

**Emergency Management Policy  
Town of Skowhegan  
2009-2010**

**1. Short Title:** This Policy shall be known and may be cited and referred to as the "Emergency Management Policy for the Town of Skowhegan." Authorized under Title 37-B M.R.S.A. § 782.

**2. Definition:** Emergency Management Director (EMD) shall mean the appointed town official responsible for performing the four phases of Emergency Management (preparedness, response, recovery and mitigation) and for liaison with the Somerset County Emergency Management Agency.

**3. Establishment:** The Skowhegan Office of Emergency Management (OEM) and the position of Emergency Management Director for the Town of Skowhegan is hereby created. The Selectmen may appoint additional OEM staff members as needed.

**4. Appointment, Term and Removal:** The Selectmen shall appoint the EMD. This appointment shall be made by July 1<sup>st</sup> of each year. The Selectmen may remove the EMD for cause.

**5. Oath of Emergent Management Director:** Once the EMD has been appointed, the EMD shall take an oath of office before assuming any duties, pursuant to Title 30-A M.R.S.A. § 2526.

**6. Duties of the Emergency Management Director:** The EMD shall:

- A. Prepare and update a Hazard Risk and Vulnerability Assessment.
- B. Prepare and maintain the municipal Emergency Operations Plan.
- C. Organize, activate and operate the municipal Emergency Operation Center (EOC).
- D. Prepare and maintain a list of disaster resources.
- E. Develop procedures for the operation of the municipal EOC.
- F. Coordinate and maintain written disaster Mutual Aid Agreements with the approval of the Selectmen.
- G. Provide Emergency Management training to town officials, planners and responders.
- H. Develop and implement a Disaster Exercise program.
- I. Attend County Local Emergency Managers Group meetings.
- J. Provide Disaster Preparedness information to Town residents.
- K. Complete and report Damage Assessments to STEMA.
- L. Complete and submit applications for FEMA disaster funds and grants.


7. **Membership of the Emergency Operations Center:** When directed by the Selectmen or by the EMD, the EOC will be established and manned. At the discretion of the Selectmen or EMD, the following Town officials may be included on the EOC staff:

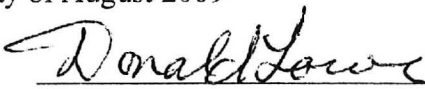
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|---------------------------|----------------------------------|
| A. Selectmen              | G. Emergency Management Director |
| B. Town Clerk/Treasurer   | H. Code Enforcement Officer      |
| C. Town Manager           | I. Animal Control Officer        |
| D. Fire Warden            | J. Road Commissioner             |
| E. Fire Chief or Deputy   | K. Health Officer                |
| F. Police Chief or Deputy |                                  |

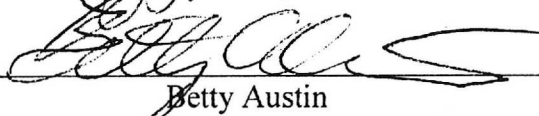
8. **Establishment of the National Incident Management System:** The Town of Skowhegan hereby establishes the National Incident Management System (NIMS) as the municipal standard of incident management. This system provides a consistent approach for Federal, State and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause or size of complexity. NIMS will utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management and designated incident facilities during emergencies and disasters. The NIMS Incident Command System (ICS) will be utilized by all municipal emergency and disaster responders for incident management.

9. **Training:** The EMD may take necessary training as provided by the Somerset County Emergency Management Agency (STEMA), Maine Emergency Management Agency (MEMA), and FEMA.

Enacted this 25<sup>th</sup> day of August 2009

  
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Joy Mase, Chair

  
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Donald Lowe, Vice Chair

  
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Betty Austin

  
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Newell Graf

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Cyprien Johnson