

Emergency Management Ordinance of the Town of Waldoboro

1. Short Title: This Ordinance shall be known and may be cited and referred to as the “Emergency Management Ordinance of the Town of Waldoboro”. 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 Lincoln County Emergency Management Agency.

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

4. Appointment, Term and Removal: The Town Manager shall appoint the EMD. This appointment shall be annual and made by July 1st of each year. The Town Manager may remove the EMD for cause.

5. Oath of the 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 and Vulnerability Assessment
- b. Prepare and maintain the Waldoboro Emergency Operations Plan
- c. Establish, organize, operate and maintain the Waldoboro Emergency Operations Center (EOC).
- d. Develop all town emergency plans and procedures.
- e. Coordinate with Lincoln County and Maine EMA offices.
- f. Coordinate with local American Red Cross (ARC) and SAD 40 School Superintendent.
- g. Establish EOC communications and warning systems.
- h. Maintain a list of disaster resources.
- i. Disseminate Disaster Preparedness information to town residents
- j. Report damage assessments to Lincoln County Emergency Management Agency (LCEMA)
- k. Submit applications for FEMA disaster funds and grants.
- l. Provide guidance in the annual Emergency Management budget and preparation of reports.
- m. Schedule training, drills, and exercises to train and test the local government's response capability.
- n. Encourage participation by staff members for Emergency Management training courses and seminars.
- o. Attend training courses, meetings and seminars and seminars at local, state and regional levels.

7. Membership of the Emergency Operations Center: Upon recommendation of the EMD and/or the Town Manager, the Board of Selectmen shall direct the EOC be established and manned. At the discretion of the Selectmen, Town Manager or EMD, the following town officials may be included on the EOC Staff.

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| a. Selectmen | i. Town Clerk |
| b. Town Manager | j. Finance Director |
| c. Emergency Management Director | k. Tax Collector |
| d. Police Chief or designee | l. Code Enforcement Officer |
| e. Fire Chief or designee | m. Assessor's Agent |
| f. EMS Director or designee | n. Recreation Director |
| g. Public Works Director/Road Commissioner | o. Administrative Assistant |
| h. Animal Control Officer | |

8. Establishment of the National Incident Management System: The Town of Waldoboro 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 personal qualification standards,

uniform standards for planning, training and exercising, comprehensive resource management, and designed incident facilities during emergencies and disasters. All Waldoboro emergency and disaster responders will utilize the NIMS Incident Command System (ICS) for incident management.

9. Compensation: The EMD shall be compensated for duties rendered by an annual stipend as appropriated at Town Meeting.

10. Training: The EMD may take necessary training provided by the Lincoln County Emergency Management Agency (LCEMA), Maine Emergency Management Agency (MEMA) or Federal Emergency Management Agency (FEMA)

Given under our hands at said Waldoboro, Maine this first day of May A.D., 2007.

Carleton E. Johnson, Chairman

Rebecca B. Maxwell

Delia W. Mohlie

Ellen A. Winchenbach

Theodore M. Wooster
Board of Selectmen
Waldoboro, Maine

ATTEST: A true copy of the **Emergency Management Ordinance of the Town of Waldoboro** as certified to me by the Municipal Officers of Waldoboro on this first day of May A.D., 2007.



s/LINDA E. PERRY

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Town Clerk