

Fairhaven Emergency Preparedness Plan (ERP)

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Executive Summary:

It shall be the policy of the Town of Fairhaven to direct all departments to develop plans to respond to emergencies whether manmade or of natural cause for the protection of life, property, and the environment.

This plan has been prepared in order to provide key officials, departments, and department personnel within the Town of Fairhaven with a general guideline to be expected during the initial and sustained response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Each department within the Town of Fairhaven has the responsibility of supplying an initial response in any emergency to the best of their ability. Department heads should plan to be able to sustain initial responses for a period of up to 48 hours. The head of the affected department may request assistance from other departments within the Town or other community within their mutual aid plans.

The Fairhaven Emergency Preparedness Plan (ERP):

In order to protect residents, businesses, and visitors, the Town of Fairhaven requires a coordinated emergency response by a number of agencies under the direction of an Emergency Control Group.

This Emergency Preparedness Plan has been prepared to provide key officials, agencies, and departments of the Town of Fairhaven with important emergency response information related to arrangements, services and equipment, and roles and responsibilities during an emergency.

Goal of the Plan:

This Emergency Preparedness Plan has been developed to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the citizens of the Town of Fairhaven, by the efficient deployment of the Town's services, agencies and personnel when faced with an emergency. It enables a centralized controlled and coordinated response to emergencies in the Town of Fairhaven and meets the legislated requirements of the Emergency Management and Civil Protection Act as defined in Massachusetts Chapter 630; Acts of 1950 (as amended in S33)

Plan Maintenance:

This plan shall be maintained jointly by the Fairhaven Emergency Management (FEM) and the Fairhaven Fire Department (FFD).

Annual Update of the Plan:

This plan shall be reviewed annually by all department heads. Any recommended changes shall be submitted to the Fairhaven Fire Department, Deputy Chief, annually and no later than April 1st of each year.

Post Incident Review:

This plan shall be reviewed after each incident. The Town Administrator shall call a meeting (Post-Event) with all department heads to critique the plan and provide feedback on any recommended changes to the plan.

Distribution of the Plan:

This plan shall be re-distributed to the following departments annually no later than May 31st:

- Board of Health (BOH)
- Board of Public Works (BPW)
 - Highway Department
 - Sewer Department
 - Water Department
- Building Department (BD)
- Emergency Management Agency (EMA)
- Fire/EMS Department (FFD)
- Housing Authority (HA)
- Police Department (PD)
- Recreation Department (RD)
- School Department (SD)
- Senior Center (SC)
- Tree Warden (TW)

Department Internal Plans:

Each Department and Board shall create internal plans to deal with all types of Emergencies whether they are natural or manmade. These plans shall contain an “Authority Chain of Succession” for each Department so that “Continuing of Operations” can be maintained during an Emergency. ***All private phone numbers, emails, and addresses shall be part of the plan as an internal appendix and considered private information. Private information shall not be released to the public.***

Department Plans shall contain at a minimum the following:

- FEMA Four Phases of Emergency Management
 - Mitigation
 - Preparedness
 - Response
 - Recovery
- Authority Chain of Successions
- Watch Stage Procedures
- Warning Stage Procedures
- Resource/Supply allocation for continued operations for a period of 48 hours.

Department Internal Plans Directory:

- Emergency Management Agency (Appendix C)
- Fire / EMS Department (Appendix D)
- Harbormaster/Shellfish Department (Appendix E)
- Housing Authority (Appendix F)
- Police Department (Appendix G)
- Public Works (Appendix H)
- School Department (Appendix I)
- Senior Center (Appendix J)
- Town Hall (Appendix K)
- Building Department (Appendix L)
- Heath Department (Appendix M)
- Tree Department (Appendix N)

Town Phases of Emergency Management:

Mitigation

Preventing, or if that is not possible, lessening the damaging effects of a disaster. Some of the measures listed below may be considered to come under the heading of "Preparedness".

1. Join with your community in helping to develop disaster education programs for the public (including hurricane information).
2. Communities, businesses and individuals should acquire National Flood Insurance.
3. Coastal area communities should be encouraged to build seawalls and jetties, and to promote programs to conserve beaches, cliffs, seagrass moors, stands of trees and other natural conservation areas.
4. Promote building construction codes that assure structures that can withstand high winds and flooding conditions.
5. Implement security ideas to deal with civil unrest and still provide ease of egress during a fire or natural emergency.
6. Install water evacuation pumps in low-lying buildings and basements.
7. Flood prone areas should be identified, and all flood control measures possible should be taken.
8. Fairhaven Emergency Management and other emergency management agencies should check on their inventories of equipment and make sure that they are adequate. Communications systems should be checked out and any deficiencies remedied.
9. Mutual aid agreements should be reviewed.
10. Community officials and residents should be aware of location of shelters, and their readiness of shelters to receive evacuees should be ascertained.
11. Local officials and the media should be familiar with each other's procedures, and media should be ready to provide proper public information in the event of an emergency.
12. All aspects of the local Emergency Management Plan should be updated and ready to go.
13. Before the storm seasons have arrived, individuals and families should: (a) familiarize themselves with the degree of vulnerability of their area to a hurricane threat, (b) learn the best evacuation routes to safety, (c) learn locations of shelters, (d) learn safety procedures for boats if they engage in boating, (e) trim back all trees and bushes on their property, (f) check rain gutters and down spouts for good drainage, (g) stock boards and other supplies to shutter and secure doors and windows.

Preparedness

1. Local emergency management officials should monitor National Weather Service broadcasts, and at "watch" stage activate the EOC with minimum staffing. At "Warning" stage, fully activate the EOC with full staffing. Notify all concerned officials and emergency workers.
2. Place evacuation signs at predetermined locations and prepare to man traffic control points for evacuation.
3. Put the emergency plan into operation including the plans for evacuation and opening, staffing and stocking the shelters.
4. Set up patrols to protect your community from fire, looting and property damage.
5. Residents of mobile homes should move to sturdier shelter, since mobile homes, even when tied down, usually do not withstand a hurricane.
6. Check on the location of elderly and infirm persons, women in the latter stages of pregnancy, persons with diminished capacities and any others who may need assistance, if evacuated, or may need attention if they remain in their homes.
7. Organize resources to make provision for the evacuation to alternate facilities of those under medical care.
8. Determine the number and location of persons without access to private vehicles and make arrangements for their transportation.

9. Local emergency management officials should be in communication with state, federal and volunteer organizations and have mutual understanding of what services are available and how they can be acquired, and what can reasonably be expected.
10. Disseminate information on measures to be taken by individuals in their homes. These include: (a) informing them to listen to media announcements concerning the storm, (b) warnings to stay away from flood-prone areas, (the great danger to coastal areas is the storm surge, but flash flooding is a danger to inland areas), (c) if people evacuate, they should be reminded to make lists of personal property and photos if possible. They should take with them important personal papers that are not stored in a totally safe vault, (d) all homes should be stocked with extra water sealed in jugs, extra food and medicine, battery lanterns and extra batteries, (e) if people are on high ground away from the direct storm effects and plan to remain in their home they should board up doors and windows on the windward side of the house and open the windows slightly on the other side, (f) keep your car fueled; evacuation may be necessary, (g) secure outdoor objects that could fly away and become deadly missiles, (h) moor boats securely, (i) arrange for safety of pets and livestock.

Response

1. Coordinate ordered and structured responses
2. Coordinate and order necessary evacuations
3. Open Emergency Operations Center on all multiagency responses related to civil unrest and large scale natural emergencies.
4. Open shelters and coordinate their continued management.
5. Organize search and rescue operations, and their response to deal with injuries, downed trees, power lines and other obstacles, power failures, traffic accidents, fires, etc. as necessary.
6. Organize health teams to test water sources for contamination.
7. People should avoid going outside while the calm "eye" of the storm is passing over. If it is necessary to go outside, stay only a few minutes because the other side of the storm will come suddenly and violently.
8. Coordinate requests for mutual aid.
9. Provide situation reports to appropriate people.

Recovery

1. Aid evacuees and sheltered persons in returning home. Give particular attention to the handicapped and those who must have medical support and/or return to medical facilities.
2. Arrange for temporary housing through proper channels.
3. Local officials should be ready to complete forms to obtain Federal Disaster assistance, and should be on hand to assist citizens to obtain this aid.
4. Teams (Recovery Teams) should be organized to clear debris, make repairs, and do whatever else is necessary to restore the area to normalcy.
5. Citizens should be advised to: (a) stay off damaged roads, (b) stay away from debris and dangling wires and other possible sources of electrical charges, (c) check food and water for spoilage and contamination and throw away anything that has spoiled, (d) report any damaged water, sewer, and electrical lines to authorities, (e) check for gas leaks when re-entering their homes.

Definition of an Emergency:

Emergencies are defined as a situation or impending situation caused by the forces of nature, an accident, an intentional act or a condition that constitutes a danger of major proportions to life and/or property.

While almost every type of emergency could occur within the Town of Fairhaven, the most likely that could occur, based on the hazards, risks, and history include but are not limited to the following;

Natural Emergencies: Floods, tornados, hurricanes, windstorms, blizzards, earthquakes

Manmade Emergencies (Unusual Events): Transportation accidents involving hazardous materials, explosions, aircraft crashers, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fire, active shooters or other hostile event, or any other incident accidentally or willfully caused by people which is likely to endanger property, health, safety and welfare of the citizens of Fairhaven.

Definitions of Response Plan:**Command Post**

A centralized base of operation established near the site of the incident at which primary command functions are executed.

Emergency Operation Center (EOC)

Located at the Fire Department or alternate location, which is designed to coordinate and support the overall agency response during an unusual occurrence or high-risk incident.

High Risk Incident:

A dangerous event which usually can be controlled within the scope of a departments resources.

Incident Command System:

A system for command, control, and coordination or a response that provides a means to coordinate the efforts of individual persons and agencies as they work towards a common goal of stabilizing an incident while protecting life, property, and the environment.

Unified Command:

A multi-agency command incorporating officials and personnel from agencies with jurisdictional responsibilities at an incident scene. When the incidents magnitude exceeds the capabilities, resources or jurisdiction of one agency , the ICS of an agency can evolve into and participate in an established Unified Command Structure.

Situational Alert:

A situation alert consists of notification of departments and key personnel of potential of an unusual occurrence or a high-risk incident, which may require the activation of the emergency response plan, the opening of the emergency shelters, and the formation of an incident command system. Department heads should implement their emergency response plans and notify their personnel.

Incident Commander:

A supervisor of rank who is responsible for the planning, exercising, execution and facilitation of the emergency management plan.

Unusual Event:

Any natural or man-made event, civil disturbance, or any occurrence or unusual or severe nature which threatens to cause or causes the loss of life or injury to persons and/or severe damage to property, and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.

Definitions of Natural Emergencies:

Blizzard Warning

Issued for winter storms with sustained or frequent winds of 35 mph or higher with considerable falling and/or blowing snow that frequently reduces visibility to 1/4 of a mile or less. These conditions are expected to prevail for a minimum of 3 hours.

Gale Warning:

A warning of 1-minute sustained surface winds in the range 34 kt (39 mph or 63 km/hr) to 47 kt (54 mph or 87 km/hr) inclusive, either predicted or occurring and not directly associated with tropical cyclones.

High Wind Warning:

A high wind warning is defined as 1-minute average surface winds of 35 kt (40 mph or 64 km/hr) or greater lasting for 1 hour or longer, or winds gusting to 50 kt (58 mph or 93 km/hr) or greater regardless of duration that are either expected or observed over land

Hurricane Warning:

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *expected* somewhere within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.

Hurricane Watch:

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *possible* within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds

Microburst

A convective downdraft with an affected outflow area of less than 2 miles wide and peak winds lasting less than 5 minutes. Microbursts may induce dangerous horizontal/vertical wind shears, which can adversely affect aircraft performance and cause property damage.

Saffir-Simpson Hurricane Wind Scale:

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 129	Devastating damage will occur
4	130 - 156	Catastrophic damage will occur
5	> 156	Catastrophic damage will occur

A detailed description of the Saffir-Simpson Hurricane Wind Scale is available at <http://www.nhc.noaa.gov/aboutsshws.php>.

Storm Surge:

An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Tornado Warning

This is issued when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

Tropical Storm Warning:

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *expected* somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone.

Tropical Storm Watch:

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *possible* within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone.

Winter Storm Warning

This product is issued by the National Weather Service when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.

Winter Storm Watch

This product is issued by the National Weather Service when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Winter Weather Advisory

This product is issued by the National Weather Service when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

Incident Command:

In order to provide an efficient and organized response to an emergency, all departments and agencies shall utilize the National Incident Management System (NIMS) as required by Presidential Directive #5 (2003) and as adopted by the Board of Selectmen on the 26th of September of 2005. (See Appendix A)

<https://training.fema.gov/emiweb/is/icsresource/assets/hspd-5.pdf>

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for providing immediate assistance and control rests with the affected department and/or agency within the town. It is encouraged that if the emergency affects more than one department/agency or affects a neighboring community that a "Unified Command" structure be set up as defined by NIMS.

All department heads shall ensure that all employees are trained in accordance with Federal NIMS requirements. At a minimum, all personnel who can or will be part of the Town of Fairhaven's response to an emergency shall be required to obtain NIMS 700 and ICS100 training. Training is available online at <https://training.fema.gov/nims/>. Certificates of completion shall be kept in individual personnel training folders for the duration of their employment.

Establishing Emergency Authority

The Town of Fairhaven, acting under the authority of the Board of Selectmen, and acting in accordance with the provisions outlined under the Massachusetts General Laws, Chapter 639; Acts of 1950 (as amended), establishing a Massachusetts Civil Defense Agency, upon written declaration stating that an emergency exists within the Town of Fairhaven, will be the local governing authority in all matters during the time of declared emergency as it relates to Massachusetts General Law, Chapter 639; Acts of 1950 (as amended).

This authority shall be done in writing by a vote of the Board of Selectmen during an emergency meeting. This shall take place anytime that a major storm or a significant event that threatens the citizens, property, or the environment within the Town of Fairhaven. This authority shall grant the Town Administrator or their alternate as outlined below in the Line of Authority to organize a coordinated response utilizing NIMS, to the current or pending emergency. (S Appendix B for Sample).

It is recommended that the Town of Fairhaven take this step every time the Governor of Massachusetts has also declared a State of Emergency for the Commonwealth of Massachusetts that involves or threatens the Town of Fairhaven.

This authority shall designate the Town Administrator or their alternate, as the Incident Commander for the duration of the State of Emergency and shall be in complete charge of all affairs relating to the coordinated response to the emergency and will have overriding powers over all elected boards and other officials.

This authority shall also allow the Town Administrator or their alternate, to activate the town's Emergency Operating Center (EOC) and/or Emergency Shelters as defined by this plan.

Authority Chain of Succession

1. Town Administrator/Assistant Town Administrator/Acting Town Administrator
2. Fire Chief
3. Police Chief
4. DPW Superintendent
5. EMA Director

Emergency Operations Center:

Fairhaven Fire Department Headquarters, located at 146 Washington Street, has been officially designated as the Emergency Operations Center (EOC) for the Town of Fairhaven in the event of a man-made or other natural disaster/emergency.

During the time of the "State of Emergency", the EOC will be the location from which the Fairhaven Town Government will operate. All departments, agencies, and committees will be coordinated through the EOC under the direction of the Incident Commander.

NOTE: Any emergency that occurs as an isolated emergency (a single Fire, EMS, or Police incident) shall be handled by the appropriate department for that emergency and shall form an Incident Command (NIMS) structure at each incident including an Incident Commander. The Department Incident Commander shall have complete control of said incident for the duration. The EOC shall provide support functions for that Incident including but not limited to Resource Allocation and coordinating other department responses to support that incident.

The Fairhaven Emergency Management (FEM) shall be in charge of setting up and coordinating all computers, telephones, and other information technology (IT) needed to adequately prepare the EOC to handle the emergency. This shall be done with the assistance of the Fairhaven Fire Department (FFD). This shall include linking the Town of Fairhaven with other vital agencies including Area 2; Section 2A of the Massachusetts Emergency Management Agency, located in Bridgewater, Massachusetts, and Bristol County Fire Control, located in Norton, Massachusetts.

In the event the town would lose radio, television and /or telephone service, the town, through the EOC would continue to maintain contact with other areas utilizing the EMA's 2-meter radio as well as whatever availability of "HAM" radios that might be available.

For all intents and purposes, the Town of Fairhaven will maintain and operate from the EOC throughout the duration of the declared emergency, unless otherwise directed by the Town Administrator or their designee.

Emergency Tracking and Notifications

In order to provide accurate and timely notification to Departments and Boards, the Town of Fairhaven Public Access Director shall create annually an Emergency Event Email Group and Telephone Group. This Group shall contain the email addresses and phone numbers of all **Department Heads** and at least one **Alternate** for each department.

These groups shall be considered private information and shall not be made public. Any information relayed in this email shall be deemed private and not released to the public unless authorized by the Town Administrator.

Natural Emergency Tracking/Notification:

The Fairhaven Emergency Management and the Fairhaven Fire Department shall be responsible to track and provide daily notifications via EMAIL of any "Natural Emergency" that poses a threat to the Town of Fairhaven. This notification shall take place as soon as possible but no later than the "Watch" stages of the storm.

Manmade Emergency Notification:

The Department who is in charge of an incident shall provide, as necessary, a status update and information on an Emergency that may extend more than one operational period (8 hours) or that has significant impact on more than one department.

EOC Command Structure:

The EOC Command Structure shall follow FEMA "ESF" Command Structure which shall comprise of a Incident Commander and an Incident Command Team. The Incident Command Team shall be comprised of the Deputy Incident Commander, and the General Staff (Operations Section Chief, Planning Section Chief, and Logistics Section Chief. The titles of the Incident Command Team shall be determined by the Nature of the Emergency. The Incident Command Team can be expanded or reduced by the Incident Commander based on the nature of the Emergency (IE: a Health Hazard shall move the Health Agent into the Incident Command Team). It should be noted that a Department Head maybe unable to be part of a Command Team due to the nature of the emergency and the necessity of that Department Head to Command the Local Emergency (IE: Terrorist Attack: Police Chief may be on Scene).

Incident Commander: Town Manager or Designee per Authority Chain of Succession

Incident Command Team (for a Natural Emergency): Police Chief (Deputy Incident Commander), Fire Chief (Operations Section Chief) DPW Superintendent (Planning Chief), EMA Director (Logistics).

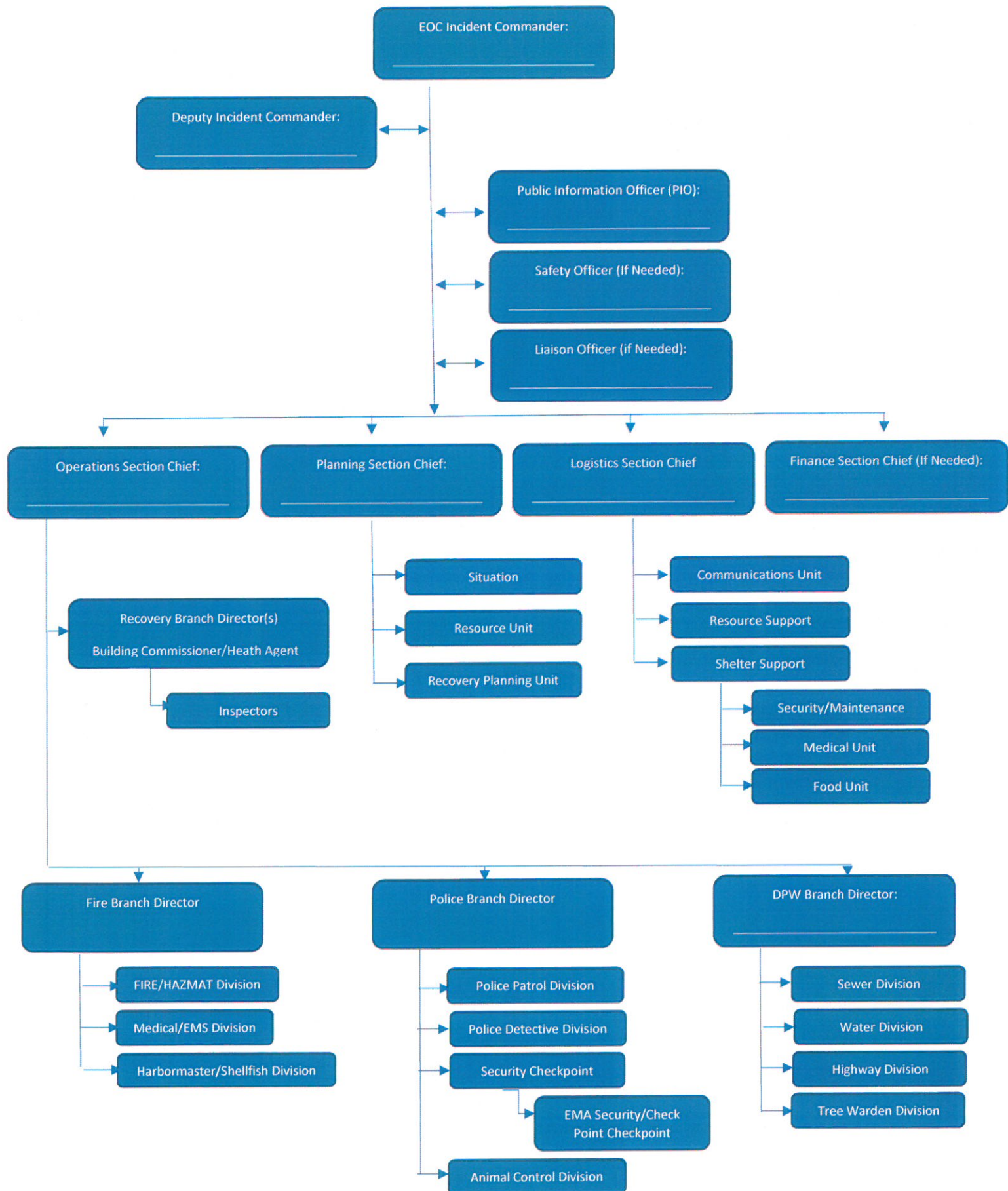
Note: These are recommended titles for a Natural Emergency and can be changed by the Incident Commander based on other emergencies.

Incident Command Team Additional Options:

- Heath Agent (Public Health Emergencies)
- Building Commissioner (Building Collapses)
- Superintendent of Schools (School Emergencies)

Command Staff:

- Public Information Officer: Fairhaven Cable Access Director
 - Fairhaven Police Dept.: PIO Officer
 - Fairhaven Fire Dept.: PIO Officer
 - Health Agent: PIO Officer
- Safety Officer (As Needed)
- Liaison Officer (As Needed)



Security Checkpoints:

In order to provide control of a Hazard Area to prevent injuries and looting, the Police Department shall design plans, and with the assistance of the Highway Department and EMA. These plans shall outline pre-determined check points to enter into known hazard areas (IE: Sconticut Neck Road) following a Natural or Manmade Emergency.

Citizens and visitors will only be able to pass these locations after the following has occurred:

- Recovery Branch Directors have cleared the area for known hazards.
- Clearance from the EOC.
- The citizen has the correct pass (Hurricane Pass) to enter area.

Shelter Management

The Fairhaven EMA shall be charged with opening and running Emergency Shelters. At least one shelter shall be opened at the determination of the EOC Incident Command Team.

The Fairhaven EMA will be responsible to outfit the shelters with cots and other equipment as needed. The Fairhaven EMA shall work with the following departments, as needed, to properly staff each shelter.

- Fairhaven School Department
 - School Maintenance/Access
 - Food Allocation
 - School Nurses (If needed)
- Fairhaven Health Agent
 - Medical Reserve Corp Activation
 - Community Nurses

Shelter Locations:

Primary:

Hastings Middle School
30 School Street
Fairhaven, MA 02719

Secondary:

Fairhaven Wood School
60 Sconticut Neck Road.
Fairhaven, MA 02719

Backup Shelters:

East Fairhaven School
2 New Boston Road.
Fairhaven, MA 02719

Fairhaven Senior/Recreational Center
227/229 Huttleston Avenue
Fairhaven, MA 02719

Appendix A: NATIONAL INCIDENT MANAGEMENT SYSTEM DECLARATION



TOWN OF FAIRHAVEN

MASSACHUSETTS

FIRE DEPARTMENT / EMERGENCY MEDICAL SERVICE

146 Washington Street, Fairhaven, MA 02719

Phone: 508 994-1428 Fax: 508 994-1515

Emergency # 911



DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF FAIRHAVEN, MASSACHUSETTS

WHEREAS, The President of the United States in Homeland Security Directive Five (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local and tribal 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

WHEREAS, the collective input and guidance from all Federal, State, local and tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations 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;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities used by the emergency service departments in the Town of Fairhaven, Massachusetts

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System


NOW, THEREFORE, we, the Board of Selectmen of the Town of Fairhaven, Massachusetts, by the virtue of the authority vested in us by the Town Charter (Chapter 3, Section 6, paragraph 1&2) do hereby establish the National Incident Management System (NIMS) as the local standard for incident management.

Approved by a vote of the Board of Selectmen the 36th day of September, 2005.



Michael Silvia, Chairman

Winfred Eckenreiter



Ronald Manzone

Appendix B: EMERGENCY DECLARATION SAMPLE

EMERGENCY DECLARATION

WHEREAS, a sudden, generally unexpected occurrence or set of circumstances demanding immediate public action has arisen within the Town of Fairhaven which incident it generally describes as follows; and

WHEREAS, the Town Administrator upon advice of _____ of the _____ Department has determined that the aforesaid incident poses a present and reasonable imminent danger to public health, safety or general welfare of the people or their property so that it has become necessary for the Town Administrator and/or their designee, to utilize and coordinate the services, equipment, supplies and facilities of existing departments, offices and agencies of the City/Town for the purposes of civil defense/emergency management and emergency functions; and

WHEREAS, the Town Administrator has determined that the immediate public action is needed to prevent, minimize, or mitigate damage to the public health, safety or general welfare of the people of Fairhaven or their property which may otherwise result from the above described incident and that taking the time required to comply with the various state and local procurement laws would endanger the health or safety of the people or their property; and

WHEREAS, the Town Administrator has recommended that state of emergency be declared in the Town of Fairhaven, and

WHEREAS, the people of the Town of Fairhaven should be able to depend upon guidance from their Town Administrator and their Department Heads,

NOW THEREFORE, I, _____ Board of Selectmen Chair of the Town of Fairhaven, Massachusetts, hereby declare that as of _____ on _____, 20_____ a state of emergency exists in the Town of Fairhaven. This declaration of emergency shall remain in effect until further notice is given, pursuant to my judgment that the state of emergency no longer exists.

Board of Selectmen of the Town of Fairhaven;

- | | | |
|----|---------------|-------|
| 1. | _____ (Chair) | _____ |
| | Signature | Date |
| 2. | _____ | _____ |
| | Signature | Date |
| 3. | _____ | _____ |
| | Signature | Date |

Appendix C: EMERGENCY MANAGEMENT PLAN

Fairhaven Emergency
Management Agency (FEM)
Emergency Preparedness Plan

Friday, June 23, 2017

This plan is the Fairhaven Emergency Management (FEM) Emergency Preparedness plan. This plan shall comply with the Town of Fairhaven's Emergency Preparedness Plan requirements.

All questions pertaining to this plan shall be directed to the FEM Director and/or the Fire Chief for clarification.

Unusual Events Response Procedures

The Department shall develop plans to assist the Town of Fairhaven in their response to unusual events. The department shall fall under the Incident Commander of the event and shall not be responsible for any activities in a Hot/Red Zone.

Activities that will be conducted are;

- Blockade of Road ways – coordinating with FPD
- Security Check Points – coordinating with FPD
- Incident Rehab.
- Camp or Base management
- EOC Activation
- Coordination with MEMA

Natural Storm Tracking Procedures

In accordance with the Town of Fairhaven's Emergency Preparedness Plan, the Fairhaven Emergency Management in conjunction with the Fairhaven Fire Department shall be responsible for monitoring any and all storms that threaten the Town of Fairhaven.

The following Standard Operating Procedure (S.O.P.) is to serve as the guideline which is to be followed by the Fairhaven Emergency Management in the event of a declared Hurricane or other man-made or natural disaster. The information contained herein may vary from time to time as conditions and circumstances warrant.

In the event that the United States National Weather Service declares the identification and location of a tropical depression/hurricane/winter storm/blizzard in the vicinity of the west longitude line 65 degrees north and north of latitude 27 degrees west, or from another location that could possibly threaten the Town of Fairhaven, the director shall make the following notifications:

- Assistant Director
- Fire Chief and/or Deputy Fire Chief

The primary tracking of the storm shall be conducted by the Fairhaven Fire & EMS Department, however the Director and/or Assistant Director of the FEM shall track the storm to the best of their ability to provide redundancy of the tracking process.

The storm(s) shall be monitored by the Fairhaven Fire & EMS Department to such a degree that it no longer poses a threat to the Town of Fairhaven.

Position readings of the storm's track are to be noted and recorded on tracking chart or a computerized tracking system if available.

WATCH ZONE:

Notifications:

Once the storm's progress carries the storm into the shaded area on the chart designated as the "Watch Zone" at the Fire Department Headquarters, the director shall coordinate with the Fire Department to begin the notification of all department heads in town of the storm's status. This shall be done by utilizing the Town's Internal Notifications Systems or through general email.

Preparatory Meeting:

Upon request by the Town Administrator, or if the storm's projected path indicates a likely threat to the Town of Fairhaven, the FEM shall coordinate an initial meeting of all department heads. The purpose of this meeting is to begin the preparation mode and coordinate the town's resources to handle the possible threat. This meeting shall provide storm updates, projected paths of the storm, and anticipated damage of the area. This meeting shall also ensure that each department has begun the watch zone procedures. Preparations of suspected storm.

Communication:

All communication links, including but not limited to; telephone lines, data processing lines, radio links, and antennas shall be tested at the Emergency Operations Center (EOC).

Emergency Contacts:

The director or their designee shall coordinate with the School Department, the Board of Public Health's Health Agent, and any other agency needed to discuss the staffing of the Emergency Shelter's if needed.

Internal Procedures:

All saws and generators located on FEM vehicles shall be properly tested to load. Each truck shall be stocked with appropriate fuel to handle a period of not less than 48 hours.

All radios shall be test to ensure communication with the following departments:

- Fairhaven BPW
- Fairhaven Fire & EMS Department
- Fairhaven Police Department.

All trucks shall be fueled to max levels.

WARNING ZONE:

Personnel:

All FEM personnel shall be contacted and their availability obtained prior to the Town Wide Meeting. A list shall be created and submitted to the director for planning purposes.

Notifications:

Once the storm's progress carries the storm into the shaded area on the chart designated as the "Warning Zone" at the Fire Department Headquarters, the director shall coordinate with the Fire Department to notify of all department heads in town of the storm's status. This shall be done by utilizing the Town's Internal Notifications Systems or through general email.

Preparatory Meeting:

Upon request by the Town Administrator, the FEM shall coordinate a meeting with all department heads. The purpose of this meeting is discuss the impact of the storm to the Town of Fairhaven. This meeting shall provide storm updates, projected paths of the storm, and anticipated damage to the area. This meeting shall also ensure that each department has completed or nearly completed all there "Warning Zone" procedures and to begin the process of providing logistical support to departments that most likely will be affected.

Communication:

The FEM shall be responsible to completely stock the Emergency Operations Center (EOC) will all necessary communication links. All radio communications, and communication links (IE: MEMA) shall be made operational and continue operations until the State of Emergency no longer exists.

Shelter Operations:

The FEM shall be responsible to organize and open all shelters. This shall be in conjunction with the Fairhaven School Department, Fairhaven Health Agent, and the Fairhaven Fire & EMS Department. At a minimum the shelter shall contain the following equipment and personnel:

- Cots – to handle the anticipated number of citizens who will be utilizing the shelter
- A nurse (School Department, Community Nurses, and/or the Medical Reserve Corp)
- Security – An EMA representative shall server as the initial line of security and coordinator for each shelter.

- Maintenance Staff – The building being utilized shall provide at least one maintenance staff who is familiar with the building layout, electrical layout, and generator operations.

Security Check Points:

The FEM shall provide, upon request at least one individual to each security check point to provide assistance to the Police Department. This individual will work directly under the Police Departments Line of Authority and shall communicate through the Police Department.

2019 Fairhaven EM Vehicle

- #5 1997 GMC Yukon 4WD
 - Assigned to the EMA Director ○ Location: EOC
- #50 1996 Ford Explorer 4WD ○ Assigned to the Asst. Director
 - Location: Mobile Command Post/EMA Operations
- #51 1995 GMC 4WD Utility P/U ○ Location: TBD
- #52 2019 GMC 4WD Utility – Location TBD
- #54 1989 Ford F450 Walk in Box ○ Back up Communications Vehicle ○ Location: EOC

2019 Fairhaven EM Vehicle Equipment

- #5 1997 GMC Yukon 4WD
 - 1 Road Barrier ○ 6 Road Cones
 - 1 E-Z Up 10x10 canopy ○
 - 1 First Aid kit
 - Fire Extinguisher
 - Communications:
 - Area Police Departments
 - Area Fire Departments
 - Area EMA Departments
 - 2-Meter Radio System (Amateur Radio)

- #50 1996 Ford Explorer 4WD ○ 1 Road Barrier ○ 6 Road Cones
 - 1 First Aid Kit
 - 1 Fire Extinguisher

- #51 1995 GMC 4WD Utility P/U ○ 1 5KW Honda Generator ○ 2 Kwik-Raze Lights (750 watts each)
 - 6 Road Cones
 - 1 Tool Kit
 - 1 Jumper cables
 - 1 Tow chain
 - 1 Pry bar
 - 1 First Aid Kit
 - 1 Fire Extinguisher

- #52 2019 GMC 4WD Utility P/U
 - 1 8KW Honda Generator
 - 2 Kwik-Raze Lights (750 watts each)
 - 6 Road Cones
 - 1 Tool Kit
 - 1 Jumper cables
 - 1 Tow chain
 - 1 Pry bar
 - 1 First Aid Kit
 - 1 Fire Extinguisher

- #54 1989 Ford F450 Walk in Box (Back up Communications Vehicle)
 - 1 Onan 7.5KW Generator
 - 1 Honda 2.5KW Portable Generator
 - 4 Kwik-Raze Lights (750 watts each)

- 6 Road Cones
 - 1 Road Barrier
 - 1 E-Z Up 12x14 canopy
 - 2 Portable Tables
 - 4 Cots
 - 4 Folding Chairs
 - 2 Submersible Water pumps
 - 1 Chain Saw
 - 1 First Aid Kit
 - 1 Fire Extinguisher
 - Communications:
 - Area Police Departments
 - Area Fire Departments
 - Area EMA Departments
 - 2-Meter Radio System (Amateur Radio)
- Fairhaven EOC Equipment: (to be located at Fairhaven Fire Department)
 - All antenna's and cables installed are labelled for each radio that are used in the EOC.
 - The EOC will have the ability to operate three radios, UHF and VHF in several different combinations.
 - The identical antennas mounted on the cross bars have a range of 140-160 MHz and 430-470MHz.

Staffing the Emergency Operating Center

The Emergency Operating Center (E.O.C.) will be located at Fire Department Headquarters. It will be from this location that the Fairhaven Town Government will operate throughout the duration of the declared state of emergency, (i.e.) Selectmen, Public Safety (Police and Fire), Board of Public Works (BPW), and Emergency Management Agency (EMA), etc.

The official staff members of the Emergency Operating Center (EOC) include:

1. Town Administrator
 - a. Administrative Support
2. Fire Chief or their designee.
 - a. Administrative Support
3. Police Chief or their designee
 - a. Administrative Support
4. BPW Superintendent or their designee
 - a. Administrative Support
5. Emergency Management Director or their designee
 - a. Administrative Support
6. School Superintendent (If applicable) or their designee
 - a. Administrative Support
7. Health Agent (If applicable)
8. Building Commissioner (If applicable)

Appendix D: FAIRHAVEN FIRE / EMS PLAN

This plan is the Fairhaven Fire Departments internal Emergency Preparedness Plan to handle large Natural Emergencies. It can be easily adapted to handle other emergencies at the Fire Chief's request. This plan will comply with the Town of Fairhaven's Emergency Preparedness Plan requirements.

All questions pertaining to the Fairhaven Fire Department Emergency Preparedness Plan should be directed to the Chief of the Fire Department for clarification.

Natural Storm Tracking Procedures

In accordance with the Town of Fairhaven's Emergency Preparedness Plan, the Fairhaven Fire Department in conjunction with the Fairhaven Emergency Management shall be responsible for monitoring any and all storms that threatening the Town of Fairhaven.

The following Standard Operating Procedure (S.O.P.) is to serve as the guideline which is to be followed by the Fairhaven Fire Department in the event of a declared Hurricane or other manmade or natural disaster. The information contained herein may vary from time to time as conditions and circumstances warrant.

In the event that the United States National Weather Service declares the identification and location of a tropical depression/hurricane/winter storm/blizzard in the vicinity of the west longitude line 65 degrees north and north of latitude 27 degrees west, the duty shift officer shall immediately notify the Chief and Deputy Chief. The duty shift officer shall be responsible in initiating the act of monitoring the identified storm until such time as the tropical storm/hurricane is downgraded by the National Weather Service to such a degree that it no longer poses a threat to this area.

Once the monitoring and tracking a storm is initiated, the monitoring of such storm shall remain constant and is to be continued in effect by each succeeding shift until said storm is declared downgraded as previously noted.

Position readings of the storm's track are to be noted and recorded on the posted tracking chart which is located in the Fire Department Control Room and/or Emergency Operating Center. Readings are to be noted at 8:00AM, 12 Noon, 6:00PM and 10:00PM daily throughout the duration of the monitoring process. Information regarding the storm position can be acquired from several sources such as radio, television, and internet or from the Official Emergency Management Agency's radio communication network.

Once the monitoring process has begun, the duty shift officer shall pay strict attention to all weather advisories and reports as they relate to the storm. The duty shift officer shall make sure that the computerized tracking charts and the hurricane plotting boards are properly updated at the prescribed hours, as previously noted. The symbol of a broken line will indicate the storm's track while the storm itself is to be identified by the use of the colored stick-on which should include time and name of the storm. In addition, readings should be recorded on the tracking log of the storm's name, time, date and the initials of the person making the entry.

Once the storm's progress carries the storm into the shaded area on the chart designated as the "Watch Zone", the duty shift officer shall immediately notify the Fire Chief, Deputy Chief and the Police Department, who will notify their Chief. In turn, the Fire Chief shall ensure that the Town Department heads are notified using the town wide Emergency Notification Systems.

Should the storm's track carry the storm into the "Warning Zone", the Fire Chief as well as the Police Chief is to be notified immediately. In turn, the Fire Chief shall again notify all Department Heads by using the town wide Emergency Notification Systems. The Town

Administrator, shall call a second emergency meeting of all department heads as well as the Board of Selectmen. If, in the opinion of the Board of selectmen, the storm poses a definite threat to the town, the Board of Selectmen shall, in writing, declare a state of emergency and exercise their lawful responsibilities.

HURRICANE INFORMATION:

The National Weather Service has estimated that if a hurricane enters the "Watch Zone", the storm has a potential of striking the New England area within 24-36 hours, depending on the track and forward speed of the storm. Likewise, once the storm emerges into the "Warning Zone", the storm could potentially reach the area within a period of 24 hours or less, depending on the track and forward speed of the hurricane.

With these estimates in mind, it is without doubt that it is essential that all planned preparations be made and completed well in advance of the estimated time of arrival of the pending storm. In doing so, we shall be confident that the town will be in a full state of readiness and prepared to handle most situations as they present themselves.

Staffing the Emergency Operating Center

The Emergency Operating Center (E.O.C.) will be located at Fire Department Headquarters. It will be from this location that the Fairhaven Town Government will operate throughout the duration of the declared state of emergency, (i.e.) Selectmen, Public Safety (Police and Fire), Board of Public Works (BPW), and Emergency Management Agency (EMA), etc.

The official staff members of the Emergency Operating Center (EOC) include:

1. Town Administrator
 - a. Administrative Support
2. Fire Chief or their designee.
 - a. Administrative Support
3. Police Chief or their designee
 - a. Administrative Support
4. BPW Superintendent or their designee
 - a. Administrative Support
5. Emergency Management Director or their designee
 - a. Administrative Support
6. School Superintendent (If applicable) or their designee
 - a. Administrative Support
7. Health Agent (If applicable)
8. Building Commissioner (If applicable)

Assignments of Other Town Officials:

1. Harbormaster (Fire Department)
2. Tree Warden (BPW)
3. Animal Control (Animal Shelter)

The area of Fire Headquarters which has been designated as the Emergency Operating Center (E.O.C.) is to be clear of all unauthorized persons throughout the period of the declared state of emergency. It is essential that the designated area of the E.O.C. be limited to members of the official staff as well as for radio, telephone and courier dispatchers. In this manner, confusion as well as all unnecessary interruptions will be minimized. It shall be the responsibility of the Emergency Management Agency Director to make sure that only authorized personnel are allowed in the E.O.C.

On duty firefighters shall be restricted to the floor areas of:

1. Apparatus floor
2. Dormitories
3. Basement area

Utility crews will be restricted to the Apparatus floor only.

News Media will be restricted to the Police Department Meeting Hall.

The following floor areas have been designated as follows:

1. Kitchen area – authorized personnel only
2. Recreation/TV Room - authorized personnel only
3. Dormitories - authorized personnel only
4. Meeting Hall – E.O.C. personnel only
5. Basement area – Personnel standby area, TV, etc.
6. Apparatus Floor – firefighters, utility crews, etc.

FAIRHAVEN FIRE DEPARTMENT - NOMENCLATURE

Fire Chief

Timothy Francis

Deputy Fire Chief

Todd M. Correia

Superintendent of Fire Alarm

Timothy Francis

Assistant Superintendent of Fire Alarm

Lt. Robert Lincoln

EMS Supervisor

Lt. Robert Lincoln

Executive Assistant

Kristine Austin

Chief	1
Deputy Chief	1
Lieutenants	5
Firefighters	20
Call Firefighters	18
Total	45

Headquarters

146 Washington Street is manned 24 hours each day by a duty shift of one (1) permanent officer, four (4) permanent firefighters, one (1) day shift permanent EMS/Training officer and one (1) day shift permanent firefighter.

Station Two

321 Huttleston Avenue is currently unmanned, but in the event of an emergency declaration, will be activated, with a 1000 GPM Pumper with 500 gallons of water and a full crew.

Station Three

267 Adams Street is currently unmanned, but in the event of an emergency declaration, will be activated, with a 1500 GPM Pumper with 700 gallons of water and a full crew.

FAIRHAVEN FIRE DEPARTMENT RESOURCES

Fire Department Equipment

- Engine-1 (1994 E-1 Pumper 1,250 GPM)
- Engine-2 (1984 Ranger Pumper 1,000 GPM)
- Engine-3 (2002 E-1 Pumper 1250 GPM ALS equipped)
- Engine-4 (2008 Pierce Pumper 1500 GPM Class 5 Ambulance)
- Unit-5 (1994 Ford F350 w/ 200 Gallon Skid load pump assembly)
- Ladder-1 (1985 Emergency One 110' Ladder)
- Rescue-1 (1994 E-1 Heavy Duty Rescue Truck w/20,000KW generator)
- Medic-1 (2013 ALS Ambulance) • Medic-2 (2007 ALS Ambulance)
- Medic-3 (2002 ALS Ambulance)
- Fire Alarm 1 (1991 GMC Bucket Truck)
- Marine-68 (1972 17' Boston Whaler w/ '94, 60 HP Mariner Motor)
- Ice Rescue Boat (Vintage 1970 Ray-sled Ice Boat)
- Chief's Car-1 (2017 Chevrolet Tahoe)
- Deputy Chief's Car-2 (2011 Chevrolet Tahoe)
- Car 3 (2005 Chevrolet Tahoe)
- Marine 25 – 2003 Defender Safe Boat w/ 2 225hp Honda Motors
- MA DEP Oil Spill Response Trailer
- FP1 (2005 Ford F250 Pickup truck)
- 2013 Doosan G70 WJD Generator w/ trailer (currently located at the BPW)

GENERATORS	PORTABLE PUMPS	CHAINSAWS/RESCUE SAWS
E1 – EM 3500 Honda E2 - EM 3500 Honda E3 - EM 3500 Honda E3 - EM 2000 Honda w/light E4 - EM 5000 Honda E4 - EM 3500 Honda w/light L1 - EM 5000 Honda	1. Honda 2" Pump 2. Honda 2" Pump 3. Honda 2" Pump 4. Flomax 2" Pump 5. Pacer 2" Pump 6. Red 2" PUm,p 7. Homelite 3" Trash pump 8. Honda 40gpm Submersible 9. Honda 70gpm Submersible 10. Kenko Bronze Submersible 11. Master Plumber 1/6 th HP Submersible Pump 12. Red 3" Submersible Pump	E1 – Stihl K12 Saw E1 – Jonserud 670 E1 – Stihl T5400 E2 – Jonserud 670 E2 – Homelite EZ E3 – Cutters Edge w/bullet E4 – Husquarvana 350 L1 – Jonserud 670 L1 – Partner K-1200 L1 – Cutters Edge w/bullet R1 – Jonserud 670 R1 – Stihl T5400 FA1 – Pole Chain Saw
HYDRAULIC RESCUE EQUIPMENT	OTHER	
R1 – Hurst Tool Jaws (Gas) R1 – Hurst Tool Jaws (Electric) E1 – Hydraulic Porta Power Kit E3 – Hurst Tool Jaws (Electric) E4 – TNT Hydraulic Rescue Tools (GAS)	R1 Ajax Air Powered Cutting Tool R1 Arcair Slice Cutting Tool E4 1 Set of Air bags w/regulator C1 Bull Horn	

WATCH ZONE PROCEDURES

Once a declared storm, which has been classified as a "hurricane" reaches and enters the area defined as the "Watch Zone", the following actions are to be initiated:

1. Notify the Chief and Deputy Chief immediately.
2. Review the "Emergency Preparedness Plan" and initiate the prescribed actions
3. Set up the Emergency Operations Center in conjunction with the Fairhaven Emergency Management.
4. Check to ensure that there is an ample supply of outboard motor oil, chain saw oil, K-12 saw oil and oil for the Jaws of Life.
5. Start and operate each of the portable pumps at the pit area under a load condition. Following this test, tag each motor, noting that the unit has been tested and refueled and is ready for service.
 - a. 1 Homelite 385gpm gasoline trash pump
 - b. 1 ½ portable gasoline pump (#1)
 - c. 1 ½ portable gasoline pump (#2)
 - d. 1 ½ portable gasoline pump (#3)
 - e. 1 ½" submersible electric pump (#1)
 - f. 2" submersible electric pump
6. Marine Units: The fuel tanks are to be filled. Radios are to be tested with Fire Alarm as well as Coast Guard Woods Hole or Menemsha. In addition to it's regular complement of equipment, the list of equipment the boat should also include (but not limited to):
 - a. Four sets of rain gear with gloves
 - b. Two full fuel tanks (Marine 68 only)
 - c. Six life preservers
 - d. One pair of binoculars
 - e. Two waterproof hand lights
 - f. One flair gun with flares
 - g. Two plastic buckets
 - h. One boat hook
 - i. One pair of oars and oarlocks (Marine 68 only)
 - J. One anchor
 - k. Two 50' coils of poly rope
 - l. One 100' coil of poly rope
 - m. One First Aid kit
 - n. Tool kit (good sharp knife should be included)
 - o. Clipboard with paper and several pencils
 - p. Life float and float marker
 - q. Plastic tarp

7. Make ice sled ready for use. Check to make sure the boat is equipped with the following.
 - a. Full fuel can with proper mixture
 - b. Two life preservers
 - c. One set of oars with oarlocks
 - d. Two-20' coils of poly rope
 - e. One plastic bucket (for bailing and general use)
 - f. Two sets of rain gear with gloves
 - g. One hand light (waterproof)
 - h. Plastic tarp
8. Haul main Fire Boat and make ready on trailer. Fill fuel tanks if needed at BPW
9. Request Asst Fire Alarm representative to make ready four pagers, fully charged for use by E.O.C. officials. (Charge at least four sets of batteries)
10. Request EMS Supervisor to bring in extra oxygen tanks as requested and EMS supplies are at a level to sustain a 48 hour period of high volume.
11. Notify the following building custodians and request that they test/operate their respective generators as a means of insuring their readiness:
 - Fairhaven Housing Authority
 - Alden Court Nursing Home
 - Atria Senior Living
 - Fairhaven Village
 - Our Lady's Haven
 - Royal of Fairhaven
12. Direct the EMS Lieutenant to contact the following agencies/departments/businesses and compile a list of all individuals who made need assistance before, during, or after the incident.
 - Community Nurse's Office 508-992-6278
 - Fairhaven Housing Authority 508-993-1144
 - Fairhaven Senior Center 508-979-4029
 - Eversource Electric and Gas

WARNING ZONE PROCEDURES

Once a storm has been classified as a hurricane and enters the area defined as the "Warning Zone", the following actions are to be initiated by the duty shift officer:

1. Notify the Chief and Deputy Chief immediately.
2. Contact all members of the department to apprise them of the approaching storm threat. In addition, advise each member that the Hastings Middle School will be open to receive all members of town employee's families throughout the storm. Families will be safe at that location where food and other essentials will be available. Please request that all family members take with them to the shelter such items as a change of clothes, blankets, pillows and the like. Also, advise each firefighter to remain in contact with headquarters. If you are planning to be away from home, you must leave a means of contacting you. Finally, advise each firefighter of the time in which they are to report to duty. All firefighters are required to wear their department-issued pagers.
3. Fuel all vehicles to capacity.
4. Charge all portable radios and hand lights and make them ready for service in the event of a storm strike.
5. Add 2 additional containers of 4 cycle and 2 cycle fuel.
6. Have Generator inspected by vendor and have BPW fill diesel gas tank.
7. The Emergency Management Director is to be contacted and arrangements to be made to draw from the EMA reserves of supplies such as cots and blankets. The procured cots and blankets are to be distributed in the following manner:
 - Station 3: 5 cots and blankets
 - Station 2: 5 cots and blankets
 - Engine 4: 5 cots and blankets
8. Establish radio checks with NBFD, AFD & MFD
9. Fill all available sandbags from the hurricane lockers, using sand from the town yard. Once filled, they are to be placed under the hose drying rack unless otherwise directed.

10. Assist EMA personnel in the activation of the Emergency Management Control Center, which is located in Fire Headquarters. It is essential that the 2-meter radio be activated properly in order to be sure radio contact with official outside agencies.
11. Distribute to the following apparatus the items listed, which will be in addition to the normal compliment of equipment assigned to each apparatus:

ENGINE 1	ENGINE 2	ENGINE 3
two square shovels	two square shovels	two square shovels
two pointed shovels	two pointed shovels	two pointed shovels
one 50' coil of rope	one 50' coil of rope	one 50' coil of rope
one 75' coil of rope	one 75' coil of rope	one 75' coil of rope
one chain saws with 3 gal fuel can	two chain saws with 3 gal fuel can	two chain saws with 3 gal fuel can
two lengths of chain	two lengths of chain	two lengths of chain
first aid kit	first aid kit	first aid kit
poly tarp	poly tarp	poly tarp
Clipboard with paper and pencils	Clipboard with paper and pencils	Clipboard with paper and pencils
ENGINE 4	UNIT 5	LADDER 1
two square shovels	two square shovels	four square shovels
two pointed shovels	two pointed shovels	four pointed shovels
one 50' coil of rope	one 50' coil of rope	one length of cable
one 75' coil of rope	one 75' coil of rope	one short cable sling
One chain saws with 3 gal fuel can	One chain saws with 3 gal fuel can	One chain saws with 5 gal fuel can
two lengths of chain	two lengths of chain	two 50' coils of rope
first aid kit	first aid kit	two 75' coils of rope
poly tarp	poly tarp	two 100' coils of rope
clipboard with paper and pencils	clipboard with paper and pencils	two lengths of chain

RESCUE 1	FIRE ALARM 1	
two square shovels	One chain saws with 3 gal fuel can	
two pointed shovels	clipboard with paper and pencils	
two 50' coils of poly rope		
two 75' coils of poly rope		
one length of chain		
navy type body stretcher		
building jacks with blocking		
first aid kit		
poly tarp		
clipboard with paper and pencils		

12. Closing of the Hurricane Dike Sluiceway (near Atlas Tack)

1. The hurricane barrier located in the harbor between New Bedford and Fairhaven will be closed by personnel at the barrier site, at their discretion, and will not notify this department of their doing so. The responsibility of closing the sluiceway lies with the FFD. The sluiceway should be closed at the point of low tide prior to the estimated time the storm is expected to strike this area as is projected by the National Weather Service.
2. Once the decision is made to close the Fairhaven Dike at the sluiceway, the BPW should be contacted and informed of our actions. They should be reminded that the gate valve located near the terminus of Lawton Street should also be closed.

3. Upon completion of the closing of the sluiceway, the New BedfordFairhaven Hurricane Barrier is to be notified of our actions. Telephone number for the dike is 994-4243 or 1-401-635-4802.
 4. Once the storm has passed and no longer poses a threat to the local area, the sluiceway gate should be opened. The opening of the gate should be accomplished at the low tide period. Likewise, once the gate is reopened, we are to notify the Hurricane Barrier.
13. Dispatch patrol to be sure that all dock-side gasoline and diesel pumps are shut off at the tanks in the event of extreme tides which might otherwise cause a flow problem. Some facilities to be considered are, but not limited to:
 - a. Earl's Marina, Causeway Road
 - b. Fairhaven Shipyard, Fort Street
 - c. Fairhaven Shipyard, Water Street
 - d. Coast Guard Auxiliary, Middle Street
 - e. Linberg Marine, Middle Street
14. Survey Fire/Police headquarters property to be sure that all loose equipment is properly secured. A check of the smoke house is to be made, including securing the skylight trap door. Other considerations:
 - a. All fire alarm equipment including wire reels, etc.
 - b. All loose rubbish & recycling cans
 - c. Secure rubbish dumpster with rope to a firm stationary object.

Apparatus Deployment Sheet

Once the Emergency Operating Center (EOC) is activated and staffed and all additional equipment is placed on the assigned apparatus, a briefing with all personnel will be conducted prior to the deployment of the apparatus, equipment and manpower.

Apparatus will be deployed to the following areas for coverage:

ENGINE 3

Stand by at Headquarters for first due company coverage (see deployment map).

ENGINE 2

Stand by at Station Two or other approved destination as a first due company within the assigned area, unless otherwise directed. The area of coverage shall include, but not be limited to:

Mill Road east to the Mattapoisett line. Acushnet/Mattapoisett line south to the water.

ENGINE 4

Stand by at Station Three as a first due company within the assigned area, unless otherwise directed. The area of coverage shall include, but not be limited to:

South of the Acushnet line to Rt. 6. Acushnet River east to an imaginary line extending from Rt. 240 to the Acushnet line.

ENGINE 1

To be stationed at the residence of Mr. Antone Medeiros III 689 Sconticut Neck Road. This location is on high elevation and poses no threat from rising water/tides. The area of coverage shall include, but not be limited to :

South of Buist Street to Wilbur's Point; Buzzard's Bay east to Little Bay from Buist Street to Wilbur's Point, unless otherwise directed.

Alternate location is Mr. John Hergenhan [REDACTED]

LADDER 1

Stand by at Headquarters, ready to respond as needed.

UNIT 5

Stand by at Headquarters, ready to respond as needed. Assignment may include responding with Boat 68 or ice rescue sled.

RESCUE 1

Stand by at Headquarters, ready to respond as needed.

FIRE ALARM 1

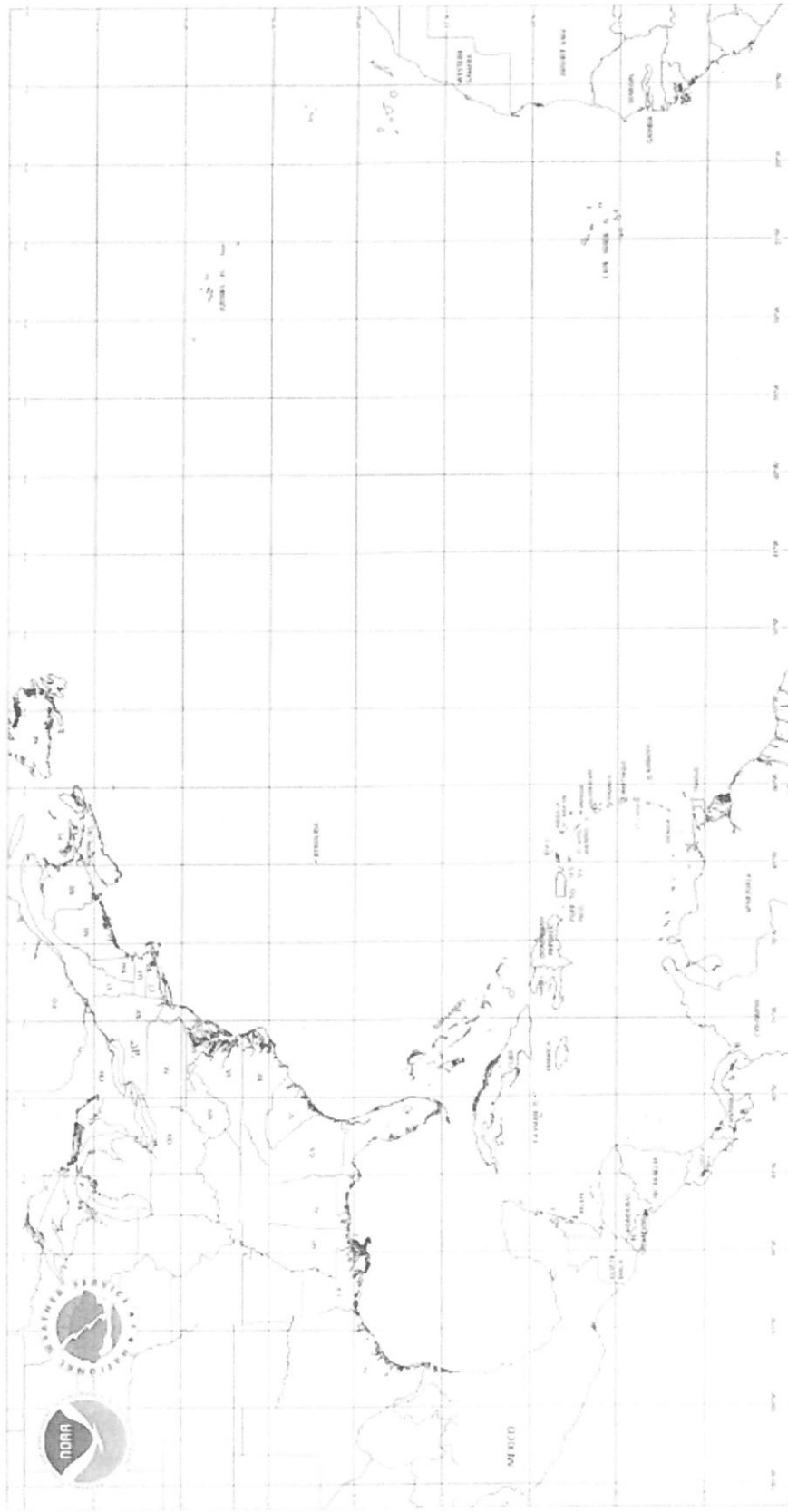
Stand by at Headquarters, ready to respond as needed.

MEDIC 1, MEDIC 2, & MEDIC 3

Stand by at Headquarters, ready to respond as needed



Atlantic Basin Hurricane Tracking Chart National Hurricane Center, Miami, Florida



This is a reduced version of the chart used to track hurricanes at the National Hurricane Center.

Appendix E: HARBORMASTER/SHELLFISH PLAN



Timothy Cox
Harbormaster/
Shellfish Warden

*Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
Shellfish Warden
40 Center Street Fairhaven, MA 02719*

2019 Town of Fairhaven Marine Resource Emergency Response Plan

Submitted by: Timothy Cox
Harbormaster / Shellfish Warden
Fairhaven, MA

Harbormaster/ Shellfish Constable

Timothy Cox

Town Hall Office: 508 984-4529 ext. 124

Field Cell: 508-962-1416

Administrative Assistant

Sheri Souza

Deputy Harbormaster/ Shellfish Constables

#1 Chris Siwik Fairhaven, * Boat Qualified

2 Todd Cox Fairhaven * Boat Qualified

Paul Sylvia	Fairhaven	* Boat Qualified
Edward Normand	Rochester	* Boat Qualified
Steve Riley	Fairhaven	*Boat Qualified
Cliff Patnaude	Fairhaven	
Steve Botelho	Fairhaven	

Hurricane Watch Period

The Harbormaster and his/her assistants will take inventory notes of locations of all vessels docked in harbors, coves, surrounding waters. They will also make every effort to communicate potential dangers and risk to boat owners and property owners.

Hurricane Warning Period

The Harbormaster and his/her assistants will be posted on waterfront location and will maintain communications with Central Command. Positions will only be maintained if any risk is acceptable to the person assigned and the Harbormaster. The Harbormaster will recall all people to safe areas if he/she decides to do so.

Hurricane Period

The Harbormaster/Shellfish will be stationed at Emergency Operations Center to carry out any required duties from emergency command.

Post Hurricane Response

The Harbormaster will recall all assistants to come in as soon as possible to help with response.

The Harbormaster will meet with designated Town Officials to develop a post response plan.

The Harbormaster and his/her assistants will assess damage to Town owned property.

Declare no access areas until made safe in regards to the waterfront areas.

The Harbormaster will try to identify ownership of vessels washed ashore, or sunk at their dock or mooring.

The Harbormaster and his/her assistants will be available to assist all agencies within the Town or so designated as Coordinators in regards to post hurricane actions.

Equipment

- 1 Ford 3/4 Ton 4 wheel drive pick-up equipped with lights and radios as an emergency vehicle
- 1 Ford ½ Ton 4 wheel drive pick-up equipped with lights and radios as an emergency vehicle
- 1 Harbormaster 23' Alcar Pump-out Boats.
- 1 Natural Resource Boat, 23' Carolina Skiff
- 1 Harbormaster 21' Whaler Revenge
- 1 Shellfish 25' Whaler Frontier
- 1 Harbormaster 27' Whaler Vigilant
- 4 Hand held Multi Agency hand held radios
- 2- In vehicle Multi Agency radios
- 2-VHF hand held radios
- 4 Boat trailers
- 1- 8 ft. inflatable's with 4 hp motors

In addition we have partnered with the City of New Bedford and will attend all Hurricane Preparedness meetings.

Summary of Weather Emergency Preparedness from the Harbormaster

1. Remove boats from water early rather than later. Insurance companies often will pay to have your boat taken out, check with them.
2. Moorings are not made to secure a vessel even in Cat 1 storms.
3. Do not stay onboard. No one will be able to save you during the storm.
4. Plan your boat ramp time. Make sure your efforts are friendly to all others. Make sure you have help and have all winches and lines ready. You must remove your vessel in a timely manner safely, please plan the effort.
5. You are not allowed to let others use your mooring without the permission of the Harbormaster. The Harbormaster **will not approve** them for storm purposes. Not to mention there may be some liability on your part if something were to happen with the vessel tied to your mooring.
6. If you decided to leave the vessel in the water use new lines, correctly sized, doubled up. This is not the recommended solution. All are urged to remove their vessel from the water.
7. Watch the weather well in advance and make timely decisions as to when and how you decide to deal with the storm.



*Timothy Cox
Harbormaster/
Shellfish Warden*

*Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
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40 Center Street Fairhaven, MA 02719*

2019

Town of Fairhaven Emergency Response Boat Ramp Plan

Submitted by:
Timothy Cox
Harbormaster/Shellfish Warden
Fairhaven, MA

Purpose:

Fairhaven has 3 boat ramps that the public and commercial companies can use to remove boats before a hurricane adversely influences our weather conditions. Access to these ramps is limited, with only one vessel at a time able to be serviced on 2 of them. The other can accommodate 2 at a time.

This presents a potential problem due to high traffic by people trying to remove their boats before the storm hits. We in Fairhaven have devised a plan that will maximize the ramps use therefore ensuring as many people as possible can remove their vessel safely in a timely manner.

This potential problem is further amplified with the closing of the 2 boat ramps in New Bedford. This in our opinion might increase the burden put upon our boat ramps.

Goals:

- Maximize use of boat ramps
- Maintain Order
- Expedite vessel removal
- Ensure safety
- Ensure fairness
- Ensure equal access opportunities

Plan components:***Maximize Ramp Use:***

To maximize use, boat owners will be allocated a number on site creating a logical sequence that allows all to get access in a fair manner. Numbers will be handed out to by Assistants or Deputies. The next number will be posted as the previous number backs the trailer into the water. The next number is expected to be ready to back in as soon as the previous trailer exits.

Vessels will be allocated 10 to 15 minutes to secure and remove their boats. No single person will be allowed to bring their boat up to the ramp and then go get their vehicle. All boat owners will be instructed to use a team approach again to maximize ramp traffic.

Prior to the storm the Office of the Harbormaster will ask local radio / TV and print media to notify potential users of the 2 person rule.

Maintain Order:

Each ramp will have an appropriate number of personnel to ensure order, safety, and timeliness is upheld. All personnel will be clearly visible with official uniforms. All personnel will have cell phone communications available.

In the event order can't be maintained by Deputies or Assistants local police will be used to bring the situation into a condition where order can be maintained. Local police will be used only as a last choice.

Expedite Vessel Removal:

Each vessel will have 10 to 15 minutes to secure their vessel to their trailer in a safe manner allowing them to pull off the ramp area. Once off the ramp area boat owners can secure their boats for over road travel out of the way from people trying to use the ramps.

Again dedicated areas will be provided for this purpose with all being encourage to secure their vessels as quickly as possible to allow others room.

Commercial haulers will have an area dedicated to them where they will be able to take down mast and secure the vessel for travel.

Boat owners will not be allowed to tie up ramp use while getting their vessel or trailer. All boaters will be required to have a driver for their vehicle and one for their vessel. This will enable everyone to expedite the time they tie up the ramp. The only exceptions will be if the ramp is idle.

Ensuring Safety:

Only people with a direct connection to a vessel being hauled will be allowed on the boat ramp. Others will be instructed to leave the ramp area while being encouraged to make room for people who actually need to use the ramp.

All people using the ramp will be allocated the time to perform their task in a safe manner. No one will be asked to put safety aside.

Lighting if required will be provided if available.

Hauling will be allowed until it is deemed unsafe by the Harbormaster. All vessels will be required to leave the area once on the trailer. Once a declaration that it is unsafe to haul is made boat owners will be advised not to haul and that any expense incurred to the facility due to damage caused by them or their vessel may be charged to them.

Ensuring Fairness:

It is the goal of this department to ensure every boat owner has an equal opportunity to haul their vessel to safety. We will not allow any vessel to step up out of order. The only exception is if they are taking on water and endanger of sinking.

Equal Access:

To ensure equal access to our ramps once this plan is implemented we will issue numbers. Numbers will be posted on dry erase boards to notify the next number to be hauled. The next boat to be hauled will be posted as the present number is being backed into the water. At that

time the next number will be instructed to get in their vehicle and be ready to get into position.

During this exercise the number system will explained by people on duty at the site.

Implementation:

Implementation will be done in stages using accepted storm status reports with their associated titles.

Hurricane Watch:

This period starts Emergency Preparedness Plan implementation as written by this department.

In regards to this Ramp Plan it will signal the time we as a department will ask different media to let the public know that there is ramp access plan for people wishing to haul their boats.

Port Condition WHISKEY

This condition once declared will signal this department to gather personnel and equipment for actual on-site duties. Again local media will be notified with messages on the answering machine of the Harbormaster's Office.

Port Condition XRAY

This condition once declared will cause deployment of personnel during daylight hours for implementation of this plan. If traffic is significant extra hours will be used to ensure the plan success. More local media notification from the office of the Harbormaster.

Port Condition ZULU

At this point in time we will anticipate a reduction in traffic at the ramps. Personnel will stand by until any safety issue arises. They include storm surge, access restrictions and potential threats from wind generated debris.

Summary:

It is the intent of this office to ensure the maximum availability in regards to ramp use before hurricane conditions arrive. To do so we will implement a practice that brings order to a system as opposed to chaos. This will be accomplished by using proper personnel being deployed in significant numbers, trained and equipped to carry out the mission.

At no time will safety of people or property be compromised. Any action taken by designated personnel shall and will not compromise safety in any manner.



Timothy Cox
Harbormaster/
Shellfish Warden

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2019

SAFE ANCHORAGE POLICY DURING WEATHER EMERGENCIES FOR FAIRHAVEN WATERS WITHIN THE HURRICANE BARRIER

SAFE ANCHORAGE POLICY

Persons wishing to seek safe anchorage within the New Bedford Hurricane Barrier do so at their own risk. Anyone seeking safe anchorage understands that the prescribed areas as determined by the duly authorized Fairhaven Harbormaster are for the purpose of establishing order and does not imply that using said areas will protect any property or parties using safe anchorage areas.

It is further understood that this policy represents waters normally covered by the duly authorized Harbormaster of Fairhaven, MA and does not intend to make policy for water normally covered by the City of New Bedford and its agents.

**ANCHORAGE IS PROHIBITED SOUTH OF THE FAIRHAVEN BRIDGE, WITHIN
EXISTING MOORING FIELDS UNDER ALL CONDITIONS**

AREAS FOR SAFE STORM ANCHORAGE

For vessels less than 50 feet in length must anchor north of the Fairhaven Bridge roadway east of Fairhaven Hardware continuing north but not within 300 feet of the Cozy Cove Marina. Note water depth is relatively shallow in this area.

All vessels anchoring shall leave at least 2 boat lengths from any other vessel anchored. Allow for slack in anchor line when calculating distance between vessels.

All vessels shall have enough scope on their anchor lines to ensure the vessel does not rise above the anchor.

All anchored vessel shall use a correctly sized anchor with a second line attached to the anchor. Lines shall be connected in such a manner to produce a bridal type connection to the bow of the vessel. Owners shall use properly sized lines in excellent condition.

Owner's should call the Harbormaster Office and register their name and name of the vessel with location (Log and Lat if possible) with a contact number.

Vessels over 50 feet please call the Harbormaster's Office at 508 -962-1416.

**ANYONE ANCHORING THEIR VESSEL SHALL NOT TRESPASS ON PRIVATE
PROPERTY TO GAIN ACCESS TO THEIR VESSEL.**

**ANYONE USING THE PEASE ST. RAMP UNDERSTANDS THEY WILL NOT BE
ALLOWED TO TIE UP AT THE RAMP.**

CALL ARMY CORP OF ENGINEER FOR BARRIER INFO 508 759-4431 OR VHF CH 16

**FOR MORE INFORMATION CALL THE FAIRHAVEN HARBORMASTER AT
508 -962-1416**



Timothy Cox
Harbormaster/
Shellfish Warden

Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
Shellfish Warden

40 Center Street Fairhaven, MA 02719

2019

Storm Check List

1. Check Hoppy's for valuable equipment.
 - a. Make plans to remove equipment
 - b. Secure building, including the removal of Hoppy's dock.
2. Set-up plans for Sea View dock.
3. Get numbers and dry erase boards for ramps.
4. Set up deputy schedules and get numbers for all of them.
5. Signage at ramps.
6. Make sure boats are scheduled to be taken out.
7. Secure boats left in water.
8. Check with all boat owners at Union Wharf.
9. Tie up regulations at Union Wharf.
10. Get dinghy rack owner information and notify (low priority)
11. Gas up all vehicles and boats. (Arrange for future gas)
12. Equip vehicles with safety equipment and first aid kits.
13. Have extra life jackets on vehicles during storm.
14. Ask all deputies to have their Cell Phones with them when on duty.

Submitted by; Timothy Cox
Harbormaster / Shellfish Warden
Fairhaven, MA

Appendix F: HOUSING AUTHORITY PLAN

THE FAIRHAVEN HOUSING AUTHORITY

EMERGENCY RESPONSE PROCEDURES

- 1.0 **Media Inquires**
- 2.0 **Vehicle Accidents**
- 3.0 **Power Failure**
- 4.0 **Medical Emergency**
- 5.0 **Public Disturbances**
- 6.0 **Robbery**
- 7.0 **Earthquake**
- 8.0 **Fire**
- 9.0 **Evacuation**
- 10.0 **Bomb Threat**
- 11.0 **Weather Condition**
- 12.0 **Radiological Protection**
- 13.0 **Terrorism**
- 14.0 **Responsibilities for Terrorism Planning & Response**

All maintenance employees are immediately available to aid during a disaster. They are on site as needed for snow removal during any snow event. Certain Board Members may be available during incidents. The Executive Director is available by phone and if able to travel will be present if required.

1.0 MEDIA INQUIRES

1.1 OVERVIEW

1. The Executive Director or Acting Executive Director is the designated spokesperson for the FHA. All Media inquires must go through this person or his/her designated alternate.
2. The FHA will try to use a press conference format to maintain control over information.
3. If other staff receives inquires, politely refuse comment and direct the inquiry to the media Contact.
4. If Staff cannot avoid giving comments, provide only general information until an emergency situation is clear and facts are verified. Staff should limit comments to what they know, not what someone told them.

1.2 PROCEDURE

In an emergency, we anticipate inquires from the media and other government agencies. The Executive Director or, in his/her absence, the Acting Executive Director is designated as the FHA Media Contact in such situations. Depending on the particular situation, this person may wish to designate another staff and/or board member as Media Contact, and is hereby empowered to do so.

The Media Contact should be provided, as soon as possible, with as much information as is available regarding the nature of the emergency, and the effect on residents, operations, physical damage, etc.

Direct telephone call to the Media Contact at (508) 993-1144 or 508-326-5155, or, if the Media Contact has designated an alternate Contact, to that designated alternate. The Media Contact will answer any questions or direct the call to the appropriate personnel.

2.0 VEHICLE ACCIDENTS

2.1 Overview

1. Do not discuss the accident
2. Do not admit fault
3. Tend to any medical needs. Call police or have bystanders contact Police
4. Record the name, address, and driver's license number or other driver (s).
5. Record the name of the Insurance Company and the policy number.
6. Record the license plate and make of the other car(s).
7. Record the police report number, police officer's badge number, time, date, and place of accident.
8. Record the names and addresses of any witnesses.
9. Complete RMV/Police Accident Report Form (copy in this booklet between sections 10.0 and 11.0) Give one copy to the Executive Director.
10. The Executive Director will send copies to RMV, police, and our insurance company. If employee is injured, the Executive Director will complete accident report form and send to Personnel.
11. Inquiries or threats from other drivers' insurance companies should be referred to the Executive Director.
12. If police file a separate report, the Executive Director will attempt to get a copy and attach to FHA forms.
13. If police file a separate report, the Executive Director will attempt to get a copy and attach to FHA forms.

3.1 OVERVIEW

1. Determine extent of power failure (room, building, area).
2. Determine course of action, depending on the extent/source of power failure. Turn off computers, televisions, and other surge- sensitive equipment. Try to determine cause of power failure and correct it if possible. Restore power if within FHA control (e.g. reset circuit breakers). After power has been restored, DO NOT turn on electrical equipment until you are given the OK by the Executive Director.
3. In extended power failure, residents should be advised to keep refrigerator doors closed to maintain inside temperature. Management may have to plan for fresh water and other emergency needs.

PROCEDURE

Our goals in a power failure are (1) to prevent injury to employees or residents; (2) to prevent damage to sensitive electrical equipment; and (3) to restore power with a minimum of inconvenience,

The Executive Director should take steps to assure that flashlights and other emergency lighting are available, in working order, and located where they are likely to be needed. Circuit breaker panels should be clearly labeled.

Employees should stay calm and move carefully in the dark.

Computers, television, and some other equipment may be damaged by power surges when power is restored. They should be shut off before attempting to restore power.

If employees cannot restore power by resetting circuit breakers, they should contact their supervisor, who will assume responsibility for determining what should be done.

Communication with residents is important. If a power failure seems likely to continue for some time, residents should be advised of the situation, advised to keep refrigerator doors closed, potential impact on delivery of heat and possibility of relocating to a shelter or to stay with family if lack of heat remains unresolved for more than a few hours.

After power has been restored, the Executive Director will decide when office computers should be restarted.

4.0 MEDICAL EMERGENCY

4.2 PROCEDURE

In the event of a serious accident or medical emergency, the FHA will make use of the emergency services available through a 911 call; emergency medical technicians, ambulance services, or others as appropriate. Staff are urged to obtain emergency assistance as quickly as possible, to remain calm themselves, to provide information needed by the persons responding, and to provide other help that may be needed as they are able and trained to do so.

It is the policy of the FHA that any accidents or emergencies, even if they appear to be minor ones, will be documented and reported promptly to the Executive Director. Staff are urged to document what happened, when it happened, and how it happened; and to obtain the names and addresses of any injured persons and any witnesses.

Injuries To FHA staff will be reported promptly to Executive Director.

5.0 PUBLIC DISTURBANCE

5.1 OVERVIEW

1. The Executive Director and others whom he/she designates will consult with Police to coordinate action to protect buildings and personnel.
2. Buildings and (if necessary) offices will be locked and persons entering or leaving will be screened.
3. Staff will continue to work until instructed otherwise.
4. Staff and residents will be kept informed about the situation.

5.2 PROCEDURE

1. We rely on Police and Civil Defense authorities to advise what protective action shall be taken during a local disturbance in or around our premises.
2. Remain in your respective work areas and continue to perform your duties until instructed otherwise.
3. Employees should not leave the building unless it is safe to do so.
4. Avoid windows and doorway areas.
5. If aggressors should enter your work area, be courteous and do not provoke an incident. Notify the Executive Director, who will, in turn, call 911.
6. Avoid unnecessary inquiries that will tie up communication systems.
7. Do not become a spectator. Leave or avoid the area of a disturbance to prevent injury.
8. Lock all doors and close all drapes.
9. Lock all cabinets.
10. **Keep keys to offices and buildings available in case of fire.**

ROBBERY

6.1 PROCEDURE

REMEMBER – Your personal safety is of primary importance in this situation. Don't do any thing that might jeopardize your safety.

1. Stay calm and obey instructions from the robber. Don't attempt to stop or apprehend the robber.
2. Carefully note the physical description and dress of the robber (including any distinguishing characteristics).
3. If possible, watch through the window to see if you can spot a vehicle.
4. Dial 911 and report to the police.
5. After robber has left, complete the attached form.
6. Notify the executive director, who will fill out the appropriate incident report.

6.2 ROBBERY CHECK LIST

GENERAL:

Date: _____ Time of Day: _____

Location: _____

Describe what Happened _____

Name, Address of Witness (Job Title if on FHA Staff)

Vehicle Characteristics:

Color _____ () 4-door () 2-door

Make/Model _____

Number of individual in car _____

Sex of individuals other than robber (see below)

Race of other individual

ROBBER'S IDENTITY:

() Male () Female Approximate age: _____

Height: _____ Weight: _____

Hair color/Hair length: _____

Facial Hair: _____

Clothing: _____

Distinguishing marks/ Characteristics: _____

Race: () Caucasian () Black () Hispanic () Near Eastern () Other

Voice: () Loud () Soft () Raspy () Deep () Intoxicated () Pleasant

Speech: () Fast () Slow () Distinct () Stuttered () Nasal () Slurred

Language: () Foreign () Northeastern () Southern () Midwestern

7.0 EARTHQUAKE

7.1 PROCEDURE

Inside A Building

1. If possible get under a solid desk or table.
2. Protect your eyes, head, spine, neck, and shoulders as much as possible.
3. If you are not near a desk but are in a corridor stand under a doorway.
4. Stay away from windows. (If your desk is near a window and you plan to get under the desk you may want to pull drapes or blinds in case of window breakage.)
5. Stay away from temporary walls or partitions and free-standing objects such as files, supply cabinets, and coat closets.
6. Do not attempt to leave the building unless necessary. It is probably more dangerous outside the building because of falling debris, electrical wires, etc.

Outside A Building

1. Stay outside and protect yourself from falling objects and debris.
2. Move to an open area away from trees, power lines, and buildings.
3. Take cover in the exterior doorway of a building only if you are on a sidewalk and have no other place to take cover.

When the Earthquake has Subsided

1. Do not light a match, turn on a light switch, or use telephones if you smell gas.
2. Shut off utilities if you smell gas
3. Check for injuries and fires. If someone is injured, call 911. If gas is present, call from a phone in another area.
4. Avoid using the telephone for personal calls, so emergency calls can get through.
5. You will be advised of the situation. Remember, you will probably be safer inside than on the street. Falling debris, electrical wires, etc. will cause extremely hazardous conditions.

If You Discover a Fire

1. Pull the fire alarm
2. Note what kind of fire; electrical, building, furniture. If you discover a fire of any size, call the fire department at 911.
3. Immediately yell "Fire".
4. Remove persons in immediate danger.
5. If you are properly trained and it is a small, controllable fire, attempt to use the fire extinguisher to extinguish the fire.
6. Try to leave the area.
7. Feel doors before you start to open them. If hot, do not open it.
8. Turn on lights as you leave.
9. Close doors and windows as you leave.
10. If hallways are clear of fire and smoke, proceed to exit.
11. In the event of an emergency, KEEP CALM.
12. If you must go through a smoke-filled area, crawl along the floor where there will be less smoke and heat.

When A Fire Alarm Goes Off During Work Hours

1. Employees should stop work and prepare to leave building.
2. If fire or smoke are, evident in any hallway, leave by an alternate exit.
3. Gather within the sight of front door so supervisors can note any staff who are not accounted for.
4. Do not interfere with firefighters.
5. Remain outside the building until a supervisor determines that it is safe to re-enter.

1.0 PROCEDURE

Evacuation of a FHA office building may be necessary in the event of a fire, an environmental hazard in the part of the town in which the office is located, or damage from an earthquake, severe weather conditions, or other source,

In many of these circumstances, the Fairhaven Police or community emergency response officials will be coordinating decisions on a community-wide scale. In this case, FHA employees are urged to cooperate fully with the authorized persons in charge. The following guidelines apply primarily to situations which originate in a FHA building.

1. Walk quickly, DO NOT RUN, to the exit nearest your area.
2. People using wheel chairs or crutches should be assisted.

IMPORTANT

1. Do not turn back for any reason.
2. Be calm at all times. Do not panic
3. Do not tie up equipment that will be needed by the fire department or other emergency response personnel (e.g., fire extinguishers, fire hoses, etc.)
4. If fire is blocking your corridor or escape route, climb out your window if possible. Close ALL doors. Open windows necessary for fresh air and yell for assistance.. History of fires indicates that more people are injured or killed by smoke, heat or suffocation in a fire than by the flames.
5. All employees are to meet in the front of the administration building.
6. REMEMBER: WALK DO NOT RUN to the nearest fire exit in an emergency.
7. The Executive Director will account for all the personnel, arrange for necessary first aid, and report any missing personnel to emergency response service.
8. STAFF: be sure to notify the Executive Director of the location and severity of a fire, so that he/she can communicate with the fire department when they arrive.

10.0 **BOMB THREATS**

10.1 PROCEDURE

1. If a bomb threat is received, always consider it legitimate, call 911.
2. Remain calm.
3. Obtain as much information as possible. (See attached check list).
4. If a suspicious device is found, DO NOT TOUCH IT TO MOVE IT. Inform your supervisor, who will call the police. Supply him/her with the information you have gathered (see checklist)
5. Leave the area
6. Turn on all lights when you leave.
7. Leave all doors and windows OPEN as you leave. An explosion will do less damage when glasses are not contained.
8. Staff will leave the building and meet within sight of the FRONT door of the building- but far away enough to be safe and to be out of the way of police or to other emergency personnel.

10.1 **Bomb Threat Checklist**

Listen carefully. Do not interrupt caller except to ask:

When will it go off? _____

Where is it located? _____

What does it look like? _____

Do you represent an organization? _____

Why did you plant it? _____

After call, report incident to supervisor and fill in the following Information:

Date & Time _____

Person receiving the call _____

Origin of call (if known) () In-house () Local () Long Distance

Caller's Identity:

() Male () Female

Approximate Age _____

Voice Characteristics:

() Loud () Soft () Deep () Intoxicated () Pleasant

Speech:

() Fast () Slow () Distinct () Stuttered () Nasal () Slurred

Language:

() Excellent () Good () Fair () Poor () Foul

Accent:

() Foreign () Southern () Northeastern () Midwestern

Race:

() Caucasian () Black () Asian () Hispanic () Near Eastern

() Other _____

Mannerisms:

() Calm () Angry () Rational () Irrational () Emotional

() Nervous () Deliberate () Righteous () Laughin

Background Noises:

() Office Machines () Factory Machines () Street Traffic

() Voices () Music () Quiet () Airplane () Bar/Party

() Depot () Phone Booth

ACTUAL MESSAGE RECEIVED RECORD AS ACCURATE AS POSSIBLE:

PROCEDURE:

The two most likely causes of weather-related emergencies are blizzards and hurricanes. It is the policy of the FHA that maintenance staff, and, if necessary, other staff will work to restore safe conditions for residents, staff and the general public as quickly as possible in a blizzard, hurricane, or other weather emergency. This includes plowing and shoveling snow from walkways, street, and parking lots and removing hazards such as fallen trees, or limbs, power lines, etc.

The FHA will cooperate fully with community and area emergency response agencies to alleviate the effects of weather-related disasters. refrigerator and heat. If the generator-run building is needed as emergency shelter for persons displaced by cold, power failure, or damage to their homes, every effort will be made to make it available, as long as tenants residing at Oxford Terrace, Green Meadows I & II, Dana Court and Anthony Haven or Ash St., family housing are serviced first. If evacuation of FHA residents and/or staff are necessary, this will be done in coordination with the appropriate authorities.

Special consideration must be given to the sick and handicapped. Some residents may be on health support apparatus and may require special equipment to be moved. If an evacuation, residents must be reminded to take adequate supplies of medications with them, or assisted in replacing supplies if they run out. Insulin must be refrigerated.

If evacuation is necessary, staff and maintenance staff will lock and secure all buildings. If further steps are necessary to prevent looting or vandalism—e.g., boarding up windows or doors, hiring temporary guards, etc. they should be taken quickly and in coordination with the Fairhaven Police Department.

EXAMPLE

HURRICANE ALERT!!

To: Residents of and
From:

Date: SEPTEMBER 16, 2013

RE: HURRICANE PREPAREDNESS

It appears as though we are likely to get hit by
Hurricane ISABEL.

Even though we might not take a direct hit, substantial winds may likely prevail,
Which might result in the loss of electricity.

The following actions should be undertaken NOW in preparation for the
Hurricane

1. Bring inside all hanging and potted flowers. Balconies, porches, sidewalks, etc. must be cleared of **ALL** objects.
 2. Bring inside any lawn furniture and door- mats, which might blow away.
 3. Barbecue grills, bikes and other objects should be put in a shed or tied down.
 4. If you are low on prescriptions medicines, you should have them filled at your pharmacy.
 5. Look out for your neighbor. If they are not home and objects are left out.
- Please call the office immediately. 508-824-9404.

**When the Hurricane winds do strike, close and lock windows
and doors. Do not venture outside!**

In the event of a medical, fire or other type of emergency such as broken glass, flooding, tree damage, call the **Fairhaven Police/Fire Emergency number 911.**

They will be able to coordinate assistance and reach me if necessary. Anyone needing emergency assistance should call this number.

If evacuation becomes necessary arrangements will be coordinated by the FaiFHaven Emergency Response Team, which can be reached through **911**

Good Luck!

12.0 RADIOLOGICAL PROTECTION

A Radiological emergency could call for the declaration of a National Security Emergency. Under such conditions, the need to detect and measure radiation may become vital to protect the health and safety of the public and maintain continuity of government.

Various radioactive materials are transported into, out of, and through the State. There is a realistic possibility for an occurrence of incidents or accidents or accidents in the transportation and use of these materials.

Currently there are three commercial nuclear power plants in and near the State which could pose a threat in the event of an uncontrolled release of radioactive material to the environment.

- a. Pilgrim Nuclear Power Station, Plymouth, MA
- b. Seabrook Nuclear Power Station, Seabrook, NH
- c. Vermont Yankee Nuclear Power Station, Vernon, VT

Under conditions of a National Security Emergency, response to and recovery from an uncontrolled radiological environment would require that the majority of protective warnings, guidance and measures be taken at the State and Local levels of government initially.

In the event of a serious peacetime radiological emergency, this community would receive assistance from State and Federal Governments and other local jurisdictions and from the commercial nuclear power industry if applicable.

The State will provide technical guidance and assistance in the development, implementation and maintenance of this plan.

The organization for response to a radiological emergency condition is dependent upon the type of hazard which dictates the appropriate Appendix to be used from this plan.

Specific responsibilities for responding to a radiological emergency are identified in the appropriate hazard-specific Appendices.

This portion of the CEMP has been developed and is maintained by MEMA. The local Emergency Management Agency Director is responsible for coordinating and ensuring the development and maintenance of this Emergency Management Plan and its hazard-specific Appendices. All Departments and Agencies within the community with emergency

management responsibilities will develop appropriate implementation plans and procedures. The management of radiological emergencies involves three critical activities, as follows:

- . environmental surveillance
- . personnel radiation exposure control
- . protective measures

Coordination of emergency response to an identified radiological hazard emergency is accomplished by a Lead Agency. This Lead Agency assumes the direction and control function in the emergency and is supported by various support agencies as provided in each Hazard-Specific Appendix.

All Appendices which will be found in the Resource Manual, even though they are bound and maintained as separate documents, are incorporated by reference and are considered as part of this plan.

TOPIC

1. National Security Emergency (RADEF)
2. Local RERP for Commercial Nuclear Power Plant (s)*
3. Transportation Radiological Accident
4. Nuclear Terrorism Incident*

*May not be applicable in some communities

13.0 **TERRORISM**

A terrorist threat or act could occur with little or no warning. The threat may be based on the use of conventional weapons, explosives, or chemical, biological and radiological agents or devices.

Though such threats are often associated with international, or national issues, the impact would begin at the local level. Potential targets for terrorism includes but are not limited to: federal facilities, airports, educational and research facilities, family planning centers, and utilities. Support from state and federal agencies such as the Massachusetts State Police and Federal Bureau of Investigation is available for response and investigation of terrorist threats, or acts. The Massachusetts State Police should be contracted immediately.

Awareness of the potential for terrorism is important for the public, and government officials, as well as employees of the facilities which might be subject to terrorism. A community with facilities that present a concern for potential terrorism may wish to form a Terrorism Task Force involving key public safety, business, and facility representatives. The task force should discuss measures to enhance public and private awareness of terrorism, and planning such as:

- Identifying and mapping possible terrorist targets. Refer to Resource Manual for Fairhaven's potential terrorist target list and map.
- Defining general areas of confinement around possible targets where emergency workers will be provided a secure working area.
- Developing an access control area outside of the confinement area.
- Ensuring that there will be secured facilities for those arrested.

As domestic terrorism has developed into a major emergency/disaster threat only in very recent years, local Emergency Management personnel are encouraged to avail themselves of Terrorism courses offered on the state and federal levels and coordinated through the Training Division of the Massachusetts Emergency Management Agency.

14. RESPONSIBILITIES FOR TERRORISM PLANNING AND RESPONSE

A. Mitigation

1. Local officials should remain constantly alert to signs that that presage possible terrorist activity.
2. Maintain plans to deal with all aspects of terrorist threats and actual incidents. Refer to Resource Manual for terrorism additional requirements.
3. Form a "Terrorist Task Force": if appropriate.

B Preparedness

1. Pre-designate command post locations near potential terrorist targets with communications outside confinement area and to the EOC.
2. Pre-designate Incident Commander, (usually first responding senior police or fire officer).
3. Develop police staffing plan for both confinement access control areas.
4. Pre-determine emergency vehicle and victim evacuation routes to, from, and through confinement and access control areas.
5. Pre-determine locations of temporary shelter for non-involved populations victimized by incident.

C Response

1. Strong police presence should quickly appear at site of terrorist threat or actual incident.
2. Set up incident command post, (ICP), and appoint incident commander.
3. Establish communications between ICP and EOC.
4. Convene Terrorism Task Force to address immediate needs and issues of the terrorism emergency, if appropriate.
5. Set up media center and initiate PIO activities. Refer to

Resource Manual.

6. Establish “confinement” and “access control” areas.
7. Activate mutual aid if needed.
8. Dispatch search and rescue team.
9. Dispatch emergency medical teams.
10. Provide evacuation, reception, and sheltering services for victims.
11. Take necessary measures relating to the identification and disposition of the remains of the deceased under the direction of the Chief Medical Examiner.

D Recovery

1. Sustain police presence of the area to ensure continuing public safety; reduce police presence only gradually.
2. Coordinate re-entry of evacuees.
3. Provide short and long-term assistance to any victims permanently dislocated by the terrorist incident.
4. Debris clearance.
5. Damage assessment.
6. Monitor any lingering long-term health hazards.
7. Address legal and insurance matters.
8. Apply for state and federal disaster relief funds.

Appendix G: POLICE DEPARTMENT PLAN

Fairhaven Police Department
Michael J. Myers
 Chief of Police

TYPE OF ORDER	NUMBER/SERIES	EFFECTIVE DATE	ISSUE DATE
General Order	380.01	Immediately	Jan 1, 2018
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
All Hazard Plan		January 1, 2019	
CALEA		RE-EVALUATION DATE	
11.4.5 12.1.2 46.1.3a-h 46.1.4a-f 46.1.5a-c 46.1.6a-c 46.1.7a-d 46.1.9 46.1.1 46.3.1 46.3.2 46.1.8 46.2.1a-c 46.2.4 46.1.9 41.2.4 61.3.2c 61.4.2		January 1, 2020	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Personnel	

ALL HAZARDS PLAN

1.0 PURPOSE

The purpose of this policy is to establish a written directive, which describes the Department's procedures related to an Unusual Occurrence/All Hazard response plan.

2.0 POLICY

It is the policy of the Fairhaven Police Department that the protection of life and property is of primary concern when involved in "Unusual Occurrences."

Whenever this policy refers to Officer(s), this will refer to only "sworn" employees of the Fairhaven Police Department. Whenever this policy refers to Member(s), this will refer to all "sworn" and "non-sworn" employees of the Fairhaven Police Department.

3.0 DEINITIONS

Command Post – A centralized base of operation established near the site of an incident at which primary command functions are executed.

Emergency Operations Center (EOC) – A pre-designated facility established to coordinate and support the overall agency response during an unusual occurrence or high risk incident.

Emergency Support Function (ESF) – A function established to facilitate the delivery of assistance required during the immediate response phase of an incident.

Emergency Management Commander – A designated position responsible for the liaison between the Fairhaven Police Department and other agencies, and serve as an advisor to the Incident Commander.

High Risk Incident (HRI) – A dangerous event similar to an unusual occurrence, which can be controlled within the scope of the police department's resources. A high risk incident may occur as a sub-occurrence during an unusual occurrence.

Incident Command System (ICS) - A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment.

Unified Command – A multi-agency command incorporating officials and personnel from agencies with jurisdictional responsibilities at an incident scene. When an incident's magnitude exceeds the capabilities, resources or jurisdiction of one agency, the ICS of an agency can evolve into and participate in an established Unified Command structure.

Mobile Field Force – A Fairhaven Police Department unit assembled on an "as needed" basis, designated to handle crowd control operations. Also may include officers from other Law Enforcement agencies.

Situation Alert – A situation alert consists of notification of personnel within the Fairhaven Police Department, radio traffic advising of the potential for an unusual occurrence, or high risk incident which may require the activation of the Incident Command System. A situation alert may be authorized by the Chief of Police, his/her designee, or the Incident Commander of an ongoing or threatening incident.

Unusual Occurrence – Any natural or man-made event, civil disturbance, or any occurrence of unusual or severe nature which threatens to cause or causes the loss of life or injury to persons and/or severe damage to property, and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.

Incident Commander – An officer who is responsible for the planning, exercising, execution and facilitation of the emergency management plans. During the activation of the Incident Command System (ICS), the incident commander serves as liaison to other governmental organizations or agencies.

High Risk Incident Commander (HRIC) – A Fairhaven Police Department officer with the rank of Sergeant or above, who, by either action or word, assumes command of a high risk incident.

4.0 PROCEDURES

Incident Command System - The Incident Command System (ICS), as detailed in this order, shall be the standard operating procedure for all unusual occurrences. The ICS is comprised of five (5) primary elements: Command, Operations, Logistics, Planning and Finance/Administration.

- Each of the primary elements is assigned personnel as needed to conduct the operation. The Incident Commander exercises all control for the incident and directs the efforts of the personnel in charge of each of the functional elements.

Levels of Mobilization (Alert Stages) – The Uniform Commander or designee will be responsible for determining the need for, and appropriate level of mobilization for responses to any unusual occurrence or high risk incident.

- **Stage One:** All sworn officers are notified of conditions and requested to be reachable by the department either by phone or radio until the alert is lifted.

- **Stage Two:** The next shift scheduled to come on duty will report as soon as possible to assist the shift presently on duty.
- **Stage Three:** All sworn officers will report for emergency duty immediately.
 - Require a full activation of the agency ICS structure and the opening of the agency EOC.
 - Make the agency EOC operational by the Captain, or his/her designee and staff according to the Incident Command System.
 - Assure that any time the agency EOC is opened, the Fairhaven Emergency Management Agency be notified.

Personnel Allocation – Personnel assignments – Incident Command Staff in preparation for and during an unusual occurrence may utilize personnel for carrying out their area of responsibility. A list of those personnel utilized during the incident, and a list of non-utilized personnel shall be forwarded to the Incident Commander. The Incident Commander shall maintain a list of sworn and non-sworn personnel available for deployment. **(12.1.2)**

- Officers shall be notified of a meeting location as determined by the Incident Commander.
- Transportation from the meeting area to the Incident location shall be provided.
- Officers shall be required to wear the appropriate uniform and have all personnel equipment.
- Additional equipment shall be distributed as needed.

Mutual Aid – Mutual aid may be requested in accordance with policy 110.03 entitled, Agency Jurisdiction and Mutual Aid.

Initiation of the Emergency Management Plan – Once a level of mobilization has been determined, the Uniform Commander or designee will be responsible for initiating the emergency management plan in accordance with this order.

- The Incident Command function is be responsible for the following:
 - Activating the incident command system **(46.1.3a)**
 - Establishing a command post **(46.1.3b)**
 - Initiating the notification and mobilization of additional agency personnel. **(46.1.3c)**
 - Obtaining support from other agencies. **(46.1.3d)**
 - Establishing a staging area, if deemed necessary. **(46.1.3e)**
 - Providing public information and maintaining media relations. **(46.1.3f)**
 - Maintaining the safety of all affected personnel. **(46.1.3g)**
 - Preparing a documented after action report. **(46.1.3h)**
- The Operations Function will be responsible for the following:
 - Establish inner and outer perimeters**(46.1.4a)**
 - Delegating personnel to conduct evacuations if necessary**(46.1.4b)**
 - Maintaining command post and scene security**(46.1.4c)**
 - Proving for detainee transportation, processing and confinement **(46.1.4d)**
 - Delegating personnel to direct and control traffic**(46.1.4e)**
 - Conduct a post incident investigation. **(46.1.4f)**

- The Planning function will be responsible for the following:
 - Preparing and documenting incident action plan (46.1.5a)
 - Gathering and disseminating information and intelligence (46.1.5b)
 - Planning post-incident demobilization (46.1.5c)
- The Logistics function will be responsible for the following areas:
 - Communications(46.1.6a)
 - Transportation(46.1.6b)
 - Medical support (to include first responders) (46.1.6c)
 - Supplies(46.1.6d)
 - Specialized team and equipment needs(46.1.6e)
- The Finance/Administration function will be responsible for the following:
 - Recording personnel time(46.1.7a)
 - Procuring additional resources(46.1.7b)
 - Recording expenses(46.1.7c)
 - Documenting injuries and liability issues(46.1.7d)

Communications Center Responsibilities - It shall be the responsibility of the Communications Supervisor or his/her designee to ensure that proper notifications are made regarding any unusual occurrence as directed by the Incident Commander.

- Situation Alert – Notification by pager, radio or phone advising of any critical incident or special event may be authorized by the Chief of Police or his/her designee. The purpose of a situation alert is to notify personnel to review any necessary plans, and to be aware of the potential for activating the Emergency Management Plan/ICS Plan.
- Upon notification of the Emergency Management Plan, personnel shall be notified by pagers, radio or phone, identifying the level of mobilization.
- A situation alert may be issued for any high risk incident, special event or unusual occurrence. Such events may include demonstrations, large crowd events, etc.
- Additional situation alerts may be issued as an incident escalates or de-escalates.

Security of Essential Public Facilities – Security for town owned public facilities shall be the responsibility of the Fairhaven Police Department. The security function will be conducted when personnel are not needed for law enforcement missions of greater priority.

- Facilities may include, but are not limited to:
 - Fairhaven Municipal Buildings.
 - Fairhaven Police Department.
 - Fairhaven Fire Department.
 - Town Schools.
- The Incident Commander may assign personnel to other locations based upon need.

Mass Fatality Incidents - The Medical Examiners' Office and Massachusetts State Police CPAC has the primary responsibility for body recovery and processing regardless of the magnitude of the incident.

- The Fairhaven Police Department is responsible for the investigation of all deaths arising from an unusual occurrence.

- The Incident Commander will render all reasonable assistance to the Medical Examiners' Office in the event of a disaster. Generally, this will involve assisting with scene preservation and processing, collecting of evidence and personal effects, contacting the next of kin and other security related duties.

Re-Entry Procedures – Re-entry to devastated areas will be controlled by sworn personnel at designated checkpoints. Entry will not be made without authorization from the Incident Commander.

- Re-entry may be allowed on a gradual basis, and only after the completion of an identification process. A pass may be issued for a limited time period, and permitted with or without an escort.
- Initial re-entry to large scale devastated areas will be allowed in groups escorted by sworn personnel.

De-Escalation Procedures – As the incident de-escalates, the Incident Commander will release personnel and stand down from the event in a manner that will accommodate the needs of Incident Command Personnel while not producing a law enforcement void.

- The de-escalation procedures will include the collection of rosters, event logs, incident reports, and other necessary documentation from each officer or supervisor involved in the incident.
- The Incident Commander or his/her designee will collect all essential data, and produce an after action report; including a chronological summary of all recorded events, the number of arrests, injuries to both citizens and Fairhaven Police Officers, number of personnel involved, hours dedicated to the incident, cost of the incident and other such information as deemed necessary. The after action report shall be forwarded to the Chief of Police through the chain of command.
- Personnel will be assigned to devastated areas for the period of time necessary to maintain order and prevent looting.
- De-escalation should be a gradual process, allowing proper relief personnel assigned to the incident for a protracted period of time. A full return to duty schedule should occur as appropriate personnel are available. The lengths of shifts may vary due to allowances for rest and recovery of all personnel.

Annual Training – The Administrative Lieutenant shall be responsible to assure that the annual critical incident training occurs for agency members and be based in part on the evaluation of the agency and employee response identified in After Action Reports. The Administrative Lieutenant shall coordinate critical incident readiness training with the towns' Emergency Management Team. Other training shall include field, table-top exercises, or multiple agency involvement. (46.1.9)

5.0 ADMINISTRATION

The Chief of Police or his/her designee is responsible for the overall planning of police participation in the Town of Fairhaven Emergency Operation Plan and will be responsible for planning response to critical incidents. **(46.1.1)**

Shift Supervisors will study all plans and ensure that their acting supervisors are also fully aware of their command responsibilities in terms of implementing all plans. Supervisors are required to inform all employees of the plan and assure they have a complete understanding.

The Chief of Police will ensure that one copy of this policy, plus a copy of the Town of Fairhaven Emergency Operations Plan, is maintained, and kept immediately available to all Shift Supervisors. In addition, the Chief of Police will ensure that additional copies of the Emergency Operations Notebook are available for use when the Emergency Operations Center is activated.

The Chief of Police or his/her designee will ensure that the Emergency Operations Notebook and this policy are reviewed and updated as required, but not less than annually.

The Chief of Police is responsible for coordination of all police plans with various affected agencies in the Town of Fairhaven Emergency Operations Plan.

The Operations Division Commander or his/her designee is responsible for maintaining stored departmental property/equipment designated for use in support of critical incident plans in a state of operational readiness and will inspect such equipment quarterly. **(46.1.8)**

Fairhaven Police personnel assigned to a SEMLEC tactical team must use FPD issued/trained equipment during SEMLEC training and call-outs and are responsible for its care and maintenance as set forth in Fairhaven Police Department Rules & Regulations. **[46.2.3]**

Special Operations

Since a Patrol Officer will usually be the first to encounter a situation involving hostages, barricaded persons, or snipers, the Patrol Officer will initiate procedures leading to a safe resolution of a situation and notify a supervisor through communications immediately. Activities include:

- The responsibilities that agency personnel are to assume until assistance arrives **(46.2.1a)**
- Deployment of tactical teams to supplement other operational components **(46.2.1b)**
- Coordination and cooperation between tactical teams and other operational components **(46.2.1c)**

The agency through the supervisor will designate the responsibilities department personnel are to assume:

- Dispatch enough personnel to a scene to effectively contain and isolate the situation.
- Attempt to prevent escalation of a situation.

- Take any action deemed necessary to protect life.
- Request through dispatch a response from the necessary specialty units and give the location of the Command Post.
- Establish a perimeter with patrol personnel until arrival of the specialty units.
- Have all persons evacuated from the immediate area to a safe location. If a situation persists, arrange for shelter and provide necessary support services.
- Arrange for the care and evacuation of any injured persons by ambulance to an established triage area and on to the appropriate medical facility.
- Alert necessary emergency agencies such as the Fairhaven Fire Department and emergency medical personnel, and have them stand by in the staging area. Responding personnel will be informed of the type of situation and the safest entry. Additional surveillance services will report to the staging area for coordination with Command Staff.
- Place vehicles in appropriate locations for surveillance and any pursuit that may develop.
- Have officers control travel routes near the scene.
- Have the Communications Division notify the Uniform Commander, Captain, and Chief of Police.
- If there is a hostage situation, or the potential for a hostage situation to develop, have a hostage negotiator dispatched to the scene.
- Have a K-9 Unit dispatched to the scene, if appropriate.
- Establish a command post in a safe location in close proximity to the situation as possible, limiting access to essential personnel only.
- The Incident Commander should remain in the command post and keep it stationary, arranging for staffing of a staging area outside the danger zone, and seeing that additional personnel remain in this area until assigned to further duty and if necessary, deployment of a tactical team.
- Have the Communications Center establish communications and/or provide information to other agencies as necessary. Also discuss the coordination and cooperation between tactical teams and other operational components of the agency.

Special Operations Call-Out (12.1.2)

- Shift Supervisors have general information on the knowledge, skills, and abilities of their assigned personnel and should use this information in assigning or calling out officers for use in special operations. Supervisors should specifically attempt to utilize officers by their qualifications, training, physical fitness and agility, and interpersonal communication skills. Officers should be selected that are best suited for the specific situation.
- Officers selected for such special operations will be under the command and control of the police supervisor directing special operation(s) until properly relieved.

- Hostage negotiation must be conducted by personnel properly trained and experienced in dealing with tactical negotiations during hostage incidents. **(46.2.4)**
- Bomb disposal operations must be conducted by personnel properly trained in Explosives Ordinance Disposal (EOD). The department will notify the Massachusetts State Police for this service and the telephone numbers are available to dispatchers.

6.0 PLANNING RESPONSIBILITY

This agency will follow the Incident Command System (ICS) protocols, which include functional provisions for command, operations, planning, logistics and finance/administration plan for responding to critical incidents that include:

- Covert Patrol Operations.
- Natural and Man- Made Disasters.
- Civil Disturbances.
- Emergency Mobilizations.
- Mass Arrests and Detention.
- Barricaded Persons.
- Hostage Situations.
- Hostage Negotiators.
- Bomb Threats and Bomb Emergencies.
- Terrorism and Bioterrorism
- Canine Units.
- Motorcycle Unit.
- Pandemics

The All Hazards Plan, commonly referred to as the Emergency Operations Plan (EOP) is a written plan containing general objectives reflecting the overall strategy for responding to and managing critical incidents. The plan defines the scope of preparedness and incident management activity required of the agency and is flexible enough for the use in all emergencies. **[46.1.2]**

Elements of the plan include specifics as checking generators, checking fuel levels in all vehicles, confirming with shelters, calling in additional personnel, testing radios and other equipment for preparedness.

Emergency Operation Drills (46.1.9)

- Periodically, the Chief of Police or his/her designee and various department heads will develop an emergency operation drill designed to examine and test operational readiness. The time and date of the exercise will be announced to members of the department. Following completion of drill, the Incident Commander will critique the drill. A written report will be forwarded to the appropriate personnel to include the Chief of Police.

7.0 SERIOUS INCIDENT / ACCIDENT NOTIFICATION

7.1 Type of Incident Requiring Notification (11.4.5, 41.2.4)

- All incidents of an unusual nature shall require the Uniform Commander to be notified. The Uniform Commander shall determine notification to any other Division Commanders and the Chief of Police Incidents Involving Other Town Personnel, Equipment, or Property **(41.2.4)**
- When personnel, equipment, or property, which is the responsibility of another town department are involved in an incident, the Shift Supervisor should have the Dispatcher inform the appropriate department head. In addition, a copy of any offense or incident report will be provided to the department head at the earliest possible time.

7.2 Sharing Intelligence – The Chief of Police or his/her designee will act as a liaison between other agencies regarding terrorist intelligence. The Commonwealth of Massachusetts Fusion Center was established as a clearinghouse for related intelligence. It is staffed 24/7. The Commonwealth Fusion Center collects and analyzes information from all available sources to produce and disseminate actionable intelligence to stakeholders for strategic and tactical decision making in order to disrupt domestic and international terrorism. The Fairhaven Police Department maintains a relationship with the Fusion Center submitting intelligence and receiving intelligence and analysis. **[46.3.1]**

Terrorism and precursory crime related incidents and intelligence should be forwarded through the department's chain of command to the Fusion Center in the following manor:

- Terrorism Tip Line: 888-872-5458
- Electronic Mail: fusion@pol.state.ma.us
- Fax: 978-451-3707
- Fusion Center Main Number: 978-451-3700

7.3 Procedures for Reporting and relaying terrorism related intelligence/information to the proper task force or agency. - Any officer receiving intelligence/information concerning possible terrorism activities will immediately notify the on duty supervisor and complete an incident report. The supervisor will determine the validity of the information and the appropriate response from the department. This may include notification of the Operations Division Commander, notification of other local law enforcement agencies, or the appropriate state and federal agencies. The contact information for each agency is maintained within the Emergency Operations Manual and the Communications Division has this resource list. **(46.3.2)**

8.0 NATURAL / MAN-MADE DISASTER PLAN

Definitions

- Natural Disaster: Tornado, storm, flood, high water, wind-driven, earthquake, drought, snow or ice storm, fire or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
- Man-Made Disaster: Industrial or transportation accident, explosion, major power sabotage, hazardous materials incident, and other events that

threaten or cause property damage, human suffering, hardship, or loss of life.

Authority for Placing Plan into Operation

- Shift Supervisors are authorized to place this plan into operation. Appropriate notification of the situation requiring plan implementation must be made to supervisory personnel. The Chief of Police will immediately notify the Town Administrator of the situation and will keep him/her advised of any changes so that the Town of Fairhaven Emergency Operations Plan may be implemented if necessary without delay.
- The Supervisors will then be responsible for implementing the plan until relieved by the Chief of Police or a Supervisor of higher rank.

Departmental Resources

- Supervisors implementing this plan may determine what additional department resources are required in terms of personnel and/or equipment and shall determine if ICS should be activated.
- The shift supervisor may initiate the emergency mobilization procedures as outlined in this Policy.

Disaster Operations

- The exact nature of the disaster, buildings or area affected, location, potential danger, etc., all will determine the exact nature of police response.
- Information: All police units at the scene of a disaster must provide a continuous flow of information concerning the conditions found, so that the police supervisor can evaluate the magnitude of required responses. The dispatcher should also obtain information for the police supervisor from other emergency services, utilities, etc. as available.

Field Command Posts: Depending on the nature of the disaster, a field command post may be established in the vicinity of disaster. The command post will be the police vehicle of the ranking officer present at the scene or the Mobile Command Unit. In any major disaster, the command post will be located at a designated area by Incident Commander.

Communications: The shift supervisor must communicate necessary information to emergency services, utilities, town departments, and when time permits to media agencies. The supervisor must ensure that adequate dispatcher assistance is provided to handle this increased workload and citizen calls. Under some circumstances, it may also be necessary to loan police radios to emergency service/utility crews with whom essential contact must be maintained.

Casualty Information: In any situation involving casualties, provision of casualty information will be the responsibility of the hospital and public inquiries will be so directed.

Public information/Media Relations: The Incident Commander or his/her designee will have area media agencies notified and establish a media information briefing point. On a regular basis, information will be provided directly to media representatives by the designated Public Information Officer.

Other Law Enforcement Agency Support: The Shift Supervisor should advise the Massachusetts State Police of any disaster and may, subsequently, request additional law enforcement support as required.

Military Support/Martial Law: Any disaster of the magnitude to require military support or the imposition of curfew or martial law will be handled in accordance with the Town of Fairhaven Emergency Operations Plan.

Building Security: The involvement of one or more buildings, public or private, can generate a requirement for provision of security to prevent looting, theft, or trespass.

Traffic Control: It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units should be so advised, announcements made over local radio stations, etc. Procedures are: **(61.3.2c)**

- First responding units to notify the supervisor of the situation.
- The supervisor will assess the situational and determine the initial area to be controlled and will strategically set up the rerouting of traffic and call in additional resources as needed including mutual aid to request assistance from other agencies.
- At scenes involving biological, nuclear or other hazardous material incidents, the supervisor would consult with the fire department incident commander for determining if the perimeter needs to be expanded or evacuation routes set up.

Damage Control: Necessary Public Works and utilities companies should be notified of road clearance needs, broken mains, downed lines, etc.

Equipment Requirements: Any special equipment needs should be coordinated with the Chief of Police.

De-Escalation Procedures: The Incident Commander will ensure an orderly de-escalation of controls and personnel as the disaster is controlled/overcome.

Transportation: Any special transportation needs may be requested from appropriate town departments or other emergency services.

After-Action Reports: Incident Commander involved will debrief officers and prepare after-action reports concerning all police activity during a disaster incident as well as any recommendations concerning procedures for future problems. A completed after-action report will be provided to the Chief of Police. After-action reports will include any budgetary impact, commitments, obligations, etc.

8.0 HAZARDOUS MATERIALS INCIDENTS

General

- Because of the potential hazard which might exist or may develop through an accident, especially an overturned vehicle transporting hazardous materials, a cautious approach should be made in responding to an investigation of such incidents. Officers approaching any truck accident which may involve a hazardous materials spill should take the following actions:
- Any evidence of leaking liquid or vapor should be sufficient to alarm police of potential danger and to seal off area until positive identification

can be made by the Fairhaven Fire Department, who should be immediately notified.

Identification of hazardous material may be accomplished via:

- **Placards:** Placards are supposed to be displayed at the front, rear, and on both sides of all vehicles hauling hazardous materials, however, experience has indicated that placards are sometimes either not displayed or the wrong placard may be displayed. Placards are made of paper. If a vehicle is on fire, placards may have burned before the officer's arrival. This description does not list all hazards or recommendations for handling. Refer to the Emergency Response Guide Manual (HazMat book).
- **Driver:** When an accident involves a truck, the driver of the truck may be able to supply information about the load transported. In case of explosives, the driver is required to have in possession and be familiar with documents containing instructions on procedures to be followed in the event of accident or delay.
- **Shipping Papers:** When the hazardous material is being transported by truck, the driver is required to have in their possession a copy of the shipping papers which show the name of the materials, its classification, and quantity. By using these papers and the Emergency Response Guidebook, the officer can identify the hazards associated with material and ways of handling it.
- **Chem-cards:** To supplement the placard system, many shippers of chemicals provide drivers with Chem-cards which provide emergency information. Although Chem-cards are subject only to voluntary use, the officer should ask the driver for the Chem-card.

Approach the accident scene up wind if possible. If you suspect radiological materials are involved, do not approach. Await Fire Department personnel or HAZMAT team personnel who have special monitoring equipment.

Request dispatch to contact the Fairhaven Fire Department. Upon their arrival, and confirmation of a hazardous material incident, they will assume authority and responsibility for initiation of emergency procedures and the Fairhaven Police will provide assistance as directed by the Fire Chief through police supervisors. **(61.4.2)**

The Shift Supervisor should respond and ensure appropriate notifications are made in accordance with this policy.

The Chief of Police will immediately notify the Town Administrator of the situation and will keep him/her advised of any changes so that the Town of Fairhaven Emergency Operations Plan may be implemented if necessary without delay.

Normal accident investigation procedures will be suspended until such time as appropriate clearance has been received, at which time the accident will be investigated and reported as provided in departmental policies.

Evacuation

- When the possibility of an evacuation of all residents/inhabitants of part or the entire Town exists, the following should be considered:

- Manpower requirements: Refer to this policy for police call back procedures to provide additional police manpower.
- Method of notifying the persons to be evacuated (i.e., reverse 911 system, door to door, use of local radio stations, etc.)
- The size of area and number of people living in the area to be evacuated.
- The use of mass transportation to move evacuees.
- Housing of evacuated persons, where possible, in local/county schools, Town recreational center, etc.
- The security of evacuated areas to prevent looting, premature return.

Key Contact Agency Information Requirements

- Key contact agencies and persons are available for evaluation and assistance in the handling of hazardous material incidents, evacuation, etc. They must have information about the incident in order to assist. Every effort must be made to obtain the following information before contacting these agencies:
 - Location of the accident.
 - Hazardous materials involved and shipper, if known.
 - The color and number on any labels on carrier or cargo.
 - Type of environment (residential, rural, business, etc.).
 - The Size of container and amount of product leaking.
 - If an aircraft, tail ID number.

Heavy Equipment and Other Material: Town of Fairhaven

- Public Works Department.
- Housing: Town of Fairhaven public schools, local churches, on a limited basis, the Municipal Building, Police Headquarters as well as individual fire stations.
- HazMat Teams: Specially equipped HazMat teams are located throughout the state and to deal with hazardous materials. These teams are normally dispatched by the Emergency Operations Center (through the Fairhaven Emergency Management Agency). The Fairhaven Fire Department has several members who have received training in hazardous materials, and their presence can be requested through dispatch.

10.0 RAPID DEPLOYMENT**Definitions:**

- Active Shooter - one or more suspects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others and when their overriding objective appears to be that of inflicting mass casualties rather than other criminal conduct.
- Contact Team - first group (3 or 4) officers that arrive on the scene.
- Rescue Team - second group (3 or 4) officers that arrive for the purpose of rescuing victims or a fellow injured officer.

Team - a group of three or four officers immediately available to be a part of either the contact team or the rescue team. Not a pre-assigned group of officers.

The philosophy of this policy recognizes that the active shooter must be stopped before they can inflict injury upon innocent lives. This shall be the objective and responsibility of the initial responding officers and any officers responding thereafter, and they shall use all legal means to accomplish this objective. The prioritization of activities, in their order of importance is to capture or neutralize the active shooter, rescue the victims, provide medical assistance, and preserve the crime scene.

With the exception of the Chief of Police, and all trained officers regardless of rank or assignment, whether in uniform or plain clothes, are expected to immediately take the following response measures should an in-progress shooting incident or armed intruder be reported at a school or any other locations with large gatherings of people. All officers, unless they are already involved in a life threatening or other emergency situation or otherwise directed by a supervisor, will immediately respond to the area of the active shooter.

Communication

- The Communications Division upon receipt of an active shooter call shall clear the radio frequency of all unnecessary traffic.
- The Fairhaven Police Department frequency, Channel 1, shall be the primary frequency for the coordination of all emergency procedures. Contact and Rescue Teams shall use the Fairhaven Police Department frequency, Channel 1. When incident command arrives on location, he/she will make the decision to change radio frequencies to keep unnecessary traffic off the same channel as the contact / rescue team(s).
- The Communications Division shall put out an administrative notification as soon as the incident is received.

Contact Team

- The first three or four responding officers shall form a contact team and enter the premise in immediate pursuit of the active shooter. The focus of the contact team is to:
 - Engage the active shooter as soon as possible;
 - Stop the shooter(s) by arrest, containment, or use of deadly physical force;
 - Maintain radio contact with the Incident Commander.
 - Provide intelligence about the scene;
 - Provide intelligence about the movement of suspects and weapons; and,
 - Advise the Incident Commander on the need for additional entry personnel.
- The second group of three or four officers arriving on the scene will either form another contact team or a rescue team. The contact team(s) will be subject to 360 degree vulnerability and will not do a thorough clearing of the premise. They will continue past victims or harmless distractions. The location of the victims may be relayed to the rescue team and/or the Incident Commander.

- Officers shall consider when possible, making entry at a location other than the main entrance, as this is the place where a suspect might logically set up barricades, explosives and/or an ambush.

Rescue Team

- Rescue teams will locate and remove injured victims, and direct uninjured victims that are not “locked down”, out of the building.
- Rescue team members should remember that uninjured victims may be in shock or paralyzed with fear, and may not respond to regular verbal commands.
- Rescue team members are to remain vigilant as the rapidly changing dynamics of an active shooter incident may put them in contact with the suspect and they will now act as a contact team, advising the Incident Commander and the other contact team(s) of the situation as soon as practical.

General Procedures

- Should a team encounter a suspected explosive device, they must use their own judgment with reference to reporting it and bypassing it in accordance with departmental policy.
- Prior to entering the building, the contact team will establish a Team Leader and all other members of the contact team will assume team positions/assignments with their designated responsibilities. (Any confusion will be resolved by the Team Leader)
- Should it appear that the situation has become a hostage or barricaded subject incident, the contact or rescue team will isolate and contain the area, relay as much information as possible to the incident commander, and await further instructions.

Duties and Responsibilities of other Responding Personnel

- An initial responding officer on the scene that is not part of the contact or rescue team shall establish incident command and will be governed by the Emergency Response Manual. This officer can be relieved by competent authority if necessary.
- The Incident Commander will obtain as much information as possible and deploy additional personnel to either enter the building or assume perimeter security around the threatened area.

Evacuation Procedures

- It can be expected that a shooting incident will produce mass panic and that individuals will take all necessary steps to flee from the perpetrators. Others not in immediate danger may elect to remain locked in safe areas within the building until it is safe to leave.
- In school settings, students, staff, faculty, and visitors may be directed to take cover within classrooms, offices, and other safe areas that can be locked and secured thus preventing outside entry.
- No attempt should be made to evacuate individuals that are “locked down” until the situation is stabilized and it is declared safe to do so unless such individuals become directly threatened by the perpetrator and their immediate evacuation becomes required.

- As soon as it is safe to do so, the Incident Commander should form teams of available officers to search for and recover individuals in the building.
- In a school setting, as soon as it is safe to do so, the Incident Commander will begin clearing all classrooms and safe areas within the school and make contact with those who are “locked down”.
- The first priority must be to locate and evacuate any individuals who are unable to leave under their own power.
- As individuals are located, team members will provide assistance and an escort from the building for those individuals unable to leave under their own power. Team members may be required to reenter the building numerous times until all individuals have been evacuated.
- Evacuated individuals must be directed to proceed as quickly and orderly as possible to designated safe locations where their identification can be established and where accountability of all persons can be maintained.
- An officer shall be directed by the Incident Commander to maintain a list of all evacuated individuals.
- Those being removed should be told to depart from the building with their hands on top of their heads until it can be reasonably determined that they are not involved in perpetrating the incident.

Site Management

- It is imperative that control of the area surrounding the incident location be achieved as quickly as possible. There will only be a short period of time to limit vehicular and pedestrian traffic before news of the incident becomes public and concerned parents, friends, and members of the media and others attempt to gain access to the threatened school or facility.
- The Incident Commander will establish an inner perimeter and when manpower becomes available, an outer perimeter, to prevent entry by non-law enforcement personnel.
- The Incident Commander based on the situation and location of the incident will determine the locations for the Command Post, police, fire and EMS staging areas, media assembly areas, and other points of contact.
- All responding fire and EMS personnel will be directed to remain at the staging areas until the incident scene is declared safe for their entry.

Emergency Mobilization of Personnel

- The Incident Commander shall notify the Communications Division of the need for additional personnel, to initiate a re-call of off duty officers in accordance with this policy.

Steps to Take with Involved Officers:

- Should an officer use deadly physical force and such force that results in death or bodily injury to another person, Officers shall follow the guidelines as set forth in policy 300.01 entitled, “Use of Force”.

Mutual Aid

- Reference policy 110.03 entitled “Agency Jurisdiction and Mutual Aid”.

De-Escalation Procedures

- Once the incident has been brought under control and the situation has returned to normal, the police supervisor will begin de-escalation procedures to include:
- Disengage officers as appropriate.
- On duty officers who were not part of a contact or rescue team will return to normal patrol operations.
- Released officers will return issued equipment to the command post.
- A debriefing team can be called in for the contact and rescue teams if the Chief of Police or his/her designee deems it necessary.
- Contact the Criminal Investigations Division for evidence collection at the scene.
- Discontinue the command post.

Post-Occurrence Duties/After-Action Reports

- The Incident Commander, Operations Commander or designee, upon returning to the police station, will perform the following duties:
- Debrief officers and get reports/statements for inclusion in the final report.
- Prepare a detailed after action report, providing all factual information about the incident to the Chief of Police, along with any appropriate recommendations.
- Provide information to the Public Information Officer for media release after approval from the Chief of Police.

11.0 PANDEMICS

Pandemic flu occurs once every 20-40 or so years and is characterized by the sudden widespread emergence of a novel influenza virus against which humans have no significant immunity. There were three pandemics in the twentieth century: 1918, 1957 and 1968. Large numbers of deaths may occur and there is the potential for widespread economic and social disruption. Three conditions must be satisfied to qualify as a pandemic influenza:

- A novel influenza virus emerges with animal to human transmission
- Transmission from human to human occurs
- Efficient human to human transmission occurs leading to multiple generations of infection

Local public health will take the lead in pandemic flu planning but will need to work with their local emergency management agencies and other leaders in order to ensure the availability of adequate local resources and response. Key to preparedness is educating the public about hand hygiene and cough etiquette, recommending everyone get annual flu shots and recommending that high risk individuals get a Pneumovax vaccine. The BOH will encourage individual families, schools, town employees, religious organizations and businesses to prepare their own emergency plans. Numerous websites are available to help individuals and businesses to prepare including the MDPH flu website (<http://www.mass.gov/dph/cdc/epii/flu/flu1.htm>) and the CDC website (<http://www.cdc.gov/flu/>).

11.1 Social Distancing and Infectious Disease

Social distancing is defined as measures that increase distance between individuals. It might be used during outbreaks of communicable infectious disease when extraordinary measures are required to control the spread of disease. This is designed to reduce the risk of disease transmission. Some examples of social distancing include:

- Canceling social events such as concerts or movies
- Canceling school and school-related events
- Canceling church services
- Encouraging snow days-asking all non-essential personnel to stay home

11.2 Influenza Specialty Care Units (ISCUs)

An ISCU is an alternate care site that has been chosen to provide additional hospital level care during a flu pandemic. Each hospital in Massachusetts has been mandated by law to plan for an ISCU that will serve surrounding communities. The communities assigned to that particular hospital along with the hospital itself make up a cluster.

Because there will probably be no vaccine available for 5-6 months, a flu pandemic has the potential to overwhelm local hospital resources. It is estimated that of the 30% of Massachusetts residents that will become ill with the flu, approximately half will need evaluation and some level of care delivered by the medical community.¹ Approximately 80,000 may need hospital level care during the first 8 weeks of the pandemic and 11,569 will need hospital care during the peak week of the pandemic curve. Hospitals will still be burdened with caring for non-flu patients who require hospitalization.²

Only the most critically ill flu patients will be admitted to hospitals during the pandemic (those requiring ventilator assistance or having high level critical care needs). ISCUs will be designed to provide supportive flu care only, including low flow oxygen, IVs and intravenous antibiotics. Hospitals will work with local health to plan for these ISCUs. Although there is only one ISCU per hospital cluster, there may be a need for more triage/evaluation sites to take some of the strain off the ISCU.

11.3 Pandemic Severity Index

The Centers for Disease Control and Prevention (CDC) has devised a Pandemic Severity Index that uses case fatality ratios to categorize the severity of the pandemic. The index will enable communities to estimate pandemic severity locally and to make non-pharmaceutical recommendations that will help mitigate its effects³. The Pandemic Severity Index and an accompanying chart which details community mitigation strategies for each category can be found in Annex J9.

11.4 Informational Websites for Pandemic Influenza and Avian Flu

Federal Government:

<http://www.pandemicflu.gov/>

MA DPH:

<http://www.mass.gov/dph/cdc/epii/flu/pandemic.htm>

CDC:

<http://www.cdc.gov/flu/avian/>

Please refer to the Town's Board of Health Policy for further information. The Fairhaven Board of Health Emergency Operations Plan outlines responsibilities and actions in response to:

- Infectious disease outbreaks
- Bioterrorism
- Chemical or radiological incidents
- Other public health emergencies
- Natural disasters, including floods and earthquakes, and other emergencies requiring assistance from the Fairhaven Board of Health to support disaster response and recovery.

12.0 SPECIAL EVENTS :

The Fairhaven Police Department is responsible for developing and implementing plans for handling special events. The department's primary duty is to protect those attending the event as well as the properties.

12.1 The following procedures will apply in planning for special events. Upon notification of an upcoming special event, the Operations Lieutenant will serve as coordinator of the special event.

He/She will:

- Verify the time and location of the event.
- Ascertain an estimate of the overall attendance that is anticipated.
- Attend and participate in any meetings held to plan and prepare for the special event, to ensure a cooperative effort with other Fairhaven town departments.
- Devise a contingency plan to prepare for vehicular traffic, crowd-control and potential problems.
- Submit the plan with recommendations for logistical requirements (personnel and equipment) to the Chief for review and approval.

12.2 Contingency Plan: The Duty Supervisor will consider the following factors in determining the department's logistical requirements for any special event coverage.

- Ingress and egress of vehicles and pedestrians to the site of the special event (including fire and ambulance services).
- Provisions for parking and prohibited parking on streets and property.
- Provisions for coordinating inside the agency, relief of officers assigned to traffic duties.
- Alternate routes for through traffic.
- Use of temporary traffic control devices (movable barriers, cones, etc.).

- Provisions for identifying persons working directly with the event to assist them in crossing police lines, if marked.
- Provisions for coordinating outside agencies, news media, ect.
- Provision for logistical requirements, for the use of special operations personnel.
- Completion of an after-action report if needed.

The department, through the office of the Chief of Police will ensure adequate publicity for the location of the event, and best routes, closed roadways, and availability of parking.

In the event of special events requiring high security measures (i.e. visiting dignitaries, demonstrations, etc.); SEMLEC's Special Operations Unit or Tactical Police Force may be utilized. Any request for the units must be made through the Chief of Police.

Approved By _____ Date _____
Chief Michael J. Myers, Fairhaven Police Department *(Effective Date 01MAY12)*

FAIRHAVEN POLICE DEPARTMENT



EMERGENCY PREPAREDNESS PLAN

2019

Submitted By:

Michael J. Myers
Chief of Police
Capt. Michael A. Botelho
Lt. Kevin W. Kobza

Revised May 2019

A. INTRODUCTION

With 29.4 miles of coastline, Fairhaven is particularly susceptible to the high winds and storm surge from a hurricane. Many homes near the coast have been built and/or extended in the many years since the last serious hurricane raising the probability that extensive property damage and serious physical injury will result should a powerful hurricane strike this area.

This Emergency Preparedness Plan is meant to serve as framework for police response in the event the town is threatened with a hurricane striking the area. It's recognized that police commanders may be required to deviate from this framework due to unforeseen events which may occur during a storm. The plan is also intended to establish a framework that will enhance cooperation, coordination and communication between town departments.

This plan is based on personnel currently employed by the Fairhaven Police Department along with resources controlled by this department. Usage of personnel from other agencies or volunteers is not included in this plan nor is the use of equipment from other agencies or municipalities. It is recognized that resources may be available from Southeastern Massachusetts Law Enforcement Council communities, the state or county and the federal government during any phase of the emergency. The Chief of Police in consultation with other town officials will utilize such outside resources as needed.

The Emergency Preparedness Plan is intended to serve as a set of guidelines to follow in the event that this area is struck with a natural or manmade emergency or disaster. Its foundation is based on our previous hurricane plan, which has been activated in major storms that have struck the area throughout the years. It has since been expanded and somewhat broadened so that it may be implemented during emergencies other than just hurricanes. The structure of Emergency Preparedness Plan has also been adjusted to enhance interoperability between all town departments and various outside agencies.

Historically, the former Hurricane Plan has worked well and met the needs and demands of the community during significant storm strikes. The term "hurricane" has been replaced with the term "storm". It should also be understood that although this plan is formatted to address storm-related emergencies, it should be considered a fluid plan that can be activated to handle other types of emergencies.

The Emergency Preparedness Plan is a mechanism that can be activated to mobilize police personnel and equipment to address and dovetail with other directive plans detailing responses to specific critical incidents such as, but not limited to natural and manmade disasters, civil disturbances, hostage/barricaded persons, pandemics, bomb threats, mass arrests, acts of terrorism, and other unusual circumstances. The Incident Command System (ICS) shall be the standard operating procedure for all unusual circumstances.

In the event of an event other than a storm or weather related emergency occurring, a written incident action plan will be prepared by a member of the command staff selected by the Chief of Police or his/her designee. This emergency preparedness plan will serve as the written incident plan for weather related emergencies. At the conclusion of the emergency, a written after-action report will be completed by the Administrative Lieutenant. This report will be forwarded to the Chief of Police through the Captain via the chain of command.

Pertinent information and intelligence will be gathered and presented to the command staff for review and dissemination. The responsibility of verifying the accuracy of the intelligence and information will be designated to a supervisor selected by the Chief of Police or his/her designee. Dissemination of intelligence and information will be determined in the same manner.

If staging areas for emergencies and special events are needed, their location(s) will be determined by the Chain of Command outlined in Section B of this written plan (page 3). Public information and media relations will be coordinated by the same Chain of Command and will utilize Public Information Officers in a coordinated and concerted manner. The goal is to prevent conflicting information from being released.

The framework for post incident demobilization will follow the procedures outlined in the "Post Strike" section of this action plan (Section 9).

B. SUMMARY

CHAIN OF COMMAND – A State of Emergency Declaration will be made by the Fairhaven Select Board. Following the State of Emergency Declaration, the Chain of Command will be as follows:

Town Administrator

Chief of Fire

Chief of Police

POLICE DEPARTMENT PERSONNEL & CHAIN OF COMMAND

As of November 2018 the following is a breakdown of Fairhaven police department personnel:

COMMAND: 1 CHIEF

1 CAPTAIN

2 LIEUTENANTS

5 SERGEANTS

25 FULLTIME PATROL OFFICERS

1 FULLTIME ANIMAL CONTROL OFFICER

2 PART-TIME PATROL OFFICERS

5 DISPATCHERS

1 CLERK

1 PART TIME CUSTODIAN

TOTAL - POLICE DEPARTMENT PERSONNEL (44)

STORM ALERT- The hurricane plan will be reviewed at roll call for each shift.

STORM WATCH - Shift commanders will verify equipment availability in accordance with checklists. They shall monitor activity at the Pease Park and Seaview Avenue Boat ramps to determine if there is a need to call in personnel for traffic and/or security details at either or both locations.

The hurricane plan will be reviewed at roll call for each shift. A copy of the hurricane plan will be distributed to all units.

STORM WARNING - (Approx. 24 hrs. before strike) A final equipment check will be performed during normal shift. The chief is to be advised of equipment status. All officers are contacted and placed "on call". Evacuation assistance will begin. All employees are put "on call" and advised to have an emergency family housing plan.

TWELVE HOUR PRESTRIKE - Prepare assignments of personnel

SIX HOUR PRESTRIKE - Begin calling in personnel to assist in preparations and assist in evacuation as determined by chief. All vehicles are to be fueled.

THREE HOUR PRESTRIKE - All needed employees are called into work and given assignments. E.O.C. is made operational.

STRIKE - Officers should remain parked and stay inside vehicle or building unless responding to an emergency. They shall keep written list of problems as they become known i.e. wires down, trees blocking etc. and other non emergency situations. There shall be no non-emergency radio transmissions unless requested by the E.O.C. or communications center.

IMMEDIATE POST STRIKE – Officers answer calls, assess damage, relay damage information and establish road blocks, if needed. Search and rescue operations conducted.

SECONDARY POST STRIKE - Officers will patrol areas as directed, assist opening roadways, protect property and control roadblocks.

FINAL POST STRIKE - Chief will reduce manpower to allow for rotation of shifts.

C. PLAN OF ACTION

1. STORM WATCH

Supervisory personnel will verify equipment availability from checklists.

A copy of the hurricane plan will be available in the communications center, in the sergeant's office and with each motorized unit.

The on-duty shift supervisor will be responsible for having equipment checked, and a report completed showing deficiencies and readiness. Major problems such as vehicles not running or defective radio

equipment shall be reported directly and immediately to the chief. The equipment checklists should include the following items:

- 10 MARKED CRUISERS (401,402,403,404,405, 406, 407, 408, 466, 467)
- 10 UNMARKED CRUISERS (400, 461, 462, 463, DX1, DX2, DX3, DX4, DX5, DX6)
- 1 BOAT AND MARINE RADIO (464)
- 1 PICKUP TRUCK (465)
- 1 ANIMAL CONTROL OFFICER VAN
- 35 PORTABLE RADIOS (ASSIGNED WALKIES/CHECKED BY INDIVIDUALS)
- 1 MOTORCYCLE
- 4 BICYCLES
- 2 COLD WATER RESCUE SUITS
- 11 ½ FOOT RIGID HULL INFLATABLE BOAT WITH MOTOR

Each cruiser shall be equipped with the following items:

- 10 Flares
- 100' Rope and ring properly coiled
- 1 Fire extinguisher
- Portable lights as available
- Life jackets (1 in each marked police car)
- Portable oxygen
- First aid kit
- Equipment deficiencies will be noted and replaced with spares, if available.

Communications center personnel will test all radios. A written report on equipment shall then be made available for the chief and updated as deficiencies are cleared.

2. STORM WARNING

The shift supervisor shall ensure the Chief is notified when a Hurricane Warning is declared by the National Weather Service. All employees shall be advised of the upgraded condition by the text messaging system, or any other available means of communication, and advised to telephone the station to confirm they are aware that they are “on call” for the duration of the emergency. The employees shall be asked for the telephone number at which they wish to be contacted if they are needed. In the event a Hurricane Watch is declared between the hours of 10 pm and 6 am, the supervisor shall have the discretion to hold off contacting all officers until 6 am. Any employee who does not answer the text will be telephoned to verify availability and advised to monitor their communications. Part-time officers and any employees not possessing a working pager will be contacted by telephone.

Lt. Kevin Kobza shall ensure final preparations are made concerning operational equipment. He shall report status to the Chief.

All sergeants, elder abuse officers, safety officers, school resource officers and boat officers will be notified that they may be called in earlier than other employees.

The department shall prepare for any needed evacuation assistance. The elder protection officer shall contact the Fairhaven senior center, community nurse and coastline elderly services to obtain a list of known, non-ambulatory shut-ins. (note: this only includes persons currently serviced by their office and not all that may need assistance) That activity will be coordinated with the Fire department, nurse, and senior center. Persons listed should be contacted either by phone or visit, and a written record made of

their situation. Also names of persons acquired by other means that should be of concern should be checked and dispositions recorded. This will be the responsibility of elder abuse officer.

Officers assigned to the police boat will ensure it is fully fueled. They will conduct a thorough inspection of the boat and perform any needed service. The dockage may be adjusted at the discretion of Capt. Michael Botelho.

3. PRE-STRIKE TWELVE HOURS

Twelve hours prior to anticipated strike the Chief shall be notified and begin preparing assignments of personnel to be dispatched to listed locations.

4. ASSIGNMENTS

ASSIGNMENT 1: COMMAND

CALL SIGN 400

CHIEF OF POLICE OR, IN HIS ABSENCE, NEXT HIGHEST RANKING OFFICER

ASSIGNMENT 2: EMERGENCY OPERATING CENTER

CALL SIGN: "EMERGENCY OPERATIONS CENTER/EOC"

1 CAPTAIN

ASSIGNMENT 3: FIELD SUPERVISOR

CALL SIGN: 462

1 LIEUTENANT

ASSIGNMENT 4: POLICE HEADQUARTERS AND COMMUNICATIONS CENTER

CALL SIGN: 818

1 LIEUTENANT (STATION COMMANDER)

2 DISPATCHERS

1 PATROL OFFICER

ASSIGNMENT 5: RESERVE UNIT BASED AT POLICE H.Q.

CALL SIGN AND UNIT: 408

2 PATROL OFFICERS

ASSIGNMENT 6: ZONE 1 SUPERVISOR; (ZONE 1 BORDERS: ALDEN RD. TO THE EAST, ACUSHNET RIVER TO THE WEST, TOWN OF ACUSHNET TO THE NORTH & BUZZARDS BAY TO THE SOUTH.

CALL SIGN AND UNIT: 404

1 SERGEANT BASED OUT OF HASTINGS MIDDLE SCHOOL

ASSIGNMENT 7: ZONE 1, SOUTH BASED FROM POLICE STATION

CALL SIGN AND UNIT: 401

AREA INCLUDES ZONE 1 FROM SOUTH SIDE OF RT. 6 SOUTH TO BAY.

2 PATROL OFFICERS

ASSIGNMENT 8: ZONE 1, NORTH BASED FROM FIRE STATION 3

CALL SIGN AND UNIT: 402

AREA INCLUDES ZONE 1 FROM NORTH SIDE OF RT. 6 TO ACUSHNET LINE.

2 PATROL OFFICERS

ASSIGNMENT 9: HASTINGS MIDDLE SCHOOL SHELTER
CALL SIGN: HASTINGS PORTABLE
1 PATROL OFFICER

ASSIGNMENT 10: ZONE 2 SUPERVISORS; (ZONE 2 INCLUDES ALL OF FAIRHAVEN EAST OF ALDEN ROAD INCLUDING WEST ISLAND AND SCONTICUT NECK.
CALL SIGN AND UNIT: 403
1 SERGEANT

ASSIGNMENT 11: ZONE 2 EAST FAIRHAVEN BASED FROM FIRE STATION 5
CALL 405 INCLUDES AREA EAST OF ALDEN RD TO MATTAPOISETT BUT SCONTICUT NECK SOUTH OF RT. 6
CALL SIGN AND UNIT: 405
2 PATROL OFFICERS

ASSIGNMENT 12: SCONTICUT NECK SOUTH TO BUIST AVE. BASED AT WOOD SCHOOL
CALL SIGN AND UNIT: 406
2 PATROL OFFICERS

ASSIGNMENT 13: SCONTICUT NECK SOUTH FROM BUIST AVE. BASED FROM 262 SCONTICUT NECK RD
CALL SIGN AND UNIT: 407
2 PATROL OFFICERS

ASSIGNMENT 14: WOOD SCHOOL SHELTER
CALL SIGN: WOOD SCHOOL PORTABLE
1 PATROL OFFICER

ASSIGNMENT 15: POLICE BOAT STORED AT FPD
CALL SIGN AND BOAT: 464
2 PATROL OFFICERS

ASSIGNMENT 16: POLICE MOTORCYCLE (IF NEEDED POST STRIKE)
CALL SIGN: CYCLE 1
1 PATROL OFFICER

NOTE- IN THE EVENT AVAILABLE STAFF IS INADEQUATE TO FILL ALL PROPOSED ASSIGNMENTS THE CHIEF WILL DETERMINE ASSIGNMENT PRIORITIES AT THE TIME OF ASSIGNMENT BASED UPON CIRCUMSTANCES AND INFORMATION AVAILABLE AT THE TIME.

5. ASSIGNMENT RESPONSIBILITIES

ASSIGNMENT 1: Command; (unit 400) Chief or, in his absence, next highest ranking officer in overall command of the police department. The commanding officer may, as the situation requires, be present in the E.O.C., central communications center or in the field.

Assignment 2: Emergency Operations Center; The Captain will be present in the E.O.C. The police representatives will coordinate police activities with other departments once the EOC is formally

established. The Captain will have access to an intercom system, linking the desk to the police station communications center. Also present should be a programmable scanner to monitor radio frequencies of other departments. This desk should also possess the capability of a backup radio system wired to allow an alternate channel to be determined by the sergeant that will act as the primary radio frequency should channels 1 & 2 repeaters go out of service during the storm. Should the repeaters for channel 1 & 2 be lost, channel 3 shall be the primary operating frequency.

ASSIGNMENT 3: Field Supervisor; (Unit 462) This assignment shall consist of a Lieutenant. The ranking officer will act as the commander of all officers out in the field, and will be based as he deems appropriate.

ASSIGNMENT 4: Police Headquarters and Central Communications Center; One Lieutenant will act as station commander once the EOC is formally established. Two dispatchers will act as call takers & communications operators. One police officer will assist the sergeant and maintain a written log of all events that occur and will handle any administrative duties.

ASSIGNMENT 5: Reserve Unit; (Unit Call Sign 408) This assignment shall comprise two patrol officers who remain in police headquarters to be utilized on an as needed basis, including establishing roadblocks or to respond to a location that only a four wheel drive vehicle can access.

ASSIGNMENT 6: Zone 1 Supervisor; (Unit 404) This assignment shall comprise a sergeant, who will act as supervisor for zone 1. He/she will be based at a location in zone 1 as he/she deems appropriate. Unit will be based out of Hastings Middle School shelter or any other location deemed appropriate by the sergeant.

ASSIGNMENT 7: Patrol, Zone 1 South; (Unit 401) This assignment consists of 2 patrol officers to answer calls for service & assist in pre-strike, storm impact & post-strike phases of the storm in the area of zone 1 west of Alden rd. and south of Rt. 6. Unit will be based out of police headquarters.

ASSIGNMENT 8: Patrol, Zone 1 North; (Unit 402) This assignment consists of 2 patrol officers to answer calls for service and assist in pre-strike, storm impact & post-strike phases of the storm in the area west of Alden Rd. and north of Rt. 6. Unit will be based out of Fire Station 3 in North Fairhaven.

ASSIGNMENT 9: Hastings Middle School Shelter; This assignment shall consist of one patrol officer equipped with a portable radio including school communication & first aid supplies.

ASSIGNMENT 10: Zone 2 Supervisor; (Unit 403) This assignment shall be comprised of a sergeant, who will act as supervisor for zone 2, Sconticut Neck and West Island. This unit will be in his/her area of responsibilities as deemed appropriate by the sergeant.

ASSIGNMENT 11: Patrol, Zone 2; (Unit 405) This assignment shall consist of 2 patrol officers to answer calls & assist in the pre-strike, storm impact & post-strike phases as listed in this plan. This unit shall cover all areas from Mattapoisett to Alden Rd. not including Sconticut Neck. This unit will be based at Fire Station 5 in East Fairhaven.

ASSIGNMENT 12: Patrol, North Sconticut Neck; (Unit 406) This assignment shall consist of 2 patrol officers to answer calls & assist in the pre-strike, storm impact & post-strike phases as listed in this plan. This unit shall cover Sconticut Neck from Rt. 6 south to Buist Avenue. This unit will be based at Wood School upon its completion.

Assignment 13: Patrol, South Sconticut Neck; (Unit 407) This unit shall be based from 262 Sconticut Neck Rd. (Property owned by David Markey). A large storm surge will cause flooding in the Buist Ave area cutting off everything south of that location including Sconticut Neck and West Island. This unit will work in conjunction with an FFD engine based at 262 Sconticut Neck Rd & possibly an EMA truck, equipment & personnel.

ASSIGNMENT 14: Temporary Evacuation Shelter This assignment shall consist of one patrol officer equipped with a portable radio and first aid equipment. The location of the shelter will be the Wood School.

ASSIGNMENT 15: Police Boat (Unit 464) Officers assigned to the police boat shall have unit 463 available to them at the Coast Guard Auxiliary. They will remain under cover at the C.G. Auxiliary or at another safe location. They shall ensure the police boat is prepared to go out but will not venture from the dock nor remain aboard during the strike phase except with the permission of the Chief. Thereafter, they will leave the dock only at the direction of the Chief.

ASSIGNMENT 16: Motorcycle (Cycle 1) It will be determined post strike if an officer needs to be assigned to the motorcycle in the event there are areas that can only be accessed by that mode of vehicle due to downed trees and or utility poles. The motorcycle will be based at police headquarters.

6. SIX HOUR PRE-STRIKE PHASE

Employees with assignments 2, 3, 4, 9, 14 and 15 as well as elder abuse officer shall be called in, briefed, & dispatched. Other officers should be contacted at the direction of the chief.

All officers called into work shall be instructed to bring flashlight chargers and portable radio chargers to station.

7. THREE HOUR PRE-STRIKE PHASE

A sufficient number of employees will be called to duty to staff all needed assignments. Those not needed shall be informed that they will be needed post strike to relieve officers called in earlier. Radio checks shall be performed. Officers are to be dispatched to respective areas. Persons in need of evacuation are to be located and assisted in getting to shelters.

Fort Phoenix and the Hurricane Barrier will be cleared of spectators. The Chief will determine if the need exists for a barricade at Fort and Doane Sts. and Green and Doane Sts. A barricade may be established at the intersection of Goulart Memorial Drive & Sconticut Neck Rd. to discourage spectators from entering West Island. The E.O.C. will be staffed and operational.

All officers shall be fully briefed & understand their individual role & responsibilities so that confusion is minimized during the emergency.

8. STORM IMPACT PHASE

Officers should stay at designated locations in vehicles or buildings. Vehicles should be parked in such a manner to have adjacent buildings offering protection but not under or near objects which could reasonably be expected to collapse or come loose in high winds. Officers should keep a written list of all problems of non-emergency nature they encounter. No radio communications should be made during the storm except for serious emergencies. If officers hear no radio traffic for a period of time they may call for radio check to determine the condition of the repeater, and try the channel designated by the

sergeant posted at the Emergency Operations Center if it appears one and two are no longer in operation. When electrical power to town has been shut off emergencies will not include downed wires. Dispatchers will notify patrol personnel when notified by the electric company of total shutdown. Consideration must still be given to house generators back feeding the electrical system posing a hazard! It should be assumed that when winds first subside it is the eye passing and not the end of the storm. Officers should remain on post until directed by a supervisor or the communications center or when responding to an emergency. All radio communication should be clear and concise.

During peak storm conditions, officers must use discretion in determining personal risk to assume when responding to a call. All problems noted should be recorded including trees and wires down and locations of flooding. They should be communicated to the communications center when requested by the EOC or dispatch.

9. POST IMPACT PHASE ONE

After the storm has been confirmed as having passed, officers will respond to known problems as dispatched. Officers in each area will report existing conditions. Coordination of efforts will be conducted by the supervisor in field command.

If need is determined by the Chief, a road block will be established on Sconticut Neck Rd. The Chief may relocate units as needed after assessment of damage. Consideration should be given to shopping centers as well as smaller stores holding needed supplies. The post impact format for police activities will remain fluid and will be responsive to whatever conditions exist. Police response will include searching for victims, treating injuries, and protecting property. Officers will have discretion in dealing with current needs but shall remain in assigned areas unless directed otherwise by a supervisor.

Additional help from outside agencies may be considered. The S.E.M.L.E.C., state police, sheriff's office and other municipal law enforcement agencies may be called upon to assist with immediate post-strike responsibilities.

10. POST-IMPACT PHASE TWO (AFTER INITIAL EMERGENCY)

After the EOC declares the initial emergency has passed, officers will patrol areas as needed, assist with road obstructions, directing traffic, moving disabled motor vehicles and protecting property. Close attention will be paid to water front areas, lowland areas and houses, and boats.

The Chief shall begin releasing employees who have been on duty the longest and replace them with those who were not called into work earlier, as needed. The Chief will determine shift staffing in accordance with existing conditions.

11. SCONTICUT NECK ROAD BLOCKS

In the event Sconticut Neck and West Island experiences a significant concentration of damage, circumstances may require controlled access to these locations. A road block may be established on Sconticut Neck Road at David Drown Blvd.

The south-bound entrance to Sconticut Neck Rd will be blocked at David Drown Boulevard. Sconticut Neck Rd will be divided by cones or barricades down the center of the roadway for approximately 100 feet, to the barricade. Officer will direct vehicles with passes to right lane, which will channel traffic south on Sconticut neck rd. Vehicles with out passes will be directed left of the barrier which will bring them to a second officer (preferably a Sgt.), who will give the operator a written copy of directions on

how to obtain a pass, and who will have the authority to allow vehicles under certain circumstances to access the area immediately. Other traffic will be sent north and away from Sconticut Neck Rd, and be sent to the BPW to obtain passes.

A second checkpoint will be set up at Sconticut Neck Road and Orchard Street. The bike path extension terminates at Orchard Street and this checkpoint will be established to intercept any traffic that may attempt to access Sconticut Neck Road via the bike patch.

In the event significant damage is limited to West Island or the situation has improved that the EOC determines that Sconticut Neck can be re-opened to the public, a road block may be established on Goulart Memorial Drive prior to the Causeway. Before anyone is allowed access to West Island, the area must be declared safe by the Police and Fire Departments, the Building Inspector the Board of Health and the Board of Public Works.

The following notice will be distributed to those motorists who show up at the Sconticut Neck roadblock without proper pass.

NOTICE TO RESIDENTS

SCONTICUTNECK RD. AND POINTS SOUTH HAVE RECEIVED EXTENSIVE DAMAGE DURING THE RECENT STORM. IT IS NECESSARY TO RESTRICT TRAFFIC FROM THIS AREA WHILE REPAIRS AND SAFETY CONCERNS ARE BEING ATTENDED TO. IF YOU HAVE REASONS THAT MAKE IT NECESSARY TO ENTER THIS AREA PLEASE GO DIRECTLY TO THE BOARD OF PUBLIC WORKS, LOCATED AT 5 ARSENE STREET, PRESENT YOUR VEHICLE REGISTRATION OR IDENTIFICATION AND RECEIVE THE NECESSARY PASS. THIS SHOULD BE PLACED IN THE LOWER CORNER ON DRIVERS SIDE OF YOUR WINDSHIELD.

WE ASK FOR PATIENCE AND CO-OPERATION SO THAT THE INCONVENIENCE WILL BE MINIMIZED AND THE ROADWAY CAN BE TOTALLY REOPENED AS SOON AS POSSIBLE.

12. FAIRHAVEN POLICE DEPARTMENT CHECKLISTS**HURRICANE WATCH**

By: _____

Date: _____

Time: _____

All equipment verified from unit checklists. Checklists completed and deficiencies noted.

400 _____

463 _____

401 _____

465 (Pickup Truck) _____

402 _____

DX1 _____

403 _____

DX2 _____

404 _____

DX 3 _____

405 _____

DX4 _____

406 _____

DX5 _____

407 _____

DX6 _____

408 _____

464 Boat _____

466 _____

Motorcycle (Cycle 1) _____

461 _____

Rigid Hull Inflatable Boat _____

462 _____

467 _____

STATION EQUIPMENT

Telephones: _____

Computers: _____

Intercom: _____

9-1-1 lines _____

Other Emergency Lines: _____

Marine Radio _____

Fire Radio Freq _____

Police Radio 1: _____

Police Radio 2: _____

Fax Line: _____

Printers: _____

BPW Radio: _____

Channel 3: _____

Comments: _____

Chief Notified By: _____

Date: _____

Time: _____

**HURRICANE WARNING
24 Hours Pre-strike**

****Officers paged and contacted to verify "ON CALL" status****

List best number to contact for call-in.

Officer & Contact Number	Date/Time
Capt. Michael Botelho	/
Lt. David Sobral	/
Lt. Kevin Kobza	/
Sgt. Michael Bouvier	/
Sgt. Timothy Souza:	/
Det. Sgt. Matthew Botelho:	/
Sgt. Daniel Dorgan:	/
Sgt. Kevin Swain:	/
Ptl. Philip Lacerda:	/
Ptl. Pamela Bourgault:	/
Det. Glenn Cudmore:	/
Det. Jerald Bettencourt:	/
Ptl. Edward Riggs:	/
Ptl. Frank Sniezek:	/
Det. Marc Darmofal:	/
Ptl. James Bettencourt:	/
Ptl. Scott Joseph:	/
Ptl. Laurie Cannon:	/
Det. Scott Gordon:	/
Ptl. Richard Ciccone:	/
Ptl. Kevin Chasse:	/
Det. Janis Bubliski:	/
Ptl. Wayne Mello:	/
Ptl. Alexander Kisla:	/
Ptl. Jason Tavares:	/
Ptl. Marcy Haaland:	/
Ptl. Christopher Bettencourt:	/
Ptl. Matthew Sobral:	/
Ptl. Scott Coelho:	/
Ptl. Jerome Penha:	/
Ptl. William Vachon	/
Ptl. Michael Carrette	/
Ptl. Christopher Beauregard	/
(PT) Ptl. Alexander Soares:	/
(PT) Ptl. Ronald Manzone Sr.:	/
Disp. Marie Spooner	/
Disp. Arianne Walker	/
Disp. Ann Dupont	/
Clerk Jaunna Adesso:	/
Custodian Susan Chase:	/

Comments:

HURRICANE WARNING
24 Hours Pre-strike

Police boat checked by: _____

Time: _____

Medical supplies in cruisers checked by: _____

Time: _____

Community Nurses contacted by: _____

Time: _____

Prepare assignment of personnel per POLICE HURRICANE PLAN:

Recheck operation of E.O.C.:

Comments:

Reporting Officer:

Time:

**HURRICANE WARNING
6 Hours Pre-strike**

Call in personnel per Chief:

Recheck all vehicles:

Recheck operation of E.O.C.:

6 Hours Pre-strike

All needed officers on duty:

Assignments given:

Assignments covered:

E.O.C. Operational and staffed:

Comments:

Reporting Officer:

Time:

HURRICANE CHECKLIST - VEHICLES
(make copies for each vehicle)

Unit:

Date:

Fuel:

Oil:

Tires:

Brakes:

Vehicle Lights:

Radio:

Emergency Lights:

Siren:

Vehicle Damage:

Horn:

Vehicle Interior:

Wipers:

Power Steering:	Scanner:
Comments:	
Emergency Equipment	
Trauma Kit:	Oxygen:
Rope:	Flares:
Blanket:	Fire Extinguisher:
Life Ring:	Life Jacket:
Shovel:	Tape Measure:
Pry Bar:	Road Flares (10)
Patrol Rifle:	Shotgun w/less lethal:
Patrol Rifle Magazines & Ammo:	Tactical Body Armor:
Comments:	
Officer:	Time:

Field Supervisor Checklist

The initial responsibility of the sergeant will be to supervise and ensure that all vehicles and equipment functional. After officer deployment, responsibility will change to the direct supervision of all field as and/or all boat operations.

Watch Phase

Plan available to everyone:	Yes	No
-----------------------------	-----	----

Vehicles checked		
400	Yes	No
401	Yes	No
402	Yes	No
403	Yes	No
404	Yes	No
405	Yes	No
406	Yes	No
407	Yes	No
408	Yes	No
461	Yes	No

Boat Checklist		
Equipped	Yes	No
On Location	Yes	No

Radios		
Checked	Yes	No
Batteries Charged	Yes	No

462	Yes	No
463	Yes	No
466	Yes	No
467	Yes	No
DX1	Yes	No
DX2	Yes	No
DX3	Yes	No
DX4	Yes	No
DX 5	Yes	No
DX 6	Yes	No
Cycle 1	Yes	No
Pickup 465	Yes	No
Boat 464	Yes	No

Warning Phase

Vehicles			Boat		
Deficiencies Corrected	Yes	No	Prep & Positions Determined	Yes	No

Chief		
Periodically Updated	Yes	No

6 Hours Pre-strike Phase

Equipment			Assignments		
Final Update	Yes	No	Review each assignment	Yes	No
Report to Chief	Yes	No	Review each Location	Yes	No
			Review call signs & vehicles	Yes	No

3 Hours Pre-strike Phase

All assignments completed	Yes	No
All required officers on duty	Yes	No
Radio checks completed	Yes	No
Fort Phoenix barricade determined	Yes	No
Sconticut Neck barricade determined	Yes	No
All personnel have access to plan	Yes	No
All personnel briefed	Yes	No
Assumed field command	Yes	No

Impact Phase

All assignments secure	Yes	No
------------------------	-----	----

Post Impact Phase

Check welfare of all assignments	Yes	No
----------------------------------	-----	----

****All further decisions based on degree of damage/injury****

Task	Sgt's Initials
Chief is notified of hurricane status	

6 HOURS PRE-STRIKE

Task	Sgt's Initials
Begin calling in personnel as directed	
Instruct all personnel to make final review of this	

3 HOURS PRE-STRIKE

Task	Sgt's Initials
Selected officers are on duty	
All equipment in operation & vehicles fueled	

Appendix H: PUBLIC WORKS PLANS (Highway, Sewer, & Water)

**BOARD OF PUBLIC WORKS
EMERGENCY PREPAREDNESS PLAN
2019**

Organization

The Superintendent of the Board of Public Works will direct and coordinate all aspects of the operations of the Board of Public Works. In this capacity he retains all authority for the issuance of administrative regulations and directives to BPW personnel.

In the absence of the Superintendent, successive delegated authority is granted to the Highway Superintendent, the Water Superintendent and the Sewer Superintendent.

Departmental heads are responsible for keeping all staff informed of their specific responsibilities and required actions in the event of a hurricane.

Department Heads are as follows:

BPW Superintendent:

Vincent D. Furtado


Highway Superintendent:

John M. Charbonneau


Water Superintendent:

Jeffrey Furtado


Sewer Superintendent:

Linda L. Schick


BPW Building:

Office: 508-979-4030, 031, 032

Emergency:



Administrative Assistant:

Rebecca Vento

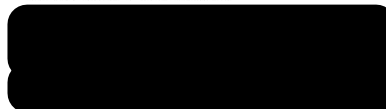

Office Staff:

Kim Nogueira


**BOARD OF PUBLIC WORKS
EMERGENCY PREPAREDNESS PLAN
2019**

Office Staff:

Charlene Paulson



Joyce Wilson



Kristy Lavalette



Actions

Upon receipt of initial notification of a potential emergency response situation, including hurricanes, winter storms (blizzards) and tornados from EMA all Department Heads will meet with the BPW Superintendent to discuss the necessary steps and actions that are to take place. This notification is expected to be received when the hurricane reaches the Watch Zone, Winter Storm or Blizzard warning. There will be limited or no notification time for a Tornado. At this time, a survey of available personnel and equipment will also take place. A rough schedule of manpower and equipment assignments will also be formulated.

Also, all of the above mentioned personnel will review each of their respective responsibilities. All personnel and equipment will be available on a stand-by basis.

The manning of the Emergency Operating Center by the BPW Representative, located at the Washington Street Fire Station is expected to occur when the hurricane reaches the Warning Zone. BPW Personnel should plan to staff the EOC six (6) hours prior to hurricane arrival.

All BPW Department Heads shall finalize all manpower and equipment assignments when the hurricane, winter storm, blizzard or tornado reaches the Warning Zone. Twelve hours prior to the expected arrival of the hurricane all available BPW personnel will be expected to be available at all times as required by each department.

Staffing of the EOC will be provided on two (2) - twelve (12) hour alternating shifts. Both shifts will be manned by BPW staff. To best serve the needs of the Town, the BPW and Highway Superintendents will be in frequent contact and assist with the EOC and assess / respond to roadway conditions as necessary. The shift interval will commence upon direction of the Board of Selectmen.

At this point all Department Heads will mobilize all manpower and equipment necessary to fulfill the obligations and tasks outlined in each of the following sections. It is the responsibility of

**BOARD OF PUBLIC WORKS
EMERGENCY PREPAREDNESS PLAN
2019**

each department head to ensure that all required actions take place in the most efficient and expedient manner so that major catastrophes are minimized.

All employees including clerical personnel are expected to report for work during all declared emergencies. All families of employees are invited to seek shelter at the Hastings Middle School. Food may be provided. Each person shall bring their own bedding.

During any emergency situation all employees working outside are required to wear foul weather gear.

Evaluation and Clean-up

Once the disaster has subsided to a reasonable degree, the cleanup and evaluation of damage can proceed. Actions such as clearing of trees and restoration of damaged utilities such as water, sewer and storm drainage systems may begin. It should be mentioned that much of restoration might begin prior to cleanup as directed.

General

The primary responsibility of the Highway Department during an emergency response, is to provide minimum services under hazardous and extenuating circumstances, to assist in the protection of Town residents and to prevent serious and expensive damage to the Town's roadways and other utilities. The Highway Department will also provide assistance as required to the Water Department and Sewer Department on an as needed basis so that damage to the various municipal systems is minimized. Other responsibilities are to include but are not limited to the following:

1. Keep all streets and highways open for at least the passage of emergency vehicles. Downed trees will be moved to the side of the road for later removal.
2. Filling in of serious washed out pavements that could interfere with emergency vehicle passage.
3. Heavy equipment, trucks, etc. in good working condition ready to roll.
4. Posting of temporary signs and denoting existing hazards, well secured with stones and other hold down material.
5. Hard hats and foul weather gear will be worn by those who must venture to the outside. Judgment will determine other necessary functions.
6. Assist in evacuation of stranded or endangered residents.
7. Clearing blockages at catch basins.
8. Maintain operation of storm water collection system.

**BOARD OF PUBLIC WORKS
EMERGENCY PREPAREDNESS PLAN
2019**

Much independent judgment and decision making will be required in order to ensure that all operations are effectively carried out.

**HIGHWAY DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

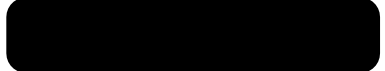
Personnel and Duties

Superintendent: John M. Charbonneau



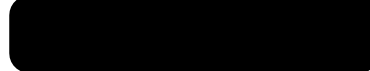
Foremen

Jorge Silva



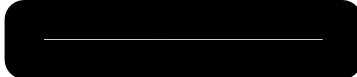
Operates: Dump Truck, Bobcat,
Front End Loader, Backhoe

Joseph Desroches



Operates: Dump Truck
Front End Loader, Grader,
Backhoe, Bobcat
Catch Basin Truck

Mechanic Foreman: John Gagliardi

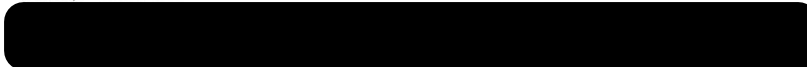


Operates: Dump Truck
Front End Loader, Grader
Truck, Front End Loader, Backhoe
Backhoe, Bobcat, Catch Basin Truck

Mechanics:

Philip Cardoza

Sean Simonin



Operates: Dump Truck,
Pickup Truck, Laborer

Operates: Dump Truck
Pickup Truck, Laborer

Special Motor
Equipment
Operators:

Manuel Souza

Charles Hurley



Operates: Dump Truck,
Front End Loader, Grader,
Backhoe, Bobcat, Catch
Basin Truck, Mowers

Operates: Dump Truck,
Front End Loader, Grader,
Backhoe, Bobcat, Catch
Basin Truck

Kyle Winderlick

Thomas Perry



Operates: Dump Truck,
Front End Loader, Grader,
Backhoe, Bobcat, Catch
Basin Truck

Operates: Dump Truck,
Front End Loader, Grader,
Backhoe, Bobcat, Catch
Basin Truck, Mowers

**HIGHWAY DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

Special Motor
Equipment
Operators
(Continued):

Alessandro DosSantos

Operates: Dump Truck,
Front End Loader, Grader,
Backhoe, Bobcat, Catch
Bain Truck

Heavy Motor
Equipment
Operators:

Richard Pinard

James Lawrence

Operates: Dump Truck
Front End Loader, Bobcat,
Pickup Truck, Laborer

Operates: Dump Truck
Pickup Truck, Laborer

Matthew Girouard

Joshua Cunningham

Operates: Dump Truck
Pickup Truck, Laborer

Operates: Dump Truck,
Pickup Truck, Laborer

David Farland

Christopher Amaral

Operates: Dump Truck
Pickup Truck, Laborer

Operates: Dump Truck
Pickup Truck, Laborer

William Pittsley

Operates: Dump Truck
Pickup Truck, Laborer

Laborer:

James Martin, Jr.

Operates: Pickup Truck

HIGHWAY DEPARTMENT EMERGENCY PREPAREDNESS PLAN 2019

Equipment and Materials

Vehicles:

- #1 Vac Truck
- #7 Pickup Truck
- #8 Sport Utility
- #9 Utility Trailer
- #10 Pickup Truck – 4 wheel drive
- #11 Pickup Truck
- #12 One Ton Dump – 4 wheel drive with plow
- #13 Ford Van
- #14 Pickup Truck – 4 wheel drive with plow
- #16 Pickup Truck – 4 wheel drive with plow

- #17 Dump Truck with plow
- #18 One Ton Dump Truck with plow
- #19 Catch Basin Cleaning Truck with plow
- #20 Street Sweeper
- #21 Front End Loader with plow
- #22 Utility Truck with 50 gallon diesel storage tank with plow – 4 wheel drive
- #23 Bobcat Loader with backhoe and trailer
- #24 10 Wheel Dump Truck with plow and sander
- #25 Dump Truck with plow and sander
- #26 Dump Truck with plow and sander
- #27 Dump Truck with plow and sander
- #28 Grader with plow
- #29 Dump Truck with plow
- #34 Backhoe with plow
- #35 Pickup Truck
- #37 Pickup Truck with dump body and plow
- #39 Car
- 963 Track Loader

Dump Trucks: 6	#17, #24, #25, #26, #27, #29
1 Ton 4 x 4 Trucks: 4	#10, #14, #16, #22
Backhoes: 1	#34
Vans: 1	#13
Bobcat Loader, Backhoe: 1	#23
1 Ton Dump Truck 4 x 4: 3	#12, #18, #37
Track Loader: 1	963
Pickup Trucks: 2	#11, #35
Tractors with rotary cutter: 5	Boomer 35, TN70, TN60DA, 4000D, TC35
Road Grader: 1	#28
Catch Basin Cleaner: 2	#1, #19
Sweeper: 1	#20
Loader: 1	#21
5 Ton Vibratory Roller: 1	

**HIGHWAY DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

Miscellaneous Small Equipment:

Jet Rodder - 1
Vermeer Brush Chipper: 1
Pease Park Pumping Station
Air Compressor: 1
Electric Drills: 4
Chain Saws: 3
20 Ton Press: 1
Transits and Tripods: 2

Hand Tools (Shovels, Picks, etc.)
Sign Machine: 1
Sander/Torwell: 4
Jackhammer: 1
Jaw Vice: 2
Hydraulic Hose Crimper: 1
Snap on gear puller set: 1
Port-a-power: 1
Radio Base Station: 1
Mig Welder: 1
AC-DC Electric Welder: 1
Lister 4" Trash Pump: 1
Bobcat Trailer: 1
Lawn Mower Trailer: 1
Trash Pumps 2": 2
Acetylene Torch Sets with Tanks: 1
Vacuum Cleaner: 1
Battery Charges: 1
Vibrating Compactor: 2
Hand Roller: 2
5 Gallon Gas Cans: 3
Unleaded Fuel Pump: 1
Diesel Fuel Pump: 1
Wheel Jack: 1
Mudsucker Pump: 1
Cement Mixer: 2
Wheelbarrows: 2
25 Ton Trailer: 1
Cutoff Saws: 3

Materials:

Materials on hand: gravel, crushed stone, cold mix, 1000 sandbags, sand

**HIGHWAY DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

Operations

A survey of all available equipment and manpower is to be completed when the hurricane reaches the Watch Zone. During this time frame, tentative work assignments will be given by the Highway Department Superintendent to the Highway Foreman and general work staff. All Operations outlined below are to be assigned to the various personnel available.

When the hurricane reaches the Warning Zone, all work assignments are to be finalized with the personnel. The Highway Superintendent will discuss the final assignments with the Board of Public Works Superintendent.

1. Move all cots from Town Hall to Hastings Middle School.
2. Check all listed operable equipment.
3. Fuel all equipment to capacity. Check oil and water.
4. Check bulk gasoline and diesel fuel tanks for quantity.
5. Man Pease Park Pumping Station and fuel. (Sea Gas 508-758-4338)
6. Supply oil and gas for chainsaws.
7. Check emergency generator at BPW Building.
8. Maintain storm drainage collection system.
9. Patrol roadways and clear as required.
10. Make a list of possible temporary help.

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

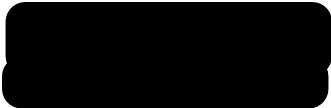
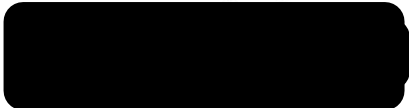


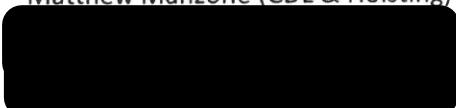
General

The primary responsibility of the Sewer Department is to maintain operation of the Wastewater Treatment Facilities, pumping stations and maintenance of the municipal collection system. The Sewer Department will also provide assistance to the Highway and Water Department on an as needed basis so damage to the various municipal systems is minimized. Other responsibilities are to include but not be limited to the following:

1. Continuously man the wastewater treatment facilities
2. Secure and monitor pumping stations
3. Maintain the collection system
4. Check all watertight covers
5. Operate 8" sewer gate valve located on the Hurricane Barrier at the foot of Lawton Street.

Personnel and Duties

Nextel #: 508-962-3735

Superintendent:	Linda L. Schick 
Assistant Superintendent:	Rene J. Robillard (CDL) 
Plant Foreman/Operator:	Robert Gomes (CDL) 
Collection System Foreman:	Nicholas Parker 
Sewer System: Maintenance Person	Matthew Manzone (CDL & Hoisting) 

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

**Sewer System
Maintenance
Person**

Ryan Robillard

Christopher Holland

David Mello

Operator:

Dana Hathaway (CDL)

Victor Oliveira (CDL & Hoisting)

WWTPR:

Joseph Frates (CDL & Hoisting)

Electrician:

Raymond Paczosa (CDL)

Lab Technician:

Lee Barlow (CDL)

**Watchman/
Custodian**

Manuel Luiz

Joseph Machado

Rosemary Costa

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

EQUIPMENT LIST

Portable Pumps:

2	6" John Deere, Diesel, trailer mounted centrifugal
1	3" Lister, Diesel, trailer mounted centrifugal
3	4" Lister, Diesel, trailer mounted centrifugal
1	3" Centrifugal, gasoline
1	2" Centrifugal, gasoline
1	3" Diaphragm, gasoline
1	4" Submersible, 220 volt, 3 phase
5	1 ½" Submersible, 110 volt

Hoses:

12	10' each 6" suction
4	50' each 6" discharge
7	20' each 4" suction
2	50' each 4" discharge
6	20' each 3" suction
7	20' each 3" discharge
4	20' each 2" suction
6	50' each 2 ½" Hydrant Hose, Quick Connect for Jet Rodder
2	600' each Jet Rodder Hose/High Pressure (1 New – 1 Used)
2	50' each 2 ½" Threaded End (Jet Rodder)
3	50' each 1 ½" suction
4	100' each 1 ½" discharge

Generators:

1	5700 Watt, Gasoline Powered
1	1000 Watt, Gasoline Powered

Fuel Containers:

5	5 Gallon, Gasoline
1	5 Gallon, 2 Cycle Gasoline
4	5 Gallon, Diesel

Compressors:

5	11 CFM – Air Compressor, Gasoline Powered (1 in #45)
---	------------------------------------------------------

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

Miscellaneous:

- 1 Hydraulic Flushing Machine
- 1 Road Construction Compressor, Diesel Powered
- 11 Safety Barriers
- 2 Base Radios (UHF)
- 2 Portables (UHF)
- 2 Portables (VHF – Low Band)
- 4 Self Contained Breathing Apparatus (SCBA)
- 2 Spare SCBA Tanks

Vehicles:

- #40 2014 – Dodge Ram Promaster Van
- #41 2008 - Toyota Prius
- #42 2013 – Ford Econoline Van
- #43 2015 – Chevrolet Silverado
- #44 2005 - Ford F 450 One Ton Pickup Truck (4x4)
- #45 2018 - Ford F 450 One Ton Box Truck
- #46 1988 - Container Truck (10 Wheel)
- #47 1987 - John Deere Front-end Loader/Boom/Forks
- #48 2016 – Chevrolet Silverado
Four Ton Four Wheel Trailer
- #49 2011 - Ford F350 Pickup

All equipment is presently stored at the Water Pollution Control Facility.

Operations:

A. By August 1st:

- 1. All double manhole covers in collection system shall be checked to make sure they are installed properly.
- 2. All emergency standby power shall be fully serviced.

B. The following will take place when the hurricane reaches the watch zone:

- 1. Survey all equipment and manpower.
- 2. Fuel all equipment and lubricate.
- 3. Fuel and service all standby power at Treatment Plant and all Pumping Stations.
- 4. Have stone removed from top of manhole at foot of Lawton Street on the Hurricane Barrier.

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

5. Operate all pumping station wet well influent gates.
- C. The following will take place when the hurricane reaches the warning zone:
1. Finalize all work assignments. Twelve hours prior to arrival of hurricane all available personnel will report as scheduled.
 2. Treatment plant is to operate under normal conditions until electric power is lost. At that time only essential equipment will be operated with standby power. The following actions shall be taken by the Plant Operator on duty at that time:
 - a. Pick up or lash any and all material to be blown out.
 - b. Disconnect all electrical power switches.
 - c. Minimize amount of water to be used.
 3. Pumping Station Locations
 - a. Abbey Street, 215 Alden Rd, 239 Alden Rd, 240 Alden Rd, Bernese Street, Bridge Street, Camel Street, James Street, Manhattan Avenue, Marguerite Street, Pilgrim Avenue, Pine Grove Street, Railroad Avenue, Rivard Lane, Shore Drive, South Street, Sunrise Court, Taber Street, Weybridge Road, Causeway Road, Fir Street, Rocky Point
 - b. Operations at Pump Stations
 1. When the hurricane reaches the watch zone all standby power shall be run under full load for two hours. All auxiliary power equipment shall be fueled.
 2. Operate all control gates.
 3. Operate and service all pumps.
 4. When hurricane reaches the warning zone, remove large stone with front-end loader from foot of Lawton Street on Hurricane Dike to expose control gate on sewer main.
 5. Operate stations until they get inaccessible.
 6. As soon as Abbey Street is put out of operation, sewage control gate on Hurricane Dike at foot of Lawton Street should be shut.
 7. Two men will be checking all stations with Truck #48 at all times. The men will be assigned by the Sewer Department when the hurricane reaches the warning zone.

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

D. Sequence of Pump Station Shut Down:

1. Manhattan Avenue – Operate normally until water level in harbor is up to chain fence. At that time, no manpower will check stations.
 - a. Disconnect main power switch.
 - b. Operate auxiliary power.
 - c. Check controller standby air supply.
 - d. Sandbag door.
 - e. Check City water gate to Manhattan Station.
2. Abbey Street – Will be operated until water level in harbor is 6" lower than road surface.
 - a. Disconnect main power supply.
 - b. Pump out wet well.
 - c. Check controller standby air supply.
 - d. Check auxiliary power supply.
3. West Island – Rocky Point Pump Station will need to be operated with a portable generator should the power fail. Causeway Road Pump Station has its own generator.
4. Bernese Street has its own generator. Camel Street, Shore Drive, Sunrise Court, and Weybridge Road will need to be operated with a portable generator should the power fail.
5. James Street will need to be operated with a portable generator should the power fail.
6. Rivard Street will need to be operated with a portable generator should the power fail.

The following stations are located inside the Hurricane Barrier:

1. South Street, Railroad Avenue, Taber Street, Pilgrim Avenue and Pine Grove Street. These stations should always be checked by two rotating operators.
2. South Street, Taber Street and Pilgrim Avenue should also be always operated with a rotating operator, unless the hurricane barrier should fail to hold out water.
3. Valve on hurricane barrier, foot of Lawton Street, will be closed only if sewage is backing up from south side of hurricane barrier.
4. Alden Road – There are four individual Grinder Pump Stations that will need to be operated with portable generators should the power fail to them.

Marguerite Street has its own generator.

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

General

The primary responsibility of the Water Department during a hurricane emergency is to maintain a reasonable water supply to the public as well as to protect all components of the water supply system such as pumping stations and water mains. The Water Department shall also provide assistance as required to the Highway Department and Sewer Department on an as needed basis so that damage to various municipal systems is minimized.

Other responsibilities are to include but not be limited to the following:

1. Maintain a sufficient water supply.
2. Protect storage tanks and pumping stations from vandalism.
3. Issue warnings to the public concerning contamination or conservation during a water crisis.
4. Isolate sections of the water distribution system as required to prevent salt water intrusion due to main breakage.

Personnel and Duties

Superintendent: Jeffrey Furtado Foreman: Karl Fleurent

[REDACTED]

Equipment
Operator: Jonathan Bowers

[REDACTED]

Water System William Farrell Daniel Snell
Maintenance
Craftsman

[REDACTED]

Water System Daryl Snell Seth Alexion
Maintenance
Man

[REDACTED]

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

Vehicles and Equipment

Vehicles:

#30	2010 – Ford Utility	4 – Utility Vehicles
#31	2015 – Chevrolet Van	1 – Dump Truck
#32	2009 – Chevrolet Utility	2 - Vans
#33	2019 – Ford F550 Dump Truck	1 - Backhoe
#131	2006 – Ford Van	
#132	2016 – Chevrolet Utility	
#133	2003 – Ford Utility	
#36	2009 – Caterpillar Backhoe	

Equipment:

- 1 - Compressor
- 1 - Set emergency lighting
- 2 – Small gasoline powered emergency generators
- 2 - Small trash pump
- 2 – Large trash pumps

Operations

Water Valves

Prior to hurricane season the water control valves that must be closed in the event of a hurricane, shall be located and spray painted. The gate boxes should be opened and the valves checked for easy access. A good target date would be June 1st.

Personnel Instruction and Incidental Equipment

Forty-eight hours prior to an anticipated hurricane, Water Department personnel will be given a general overview of the procedures and requirements that will be followed. The men will be instructed to make necessary personal precautions and arrangements for home and family.

At this time, a list of incidental equipment should be made. This list should include any personal tools or equipment such as chainsaws, flashlights, batteries, etc. that will be available for use.

At the appropriate time prior to the arrival of the hurricane, the Water Superintendent or senior person in charge will assign 2 – man crews to be responsible for closing the necessary water valves. The number of crews will be determined by the number of people available. It is anticipated that the Water Department may require the assistance of workers from other Departments to perform the work that will be required. The crews will be instructed on the proper time to begin and the proper procedure and sequence to follow.

The closing of water valves MUST be coordinated with the Sewer Department to prevent damage to sewer pumping stations in the shut down areas.

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

The location of gate valves and the order in which they are to be shut are listed in the following pages. It should be understood that the number of valves closed could increase as circumstances dictate during or after the storm.

Once the crews are assigned and the scope of work is explained, the Water Superintendent or senior person in charge will proceed to the pumping stations with one or more men and perform the necessary procedures listed under EMERGENCY PREPARATION OF WATER STATIONS.

After the storm, 2 – man crews, under the supervision of the Water Superintendent will assess any damages to the water system and begin to isolate problem areas so that the water can be turned back on. The pumping stations will have to be checked as soon as physically possible. The water level of the Boston Hill Tower will be the only indication of the amount of water to be pumped so the gauge in the pit under the Tower will have to be closely monitored.

WATER GATES SHUTDOWN SEQUENCE

1. Shut line gate on Sconticut Neck Road just south of intersection of Goulart Memorial Drive and Sconticut Neck.
2. Shut line gate on Goulart Memorial Drive west of Alcobia Dr. (Will shut off West Island)
3. Shut gate on Tecumseh Avenue south of Winsegansett.
4. Shut gate on Winsegansett west of Tecumseh.
5. Shut gate on Winona at Sconticut Neck Road.
6. Shut gate on Chambers at Sconticut Neck Road.
7. Shut gate on east side of Camel St. at Sconticut Neck Road.
8. Shut gate on Sunset Beach Road at Sconticut Neck Road.
9. Shut gate on Jerusalem Road west of Torrington Road.
10. Shut gate on Calumet Road at Torrington Road.
11. Shut gate on Sedgewick Road at Torrington Road.
12. Shut gate on Torrington Road south of Briercliffe Road.
13. Shut gate on Briercliffe Road east of Torrington Road.
14. Shut gate on Smith Street in front of House #27.
15. Shut gate on Bernese Street at Sconticut Neck Road.

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

16. Shut gate on west side of Raymond Street at Sconticut Neck Road.
17. Shut gate on west side of Gilbert Street at Sconticut Neck Road.
18. Shut gate on Sconticut Neck Road at Reservation Road (northerly gate).
19. Shut gate on Grandview Avenue between House #58 and House #60.
20. Shut gate at east side of Ocean Avenue in the parking lot of the Town Boat Ramp.
21. Shut gate at east end of Seaview Avenue in parking lot of Town Boat Ramp.
22. Shut gate at end of Grandview Avenue at Shore Drive.
23. Shut gate at east end of Capeview Avenue in front of House #32.
24. Shut gate at east end of Raymond Street at Chase Road.
25. Shut gate at east end of Gilbert Street at Chase Road.
26. Shut gate on Sconticut Neck Road in front of House #290. (This line feeds the end of Baxter Avenue; it goes down the driveway of House #276.)
27. Shut "T" Head Stop on the south side of Baxter Avenue at Sconticut Neck Road.
(Shut the most northerly of the two curb boxes!)
28. Shut line gate on Sconticut Neck Road south side of Moravia Avenue.
(With this gate closed the Sconticut Neck Tower now feeds only the Sconticut Neck Area from Moravia to Causeway Road.)
29. Shut line gate on Moravia at Sconticut Neck Road.
30. Shut line gate at Austria Avenue at Sconticut Neck Road.
31. Shut 1, "T" Head off on Buist at Sconticut Neck Road.
32. Shut gate on Rockland Street at Sconticut Neck Road.
33. Shut line gate on Sconticut Neck Road north of Edgewater Street.
34. Shut line gate on Sconticut Neck Road north of Edgewater Street.
(Shutting this gate, the low area between Edgewater and Moravia Ave. will be isolated.)
35. Shut gate for west side of Orchard Street on Sconticut Neck Road.
36. Shut line gate on Hathaway east of Point Street.
37. Shut gate on south side of Bay Street at Manhattan Avenue.

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2019**

38. ** Partially shut gate on Manhattan Avenue east of Bay Street. This gate has to be left partially open as long as possible so that the Sewer Station at the foot of Manhattan can remain in operation.
39. Shut gate on Bay Street at Highland Avenue.
40. Shut gate on Grove Street at Highland Avenue.
41. Shut gate on Harvard at Manhattan Avenue.
42. Shut gate on Highland at Manhattan Avenue.
43. Shut gate on Fort Street that feeds meter pit for Fairhaven Shipyard.
44. Shut gate at south end of Fort Street just after the hydrant. (Feeds Fort Phoenix State Beach)
45. Shut gate on Doane Street between Thompson Street and James Street.
46. Shut gate on Farmfield at Morey Lane.
47. Shut "T" Head Stop in front of house #24 Egypt Lane.
48. Shut "T" Head Stop on Shawmut Street at Weeden Road. (Shuts off what goes across Bay to Peirce's Point.
49. Shut gate valve in front of #141 Weeden Road.
50. Shut "T" Head Stop that feeds Sakonet at Weeden Road.

Emergency Preparation of Water Stations

River Road Station - Mattapoisett

1. Disconnect electric motor and raise.
2. Remove anything from floor that could cause damage or be damaged by water.
3. Make sure all windows are secure.
4. Shut main power switch off.
5. BRING DAYBOOK TO ARSENE STREET.
6. Lock doors and call for crew to sandbag.
7. Close and lock garage door and passageway door.

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
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Tinkham Lane – Mattapoisett

1. Leave all pump controls on automatic. (Station will be controlled from the treatment plant)

Wolf Island Station – Mattapoisett

1. Leave all pump controls on automatic. (Station will be controlled from the treatment plant)

Mill Road Station – Fairhaven

1. Secure everything that could cause damage or be damaged by water.
2. Shut off main power switch.
3. Bring DAY BOOK to Arsene Street.
4. Lock all doors.

Reverse 911 Call to Residents:

This is an important message from the Fairhaven board of Public Works.

Please be advised that due to the upcoming storm, the water will be shut off on date: _____
time: _____ to all low lying areas of Fairhaven including but not limited to the following
locations:

Sconticut Neck

Wilbur's Point

West Island

Weeden Road area south of Shawmut Street

Farmfield Street area south of Morey Lane

This action is being taken as a precaution to reduce the risk of possible contamination of the water system. After the storm has passed, the Board of Public Works maintenance crews will assess any damage in the affected areas and work at restoring the water service.

Also, in the same areas as mentioned your sewer service will be disrupted.

Your understanding and patience in this matter is greatly appreciated.

Letters mailed 5-24-19:

<u>LAND USE FOR EMERGENCIES</u>	<u>LOCATION</u>	<u>APPROVED</u>
Brahmin Leather 77 Alden Road Fairhaven, MA 02719 Attn: Scott Martin	<div></div>	
Richard Costa 197 New Boston Road Fairhaven, MA 02719	<div></div>	
John Lopes 61 Shaw's Cove Road Fairhaven, MA 02719	<div></div>	
Mill Bridge Holdings 200 Mill Road Fairhaven, MA 02719 Attn: Paul Downey	<div></div>	
Mark Viveiros 21 Grandview Avenue Fairhaven, MA 02719	<div></div>	

POLICY FOR OBTAINING A HURRICANE PASS

Residents from affected areas:

- A. Sconticut Neck
- B. Wilbur's Point
- C. West Island
- D. Harborview
- E. Shaw's Cove
- F. Knollmere Beach

Must obtain a hurricane pass at the Board of Public Works Office, 5 Arsene Street before the arrival of the storm.

Proof of residency can be shown by producing vehicle registration.

If vehicle registration is not a Fairhaven address, a driver's license and one of the following:

- 1. Real estate bill (available at the Assessor's Office prior to storm)
- 2. Rent receipt for Fairhaven property
- 3. Letter from owner of property

Only those with proper hurricane passes will be allowed into affected areas.

If you are a landlord, please notify your tenants that if you or they are evacuating the property because of a hurricane or other natural disaster, that you or they will not be allowed back into affected area without a hurricane pass.

Ownership of the hurricane pass will only be allowed to access his/her property when it is safe to do so.

PER ORDER OF THE BOARD OF SELECTMEN

Appendix I: SCHOOL DEPARTMENT PLAN

SCHOOL DEPARTMENT

Areas of Responsibility

During an emergency situation, the Fairhaven Public Schools stand ready to assist our citizens and emergency personnel in providing food supplies and shelter. Upon activation of our town's command center, the school department will- through our food service provider- continue to supply food, shelter, and services of appropriate personnel for the duration of the emergency situation.

Shelter Locations:

Primary Shelter: **Elizabeth Hastings Middle School, 30 School Street**

Secondary Shelter: **Leroy Wood Elementary School, 60 Sconticut Neck Road**

The Hastings Middle School will be used as the primary for citizens and emergency personnel in need of appropriate services. If necessary the Leroy Wood Elementary School shall be opened as a secondary shelter.

Notification Systems:

The School Department shall periodically post updated information on the status of the emergency situation and the opening of the Hastings emergency shelter on the department's website and through social media. At the conclusion of the emergency an announcement to the parents and staff shall be sent over the department's reverse call messaging system. The message shall report the status of the conditions regarding the opening of the schools.

Responsibilities of Personnel

Superintendent of Schools--Under a declaration of emergency and under the direction of the town administrator, the Superintendent of Schools has overall decision-making and supervisory responsibility involving school facilities and personnel. In case of an emergency he/she will be the first contact person for the school department.

Assistant Superintendent--Once contacted by the Superintendent he/she will act as an assistant to the chief administrative officer of the school department. The Assistant Superintendent will be responsible for contacting the Facility Manager, Food Services Director, and the School Department's Head Nurse for appropriate emergency plan actions. The Assistant Superintendent will serve in the absence of the Superintendent.

Facility Manager--He/she will serve in the absence of the Superintendent of Schools and the Assistant Superintendent. He/she will be responsible for contacting all building's custodial staff and having them secure and prepare the school building for an emergency. He/she will be responsible for the scheduling of custodians at the Elizabeth Hastings Middle School and/or Leroy Wood Elementary.

Foods Services Director--He/she will be responsible for the supply of food items for the shelter. Once contacted by the superintendent or designee, he/she will schedule and contact appropriate personnel who will prepare food items or if the weather conditions permit shall report to the shelter for their assignments.

Head Nurse--Once contacted by the Assistant Superintendent, he/she will schedule and contact other school or community nurses. If the weather conditions allow, the nursing staff will report to the designated shelter.

Building Custodians--All Schools--Once contacted by the Facility Manager, custodians will report to their assigned schools. Custodians will be responsible for:

1. Disconnecting all electrical equipment
2. Moving equipment away from windows

3. Moving equipment that could be damaged from flooding to secure areas
4. Boarding/Taping vulnerable doors and windows
5. Disarming alarm system
6. Locking all doors

After receiving notification that the emergency situation has ended, custodians will report back to their school and prepare the building for the next day's activities.

**Custodian Assigned to Shelters—Once contacted by the Facility Manager, custodians will report to their assigned schools. Custodians will be responsible for:*

1. Disconnecting all electrical equipment that will not be used
2. Moving equipment away from windows
3. Moving equipment that could be damaged from flooding to secure areas
4. Boarding/taping vulnerable doors and windows
5. Opening doors to the kitchen, cafeteria, gym, restrooms, and nurse's office
6. Checking the school generator.
7. Setting up cots delivered by civil defense. Cots will be set up in corridor and gym areas
8. Cleaning areas on an as needed basis

After receiving notification that the emergency situation has ended, custodians will prepare the building for the next day's activities.

**Custodians will remain at the shelter for the duration of their 12-hour shifts.*

**Food Service Workers--Once contacted by the director of food services, personnel will report to the shelter. Staff will be responsible for:*

1. Preparing foods as needed
2. Arranging and organizing serving areas and supplies
3. Serving food
4. Cleaning equipment and kitchen area

After receiving notification that the emergency situation has ended personnel will prepare the kitchen area for the next day's activities.

**School Nurses--Once contacted by the head nurse, school and community nurses will report to the shelter. Nurses will prepare their station for emergency care services. Staff will provide emergency care services on an as needed basis.*

**Nursing Personnel will remain at the shelter for the duration of their 12-hour shifts.*

***If the severity of the weather prevents safe travel to the shelter, emergency medical services shall be provided by the town's emergency management services.*

EMPLOYEE TIME SHEET

NAME : _____

JOB FUNCTION: _____

LOCATION: _____

Date of hours worked _____

Time Began _____ Time Ended _____

Total Hours Worked: _____

Approved by: _____

Employee will fill out a sheet for each day of work.

Please submit this form to the Superintendent or designee.

Appendix J: SENIOR CENTER PLAN

FAIRHAVEN COUNCIL ON AGING
POLICY AND PROCEDURE MANUAL
EMERGENCY MANAGEMENT PLAN

MISSION:

The Fairhaven Council on Aging is an advocate for improved quality of life for seniors through education, programs and services.

PURPOSE:

To establish the policy and guidelines for safety within the Council on Aging/Senior Center in the time of an emergency.

POLICY:

The executive Director, under the direction of the Town Administrator, is responsible for all administrative decisions.

GUIDELINES:

In the event the Town of Fairhaven declares a state of emergency, or potentially threatening event within the Fairhaven Council on Aging /Senior Center facility, it is important to take quick action to protect property, resources and individuals. Taking an active approach may prevent a situation from escalating to a dangerous level. The following steps should be taken:

BE AWARE, PLAN, PREPARE

Disaster Planning Preparedness

This disaster planning guide outlines some steps we can take to protect the building and ourselves from some common natural disaster, fire, weather or freezing and bursting pipes.

If the Fairhaven Town Hall is closed, the Fairhaven Council on Aging and Supportive Social Day will also be closed. If the Town hall is open but schools are closed, the COA will be open but Social Day will be closed. If school is open, the Fairhaven COA Director will make the decision whether or not it is safe to put the vans on the road for both the COA transportation and Supportive Social Day Transit. In that case, the Supportive Social Day Program may be open with no transportation provided by the program. If Supportive Social Day is closed, or it has been decided that there will be no transportation offered, the Social Day Coordinator will contact participants and their caregivers to inform them. The Social Day Coordinator will keep a list of participant contact numbers at her home as well as at the senior center.

The Director and front office maintains a list of all employee phone numbers. The front desk staff is trained to call EMS, Police and Fire Department for all emergency situations within and on the grounds of the COA/Senior Center.

Fairhaven Police	911 or 508-997-7421
Fairhaven Fire	911 or 508-992-9717
Ambulance	911
St. Lukes Hospital	508-997-1515
Gas Company	1-800-572-9300
EMS	508-979-4090

FAIRHAVEN SENIOR LIFESTYLES

Dedicated to Serving Fairhaven's Finest, Our Senior Citizens



229 Huttleston Avenue, Fairhaven, MA 02719

Phone: (508) 979-4029 · Fax: (508) 979-4116

Email: asilvia@fairhaven-ma.gov - Website: www.fairhaven-ma.gov

JUNE 2019

HURRICANE SEASON 2019

Yes, it is that season again. Hurricane season runs June 1st through November 30th. Many can remember the devastation that our Community received during past hurricanes. It is always wise to be prepared. The following article was taken from the Town of Fairhaven web page: <https://www.fairhaven-ma.gov/board-health/pages/safety>

Be Ready

Even if there's no risk of a hurricane right now, make sure you and your family are prepared.

- Stock up on emergency supplies for your home and car.
- Write down emergency phone numbers and keep them near every phone in your house or on the refrigerator. Program them into your cell phone, too.
- Buy a fire extinguisher and make sure your family knows where to find it and how to use it. Read the National Fire Protection Association's tips for using fire extinguishers.
- Find out where the nearest shelter is and the different routes you can take to get there if you have to leave your home.
- Make sure that everyone in your family knows what the warning sirens in your area sound like — and what to do if they go off.

Prepare an emergency water supply

- Have at least 5 gallons of water per person (which should be enough to last 3 to 5 days)
- Gather clean containers for water.
- Get supplies to make your drinking water safe (iodine tablets/chlorine bleach).
- Learn how to safely store your water supply.
- Learn how to make your drinking water safe for use.

Prepare an emergency food and medicine supply

- Put together a 3 to 5 day supply of food that doesn't go bad (like canned food)
- Make sure to have enough baby food or formula (if needed).
- Gather any prescription medicines.
- Learn tips for preparing your emergency food supply.

Gather safety items, including: First aid kit and instructions, Fire extinguisher, Battery-powered radio, Flashlights, Extra batteries, Sleeping bags or extra blankets

Gather personal care products

Go over your emergency plan with your family.

- Keep checking for updates about the storm. Watch TV, listen to the radio, or check online.
- Listen for disaster sirens and warning signals.
- Pack important documents (like wills or passports) with you.
- Call the hospital, public health department, or the police about special needs. If you or a loved one is older or disabled and won't be able to leave quickly, get advice on what to do.
- Check your carbon monoxide detector.

Put pets and farm animals in a safe place

Keep in mind emergency shelters and many hotels may not let you bring animals with you if you need to evacuate. Ask your local public health department if pets are allowed in shelters.

Continued on page 5

COUNCIL ON AGING STAFF

Anne Silvia, Executive Director
Cindy Vandenburg, Senior Clerk
Sue Roderiques, Social Day Coord.
Sally Bourke, Social Day Activities Dir.
Lucille Dauteuil, Outreach Coordinator
Carolyn Dantoni, Asst. Outreach Coord.
Christine Alfonse, Volunteer Coord.
Phyllis Pequita, Office Assistant
Rosemarie Houghton, Environmental
Van Drivers
Paul Simmons, Frank Barcellos,
Leon Hebert, Ron Dexter,
James Hennesey
Cindy Vandenburg, Newsletter Editor

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Joan Mello
Francis Cox
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Nancy Kleinowskis
Erin Murphy

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MISSION STATEMENT

The Council on Aging
Is an Advocate for improved
Quality of Life for Seniors through
Education, Programs & Services.

HURRICANE SEASON 2019*Continued from page 1***Get your home ready for the storm**

- Clear your yard. Make sure there's nothing that could blow around during the storm and damage your home. Move bikes, lawn furniture, grills, propane tanks, and building material inside or under shelter.
- Cover up windows and doors outside. Use storm shutters or nail pieces of plywood to the window frames to protect your windows. This can help keep you safe from pieces of shattered glass.
- Be ready to turn off your power. If you see flooding, downed power lines, or you have to leave your home, switch it off.
- Fill clean water containers with drinking water. You'll want to do this in case you lose your water supply during the storm. You can also fill up your sinks and bathtubs with water for washing.
- Check your CO detector to prevent CO poisoning.
- Lower the thermostat in your refrigerator and freezer to the coolest possible temperature. If your power goes out, your food will stay fresh longer. Learn about food safety after a storm.

Make an emergency car kit

Keep an emergency kit in your car in case you need to leave quickly during a hurricane. Make sure you include:

Food that doesn't go bad (like canned food), Flares Jumper cables (sometimes called booster cables), Maps. Tools, like a roadside emergency kit, A first aid kit and instructions, A fire extinguisher, Sleeping bags, Flash-light and extra batteries

Having a GPS — either in your car or on your smartphone — can help during an emergency too.

Make sure your car is ready

- Fill your car's gas tank. You may also want to consider making plans with friends or family to get a ride.
- Double check your car's emergency kit.
- Move cars and trucks into your garage or under cover.

If you need to evacuate:

- Only take what you really need with you, like your cell phone, chargers, medicines, identification (like a passport or license), and cash.
- Make sure you have your car emergency kit.
- If you have time, turn off the gas, electricity, and water. Also unplug your appliances.
- Follow the roads that emergency workers recommend even if there's traffic. Other routes might be blocked.

If you need to stay home:

- Keep listening to the radio or TV for updates on the hurricane.
- Stay inside. Even if it looks calm, don't go outside. Wait until you hear or see an official message that the hurricane is over. Sometimes, weather gets calm in the middle of a storm but then gets worse again quickly.
- Stay away from windows. You could get hurt by pieces of broken glass during a storm. Stay in a room with no windows, or go inside a closet.
- Be careful. Winds can blow debris — like pieces of broken glass and other objects — at high speeds. Flying debris is the most common cause of injury during a hurricane. You're also at a higher risk of breaking a bone or cutting yourself on loose nails, metal, or other objects.
- Be ready to leave. If emergency authorities order you to leave or if your home is damaged, you may need to go to a shelter or a neighbor's house.

HURRICANE NOTICE TO FAIRHAVEN RESIDENTS

EMERGENCY TELEPHONE NUMBERS IN THE EVENT OF A HURRICANE:

POLICE 508-997-7421
 POLICE 508-997-1344
 POLICE 911
 FIRE 508-994-1428
 FIRE 508-992-9717
 FIRE 911
 AMBULANCE 911

SELECTMEN 508-979-4023
 BUILDING 508-979-4019
 HIGHWAY 508-979-4031
 SEWER 508-979-4030
 WATER 508-979-4032

**EMERGENCY OPERATING
 CENTER DURING A
 HURRICANE WILL BE AT
 THE FIRE STATION.**

REVERSE 911 – Sign up to receive calls <http://www.pcsdma.org/codeRED.asp>
 or call Fairhaven Police or Fire for more information.

Emergency shelter – bring your own bedding: Hastings Middle School

Road Blocks – Vehicle Pass: Sconticut Neck Road and Causeway Road to West Island will be closed prior to hurricane arrival. Police road block will be at Sconticut Neck Road and David Drown Boulevard. All residents and service personnel will need to stop at check point to gain access to the Sconticut Neck Area.

Hurricane passes are available at the BPW Building, 5 Arsene Street, Monday – Friday from 8:30 a.m. to 4:00 p.m. Phone #508-979-4030. Proof needed for pass: Car registration, real estate bill, rental agreement.

Avoid all down wires. Do not cross flooded streets.

Do's and Don'ts for gas powered generators:

- Talk to an electrician about the size you need to do the job.
- Have a transfer switch installed, which stops the electricity you generate from flowing back through the lines, which could possibly cause future damage to a lineman or repairman working on a pole.
- If using a gasoline generator, make sure the generator is placed outside away from windows and doors. This should avoid any "CO" problems in the building. If the generator is kept inside, it must be vented to the outside air.
- Also, when using a gas powered generator, do not refuel it indoors.
- If you do not have a transfer switch installed and are plugging in your portable generator, make sure the main breaker is shut down so that power will not flow back through the lines.

REMINDERS:

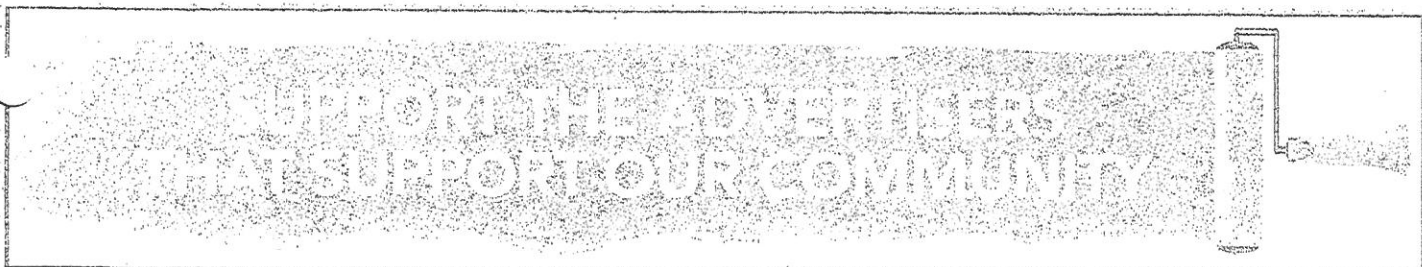
Make arrangements to move elderly or handicapped family members to higher ground. If someone you know requires the use of home medical equipment, and the loss of electricity for an extended period of time may result in a life threatening situation, we would like you to contact police headquarters. We would like to follow up on any resident who is deemed as high risk and will be of priority response in an effort to ensure their safety and well-being.

Please contact Detective Pamela A. Bourgault, FPD at 508-997-1344. Anyone on oxygen should contact their oxygen company to order another tank or order another tank already in use filled as a precaution pending hurricane warnings / predictions.

WATER MAIN SHUT OFFS 2-4 HOURS PRIOR TO STORM WILL INCLUDE:

1. All of West Island and Causeway Road
2. All of Wilbur's Point
3. All of Winsegansett Heights area
4. All side streets off Sconticut Neck Road on the east and west sides
5. All streets in the Manhattan Avenue area including Bayview Avenue, Bay Street, Grove Street, Harvard Street and Highland Avenue
6. Fairhaven Shipyard
7. Fort Phoenix
8. Doane Street
9. Farmfield Street
10. All areas south of the Hurricane Dike / Scott Street area
11. Shawmut Street
12. Pierce's Point
13. Weeden Road – west side of Sakonet area

**ALL SEWER PUMPING STATIONS
 AND TREATMENT PLANT MAY BE /
 OR WILL BE SHUT DOWN. REDUCE
 YOUR WATER USAGE.**



Every family member should carry a copy of this important information:

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-Town Contact Name _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

< FOLD
HERE >

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-Town Contact Name _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-Town Contact Name _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

< FOLD
HERE >

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-Town Contact Name _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

INFORMATION RELEASE

I understand that I am not required to fill out this form. I give permission for the information, that I provided on this form, to be used for the Fairhaven emergency and disaster management planning.

I understand that this information will be shared with the Town of Fairhaven to include Board of Health, Council on Aging, Fire and EMS Department, and Police Department.

I understand that this information will not be redistributed or sold.

Signature

Print Name

Date

Please return this form to:

**Fairhaven Council on Aging or
Fairhaven Fire Department**
by Mail or Drop off

TOWN OF FAIRHAVEN

Fairhaven Fire & EMS Dept.

Emergency: 911

Tel: 508-994-1428

Fairhaven Police Department

Tel: 508-997-7421

Fairhaven Council on Aging

229 Huttleston Avenue
Fairhaven, MA 02719

Tel: 508-979-4029

Fairhaven Board of Health

40 Centre Street
Fairhaven, MA 02719
Tel: 508-979-4022

Shelters

Wood School

60 Sconticut Nk. Rd.

Hastings Middle School

30 School St.

**Utilities including Electric, Water and
Sewer Systems may be shut down-
prior to an emergency.**

Pets are not allowed at shelter sites

TOWN OF FAIRHAVEN

EMERGENCY ASSISTANCE FORM



**The following sections will guide you through the process to create and practice your
Family Emergency Communication Plan.**



HOUSEHOLD INFORMATION

Write down phone numbers and email addresses for everyone in your household. Having this important information written down will help you reconnect with others in case you don't have your mobile device or computer with you or if the battery runs down. If you have a household member(s) who is Deaf or hard of hearing, or who has a speech disability and uses traditional or video relay service (VRS), include information on how to connect through relay services on a landline phone, mobile device, or computer.

SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Because a disaster can strike during school or work hours, you need to know their emergency response plans and how to stay informed. Discuss these plans with children, and let them know who could pick them up in an emergency. Make sure your household members with phones are signed up for alerts and warnings from their school, workplace, and/or local government. To find out more about how to sign up, see *Know Your Alerts and Warnings* at ready.gov. For children without mobile phones, make sure they know to follow instructions from a responsible adult, such as a teacher or principal.

OUT-OF-TOWN CONTACT

It is also important to identify someone outside of your community or State who can act as a central point of contact to help your household reconnect. In a disaster, it may be easier to make a long-distance phone call than to call across town because local phone lines can be jammed.

EMERGENCY MEETING PLACES

Decide on safe, familiar places where your family can go for protection or to reunite. Make sure these locations are accessible for household members with disabilities or access and functional needs. If you have pets or service animals, think about animal-friendly locations. Identify the following places:

- ☐ *Indoor:* If you live in an area where tornadoes, hurricanes, or other high-wind storms can happen, make sure everyone knows where to go for protection. This could be a small, interior, windowless room, such as a closet or bathroom, on the lowest level of a sturdy building, or a tornado safe room or storm shelter.
- ☐ *In your neighborhood:* This is a place in your neighborhood where your household members will meet if there is a fire or other emergency and you need to leave your home. The meeting place could be a big tree, a mailbox at the end of the driveway, or a neighbor's house.
- ☐ *Outside of your neighborhood:* This is a place where your family will meet if a disaster happens when you're not at home and you can't get back to your home. This could be a library, community center, house of worship, or family friend's home.

- ☐ Talk about who will be the lead person to send out information about the designated meeting place for the household.
- ☐ Practice gathering all household members at your indoor and neighborhood emergency meeting places. Talk about how each person would get to the identified out-of-neighborhood and out-of-town meeting places. Discuss all modes of transportation, such as public transportation, rail, and para-transit for all family members, including people with disabilities and others with access and functional needs.
- ☐ Regularly have conversations with household members and friends about the plan, such as whom and how to text or call, and where to go.
- ☐ To show why it's important to keep phone numbers written down, challenge your household members to recite important phone numbers from memory—now ask them to think about doing this in the event of an emergency.
- ☐ Make sure everyone, including children, knows how and when to call 911 for help. You should only call 911 when there is a life-threatening emergency.
- ☐ Review, update, and practice your *Family Emergency Communication Plan* at least once a year, or whenever any of your information changes.

To help start the conversation or remind your family why you are taking steps to prepare and practice, you may want to watch the 4-minute video, *It Started Like Any Other Day*, about families who have experienced disaster, at www.youtube.com/watch?v=w_omgt3MEBs. Click on the closed captioning (CC) icon on the lower right to turn on the captioning.

After you practice, talk about how it went. What worked well? What can be improved? What information, if any, needs to be updated? If you make updates, remember to print new copies of the plan for everyone.

OTHER IMPORTANT TIPS FOR COMMUNICATING IN DISASTERS¹

- ☐ Text is best when using a mobile phone, but if you make a phone call, keep it brief and convey only vital information to emergency personnel and/or family or household members. This will minimize network congestion, free up space on the network for emergency communications, and conserve battery power. Wait 10 seconds before redialing a number. If you redial too quickly, the data from the handset to the cell sites do not have enough time to clear before you've re-sent the same data. This contributes to a clogged network.
- ☐ Conserve your mobile phone battery by reducing the brightness of your screen, placing your phone in airplane mode, and closing apps you do not need. Limit watching videos and playing video games to help reduce network congestion.
- ☐ Keep charged batteries, a car phone charger, and a solar charger available for backup power for your mobile phone, teletypewriters (TTYs), amplified phones, and caption phones. If you charge your phone in your car, be sure the car is in a well-ventilated area (e.g., not in a closed garage) to avoid life-threatening carbon monoxide poisoning.

¹ Federal Communications Commission, Public Safety and Homeland Security Bureau. (n.d.) *Tips for communicating in an emergency*. Retrieved from <http://transition.fcc.gov/pshs/emergency-information/tips.html>

**SCHOOL,
CHILDCARE,
CAREGIVER, AND
WORKPLACE
EMERGENCY PLANS**

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

**IN CASE OF
EMERGENCY
(ICE) CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**OUT-OF-TOWN
CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**EMERGENCY
MEETING PLACES**

Indoor:
Instructions:
Neighborhood:
Instructions:

Out-of-Neighborhood:
Address:.....
Instructions:

Out-of-Town:
Address:.....
Instructions:

**SCHOOL,
CHILDCARE,
CAREGIVER, AND
WORKPLACE
EMERGENCY PLANS**

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

**IN CASE OF
EMERGENCY
(ICE) CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**OUT-OF-TOWN
CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**EMERGENCY
MEETING PLACES**

Indoor:
Instructions:
Neighborhood:
Instructions:

Out-of-Neighborhood:
Address:.....
Instructions:

Out-of-Town:
Address:.....
Instructions:

Appendix K: TOWN HALL PLANS

TOWN HALL

General

The Town Hall will be closed during a hurricane or natural disaster event. The time of closing of all public buildings (excluding Police, Fire and Public Works), will be determined by the Town Administrator.

Town Administrator and staff (as required) will relocate to the Emergency Operation Center at the Fire Station at least 6 hours prior to the storm arrival.

Staff		Address	Tel. No.
Mark Rees	Town Administrator	40 Center Street	
Vicki Paquette	Asst. to the Town Administrator		
Loreen Pina	Senior Clerk		
Sheri Souza	Senior Clerk, Marine Resources		
Kevin Fournier	Custodian		

Staff will be coordinated 12 hours or earlier prior to storm arrival to answer phones and letters or orders (as required) at EOC. The Town Hall Custodian along with Finance Director's staff and Human Resources Director will remove all files, desks, copy machines and other removable objects from the basement to the first or second floor.

Eight (8) to twelve (12) hours or earlier before the storm arrival the following will be done by staff in each department:

1. All vital records will be placed in safes.
2. All desks and equipment near windows will be moved to the center of rooms and covered with plastic.
3. All electronic equipment will be disconnected.
4. All windows in office will be taped.
5. All electrical circuits will be disconnected except sump pumps.
6. All basement doors will be sand bagged. (Contact Highway or Emergency Management Agency.)

Finance Department

Staff		Address	Tel. No.
Wendy Graves	Finance Director		
Anne Carreiro	Town Accountant		
Lisa Rose	Financial Assistant		

Human Resources Department

Staff		Address	Tel. No.
Anne O'Brien	Human Resources Director		

Appendix L: BUILDING DEPARTMENT

Appendix M: HEALTH DEPARTMENT

Appendix N: TREE DEPARTMENT