



Select Board

Meeting Agenda

The Provincetown Select Board will hold a special public meeting on Monday, December 10, 2018, at 5:00 p.m. in the Judge Welsh Room, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657.

1. Presentation and Overview by County and Town Safety Officials on our Emergency Preparedness Plan. – Votes May Occur

Posted by the Town Clerk: www.provincetown-ma.gov, 12/6/18 10:45 am dv



Provincetown Select Board
AGENDA ACTION REQUEST

Monday, December 10, 2018 5pm

1

EMERGENCY PREPAREDNESS

Presentation and Overview by County and Safety Officials

Requested by: Town Manager David B. Panagore

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board approve a table top exercise to be held in Provincetown lead by the County in conjunction with local public safety departments.

MOVE that the Select Board authorize the scheduling of Incident Command System training for the Select Board and other Town Officials as appropriate.

Additional Information

- Attached Documents
 - Town Manager David B. Panagore Memo dated October 22, 2018 – Emergency Preparation with a Focus on Winter Strom Emergencies/Short and Long Term Effects
 - Town Manager David B. Panagore Memo Dated December 4, 2018 – Draft Emergency Management Plan in Provincetown which includes the Emergency Management & Transportation Coordinator, Chief Golden’s Memo dated August 31, 2017 and the Draft Emergency Management Plan in Provincetown.
 - Environmental Planner Timothy Famulare Memo dated December 5, 2018 – List of Emergency Management Plan Protocols
 - Heath Director Morgan Clark Memo dated December 4, 2018 – Emergency Planning and Preparedness Documents for Roundtable
 - Health Director Morgan Clark Memo dated December 4, 2018 – Emergency Planning and Preparedness Documents for Roundtable.
 - Barnstable County Regional Emergency Planning Committee Presentation

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

Memo

To: Select Board

From: David B. Panagore

Date: October 22, 2018

Re: Emergency Preparation with a Focus on Winter Storm Emergencies/Short and Long Term Efforts

This memo provides a short overview of our emergency management operations, which can be divided into preparedness and response¹, with a particular focus on winter storm/hurricane response, both short term and long term, and concludes with staff identified next steps. In the short term, our response to winter storms, such as those which brought significant flooding and power outages last winter, are part of our emergency operations response, while in the longer term, the underlying climate change conditions and related coastal resiliency preventative measures are handled as part of our hazard mitigation efforts. This memo provides a status report on both topics.

At the community level, we have the initial draft of the Emergency Management Plan in hand and have hosted several meetings with our state and regional public sector parents and key stakeholders (transportation, medical etc.), as well as through the Fire and Police Departments, participated in several training exercises. However, bringing on board and setting in motion, the Deputy Emergency Manager is going to be and needs to be a focus of the next few months to push forward on our overall plan, which in turn will lead to great community engagement activities. We will return to this in the next steps section. While this is the game-plan for the overall plan, the immediate focus is our winter storm and coastal resilience efforts which continue to move forward.

Regarding our emergency management operations for the winter season, staff has begun meeting and has been coordinating preparations for this winter beginning even several months ago. These efforts include Town Manager's Office, Police, Fire, DPW, the Harbormaster, and Community Development (principally Health Director, Building Official and Environmental Planner) and other staff as needed. Highlights include the acquisition of a high water vehicle by the Fire Department so that we do not, to the extent possible, put vehicles at risk in salt water in performing storm operations. The DPW has ordered sands bags and begun related preparations, including the scheduled acquisition of a new technology, being a simple to roll out temporary water dam to be tested, we anticipate, at the West End boat ramp and possibly the Gosnold Street Town Landing. Normal operations such as storm drain cleaning have also taken place. As to our successful sand berms in the harbor area, our Environmental Planner has begun working with the Conservation Commission

¹ Emergency preparedness refers to actions which can and should be performed prior to an emergency, such as planning and coordination meetings, procedure writing, team training, emergency drills and exercises, and prepositioning of emergency equipment. Emergency response refers to actions taken in response to an actual, ongoing event.

and the State to secure the needed approvals for us to install temporary sand berms along the Town harbor at the identified inundation points.

Regarding our notification system with the public, while we have relied on a variety of means, over last winter we focused our efforts on getting folks to sign up for our notification system. We currently have 2,148 individuals signed up and receiving, by the means of their choice (phone, text or email), emergency alerts. We will be doing more outreach, however this level of engagement is already very encouraging.

At the department level, meetings with Department Heads requesting updates on their emergency management plans and procedures have been conducted to determine the status of the current protocols in place, and we are beginning the review of what additional steps can be taken to improve our preparations, a brief overview follows.

The Police and Fire Departments have their departmental plans in place for addressing emergency situations, and their work is regionally coordinated through the Barnstable County Regional Emergency Planning Committee, who also help us coordinate regionally in advance of every winter storm.

The Health Department is required to and has an emergency operating plan, which was developed in conjunction with MEMA, the CDC and is updated yearly in conjunction with the County. As well, our Health Director oversees the shelter and as of last year's warming center, coordination and operation. While recognizing no emergency situation is exactly the same, and further work needs to take place to develop thresholds for response, at this time we are continuing to use the extended power outage for a significant number of actively occupied households as the condition, in addition to a regional call, to open the shelter, and an extended power outage to operate a warming center during the day. We have been utilizing the VMCC for both operations, however as will be identified in the next steps section, there is the potential of using the library as a warming center if a generator is acquired. The opening of a warming station provides a gauge for determining what the need is for the Town to open an Emergency Shelter. If the library was available as a warming station, the Emergency Management Team assigned to the shelter would have dedicated time to set up the shelter at the VMCC, while residents are at the Library.

The Department of Public Works (DPW) has protocols in place for Water and Wastewater management, a mobile generator to provide power to essential facilities should their stand-by generator fail during an emergency situation, and working protocols based on our data and from experience last year for when and how we install sand bags and related measures for the identified inundation paths and areas of flooding, such as Town Hall. We anticipate using this year's experience to fine tune our operation and formalize our procedures.

The Harbormaster has protocols in place for emergencies (including a Hurricane Plan, Standard Operating Plan, Hazard Mitigation Plan, and Port Security Plan), undertakes yearly US Coast Guard required training and holds sessions for staff and their employees to be trained in Incident Command Training (ICS), the federally mandated system for emergency response.

The Council on Aging has a Storm Reassurance Program to ensure that people who have filled out the Special Assistance Form have necessities such as, but not limited to, water, batteries, and oxygen. In coordination with the Police Department they maintain a list of those individuals who identify themselves as having particular needs and have requested to be checked in case of an emergency.

Turning towards the longer term, our coastal resilience efforts are based upon the 2016 Provincetown Hazard Mitigation Plan adopted by the Board of Selectmen in May 2016 and approved by FEMA, which allowed us to become eligible for federal funding grants related to hazard mitigation. In addition, our work plan for both coastal resilience and storm response efforts has been driven by the Center for Coastal Studies 2016 Storm Tide Pathways Study and their on-going efforts. For further background please see the attached memo dated February 26, 2018.

Looking immediately ahead, our coastal resilience efforts are focused in two areas, improving our plan and implementing the Beach Nourishment Project.

1. **Planning:** Following on the good work done in conjunction with Cape Cod Commissions to adopt a hazard mitigation plan, our next step is to prioritize adaptation and mitigation measures and develop a work plan and timeline for their implementation in the near-, short- and long-term. This entails a community engagement process that will review the Hazard Mitigation Plan and organizing the resilience and mitigation measures identified in it around strategic areas of focus. Key focus areas included: energy and infrastructure reliability, social and organizational resilience, emergency access and egress during disasters, vulnerability of waterfront assets, and historical and cultural identity. The Town would use this process to update, as necessary, the Hazard Mitigation Plan and the Infrastructure Vulnerability Assessment to address climate change projections and risks from sea level rise. This effort is being funded through a Massachusetts Executive Office of Energy and Environmental Affairs through the Municipal Vulnerability Preparedness (MVP) program planning grant of \$27,500.00. In addition, once we have undertaken this community resiliency planning process and developed an action plan, the Town will be certified as an “MVP community” and become eligible for potential future grant funding for MVP-certified communities to implement our resiliency plans.

2. **Beach Nourishment/Coastal Resilience Project:** Our focus is on a dune enhancement project at the beach between Ryder Street and Gosnold Street. The goal of the project is to establish a vegetated dune that would raise the elevation of the beach to mitigate coastal storm flooding associated with the storm tide inundation pathway in that area. This effort requires extensive planning in advance of any permanent on site efforts. Using a combination of state grants and the funds authorized at the last Annual Town Meeting, we are well positioned to undertake both the planning and the implementation of this project. Using a State Coastal Zone Management grant of \$149,153.00 matched with our required 25% or \$39,874.46, we anticipate being able to complete the design and permitting efforts this fiscal year. The project tasks will include data gathering, public outreach, assessing and mapping environmental resources, surveying site boundaries, analyzing coastal processes, including wave conditions for various storm conditions (with and without sea level rise), preliminary project design, final design and permitting submittals. We anticipate being able to move forward with the construction efforts to install the project using the \$200,000 approved for a shoreline project at the 2018 Annual Town Meeting. We will have a better understanding of the construction alternatives following the design and permitting efforts undertaken this year.

Next Steps include:

- Review our emergency shelter operations and protocols (staffing, equipment etc.) and last year’s warming center initiative during extended power outages for this coming season. Seek policy guidance from Select Board and as needed undertake cost –benefit analysis on level of service.
- A review of our communications plan to integrate our new Project Administrator.
- Seeking a permanent deputy emergency manager. We have been working through the various options and job descriptions; anticipate being out on the street by the end of next month.
- Investigation of a potential acquisition of a generator for inclusion in the FY20 Capital budget that could power the library and adjacent firehouse #4 in the event of a power outage. So that in turn during outages, the library may be designated as a warming station and improve fire operations in the east end.

- Undertake design and permitting of the beach nourishment project at Ryder and Gosnold Streets.
- Continue to pursue state and/or federal funding for the Ryder Street outfall pipe.
- Solicit for bids and then construct and install the wave attenuator.
- Undertake and complete Phase 4 of the Commercial Street porous pavement program.
- Work with Eversource to install a storage battery to power the community for a short duration, several hours, in the event of a power outage, anticipated to be located at the Transfer Station.

Memo

To: Select Board
From: David B. Panagore
Date: December 4, 2018
Re: Draft Emergency Management Plan in Provincetown

Attached please find both the Police Chief's submission of the Chapter One- the Basic Plan and his cover memo from August 31, 2017. Following on this memo, and recognizing the level of effort required going forward, we analyzed the situation and in the Town Manger's Budget submission in December 2017 we proposed the Emergency Manager & Transportation Coordinator position, which was subsequently approved at the April 2018 Town meeting. The position will be advertised (see attached) by the end of this month, a short summary of the various responsibilities follows as an attachment as well.

Excerpt Town Manager FY19 Budget Message

"In this budget we are requesting that we enhance the parking administrator position and merge it with a currently unmet need, emergency management, to become our Emergency Management and Transportation Manager, funded in part by each budget. (We will continue to rely on Dominic Rosati and keep him working until he desires to retire). This combined position will focus on parking and transportation operation in the summer season and on emergency management planning and preparation in the off season. Our parking operation is a significant part of our budget and the service is currently a critical component of our visitor experience and seasonal worker system. With a modern parking system we can fully integrate our lots, potentially partner with private lots, and enhance our focus on enhancing bus, airport, and ferry service. In this environment, we need to have better CCRTA service, and I would expect this manager to focus on improving just that. While emergency management is a critical function that we need to be prepared for; we need to bring together the entire community if we are to be ready in the event of an emergency. With climate change, the increase frequency of hurricanes and other man made incidents that result in human tragedy, and our work over the past two years, it is evident that we need to develop community wide training and preparation given our remote location and the time required for aid to arrive particularly during the high season or on peak event days. This level of preparation requires focused attention. A combined position will take advantage of our seasonality and, in the event of an emergency, having emergency manager be versed and in charge of our transportation system(s) will be critical. "

EMERGENCY MANAGEMENT & TRANSPORTATION COORDINATOR

Position Purpose:

The purpose of this position is to assist the Town Manager in the daily operations of the community's emergency management functions and coordinate the transportation related functions of the community including the supervision of all parking operations.

Supervision:

Supervision Scope: Performs responsible administrative, supervisory and technical functions requiring the exercise of judgment and initiative.

Supervision Received: Works under the general direction of the Town Manager.

Supervision Given: Supervises employees engaged in parking operations and coordinates transportation and emergency management departments and agencies.

Job Environment:

Work is typically performed in both an office setting and outdoors, at which time the incumbent may be exposed to weather extremes of severe heat and cold, as well as inclement weather and evening meetings may also be required. Availability must be on a 24 hour/7 day a week basis.

Applicant must be able to operate such equipment as but not limited to telephone, computer, copier, and other standard office equipment. Applicant must possess a Class D driver's license.

Makes frequent contact with the general public, other municipal departments, county, state and federal employees, residents, visitors, transportation companies, businesses and event staff. Contacts are primarily in person, by telephone, writing and email, and involve a communication exchange dialogue. Contacts with the public require considerable patience and courtesy, and may involve a high level of stress. Preserves constant contact with local fire, police and health officials, the public, state and federal regulatory officials (usually by telephone and in person) regarding emergency response plans.

Pursue and secure funding, for sheltering program, emergency preparedness and homeland security efforts from state and federal agencies through grant writing and coordination with various agencies.

Has access to department-level confidential information which requires the application of appropriate judgment, discretion and professional office protocols.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Write, develop, and maintain an effective Town of Provincetown Emergency Management Response plan and program; serve as the coordinator in planning, operations, and community liaison to build the emergency program and support mitigation efforts. Coordinates with regional shelter program and manages shelters and volunteer agencies for local events that may require mass care. Liaison to all county, state, and federal agencies, and coordinates related actions with all necessary departments.

Provides professional, administrative and technical work related to comprehensive emergency preparedness, emergency management and environmental services.

Responsible for coordinating all components of the emergency management system and the activities of the local Emergency Planning Committee. These components will consist of health, pier, and public works employees and volunteers. It will be required to work in conjunction with the Police Department, the Fire Department, and local ambulance services, which all have their own mandates and responsibilities. In emergencies, all of these groups will work together to protect and serve the public.

By definition, the Emergency Management and Transportation Coordinator is the chief of staff during an emergency, reporting directly to the Town Manager.

Maintains community engagement and participation in the emergency program; emergency partners in the private sector range from businesses to civic organizations and individuals.

Coordinates all county, state and federal required emergency management actions and responses as assigned during weather events

Writes, develops, and maintains a coordinated transportation plan for all transportation services during emergency, seasonal, and year round operations. Serves as local point of contact and coordinates transportation related functions and activities impacting Provincetown.

Serves as a point of contact for members of the public on parking and transportation matters, as well as departments, visitors, residents, and/or businesses with parking issues.

Oversees parking operations including the preparation of all parking lot equipment, parking access and revenue control equipment, parking meters, and kiosks in Town. All equipment must be operable in preparation for the high season on opening day, and properly protected and secured at the end of the season. Perform any maintenance needed and have any service calls completed.

For parking operations, oversees the daily collection of revenues, reviews the cashier's work from the previous day parking lot receipts; prepare paper work for accounting records. Collects

and counts currency from kiosks, and makes deposits.

Runs reports from fee computers in parking lots, supervises shift changes, fills all ticket dispensers in parking lots, and checks all equipment for any maintenance necessary to prevent any disruption in service.

Ability to serve, as required, as a Hearing Officer to review parking ticket appeals and renders decisions.

Prepares parking operations budget and capital improvement projects budgets and submits to the Town Manager. Prepare matters for consideration at Traffic Hearings for the Select Board and Town Meeting.

Reviews seasonal job applications, conduct interviews, and hires seasonal staff for the parking lots and parking enforcement. Prepare paperwork for payroll and schedules work assignments for support staff for the parking lots to ensure effective use of resources.

Provides information and assistance to the public in parking and related concerns; makes referrals to appropriate departments for assistance. Responds to questions and concerns to the extent of experience and authorization.

Performs similar or related work as required, directed, or as situation dictates.

Minimum Required Qualifications:

Education, Training and Experience:

High school education and the completion of specialized courses in parking meter operations and repair; Associates Degree preferred; five years' experience in parking meter maintenance and administration, three of which have been in a supervisory role; customer relations training required; or any equivalent combination of education and experience preferred.

Special Requirements:

A valid motor vehicle operator's license is required.

National Incident Management System certified (or upon hiring and within probation period)

ICS 100-400 Certification

FEMA All Hazard Incident Management Training

Knowledge, Ability and Skill:

Knowledge: Considerable knowledge of the materials, methods and techniques relative to parking meter operations and repair. Some knowledge of the Registry of Motor Vehicles and Handicap state laws necessary.

Ability: Considerable ability to deal effectively and tactfully with the public; ability to communicate effectively with staff. Able to write reports and make presentations. Oversees

maintenance of parking lot equipment.

Skill: Proficiency in Microsoft Office, Word, Excel and Outlook. Skill in all of the above listed tools and equipment.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects; May occasionally lift/move objects weighing up to 30 pounds; Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges. Required to operate a motor vehicle.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Town of Provincetown

James F. Golden
Chief of Police
jgolden@provincetown-ma.gov



Police Department

26 Shank Painter Road
Provincetown, MA 02657
Phone: (508) 487-1213
Fax: (508) 487-4077
www.provincetown-ma.gov

To: David B. Panagore, Town Manager

From: James F. Golden, Chief of Police

Date: August 31, 2017

Subject: **DRAFT** Emergency Management Plan in Provincetown

A comprehensive EMP is flexible enough for use in all emergencies. A complete EMP describes: the purpose of the plan; the possible situation or vulnerabilities; assumptions; the Concept of Operations (CONOPS); organization and the assignment of responsibilities; administration and logistics; continuing plan development and maintenance; and authorities and references.

At the Board of Selectmen meeting we will discuss core capabilities including Planning, Operational Coordination, and Public Information and Community Notification. This DRAFT is our attempt at outlining what this would look like on paper. This draft should be deemed a working document and is NOT complete.

Emergency preparedness is a shared responsibility; it calls for the involvement of everyone — not just the government — in preparedness efforts. By working together, everyone can work together to help keep our community safe from harm if struck by hazards, such as natural disasters or other critical incidents or emergencies.

This includes notice and communication with those that live and work in our community.

The plan calls for the development of official, appropriate, and accessible messages to inform the public of ongoing emergency services; protective measures, and other life-sustaining actions.

- Individuals and families, including those with access and functional needs
- Businesses
- Faith-based and community organizations
- Special Populations
- Schools
- Media outlets
- All levels of government, including state, local, and federal partners

Planning makes it possible to manage the entire life cycle of a potential crisis. Strategic and operational planning establishes priorities, identifies expected levels of performance and capability requirements, provides the standard for assessing capabilities and helps stakeholders learn their roles. The planning elements identify what an organization's Emergency Management Plan (EMP) should include for ensuring that contingencies are in place for delivering the capability during a large-scale disaster.

The Provincetown Comprehensive Emergency Management Plan (EMP) defines the scope of preparedness and emergency management activities in Provincetown. The EMP planning process also works well for managing both conventional and complex emergency operations and can be used to develop plans for non-emergent events.

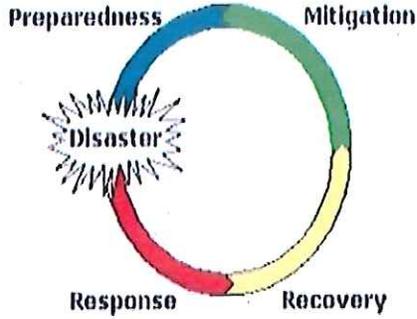
During an emergency or during the response to a disaster, the "normal business of the Town" will be suspended. Provincetown employees will be repurposed, volunteers and community partners will assume new roles in the emergency response organization as outlined in this document. This EMP outlines in draft from responsibilities to organizations and individuals for carrying out specific actions that exceed their normal, daily, routine responsibility at projected times and places during an emergency.

It is the purpose of this Basic Plan to define the actions and roles necessary to provide a coordinated response to any emergency in Provincetown. The plan provides guidance to all departments and agencies in Provincetown and a general concept of potential assignments before, during, and following an emergency situation. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state or national emergency operations plans or procedures.

Further, the purpose of this plan is to prescribe those activities to be taken by the Provincetown Board of Selectmen and Town Manager as well as by other government and community officials to protect the lives and property of all of the citizens of Provincetown in the event of a natural or human-caused emergency or disaster, including terrorism, and to satisfy the requirement that the Town of Provincetown have an effective and operational emergency management plan.

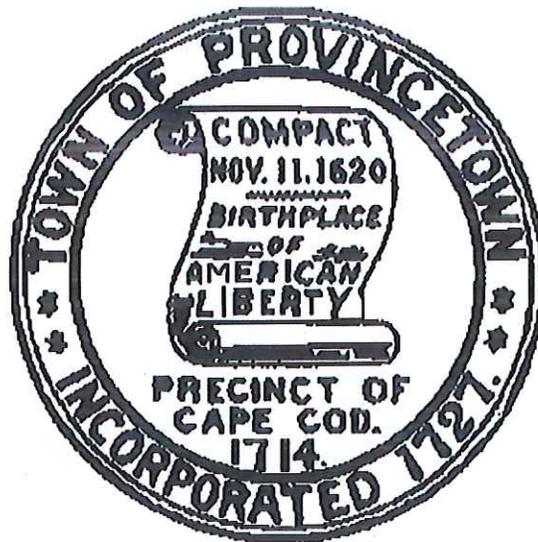
This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide an appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery. All elected town officials, town departments, community volunteers and partner agencies should become familiar with this document to ensure efficient and effective execution of their emergency responsibilities. While the plan can help to establish the relationships, responsibilities, and general guidelines for town departments to use during an emergency, it does not replace the responsibility each department has in developing its own emergency protocols and testing its own plans. It is only one aspect of a prepared and resilient community.

The Town employees and Town officials must undergo a program of regular emergency training. The Town must adopt and support a comprehensive exercise program for emergency operations to be effective.



Emergency Management Cycle

Town of
Provincetown
Massachusetts



Comprehensive Emergency
Management Plan

DRAFT

To All Recipients:

Transmitted herewith is the revised Emergency Management Plan for the Town of Provincetown. This plan supersedes any previous plans promulgated for this purpose. It provides a framework wherein the community can plan and perform their respective emergency functions during a disaster or emergency situation on the local, state or national level.

This Comprehensive Emergency Management Plan encompasses the four phases of emergency management:

1. Mitigation: Those activities which eliminate or reduce a hazard or reduce the impact of a disaster;
2. Preparedness: Those activities which governments, organizations, and individuals develop to save lives and minimize damage;
3. Response: Those activities which prevent loss of lives and property and provide emergency assistance; and
4. Recovery: Those short and long term activities that return all systems to normal or improved standards.

This plan is written in accordance with existing federal, state and local statutes and understandings of the various departments involved. It will be revised and updated as required. All recipients are requested to advise the Provincetown Emergency Management Director of recommendations for improvement.

All Department Heads assigned a responsibility under this plan are hereby directed to develop written, detailed procedures for their department, describing how response functions will be carried out.

PROVINCETOWN BOARD OF SELECTMEN:

_____ DATE

Section 1 - FOREWARD

The Provincetown Emergency Management team is charged with the responsibility to develop and implement a Comprehensive Emergency Management (CEM). The heaviest emphasis in the past was on preparedness and response. In addition to those, equal emphasis is now placed on the Mitigation and Recovery phases of CEM.

This plan addresses emergency situations in which the actions of many different agencies must be coordinated. This major coordination effort differs from those emergencies handled on a daily basis by local fire, law enforcement, and emergency medical services.

This Plan is structured in three sections. The first is the *Basic Plan*, which is an overview of the Town's approach to emergency management, including broad policies, plans and procedures. The next section contains the *Functional Annexes*. These address specific activities critical to emergency response and short-term recovery efforts that support the Basic Plan. The last section contains *Hazard-Specific Appendices*. These support each Functional Annex and contain technical information, details, and methods for use in emergency operations.

Standard Operating Procedures (SOP's) for local emergency response personnel should be developed based on responsibilities assigned in their plan. These SOP's will be maintained separately from this plan as supporting documents.

Information concerning telephone contacts, equipment inventories, resources, facilities, and support forms supporting the CEM Plan and SOP's are contained in the *Resource Manual*. The *Resource Manual* is maintained as the last section of this plan.

DISTRIBUTION OF PLAN

RECIPIENTS

Provincetown Board of Selectmen
Provincetown Town Manager
Provincetown Emergency Management Director
Provincetown Police Chief
Provincetown Fire Chief
Lower Cape Ambulance Coordinator
Provincetown Public Health Director
Provincetown Finance Director
Provincetown Principal Assessor
Provincetown Director of Public Works
Provincetown Highway Superintendent
Provincetown School Superintendent
Provincetown Animal Control Officer
Provincetown Public Library

RECORD OF CHANGES		

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Section 2 - BASIC PLAN

PURPOSE

When a disaster strikes Provincetown, all of the town's normal daily business is put on "hold" while all of the Town's employees and facilities respond to resolve the emergency. In actions reminiscent of the "minute man" of old, all of the Town's employees and residents join together to respond to the emergency. The Federal Emergency Management Agency has developed a new program which serves as a foundation for this document. The whole community is involved in the response and recovery, leaving the community more resilient as a result. Firefighters may be involved in search and rescue operations, police officers provide security to medical clinics run by the Medical Reserve Corps, Red Cross and other volunteers may operate the Town's shelters, the Department of Public Works will be clearing roads, managing debris and evaluating critical infrastructure. All of this complex and comprehensive response to a disaster must be coordinated to be effective. Needs have to be discovered and prioritized; response elements have to be identified and dispatched; reports and records have to be maintained in an organized fashion. The skills involved in these operations involve a high degree of technical sophistication and competence – it's clearly not a "learn on the job" environment. Preparation involves training and exercises for all of those involved in response and recovery activities. All of this requires a great deal of preplanning and organization. For these reasons, this plan proposes more planning in preparing the community for its next emergency. It's not a question of "if" another emergency will happen, but a question of "when" it will occur.

SITUATION

The Town of Provincetown is located in the very outermost section of Barnstable County in Massachusetts. The latitude of Provincetown is at 42.058N. The longitude is at 70.179W. It is located in the Eastern Standard time zone. The Town's peak elevation is just 100 feet. According to the United States Census Bureau, the town has a total area of 17.5 square miles (45 km), of which 9.7 square miles (25 km) of which 7.0 square miles (18 km) is federal land and 7.8 square miles (18 km), water. Provincetown has only one border community, the Town of Truro, Massachusetts to the South. During the summer that number grows to several times that with day tourists, renters and seasonal homeowners. The Town depends on its tourist economy.

Due to its location, demographics and geologic features Provincetown is vulnerable to both manmade and natural incidents and disasters. Outlined below is a basic summary of risks and risk categories that have been broken down into three levels - high, moderate and low. This list is not all-inclusive.

HIGH RISK OF OCCURRENCE:

Power Outage – Provincetown is at risk for both limited and widespread power interruption with a potential for extended periods of outages. Both residential and business community members depend on electricity for lighting, heat, and communications. Extended power outages would place a large burden on the community. An outage can occur with no warning.

Winter Storm - A history of strong winter storms exists for our area. With our limited resources, narrow roads, and private roads, significant storms have the potential for isolating large numbers of residents and limiting emergency response capabilities for a period of time. Additionally, strong winds and high seas may affect access to certain areas of Provincetown due to ice/snow, flooding, and downed trees. We usually have a few days warning for winter storms.

Hurricane - Damage and interruption of services for Provincetown would be significant in any Hurricane - Damage can be estimated for the following hurricane categories

Cat. 1 - Minor wind damage, branches down, minor flooding.

Cat. 2 - Minor wind damage, trees and branches down, minor flooding, possibility of power failures.

Cat. 3 - Moderate wind damage, trees blocking roads, possibility of a 10-12 foot storm surge creating moderate flooding, probability of power failures of greater than 1 day.

Cat. 4 - Major wind damage, significant number of trees down, buildings damaged, significant flooding, high probability of power outages of greater than 3 days.

Cat. 5 - Catastrophic wind damage, trees down, buildings damaged and possibly destroyed, major flooding, high probability of power outages of greater than 5 days.

Note: Category 3 hurricanes have a historically moderate to low risk of occurrence. Category 4 & 5 hurricanes have a historically very low risk of occurrence.

We usually have several days warning prior to a hurricane.

MODERATE RISK OF OCCURENCE:

Drought - Additionally water supplies can be affected by a prolonged drought. Area and local crop damage could be significant. We can expect several weeks' knowledge that drought conditions are progressing.

Fire - A widespread fire that exceeds the normal operating procedures of the Fire Department could put the Town at risk. Given the proximate locations of most buildings and amount of low brush covering the National Seashore a large fire (brush or otherwise) could cut off normal evacuation routes for some areas. We could have less than one hour's notice of a spreading fire.

Flood - A portion of the south harbor facing side of town qualify as flood plains according to FEMA's Flood Insurance Rate Maps. These areas will be particularly affected by any storm surge associated with a hurricane. Some evacuation of these areas could be necessary. We usually would have a few days' notice of the kinds of conditions that could create a flood hazard for Provincetown.

Hazardous Materials Incidents - A small amount of Hazardous Materials pass through Town by truck regularly. These are primarily diesel fuel (home heating fuel), gasoline and propane. A small amount of materials are stored at businesses and residences. These materials are primarily associated with landscaping, farming and swimming pools. The Town has limited resources to deal with a spill and would need to rely on local and off-Island mutual aid response. We would have no warning of a hazardous materials incident.

Emerging Public Health Crisis / Epidemic - Given the huge influx in population during the warmer months, Provincetown is at greater risk than many communities for the introduction of an illness that could reach epidemic proportions. This is of concern given our limited medical resources. It is possible that we would not know there was a public health crisis until it was well under way.

Plane Crash - With the Provincetown Airport in Provincetown the likelihood of a crash is moderate. Historically the crashes that have occurred involved small planes carrying fewer than 9 people. These crashes generally result in fatalities for all on board but no further widespread problems. Aircraft carrying 15+ people do come in and out of our airport. We may have at most a few minutes warning of a crash.

Offshore Oil Spill – The environmental impact from an oil spill on Provincetown's miles of sensitive coastline could be significant. Additionally the economic impact from a decrease in tourism as well as clean-up costs could put stress on the Town. We could have up to several days warning of a spill approaching our shores.

LOW RISK OF OCCURENCE:

The following are at low risk of occurrence in Provincetown. Although they are less likely to occur they could cause major damage and disruption to the Town if they did. They are also incidents that would most likely cause major disruptions to the rest of the State and possibly the Country. As such it could be days or even weeks before assistance would be available.

- Economic Emergency
- Widespread Computer/Internet Failure (Virus)
- Civil Disorder/Riot
- Active Shooter Violence
- Terrorist Incident (WMD) Chemical or Biological Attack
- Nuclear Incident
- Earthquake

ASSUMPTIONS

Officials within the Town recognize their responsibilities regarding the safety and well-being of the public and will assume their responsibilities when the Comprehensive Emergency Management Plan is implemented. Any time Town officials or department heads are requested to respond in this plan they may assign a designee to act in their place. Unless otherwise specified the designee will have the authority to speak and make decisions for the official or department they are representing.

Because Provincetown is at the end of the line on Cape Cod it should be understood that there are limited resources available for immediate use. If the Town experiences an emergency that causes it to exceed its local resources, limited assistance may be immediately available from adjoining communities. Police, fire and EMS have existing mutual aid agreements. Use of mutual aid resources from adjoining communities may be limited or non-existent in a region-wide or multi-jurisdictional disaster. Aid from off-Cape agencies may be available but because we are at the end of the arm the amount of time to receive that assistance could be extended by approximately 4-48 hours. Additionally weather conditions can make it so that off-Cape assistance is delayed for a considerable amount of time.

Volunteers staff many emergency services (Fire & Rescue) in Provincetown. As such they cannot be mandated to respond. Though there is a strong sense of commitment among our volunteers and many, if not most, would wish to respond, certain situations could cause some to have to put their families and/or jobs first. Additionally many individuals volunteer for more than one organization. As such consideration must be given when estimating the number of available responders.

LIMITATIONS

It is the policy of the Town of Provincetown that no guarantee is implied by this plan. The Town will make every reasonable effort to respond based on the situation, information and resources available at the time. Because Town assets and systems may be damaged, destroyed or overwhelmed response could be delayed or even unavailable.

The performance of the assigned tasks and responsibilities may be dependent on appropriations and funding to support this plan. Lack of funding may limit the services envisioned under this plan.

ORGANIZATION & ASSIGNMENT RESPONSIBILITIES

ORGANIZATION

1. The Town Manager as the Commissioner of Public Safety is responsible for the overall management of the Town, before, during and after a disaster, including delivery of emergency response activities by community officials and departments. The Town of Provincetown is required by law to appoint an Emergency Management Director who is responsible for coordinating the emergency management program.
2. The Emergency Management Director is responsible for the proper functioning of the Emergency Operations Center (EOC) and coordination of emergency response by the community. The Emergency Management Director is also an emergency first responder. The Emergency Management Director is also the liaison to other communities and all State and Federal agencies.
3. For the purposes of organization and communications the following individuals or their designees shall be members of the Emergency Management Committee: A member of the Town Manager, Assistant Town Manager, Emergency Management Director and Deputy Director(s), Fire Chief, Police Chief, Health Agent, Animal Control Officer, DPW Director, Highway Superintendent, Council on Aging Director, Finance Director, Lower Cape Ambulance Representative, School Superintendent, Red Cross Representative, BCREPC Representative and any other individuals the Town Manager may deem necessary to the situation at the time of a meeting.
4. The emergency functions for the organizations that support disaster response will generally parallel, and be an extension and enlargement of, their normal day-to-day functions. To the extent possible, the same personnel, equipment and resources will be utilized.
5. Day-to-day functions, which do not contribute directly to the emergency operation, may be suspended for the duration of the emergency. Efforts normally required for those functions will be redirected to the accomplishment of emergency tasks by the organization concerned.
6. Specific persons and departments are responsible for fulfilling their obligations as presented in this Plan. Department heads will retain control over their subordinates and equipment.

Each department will have its own standard operating procedures for response operations. In certain emergency situations a department representative may be requested to staff the EOC. The Incident Command System (ICS) as described in the National Incident Management System (NIMS) will be utilized in managing emergencies and EOC operations.

RESPONSIBILITIES

Board of Selectmen

The overall responsibility for the Town lies with the Board of Selectmen. Pursuant to this plan the Board of Selectmen will annually review this plan and all emergency policies, and in the event of an emergency approve contracts and expenditures and Special Town Meetings as necessary meet the demands associated with a critical incident. Tasks outlined in this section are assigned by discipline and by the government official(s) responsible.

(BOS) = Board of Selectmen (TM) = Town Manager

Mitigation

1. (BOS) Schedules Risk and Vulnerability Assessments for the Town, when necessary.
2. (BOS) Reviews completed Risk and Vulnerability Assessments to determine any actions to be taken.
3. (TM) Assigns mitigation activities to appropriate departments or employees based on data collected in Risk and Vulnerability Assessments.
4. (TM) Encourages Town Departments/employees to research and institute mitigation activities appropriate to their respective departments/jobs.
5. (TM) Reviews and approves mitigation activities of Town Departments, when necessary.
6. (TM) Ensures that the Town Hall and any other town buildings or property that is not already designated to the responsibility of another Town Department and/or employee is prepared (as financially reasonable and possible) for any disaster in the High and Moderate Risk categories (page 1-2).
7. (TM) Ensures that vital records for the Town are protected from disasters included those listed in the High and Moderate Risk categories.

Preparedness

1. (TM) Appoints an Emergency Management Director and identifies alternates as necessary.
2. (BOS) Approves, annually reviews, and updates as needed the Comprehensive Emergency Management Plan.
3. (BOS) Approve emergency management policies, procedures, and plans for the Town.
4. (BOS/TM) Participate in training and exercises provided/recommended by Provincetown Emergency Management, MEMA and/or FEMA including ICS and NIMS:
5. (TM) Encourages all appropriate Town Departments/employees to participate in training and exercises provided by the Provincetown Emergency Management, MEMA and/or FEMA.

Response

1. (BOS) Keeps the EOC informed as to how to contact them whenever it is in operation.
2. (BOS) Provides a member of the Board to attend Emergency Management Committee meetings.
3. (TM) Assures that the EOC is manned at all times by a Provincetown Emergency Management representative, while activated.
4. (BOS) Responds to the EOC whenever a situation warrants their presence.
5. (TM) Assembles, when necessary, to assist in the emergency management process and:
 - Evaluates the status of the incident
 - Assists in the decision making processes by taking part in the command process within the Incident Command System

- (BOS) Determines any emergency policy or directives necessary to meet the needs of the emergency or situation, including a declaration of a State of Emergency.
 - (BOS) Ensures that any situation or decision that affects town government is addressed
 - Approves and or authorizes expenditures or acquisitions above \$100,000 (When necessary and appropriate)
 - Assures the continuation of government within the town
 - Interacts with State and Federal agency representatives when necessary
6. (TM) Creates, oversees and/or approves an Incident Action Plan (IAP) for each operational period.
 7. (TM) Approves messages and authorizes activation of Emergency Alert System
 8. (TM) Authorizes issuance of evacuation instructions and/or partial or full driving bans.
 9. (TM) Authorizes assistance from outside agencies when necessary.

If some members of the Board of Selectmen may simultaneously hold key public safety positions. Should this be the case at the time of a disaster their first responsibility shall be as Selectmen. It should also be noted that many disasters/emergencies do not require the constant presence of the Board. Additionally their activities may be limited enough so that they may be able to serve in more than one capacity. If this is the case it is the policy of this town that Board Members may act in their public safety capacity so long as it does not interfere with their ability to act as a Selectman.

Recovery

1. Ensures that the CEMP addresses recovery operations and circumstances.
2. Assists in the development of recovery policies and strategies before, during and after and incident.
3. Authorizes mitigation strategy for recovery.

Emergency Management Director

The Emergency Management Director (EMD), appointed by the Town Manager, has responsibility for coordinating the Emergency Management Program including advising the Board on courses of action available for decision-making.

Mitigation

1. Works closely with the Town Manager and Assistant Town Manager and other town agencies to develop mitigation strategies and identify areas requiring mitigation.
2. Coordinates public emergency education/awareness to improve citizen response and survivability and minimize the effects of any disaster on the public.
3. Develops and maintains the local *Comprehensive Emergency Management Plan* and recommends changes or improvements to the appropriate departments.

Preparedness

1. Develops and/or coordinates training for public officials and EOC personnel regarding EOC operations.
2. Completes relevant training such as ICS, NIMS and Emergency Management.
3. Coordinates and schedules tests and exercises of the Plan *at least* annually to provide practical, controlled, operations experience to those who have EOC responsibilities.

4. Coordinates an annual review and revision of the *Plan* by all officials involved.
5. Develops policies and procedures to assure EOC activation on short notice.
6. Ensures adequate staffing and communications capabilities within the EOC.
7. Maintains lists of resources and personnel to be notified when emergency situations occur.
8. Oversees the planning and development of basic warning/notification functions.
9. Develops Memoranda of Agreement with appropriate agencies and individuals for review/approval by the Board of Selectmen.
10. Ensures adequate stocks and tracks availability of food, water, administrative supplies, and other essential equipment for emergency operations at the EOC.
11. Designates facilities to be used as the primary EOC and alternate EOC.
12. Consults with coordinators of individual emergency functions to ensure readiness for management of potential emergency/disasters.
13. Briefs appropriate officials concerning their role in emergency management and at the EOC.

Response

1. Monitors potentially hazardous situations when possible and informs the Town Manager the point where action may be necessary.
2. The Board of Selectmen may organizes emergency meetings of the Emergency Management Committee and other specified individuals to discuss the Town's approach to a pending or present emergency.
3. At the request of the Town Manager activates the EOC and initiates response procedures and activities.
4. Coordinates all EOC activities and emergency response activities of other agencies. Agencies and services coordinated through the EOC include communications, public information, resource management and monitoring of hazards.
5. With approval and/or at the request of the Town Manager requests outside assistance from MEMA.
6. Notifies MEMA of the Town's declaration of a State of Emergency.
7. When necessary and approved by the Town Manager, requests State and/or federal assistance via MEMA to include: FEMA, Coast Guard, National Guard, etc.
8. Notifies the MEMA of any suspected terrorist event.
9. Coordinates with outside agencies arriving/responding to Provincetown.

Recovery

1. Continues and phases out response operations as needed.
2. Initiates recovery activities including:
 - a. Coordination and deployment of damage assessment teams
 - b. Compilation of damage assessment data
 - c. Assists the Board of Selectmen in applying for federal and state disaster relief funds. (Refer to Massachusetts Emergency Management Agency's *Disaster Assistance Program Guide*, a manual of information and instructions on damage assessment and how to apply for state and federal disaster relief assistance.)
3. De-activates EOC.

Law Enforcement

Law Enforcement activities in an emergency will, for the most part, be an expansion of normal daily responsibilities. Additional support may be requested through existing mutual aid agreements and from state and federal law enforcement agencies and will go through the EOC if it is operational. The police chief or his designee will integrate and manage outside law enforcement agencies, which are brought in for assistance. If, during emergency operations, law enforcement capabilities are exceeded, it shall be up to the Police Chief, if possible with input from the EMC as to which and what order response activities may take place.

Mitigation

1. Maintains plans for preserving law and order, traffic and crowd control during disaster/emergency periods.
2. Maintains law enforcement resources.
3. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the police department.

Preparedness

1. Provides training for officers on response during emergency/disaster periods including ICS and NIMS.
2. Ensures that law enforcement mutual aid agreements are in place.
3. Establishes procedures for continuity of police operations during a disaster/emergency.

Response

1. Provides law enforcement and maintains law and order during disaster/emergency period.
2. Initiates criminal investigations, preserves evidence and maintains chain of custody as much as practical while performing response activities.
3. Provides traffic control, crowd control, and restricted area control including patrolling evacuated areas.
4. Provides security to critical facilities, including Regional Shelters and the EOC.
5. Provides warning and notification support which may include mobile warning units.
6. Provides, if needed, back-up communications for shelter operations and other communications support.
7. Conducts and/or supports search and rescue operations.
8. Issues restricted area passes to appropriate personnel. Refer to *Resource Manual* for sample emergency pass.
9. Provides liaison and coordination with other law enforcement agencies.
10. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
11. Directs the disposition of individuals under arrest if the usual procedures are unavailable.
12. Coordinates with State Police to provide traffic control on state highways, and additional support to local operations.
13. Performs Incident Command duties if appropriate.

Recovery

1. Continues response operations until no longer needed.
2. Provides estimates of costs generated due to the disaster/emergency.

Fire Department

The basic responsibilities of the fire department in emergency/disaster situations are fire control and the management of hazardous materials incidents. The fire department is also involved on a regular basis with rescue operations, and, to some degree, with public warning systems. During emergency response activities, if fire department resources become exhausted, additional support will be obtained through mutual aid, state agencies and the Fire Mobilization Plan. The Fire Chief is responsible for coordinating all emergency fire service operations.

Mitigation

1. Provides fire code enforcement and fire prevention services including inspection and public education.
2. Maintains fire department resources.
3. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the fire department.

Preparedness

1. Maintains critical communication, cooperation and coordination with all town emergency fire responders (Police, EMS, Harbor, Health)
2. Provides training for members on response during emergency/disaster periods including ICS and NIMS.
3. Maintains plans for providing resources and services needed during disaster/emergency periods.
4. Maintains readiness of all fire department equipment, supplies, procedures, and mutual aid agreements needed in connection with emergency disaster response activities.
5. Establishes procedures for continuity of fire department operations during a disaster/emergency.

Response

1. Provides fire response and control during disaster/emergency period.
2. Provides communication and warning/notification support including and warning/notification support including operating fixed and mobile siren units.
3. Assists search and rescue operations.
4. Provides radiological monitoring and decontamination support.
5. Provides hazardous material incident response, control, and operations including biochemical decontamination to the level of training of the department.
6. Provides secondary emergency medical services.
7. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
8. Provides fire control in shelters.
9. Performs incident command duties if appropriate.

Recovery

1. Conducts, and/or supports damage assessment activities including fire inspection of damaged facilities.
2. Provides estimates of costs generated due to the disaster/emergency.
3. Continues to provide EOC support until no longer needed.

Board of Health

In most emergency disaster situations there is a potential for public health problems. When local health capabilities to meet the demands of an emergency are exhausted, support may be requested from state and federal agencies. The Provincetown Director of Department of Health & Environment is responsible for direction and control of public health services during an emergency/disaster situation.

Mitigation

1. Provides continuous health inspection of public facilities.
2. Administers immunization programs.
3. Provides training to appropriate personnel in detection, evaluation, and prevention of communicable diseases.
4. Maintains plans for administration of Board of Health responsibilities during disaster/emergency periods.
5. Provides programs to the public in disease prevention and health education.
6. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Board of Health.

Preparedness

1. Provides training for members on response during emergency/disaster periods including ICS and NIMS.
2. Maintains readiness of supplies, equipment, and personnel for use during disaster/emergency period.
3. Provides for protection of food and water supply.
4. Consults with representatives of response agencies to discuss coordination of public health aspect of response to emergency/disaster.
5. Establishes procedures for continuity of Board of Health operations during a disaster/emergency that cannot wait until the disaster/emergency has passed.

Response

1. Directs the management, distribution, and utilization of Board of Health resources during disaster period.
2. Investigates and corrects sanitation conditions during emergency/disaster periods.
3. Coordinates public health support activities of all response organizations providing such services.
4. Provides safe waste disposal.
5. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
6. Provides for water and food inspection, and laboratory testing as possible during emergency/disaster period.
7. Provides pest control.
8. Coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues, and identification and registration of victims.

Recovery

1. Continue response activities as needed.
2. Compile health assessment data, as needed for application for state and federal relief funds.
3. Provides estimates of costs generated due to the disaster/emergency.

Highway Department

In an emergency/disaster situation, the local highway department is responsible for deploying appropriate, available equipment and manpower in a prompt and orderly manner. In the event that local resources become exhausted, assistance may be requested from Massachusetts Emergency Management Agency (MEMA) through the EMD.

Mitigation

1. Maintains plans for provision of equipment and services needed during emergency/disaster period.
2. Maintains highway department resources.
3. Maintains roads, waterways, water and sewer systems and services.
4. Maintains flood control systems.
5. Provides engineering services and consultation.
6. Provides snow and debris removal.
7. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the highway department.

Preparedness

1. Provides training for members on response during emergency/disaster periods including ICS.
2. Maintains readiness of all highway department equipment, supplies, and personnel needed in connection with emergency/disaster response activities.
3. Maintains a fuel re-supply plan.
4. Establishes procedures for continuity of Highway Department operations during a disaster/emergency that cannot wait until the disaster/emergency has passed.

Response

1. Provides for pre-positioning of traffic control devices.
2. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
2. Provides debris clearance supporting emergency response activities and access to impacted areas.

Recovery

1. Provides damage assessment of roads.
2. Assesses impact of emergency on available equipment and resources.
3. Provides estimates of costs generated due to the disaster/emergency.
4. Provides estimates of costs to provide needed recovery resources.
5. Coordinate record keeping related to damage assessment and recover resources.
6. Provides debris clearance and disposal.
7. Provides road repair.
8. Coordinates with utility companies to restore services.

Emergency Medical Services

Lower Cape Ambulance is a regional ambulance service that is the primary provider of emergency medical pre-hospital transport care in the Towns of Provincetown and Truro. Coordination between the two towns must be considered during emergency/disaster situations.

Mitigation

1. Maintains Lower Cape Ambulance resources
2. Incorporates approved mitigation strategies

Preparedness

1. Provides training for members on response during emergency/disaster periods including ICS and NIMS.
3. Maintains plans for providing resources and services needed during disaster/emergency periods.
4. Maintains readiness of all Lower Cape equipment, supplies, procedures and mutual aid agreements needed in connection with emergency/disaster response activities.
4. Establishes procedures for continuity of Lower Cape Ambulance activities during a disaster/emergency that cannot wait until the disaster/emergency has passed.

Response

1. Provides emergency medical services during disaster/emergency period.
2. Supports search and rescue operations.
3. Attends emergency meetings and/or provides a representative at the EOC at the request of the Town Manager.
4. Assigns medical personnel to shelters at the request of the EMD.

Recovery

1. Restocks any utilized EMS supplies.
2. Provides estimates of costs generated due to the disaster/emergency.
3. Continues to provide EOC support until no longer needed.

Animal Control

Mitigation

1. Maintains Animal Control resources.
2. Coordinates with appropriate public committee and private sector agencies planning that provides for protection of domestic animals and fish and wildlife during an emergency/disaster situation.
3. Incorporates mitigation strategies presented by the EMD at the request of the Chief of Police that apply to the Animal Control Department.

Preparedness

1. Provides training for Animal Control Officers (ACOs) on response during emergency/disaster periods including ICS.
2. Maintains plans for providing resources, services and animal shelters needed during disaster/emergency periods.

5. Maintains readiness of all Animal Control equipment, supplies, procedures and mutual aid agreements needed in connection with emergency/disaster response activities.
6. Arranges activities needed to address the care of animals in an emergency such as evacuation, sheltering, medical treatment, search and rescue, etc.
7. Establishes procedures for continuity of animal control activities during a disaster/emergency that cannot wait until the disaster/emergency has passed.

Response

1. Coordinates the animal services and assistance necessary during a disaster including protection and care of animal victims, and disposal of dead animals.
2. Works with the Board of Health on any problems/issues that could involve public health.
3. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.

Recovery

1. Coordinates return of domestic animals to owners after emergency has passed.
2. Restocks any utilized supplies.
3. Provides estimates of costs generated due to the disaster/emergency.

Provincetown School

Mitigation

1. Incorporates mitigation strategies that will lessen the impact of any disaster/emergency.

Preparedness

1. Maintains plans for protection of students during any disaster/emergency period.
2. Regularly practices, through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency.
4. Coordinates with Red Cross and EMD arrangements to use schools, and/or school food stocks for mass care shelter and feeding.
5. Establishes procedures for continuity of school activities during a disaster/emergency that cannot wait until the disaster/emergency has passed.

Response

1. Protects students in school by releasing them, sheltering them, or evacuating and relocating them to safe areas during disaster/emergency.
2. Provides school buildings for public shelter.
3. Provides buses for evacuation of students and public during disaster/emergency.
4. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.

Recovery

1. Coordinates safe re-entry of students into school after disaster/emergency period has passed.
2. Assists in damage assessment of school facilities.

Financial Management Team

The Financial Management Team consists of the Finance Director, Treasurer, Accountant, Assessor, Tax Collector and the Executive Secretary.

Mitigation

1. Maintains jurisdiction financial records.
2. Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the members of the team.

Preparedness

1. Establishes procedures for handling financial aspects of disaster/emergency activities and consequences.
2. Becomes familiar with Stafford Act protocol and procedures.
3. Establishes procedures for continuity of Town financial operations during a disaster/emergency that cannot wait until the disaster/emergency has passed.

Response

1. Attends emergency meetings and/or provides a representative at the EOC at the request of the Board of Selectmen.
2. Handles procurement requests and maintains records of financial transactions during disaster/emergency period.
3. Provides Board of Selectmen with status of financial transactions.

Recovery

1. Provides support for damage assessment activities.
2. Prepares appropriate reports on costs incurred during disasters.

Planning Board

Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that applies to the Planning Board and its activities. Coordinates planning efforts with local emergency management organization. Coordinates engineering consultant services for all aspects of emergency management. Provides support for damage assessment activities.

Town Clerk

Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Clerk. Assists the Board of Selectmen in establishing procedures for the preservation of vital records. Establishes procedures for continuity of Town Clerk operations during a disaster/emergency that cannot wait until the disaster has passed. Assists at the EOC and in recovery operations when requested by the Board of Selectmen to do so.

Tree Warden

Incorporates mitigation strategies presented by the EMD at the request of the Board of Selectmen that apply to the Tree Warden. Establishes and presents to the Town Manager mitigation strategies for tree pruning to reduce the risk of storm damage. Assists in response and recovery operations when requested by the Board of Selectmen to do so. Provides support for damage assessment activities.

Library

Incorporates mitigation strategies presented by the EMD at the request of the Town Manager that apply to the Library. Establishes and monitors procedures for continuity of Library activities during a disaster/emergency that cannot wait until the disaster has passed.

CONCEPT OF OPERATIONS

1. When possible the Emergency Management Director (EMD) will provide warning to Town residents and visitors of an impending disaster.
2. If a disaster occurs the Town will endeavor to respond. The first priority shall be the preservation of life.
3. The EMD, at the request of the Town Manager shall call a meeting of the Emergency Management Committee
4. The EMD, at the request of the Town Manager shall activate the Emergency Operations Center (EOC).
5. The EMD may also activate the EOC at the request of the Incident Commander of a localized disaster.
6. The Board of Selectmen will review an Incident Action Plan developed by the EMC.
7. Each Town department shall maintain control of its own operations, with the EMD through the EOC, providing coordination and assistance.
8. This plan recognizes the importance of the National Incident Management System (NIMS) in managing emergencies. As such the Incident Command System (ICS) will be utilized when applicable and the following positions assigned by the Incident Commander or Board of Selectmen as Incident Managers in addition to the positions described elsewhere in this plan:
 - a. **Safety Officer (SO):** will be appointed at all emergency scenes to monitor incident operations and advises the IC on all matters relating to operational safety. The SO is responsible to the IC for the procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, implementation of measures to promote emergency responder safety, and the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. Only one incident SO is designated (even under Unified Command). During large or lengthy operations, the SO, Operations Section Chief, and Planning Section Chief coordinate closely regarding operational safety and emergency responder health and safety issues. The SO coordinates safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernment organizations.

b. **Public Information Officer (PIO)**: is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. A single PIO will be designated regardless of whether the incident is managed under an Incident Commander. While one of the Deputy Emergency Management Directors will serve as the primary public information officer assistants may be assigned from other agencies or departments involved. The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements including participation in the Joint Information System (JIS). The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The IC or there designee must approve the release of all incident-related information.

CORRESPONDING STATE ACTIONS

LOCAL ACTIONS		STATE ACTIONS	
Levels of Emergencies or Disaster	Initiating Events	MEMA Operational Levels	Corresponding Actions
I	Emergency incident for which local response capabilities are likely adequate.	I	Situation managed by an Incident Commander or Board of Selectmen as part of day-to-day operations. Situation is monitored and, if needed, appropriate state agencies are notified to take action as part of their everyday responsibilities.
II	A Level I incident begins to overwhelm local response capability. Some state assistance possible.	II	Selected members of the MEMA staff provide assistance as needed, MAESF primary agencies may be activated and support agencies placed on standby. Governor advised of the situation.
III	Situation continues to intensify, with the potential to escalate. Local States of Emergency declared. State and Federal response and recovery assistance is required. <u>(Situation equates to a major disaster)</u>	III	Full activation of State EOC. Governor may declare a State of Emergency. MAESF primary and support agencies send representatives to EOC as requested. Joint Information Center activated. Possible deployment of FEMA advance element to the SEOC. Possible activation of the Federal Response Plan.
IV	Widespread threats to the public safety. Large-scale state and Federal response and recovery assistance required. <u>(Situation equates to an emergency disaster)</u>	IV	Full activation of SEOC. All MAESF primary and support agencies send representatives to the SEOC. JIC activated. Rapid Impact Assessment Teams deployed. Federal Response Plan activated. Military assistance may be requested.

CONTINUITY OF GOVERNMENT (COG)

In an emergency or disaster situation, it is essential that Town government be maintained. A question remains about how the Town Manager as the Commissioner of Public Safety addresses a situation in which all five Board Members become unavailable. As soon as the process is identified it will be incorporated into this plan.

As long as there is one Board Member available he/she shall continue to fill the role of the Board as detailed in this plan. He/she shall only act on those issues that are needed for the emergency operation of the Town and cannot wait until after the disaster/emergency is over. An election will be held in accordance with Massachusetts General Laws as soon as possible following the emergency.

The following locations are designated as temporary relocations sites for the Selectmen's office, including the Executive Secretary should the Town Hall become unavailable due to emergency circumstances:

Primary relocation site: VMCC DPW Offices, 1 Mayflower Road

Secondary relocation site: Main Central Fire Station, 25 Shankpainter Road.

The decision to relocate the Selectman's office will be made by the Board of Selectmen. Other Town Hall departments may not be able to utilize these sites and should address relocation sites in their own policies and procedures.

CONTINUITY OF OPERATIONS (COOP)

In emergency and disaster situations, it is essential that Town operations at all levels, and staff in all departments be maintained to the greatest extent possible. A duly authorized person must be designated to step in and operate each department when the person in charge is not able to do so. Each Town department shall have their own policies and procedures that define the line of succession for the Head of the Department. Further they shall have policies and procedures that detail continuation of services in the event that normal operating procedures become unavailable.

PRESERVATION OF VITAL RECORDS

In order to provide normal government operations following a disaster, vital records must be protected. To the greatest extent possible departments will have policies and procedures for creating copies of vital records. Paper, digital, microfiche, photographic and other mediums are acceptable as copies. When possible copies will be stored in locations other than where the originals are kept and in a manner consistent with document storage polices set forth by each department.

ADMINISTRATION AND LOGISTICS

Other policies and practices concerning the carrying out of the emergency management activities are as follows:

AGREEMENTS AND UNDERSTANDING

Should local government resources prove to be inadequate during an emergency; requests for assistance will be made to other local government entities in accordance with mutual aid agreements. Additionally requests for assistance may be requested from private businesses and individuals in accordance with Memoranda of Understanding (MOU). Such assistance may take the form of facilities, equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing wherever possible.

REPORTS AND RECORDS

Designated department personnel will submit required reports to the appropriate authorities. All records of emergency management activities will be maintained at the local Emergency Operation Center. A Daily Staff Journal Log for overall emergency response actions, and department representative Chronological Log should be maintained. Refer to the *Resource Manual* for these Logs.

RELIEF ASSISTANCE

All individual relief assistance will be provided in accordance with State and Federal laws. If disaster assistance activities are to be carried out by contract or agreement with private organizations or individuals, preference will be given to the extent feasible and practicable to those organizations and individuals residing or doing business primarily in the areas affected.

CONSUMER PROTECTION

Consumer complaints pertaining to alleged unfair illegal business practices will be referred to the State's Attorney General's Office.

NON-DISCRIMINATION

There will be no discrimination on grounds of race, color, religion, nationality, gender, sexual preference, age or economic status in the execution of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

INSURANCE CLAIMS

Commercial insurance companies and adjustment agencies normally handle insurance claims on a routine basis. Complaints should be referred to the Massachusetts Insurance Commissioner.

DUPLICATION OF BENEFITS

No person, business, concern or any other entity will receive assistance with respect to any loss for which he had received financial assistance under any other program or for which he has received insurance or other compensation.

PLAN DEVELOPMENT AND MAINTENANCE

All departments will be responsible for the development and maintenance of their respective sections of this Plan. This maintenance includes annual reviewing and updating as necessary and by taking into account changes identified by tests, drill, and exercises.

AUTHORITIES AND REFERENCES

Provision for local emergency powers are found in the Massachusetts General Laws and other state and federal laws, specifically:

Civil Defense Acts of 1950, (PL 81-920) as amended

Massachusetts Chapter 639 of the Acts of 1950, Chapter 33 as amended (basic Civil Defense/Emergency Management legislation)

Interstate Civil Defense Compact of 1951 (with abutting states)

The Disaster Relief Act of 1974, (PL 93-288) as amended by Public

Law 100-707, The Robert T. Stafford Act of 1988

PL 99-499, Title III, SARA (Superfund Amendment and Reauthorization Act)

PL 4, 58th Congress (Red Cross)

PL 84-99 (Federal Insurance Administration PL 93-234 National Flood Insurance)

Massachusetts Flood Relief Board Section 4 of General Laws Chapter 698 & 699 of Acts of 1955

General Laws Chapter 131, Section 40 (Wetlands Protection Act)

Executive Orders are authorized by the Massachusetts Civil Defense Act. They are permanent in nature and prescribe consequences for violation:

Executive Order #144 and #34 (Civil Defense/Emergency Management Organization)

Executive Order #27 (Emergency Command Of Resources)

Executive Order #221 and #40 (Fire Mobilization)

Executive Order #46 (Resources Mobilization Planning)

Executive Order #242, June 28, 1984 (Comprehensive All-Hazard Emergency Planning)

Administrative Orders are authorized by the Massachusetts Civil Defense Act and have the same force and effect as Executive Orders. They are generally concerned with Civil Defense/Emergency Management Organizations or State Officials:

Administrative Order #10 (Civil Defense Supplies and Equipment)

Administrative Order #14 to #23 (State Agency Responsibilities)

Section 3 - ANNEXES

ANNEX 1: DIRECTION AND CONTROL

This annex addresses the facility, personnel and procedures for activating the Provincetown Emergency Operations Center (EOC) and for directing and controlling emergency operations from that center.

GENERAL

Emergency situations vary markedly in speed of onset and their potential to escalate to disaster proportions. Normal operating procedures for Provincetown emergency services includes the activation of an Incident Command Post (CP) during certain emergency situations. Additionally there may be disasters or potential disasters that affect or could affect a widespread area of the Town. In this case centralized direction and control, provided by the Town's emergency management organization is essential. The activation of the EOC is the most effective approach to managing large-scale disasters.

INCIDENT COMMAND POST

An Incident Command Post represents the on-scene direction and control point for an Incident Commander using the Incident Command System (ICS). The senior representative of the agency with the most responsibility should assume the role of Incident Command. In many cases in Provincetown this will be the senior fire or police official. Senior representatives from more than one department may jointly assume that role in a Unified Command. The Incident Command Post may be located in a designated building or vehicle as close to the incident as safety permits. The ICP should be equipped with informational and operational materials, communications and any other additional supplies and equipment as needed.

Although the location of an ICP is dictated by the incident the Provincetown Police Station on the Shankpainter Road is a possible off-site location when appropriate.

EMERGENCY OPERATIONS CENTER

Direction and control in most emergency situations will be exercised by the on-scene Incident Commander. Emergencies of a wide scope may require that direction and control be assumed by the Town Manager at the EOC. The EOC will provide support to an on-scene Incident Commander such as coordination of communications, alert and warning, transportation, evacuation, shelter and additional resources. An EOC should be established at or before the time the Incident Commander requires emergency management activities take place outside the ICP. This will allow the ICP to concentrate on essential on-scene tasks.

The EOC is the key to successful emergency response and recovery operations. It provides centralized direction and control for local, State, and Federal government organizations during emergency operations. The EOC will be activated by the EMD at the request of the Town Manager

or in any emergency situation of such a magnitude as to require mobilization of elements of local government other than those primarily involved in emergency services on a day-to-day basis. Upon activation a designated staff member will assume control of emergency operations utilizing the Incident Command System as the Incident Manager. In conjunction with the Emergency Management Committee (EMC) the Incident Manager will see that all necessary ICS positions are filled, either by assigning them to individuals and/or by designating tasks to blocks of EMC time.

The Primary EOC is: Veteran Memorial Community Center 2 Mayflower Place.

The Alternate EOC is: Provincetown Main Fire Station 25 Shankpainter Road.

Board of Selectmen

1. Receives notification from the Town Manager or other source that there is a situation/potential situation that could merit having the Emergency Management Committee (EMC) meet and/or opening the EOC.
2. Assumes support mission for the incident.
3. Alters the command structure throughout the incident to see that needs of the incident are being met.
4. As the incident resolves sees that the command structure is reduced accordingly and individuals are released as appropriate.
5. Upon conclusion of the incident requests the EMD transition to the recovery phase and close the EOC as appropriate.

Emergency Management Director

1. Immediately notifies the Town Manager upon notification of a situation/potential situation that could merit a meeting of the Emergency Management Committee (EMC) and/or opening the EOC
2. At the request of the Town Manager calls a meeting of the EMC and/or opens the EOC.
3. Provides the initial briefing on the situation and the status of resources to staff and the Emergency Committee.
4. Provides the necessary forms to the Board to produce an IAP and a written command structure.
See the Reference Manual for forms.
5. Serves as the primary point of contact with MEMA including initial disaster report and damage and injury assessment information.
6. Provides briefings for and coordination with MEMA and neighboring jurisdictions.
7. At the request of the Board of Selectmen forwards a disaster declaration to MEMA.
8. Manages and coordinates all activities within the EOC.
9. Upon conclusion of the incident transitions to the recovery phase and closes the EOC at the request of the Board of Selectmen.

Law Enforcement

1. Provides a representative to the Emergency Management Committee.
2. Assumes position(s) in the command structure as requested by the Town Manager.
3. Provides security for the EOC.
4. Assists with transportation of EMC members if necessary.
5. Provides backup communications for the EOC with mobile and portable units.
6. Provides direction and control for law enforcement activities.

Fire Department

1. Provides a representative to the Emergency Management Committee.
2. Assumes position(s) in the command structure as requested by the Board of Selectmen.
3. Maintains fire safety in the EOC.
4. Maintains communication equipment in the primary EOC (Central Fire Station).
5. Assists with transportation of EMC members if necessary.
6. Provides backup communications for the EOC with mobile and portable units.
7. Provides direction and control for fire related activities.

Board of Health

1. Provides a representative to the Emergency Management Committee.
2. Assumes position(s) in the command structure as requested by the Board of Selectmen.
3. Provides direction and control for public health activities.

Emergency Management Committee

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assumes positions in the command structure as requested by the Town Manager or Board of Selectmen.
3. Provides direction and control for individual department activities.

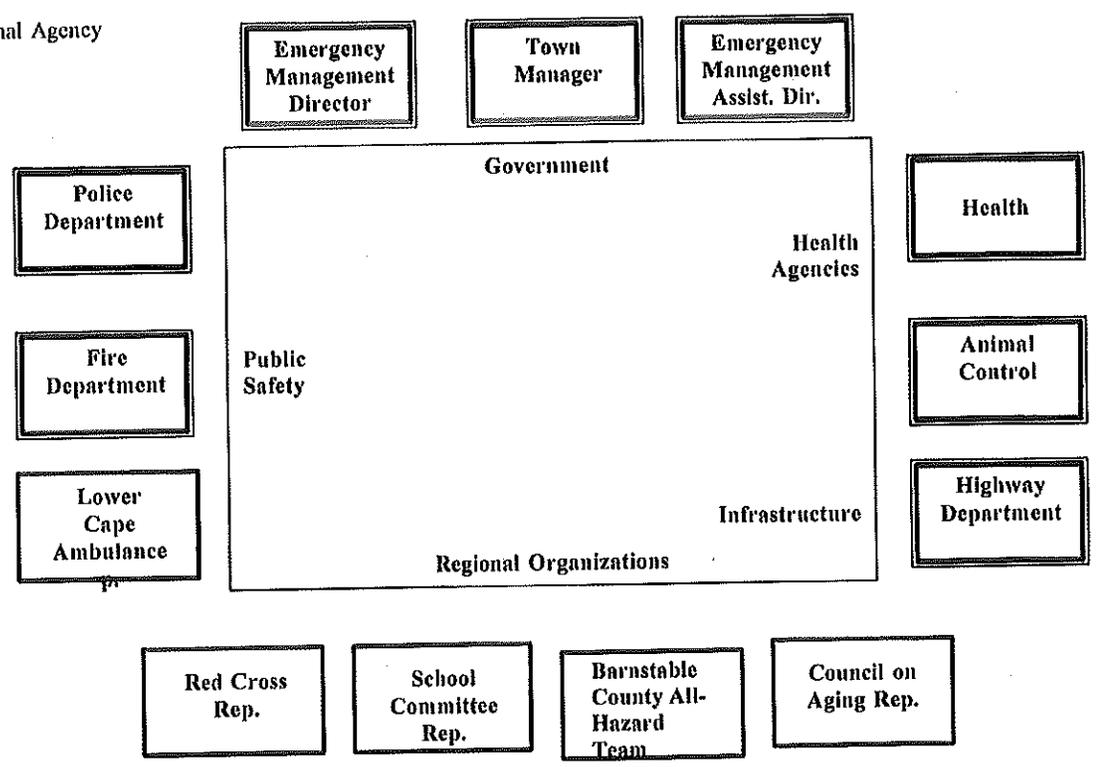


= Town Agency



= Regional Agency

EMERGENCY OPERATIONS CENTER EMERGENCY MANAGEMENT COMMITTEE TABLE



FUNCTION ASSIGNMENT TABLE
During emergency operations.

P = Primary Responsibility S = Secondary Responsibility	Board of Selectmen	Emergency Management	Police Department	Fire Department	Board of Health	Highway Department	EMS	Red Cross
Communications Plan	P	S						
Community Warnings		P	S	S	S			
Damage Assessment	P	S						S
Direction & Control	P							
Emergency Medical Care			S	S			P	
EOC Operations		P						
Equipment Resources	P		S	S		S	S	
Fire Suppression				P				
Fuel Allocation						P		
Health Care					P		S	
Law Enforcement			P					
Manpower Resources	P							
Medical Resource Allocations					P		S	
Mortuary Services					P		S	
Public Information	P	S	S	S	S			
Radiological Monitoring			S	P				
Reception / Registration		S						P
Resource Conservation	P	S						
Shelter Allocations	P							S
Transportation for Autoless	P		S					
Waste Disposal					P			
Water Supply	P	S			S			
Water Testing					P			

ANNEX 2: COMMUNICATIONS

GENERAL

The Barnstable County Communications Center (BCCC) is located on the periphery of Joint Base Cape Cod, Bourne and functions as the countywide facilitator of emergency and pre-hospital communication. The Provincetown Police Department (PPD) provides dispatch services for law enforcement, fire, EMS, animal control, harbor masters and other agencies. (PPD) serves as one of the initial communications, alert, and warning points for Emergency Management. The Town of Eastham is the secondary PSAP should (PPD) be unavailable.

In addition to (PPD), emergency services and town officials communicate with each other by radio channels that do not go through (PPD), cell phones, telephones and face-to-face conversations. They communicate with the public either indirectly through the police department (911 or the non-emergency number (508-487-1212) or by cell phones, telephones, and face-to-face conversations.

NOTIFICATION OF THE EMERGENCY MANAGEMENT COMMITTEE

Notification of the Emergency Management Committee (EMC) shall be done by the Provincetown Emergency Management Department in the event of a threatening or occurring disaster or emergency. The EMD or his/her Assistant will monitor notices from FEMA and MEMA and monitor local and national news, weather and other appropriate information sources as often as possible. Additionally should any public safety agencies become aware of any situation that could escalate to the level where emergency management functions are needed they should notify the EMD. Upon receipt of notification of an emergency situation, the EMD will activate appropriate warning procedures.

1. **Email** – The EMD and the Assistant EMD will maintain email addresses for EMC members that have them. In the event of a slowly evolving disaster or potential disaster, such as a hurricane, early notifications and updates to appropriate EMC members will be made by email. Phone calls will be made to those individuals that do not utilize email. Email shall also be utilized for administrative messages from the EMD.
2. **Phone** – The EMD and the Assistant EMD will maintain emergency phone numbers for all EMC members. Phone calls will be utilized for any occurring, pending or potential disaster where rapid notification is needed.
3. **Provincetown Public Safety Communications** by means of radios and pagers shall be utilized when appropriate as a rapid means of contact. Most EMC members carry radios and/or pagers or listen to a scanner. Most emergency service personnel also carry radios and/or pagers.
4. **Physical Notification** – In the event that all of the above fail to reach any needed EMC members attempts will be made when resources are available to physically locate and notify such individuals.
5. **Policy** - The head of each emergency service and town department should have a policy to reach their own service/department members in a disaster, pending disaster or emergency.

EOC COMMUNICATIONS

The following are meant to be guidelines rather than hard-and-fast rules. It is the very nature of disasters and emergencies that make it impossible to predict the best means of communications ahead of time. Common sense must prevail at the time of the disaster to formulate and continuously modify communication methods to fit the situation.

1. **Preparedness** - All department heads will ensure readiness of communications equipment through a regular schedule of testing, repair, and maintenance, and stocking of replacement parts. The fire department will be responsible for the EOC Communications Area equipment that is located in fire department facilities.
2. **Upon opening the EOC** the EMD will arrange for 24-hour staffing of the Communications Area. When appropriate this will include the appointment of a Communications Manager who will oversee the Communications Area. The Communications Area will consist of radios capable of communicating with Barnstable County Multi-Agency Communications Center (BCMACC), police, fire and EMS including the police and fire private channels. The Communications Area will also have a number of landline telephones. At least one telephone should have a private number that is available to EOC and public safety personnel only. Other phone lines will be utilized in a manner appropriate to the situation. All communications will be logged and a message management system will be utilized. *See the Resource Manual for forms.*
3. **Public Information Line** - A Public Information line will be set up away from the Communications Area in a location that will not disturb EOC operations. All communications will be logged and a message management system will be utilized. *See the Resource Manual for forms.*
4. **Redirecting Calls** - At the time the EOC is opened the EMD will decide when and which calls received by PPD for Provincetown response will continue to go through the PPD per usual protocols and when and which calls will be forwarded through the EOC. When the EOC is fully functional all calls relating to resources being controlled by Provincetown will go through the EOC as follows:
 - a. **Non-emergency calls** to PPD will be forwarded to the EOC by telephone. It will be the decision of the PPD dispatcher to either take a message and call the private EOC number him/herself with the message, refer the caller to the private EOC line (public safety personnel or town officials) or to the EOC Public Information line.
 - b. **Emergency calls** to PPD will be forwarded by the dispatcher to an EOC Communications Area radio. As much as the disaster situation allows, the PPD dispatcher will follow usual protocols for noting the ANI/ALI screen information and keeping the caller on the line. The EOC staff receiving the call will notify the appropriate agencies by written and voice message if the agency is in the building or by radio if they are not. At the request of the police and/or fire chief, radio messages for the police and fire departments will be over their private channels.

- c. **Paging** will be determined by the departments that utilize pagers in conjunction with the EOC. Fire Tone aging can be done by PPD. PPD should be notified in advanced of any deviation from normal paging procedures. Paging may be utilized as an effective means of broadcasting messages. During EOC operations, paging for an emergency response should be utilized with caution. Every effort should be made to have sufficient personnel in either the EOC, CP or Staging Area to respond by voice, phone or radio message. If pagers are used the possibility exists of individuals responding without any means of accounting for them.

ANNEX 3: PUBLIC WARNING

Timely warning to the public is the responsibility of the Provincetown Emergency Management Director and/or Assistant Director in the event of a threatening or occurring disaster or emergency. Upon receipt of notification of an emergency situation, the EMD will activate appropriate warning procedures. Should the EMD or Assistant Director be unavailable the responsibility for Public Warning passes to the Board of Selectmen, Town Manager then Fire Chief. When time safely allows the Board of Selectmen will be notified prior to the warning. Whenever possible messages to the public will be developed, written and delivered in English and Portuguese. In order to reduce non-emergency calls to 911 all emergency messages should include a phone number for the public to call if they need additional information.

1. **Civic Ready Communications** shall be the primary method of emergency message transmission to the community. Civic Ready is an immediate multi-channel communication solution that allows you to reach your citizens and visitors, no matter where they are in the community. Whether communicating routine or emergency news, Civic Ready allows us to quickly, within seconds, alert citizens with actionable information using email, text message or voice message.
2. **WOMR Radio (92.1 FM)** shall be used as an alternate method of emergency message transmission to the community. This may include the use of the Emergency Alert System (EAS). Residents are encouraged to store a battery-powered/hand-crank radio at home and listen at times of disaster/emergency or potential disaster/emergency.
3. **PTV Cable Television** shall be utilized if there is electricity throughout most of the community. Messages sent this way would also be delivered by WOMR Radio when appropriate.
4. **Emergency Vehicle PA Systems** shall be utilized when there is very short notice of an urgent message such as an emergency evacuation or shelter-in-place message due to a hazardous materials incident.
5. **Emergency Variable Message Boards** may be posted at major intersections when a dangerous situation is imminent to alert people to listen to WOMR Radio.
6. **Special Populations** - In addition to the above and when appropriate notification will be made to the Provincetown Council on Aging so that they may contact any Provincetown residents known to them that may not receive an emergency message.

NOTE Social Media:

While Social media offers a great deal in terms of establishing, developing, and leveraging relationships through ongoing communication in the planning and preparation (warning stage) during a crisis we cannot support individual updates in the event of an prolonged emergency.

The Town acknowledges that even in a best-case scenario it is possible for some residents and visitors to miss an emergency message. The Town encourages all residents to pass on emergency messages as much as possible. All of these message systems will be enhanced by community involvement.

ANNEX 4: EMERGENCY PUBLIC INFORMATION

In addition to Public Warnings it is crucial that the public receive accurate and timely information concerning impending and occurring disasters and emergencies. The flow of erroneous and misleading information must be controlled through effective rumor control. The Emergency Management Director, with input from the Emergency Management Committee, will control information releases until a Public Information Officer (PIO) has been appointed.

The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information.

The PIO should make every effort to provide accurate and timely information to the news media, and provide access to response scenes with strict attention to bounds of safety and efficient operations. In order that media representatives may interview local response personnel efficiently and in a manner consistent with safe and effective emergency operations, a suitable location will be designated and set aside as a 'Media Center'. Recognition of the rights and needs of the media to perform their function is important. The public should be informed of the following information through the PIO as soon as possible:

1. Nature, location, and time and anticipated duration of emergency/disaster.
2. Immediate actions that should be taken by the public, including shelter and evacuation information.
3. Number of casualties, nature and severity of injuries.
4. Agencies involved in response and scope of their involvement.
5. Information on the accessibility and status of the CCRTA, P&B or Fast Ferry if applicable.
6. Telephone numbers where the public can receive further information.

COMMUNICATION FAILURES

If all normal means of communication with the public are unavailable, including those listed in *Annex 4: Public Warning*, the following systems will be instituted:

Messages to the Public

Message Checkpoints –

1. Messages will be posted at Primary Public Way Access Points.
2. Messages will be then be posted, when possible, by means of public safety or other designated town vehicles at Checkpoints.

ANNEX 5: PUBLIC PREPAREDNESS

It is extremely important that programs be in place to train and educate the public with disaster preparedness information long before any emergency/disaster occurs. These programs are directed by the Emergency Management Director. Both in normal times and during times of emergency/disaster periods, Civic Ready, local newspapers, WOMR radio, handout materials and the Town's website are effective means of disbursing information. In a community like Provincetown with limited resources, the more residents can care for themselves the more it frees up emergency services for the most needy. Additionally Provincetown has a strong sense of community and it is not uncommon for neighbors to reach out to neighbors during times of need to care for each other. Such a resource is not to be underestimated and as such is a part of this plan.

Information shall be made available to the residents and visitors of Provincetown and contain, at a minimum information on:

- Home Preparedness
- Family Emergency Planning
- Pet and Livestock Emergency Planning
- Hurricane/Winter Storm Preparedness
- Shelters
- Evacuation

ANNEX 6: EVACUATION

An emergency situation may require the evacuation of part of or all of the community. The characteristics and scope of the emergency will determine where evacuation occurs, the number of people affected, and the measures needed to ensure safety. The decision to evacuate will be made by the Board of Selectmen unless time and safety dictate an immediate evacuation ordered by an Incident Commander. In the absence of the Board the responsibility passes to the Town Manager, Assistant Town Manager, Police Chief, Fire Chief then EMD.

There are two circumstances in which an evacuation of all or part of the Town could occur:

Rapid Evacuation for Immediate Threat to Life
Planned Evacuation for Potential Threat to Life

The principles will be the same for each with the timing and scale determined by the incident.

RAPID EVACUATION

An Incident Commander may order an immediate evacuation of a building or area of the Town. The evacuation will be mandatory if ordered by the Fire Chief in accordance with 527 CMR 1.03 (8) and 527 CMR 1.06 (4). It will be the responsibility of the IC to determine the direction, timing and method (foot, private vehicles, emergency vehicles, bus) of evacuation and the destination of the evacuees and any coordination with the senior police official for any vehicular traffic over public roads.

PLANNED EVACUATION

A planned evacuation is any evacuation in which there is time for the EMC to meet. If necessary the Emergency Management Committee will appoint an Evacuation Manager. General large-scale planned evacuations involving two or more communities will also be coordinated through MEMA and other Island Emergency Management Directors. The Provincetown EMD will be the point of contact with those agencies and keep the Evacuation Manager updated with all evacuation information. The public will be advised by the methods listed in the Public Warning section to evacuate.

The primary means of transportation during a planned evacuation will initially be by private vehicle. The Evacuation Manager may request the Logistics Section Chief (or EMD if that position has not been assigned) to secure additional means of transportation, such as busses, if needed. An evacuation destination will be assigned in the form of shelter, temporary shelter or transfer location. A bus transfer should be a large, open area to accommodate private vehicle parking and bus turn around. Evacuation will be in the direction of the down-island towns when possible and not otherwise contraindicated by the incident.

VEHICLE PASSES

Vehicle passes will be assigned by the Evacuation Manager or Board of Selectmen with input from the EMC to any vehicles requiring entrance into an evacuated area (see Resource Manual). The Evacuation Manager will coordinate with the Police Chief on the management of any vehicular traffic over public roads and security issues post evacuation.

SPECIAL NEEDS POPULATIONS

Facility managers with special needs populations are responsible for the evacuation of those in their care. Assistance in the evacuation process may be requested through the Emergency Management Director, if needed.

TOWN-WIDE EVACUATIONS

It should be briefly noted that any scenario that would dictate the evacuation of the entire town is highly unlikely. Additionally, due to the fact that most residents and visitors rely mostly on vehicle transportation, a rapid evacuation is not logistically possible. Should such an incident occur or threaten the following should be taken into consideration:

- The amount of time available to evacuate
- The number of people involved
- The means of transportation available
- Weather conditions
- The safety of evacuated people once out of town

Because rapid evacuation is not possible the community should be educated on how to shelter as safely as possible. Any evacuation should be initially limited to special populations that could present as a drain on public safety as a situation deteriorates.

RE-ENTRY

The decision to reopen evacuated areas will be made by the Board of Selectmen in conjunction with the EMC. The Evacuation Manager will coordinate re-entry into evacuated areas with the Police Chief.

RESPONSIBILITIES

The responsibility for ordering/instituting a rapid evacuation of a small area or neighborhood under an immediate threat will fall to the On-Scene Incident Commander. The IC may request additional resources or assistance to complete the evacuation tasks.

Although the tasks listed below are indicated for a large-scale or planned evacuation, the IC involved in a small-scale rapid evacuation should be prepared to transition to large scale evacuation using the procedures listed below, should the incident increase in size, time or complexity.

Board of Selectmen

1. Receives notification from the EMD or an Incident Commander that there is a situation/potential situation that could merit evacuation of some or all the Town or that an evacuation has been initiated.
2. If there is sufficient time, requests a meeting of the EMC through the EMD. If there is insufficient time, at a minimum makes an attempt to coordinate with the senior police official.
3. If not already done by an Incident Commander, orders the evacuation.
4. Assumes overall responsibility for the evacuation.
5. Assigns an Evacuation Manager with input from the EMC.
6. Coordinates efforts with the evacuation manager and orders shelters to be open if necessary.
7. With the EMC re-opens evacuated areas.

Emergency Management Director

1. Immediately notifies the Town Manager upon knowledge of a situation/potential situation that could merit an evacuation.
2. At the request of the Town Manager calls a meeting of the EMC.
3. Assists in the assignment of an Evacuation Manager and/or assumes the role if necessary.
4. If evacuating the town or moving people into other communities, assures coordination with the receiving areas.
5. Assists the Evacuation Manager with re-opening evacuated areas

Evacuation Manager

1. Works with the EMD, Board of Selectmen, Town Manager, IC and/or other agencies to determine the scope of the evacuation.
2. Receives information from the IC, Fire or Police Chief as to whether this is a voluntary or mandatory evacuation.
3. Receives information from the Board of Selectmen on evacuation destination(s).
4. In coordination with the Police Chief, determines evacuation routes.
5. Coordinates the notification of the public, if not already done, utilizing the appropriate notification procedures outlined in the *Public Warning* section.
6. Determines and coordinates transportation/evacuation resources needed. Requests resources through the Logistics Section Chief or EMC.
7. Makes regular reports to the Board of Selectmen on the progress of the evacuation.
8. Notifies the Town Manager and Police Chief of any problems encountered.
9. Requests additional personnel, through the Town Manager, to assist in monitoring, coordinating, and tracking the evacuation.
10. Informs the Board of Selectmen of completed evacuation areas and/or individuals that refuse to evacuate.
11. Coordinates, through the EMD, with receiving areas and/or shelters.
12. Receives the order from the Town Manager or Board of Selectmen to re-open evacuated areas.
13. Coordinates re-entry into evacuated areas.

Law Enforcement

1. Provides a representative to the Emergency Management Committee.
2. Coordinates with the Board of Selectmen and EMC.

3. With input from the Evacuation Manager, determines evacuation routes
4. Assists, when requested and available, with emergency evacuation notification by cruiser PA system.
5. Assigns and/or coordinates traffic control points and personnel.
6. Collects and/or identifies security issues and information.
7. Coordinates any mutual-aid law-enforcement resources.

Fire Department

1. Collects and/or identifies hazards that could impact evacuation decisions.
2. Provides a representative to the Emergency Management Committee.
3. Coordinates with the Board of Selectmen, Town Manager and EMC.
4. Orders, when necessary, a mandatory evacuation in accordance with 527 CMR 1.03 (8) and 527 CMR 1.06 (4)
5. Assists, when requested, with emergency evacuation notification by department vehicle PA system.
6. Assigns fire department personnel to assist EMS with the evacuation of infirmed or mobility impaired citizens.
7. Coordinates fire department resources including mutual-aid fire departments.

Emergency Medical Services

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists with the evacuation of infirmed or mobility impaired citizens.
3. Assigns EMTs to stand by at the shelter or staging area during evacuation.
4. Assists with the re-entry of infirmed or mobility impaired citizens.

Emergency Management Committee

1. Attends meetings and/or responds to the EOC at the request of the EMD.
2. Assists the Board of Selectmen in assigning an Evacuation Manager.
3. Receives information and assists town government in managing the evacuation and re-opening of evacuated areas.

ANNEX 7: MASS CARE

SHELTER-IN-PLACE

During certain fast moving emergencies such as a chemical spill with an aerial plume, the best course of action for Provincetown residents and visitors is to shelter-in-place. If a shelter-in-place order is given, the public would be advised by the most appropriate method listed in the Public Warning section. They will be told to seek shelter in the nearest building, turn off all air intake systems such as air conditioning, and remain indoors. Continuing emergency information will be made available on Civic Ready, WOMR radio (92.1 FM) and all other appropriate, available means.

PUBLIC SHELTER

The decision to provide a shelter to residents and visitors to Provincetown will be made by the Emergency Management Committee in conjunction with the Emergency Management Director.

1. As soon as the decision is made the EMD will contact the Barnstable County Emergency Planning Committee Coordinator with that information and an estimate of the number of people expected to utilize the shelter.
2. The Barnstable County, per the Cape Cod Shelter Memorandum of Agreement will collect the same information from all Cape towns.
3. The Provincetown EMD will communicate with all Cape EMDs and the Cape Cod Chapter of the American Red Cross (ARC).
4. They will jointly decide when the shelter will be opened and what configuration to maximize available resources across the region. Provincetown supports shared but limited capacity emergency shelter with the Town of Truro and as such always has the option to open its own shelter.
5. A communications link between the EOC, MACC and the VMCC satellite shelter for residents and visitors will be established.

The primary shelter for Provincetown is at the Veterans Memorial Community Center at 2 Mayflower Lane, Provincetown. It is a non-affiliated satellite shelter and whenever possible will be operated under the provisions of the ARC. Specifications for the primary shelter are listed in the *Resource Manual*.

No secondary shelter is designated for Provincetown. For winter weather power outages, town hall has been designated as a warming/charging station.

SPECIAL NEEDS SHELTER

I am told EMDs from some of the Cape's towns are considering the reconfiguration of shelters to including one as "special needs", available to the elderly and those that need additional medical attention. The Cape Cod Hospital is not an appropriate shelter for these individuals unless they develop an emergent medical condition. A Special Needs Shelter would allow for a concentration of medical resources at that shelter rather than dividing them across the Cape.

The assignment of shelterees to the Special Needs Shelter will be decided at the time such a shelter is designated and will be based on the individual needs of the shelteree and the available resources.

Except in extreme emergency situations, no shelteree will be assigned to a shelter whose medical needs are beyond the scope of practice of the medical personnel available at that shelter. Every attempt will be made to have shelterees with home medical care to bring those care providers to the shelter with them.

Other shelter configurations that also could be considered are "quiet" and "family" shelters.

ANNEX 8: HEALTH AND MEDICAL SERVICES

Because of the geographical isolation of some Cape communities in our region with limited resources, an emergency or disaster could easily overwhelm our public health and medical system. Additionally pharmacies and other medical and health facilities may be damaged or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of power, water, or sewer utilities and the inability of staff to report for duty. Should our one hospital remain in operation it will likely be overwhelmed with injured victims transported there in the immediate aftermath of the event. Medical supplies, pharmaceuticals, and other equipment will doubtless be in short supply and disruption in local communications and transport systems could prevent timely re-supply. Uninjured persons who require daily medication for chronic diseases and illnesses may have difficulty in obtaining medications because of damaged or destroyed supplies and distribution facilities. Temporary sheltering, vector control, availability of potable water, wastewater control will require effective and immediate coordination and implementation of resources.

EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) for the Town is provided by Lower Cape Ambulance (LCA). LCA is a municipally funded, regional service that covers the Towns of Provincetown and Truro. It has two ambulances, staffed one in each town, licensed at the paramedic level. The numbers and makeup of the Provincetown Rescue Squad vary from year-to-year but is usually approximately 25 EMTs and 12 Paramedics. A Coordinator oversees Lower Cape Ambulance. Back-up ambulance service is available from the Provincetown Fire Department. There are seven ambulances between Provincetown and Truro.

During any emergency that produces multiple sick or injured, all Cape ambulance services operate under the Incident Command System utilizing the Mass Casualty Incident EMS Response Plan for Cape & Islands. This plan includes procedures for requesting mutual aid resources from our designated region (5). During any incident in which the EOC is operational, requests for off-Cape EMS resources should go through the EOC. Should a disaster or emergency affect the entire Cape or region, usual resources may be delayed or unavailable. Additionally Cape Cod Hospital may be overwhelmed and unable to take some or all of the patients from Provincetown. See the section below for alternate patient destinations.

A representative from LCA will be a member of the Emergency Management Committee. Any time the EOC is in operation and emergency medical resources from off-Cape are utilized those resources will be assigned under the Incident Command System. Logistics for off-Cape EMS resources are addressed under Resource Management.

In addition to emergency transport of patients LCA may provide the following:

- Non-emergency relocation of non-ambulatory individuals
- EMTs and/or ambulances to stand by at high-risk operations such as fires
- EMTs to assist in shelters
- Staffing at a casualty collection, triage and treatment sites
- First-aid supplies

Memo

To: David B. Panagore, Town Manager
CC: David Gardner, Assistant Town Manager
From: Timothy Famulare, Environmental Planner
Date: December 5, 2018
Re: List of Emergency Management Plan Protocols

The following is a list of protocols which staff are developing to be included in the Emergency Management Plan. The Emergency Manager, once hired, will be the point person to lead the staff in finalizing these protocols.

HIGHEST PRIORITY

	Staff/Dept	Status
Sheltering/Warming/Cooling Plan, to include		
~ Master Prep List	EM	n/a
~ Warming/Charging Station Protocol	EM	n/a
~ Cooling Center Protocol	COA	n/a
~ Need for Shelter Protocol (call in number?)	EM, MIS, PC	n/a
~ Building Official Certification of Shelter/Warming Station Protocol	BC	n/a
~ Shelter Protocols for Summer and Winter	EM	n/a
~ Transportation Protocol	EM	n/a

Extreme Weather Plan, to include		
~ Master Prep List	EM	n/a
~ Storm Surge Protocol	EM	n/a
~ Parking Ban Protocol	EM & PC	drafted
~ Evacuation Protocol	EM	n/a
~ Hurricane Preparation Protocol	EM	n/a
~ Sandbagging Protocol	DPW	n/a
~ Generator Testing and Maintenance Protocol	DPW	n/a
~ Storm Drain Cleaning Protocol	DPW	n/a
~ Wetlands Protection Act Emergency Certification Protocol	EP	n/a

Replacement of AED Pads Protocol	Rescue?	n/a
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Alert System Protocol	EM (HD)	complete
~ Special Populations Outreach Protocol	EM	n/a

LONGER TERM

Medical Transport / Mass Casualties Protocol	EM	n/a
Town Department Drill Schedule	EM	n/a
Active Shooter Protocol	EM	n/a
Oil Spills in Water	EM & HM	n/a
Hazmat Protocol	EM & FC	n/a
IT Audit Protocol	MIS	n/a
Inventory/Supply/Ordering Protocol	EM	n/a
After Event Protocol	EM	n/a



**Town of Provincetown
260 Commercial Street
Provincetown, MA 02657**

**Department of Health
Telephone (508) 487-7020
Fax (508) 487-7040**

MEMORANDUM

TO: David B. Panagore, Town Manager
FROM: Morgan Clark, Health Director, Deputy Emergency Manager
DATE: December 4, 2018
RE: Emergency Planning and Preparedness Documents for Roundtable

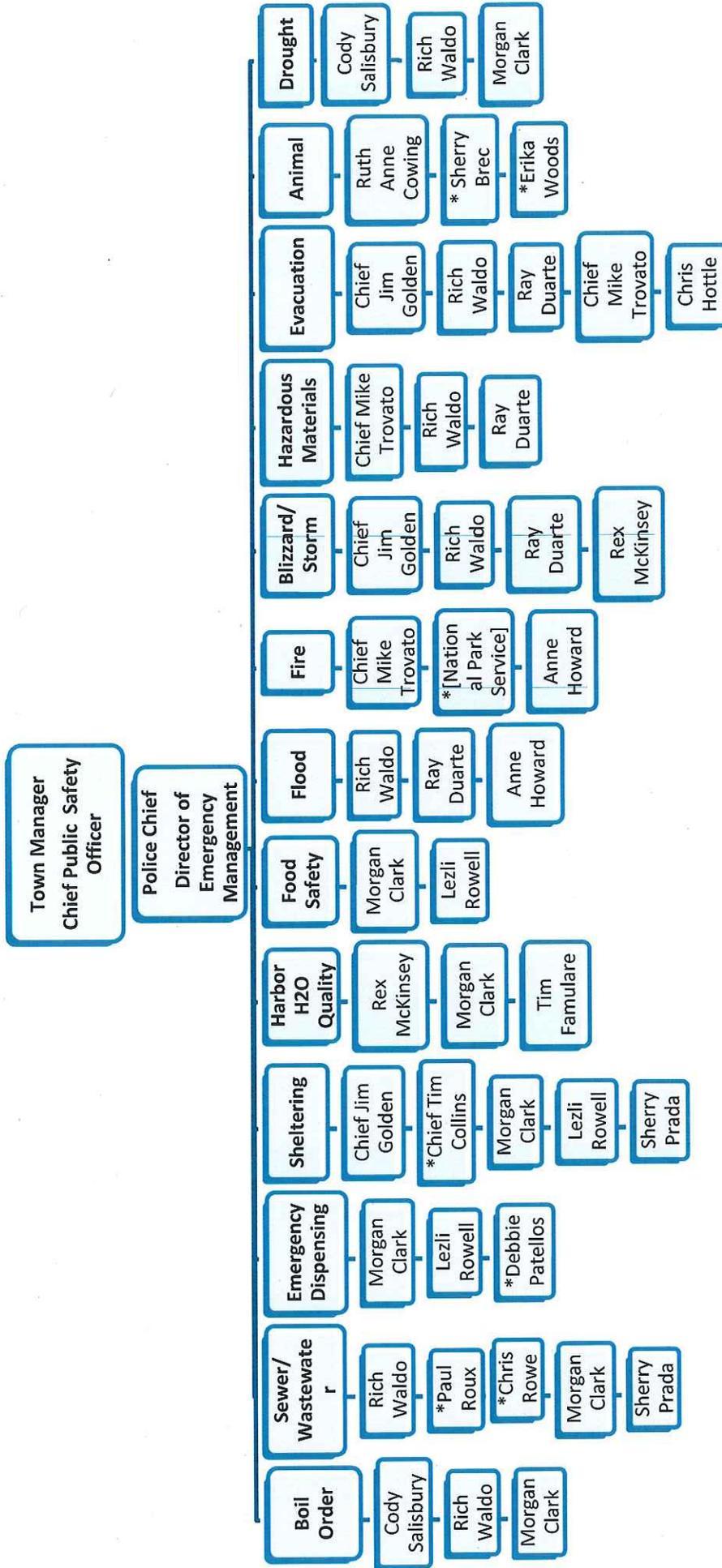
In Provincetown emergency management planning efforts are coordinated through the Local Emergency Planning Committee (LEPC). The LEPC is chaired by Emergency Manager and Police Chief Jim Golden and vice chaired by Morgan Clark, Health Director and Deputy Emergency Manager. A number of the administrative, planning and coordination efforts will be taken over by Emergency Management & Transportation Coordinator once that position is filled. Other LEPC members are event/type of incident specific and include, but are not limited to: Lieutenant Greg Hennick; DPW Director Rich Waldo; DPW Operations Director Sherry Prada; Fire Chief Mike Trovato; Rescue Captain Denise Russell; Highway Foreman Ray Duarte; Health Agent Laura Marin; Harbormaster Rex McKinsey; Environmental Planner Tim Famulare; Truro Fire Chief/Emergency Manager Tim Collins; local Veterinarian Sadie Hutchings and members of the Animal Welfare Committee; HAM radio operators; Shelter Commissary volunteers; representatives from Outer Cape Health Provincetown; Building Commissioner Anne Howard; Council on Aging Director Chris Hottle; Americorps Cape Cod Service Members; representatives from the local ferry services; Coast Guard Chief; Truro CERT team members; local food purveyors and other volunteers as needed. The LEPC meets periodically locally to plan and prepare for events or incidents of all types, and brings in stakeholders and representative from numerous County, State, and Federal agencies when the planning topic requires. In the off-season the group meets more frequently to discuss winter storm preparedness and sheltering.

The enclosed documents are key planning materials that the LEPC created and uses for emergency planning and response:

- Provincetown Emergency Organization Chart by Emergency – A top level overview of the players involved in each type of emergency/event
- The standard operating procedure for Provincetown's Alert System
- DPW's Snow and Storm Information memo
- The current standard operating procedure for Extreme Weather Events and the Provision of Emergency Services
- Pier & Harbor Heavy Weather Protocol

Provincetown Emergency Organization Chart

By Emergency



PROVINCETOWN ALERT SYSTEM

STANDARD OPERATING PROCEDURES

For any alerts sent to the GENERAL PUBLIC (versus PRIVATE GROUPS MANAGED BY INDIVIDUAL DEPARTMENTS)

1. Discuss need to send alert with TOWN MANAGER, POLICE CHIEF, and any other relevant DEPARTMENT HEADS via **phone call** or **text only**:
 - a. i.e., if alert is regarding a FIRE, consult the FIRE CHIEF. If alert has public health implications, alert the HEALTH DIRECTOR, etc.
2. Draft alert email text, recipients (group), and method of alert (see attached template)
3. Send draft alert template including email text, recipients (group), and method of alert to TOWN MANAGER for approval
4. Upon receiving approval from Town Manager, set up the alert

For PRIVATE GROUPS MANAGED BY INDIVIDUAL DEPARTMENTS (e.g., Harbormaster's Dingy Dock Group; DPW Planning and Projects Group)

1. Unless alert will have Town-wide repercussions, send alert as you wish.
2. Do not send or schedule alerts from between 8 pm and 8 am unless an emergency

How to send an alert

- a. Log in to Civic Ready (alerts.provincetown-ma.gov)
- b. Select NEW POST button
- c. Choose **approved** post method(s) in upper left-hand corner (i.e., TEXT, EMAIL, PHONE)
- d. Choose RECIPIENTS via GROUPS (**only send to RECIPIENTS you are authorized to send to**)
- e. Ensure SENDER email address and REPLY TO email address is appropriate for receiving replies
 - i. If DISPATCH is sending alert, use either POLICE CHIEF or POLICE LIEUTENANT email address
- f. **If approved to send a phone call**, ensure CALLER ID phone number is 508 487 7000 or other 508 487 number if appropriate
 - i. Caller Name should remain PROVINCETOWN ALERTS
- g. Enter **approved** ALERT SUBJECT, EMAIL MESSAGE, and TEXT MESSAGE
- h. **If approved to send a phone call**, select TEXT TO SPEECH or RECORDED MESSAGE
- i. POST or SCHEDULE FOR LATER **as approved**

ALERT GROUPS

As of 2.15.18

GROUP	TYPE OF GROUP	WHO HAS PERMISSION TO SEND ALERTS	TYPE OF ALERT PERMITTED	TIME OF ALERT PERMITTED
Emergency alerts	Public	Town Manager, Assistant Town Manager, Health Department staff, MIS staff, Police (including dispatch), DPW Director or Operations Director	All	Any time as necessary
Beach Closure Notifications	Public	Health/MIS	Email/Text only	Daytime hours only
DPW Planning & Projects	Public	DPW	Email/Text only	Daytime hours only
Dinghy Dock	Private	Harbor	All	All?
<i>Winter Storm Warning</i>	<i>Managed by CivicReady, using National Weather Service. Right now not activated because of the 4 am call problem.</i>			
<i>Hurricane Warning</i>	<i>Managed by CivicReady, using National Weather Service. Right now not activated because of the 4 am call problem.</i>			
<i>Hazardous Materials Warning</i>	<i>Managed by CivicReady, using National Weather Service. Right now not activated because of the 4 am call problem.</i>			
<i>Flood Warning</i>	<i>Managed by CivicReady, using National Weather Service. Right now not activated because of the 4 am call problem.</i>			
<i>Excessive Heat Warning</i>	<i>Managed by CivicReady, using National Weather Service. Right now not activated because of the 4 am call problem.</i>			
Town Building Closures	Public	Town Manager, Assistant Town Manager, Health Department staff, MIS staff	Email/Text only	Daytime hours only
Emergency Shelter Staff	Private	Town Manager, Assistant Town Manager, Health Department staff, MIS staff, Police (including dispatch), DPW Director or Operations Director	All	Any time as necessary

TOWN OF PROVINCETOWN

Public Works Department
Highway Division
Water/Wastewater Division
Buildings & Grounds Division
Transfer Station/Recycling Center
Sanitation Division
Cemetery Division

Richard J. Waldo, DPW Director
Eric L. Larsen, DPW Deputy Director
Sherry Prada, DPW Operations Director



Location: Grace Gouveia Building
26 Alden Street
Mailing: 260 Commercial Street
Provincetown, MA 02657
Directors Ph# 508-487-7060/7067
Water Ph# 508-487-7064/7065
Fax# 508-487-4675
<http://www.provincetown-ma.gov>

E-MAIL: rwaldo@provincetown-ma.gov
E-MAIL: elarsen@provincetown-ma.gov
E-MAIL: sprada@provincetown-ma.gov

SNOW AND STORM INFORMATION

Before, during and after a storm event the Department of Public Works has a number of protocols that they follow. The protocols used may change depending on the size of the event. This information should be used as a guide to not only understanding what your Department of Public Works is doing but why they are doing it. It should also help you understand your part as a Provincetown resident.

BEFORE THE STORM

Before a storm event the Highway Department Foreman meets with DPW administration to discuss the possible needs based on the size of the storm. We may also meet with other departments to discuss operations as well as attend calls with FEMA to get directions for the upcoming event. Again, depending on size of event any number of the following things may occur. Prepare vehicles with both plows and sand/salt. Arrange extra employees from other departments to help with the plowing efforts. Make arrangements with staff to prepare the shelter. Arrange for staff to cover the shelter. Help make the decision on when the parking ban will go into effect and for how long. Help decide if Town Offices should close for said event. Our Buildings and Grounds Departments remove all Town owned barrels from Commercial Street as well as check and secure all Town owned buildings. We check fuel levels for both heating fuel and generator fuel. The public should also prepare before the storm. You should get food supplies etc so you are not on the road during or immediately after the storm. You should seek alternate parking as to get off the streets per the parking ban. Secure all outside items that might impede plowing operations. Sign up for Code Red so you are informed of all Town operations and information.

DURING THE STORM

Our staff will start with sanding/salting operations as soon as necessary. Once they need to plow, each person has a designated route that they follow. They will plow until the storm is over. They maintain the main roads first and foremost as well as the Police, Fire and Shelter parking areas. Extra people are called in to help with this need. Private Roads that do get plowed by the Town will get plowed but they are not an immediate priority. During a storm event DPW as well as the Emergency Management Team may open and operate the Shelter. If you need to utilize the Shelter you can call the Provincetown Police Department and they will shuttle you to the Shelter at the VMCC on Winslow Street. This is also available to Truro Residents via the Truro Police Department. During the height of any storm, small or large, you should remain at home as to allow the plows to do their work. If you are a nonessential person do not report to work. Keep

your car off the road and not parked in the parking ban area until the parking ban is lifted (usually within 24 to 48 hours after an event). Remember that the plow drivers are doing their best and make every effort not to pile snow in private driveways or walkways but the wind row or snow row will block your driveway or walkway. This is the private property owner's responsibility to shovel or plow. You should not attempt to do this work until after the storm is over and if possible after all plowing operations are complete or you may have to do the procedure more than once. When you do this cleanup please do not shovel the snow into the street. This has created dangerous situations for motorists as well as creates work for any already taxed DPW staff.

AFTER THE STORM

DPW staff will start to work people in shifts as to get guys the rest they need. If it is a significant enough storm they will start snow removal. This involves outside contractors with very large equipment. They will remove the snow from the streets and take to snow farms around Town. There usually is a police detail with them but either way you must take caution when moving around them on the street. You may also have to seek an alternate route, if so please be patient and understanding. They will also start the task of digging out the drains around town to prevent flooding. If the shelter was activated and now power has been restored, the DPW and Police will help get people home and do the cleanup of the shelter. DPW operations including trash pickup and transfer station operations will return to normal as soon as possible while also remaining in snow clean up mode. After the storm you should make every effort to stay put until snow plow operators have had sufficient time to properly clean the roads. While everyone gets stir crazy during a storm if you are out just taking a ride you are impeding the snow cleanup by being on the streets. You should however start cleanup and evaluation of your property. You should also check for damage and report anything like power lines etc to the Police Department. The Water Department will start to clean out fire hydrants at this time but if you have one on or near your property helping with this effort is appreciated. Hydrants in private development or on private roads that do not get plowed should be cleaned by the residents. Any other concerns should be directed to the DPW and we will do our best to take care of these issues as soon as time allows. Trash pickup hardly ever gets cancelled but if it does you would be notified by the Code Red message. After a very large storm putting out your barrels may be difficult so if you prefer you can take your trash to the Transfer Station and you will not be charged. We hope this helps you better understand what goes on during a storm event and how you as a citizen can help out. Also please go to the Town Website and sign up for the Code Red Alert if have not already done this. This is the best way to stay informed during any type of storm or emergency. Thank you

Sherry Prada
DPW Operations Director
February 11, 2015

EXTREME WEATHER EVENTS AND THE PROVISION OF EMERGENCY SERVICES

In the case of extreme weather events, the Town of Provincetown Local Emergency Planning Committee uses the following protocol:

1. Sheltering in place, or with family or friends, is the recommended course of action in an extreme weather event.
2. When fewer than 10 households are affected by the weather event, the Town will refer the affected to American Red Cross for relocation assistance. The Town of Provincetown will assist the Red Cross in locating opportunities for local placement when possible.
3. In cases where other regional shelters are open but Provincetown is not, rides to the closest Regional Shelter will be provided by the Cape Cod RTA.
4. For power outages expected to last more than 4 hours, a warming/charging station may open at the Veteran's Memorial Community Center (VMCC) at the top of Winslow Hill if at least two of the following criteria are met:
 - At least 5 calls to the PPD Dispatch requesting a warming center
 - Expected duration of weather event/power outage is more than 8 hours AND the majority of Town homes that are currently occupied are without power
 - Temperature is below freezing
5. The Provincetown-Truro Emergency Shelter at the Veteran's Memorial Community Center (VMCC) at the top of Winslow Hill may open if at least two of the following criteria are met:
 - At least 15 calls to the PPD Dispatch requesting a shelter
 - 10 or more individuals requesting additional assistance (IRAA) are in need of shelter as self-reported to PPD Dispatch or reported by Special Populations Discipline Lead
 - Power is out for the majority of homes that are currently occupied for 8 or more hours and the expected time for power to return is 10 hours+ or unknown
 - The extreme weather event is continuous
 - Temperature is below freezing
 - It is a high wind or flooding event, and the campgrounds have patrons without access to other shelter

Operations for a warming center or emergency shelter shall not begin overnight, except in extreme circumstances.

The Town will also participate as a Satellite Shelter in the Barnstable County Regional Emergency Planning Committee's regional sheltering response as needed.



PROVINCETOWN PUBLIC PIER CORPORATION

OFFICE OF THE HARBORMASTER

TO: David B. Panagore, Town Manager

December 4, 2018

CC: James F. Golden, Chief of Police, Director of Emergency Management

From: Rex McKinsey, Harbormaster, PPPC Pier Manager

Subject: Pier and Harbor Standard Operating Procedure (SOP) for Heavy Weather

Please find the SOP for this department regarding hurricanes, Nor'easters or blizzards all collectively referred to as "heavy weather". This SOP was developed in 2005 and updated with changing conditions, additional infrastructure and improvements in service. Most other types of emergencies, we provide support to the lead department such as Police, Fire or Health. We also rely on Public Works to support our work to prepare, respond, mitigate and recover from these storms. The emergency management chain of command reports ultimately to the Emergency Management Director as outlined in the Emergency Management Plan.

In support of our preparedness, all staff is trained to Incident Command System (ICS) 100, first aid/CPR and the departmental SOP within our training materials for seasonal assistants including elements of our facility security plan and pollution control procedures. Additionally, returning seasonal and year round staff attends periodic training for marine law, tactical boat handling, search and rescue, first responder, hazmat awareness among others when available. We regularly train with Coast Guard Station Provincetown. The Harbormaster has completed ICS 400. Certification as a Harbormaster requires completion of Intermittent Reserve for Police Officers and Merchant Marine Master's License.

In addition to our partners within Town departments, we work with several sections of Coast Guard District 1, Sector Southeast for search and rescue, pollution control and planning, Mass Department of Environmental Protection (MDEP), Mass Environmental Police, Cape Cod Commission, and County services. We have responded to boat fires and explosions, boaters and swimmers in distress, pollution incidents and assist people with their own preparations for storms. We provide assistance to other departments with perimeter controls for fires, floods and crowd control, or staging activities on the pier.

After an event, we document and assist DPW with filings for FEMA/MEMA to aid the recovery effort. Please let me know what additional questions you may have.

Memo

Provincetown Harbormaster

To: Harbormasters & MacMillan Pier Tenants

From: Rex McKinsey

Re: Heavy Weather Prep Plan

Updated August 24, 2018

With approaching heavy weather, tropical storm or hurricane with forecast directions from the East to Southeast and Southwest, these rules and timeline go into effect. Directors may meet in emergency session as needed.

- HM's answer calls regarding preparations with Storm Preparations list. If a person asks what to do with their boat, advise them to move off pier to mooring and/or haul boat to land. Start ice machine.

48 hours with forecast of winds of storm force (50 MPH).

Winds over 74 MPH in bold italics.

- DPW- empty and pick up most garbage cans. Staff to tie down others.
- HM's remove pedestrian signs, loose debris and temporary signs. Secure our gear by the maint. shed
- HM's to call all vessels on floating docks and dinghies. Check private moorings and call problem vessels. Alert the press to spread word to check boats and gear.
- ***HM calls all tenant vessel owners, 12 hours to move.*** Re-check mooring fields. Check beaches. ***All fishermen's gear off the decks and floats.***
- Gas for trash pumps and boats.

24 Hours with forecast of winds over 50 MPH.

- All vessels in floating docks ordered off pier.
- HM stationed at boat ramp for 3 hours either side of high tide. Call PPD for request to use Jerome Smith or Grace Hall lot for trailer parking. Need copies of vehicle/vessel liability release form to HM and booth attendant. Coordinate with Town on Comm. St. parking from West End Lot- Masthead telephone pole on hill.
- Remove flags except storm warning. Remove dinghy dock parts or tie diagonal support ropes. Haul out pump-out boat. Fill ice machine

12 hours with forecast of winds over 50 MPH.

- Pick up life rings. Place barricade across fenced entrance to Long Point Dike.
- HM Office 24-hour watch. Stock office with food and supplies. ***Extra staff scheduled for after storm.***
- ***Install plywood on HM building windows and doors. Leave leeward windows cracked to equalize pressure.***
- Marine One & Cavallo to secure location. ***Lift gangways to floating docks and courtesy float. Haul M1 if winds are likely to be over 74 during the next tide cycle.***
- ***Back up files or remove hard drives to off-site. Prepare extra materials and labor lists for possible grant reimbursement.***
- ***If the pier has to be abandoned, turn off power and water to pier. Notify Whydah Museum.***



**Town of Provincetown
260 Commercial Street
Provincetown, MA 02657**

**Department of Health
Telephone (508) 487-7020
Fax (508) 487-7040**

MEMORANDUM

TO: David B. Panagore, Town Manager
FROM: Morgan Clark, Health Director, Deputy Emergency Manager
DATE: December 4, 2018
RE: Emergency Shelter Information for Select Board Roundtable

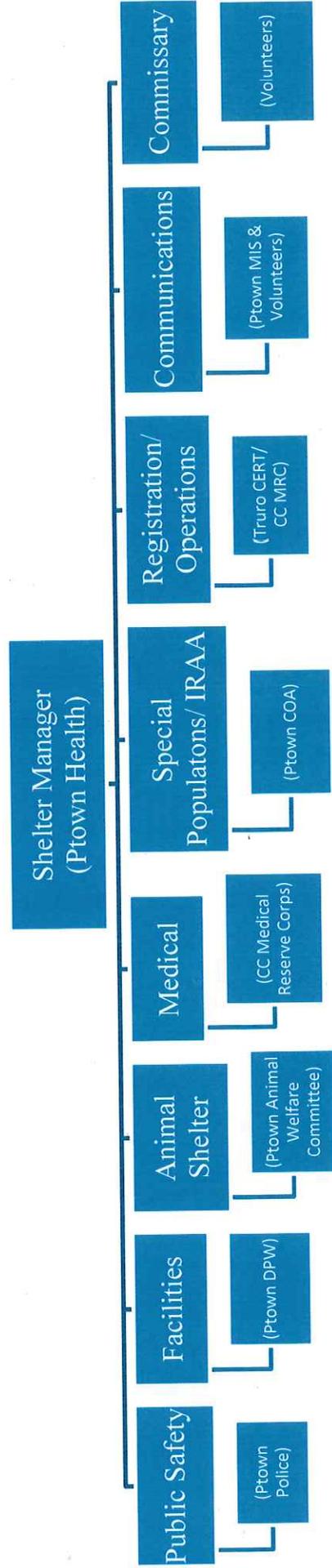
In many communities American Red Cross or a local CERT (Community Emergency Response Team) team runs emergency sheltering operations. Since the American Red Cross' presence in Provincetown is much diminished from the past (though reviving), Provincetown Health Department staff are trained as Shelter Branch Managers and coordinate our shelter operations under the Barnstable County Regional Emergency Planning Committee's (BCREPC) auspices in joint operation with Truro. Once the Emergency Management & Transportation Coordinator position is filled, that position will become the lead Shelter Branch Manager with the Health Department providing additional support. Provincetown-Truro operate a "satellite shelter" as part of and under the BCREPC Regional Sheltering Plan, but have a fully operational shelter plan and operate with the same discipline supports as the Regional Shelters.

The Town is in the process of outfitting the Provincetown Public Library as the default Warming/Charging Station for the Town during daylight hours. There will be a CIP request on the April Town Meeting Warrant requesting funds for a generator to power both the Library and the Fire Station next door. Moving Warming/Charging Operations to the Library will have many benefits for the Town and residents including providing a warm and welcoming environment for residents seeking refuge from the weather and freeing up Emergency Planning personnel to respond to the event and assess the need for overnight operations. If a weather event requires both a Warming/Charging Station and an overnight emergency shelter then the Town will provide transport from one location to the other.

The following documents are part of our Emergency Shelter planning documents and show some insight into the planning and organization of the Shelter:

- Organizational Chart of Provincetown-Truro Shelter Disciplines
- Provincetown-Truro Shelter Conex Box Inventory
- Provincetown-Truro Shelter Plan

Organizational Chart Provincetown-Truro Shelter Disciplines



Provincetown & Truro Shelter Conex Box Inventory

COTS	
45	Green
20	Blue Special Needs
36	New Special Needs
52	Cots in Bags
10	Children
163	Total Cots
SLEEPING MATS	
30	Sleeping (Yoga) Mats
BLANKETS	
94	Blankets
240	New Blankets
334	Blankets
FANS	
8	20" High Velocity
5	Lasco Box
13	Total Fans
ANIMAL CRATES	
18	XL Metal
8	Intermediate Metal
6	Large Metal
32	Total Animal Crates
ANIMAL SUPPLIES	
1	Pet First Aid Kit
1	Package of Piddle Pads
6	Disposable Litter Boxes
3	Litter Scoops
2	Bottles of Disinfectant
1	Box of ID Bands (500)
3	Animal Name Tags
34	Metal Crate Tags
7	Tarps
2	4 Mill Plastic Sheeting Roll
8	Blankets
18	Dog Bowls (Metal)
50	Dog Bowls (Plastic)
1	Package of Disposable Bowls
1	Package of Disposable Plates
28	Pet Food Containers
1	Scissors
3	Scotch Tape
	Sharpies
	PES Instruction Manual
KITCHEN SUPPLIES	
720	Serving of Long-Term Gourment Meals (MRE's)
5	Sleeves of Disposable Cups (60 per)

1	Package of Freezer Bags (30 gallons)
1	Package of Freezer Bags (40 qt)
1	Roll of Aluminum Foil
1	Roll of Plastic Wrap
4	Packages of Napkins (500 per)
9	Bundles of Paper Plates (100 per)
1	Box of Teaspoons (1000 Plastic)
1	Box of Knives (1000 Plastic)
1	Package of Forks (1000 Plastic)
5	Metal Serving Spoons
15	Plastic Serving Spoons
6	Ladles
5	Tongs
3	Spatulas
1	Wisk
1	Colander (XL)
5	10" Knives
5	Knife Guards
1	Paring Knife
5	Large Cutting Boards
1	Metal Sharpener
2	Peelers
1	Cheese Grater
2	Scrub Brushes
4	Oven Mitts
5	Cooking Thermometers
1	Measuring Spoon
1	Measuring Cup (4 Cups)
2	4 qt Containers
2	8 qt Containers
4	Mixing Bowls (Large)
10	Sheet Pans
10	Metal Serving Trays
1	Turkey Pan (XL)
1	Pot/Pan (XL)
1	Sauce Pan
2	Food Totes
2	Wash Buckets
1	Bottle of Tablet Sanitizer
720	Serving of Long-Term Gourment Meals (MRE's)
MEDICAL	
9	Packages of 12 Stretch Bandage Rolls
2	Packages of 2"x4.5yd Elastic Bandages (10 per)
2	Packages of 4"x4.5yd Elastic Bandages (10 per)
2	Packages of 6"x4.5yd Elastic Bandages (10 per)
1	Package of Band-Aids (assorted)
20	Ace Bandages
2	Packages of 160 Germicidal Disposable Wipes
2	Packages of 160 Germicidal Disposable Cloths
1	Box of Antiseptic Towelettes (100 per)

6	Packages of Anti Bacterial Wipes (8 per)
100	Bottles of Saline Solution (100 mL)
1	Bottle of Anti Bacterial Soap
1	Cleansing Bottle
2	Bottles of Hand Sanitizer (118mL)
1	Bag of Sterile Dressings (assorted)
2	Packages of Gauze Sponges (200 per)
1	Bag of Gauze (assorted)
1	Package of 2"x2" Gauze Sponges (100 per box)
4	Packages of 4"x4" Gauze Sponges (50 per box)
6	Rolls of 2"x10" Surgical Tape
1	Bag of Medical Tape, Swabs, & Ace Bandages
4	Bottles of Medical Adhesive (90 grams)
2	Packages of 17 Sheets (blue)
2	Packages of 15 Sheets (yellow)
2	Packages of 12 Sheets (white)
8	Exam Sheets
16	Exam Cloths
1	Box of Exam Gloves (M) (100)
1	Box of Exam Gloves (L) (100)
6	Boxes of Exam Gloves (XL) (100 per)
10	CPR Mouth Shields
1	Box of Procedure Masks (50)
1	Rescue Mask
1	Resuscitator Mask
1	Digital Thermometer
1	Box of Thermometer Probe Covers (30 per)
1	Stethoscope
1	Blood Pressure Kit
1	Winter Warm-up Kit
1	Blood-borne Pathogen Kit
3	Standard Precaution Kit
1	First Aid Kit
1	Blood-borne Protection Kit
1	Biohazard Sharps Container
2	Packages of 200 Q-Tips
1	Box of Cotton Balls (65 per)
1	Package of Facial Tissues (100 per)
9	Depends (Disposable Underwear)
12	Diapers
1	Bag of Tampons and Pads
4	Baby Bottles
1	Gatorade Powder Packet
1	Gait Belt
1	Plastic Collection Pan
1	Bag of Safety Mask, Tweezers, Scissors & Safety Pins
5	Packages of Non Skid Slippers
4	Reflective Vests
1	Bag of Numerous Plastic/Paper Bags
1	Roll of 1.88"x 60yd Frog-tape

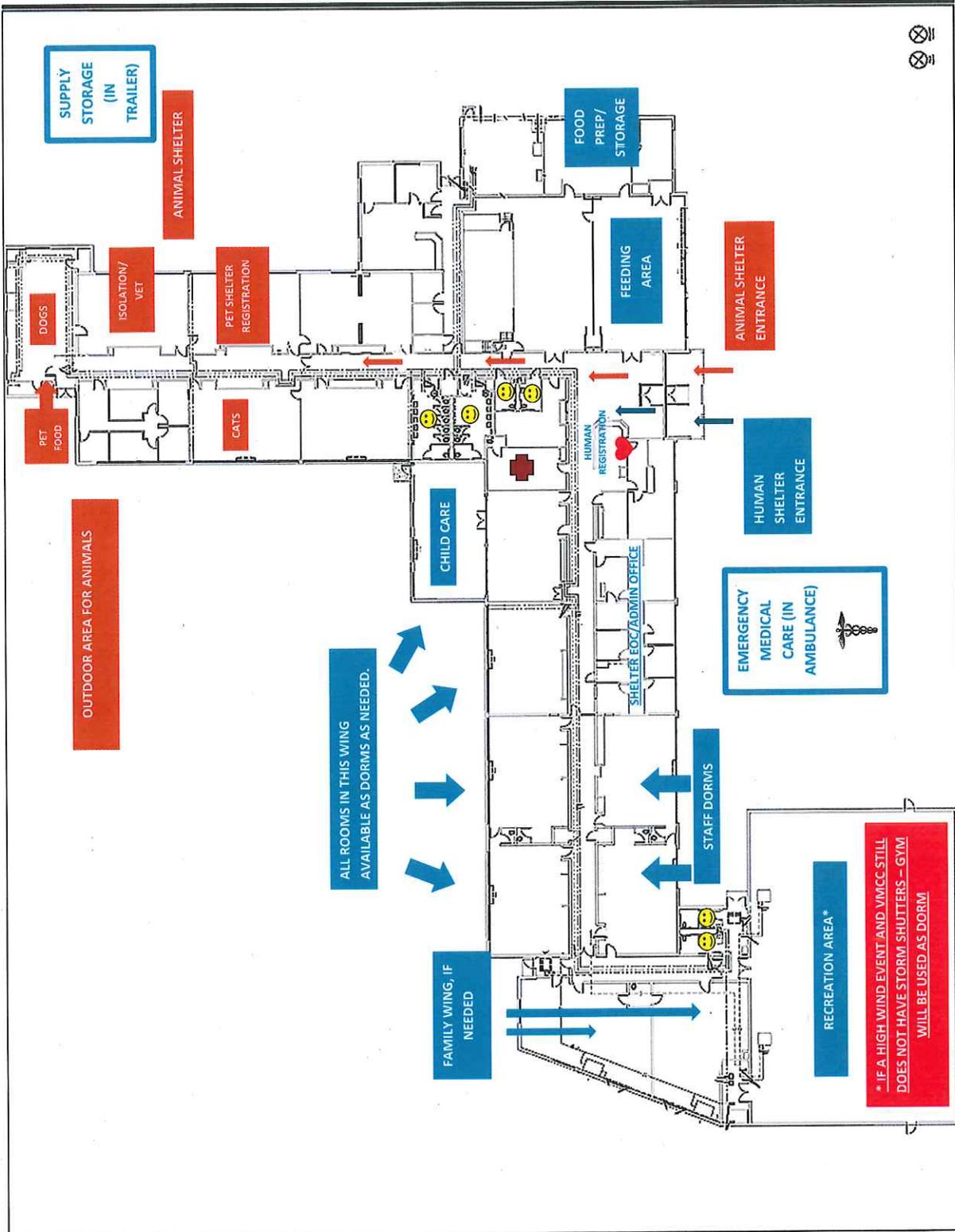
1	Bottle of Bleach (1qt)
6	D Batteries
6	C Batteries
6	9V Batteries
12	AAA Batteries
12	AA Batteries
1	Clipboard
8	Ball Point Pens
2	Magnifying Sheets
1	Information Presentation
	CMIST Worksheets
	Communication Tool Booklet
4	Senior Citizen Walkers (Collapsible)
2	Walking Cans
1	Set of Crutches
1	Set of Crutches
2	EMT Rescue 25 (Trauma Kit)
MEDICAL PELICAN CASE # 1	
12	Lactated Ringers (1 Case)
12	Safety Glasses (1 Box)
MEDICAL PELICAN CASE # 2	
12	Lactated Ringers (1 Case)
30	Latex Free Tourniquets
3	CAT Tourniquets
MEDICAL PELICAN CASE # 3	
12	Sodium Chloride, NACL (1 Case)
24	Sodium Chloride, Irrigation (1 Case)
50	Insyte Autoguard IV Catheters, 18G x 1.88 (1 Box)
50	Insyte Autoguard IV Catheters, 22G x 1 (1 Box)
50	Insyte Autoguard IV Catheters, 24G x .75 (1 Box)
FLU PREPAREDNESS KIT	
3	Packages of 3cc mL Syringes (100 per box)
6	Packages of Alcohol Swab Sticks (50 per box)
45	Bottles of Antiseptic Hand Wash (118mL)
3	Packages of Non Sterile Nitrile Exam Gloves (150 per box)
3	Packages of Band-Aids (100 per box)
1	Syringe Guide
1	Pop-up Hanging Container
2	Back Table Covers 44 x 90in
ADMINISTRATION & MANAGEMENT	
12	Power Strips
3	Extension Cords (Not too Long)
1	Ethernet Cord
1	Radio
1	Heater
1	Clock
1	Motorola Battery (for radio)
1	Label Maker
2	TZe Label Tape (for label maker)
1	Box of Highlighters/Dry Erase Markers

1	Name Badge
1	Color Code label
2	6 Volt Batteries
1	Stapler
1	Pack of Staples
1	3 Hole Punch
1	Pencil Sharpener
1	Bag of Rubber Bands
1	Scissors
1	Bag of Pens & Pencils
2	Post-Its
3	Expo Dry Erase Sets
7	Wooden Clipboards
1	Metallic Clipboard for Registration
1	Whistle
3	Flashlights
3	Headlights
1	Tape Measure
4	Opened Tissue Boxes
1	Roll of Paper Towels
1	Stack of Brown Paper Towels
2	Toilet Paper
1	Box of Garbage Bags (100 count)
1	Rope
1	Roll of Duct Tape
A Few	Rolls of Painters Tape
1	Pack of Furniture Nails
1	Pack of Batteries
3	White Board Erasers
1	XL White Board
2	Large White Boards
5	Storacell Battery Caddy (12 AA, 4 AAA, 2 C, 1 9V)
4	Protective Cases
IN SHERRY'S OFFICE	
1	Printer/Scanner/Copies
4	Inks (1 Each)
PELICAN CASE # 1	
2	Computers (each in a small pelican case)
16	Walkie Talkies (4 in 4 Ziploc bags)+ 8 Chargers
PELICAN CASE # 2	
5	Ipad Air (16GB Silver) (each in a small pelican case)
5	Keyboards for Ipad's
1	Ziploc Bag with 5 Ipad Chargers
1	hp Laserjet Yellow Print Cartridge (MFP M476)
1	hp Laserjet Cyan Print Cartridge (MFP M476)
1	hp Laserjet Magenta Print Cartridge (MFP M476)
1	hp Laserjet Black Print Cartridge (MFP M476)
ORANGE PELICAN CASE	
1	Mini Printer
4	Color Ink Cartridges (2 in box, 2 loose)

1	Label Maker
1	Thermal Wristband Printer (looks like a toaster)
6	Boxes of Z-Band Wristbands (in a white box)
HAM RADIO	
2	Deluxe Dual-band Mobile Transceivers
2	Mobile Transceiver Power Supply
2	Diamond Repeater Fiberglass Antennas
1	50 ft Coaxial Cable
1	75 ft Coaxial Cable

KEY

-  = AED with Adult and PEDI PADS
-  = RESTROOM
-  = MEDICAL TRIAGE AND LOCKED MEDICAL CABINET





BCREPC
BARNSTABLE COUNTY
REGIONAL EMERGENCY PLANNING COMMITTEE



- OVERVIEW OF THE REPC
- REGIONAL RESPONSE AND THE MULTI-AGENCY COORDINATION CENTER
- MANAGING THE EVENT

BARNSTABLE COUNTY REPC

THE REPC

- ▶ FORMED IN 2001
- ▶ OPERATED THROUGH THE COUNTY HEALTH DEPARTMENT
- ▶ 2ND COUNTY REGIONAL EMERGENCY PLANNING COMMITTEE IN THE STATE
- ▶ SARA III / EPCRA
- ▶ PUBLIC SAFETY, UTILITIES, HEALTH AGENTS, PUBLIC WORKS, VOLUNTEER ORGANIZATIONS, HEALTHCARE FACILITIES, SHERIFF, LOCAL GOVERNMENT, MEDIA
- ▶ SUPPORTS THE 15 COMMUNITIES ON CAPE COD DURING SEVERE WEATHER EVENTS



BCREPC

WEATHER PREPAREDNESS

- ▶ BCREPC ASSISTS THE 15 COMMUNITIES ON CAPE COD WITH A REGIONAL APPROACH TO PLANNING FOR WEATHER RELATED EMERGENCIES.
- ▶ THE TOWNS PROVIDE THE RESPONSE TO THEIR CITIZENS DURING THE EMERGENCY EVENT, BCREPC SUPPORTS THEIR EFFORTS THROUGH PROVIDING THEM WITH THE FOLLOWING SERVICES:
 - ▶ REGIONAL SHELTERING
 - ▶ SINGLE REGIONAL POINT FOR RESOURCE REQUESTS
 - ▶ REGIONAL SITUATIONAL AWARENESS
 - ▶ POWER RESTORATION
- ▶ WE HAVE NOT HAD A HURRICANE AFFECT THE REGION IN OVER 25 YEARS BUT WE HAVE HAD QUITE A BIT OF EXPERIENCE WITH RESPONSE TO WINTER STORMS.



BCREPC

OPERATIONS TIMELINE FOR THE REPC DURING LARGE SCALE EVENT



BCREPC

MULTI-AGENCY COORDINATION CENTER

OPERATED AND MANAGED BY THE BC IMT
COORDINATES REGIONAL RESOURCE
ACQUISITION AND SHARES INFORMATION

WORKS WITH THE FOLLOWING ENTITIES
DIRECTLY AND INDIRECTLY:

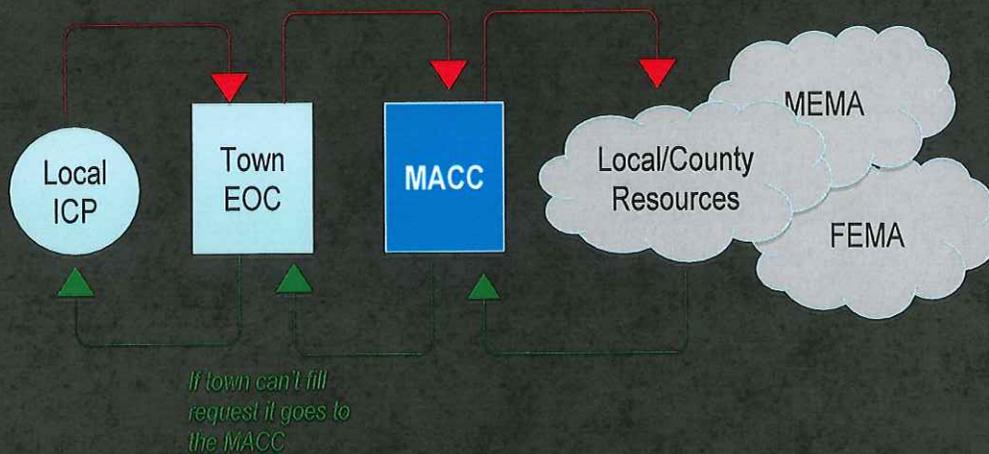
- ▶ TOWN EOCs
- ▶ NEIGHBORING COUNTY EOCs – PLYMOUTH, DUKES AND NANTUCKET
- ▶ PRIVATE ORGANIZATIONS AND AGENCIES
- ▶ UTILITIES, HEALTHCARE FACILITIES, REGIONAL TRANSIT AUTHORITY, RED CROSS, AND OTHER NGOS
- ▶ MEMA / FEMA
- ▶ FIRST REGIONAL RESPONSE IN MA.



BCREPC

Local ICP requests resource.

The MACC tries to fill all incoming requests locally before seeking state or Federal assistance



BCREPC

SITUATIONAL AWARENESS STATEMENTS

Situation Summary #1
February 8 Winter Storm

Monday 2.8.15 as of 1330
Barnstable County MACC
Operational Period 1: 020816 1000 to 020816 2000

High Tide (Height ft.) February 8/9, 2016
Sandwich: 11:50p (8.33)
Provincetown: 11:32p (8.74)
Chatham: February 9 - 12:26a (6.92)
Hyannis Port: February 9 - 1:04a (2.97)
Falmouth Hts: 11:02p (1.43)

Weather Advisories: Blizzard Warning 2/8 until 1900 - Coastal Flood Warning N/A	
Weather: HYA	Temp: 29°F/WC 14°F
Wind: N 26 G 43 mph	Barometer: 29.60 in (1002.5 mb)
Visibility: 0.25 mi	

0 outages as of 1330

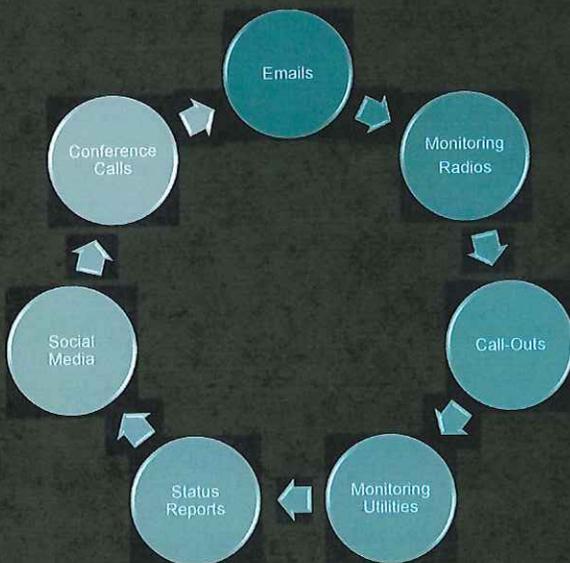
Regional Shelters		
Shelter	Human/Pet	Pop.
Sandwich	Closed	
Falmouth	Closed	
Barnstable	Closed	
DY	Closed	
Harwich	Closed	
Nauset	Closed	
Total		
Satellite Shelters		

Transportation Status	Resource Requests
<ul style="list-style-type: none"> • CCRTA: suspended with the exception of routes for HMI and dialysis • HyLine ferry: OOS Mon. • SA Farms: OOS Mon. • P&B bus: no service 	0 requests in current operational period

- MAY BE ISSUED EVERY 3, 6 OR 12 HOURS. OR ON AS NEEDED BASIS
- PROVIDES A SIMPLE CAPE-WIDE OVERVIEW
- SUPPLEMENTS MEMA STATEMENTS
- ANOTHER TOOL FOR VERIFICATION POST-EVENT
- NOW ELECTRONICALLY ACCESSIBLE



OPERATIONS:



- CONFERENCE CALLS EVERY 6 TO 8 HOURS
- CONSTANT COMMUNICATION WITH LOCAL PUBLIC SAFETY AGENCIES
- CHECK-INS WITH CAPE COD HEALTHCARE
- MONITORING WEBEOC
- PLANNING AHEAD FOR THE NEXT OPERATIONAL PERIOD



REGIONAL SHELTERING

- PROGRAM STARTED MID-2000s
- CONSOLIDATE RESOURCES
- CENTRALLY LOCATED FACILITIES
- EASILY ACCESSED
- WELL-KNOWN FACILITIES
- HOLD A LARGE NUMBER OF PEOPLE
- ACCOMMODATE PETS



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BARNSTABLE COUNTY
REGIONAL EMERGENCY PLANNING COMMITTEE



QUESTIONS?

Sean O'Brien

SOBRIEN@BARNSTABLECOUNTY.ORG