

Waldo County Local Emergency Management Response Tasks
(Updated: Sept 26, 2018)

Local Emergency Management Response Tasks	Responsible Position	Information to Provide County EOC
Implement the municipal Emergency Operations Plan (EOP)	Selectmen/Local EMD	Notify CEMD of Local EOP activation
Monitor ongoing emergency situation	Local EM Director	Send a short Situation Report
Activate the Local EOC with adequate staffing, comm and utilities	Selectmen/Local EMD	Notify CEMD of Local EOC activation
Test/Utilize your EOC backup power generator. Acquire additional fuel.	Selectmen/Local EMD	Notify CEOC of fuel shortages/requirements
Log into D4H Live. Input data as available.	LEMD/Town Clerk	Contact CEOC if having trouble
Initiate incident recording. Start a Log of Events. Take photographs	LEMD/Town Clerk	Send photos by e-mail
Alert emergency management volunteers and organizations	Local EM Director	Send list of volunteer names to CEOC
Employ any person necessary to assist with EM activities	Local EM Director	Send list of “employed” names
Warn residents of eminent danger; actions to take, Use Door-to-Door, loud speakers, sirens, and/or phone trees.	Public Info Officer	Request EAS/WEA activations through CEOC
Account for the health, safety and accountability of your residents	Selectmen/Town Clerk	Overall Status of Resident Accountability
Collect damage assessment information; public and individual	Selectmen/Local EMD	Send Form 7 Report
Request County, State and Federal resources	Resource Officer	Send Resource Request Form
Collect information on incident situation and weather forecasts	Local EM Director	Send Situation Report
Acquire, store and issue emergency supplies to Residents at your Commodity Point of Distribution (C-POD) .	Resource Officer	Send POD open hours & location. Pick up supplies at County Staging or wait for delivery.
Open a Warming Center with power, water, food and information for Residents	Mass Care Officer	Send Center open hours & location
Operate a Mass Feeding Facility to feed Residents	Mass Care Officer	Send Facility open hours & location
Rescue people (flooding, entrapments, etc)	Fire Dept/EMS	Send a short Situation Report
Recommend, manage and/or enforce evacuations	Law or Fire Dept	Send locations being evacuated
Secure fatalities/bodies at a Mortuary Collection Point	Town Sexton	Send MCP location and status
Clear roads of debris, snow, ice, and/or damaged vehicles	Public Works/Fire Dept	Send list of roads impacted and status
Provide emergency incident information to Public	Public Info Officer	Provide copy of media releases

Information can be sent to the Waldo County EOC by E-Mail, Phone Call, Fax, Text Message, 2-Way Radio, or D4H Live