**TOWN OF ST. ALBANS**

**EMERGENCY MANAGEMENT POLICY & CONTACT INFORMATION**

1. Purpose: This Policy shall be known and may be cited and referred to as the “Emergency Management Policy of the Town of St. Albans”. Authorized under Title 37-B M.R.S.A., Section 782. It shall be used by the E.M.D. in conjunction with the St. Albans Somerset County Emergency Operations Plan adopted January 2007 by the Board of Selectmen.

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 St. Albans Office of Emergency Management (OEM) and the position of Emergency Management Director for the Town of St. Albans are 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 annual and made by June 1st of each year. The Selectmen may remove the EMD for cause. 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.

5. Possible Known Emergencies: 1) Severe winter & summer storms 2) long power outages 3) forest fires 4) localized flooding 5) mass casualty incident 6) Haz mat incident.

6. Duties of the Emergency Management Director:  
    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 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.  
    G. Provide Emergency Management training to town officials, planners and responders.  
    H. Develop and implement a Disaster Exercise program.  
    I. Attend County Local Emergency Management Group meetings.  
    J. Provide Disaster Preparedness information to town residents.  
    K. Complete and report Damage Assessments to STEMA.  
    L. Complete and submit applications for EMA disaster fund and grants.

7. Membership of the Emergency Operations Center: Activation will be determined by the E.M.D., Town Manager and/or the Fire Chief. The EOC will be established and manned at the discretion of the Town Manager or EMD.  
    A. 938-4568 or 660-8803 Town Manager – Rhonda Stark  
    B. 938-2240 or 341-2799 Emergency Management Director-David Crocker  
    C. 341-2900 Fire Chief-Jason Emery  
The following town officials may be included on the EOC staff, if needed:  
    A. Highway Crew 938-3406:  
        o 649-1625 Road Commissioner-Steve Emery  
        o 341-7169 Bruce Hewins  
        o 416-4764 Jesse Curtis  
    B. Town Office Staff 938-4568:  
        o 278-2137 Town Manager’s Admin. Asst.-Tony Bennett  
        o 416-9765 Town Clerk-Emillie Lemire  
        o 341-1507 Bookkeeper-Cathy Martin  
        o 938-2502 or 702-1727 Code Enforcement Officer-John Wilson  
    C. 474-6386 (Sheriff’s Dept). Animal Control Officer-Dave Huff  
    D. 938-2675 Health Officer-Ellen Bridge

8. Shelter locations:  
    A. Sno Devils Snowmobile Club, 9 Bryant Road-Day Shelter Only-Contact Steve Spaulding, 416-2136 (Only service pets due to disabilities will be allowed; No food will be available).  
    B. Long term shelter – Contact Somerset County Sheriff’s Office, 474-6386

9. Local Resource List for additional agencies:  
    A. 474-6386-Somerset County Dispatch  
    B. 416-9995-Snowman’s Construction for equipment, gravel, etc.  
    C. 938-4528-Snowman’s Oil for fuel  
    D. 368-5804-T & W Garage, Newport for wrecker service  
    E. 938-2522-Mark Ramsdell for small wrecker service  
    F. 938-4577-Indian Lake Market for food/water and supplies  
    G. 938-4150-St. Albans Convenience Store for food/water and supplies  
    H. 1-888-769-1137 DEP (Dept of Environmental Protection)  
    I. 1-800-222-1222-Poison Control Hot line

10. Establishment of the National Incident Management System: The Town of St. Albans hereby establishes the National Incident 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 disasters. The NIMS incident Command System (ICS) will be utilized by all municipal emergency and disaster responders for incident management. Compensation: The EMD may be compensated for duties rendered by an annual stipend as appropriated at town meeting.

11. Training: The EMD may take necessary training as provided by the Somerset County Emergency Management Agency (STEMA), Maine Emergency Management Agency (MEMA) and FEMA.  
  
Revisions approved and signed by the Board of Selectmen July 23, 2018. This Policy replaces the policy adopted by the Board October 16, 2006.  
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