

Emergency Management Ordinance of the Town of _____
(Enacted March XX, XXXX)

1. Short Title: This Ordinance shall be known and may be cited and referred to as the “Emergency Management Ordinance of the Town of _____”. Authorized under Title 37-B M.R.S.A., Section 782.
2. Definition: Emergency Management Director (EMD) shall mean the appointed town official responsible for performing the four phases of Emergency Management (preparedness, response, recovery and mitigation) and for liaison with the County Emergency Management Agency.
3. Establishment: The position of Emergency Management Director for the Town is hereby created. The Select Board may appoint additional staff members, to assist the EMD as needed.
4. Appointment, Term and Removal: The Select Board shall appoint the EMD. This appointment shall be annual and made by 1st of ____ each year. The Select Board may remove the EMD for cause.
5. Oath of the Emergency Management Director: Once the EMD has been appointed, the EMD shall take an oath of office before assuming any duties, pursuant to Title 30-A M.R.S.A., Section 2526.
6. Duties of the Emergency Management Director: The EMD shall:
 - A. Prepare and update a List of Potential Hazards.
 - B. Prepare and maintain the municipal Emergency Operations Plan.
 - C. Organize, activate and manage the municipal Emergency Operations Center (EOC).
 - D. Prepare and maintain a list of disaster resources.
 - E. Develop procedures for the operation of the municipal EOC.
 - F. Maintain written disaster Mutual Aid Agreements with the approval of the Select Board.
 - G. Provide Emergency Management training to town officials, planners, and responders.
 - H. Develop and implement disaster drills.
 - I. Attend County Local Emergency Manager meetings.
 - J. Provide Disaster Preparedness information to town residents.
 - K. Complete and report Situation Reports and Damage Assessments to the County EMA.
 - L. Complete and submit applications for FEMA disaster funds and grants.
7. Membership of the Emergency Operations Center: When directed by any member of the Select Board or by the EMD, the EOC will be established and manned. At the discretion of the Select Board or EMD, the following town officials may be included on the EOC staff:

A. Select Board	F. Emergency Management Director
B. Town Clerk and Treasurer	G. Road Commissioner
C. Town Constable	H. Fire Chief or Deputy
D. Fire Warden	I. Health Officer
E. Animal Control Officer	

8. Establishment of the National Incident Management System: The Town of _____ hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for Federal, State, and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. NIMS will utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) will be utilized by all municipal emergency and disaster responders for incident management.

9. The EMD shall be compensated for duties rendered by an annual stipend as appropriated at town meeting.

10. The EMD may take necessary training as provided by the County Emergency Management Agency, the Maine Emergency Management Agency, and FEMA.