

## Civil Emergency Preparedness Ordinance of the Town of Thorndike

1. **Short Title:** This Ordinance shall be known and may be cited and referred to as the "Civil Emergency Preparedness Ordinance of the Town of Thorndike". Authorized under Title 37-B M.R.S.A., Section 782.
2. **Definition:** Emergency Management Director (EMD) shall mean the appointed town official responsible for disaster preparedness, coordination of municipal disaster response and liaison with the Waldo County Emergency Management Agency.
3. **Establishment:** The Thorndike Emergency Management Office (EMO) and the position of Emergency Management Director for the town of Thorndike is hereby created. The Selectmen may appoint additional EMO staff members, as needed.
4. **Appointment, Term and Removal:** The Selectmen shall appoint the EMD. This appointment shall be annual and made by June 1st of each year. The Selectmen may remove the EMD for cause.
5. **Oath of the Emergency Management Director:** Once the EMD has been appointed, the EMD shall take an oath of office before assuming any duties, pursuant to Title 30-A M.R.S.A., Section 2526.
6. **Duties of the Emergency Management Director:** The EMD shall:
  - A. Prepare and maintain the Thorndike Emergency Plan and Hazardous Material Plan.
  - B. Coordinate municipal disaster planning and preparedness.
  - C. Organize and operate the Thorndike Emergency Operations Center (EOC).
  - D. Coordinate activities with the Waldo Emergency Management Agency (WOEMA) for Emergency Broadcast System access.
  - E. Establish a 24-hour community warning and fanout system.
  - F. Prepare and maintain written disaster Mutual Aid Agreements with neighboring communities with the approval of the Selectmen.
  - G. Provide training in EOC operations to town officials, planners, and responders.
  - H. Coordinate with WOEMA for town involvement in WOEMA exercises.
  - I. Attend County Local Emergency Planning Committee (LEPC) meetings.
  - J. Provide Disaster Preparedness training to town residents.
  - K. Develop and distribute Disaster Preparedness information to town residents.
  - L. Complete and report Damage Assessments to WOEMA.
  - M. Complete and submit applications for FEMA/MEMA disaster relief funds.
7. **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
7. **Compensation:** The EMD shall be compensated for duties rendered by an annual stipend as appropriated at town meeting.
8. **Training:** The EMD may take necessary training as provided by WOEMA, MEMA, and FEMA.