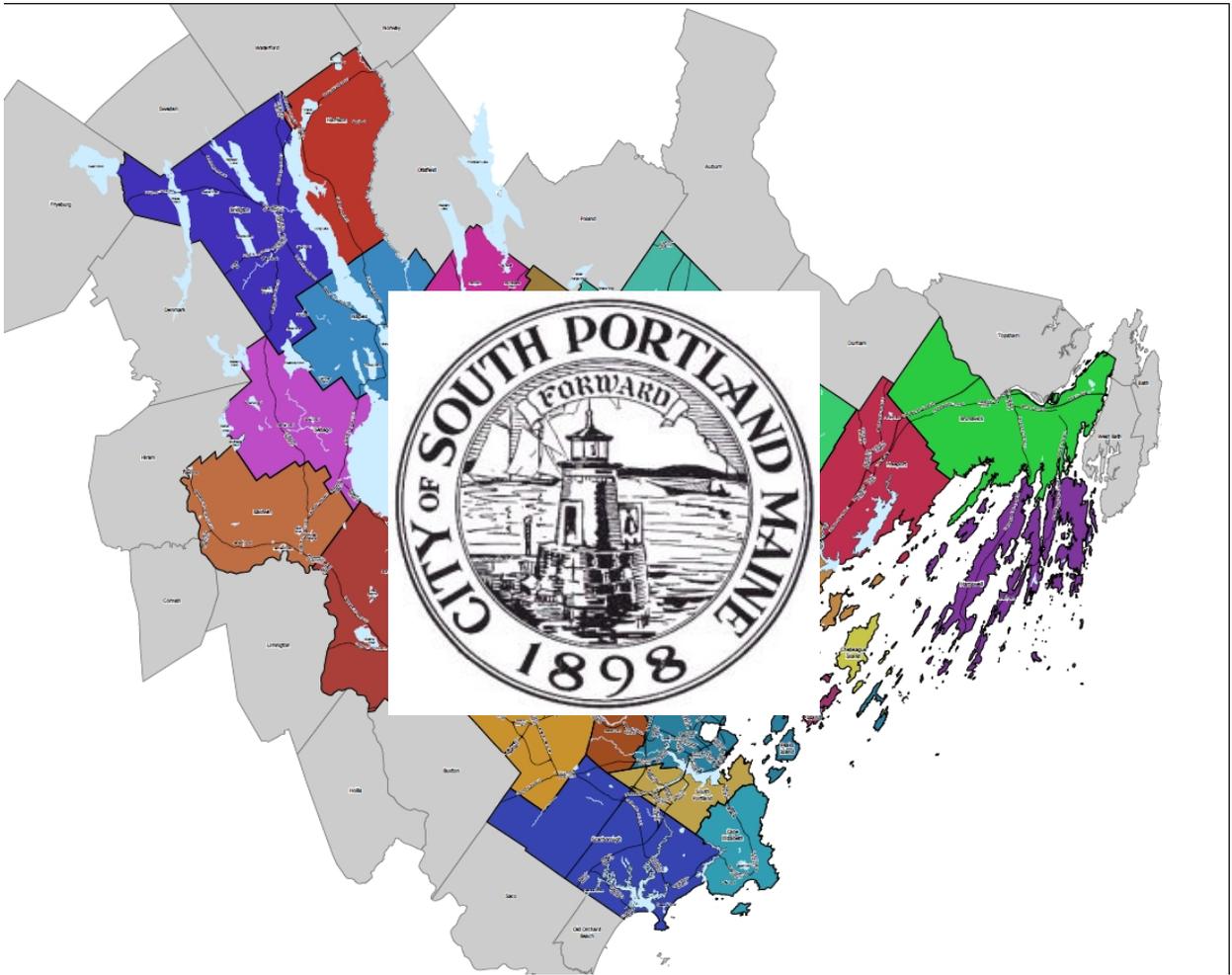


# City of South Portland



## Comprehensive Emergency Operations Plan

Version 2.0  
July 2023

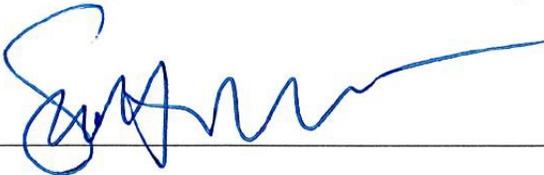
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## Approvals

This South Portland Emergency Operations Plan was prepared to ensure that the organization had deliberately considered how it would respond to an emergency incident. This plan provides guidance for all phases of emergencies that could occur in or near South Portland, and is supportive of the Cumberland County Resilience Plan. This plan supersedes all previous emergency operations plans. The Emergency Management Director is responsible for the development, maintenance, and implementation of this plan.

By signing this document the below individuals have acknowledged that they have reviewed and approved the procedures detailed within this plan as being current and actionable.

Approved:  Date: 8-15-23

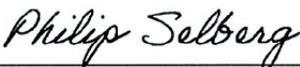
**Scott Morelli**  
City Manager, South Portland, Maine

Approved:  Date: 8/15/2023

**Kate Lewis**  
Mayor, City Council, South Portland, Maine

Reviewed:  Date: 8/14/2023

**Mike Durkin**  
Director, Cumberland County Emergency Management Agency

Submitted:  Date: 8/14/2023

**Phil Selberg**  
Fire Chief/Emergency Management Director  
Local EMA Director, South Portland, Maine

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## South Portland Emergency Operations Plan

### Change Log

<b>Revision No.</b>	<b>Date</b>	<b>Change Description</b>	<b>Pages Modified</b>
<b>1.0</b>	2018	<i>Emergency Operations Plan developed</i>	ALL
<b>2.0</b>	2023	<i>EOP expanded to include focus on resilience of organization</i>	<b>ALL</b>

### Record of Distribution

Distribution will be accomplished electronically to all stakeholders.

<b>Organization</b>	<b>Date Delivered</b>	<b>Medium</b>	<b>Verified Receipt</b>
Director of Emergency Management/Fire Chief	9/5/23	email	
City Manager	9/5/23	email	
Police Chief	9/5/23	email	
Public Works Director	9/5/23	email	
Parks/Recreation/Waterfront/Shelter	9/5/23	email	
Director of Finance	9/5/23	email	
Corporation Council	9/5/23	email	
CCEMA	9/5/23	email	

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# **SOUTH PORTLAND**

## **COMPREHENSIVE EMERGENCY OPERATIONS PLAN**

### **I. Purpose**

Municipalities within the State of Maine are required to establish and ensure the capability to respond to a wide range of emergencies per Maine State Statute Title 37-B MRSA §783. The South Portland Comprehensive Emergency Operations Plan (EOP) provides the operational framework to implement the policies, requirements, and responsibilities of South Portland.

This plan provides a flexible and scalable response to the full spectrum of potential incidents, and ensures that South Portland maintains the ability to perform its critical services in a safe environment, protecting staff members, community members, and visitors.

To accomplish its mission, South Portland must ensure its critical functions and services continue to be performed during an emergency incident, including localized acts of nature, accidents, technological or attack-related emergencies, as well as infectious disease and cyber events.

This plan provides directions for the orderly response of South Portland to an emergency incident. This plan shows the coordination necessary between entities within South Portland, and with the County, and how they would support one another pre-, trans-, and post-incident. It is also intended to provide greater detail to support the checklists that have been developed by their departments in response to emergency incidents.

### **II. Municipality Profile**

The City of South Portland is a coastal community in southern Maine, with a land area of approximately 13 square miles. South Portland's permanent population is just over 26,000, but swells to between 60,000 and 80,000 on a daily basis, because of the large number of attractions and commercial and industrial facilities within the city.

The city's western side hosts the Maine Mall, which is the largest retail, commercial and office complex north of Boston, and employs more than 3,000. The Maine Mall draws around 13 million people to its 140 plus businesses annually.

Also located on the western side of the city are other commercial and industrial facilities, including two world class computer chip factories, Diodes Semiconductor and Texas Instruments Semiconductor. Other large Maine corporations, including Anthem Blue Cross/Blue Shield, are located on the western side of the city. These businesses provide employment to approximately 6,000 people.

The East Side of the city contains a large community college, a beach, large marinas, scenic lighthouses and older residential neighborhoods.

The East Side of the city also contains several oil and natural gas terminals and pipelines. South Portland’s port is one of the busiest oil ports on the entire East Coast of the United States.

The city offers a full and comprehensive range of municipal services. There are approximately 115 fulltime police officers and firefighters located in the Public Safety Building as well as in three staffed stations. Most officers and firefighters are extensively trained in a multitude of emergency response functions. For example, all 71 fulltime members of the Fire Department are trained to the Technician Level for hazardous materials response.

The city also has a full service Parks and Recreation Department, which oversees a municipal 9-hole golf course, two community centers and a municipal swimming pool, along with a myriad of recreational opportunities for residents of all ages. The city maintains 525 acres of land as park space, and oversees a municipal beach. The City also maintains a fleet of 7 handicapped accessible buses in its public transportation system that can be used in an emergency.

City of South Portland Demographics (Source: census.gov) April 1 2020	
Population	26,498
Persons under 5 years (percent)	3.5%
Persons under 18 years (percent)	16.6
Person 65 years and over (percent)	18.7%
Foreign born persons (percent)	8.8%
With a disability under age 65 (percent)	7.6%
Language other than English spoken at home, percent of persons age 5 years+	11%

City of South Portland Housing (Source: census.gov) April 1 2020	
Owner occupied housing unit-rate	64.2%
Median value of owner-occupied housing units	\$293,700.00

Households	11,242
Persons per household	2.20
<b>City of South Portland Income &amp; Poverty (Source: census.gov) April 1 2020</b>	
Median household income (in 2021 dollars)	\$73,899.00
Per capita income	\$42,822.00
Persons in poverty (percent)	6.0%

### **III. Applicability**

This Plan is applicable to all personnel associated with South Portland. The provisions of this Plan apply to the full spectrum of situations and/or incidents that could affect the ability of South Portland officials, support staff, and other personnel to perform the municipality’s critical functions from their normal work locations. These situations include incidents resulting from natural disasters, man-made disasters, technological disasters, cyber threats, terrorist activities, infectious disease outbreaks, and cyber intrusions.

### **IV. Security**

Some of the information in this Plan, if made public, could compromise the municipality’s ability to carry out its critical services. This includes the security of essential equipment, services, and systems. Portions of this Plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. §552, 41 CFR Part 105-60.

### **V. Plan Maintenance and Distribution**

As part of the annual plans and procedures maintenance, the Emergency Management Director will review and update the South Portland Emergency Operations Plan. All reviews will be submitted to the municipality’s Emergency Management Leadership Team (EMLT) for review. Interim administrative updates and revisions to this Plan are authorized and will be reissued as Version X.X to the signed Plan.

Any request to disclose information in this Plan outside the municipality and/or the county, or to withhold information in this Plan from a non-municipal requestor, must be coordinated with the Emergency Management Director, and the city's attorney.

## **VI. Policy and Background**

The ability to respond quickly and efficiently to an emergency incident saves lives. South Portland is committed to ensuring that its critical services are available to the community regardless of the emergency incident that is occurring, assuming that it is safe to conduct such activities.

This plan is one means through which South Portland is committed to ensuring the safety of its staff, community members, and visitors. This plan also serves to provide a coherent plan of action to be followed when an emergency incident occurs within the municipality.

The scope and magnitude of a catastrophic incident may result in a resource scarce environment. Because such incidents may affect a municipality's ability to provide assets, assistance, and services.

## **VII. Planning Objectives and Assumptions**

The overall objective of this EOP is to provide for the safety and support of South Portland, its staff, community members, and visitors. This plan provides concepts of operations, guidance, and procedures to ensure that South Portland can transition quickly and effectively from normal operations to a crisis management posture and continue to deliver critical services under all circumstances, and if necessary, from alternate locations.

This plan must be executable with or without warning, during duty and non-duty hours. Processes need to be in place to make appropriate notifications, and perform appropriate actions, even during non-standard business hours.

This document provides a management framework, forums, and process to ensure the continued deliberate, proactive, and ongoing planning, update, and maturation of emergency planning.

South Portland Planning Objectives are:

- Ensure South Portland can perform its critical functions under all conditions.
- Execute a successful order of succession, accompanied by the appropriate position-related authorities, when a disruption renders South Portland leadership unable to assume and perform their authorities and responsibilities.
- Ensure South Portland has considered backup facilities where it can continue to perform its critical functions, as appropriate, during an emergency incident.
- Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
- Achieve timely and orderly recovery of South Portland from an emergency.
- Validate readiness and ensure operational capability through a dynamic and integrated test, training, and exercise program.

**Planning Assumptions:** This plan is based on the following assumptions:

- All city resources are fully operational and in ready status.
- An emergency incident may require one or more response options covered within this plan to be activated either with or without warning.
- The emergency will not affect other municipalities and they will remain available to support the municipality-directed actions.
- During an infectious disease pandemic, susceptibility to the virus will be universal.

### **Planning for Critical Municipal Facilities**

A detailed list of Critical Facilities is maintained in the Emergency Operations Center (EOC) operating procedures. The list documents facilities, such as schools, municipal facilities, and transportation routes including roads, ferries, rail, and airport runways. The list includes locations, primary contact information, daytime population, nighttime population, and any information specific to the facility of interest to emergency responders.

Other critical facilities include private schools (including Southern Maine Community College), federal facilities (US Coast Guard Station, Air Guard Armory, etc.), key businesses (e.g. Maine Mall, Diodes Semiconductor, Texas Instruments Semiconductor), hotels and motels, key municipal government facilities, state of Maine facilities (e.g. Longcreek Youth Development Center), and critical utility facilities (e.g. phone company locations, power generating facilities).

## **VIII. Resilience Capability Elements**

There are specific planning elements that need to be considered to ensure the comprehensiveness of planning. The consideration, preparation, and execution of the elements listed in this section are fundamental for a successful resilience capability.

- A. Risk Management:** The application of risk management principles can preserve resources by assessing the probability of occurrence for catastrophic emergencies and related consequences. Vulnerability, probability, and impact are all considered when determining the level of risk. This will be discussed in detail in Annex C.
- B. Response Options:** The City of South Portland will respond to all reported emergencies. The responding department will evaluate the situation and determine what if any additional resources will be needed to mitigate the emergency and the urgency of the required mitigation. Every attempt will be made to mitigate the incident using city resources as long as the efforts are within the scope and training level of the responders. When necessary, subject matter experts will be consulted and possibly requested to respond. Such subject matter experts would include but not be limited to: Department of Environmental Protection, local or area Hazmat Teams, State Fire Marshall's Office, and Law Enforcement. Response options include sheltering in place, evacuation, relocation or devolution. Each of these will be discussed in detail in Annex D.

- C. **Hazard Mitigation**: Any sustained action taken to reduce or eliminate the long-term risk to life and property from hazard events. It is an on-going process that occurs before, during, and after disasters and serves to break the cycle of damage and repair in hazardous areas. The City of South Portland is a signatory to the County Multijurisdictional Hazard Mitigation Plan. This will be discussed in detail in Annex E.
- D. **Continuity of Operations Planning Elements**: (Annex F)
- a. **Essential Functions**: A service or a collection of services normally performed by a unit that must continue at a sufficient level without interruption or restart within given timeframes (within the first 30 days) after a disruption to the service.
  - b. **Orders of Succession & Delegations of Authority**: Leadership during an emergency is key. It is equally important that those serving in leadership positions have the authority, in writing, to perform the duties necessary to respond to the emergency. Orders of succession ensure that an organization has identified key personnel to assume leadership positions in the event that regularly appointed personnel are unavailable, and that they have the appropriate authority to perform the functions. Those identified in the orders of succession must be trained annually on responsibilities and shall participate in TT&E events.
  - c. **Communications and Information Systems**: Availability, diversity, and redundancy of critical communications and information systems are critical to sustain critical functions regardless of where they are performed. Communications and information systems provide the connectivity among key government leadership, internal elements, other organizations, and the public to perform critical functions.
  - d. **Essential Records Management**: Viable continuity programs include comprehensive processes for identification, protection, and accessibility of electronic and hardcopy essential records at primary, alternate, and devolution locations. Essential records may include documents, references, personnel records, and information systems.
  - e. **Alternate Locations**: Alternate locations are where critical functions are continued or resumed, or where organizational command and control may occur during an emergency incident. Telework is a program that can provide critical support to the sustainment of critical functions.
  - f. **Human Resources**: Organizations must identify leadership, staff, and functional support elements capable of relocating to alternate locations, remote operations, or devolving to sustain critical functions. During emergency activations, organizations will mobilize designated personnel as needed to sustain critical functions in accordance with their emergency plans and procedures.
  - g. **Devolution**: A planning concept that establishes procedures to transfer statutory authority and responsibilities from an organization's primary operating staff and facilities to other designated staff and facilities for the purpose of sustaining essential functions. Devolution may be temporary or may endure for an extended period of time.

- E. Hazardous Materials (HAZMAT) Response:** Plan that reflects how the organization will respond to incidents involving hazardous materials, which are defined as substances that have the potential to harm a person or the environment upon contact. A Hazardous Materials (HAZMAT) Response team is comprised of hazardous material experts who specialize in detecting, containing, and removing any release or potential release of hazardous substances in order to control or stabilize an incident. The City of South Portland has a response level team which will be discussed in detail in Annex G.
- F. Mass Care Considerations:** This Plan incorporates the concept of equal access for all of the benefits that shelters provide, including but not limited to, safety, food, services, comfort and information, as well as a place to sleep until it is safe to return home. Annex H provides further information.
- G. Emerging Infectious Diseases (EID) Considerations:** Emerging infectious disease can be defined as infectious disease that have newly appeared in a population or have existed and are rapidly increasing in incidence or geographic range. This planning includes considerations related to changes in operations necessary because of the contagious nature of the infectious disease outbreak. Annex I provides further information.
- H. Commodity Point of Distribution (CPOD) Planning:** (Annex J) A Commodity Point of Distribution (CPOD) is for establishing initial points where the general public will obtain life sustaining emergency relief supplies until such time as power is restored, retail establishments reopened, or fixed and mobile feeding sites (if any) and relief social service programs (if any) are in place.
- I. Reconstitution/Recovery:** (Annex K) Reconstitution embodies the ability of an organization to recover from an emergency activation, one that disrupts normal operations, so that the organization can return to its normal level of operations. Reconstitution is critical in that its focus is on ensuring the continued support of other organizational functions and the restoration of full normal operations. Since reconstitution begins at the start of an incident, organizations should identify a reconstitution team with leadership, staff, and resources dedicated and separate from the existing emergency response team.
- J. Test, Training, & Exercise (TT&E) Program:** (Annex L) TT&E events assess and validate emergency plans, policies, procedures, systems, and facilities. Initial and recurrent training programs inform and familiarize leaders and staff with continuity plans and procedures. Exercise programs consisting of both planned and short/no-notice events improve an organization's preparedness posture and emphasize the value of integrating continuity functions into daily operations. The After Action Review process is an essential component of any exercise program and helps to identify capability gaps and other challenges experienced during the event. Items identified during the review should be captured in the After Action Report and Improvement Plan, which lists planned remedies to correct the deficiencies, and assigns a timeline for re-evaluation.

The city of South Portland is a NIMS compliant organization. All city employees are trained to comply with Maine Bureau of Labor Standards Compliance Directives relevant to their positions by the city Safety Officer. Additionally, the Fire Department completes annual Haz-Mat and Confined Space Rescue training.

- K. Disaster Debris Management Plan:** (Annex M) This plan anticipates and plans for debris management needs that may result from any type of disaster event that could create unusual or extensive debris management challenges that may temporarily overwhelm existing solid waste, recycling and composting programs.

## IX. Operational Phases and Implementation

There are five phases of emergency management: Preparedness, Prevention, Response, Recovery, and Mitigation. These five phases should be used to build resilience strategies, processes, and procedures to ensure that goals and objectives are met, and to support the performance of organizational critical functions during an emergency incident. The five phases of emergency management are defined as:

- a. **Preparedness** - focuses on creating concrete plans, training and exercises well ahead of a disaster. Emergency planning activities will allow organizations to reduce loss of life and sustain environmental challenges by developing organizational specific plans, standardized planning tools and emergency management protocols.
- b. **Prevention** - a continuous cycle of activities such as emergency planning, staff training, exercising, assessment and remedial actions. Preparedness and readiness go hand in hand as organizations and communities prepare for disaster.
- c. **Response** - how organizations respond to the challenges disasters bring such as supply chain interruptions, changes in service delivery or day to day staffing. As organizations respond to disasters, they must use all their emergency preparedness tools such as emergency plans, policies and procedures and staff training to respond.
- d. **Recovery** - focuses on restoring critical business functions to stabilize day to day services and increase capacity to continue to serve their community after a disaster. The recovery phase allows organizations to return normal service levels as soon as possible.
- e. **Mitigation** - activities allow organizations to reduce loss of life and physical assets such as buildings and supplies that will lessen the overall effect of disaster on an organization and community as a whole.

## **X. Roles and Responsibilities**

All levels of organizations are responsible for establishing and following procedures for responding to an emergency incident. The senior official of each organization is ultimately responsible for the development and implementation of those plans and/or procedures. The staff members of the organization must be properly trained and equipped to perform their emergency responsibilities with little or no notice. The following leadership positions have specific responsibilities related to emergency preparedness and response:

<b>Position</b>	<b>Staff Member</b>
1. EOC Manager	City Manager
2. Finance Section Chief	Finance Director
3. Logistics Section Chief	Assistant City Manager
4. Planning Section Chief	City Safety Officer
5. Fire/EMS Section Chief	Fire Chief
6. Police Section Chief	Police Chief
7. Public Works Section Chief	Public Works Director
8. School Department Section Chief	School Superintendent
9. Shelter Section Chief	Parks and Recreation Director
10. Transportation Section Chief	Transportation Director
11. Communications/IT Section Chief	IT Director
12. Public Information Officer	Public Information Officer
13. Public Health Officer	Local Health Officer
14. Safety Officer (if needed)	City Safety Officer

### **Authority and Responsibility of City Manager**

The EMA Director is responsible for the overall coordination of the Emergency Management Agency within the city.

In accordance with South Portland's Code of Ordinances, Article II Chapter 8 Section 8-2:

The City Manager or their designee has the following emergency powers during a declared emergency condition:

- Direct emergency response activities by city departments.
- Execute contracts for the emergency construction or repair of public improvements, when necessary.
- Purchase or lease goods and services that the Director deems necessary to the City's emergency response efforts, or for the repair of city facilities.
- Lease real property or structures that the Director deems necessary for the continued operation of city government.
- Promulgate rules and orders to implement and clarify the mayoral proclamation exercising emergency power.
- Establish curfews where necessary to protect public health and safety.

The Emergency Management Director is also responsible for the performance and supervision of performance of all duties of the city in carrying out the city's role in emergency services, and shall act in coordination with state and other governmental agencies and jurisdictions to plan for and implement regional emergency planning and disaster services and mutual aid agreements.

The Director is also responsible for controlling and directing emergency training activities, maintaining liaison with other municipal, regional, state and federal agencies, ensuring emergency operations are successfully carried out with sufficient manpower, equipment and supplies, and for preparing emergency proclamations, rules and orders.

**Emergency Management Leadership Team:** EMLT is responsible for reviewing and approving their respective plans, and ensuring that the organization's plan adequately reflects its current operational state. They are also responsible for promulgating this plan, and its guidance, to their personnel. EMLT is responsible for ensuring that the organization has developed, approved, and maintained the organization's plan and ensuring it is supportive to its parent organization's plan.

**EOC Manager:** The EOC Manager is responsible for:

- establishing the appropriate staffing level for the EOC, and continuously monitoring organizational effectiveness, ensuring that appropriate staff modifications occur as required;
- exercising overall management responsibility for the operation of the EOC as the Director of Emergency Services (city ordinance title);
- Serving as the principal link between the EOC and its resources and the Incident Commander, if a field command has been established.

**Transportation Coordinator:** The EOC Transportation Coordinator is responsible for:

- developing an operations plan for providing non-emergency vehicles;
- developing a traffic plan to provide transportation to shelters;
- maintaining an inventory of all non-emergency vehicles and drivers operating during the incident;

- Keeping EOC staff apprised of the status of transportation resources.

Communications Coordinator: The Communications Coordinator is responsible for:

- establishing a plan for management of communications systems and resources;
- ensuring EOC staff has adequate communications resources (phones, projectors, radios, etc);
- ensuring information flow is adequate within the EOC, and between the EOC and outside locations (ICP, other EOCs) and agencies;
- ensuring adequate communications resources are available (e.g. status board loggers, radio operators, phone message staff).

Public Works Coordinator: The Public Works Coordinator is responsible for:

- developing a plan to support the public works resource demand (vehicles, special vehicles such as cranes, personnel, barricades, traffic signs, etc).
- determining the need for and obtaining additional public works resources;
- coordinating with EOC staff to plan the public works aspects of operations plans.

Fire Department / EMS / Hazmat Coordinator: The Fire Department Coordinator is responsible for:

- coordinating fire, emergency medical services, hazardous materials, and search and rescue (SAR) operations associated with the emergency event, in cooperation with the Incident Commander (if established);
- coordinating the mobilization and transportation of all resources needed for fire, EMS, SAR, and Hazmat response, with the Logistics Coordinator, the Transportation Coordinator and others;
- developing, and implementing incident objectives related to fire suppression, EMS response, Hazmat response, or SAR response;
- coordinating resources with mutual aid partners, in conjunction with the IC (if established).

Shelter / Mass Care Coordinator: The Shelter/Mass Care Coordinator is responsible for:

- overseeing the operation of all shelters established during the course of the emergency;
- coordinating with the American Red Cross and other volunteer organizations to provide food, water, clothing, shelter, counseling and other needs as required to disaster victims within the city.

Resource Support/Logistics Coordinator: The Resource Support/Logistics Coordinator is responsible for:

- ensuring the logistics function is carried out in support of the EOC. This function includes providing communications coordination, resource tracking, procuring supplies and equipment, as well as arranging for food and other support services for emergency workers as requested;
- working with the logistics section at the ICP if a field operation has been established and a Logistics Section Chief has been established;
- keeping the EOC Director and EOC staff informed of all significant issues relating to logistics;

- working closely with other EOC staff to determine logistical needs and developing action plans to obtain those resources as necessary.

**Law Enforcement Coordinator:** The Law Enforcement Coordinator is responsible for:

- coordinating law enforcement and traffic control operations during an emergency event;
- coordinating any necessary security arrangements at the emergency scene, or elsewhere (e.g. staging areas) as needed;
- coordinating law enforcement mutual aid response, and requests from emergency response agencies regarding our response to emergencies outside the city.

**Public Information Coordinator:** The Public Information Coordinator is responsible for:

- serving as the coordination point for all media/press releases for the city;
- representing the city EOC as the lead public information officer;
- ensuring the public within an area affected by an emergency receives complete, accurate and consistent information in a timely manner;
- developing the format for press releases and serving as moderator for panel discussions with the media;
- maintaining positive relationships with media representatives; supervising the public information branch;
- ensuring the Incident Commander and the EOC Director approve all press releases

**Local EMA Director:**

- a. Develop, revise/update, and promulgate municipality's emergency operations planning documents, to include participation in the county hazard mitigation plan.
- b. Coordination communication between local and county government organizations.
- c. Identify/locate local resources to help with response and recovery efforts.
- d. Coordinate with damage assessment teams
- e. Coordinate municipal TT&E activities with County EMA.

**County EMA:** The county organization responsible for ensuring county compliance with resilience and emergency policies and guidance. They are responsible for providing tools, templates, and TT&E activities to support the municipality's emergency management program.

## **XI. Coordination Meetings (Internal & External)**

The emergency planning and coordination meetings are attended to ensure situational awareness and resilience efforts are coordinated properly. When the EOP is up for renewal, the EMLT goes to the city meetings.

### **A. Municipal Meetings**

#### **a. City Council Meetings/Workshops**

- Alternating Tuesdays at 1830 (6:30 pm)
- The South Portland City Council is comprised of 7 members elected to serve staggered, three year terms. 5 Councilors represent the 5 City districts, and 2 councilors are elected “At Large.”
- Regular business meetings are held on the first and third Tuesday of each month. A workshop is scheduled for the second Tuesday of each month and an additional workshop may be held on the fourth Tuesday of the month.
- Agendas are posted on the City website.

#### **b. Budget Meetings**

- The Emergency Management Leadership Team is funded by the Homeland Security Grant Program, not the city’s budget.

### **B. County Meetings**

- a. Monthly Emergency Management Meetings conducted with Cumberland County staff and municipality EM Directors, and other regional and state agencies. They usually include updates on county projects, grants, planning, and information on topical interests such as IEDs, seasonal influenza, or hazard mitigation guidance from FEMA. CCEMA tries to include guest speakers who are subject matter experts on various trending topics.
- b. Incident Management Assistance Team (IMAT) Team Meetings–The Cumberland County Emergency Management Agency (CCEMA) IMAT Team has 35 members. The team is primarily comprised of seasoned public safety officials, public sector and former military individuals and has demonstrated that it can train, exercise, equip and sustain this capability that meets monthly. The Cumberland County IMAT is a resource the Incident Commander can call upon to provide this assistance and enable the Incident Commander to accomplish the mission safely and effectively. The team is also capable of assisting communities with planning for large or protracted events that a community may be contemplating.
- c. Cumberland County Animal Response Team (CCART)–provides community awareness of disaster planning and preparedness related to companion animals and large animals, and to assist in emergency sheltering of companion animals. We operate under the direction of the Cumberland County Emergency Management Agency Director and in coordination with the American Red Cross. Notifications of pet sheltering options will be provided at the direction of the EOC director through the Maine 2-1-1.

## **XII. Outreach Program Participation**

The Emergency Management Director is responsible for developing and coordinating a community outreach program to ensure the greater South Portland community remains aware of emergency events that could impact the area, and are provided information on how to prepare for such events.

Outreach programs may include, but are not limited to, public speaking engagements by the EMD and other members of the EMLT, periodic television campaigns using SPCTV and other media outlets, and other programs, such as social media including the city's FaceBook page and website. The city also uses the county CodeRed, offers school programs and special events.

## **XIII. Points of Contact**

If there are any questions or requests regarding information contained within this Plan, please contact the Fire Chief or City Manager.