

Emergency Management Ordinance of the Town of Andover

Title: This Ordinance shall be known and may be cited and referred to as the "Emergency Management Ordinance of the Town of Andover". Authorized under Title 37-B M.R.S.A., Section 782.

Definition: Emergency Management Director (EMD) shall mean the appointed town official responsible for performing the four phases of Emergency Management (preparedness, response, recovery and mitigation) and for liaison with the Oxford County Emergency Agency.

Establishment: The Andover Office of Emergency Management (OEM) and the position of Emergency Management Director for the Town of Andover is hereby created. The Selectmen may appoint additional OEM staff members, as needed.

Appointment, Term and Removal: The Selectmen shall appoint the EMD. This appointment shall be for 3 years and made at Town Meeting in March. The Selectmen may remove the EMD for cause.

Oath of the Emergency Management Director: Once the EMD has been appointed, the EMD shall take the oath of office before assuming any duties, pursuant to Title 30-A M.R.S.A., Section 2526.

Duties of the Emergency Management Director: The EMD shall:

1. Prepare and update a Hazard Risk and Vulnerability Assessment.
2. Prepare and maintain the Andover Emergency Operations Plan.
3. Organize, activate and operate the Andover Emergency Operations Center (EOC)
4. Prepare and maintain a list of disaster resources.
5. Develop procedures for the operation of the Andover EOC.
6. Coordinate and maintain written disaster Mutual Aid Agreements with the approval of the Selectmen.
7. Provide emergency Management training to town officials, planners, and responders.
8. Develop and implement a Disaster Exercise program.
9. Attend County Local Emergency Managers meetings.
10. Provide Disaster Preparedness information to town residents.
11. Complete and report Damage Assessment to Oxford County Emergency Management Agency (OCEMA).
12. Complete and submit applications for FEMA disaster funds and grants.

Membership of the Emergency Operations Center: When directed by any one of the Selectmen or by the EMD, the EOC will be established and manned. At the discretion of the Selectmen or EMD, the following town officials may be included on the EOC staff:

- a. Selectmen
- b. Emergency Management Director
- c. Town Clerk and Treasurer
- d. Code Enforcement Officer
- e. Town Constable
- f. Fire Chief or Deputy
- g. Fire Warden
- h. Road Commissioner
- i. Animal Control Officer

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

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

Training: The EMD may take necessary training as provided by the Oxford County Emergency Management Agency, Maine Emergency Management Agency (MEMA) and FEMA.

Accepted at Town Meeting held March 18, 2006.

An Attested Copy:

Elaine Morton
Elaine Morton, Town Clerk

