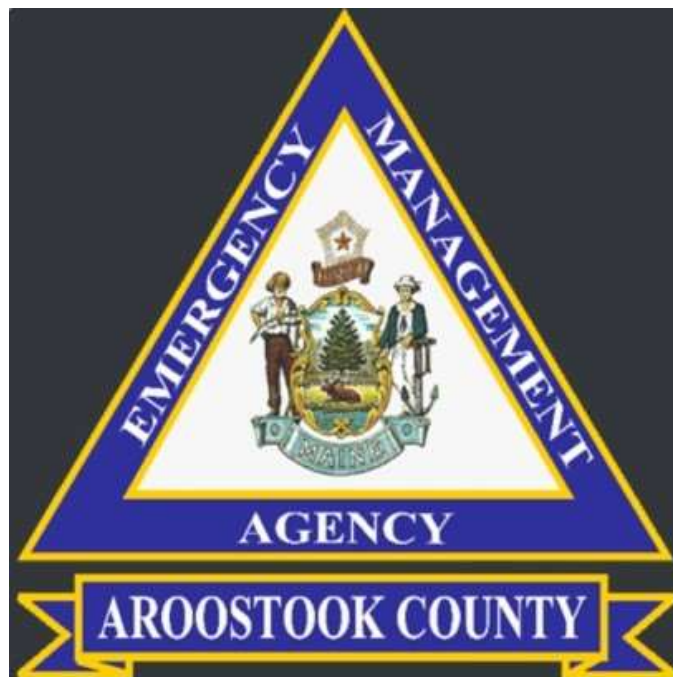


**Elected Officials' Guide
To
Local
Emergency Management**



July 2024

TABLE OF CONTENTS

Executive Summary	ii
Emergency Management Overview	1
Appendices	
Appendix A Hazards	5
Appendix B Local Jurisdiction Responsibilities	7
Appendix C Emergency Powers of Chief Elected Officials	9
Sample Emergency Declarations:	
Tab 1 – Declaration of Emergency/Disaster by Commissioners	10
Tab 2 – Proclamation by the Governor	11
Tab 3 – Request for Disaster Declaration	12
Appendix D Emergency Public Information	15
Appendix E Assistance after a Disaster	17
Appendix F City/County Roles and Authorities	21
Appendix G State Agencies' Roles and Authorities	23
Appendix H Emergency Management Laws	30
Appendix I Glossary	31

EXECUTIVE SUMMARY

Emergency Management Roles

This guide is designed to provide Chief Elected Officials (LOCAL OFFICIALS) and their department heads with an overview of emergency management roles, responsibilities, and operations. It highlights the critical roles for which LOCAL OFFICIALS, as chief executives, are responsible.

Hazards – Responsibilities – Authority

The guide includes brief descriptions of typical Maine hazards, local agency responsibilities, and legal authorities.

Purpose of Emergency Management Operations

The purpose of Emergency Management Operations is to provide timely warning and response to emergency or disaster situations in order to save lives, protect property, protect the economic base, and preserve the environment.

Local Emergency Management

In an emergency or disaster, the local Emergency Management Agency coordinates resources in response to the situation from the Emergency Operations Center (EOC) and coordinates response activities with County EMA.

EMERGENCY MANAGEMENT OVERVIEW

Purpose

This guide was prepared to assist LOCAL OFFICIALS and their department heads in understanding their emergency management responsibilities in the event of an emergency or disaster. This document is not all-inclusive. It is a condensed summary for use during the initial stages of an event and as a desk-side reference. More extensive emergency management information is found in your local Emergency Operations Plan (EOP).

Emergency Management Authorities

The Maine Emergency Management Agency (MAINE EMERGENCY MANAGEMENT AGENCY) was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorized the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. Anecdotal evidence holds that the formation of the Agency came about after the great fires of 1947. The story goes that it was recognized that better State coordination in times of major emergencies could greatly assist the affected counties and towns.

A 1972 amendment, re-titled the Maine Civil Defense Act, caused the Agency to be re-designated as the Bureau of Civil Defense within the Department of Military.

In 1974, the Department of Military was re-designated as the Department of Defense and Veterans Services, and the bureau named changed to the Bureau of Civil Preparedness.

In 1987, the name was changed again to the Maine Emergency Management Agency. Agency structure and name have remained unchanged since 1987, although the Department was renamed the Department of Defense, Veterans and Emergency Management in 1996.

Hazards in the State of Maine

Due to geographic location, geological features, and increasing development, the State of Maine is vulnerable to the damaging effects of both natural and technological hazards. Potential natural hazards include fires, earthquakes, drought, volcanoes, snowstorms, and windstorms. Other impacts include environmental damage, property damage, and economic hardship. Technological hazards include hazardous materials events, power outages, transportation accidents, dam failures, and terrorism. (See Appendix A for more information.)

General Procedures

1. Local Jurisdiction Response

Local jurisdictions have the primary duty to save lives, protect property, protect the economic base of the community, and preserve the environment:

To accomplish this, they should have emergency management programs that mitigate, prepare for, respond to, and recover from the effects of any emergency or disaster. Immediately before, during, and after an event, local jurisdiction officials will implement local procedures and respond with all available resources. When local resources cannot fill the needs created by the emergency or disaster, a local jurisdiction may invoke previously established mutual aid or interlocal agreements with adjoining local jurisdictions (See Appendix B for more information) and/or seek assistance from the Maine Emergency Management Agency.

Town/City/Unorganized Territory Response

When emergency or disaster conditions exceed the combined capabilities of the town/city/UT, the city requests the support of the county through the Emergency Management Agency. County resources are provided to supplement town/city/UT resources when they have been exhausted. During the initial stages of an event, the Emergency Management Agency will monitor the local situation to anticipate required assistance.

County Response

When emergency or disaster conditions exceed the combined resources and capabilities of the cities and county, the county may request the support of the other counties/State through the Emergency Management Agency. Counties will be contacted directly, while State support requests will be through MEMA.

The provisions of the Emergency Management Agency's Emergency Operations procedures will be specifically implemented to address the situation at hand. The procedures describe the activation and operation of the county Emergency Operations Center (EOC). Whenever a city EOC is activated, most often the county EOC will also be activated. Likewise, if the county EOC is activated, the State activates its EOC for support.

Emergency Operations Center (EOC)

During the process of reaching a "State of Emergency", the city (if appropriate) and/or the county EOC will be activated and the appropriate EOC representatives will be summoned to their positions. All city/county resources can be assigned, managed, and demobilized through the city/county EOC.

Public Information

Throughout the emergency or disaster, public information staff from the city/county EOC will coordinate to develop and disseminate information regarding the local jurisdiction emergency response efforts. City/county EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities. Depending upon the magnitude and duration of the situation, the Emergency Management Agency's public information staff may be augmented by public information specialists from other city/county agencies.

State Response

When emergency or disaster conditions exceed the combined capabilities of both a local jurisdiction and its mutual aid or interlocal agreement signatories, County EMA may request the support of the state through the Emergency Management Agency. State resources are provided to supplement when local and County resources have been exhausted. During the initial stages of an event, the Emergency Management Agency will monitor the local situation to anticipate required assistance.

Proclamation of State of Emergency

The Governor, following the recommendation of the Director of the State Emergency Management Agency and appropriate cabinet members, may proclaim a "State of Emergency". Such a proclamation is generally a preliminary step in the process of asking for federal assistance. A sample proclamation of a "State of Emergency" is provided as Tab 2 of Appendix C.

County Resource Employment

The County receives and evaluates local jurisdiction requests for assistance based upon local needs and the availability of county resources. Should these resources be depleted, or the request exceeds the County capabilities, the EMA Director has the authority to contact other counties or the Maine Emergency Management Agency for additional resources.

State Resource Employment

The state receives and evaluates local jurisdiction requests for assistance based upon local needs and the availability of state resources. The MEMA Director has the power to authorize state resources to respond to the situation. In consultation with the County Emergency Management Agency, the MEMA Director may determine that local assets and resources have been fully utilized and that state resources should be made available. MEMA will coordinate the commitment of state resources. (See Appendices D and G for more information.)

Federal Disaster Assistance

If the capabilities and resources of state government are exceeded, federal disaster assistance may be requested. Requests for aid directed to individual federal agencies administering disaster assistance programs are made by the Governor to the head of the federal agency. In some cases, disaster assistance is required beyond that generally administered by an individual federal agency. In such instances, a request for federal assistance may be made by the Governor to the President of the United States through the Region Director of the Federal Emergency Management Agency (FEMA). A sample request is shown as Tab 3 of Appendix C. (See Appendix F for more information.) After approval, federal assistance to the state is coordinated by a Federal Coordinating Officer.

APPENDIX A HAZARDS

Natural Hazards

Severe Local Storms: All areas of Maine are subject to disturbances characterized by strong wind, which may be accompanied by dust, rain, snow, sleet, hail, and often thunder and lightning.

Earthquakes:

The largest earthquake recorded in Maine between 1747 and 1992 was near Eastport in 1904 with a Modified Mercalli intensity estimated at VII. The largest accurate measurement was on June 15, 1973 from an earthquake just on the Quebec side of the border from northern Oxford County, Maine, with a Richter magnitude of 4.8 (Johnston, 1995). Most Maine earthquakes are of small magnitude. Many are too small to feel. No Maine earthquake has caused significant damage. The persistent activity, however, indicates that some crustal deformation is occurring and that a larger earthquake cannot be ruled out (Ebel, 1989).

Tornadoes: A tornado is a violently whirling column of air that extends downward from a cumulonimbus cloud and seen as a rapidly rotating, slender funnel shaped cloud that has a wind velocity of up to 300 miles per hours at the central core. It therefore destroys everything along its narrow ground path. While Maine has an average of 2 tornadoes every year, it's important to be aware and prepared for the possibility.

Forest Fires: In the State of Maine, major fires regularly destroy timber, agriculture, homes, and buildings and cause a loss of life. The probability of a forest fire depends on fuel conditions, topography, time of year, past and present weather conditions, and local activities.

Drought: This is a condition of climatic dryness which reduces soil moisture and water below the minimum necessary for sustaining plant, animal, and human life systems.

Volcanoes: A volcano is a vent in the earth's crust through which molten rock or lava, rock fragments, gases, or ash are ejected from the earth's interior. All areas of the state have the potential of being affected by a volcano.

Technological and Societal Hazards

Hazardous Materials: People, property, and the environment are at significant risk because of the production, use, storage, transportation, and disposal of dangerous substances and waste. The nature and extent of the risk is difficult to assess.

Urban Fire: These are fires that occur in cities or towns and have the potential to spread to adjoining structures. These fires have the potential to cause loss of life and significant damage to property and the environment.

Energy Emergency: Emergencies such as this occur when there is a scarcity of the resources that either provide or create energy. These emergencies can be the result of an international event or natural phenomenon.

Dam Failure: There are more than 1,000 private or federally-owned or licensed dams in Washington that impound 10 acre-feet or more of water. State law regulating the safety of dams in Maine is [Title 37B MRSA, Chapter 24](#), entitled “Dam Safety” which assigns administration of the Maine Dam Safety Program (DSP) to the Maine Department of Defense, Veterans and Emergency Management, with duties to:

- Inspect existing dams and reservoirs to determine their hazard potential
- Review the design and construction of new and reconstructed dams
- Assist dam owners develop emergency action plans (EAP’s) to minimize the effect of dam failure
- Take all necessary actions in emergency situations of probable dam failure to protect life and property.

These dams could fail because of flooding, lack of maintenance and repair, mis-operation, poor construction, vandalism, or terrorism.

Terrorism and Violent Persons: Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment of it, in furtherance of political or social objectives. The bombing of the World Trade Center on September 11, 2001, and the federal building in Oklahoma City are two vivid reminders.

APPENDIX B

LOCAL JURISDICTION RESPONSIBILITIES

General

Local jurisdictions are responsible for maintaining the health, safety, and welfare of their citizens; and, in accordance with Title 37-B Chapter 13 Maine Emergency Management Agency, are in control of their respective jurisdictions. In an emergency or disaster, the saving of lives, protection of property, and preservation of the environment are mission priorities. Local jurisdictions include any town, city, county, or tribal government within Washington State.

Primary Responders

As stated in the Overview, the primary provider of emergency response is the local jurisdiction. State or federal resources will be used to assist or supplement, but not supplant, local jurisdiction efforts. The provision of emergency response is authorized by local ordinance and state statute. When an emergency or disaster necessitates extraordinary activity to save lives, protect property, and preserve the environment, the local jurisdiction emergency management director, may activate the local Emergency Operations Center (EOC).

The local jurisdiction's emergency response procedures will be implemented. Response by public and private organizations and agencies will be directed and coordinated to alleviate or eliminate problems. The local jurisdiction emergency management director will notify the County EOC of the situation and provide periodic reports on local conditions.

Mutual Aid

Local jurisdictions are encouraged to enter into mutual aid and/or interlocal agreements to enhance their emergency response and recovery capabilities. The State Emergency Management Division has prepared Mutual Aid Agreement Guidelines under Title 37-B Subchapter 3 Subsection 784, to assist the local jurisdiction emergency manager in the development of either type of agreement.

Statewide Agreement

All sixteen (16) counties in the State of Maine participate in a statewide, mutual aid agreement plan.

Exceeding Local Jurisdiction Capabilities

If the emergency or disaster exceeds local jurisdiction capabilities, the local governing officials may make a request to the County Emergency Management Agency who is then authorized to make a request to the State Emergency Management Division at the state EOC for state and federal assistance. State and federal resources are supplemental to local jurisdiction efforts and should be provided only when local resources have been expended or are unavailable.

County Coordination

The role of the County Emergency Management Division is to review and evaluate local jurisdiction situation reports (SITREPs), local jurisdiction response efforts, and requests for assistance. The local Emergency Management Agency coordinates the use and allocation of available state resources.

Specific Laws and Administrative Rules

Title 37-B, Chapter 13: Maine Emergency Management Agency.

APPENDIX C

State of Maine National Guard Activation

When an emergency or disaster occurs, the Governor has the power to activate the National Guard. Activation provides state funding for Military Department personnel and resources. In the past, Military Department assets have been used in emergency situations when resources were not readily available from other sources.

This request is made to the County Emergency Management Agency.

Examples of uses of Military Department assets include:

- Personnel
- Vehicles
- Heavy Equipment
- Technical Assistance

***IMPORTANT: THIS RESOURCE IS NOT FREE. THERE IS A
COST WHEN REQUESTED.***

*** EXAMPLE***

State of Maine



WHEREAS, the State of Maine has experienced a severe storm with heavy rains and unusually high winds causing widespread power outages, property damage, and road damage, including to many of the State's federal-aid highways; and

WHEREAS, extensive road damage caused by high winds and flooding will require both immediate and on-going road repairs, constituting an emergency within the meaning of 23 U.S.C. §§ 120(e) and 125; and

WHEREAS, utility crews and other workers will need to work continuously to assess, stabilize, and repair damage to powerlines, clean up tree damage and other debris, and clear, stabilize, and rebuild roads; and

WHEREAS, temperatures below freezing are forecast throughout Maine in the coming days; and

WHEREAS, the widespread loss of power combined with road closures and winter weather conditions present a direct and immediate threat to the public health, safety, and welfare; and

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art V, Pt 1, §§ 1 and 12, do hereby find that these conditions, including damage to Maine's federal-aid highways, constitute a civil emergency, and therefore declare by this Proclamation under 37-B M.R.S. § 742(1)(A) a State of Emergency in the following counties: Androscoggin, Aroostook, Franklin, Hancock, Kennebec, Knox, Lincoln, Oxford, Penobscot, Piscataquis, Sagadahoc, Somerset,

Waldo, and Washington. This Proclamation shall constitute the exemption recognized by federal law that will enable work crews to operate in Maine free from otherwise applicable hours of service limitations, provided that no motor carrier operating under this proclamation shall require or allow an ill or fatigued driver to operate a motor vehicle. A driver who notifies a motor carrier that such driver needs immediate rest shall be given at least ten (10) consecutive hours off-duty before returning to service. Drivers operating under this Proclamation shall carry a copy as evidence of their direct emergency service to the people of Maine. This Proclamation shall expire fourteen (14) days from its signature, unless otherwise terminated or extended.

In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed GIVEN under my hand at Augusta and dated this nineteenth day of December, Two Thousand Twenty-Three.



• *Shenna Bellows*

- Shenna Bellows
- Secretary of State
- TRUE ATTESTED COPY

• *Janet T. Mills*

- Janet T. Mills
- Governor

APPENDIX D

EMERGENCY PUBLIC INFORMATION

General

A public information and media strategy is vital to emergency management. Without adequate preparation and coordination by the Emergency Management Agency, rumors may be taken as truth and facts may be misrepresented, resulting in a distorted public perception of the situation. To ensure that the city and county governments speak with one voice and communicate the LOCAL OFFICIAL's concerns, the following are recommended:

County Declaration

In an emergency declared by a county or following a request from a city for response and recovery, activities are coordinated through the city or county EOC. During such activities, emergency public information and emergency instructions are coordinated, supervised, and prepared through the Emergency Management Agency.

The County's initial public response to an emergency is to announce that information is being collected and response actions are underway. After the first day, they will have more information and will be able to describe the severity of the situation and the range of county actions.

It is advised that the LOCAL OFFICIAL's concern about the crisis and concern for the people affected be communicated daily. Even if the situation has not changed, press releases can be used to announce that the LOCAL OFFICIAL continues to collect information, monitor the situation, and coordinate local assistance.

Personal Involvement by LOCAL OFFICIALS

For obvious reasons, the LOCAL OFFICIAL will want to be involved and visible. It is important for the LOCAL OFFICIAL to build public confidence through personal attention to the emergency or disaster and to respond quickly.

During the first day of an emergency, the LOCAL OFFICIAL should make an announcement, either in person or through a press release, that information is being collected and that the County is working with the local jurisdictions. The announcement will indicate the LOCAL OFFICIAL is aware of the situation and that information will be forthcoming on further developments. A detailed assessment can follow when adequate data is collected to avoid the potential for communicating misleading or incomplete information.

The LOCAL OFFICIAL should not make promises of assistance to residents without first consulting with the staff in the EOC. It is important for the staff to verify that a need truly exists and exactly what the requirements are. Doing this should prevent embarrassing situations and provide for an economy of limited resources.

After the first day, the LOCAL OFFICIAL will be fully briefed and then ready to describe the extent of damage and the nature of response and recovery activities by the state.

Thereafter, daily press releases should indicate that the LOCAL OFFICIAL is being kept apprised of the situation by on-site personnel, that the emergency or disaster is a top priority, and that the LOCAL OFFICIAL is doing everything possible to provide assistance.

Throughout the emergency or disaster, the Emergency Management Agency will continue to brief the LOCAL OFFICIAL on the status of response and recovery efforts. Long after the emergency occurs, assistance will be a key concern of the media from the affected area. The Emergency Management Agency will have current information to prepare the LOCAL OFFICIAL to answer questions about the status of response and recovery efforts. Questions about specific situations and circumstances should be referred to the EOC.

During local emergencies, local authorities are capable of providing all public information services required by the situation, and may only require limited support from the county.

Following a Presidential Disaster Declaration, state and local jurisdiction emergency public information, emergency instructions, and news releases are coordinated with Federal Emergency Management Agency public information operations.

City/County departments and local agencies and organizations provide or assist in the development and dissemination of emergency public information which applies to their emergency functions. All emergency information releases made by city/county agencies or departments will be reviewed and approved by the Emergency Management Agency or designated representative(s) before releases are made. City/County departments and agencies also provide public information officer support to the county EOC.

PIO Training

Recommend PIO Training, which County EMA can organize and provide

APPENDIX E

ASSISTANCE AFTER A DISASTER

General

Once the President declares a disaster, the State Emergency Management Division and FEMA will establish a Disaster Field Office from which they will jointly administer disaster assistance programs. Local governments utilize this office for their disaster questions and concerns.

Individual Assistance

Disaster Application Centers are usually located near the affected areas so individuals, families, and small businesses can apply for a variety of assistance. FEMA also offers a toll-free application line. Federal Emergency Management Agency, state, and local jurisdiction emergency management officials jointly determine the locations, date, and times of operation of the centers.

Public Assistance

State and federal officials promptly organize and conduct centralized meetings for government agencies, special districts, private nonprofit organizations and tribal governments who have suffered damage. Information is provided about programs that pay for debris removal, emergency protective measures, and repairing damaged public facilities such as roads, bridges, utilities, and parks.

Following the meetings, joint local-state-federal damage survey teams are established to prepare reports for each damaged facility describing needed repairs. Upon approval by designated authorities, state and federal disaster funds are made available.

Currently, funding is channeled through the State Military Department. Seventy five percent of the eligible relief costs are paid by the federal government, with the remaining twenty-five percent typically shared by the state and affected local jurisdictions.

Mitigation Assistance

Technical assistance and funding are available for community projects that will prevent or significantly reduce the future effects of the hazard. These funds are limited, awarded on a project competitive basis, and applications must meet state and federal damage reduction criteria. Seventy-five percent of the mitigation grants are paid by FEMA.

Individual Assistance Programs

Emergency Assistance from Voluntary Community Services Groups

The American Red Cross, Salvation Army, and others can provide immediate aid in the form of clothing, emergency food, medical assistance, emergency shelter, clean-up, transportation, and furniture. This assistance is available upon request of the individual, or government agencies, during any significant event.

Emergency Food Stamp Program

This U.S. Department of Agriculture (USDA) program provides food coupons to victims when requested by the state. The state Department of Social and Health Services administers this program.

Internal Revenue Service

The deduction of certain uninsured casualty losses can be made on a homeowner's federal income tax return. Reduction of real property values by a local jurisdiction's tax assessor's office to reflect losses may be requested. Tax counseling is also available.

Insurance Counseling

Insurance counseling, claims filing, and expedited settlement assistance from the state Insurance Commissioner, the American Insurance Association, FEMA, and National Flood Insurance Program are available, upon request, by individuals or local jurisdictions.

Crisis Counseling

Crisis counseling is available when a special request is made by the Governor and approved by FEMA. The program is administered by the State Department of Social and Health Services.

Individual Assistance Programs Requiring a Presidential Disaster Declaration

Individual and Family Grant Program

This program assists individuals and families to meet serious and necessary disaster-related needs for which other assistance is unavailable or inadequate. It is seventy-five percent FEMA funded and twenty-five percent state funded. It is administered by the State Emergency Management Division.

Disaster Housing Program

This FEMA administered program provides financial assistance or government-owned dwellings for persons whose primary residences are uninhabitable as a result of a disaster. This is a one hundred percent federally funded program for the first eighteen months. The state must fund the program after eighteen months if housing needs persist.

Social Security Administration and Veterans Administration

Expedited address change and benefit check delivery may be obtained from the Social Security Administration. Expedited assistance with a variety of benefits from the Veterans Administration is also allowed.

Legal Counseling

FEMA provides free legal counseling to low-income persons for disaster-related problems.

Disaster Loans

These programs are provided by the U.S. Small Business Administration (SBA) and are available automatically with a Presidential Disaster Declaration, or if approved by SBA following a Governor's request.

Physical Disaster Loans: Low-interest loans are available to individuals for repair, replacement, or rehabilitation for owner-occupied primary residence, or for personal property loss for renters.

Business Loans: Low-interest loans are available to non-farm businesses for repair, replacement, or rehabilitation of disaster-damaged property.

Economic Injury Disaster Loans: Low-interest loans are available to nonfarm businesses suffering economic loss as a result of a single, sudden physical event of a catastrophic nature. Funds can be used for indebtedness and operating expenses.

U.S. Department of Agriculture (USDA) Farmers Home Administration

Loans: This program provides low-interest loans to farmers, ranchers, and agricultural operators for physical and production losses, repair or replacement of farm property and supplies, or repayment of farm operating debts incurred during the disaster year. It is available automatically with a Presidential Disaster Declaration or if approved by the USDA following a Governor's request.

Disaster Unemployment Assistance

This program provides weekly benefit payments to workers who are not normally covered by regular unemployment insurance and are out of work due to the disaster. This program is administered by the state Department of Employment Security, through the U.S. Department of Labor and the Federal Emergency Management Agency.

APPENDIX F

CITY/COUNTY ROLES AND AUTHORITIES

General Authority – Title 37B, Subchapter 3 Local agency emergency management activities encompass the use of services, equipment, supplies, and facilities of existing departments and agencies. Under the provisions of Title 37B, Subchapter 3, the officers and personnel of all departments and agencies are directed to cooperate with and extend such services and facilities to the Commissioners and to the emergency management organizations of the county upon request. Each county department/division has a responsibility to ensure continued operational support of their normal, day-today activities, throughout an emergency or disaster.

The following sample of the roles and responsibilities of county departments represents a brief synopsis.

Fire Agencies	Fire services, light rescue, limited hazardous materials response, radiological monitoring, and decontamination
Sheriff's Office/ Police Department	Law enforcement, traffic control, search and rescue, warning, evacuation and emergency highway traffic regulation
Public Works (County and Municipal)	Engineering services, traffic regulation
Public Utility District/ Local Utility	Departments Utilities
Local Food Banks	Food coordination and distribution
Health Department	Emergency health and sanitation, immunization
Coroner	Mortuary services, identification

APPENDIX G

STATE AGENCIES' ROLES AND AUTHORITIES

General Authority – RCW 38.52.110(1)

State agency emergency management activities encompass the use of services, equipment, supplies, and facilities of existing departments and agencies. Under the provisions of Title 37-B, Chapter 13, the officers and personnel of all departments and agencies are directed to cooperate with and extend such services and facilities to the Governor and to the emergency management organizations of the state upon request.

Each state agency has a responsibility to ensure continued operational support of their normal, day-to-day activities, throughout an emergency or disaster. The following state agency roles and responsibilities represent a brief synopsis. Please refer to the CEMP, Basic Plan, for a full detailed list.

Defense, Veterans and Emergency Management Division

The Adjutant General of the Defense, Veterans and Emergency Management Division is responsible to the Governor for carrying out the program for emergency management of the state.

The Maine Emergency Management Agency serves as the emergency and disaster information and management arm of the Governor. The division is responsible for comprehensive emergency management planning, training, and exercising and serves as the single point of notification and coordination for emergencies and disasters through a 24-hour duty officer system.

The state EOC is activated during an emergency or disaster to collect information and manage the coordinated allocation of state resources to assist local jurisdiction emergency response activities. The State Emergency Management Division uses statewide warning and communications systems, processes private and public requests for assistance, and conducts an emergency public awareness program to disseminate information to the public and the news media during emergencies or disasters.

Limited National Guard resources will be deployed by the Adjutant General after an Order by the Governor is signed (Appendix 1), in a federally-funded status in response to an emergency involving imminent loss of life, and/or to mitigate destruction of property, in accordance with regulations and statutes.

Department of Agriculture, Conservation and Forestry

Provides safety inspections of food and farm products.

Office of the Attorney General

Provides consumer protection and fair business practices services.

Provides and coordinates legal advice to state agencies.

Department of Community and Economic Development

Work with statewide and local partners, private industry and small businesses to enhance and sustain economic prosperity in Maine.

Governor's Energy Office

Sites and regulates major energy facilities.

Department of Corrections

Provides minimum security inmate personnel for response activities.

Provides personnel and equipment to assist the MSP with special assignments.

Department of Environmental Protection

Serves as the lead agency for emergency environmental pollution response and cause investigation.

Monitors state waters suspected of contamination due to an emergency or disaster.

Acts as the State On-Scene Coordinator for Oil and Hazardous Substance spills, and coordinates with the Maine State Patrol for spills occurring on state highways.

Coordinates with the Coast Guard and others for spills that may or may not affect state waters.

Administers the Flood Plain Management Program.

Manages the Dam Safety Program

Provides meteorological and air modeling reviews upon request. Evaluates public health impacts in coordination with the Department of Health.

Department of Labor

Administers the Disaster Unemployment Assistance Program to provide compensation to victims.
Serves as lead agency for coordinating acquisition of emergency or disaster human resources.
Provides personnel to interview and process applicants at DACs.
Examines facilities to assure workplace safety compliance.
Provides workers' compensation benefits and medical care and lost earnings supplements.

Department of Administrative and Financial Services

Compiles emergency or disaster-related financial information.

Department of Inland Fisheries and Wildlife

Provides aerial reconnaissance of impacted areas.
Provides personnel and equipment to reinforce the Maine State Patrol for special assignments.
Assists local jurisdictions in the evacuation of individuals or property from an emergency or disaster area.

Office of the Governor

Proclaims a State of Emergency. Works with MAINE EMERGENCY MANAGEMENT AGENCY and AROOSTOOK COUNTY EMERGENCY MANAGEMENT AGENCY to get FEMA assistance.

Maine CDC

Provides and coordinates assessments of the public health impact of emergencies or disasters.
Provides and coordinates assistance to local health jurisdictions and authorities.

Office of Information Technology

Advises other state agencies regarding business resumption planning.
Assists the state Emergency Management Division with the coordination and monitoring of telecommunications system restoration.

Coast Guard

Makes on-site inspections for spills involving marine vessels and makes recommendations for remedial actions.

Maine Forest Service

Coordinates emergency or disaster firefighting/suppression activities for the Unorganized Territories and all wildland fires.

In conjunction with the Maine State Police, coordinates local jurisdiction firefighting resources in wildland fire suppression activities.

Maine Revenue Services

Assists in compiling statistics related to the fiscal impacts of the emergency or disaster. Provides assistance to local jurisdictions to maintain or reconstruct tax records.

Office of the Secretary of State

Coordinates the state's essential records protection program.

Department of Health and Human Services

Provides for conversion of the food stamp program to meet the basic food needs of all persons whose ability to purchase a regular food supply has been disrupted by the emergency or disaster.

Provides for the provision of mental health support to state agencies and local jurisdictions.

Sheriff's Office

Assists local jurisdiction authorities with local law enforcement operations.

Coordinates law enforcement and traffic control throughout the county.

Maine State Police

Assists local jurisdiction authorities with local law enforcement operations.

Coordinates law enforcement and traffic control throughout the state.

Department of Transportation

Determines the usable portions of the state transportation system and coordinates and controls emergency highway traffic regulations.

Reconstructs, repairs, and maintains the state transportation system.

State Treasurer

Assists affected local jurisdictions with short-term lending as directed by the State Finance Committee.

Maine Public Utilities Commission

Assists and expedites processing of requests from utilities to provide specific services or take specific emergency or disaster actions.

Assists and expedites processing of applications for permits from transportation companies.

APPENDIX H

EMERGENCY MANAGEMENT LAWS

State Laws – Title 37-B Chapter 13

Subchapter 1: ORGANIZATION

[37-B §701. Title; purpose](#)

[37-B §702. Policy](#)

[37-B §703. Definitions](#)

[37-B §704. Director; duties](#)

[37-B §705. Rules; appeal from administrative action](#)

[37-B §706. Citizens' Civil Emergency Commission \(REPEALED\)](#)

[37-B §707. Grants and gifts](#)

[37-B §708. Homeland Security Advisory Council](#)

[37-B §709. Governor's homeland security advisor](#)

Subchapter 2: STATE EMERGENCY MANAGEMENT PROVISIONS

[37-B §741. Governor's powers](#)

[37-B §742. Emergency proclamation](#)

[37-B §743. Termination of emergency](#)

[37-B §744. Disaster relief](#)

[37-B §745. Disaster Recovery Fund](#)

[37-B §746. Federal funds received due to the COVID-19 pandemic](#)

Subchapter 3: LOCAL EMERGENCY MANAGEMENT PROGRAMS

[37-B §781. Municipal, county and regional agencies](#)

[37-B §782. Agency directors](#)

[37-B §783. Disaster emergency plan](#)

[37-B §784. Mutual aid arrangements](#)

[37-B §784-A. Right to call for and employ assistance](#)

[37-B §784-B. Maine First Responders State-wide Mutual Aid Agreement](#)

[37-B §785. State Civil Service Appeals Board services](#)

[37-B §786. Enforcement](#)

Subchapter 3-A: COORDINATION AND ADMINISTRATION OF THE SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986

[37-B §791. General provisions](#)

[37-B §792. State Emergency Response Commission](#)

[37-B §793. Local emergency planning committees](#)

[37-B §794. Local emergency response plans](#)

[37-B §795. Facility emergency response plans](#)

[37-B §796. Material safety data sheets](#)

[37-B §797. Maine chemical inventory report](#)

[37-B §798. Emergency notification](#)

[37-B §799. Toxic chemical release reports](#)

[37-B §800. Trade secrets](#)

[37-B §801. Fees](#)

[37-B §802. Emergency Response Commission Fund](#)

[37-B §803. Agency responsibilities](#)

[37-B §804. Local authority](#)

[37-B §805. Community right to know](#)

[37-B §806. Enforcement; penalties](#)

Subchapter 4: ADMINISTRATION

[37-B §821. Eminent domain](#)

[37-B §822. Immunity](#)

[37-B §823. Compensation for injuries received in line of duty](#)

[37-B §824. Appropriations](#)

[37-B §825. Acceptance of aid](#)

[37-B §826. Transfer of equipment](#)

[37-B §827. Aid in emergency; penalty](#)

[37-B §828. Right-of-way; violation](#)

[37-B §829. Enforcement](#)

[37-B §830. Violations](#)

[37-B §831. Utilization of existing services and facilities](#)

[37-B §832. Political activity prohibited](#)

[37-B §833. Civil emergency preparedness personnel \(REPEALED\)](#)

[37-B §834. Inconsistent laws suspended](#)

Subchapter 5: SPECIAL OPERATIONAL PLANS

[37-B §850. Search and rescue plan](#)

[37-B §851. Mass fatality plan](#)

[37-B §852. Plans deemed part of statewide comprehensive plan](#)

Federal Law

Public Law 93-288, the disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Emergency Assistance and Disaster Relief Act.
Public Law 920, Federal Civil Defense Act of 1950, as amended.
Public Law 96-342, Improved Civil Defense, 1980.
Code of Federal Regulations, Title 44, Emergency Management.

APPENDIX I

GLOSSARY

Emergency Management: The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress.

Emergency Management Agency: An organization created in accordance with the provisions of Title 37-B Chapter 13 to perform local emergency management functions.

Emergency or Disaster: An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (2) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to Title 37-B Chapter 13.

Incident Command System: (a) An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures; provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multiagency / multijurisdictional operations while maintaining individual agency / jurisdiction authority, responsibility, and accountability; and is a component of the national interagency incident management system; or (b) an equivalent and compatible all-hazards, on-scene functional management system