

Emergency Management Policy for the Town of Mercer, Maine

1. SHORT TITLE: This policy shall be known and may be cited and referred to as the "Emergency Management Policy for the Town of Mercer. Authorized under Title 37-B, M.R.S.A., Section 782.

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

3. ESTABLISHMENT: The Mercer Office of Emergency Management (OEM) and the position of Emergency Management Director for the Town of Mercer is hereby created. The Selectmen/woman may appoint additional OEM staff members, as needed.

4. APPOINTED, TERM and REMOVAL: The Selectmen/woman shall appoint the EMD. This appointment shall be annual and made by June 1st of each year. The Selectmen/woman may remove the EMD for cause.

5. OATH OF EMERGENCY MANAGEMENT DIRECTOR: Once the EMD has been appointed, the EMD shall take an oath of office before assuming any duties, pursuant to Title 30-A, M.R.S.A., Section 2526.

6. DUTIES of the EMERGENCY MANAGEMENT DIRECTOR: The EMD shall:

- a. Prepare and update a Hazard Risk & Vulnerability Assessment.
- b. Prepare and maintain the municipal Emergency Operations Plan.
- c. Organize, activate and operate the municipal Emergency Operations 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/woman.
- g. Provide Emergency Management training to the 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 the 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 Board of Selectmen/woman or by the EMD. The EOC will be established and manned. At the discretion of the Board of Selectmen/woman or EMD, the following town officials may be included on the EOC staff:

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|---------------------------|----------------------------------|
| a. Selectmen/women | f. Emergency Management Director |
| b. Town Clerk & Treasurer | g. Code Enforcement Officer |
| c. Town Manager | h. Fire Chief or Deputy |
| d. Fire Warden | i. Road Commissioner |
| e. Animal Control Officer | j. Health Officer |

8. ESTABLISHMENT of the NATIONAL INCIDENT MANAGEMENT SYSTEM: The Town of Mercer hereby establishes the National Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for Federal, State and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. NIMS will utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disaster. 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 Federal Emergency Management Agency (FEMA).

Enacted this date: 3/1/07

Norm B. Bellows
Chair of Selectmen/woman

3-1-07
Date

[Signature]
Selectmen/woman

3-1-07
Date

[Signature]
Selectmen/woman

3-1-07
Date

10. NON-ADOPTION or IMPLEMENTATION STATEMENT:

Understanding that the non-enactment of an Emergency Management Policy and/or adoption of NIMS as the municipal standard for all-hazard management may affect receipt of federal preparedness funding in FY 2007, we have elected not to adopt NIMS or the Emergency Management Policy.

Not Enacted this date: _____

Chair of Selectmen/woman

Date

Selectmen/woman

Date

Selectmen/woman

Date