurs	Council Budget workshop (if necessary)	Chambers
05/05/20	6:00 PM	Tues	2nd reading full budget	Chambers
06/09/20		Tues	School referendum question	
06/30/20	6:00 PM	Tues	Final date allowed by charter for budget adoption	

205 Main Street Biddeford, ME 04005 Phone: 207.283.9313 Fax 207.571.0678

The City of Biddeford is an equal opportunity provider. To file a complaint, write to Marcy Faucher, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.



2020.4 IN BOARD OF CITY COUNCIL..JANUARY 7, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approved the proposed FY21 Budget Calendar of scheduled budget-related meetings and public hearings.

City of Biddeford, Maine

The Office of
City Manager
James A. Bennett
Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	**Honorable Mayor Casavant** **Honorable City Council** **Department Heads**
FROM:	James A. Bennett, City Manager
DATE:	January 2, 2020
RE:	**Draft FY2021 Budget Calendar**

Attached is the proposed calendar for the FY2021 budget process. At this point, it is considered a draft only. After review and any revisions, it will be finalized.

Date	Time	Day	Item	Location
01/02/20	9:00 AM	Thurs	Budget forms available for staff	
01/20/20	5:00 PM	Mon	Dept head submittals due to Finance Director	
02/14/20	5:00 PM	Fri	City Manager completes changes; to Finance Director	
02/25/20	6:00 PM	Tues	City Manager presents budget to City Council	Chambers
03/05/20	5:30 PM	Thurs	Budget committee workshop/budget in-depth overview	Chambers
03/10/20	5:30 PM	Tues	Dept Heads presentation to BC	Chambers
03/12/20	5:30 PM	Thurs	Dept Heads presentation to BC	Chambers
03/17/20	6:00 PM	Tues	School budget presentation	Chambers
			1st public hearing at Council	Chambers
03/23/20	5:30 PM	Mon	Budget committee mtg	Chambers
03/26/20	5:30 PM	Thurs	Budget committee mtg	Chambers
03/30/20	5:30 PM	Mon	Budget committee mtg	Chambers
04/02/20	5:30 PM	Thurs	Budget committee mtg	Chambers
04/09/20	5:30 PM	Thurs	Budget committee mtg	Chambers
04/13/20	5:30 PM	Mon	Budget committee mtg	Chambers
04/16/20	5:30 PM	Thurs	Budget committee finalize to submit to City Council	Chambers
04/28/20	7:00 PM	Tues	2nd public hearing on budget; first reading budget (school & city)	TBD
04/30/20	5:30 PM	Thurs	Council Budget workshop (if necessary)	Chambers
05/05/20	6:00 PM	Tues	2nd reading full budget	Chambers
06/09/20		Tues	School referendum question	
06/30/20	6:00 PM	Tues	Final date allowed by charter for budget adoption	

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The City of Biddeford is an equal opportunity provider. To file a complaint, write to Marcy Faucher, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.