

Town of China - Emergency Management Policy

1. **Short Title:** This Policy Directive shall be known and may be cited and referred to as the "Emergency Management Policy of the Town of China" authorized under Title 37-B M.R.S.A., Section 782. Enacted by the Town on April 1, 2006.
2. **Definition:** Emergency Management Director (EMD) shall mean the appointed town official responsible for performing the four phases of Emergency Management (preparedness, response, recovery, and mitigation) and for liaison with the Kennebec County Emergency Management Agency.
3. **Establishment:** The China Office of Emergency Management (OEM) and the position of Emergency Management Director for the town of China is hereby created. The Select Board may appoint additional OEM staff members, as needed.
4. **Appointment, Term, and Removal:** The Select Board shall appoint the EMD. This appointment shall be annual and made by July 1st of each year.
5. **Oath of the Emergency Management Director:** Once the EMD has been appointed, the EMD shall take an oath of office before assuming any duties, pursuant to Title 30-A M.R.S.A., Section 2526.
6. **Duties of the Emergency Management Director:** The EMD shall:
 - A. Prepare and update a Hazard Risk and Vulnerability Assessment.
 - B. Prepare and maintain the China Emergency Operations Plan.
 - C. Organize, activate, and operate the China Emergency Operations Center (EOC).
 - D. Prepare and maintain a list of disaster resources.
 - E. Develop procedures for the operation of the China EOC.
 - F. Coordinate and maintain written disaster Mutual Aid Agreements with the approval of the Select Board.
 - G. Provide Emergency Management training to town officials, planners, and responders.
 - H. Develop and implement a Disaster Exercise program.
 - I. Attend County Local Emergency Managers meetings.
 - J. Provide Disaster Preparedness information to town residents.
 - K. Complete and report Damage Assessments to Kennebec County EMA
 - L. Complete and submit applications for FEMA disaster funds and grants.
7. **Membership of the Emergency Operation Center:** When directed by any one of the Select Board or by the EMD, the EOC will be established and manned. At the discretion of the Select Board or EMD, the following town officials may be included on the EOC staff:
 - A. Select Board
 - B. Emergency Management Director
 - C. Town Manager
 - D. Code Enforcement Officer
 - E. Town Clerk
 - F. Fire Chiefs or Deputies

- G. Public Services Director
- H. Road Commissioner
- I. Animal Control Officer

8. **Establishment of the National Incident Management System:** The Town of China hereby establishes the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for federal, State, and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. NIMS will utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) will be utilized by all China emergency and disaster responders for incident management.
9. **Compensation:** The EMD shall be compensated for duties rendered by an annual stipend as appropriated at the town meeting.
10. **Training:** The EMD may take necessary training as provided by the Kennebec County Emergency Management Agency (KCEMA), Maine Emergency Management Agency (MEMA) and Federal Emergency Management Agency (FEMA).

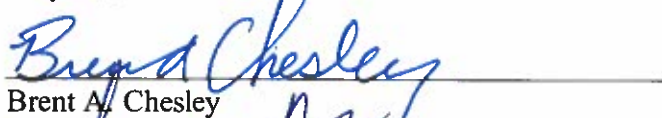
The above is a true policy of the Town of China, Maine

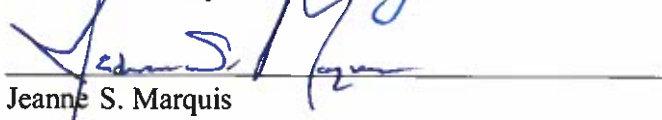
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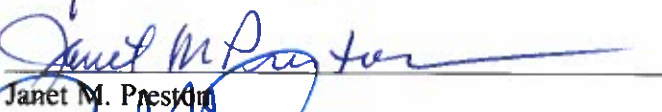

Blane C. Casey

12/4/23
Date


Wayne D. Chadwick


Brent A. Chesley


Jeanne S. Marquis


Janet M. Preston


Rebecca J. Hapgood - Town Manager

China Select Board and Town Manager