

Fairhaven Emergency Preparedness Plan

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Executive Summary:

This plan has been prepared in order to provide key officials, departments, and department personnel within the Town of Fairhaven with a general guideline to be expected during the initial and sustained response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Each department within the Town of Fairhaven has the responsibility of supplying an initial response in any emergency to the best of their ability. Department heads should plan to be able to sustain initial responses for a period of up to 48 hours. The head of the affected department may request assistance from other departments within the Town or other community within their mutual aid plans.

The Fairhaven Emergency Preparedness Plan (ERP):

In order to protect residents, businesses, and visitors, the Town of Fairhaven requires a coordinated emergency response by a number of agencies under the direction of an Emergency Control Group.

This Emergency Preparedness Plan has been prepared to provide key officials, agencies, and departments of the Town of Fairhaven with important emergency response information related to arrangements, services and equipment, and roles and responsibilities during an emergency.

Goal of the Plan:

This Emergency Preparedness Plan has been developed to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the citizens of the Town of Fairhaven, by the efficient deployment of the Town's services, agencies and personnel when faced with an emergency. It enables a centralized controlled and coordinated response to emergencies in the Town of Fairhaven and meets the legislated requirements of the Emergency Management and Civil Protection Act as defined in Massachusetts Chapter 630; Acts of 1950 (as amended in S33)

Plan Maintenance:

This plan shall be maintained jointly by the Fairhaven Emergency Management Agency (F-EMA) and the Fairhaven Fire Department (FFD).

Annual Update of the Plan:

This plan shall be reviewed annually by all department heads. Any recommended changes shall be submitted to the Town Administrator Annually no later than April 1st of each year. All recommended changes shall be reviewed by the Town Administrator and if approved shall become part of the official plan.

Post Incident Review:

This plan shall be reviewed after each incident. The Town Administrator shall call a meeting (Post-Event) with all department heads to critique the plan and provide feedback on any recommended changes to the plan.

Distribution of the Plan:

This plan shall be re-distributed to the following departments annually no later than May 31st:

- Board of Health (BOH)
- Board of Public Works (BPW)
 - Highway Department
 - Sewer Department
 - Water Department
- Building Department (BD)
- Emergency Management Agency (EMA)
- Fire/EMS Department (FFD)
- Housing Authority (HA)
- Police Department (PD)
- Recreation Department (RD)
- School Department (SD)
- Senior Center (SC)
- Tree Warden (TW)

Department Internal Plans:

Each Department and Board shall create internal plans to deal with all types of Emergencies whether they are natural or manmade. These plans shall contain an “Authority Chain of Succession” for each Department so that “Continuing of Operations” can be maintained during an Emergency. ***All private phone numbers, emails, and addresses shall be part of the plan as an internal appendix and considered private information. Private information shall not be released to the public.***

Department Plans shall contain at a minimum the following:

- FEMA Four Phases of Emergency Management
 - Mitigation
 - Preparedness
 - Response
 - Recovery
- Authority Chain of Successions
- Watch Stage Procedures
- Warning Stage Procedures
- Resource/Supply allocation for continued operations for a period of 48 hours.

Department Internal Plans Directory:

- Emergency Management Agency (Appendix C)
- Fire / EMS Department (Appendix D)
- Harbormaster/Shellfish Department (Appendix E)
- Housing Authority (Appendix F)
- Police Department (Appendix G)
- Public Works (Appendix H)
- School Department (Appendix I)
- Senior Center (Appendix J)
- Town Hall (Appendix K)
- Building Department (Appendix K1)
- Heath Department (Appendix K2)

Town Phases of Emergency Management:**Mitigation**

Preventing, or if that is not possible, lessening the damaging effects of a disaster. Some of the measures listed below may be considered to come under the heading of "Preparedness".

1. Join with your community in helping to develop disaster education programs for the public (including hurricane information).
2. Communities, businesses and individuals should acquire National Flood Insurance.
3. Coastal area communities should be encouraged to build seawalls and jetties, and to promote programs to conserve beaches, cliffs, seagrass moors, stands of trees and other natural conservation areas.
4. Promote building construction codes that assure structures that can withstand high winds and flooding conditions.
5. Flood prone areas should be identified, and all flood control measures possible should be taken.
6. Fairhaven Emergency Management Agency and other emergency management agencies should check on their inventories of equipment and make sure that they are adequate. Communications systems should be checked out and any deficiencies remedied.
7. Mutual aid agreements should be reviewed.
8. Community officials and residents should be aware of location of shelters, and their readiness of shelters to receive evacuees should be ascertained.
9. Local officials and the media should be familiar with each other's procedures, and media should be ready to provide proper public information in the event of an emergency.
10. All aspects of the local Emergency Management Plan should be updated and ready to go.
11. Before the storm seasons have arrived, individuals and families should: (a) familiarize themselves with the degree of vulnerability of their area to a hurricane threat, (b) learn the best evacuation routes to safety, (c) learn locations of shelters, (d) learn safety procedures for boats if they engage in boating, (e) trim back all trees and bushes on their property, (f) check rain gutters and down spouts for good drainage, (g) stock boards and other supplies to shutter and secure doors and windows.

Preparedness

1. Local emergency management officials should monitor National Weather Service broadcasts, and at "watch" stage activate the EOC with minimum staffing. At "Warning" stage, fully activate the EOC with full staffing. Notify all concerned officials and emergency workers.
2. Place evacuation signs at predetermined locations and prepare to man traffic control points for evacuation.
3. Put the emergency plan into operation including the plans for evacuation and opening, staffing and stocking the shelters.
4. Set up patrols to protect your community from fire, looting and property damage.
5. Residents of mobile homes should move to sturdier shelter, since mobile homes, even when tied down, usually do not withstand a hurricane.
6. Check on the location of elderly and infirm persons, women in the latter stages of pregnancy, persons with diminished capacities and any others who may need assistance, if evacuated, or may need attention if they remain in their homes.
7. Organize resources to make provision for the evacuation to alternate facilities of those under medical care.
8. Determine the number and location of persons without access to private vehicles and make arrangements for their transportation.
9. Local emergency management officials should be in communication with state, federal and volunteer organizations and have mutual understanding of what services are available and how they can be acquired, and what can reasonably be expected.

10. Disseminate information on measures to be taken by individuals in their homes. These include: (a) informing them to listen to media announcements concerning the storm, (b) warnings to stay away from flood-prone areas, (the great danger to coastal areas is the storm surge, but flash flooding is a danger to inland areas), (c) if people evacuate, they should be reminded to make lists of personal property and photos if possible. They should take with them important personal papers that are not stored in a totally safe vault, (d) all homes should be stocked with extra water sealed in jugs, extra food and medicine, battery lanterns and extra batteries, (e) if people are on high ground away from the direct storm effects and plan to remain in their home they should board up doors and windows on the windward side of the house and open the windows slightly on the other side, (f) keep your car fueled; evacuation may be necessary, (g) secure outdoor objects that could fly away and become deadly missiles, (h) moor boats securely, (i) arrange for safety of pets and livestock.

Response

1. Coordinate ordered and spontaneous evacuations.
2. Open shelters and coordinate their continued management.
3. Organize search and rescue operations, and their response to deal with injuries, downed trees, power lines and other obstacles, power failures, traffic accidents, fires, etc. as necessary.
4. Organize health teams to test water sources for contamination.
5. People should avoid going outside while the calm “eye” of the storm is passing over. If it is necessary to go outside, stay only a few minutes because the other side of the storm will come suddenly and violently.
6. Coordinate requests for mutual aid.
7. Provide situation reports to appropriate people.

Recovery

1. Aid evacuees and sheltered persons in returning home. Give particular attention to the handicapped and those who must have medical support and/or return to medical facilities.
2. Arrange for temporary housing through proper channels.
3. Local officials should be ready to complete forms to obtain Federal Disaster assistance, and should be on hand to assist citizens to obtain this aid.
4. Teams (Recovery Teams) should be organized to clear debris, make repairs, and do whatever else is necessary to restore the area to normalcy.
5. Citizens should be advised to: (a) stay off damaged roads, (b) stay away from debris and dangling wires and other possible sources of electrical charges, (c) check food and water for spoilage and contamination and throw away anything that has spoiled, (d) report any damaged water, sewer, and electrical lines to authorities, (e) check for gas leaks when re-entering their homes.

Definition of an Emergency:

Emergencies are defined as a situation or impending situation caused by the forces of nature, an accident, an intentional act or a condition that constitutes a danger of major proportions to life and/or property.

While almost every type of emergency could occur within the Town of Fairhaven, the most likely that could occur, based on the hazards, risks, and history include but are not limited to the following;

Natural Emergencies: Floods, tornados, hurricanes, windstorms, blizzards, earthquakes

Manmade Emergencies: Transportation accidents involving hazardous materials, explosions, aircraft crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fire, or any other incident accidentally or willfully caused by people which is likely to endanger property, health, safety and welfare of the citizens of Fairhaven.

Definitions of Natural Emergencies:**Blizzard Warning**

Issued for winter storms with sustained or frequent winds of 35 mph or higher with considerable falling and/or blowing snow that frequently reduces visibility to 1/4 of a mile or less. These conditions are expected to prevail for a minimum of 3 hours.

Gale Warning:

A warning of 1-minute sustained surface winds in the range 34 kt (39 mph or 63 km/hr) to 47 kt (54 mph or 87 km/hr) inclusive, either predicted or occurring and not directly associated with tropical cyclones.

High Wind Warning:

A high wind warning is defined as 1-minute average surface winds of 35 kt (40 mph or 64 km/hr) or greater lasting for 1 hour or longer, or winds gusting to 50 kt (58 mph or 93 km/hr) or greater regardless of duration that are either expected or observed over land

Hurricane Warning:

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *expected* somewhere within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.

Hurricane Watch:

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *possible* within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds

Microburst

A convective downdraft with an affected outflow area of less than 2 miles wide and peak winds lasting less than 5 minutes. Microbursts may induce dangerous horizontal/vertical wind shears, which can adversely affect aircraft performance and cause property damage.

Saffir-Simpson Hurricane Wind Scale:

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 129	Devastating damage will occur
4	130 - 156	Catastrophic damage will occur
5	> 156	Catastrophic damage will occur

A detailed description of the Saffir-Simpson Hurricane Wind Scale is available at <http://www.nhc.noaa.gov/aboutsshws.php>.

Storm Surge:

An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Tornado Warning

This is issued when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

Tropical Storm Warning:

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *expected* somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone.

Tropical Storm Watch:

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *possible* within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone.

Winter Storm Warning

This product is issued by the National Weather Service when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.

Winter Storm Watch

This product is issued by the National Weather Service when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Winter Weather Advisory

This product is issued by the National Weather Service when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

Incident Command:

In order to provide an efficient and organized response to an emergency, all departments and agencies shall utilize the National Incident Management System (NIMS) as required by Presidential Directive #5 (2003) and as adopted by the Board of Selectmen on the 26th of September of 2005. (See Appendix A)

<https://training.fema.gov/emiweb/is/icsresource/assets/hspd-5.pdf>

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for providing immediate assistance and control rests with the affected department and/or agency within the town. It is encouraged that if the emergency affects more than one department/agency or affects a neighboring community that a "Unified Command" structure be set up as defined by NIMS.

All department heads shall ensure that all employees are trained in accordance with Federal NIMS requirements. At a minimum, all personnel who can or will be part of the Town of Fairhaven's response to an emergency shall be required to obtain NIMS 700 and ICS100 training. Training is available online at <https://training.fema.gov/nims/>. Certificates of completion shall be kept in individual personnel training folders for the duration of their employment.

Establishing Emergency Authority

The Town of Fairhaven, acting under the authority of the Board of Selectmen, and acting in accordance with the provisions outlined under the Massachusetts General Laws, Chapter 639; Acts of 1950 (as amended), establishing a Massachusetts Civil Defense Agency, upon written declaration stating that an emergency exists within the Town of Fairhaven, will be the local governing authority in all matters during the time of declared emergency as it relates to Massachusetts General Law, Chapter 639; Acts of 1950 (as amended).

This authority shall be done in writing by a vote of the Board of Selectmen during an emergency meeting. This shall take place anytime that a major storm or a significant event that threatens the citizens, property, or the environment within the Town of Fairhaven. This authority shall grant the Town Administrator or their alternate as outlined below in the Line of Authority to organize a coordinated response utilizing NIMS, to the current or pending emergency. (S Appendix B for Sample).

It is recommended that the Town of Fairhaven take this step every time the Governor of Massachusetts has also declared a State of Emergency for the Commonwealth of Massachusetts that involves or threatens the Town of Fairhaven.

This authority shall designate the Town Administrator or their alternate, as the Incident Commander for the duration of the State of Emergency and shall be in complete charge of all affairs relating to the coordinated response to the emergency and will have overriding powers over all elected boards and other officials.

This authority shall also allow the Town Administrator or their alternate, to activate the town's Emergency Operating Center (EOC) and/or Emergency Shelters as defined by this plan.

Authority Chain of Succession

1. Town Administrator/Assistant Town Administrator/Acting Town Administrator
2. Fire Chief
3. Police Chief

Emergency Operations Center:

Fairhaven Fire Department Headquarters, located at 146 Washington Street, has been officially designated as the Emergency Operations Center (EOC) for the Town of Fairhaven in the event of a man-made or other natural disaster/emergency.

During the time of the “State of Emergency”, the EOC will be the location from which the Fairhaven Town Government will operate. All departments, agencies, and committees will be coordinated through the EOC under the direction of the Incident Commander.

NOTE: Any emergency that occurs as an isolated emergency (a single Fire, EMS, or Police incident) shall be handled by the appropriate department for that emergency and shall form an Incident Command (NIMS) structure at each incident including an Incident Commander. The Department Incident Commander shall have complete control of said incident for the duration. The EOC shall provide support functions for that Incident including but not limited to Resource Allocation and coordinating other department responses to support that incident.

The Fairhaven Emergency Management Agency (F-EMA) shall be in charge of setting up and coordinating all computers, telephones, and other information technology (IT) needed to adequately prepare the EOC to handle the emergency. This shall be done with the assistance of the Fairhaven Fire Department (FFD). This shall include linking the Town of Fairhaven with other vital agencies including Area 2; Section 2A of the Massachusetts Emergency Management Agency, located in Bridgewater, Massachusetts, and Bristol County Fire Control, located in Norton, Massachusetts.

In the event the town would lose radio, television and /or telephone service, the town, through the EOC would continue to maintain contact with other areas utilizing the EMA’s 2-meter radio as well as whatever availability of “HAM” radios that might be available.

For all intents and purposes, the Town of Fairhaven will maintain and operate from the EOC throughout the duration of the declared emergency, unless otherwise directed by the Town Administrator or their designee.

Emergency Tracking and Notifications

In order to provide accurate and timely notification to Departments and Boards, the Town of Fairhaven Public Access Director shall create annually an Emergency Event Email Group and Telephone Group. This Group shall contain the email addresses and phone numbers of all **Department Heads** and at least one **Alternate** for each department.

These groups shall be considered private information and shall not be made public. Any information relayed in this email shall be deemed private and not released to the public unless authorized by the Town Administrator.

Natural Emergency Tracking/Notification:

The Fairhaven Emergency Management Agency and the Fairhaven Fire Department shall be responsible to track and provide daily notifications via EMAIL of any “Natural Emergency” that poses a threat to the Town of Fairhaven. This notification shall take place as soon as possible but no later than the “Watch” stages of the storm.

Manmade Emergency Notification:

The Department who is in charge of an incident shall provide, as necessary, a status update and information on an Emergency that may extend more than one operational period (8 hours) or that has significant impact on more than one department.

EOC Command Structure:

The EOC Command Structure shall follow FEMA “ESF” Command Structure which shall comprise of a Incident Commander and an Incident Command Team. The Incident Command Team shall be comprised of the Deputy Incident Commander, and the General Staff (Operations Section Chief, Planning Section Chief, and Logistics Section Chief. The titles of the Incident Command Team shall be determined by the Nature of the Emergency. The Incident Command Team can be expanded or reduced by the Incident Commander based on the nature of the Emergency (IE: a Health Hazard shall move the Health Agent into the Incident Command Team). It should be noted that a Department Head maybe unable to be part of a Command Team due to the nature of the emergency and the necessity of that Department Head to Command the Local Emergency (IE: Terrorist Attack: Police Chief may be on Scene).

Incident Commander: Town Manager or Designee per Authority Chain of Succession

Incident Command Team (for a Natural Emergency): Police Chief (Deputy Incident Commander), Fire Chief (Operations Section Chief) DPW Superintendent (Planning Chief), EMA Director (Logistics).

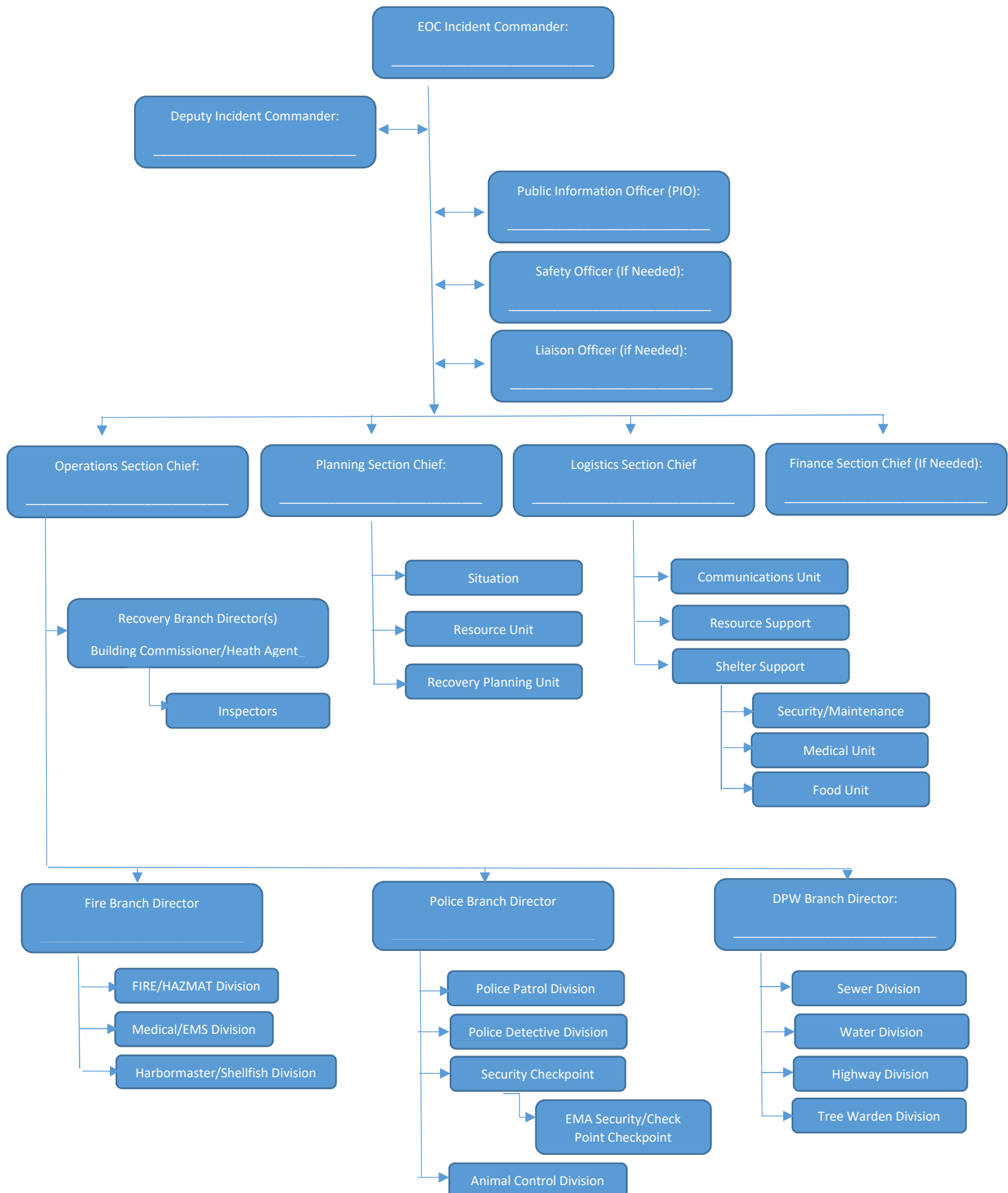
Note: These are recommended titles for a Natural Emergency and can be changed by the Incident Commander based on other emergencies.

Incident Command Team Additional Options:

- Heath Agent (Public Health Emergencies)
- Building Commissioner (Building Collapses)
- Superintendent of Schools (School Emergencies)

Command Staff:

- Public Information Officer: Fairhaven Cable Access Director
 - Fairhaven Police Dept.: PIO Officer
 - Fairhaven Fire Dept.: PIO Officer
 - Health Agent: PIO Officer
- Safety Officer (As Needed)
- Liaison Officer (As Needed)



Security Checkpoints:

In order to provide control of a Hazard Area to prevent injuries and looting, the Police Department shall design plans, and with the assistance of the Highway Department and EMA. These plans shall outline pre-determined check points to enter into known hazard areas (IE: Sconticut Neck Road) following a Natural or Manmade Emergency.

Citizens and visitors will only be able to pass these locations after the following has occurred:

- Recovery Branch Directors have cleared the area for known hazards.
- Clearance from the EOC.
- The citizen has the correct pass (Hurricane Pass) to enter area.

Shelter Management

The Fairhaven EMA shall be charged with opening and running Emergency Shelters. At least one shelter shall be opened at the determination of the EOC Incident Command Team.

The Fairhaven EMA will be responsible to outfit the shelters with cots and other equipment as needed. The Fairhaven EMA shall work with the following departments, as needed, to properly staff each shelter.

- Fairhaven School Department
 - School Maintenance/Access
 - Food Allocation
 - School Nurses (If needed)
- Fairhaven Health Agent
 - Medical Reserve Corp Activation
 - Community Nurses

Shelter Locations:**Primary:**

Hastings Middle School
30 School Street
Fairhaven, MA 02719

Secondary:

Fairhaven Wood School
60 Sconticut Neck Road.
Fairhaven, MA 02719

Backup Shelters:

East Fairhaven School
2 New Boston Road.
Fairhaven, MA 02719

Fairhaven Senior/Recreational Center
227/229 Huttleston Avenue
Fairhaven, MA 02719

Appendix A: NATIONAL INCIDENT MANAGEMENT SYSTEM DECLARATION



TOWN OF FAIRHAVEN

MASSACHUSETTS

FIRE DEPARTMENT / EMERGENCY MEDICAL SERVICE

146 Washington Street, Fairhaven, MA 02719

Phone: 508 994-1428 Fax: 508 994-1515

Emergency # 911



DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF FAIRHAVEN, MASSACHUSETTS

WHEREAS, The President of the United States in Homeland Security Directive Five (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local and tribal 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

WHEREAS, the collective input and guidance from all Federal, State, local and tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations 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;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities used by the emergency service departments in the Town of Fairhaven, Massachusetts

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System


NOW, THEREFORE, we, the Board of Selectmen of the Town of Fairhaven, Massachusetts, by the virtue of the authority vested in us by the Town Charter (Chapter 3, Section 6, paragraph 1&2) do hereby establish the National Incident Management System (NIMS) as the local standard for incident management.

Approved by a vote of the Board of Selectmen the 26th day of September, 2005.



Michael Silvia, Chairman

Winfred Eckenreiter



Ronald Manzone

Appendix B: EMERGENCY DECLARATION SAMPLE

EMERGENCY DECLARATION

WHEREAS, a sudden, generally unexpected occurrence or set of circumstances demanding immediate public action has arisen within the Town of Fairhaven which incident it generally describes as follows; and

WHEREAS, the Town Administrator upon advice of _____ of the _____ Department has determined that the aforesaid incident poses a present and reasonable imminent danger to public health, safety or general welfare of the people or their property so that it has become necessary for the Town Administrator and/or their designee, to utilize and coordinate the services, equipment, supplies and facilities of existing departments, offices and agencies of the City/Town for the purposes of civil defense/emergency management and emergency functions; and

WHEREAS, the Town Administrator has determined that the immediate public action is needed to prevent, minimize, or mitigate damage to the public health, safety or general welfare of the people of Fairhaven or their property which may otherwise result from the above described incident and that taking the time required to comply with the various state and local procurement laws would endanger the health or safety of the people or their property; and

WHEREAS, the Town Administrator has recommended that state of emergency be declared in the Town of Fairhaven, and

WHEREAS, the people of the Town of Fairhaven should be able to depend upon guidance from their Town Administrator and their Department Heads,

NOW THEREFORE, I, _____ Board of Selectmen Chair of the Town of Fairhaven, Massachusetts, hereby declare that as of _____ on _____, 20_____ a state of emergency exists in the Town of Fairhaven. This declaration of emergency shall remain in effect until further notice is given, pursuant to my judgment that the state of emergency no longer exists.

Board of Selectmen of the Town of Fairhaven;

- | | |
|-------------------------------|---------------|
| 1. _____ (Chair)
Signature | _____
Date |
| 2. _____
Signature | _____
Date |
| 3. _____
Signature | _____
Date |

Appendix C: EMERGENCY MANAGEMENT PLAN

Fairhaven Emergency Management Agency (F-EMA) Emergency Preparedness Plan

Friday, June 23, 2017

This plan is the Fairhaven Emergency Management Agency (F-EMA) Emergency Preparedness plan. This plan shall comply with the Town of Fairhaven's Emergency Preparedness Plan requirements.

All questions pertaining to this plan shall be directed to the F-EMA Director for clarification.

Natural Storm Tracking Procedures

In accordance with the Town of Fairhaven's Emergency Preparedness Plan, the Fairhaven Emergency Management Agency in conjunction with the Fairhaven Fire Department shall be responsible for monitoring any and all storms that threaten the Town of Fairhaven.

The following Standard Operating Procedure (S.O.P.) is to serve as the guideline which is to be followed by the Fairhaven Emergency Management Agency in the event of a declared Hurricane or other man-made or natural disaster. The information contained herein may vary from time to time as conditions and circumstances warrant.

In the event that the United States National Weather Service declares the identification and location of a tropical depression/hurricane/winter storm/blizzard in the vicinity of the west longitude line 65 degrees north and north of latitude 27 degrees west, or from another location that could possibly threaten the Town of Fairhaven, the director shall make the following notifications:

- Assistant Director
- Fire Chief and/or Deputy Fire Chief

The primary tracking of the storm shall be conducted by the Fairhaven Fire & EMS Department, however the Director and/or Assistant Director of the F-EMA shall track the storm to the best of their ability to provide redundancy of the tracking process.

The storm(s) shall be monitored by the Fairhaven Fire & EMS Department to such a degree that it no longer poses a threat to the Town of Fairhaven.

Position readings of the storm's track are to be noted and recorded on tracking chart or a computerized tracking system if available.

WATCH ZONE:**Notifications:**

Once the storm's progress carries the storm into the shaded area on the chart designated as the "Watch Zone" at the Fire Department Headquarters, the director shall coordinate with the Fire Department to begin the notification of all department heads in town of the storm's status. This shall be done by utilizing the Town's Internal Notifications Systems or through general email.

Preparatory Meeting:

Upon request by the Town Administrator, or if the storm's projected path indicates a likely threat to the Town of Fairhaven, the F-EMA shall coordinate an initial meeting of all department heads. The purpose of this meeting is to begin the preparation mode and coordinate the town's resources to handle the possible threat. This meeting shall provide storm updates, projected paths of the storm, and anticipated damage of the area. This meeting shall also ensure that each department has begun the watch zone procedures. Preparations of suspected storm.

Communication:

All communication links, including but not limited to; telephone lines, data processing lines, radio links, and antennas shall be tested at the Emergency Operations Center (EOC).

Emergency Contacts:

The director or their designee shall coordinate with the School Department, the Board of Public Health's Health Agent, and any other agency needed to discuss the staffing of the Emergency Shelter's if needed.

Internal Procedures:

All saws and generators located on F-EMA vehicles shall be properly tested to load. Each truck shall be stocked with appropriate fuel to handle a period of not less than 48 hours.

All radios shall be test to ensure communication with the following departments:

- Fairhaven BPW
- Fairhaven Fire & EMS Department
- Fairhaven Police Department.

All trucks shall be fueled to max levels.

WARNING ZONE:**Personnel:**

All F-EMA personnel shall be contacted and their availability obtained prior to the Town Wide Meeting. A list shall be created and submitted to the director for planning purposes.

Notifications:

Once the storm's progress carries the storm into the shaded area on the chart designated as the "Warning Zone" at the Fire Department Headquarters, the director shall coordinate with the Fire Department to notify of all department heads in town of the storm's status. This shall be done by utilizing the Town's Internal Notifications Systems or through general email.

Preparatory Meeting:

Upon request by the Town Administrator, the F-EMA shall coordinate a meeting with all department heads. The purpose of this meeting is discuss the impact of the storm to the Town of Fairhaven. This meeting shall provide storm updates, projected paths of the storm, and anticipated damage to the area. This meeting shall also ensure that each department has completed or nearly completed all there "Warning Zone" procedures and to begin the process of providing logistical support to departments that most likely will be affected.

Communication:

The F-EMA shall be responsible to completely stock the Emergency Operations Center (EOC) with all necessary communication links. All radio communications, and communication links (IE: MEMA) shall be made operational and continue operations until the State of Emergency no longer exists.

Shelter Operations:

The F-EMA shall be responsible to organize and open all shelters. This shall be in conjunction with the Fairhaven School Department, Fairhaven Health Agent, and the Fairhaven Fire & EMS Department. At a minimum the shelter shall contain the following equipment and personnel:

- Cots – to handle the anticipated number of citizens who will be utilizing the shelter
- A nurse (School Department, Community Nurses, and/or the Medical Reserve Corp)
- Security – An EMA representative shall server as the initial line of security and coordinator for each shelter.
- Maintenance Staff – The building being utilized shall provide at least one maintenance staff who is familiar with the building layout, electrical layout, and generator operations.

Security Check Points:

The F-EMA shall provide, upon request at least one individual to each security check point to provide assistance to the Police Department. This individual will work directly under the Police Departments Line of Authority and shall communicate through the Police Department.

2017 Fairhaven EMA Vehicle

- #5 1997 GMC Yukon 4WD
 - Assigned to the EMA Director ○ Location: EOC

- #50 1996 Ford Explorer 4WD ○ Assigned to the Asst. Director
 - Location: Mobile Command Post/EMA Operations

- #51 1995 GMC 4WD Utility P/U ○ Location: TBD

- #53 1996 GMC 4WD Utility P/U ○ Location: TBD

- #54 1989 Ford F450 Walk in Box ○ Back up Communications Vehicle ○ Location: EOC

2017 Fairhaven EMA Vehicle Equipment

- #5 1997 GMC Yukon 4WD
 - 1 Road Barrier ○ 6 Road Cones
 - 1 E-Z Up 10x10 canopy ○
 - 1 First Aid kit
 - Fire Extinguisher
 - Communications:
 - Area Police Departments
 - Area Fire Departments
 - Area EMA Departments
 - 2-Meter Radio System (Amateur Radio)

- #50 1996 Ford Explorer 4WD ○ 1 Road Barrier ○ 6 Road Cones
 - 1 First Aid Kit
 - 1 Fire Extinguisher

- #51 1995 GMC 4WD Utility P/U ○ 1 5KW Honda Generator ○ 2 Kwik-Raze Lights (750 watts each)
 - 6 Road Cones
 - 1 Tool Kit
 - 1 Jumper cables
 - 1 Tow chain
 - 1 Pry bar
 - 1 First Aid Kit
 - 1 Fire Extinguisher

- #53 1996 GMC 4WD Utility P/U
 - 1 8KW Honda Generator
 - 2 Kwik-Raze Lights (750 watts each)
 - 6 Road Cones
 - 1 Tool Kit
 - 1 Jumper cables
 - 1 Tow chain
 - 1 Pry bar
 - 1 First Aid Kit
 - 1 Fire Extinguisher

- #54 1989 Ford F450 Walk in Box (Back up Communications Vehicle)
 - 1 Onan 7.5KW Generator
 - 1 Honda 2.5KW Portable Generator
 - 4 Kwik-Raze Lights (750 watts each)
 - 6 Road Cones
 - 1 Road Barrier
 - 1 E-Z Up 12x14 canopy

- 2 Portable Tables
- 4 Cots
- 4 Folding Chairs
- 2 Submersible Water pumps
- 1 Chain Saw
- 1 First Aid Kit
- 1 Fire Extinguisher
- Communications:
 - Area Police Departments
 - Area Fire Departments
 - Area EMA Departments
 - 2-Meter Radio System (Amateur Radio)
- Fairhaven EOC Equipment: (to be located at Fairhaven Fire Department)
 - All antenna's and cables installed are labelled for each radio that are used in the EOC.
 - The EOC will have the ability to operate three radios, UHF and VHF in several different combinations.
 - The identical antennas mounted on the cross bars have a range of 140-160 MHz and 430-470MHz.

Staffing the Emergency Operating Center

The Emergency Operating Center (E.O.C.) will be located at Fire Department Headquarters. It will be from this location that the Fairhaven Town Government will operate throughout the duration of the declared state of emergency, (i.e.) Selectmen, Public Safety (Police and Fire), Board of Public Works (BPW), and Emergency Management Agency (EMA), etc.

The official staff members of the Emergency Operating Center (EOC) include:

1. Town Administrator
 - a. Administrative Support
2. Fire Chief or their designee.
 - a. Administrative Support
3. Police Chief or their designee a. Administrative Support
4. BPW Superintendent or their designee
 - a. Administrative Support
5. Emergency Management Director or their designee
 - a. Administrative Support
6. School Superintendent (If applicable) or their designee
 - a. Administrative Support
7. Health Agent (If applicable)
8. Building Commissioner (If applicable)

Fairhaven Emergency Contact List (Confidential)**Director:**

Marc Jodoin

[REDACTED]

[REDACTED]

[REDACTED]

15denali@comcast.net

Deputy Director: Roger Gautreau [REDACTED].

[REDACTED]

[REDACTED]

Operations Officer: Martin Higgins [REDACTED]

[REDACTED]

[REDACTED]

Safety Officer

John Rogers

[REDACTED]

[REDACTED]

[REDACTED]

Public Information

Lawrence O’Gara [REDACTED].

[REDACTED]

[REDACTED]

Shelter Coordinator Lynne Gautreau [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix D: FAIRHAVEN FIRE / EMS PLAN

2017

Fairhaven Fire & EMS Emergency Preparedness Plan

Friday, June 23, 2017

This plan is the Fairhaven Fire Departments internal Emergency Preparedness Plan to handle large Natural Emergencies. It can be easily adapted to handle other emergencies at the Fire Chief's request. This plan will comply with the Town of Fairhaven's Emergency Preparedness Plan requirements.

All questions pertaining to the Fairhaven Fire Department Emergency Preparedness Plan should be directed to the Chief of the Fire Department for clarification.

Natural Storm Tracking Procedures

In accordance with the Town of Fairhaven's Emergency Preparedness Plan, the Fairhaven Fire Department in conjunction with the Fairhaven Emergency Management Agency shall be responsible for monitoring any and all storms that threatening the Town of Fairhaven.

The following Standard Operating Procedure (S.O.P.) is to serve as the guideline which is to be followed by the Fairhaven Fire Department in the event of a declared Hurricane or other manmade or natural disaster. The information contained herein may vary from time to time as conditions and circumstances warrant.

In the event that the United States National Weather Service declares the identification and location of a tropical depression/hurricane/winter storm/blizzard in the vicinity of the west longitude line 65 degrees north and north of latitude 27 degrees west, the duty shift officer shall immediately notify the Chief and Deputy Chief. The duty shift officer shall be responsible in initiating the act of monitoring the identified storm until such time as the tropical storm/hurricane is downgraded by the National Weather Service to such a degree that it no longer poses a threat to this area.

Once the monitoring and tracking a storm is initiated, the monitoring of such storm shall remain constant and is to be continued in effect by each succeeding shift until said storm is declared downgraded as previously noted.

Position readings of the storm's track are to be noted and recorded on the posted tracking chart which is located in the Fire Department Control Room and/or Emergency Operating Center. Readings are to be noted at 8:00AM, 12 Noon, 6:00PM and 10:00PM daily throughout the duration of the monitoring process. Information regarding the storm position can be acquired from several sources such as radio, television, and internet or from the Official Emergency Management Agency's radio communication network.

Once the monitoring process has begun, the duty shift officer shall pay strict attention to all weather advisories and reports as they relate to the storm. The duty shift officer shall make sure that the computerized tracking charts and the hurricane plotting boards are properly updated at the prescribed hours, as previously noted. The symbol of a broken line will indicate the storm's track while the storm itself is to be identified by the use of the colored stick-on which should include time and name of the storm. In addition, readings should be recorded on the tracking log of the storm's name, time, date and the initials of the person making the entry.

Once the storm's progress carries the storm into the shaded area on the chart designated as the

“Watch Zone”, the duty shift officer shall immediately notify the Fire Chief, Deputy Chief and the Police Department, who will notify their Chief. In turn, the Fire Chief shall ensure that the Town Department heads are notified using the town wide Emergency Notification Systems.

Should the storm’s track carry the storm into the “Warning Zone”, the Fire Chief as well as the Police Chief is to be notified immediately. In turn, the Fire Chief shall again notify all Department Heads by using the town wide Emergency Notification Systems. The Town

Administrator, shall call a second emergency meeting of all department heads as well as the Board of Selectmen. If, in the opinion of the Board of selectmen, the storm poses a definite threat to the town, the Board of Selectmen shall, in writing, declare a state of emergency and exercise their lawful responsibilities.

HURRICANE INFORMATION:

The National Weather Service has estimated that if a hurricane enters the “Watch Zone”, the storm has a potential of striking the New England area within 24-36 hours, depending on the track and forward speed of the storm. Likewise, once the storm emerges into the “Warning Zone”, the storm could potentially reach the area within a period of 24 hours or less, depending on the track and forward speed of the hurricane.

With these estimates in mind, it is without doubt that it is essential that all planned preparations be made and completed well in advance of the estimated time of arrival of the pending storm. In doing so, we shall be confident that the town will be in a full state of readiness and prepared to handle most situations as they present themselves.

Staffing the Emergency Operating Center

The Emergency Operating Center (E.O.C.) will be located at Fire Department Headquarters. It will be from this location that the Fairhaven Town Government will operate throughout the duration of the declared state of emergency, (i.e.) Selectmen, Public Safety (Police and Fire), Board of Public Works (BPW), and Emergency Management Agency (EMA), etc.

The official staff members of the Emergency Operating Center (EOC) include:

1. Town Administrator
 - a. Administrative Support
2. Fire Chief or their designee.
 - a. Administrative Support
3. Police Chief or their designee
 - a. Administrative Support
4. BPW Superintendent or their designee
 - a. Administrative Support
5. Emergency Management Director or their designee
 - a. Administrative Support
6. School Superintendent (If applicable) or their designee
 - a. Administrative Support
7. Health Agent (If applicable)
8. Building Commissioner (If applicable)

Assignments of Other Town Officials:

1. Harbormaster (Fire Department)
2. Tree Warden (BPW)
3. Animal Control (Animal Shelter)

The area of Fire Headquarters which has been designated as the Emergency Operating Center (E.O.C.) is to be clear of all unauthorized persons throughout the period of the declared state of emergency. It is essential that the designated area of the E.O.C. be limited to members of the official staff as well as for radio, telephone and courier dispatchers. In this manner, confusion as well as all unnecessary interruptions will be minimized. It shall be the responsibility of the Emergency Management Agency Director to make sure that only authorized personnel are allowed in the E.O.C.

On duty firefighters shall be restricted to the floor areas of:

1. Apparatus floor
2. Dormitories

3. Basement area

Utility crews will be restricted to the Apparatus floor only.

News Media will be restricted to the Police Department Meeting Hall.

The following floor areas have been designated as follows:

1. Kitchen area – authorized personnel only
2. Recreation/TV Room - authorized personnel only
3. Dormitories - authorized personnel only
4. Meeting Hall – E.O.C. personnel only
5. Basement area – Personnel standby area, TV, etc.
6. Apparatus Floor – firefighters, utility crews, etc.

FAIRHAVEN FIRE DEPARTMENT - NOMENCLATURE**Fire Chief**

Timothy Francis

Deputy Fire Chief

Todd M. Correia

Superintendent of Fire Alarm

Timothy Francis

Assistant Superintendent of Fire Alarm

Lt. Robert Lincoln

EMS Supervisor

Lt. Robert Lincoln

Executive Assistant

Kristine Austin

Chief	1
Deputy Chief	1
Lieutenants	5
Firefighters	17
Call Firefighters	18
Total	44

Headquarters

146 Washington Street is manned 24 hours each day by a duty shift of one (1) permanent officer, four (4) permanent firefighters, one (1) day shift permanent EMS/Training officer and one (1) day shift permanent firefighter.

Station Two

321 Huttleston Avenue is currently unmanned, but in the event of an emergency declaration, will be activated, with a 1000 GPM Pumper with 500 gallons of water and a full crew.

Station Three

267 Adams Street is currently unmanned, but in the event of an emergency declaration, will be activated, with a 1500 GPM Pumper with 700 gallons of water and a full crew.

FAIRHAVEN FIRE DEPARTMENT RESOURCES

Fire Department Equipment

- Engine-1 (1994 E-1 Pumper 1,250 GPM)
- Engine-2 (1984 Ranger Pumper 1,000 GPM)
- Engine-3 (2002 E-1 Pumper 1250 GPM ALS equipped)
- Engine-4 (2008 Pierce Pumper 1500 GPM Class 5 Ambulance)
- Unit-5 (1994 Ford F350 w/ 200 Gallon Skid load pump assembly)
- Ladder-1 (1985 Emergency One 110' Ladder)
- Rescue-1 (1994 E-1 Heavy Duty Rescue Truck w/20,000KW generator)
- Medic-1 (2013 ALS Ambulance) • Medic-2 (2007 ALS Ambulance)
- Medic-3 (2002 ALS Ambulance)
- Fire Alarm 1 (1991 GMC Bucket Truck)
- Marine-68 (1972 17' Boston Whaler w/ '94, 60 HP Mariner Motor)
- Ice Rescue Boat (Vintage 1970 Ray-sled Ice Boat)
- Chief's Car-1 (2017 Chevrolet Tahoe)
- Deputy Chief's Car-2 (2011 Chevrolet Tahoe)
- Car 3 (2005 Chevrolet Tahoe)
- Marine 25 – 2003 Defender Safe Boat w/ 2 225hp Honda Motors
- MA DEP Oil Spill Response Trailer
- FP1 (2005 Ford F250 Pickup truck)
- 2013 Doosan G70 WJD Generator w/ trailer (currently located at the BPW)

GENERATORS	PORTABLE PUMPS	CHAINSAWS/RESCUE SAWS
E1 – EM 3500 Honda E2 - EM 3500 Honda E3 - EM 3500 Honda E3 - EM 2000 Honda w/light E4 - EM 5000 Honda E4 - EM 3500 Honda w/light L1 - EM 5000 Honda	1. Honda 2” Pump 2. Honda 2” Pump 3. Honda 2” Pump 4. Flomax 2” Pump 5. Pacer 2” Pump 6. Red 2” PUm,p 7. Homelite 3” Trash pump 8. Honda 40gpm Submersible 9. Honda 70gpm Submersible 10. Kenko Bronze Submersible 11. Master Plumber 1/6 th HP Submersible Pump 12. Red 3” Submersible Pump	E1 – Stihl K12 Saw E1 – Jonserud 670 E1 – Stihl T5400 E2 – Jonserud 670 E2 – Homelite EZ E3 – Cutters Edge w/bullet E4 – Husquarvana 350 L1 – Jonserud 670 L1 – Partner K-1200 L1 – Cutters Edge w/bullet R1 – Jonserud 670 R1 – Stihl T5400 FA1 – Pole Chain Saw
HYDRAULIC RESCUE EQUIPMENT	OTHER	
R1 – Hurst Tool Jaws (Gas) R1 – Hurst Tool Jaws (Electric) E1 – Hydraulic Porta Power Kit E3 – Hurst Tool Jaws (Electric) E4 – TNT Hydraulic Rescue Tools (GAS)	R1 Ajax Air Powered Cutting Tool R1 Arcair Slice Cutting Tool E4 1 Set of Air bags w/regulator C1 Bull Horn	

Portable Radio Equipment
(453.025 frequency)

Outside Resources

Chain Saws

Earl Faunce	15 Hamlet St	Fhvn	993-2061
David Faunce	221 Green St	Fhvn	999-0127
Tim Francis	305 New Boston Rd	Fhvn	999-4827

WATCH ZONE PRODEDURES

Once a declared storm, which has been classified as a “hurricane” reaches and enters the area defined as the “Watch Zone”, the following actions are to be initiated:

1. Notify the Chief and Deputy Chief immediately.
2. Review the “Emergency Preparedness Plan” and initiate the prescribed actions
3. Set up the Emergency Operations Center in conjunction with the Fairhaven Emergency Management Agency.
4. Check to ensure that there is an ample supply of outboard motor oil, chain saw oil, K-12 saw oil and oil for the Jaws of Life.
5. Start and operate each of the portable pumps at the pit area under a load condition. Following this test, tag each motor, noting that the unit has been tested and refueled and is ready for service.
 - a. 1 Homelite 385gpm gasoline trash pump
 - b. 1 ½ portable gasoline pump (#1)
 - c. 1 ½ portable gasoline pump (#2)
 - d. 1 ½ portable gasoline pump (#3)
 - e. 1 ½” submersible electric pump (#1)
 - f. 2” submersible electric pump
6. Marine Units: The fuel tanks are to be filled. Radios are to be tested with Fire Alarm as well as Coast Guard Woods Hole or Menemsha. In addition to it’s regular complement of equipment, the list of equipment the boat should also include (but not limited to):
 - a. Four sets of rain gear with gloves
 - b. Two full fuel tanks (Marine 68 only)
 - c. Six life preservers
 - d. One pair of binoculars
 - e. Two waterproof hand lights
 - f. One flair gun with flares
 - g. Two plastic buckets
 - h. One boat hook
 - i. One pair of oars and oarlocks (Marine 68 only)
 - J. One anchor
- k. Two 50’ coils of poly rope
- l. One 100’ coil of poly rope
- m. One First Aid kit
- n. Tool kit (good sharp knife should be included)
- o. Clipboard with paper and several pencils
- p. Life float and float marker
- q. Plastic tarp

7. Make ice sled ready for use. Check to make sure the boat is equipped with the following.
 - a. Full fuel can with proper mixture
 - b. Two life preservers
 - c. One set of oars with oarlocks
 - d. Two-20' coils of poly rope
 - e. One plastic bucket (for bailing and general use)
 - f. Two sets of rain gear with gloves
 - g. One hand light (waterproof)
 - h. Plastic tarp
8. Haul main Fire Boat and make ready on trailer. Fill fuel tanks if needed at BPW
9. Request Asst Fire Alarm representative to make ready four pagers, fully charged for use by E.O.C. officials. (Charge at least four sets of batteries)
10. Request EMS Supervisor to bring in extra oxygen tanks as requested and EMS supplies are at a level to sustain a 48 hour period of high volume.
11. Notify the following building custodians and request that they test/operate their respective generators as a means of insuring their readiness:
 1. Oxford Terrace 508-993-1144
 - a. Covers: Anthony Haven, Dana Court, & McGann Terrace
 2. Our Lady's Haven 508-999-4561 a. Don Perry [REDACTED]
 3. Royal of Fairhaven 508-997-3193 a. Mike Gallagher [REDACTED]
 4. Fairhaven Village 508-994-1908 a. Dennis Reynolds [REDACTED]
 - b. Eric Ouellette [REDACTED]
 5. Alden Court 508-991-8600 a. Joe Oliveira [REDACTED]
 - b. Brad Truini [REDACTED]
12. Direct the EMS Lieutenant to contact the following agencies/departments/businesses and compile a list of all individuals who made need assistance before, during, or after the incident.
 - Community Nurse's Office 508-992-6278
 - Fairhaven Housing Authority 508-993-1144
 - Fairhaven Senior Center 508-979-4029
 - Eversource Electric and Gas

WARNING ZONE PROCEDURES

Once a storm has been classified as a hurricane and enters the area defined as the "Warning Zone", the following actions are to be initiated by the duty shift officer:

1. Notify the Chief and Deputy Chief immediately.
2. Contact all members of the department to apprise them of the approaching storm threat. In addition, advise each member that the Hastings Middle School will be open to receive all members of town employee's families throughout the storm. Families will be safe at that location where food and other essentials will be available. Please request that all family members take with them to the shelter such items as a change of clothes, blankets, pillows and the like. Also, advise each firefighter to remain in contact with headquarters. If you are planning to be away from home, you must leave a means of contacting you. Finally, advise each firefighter of the time in which they are to report to duty. All firefighters are required to wear their department-issued pagers.
3. Fuel all vehicles to capacity.
4. Charge all portable radios and hand lights and make them ready for service in the event of a storm strike.
5. Add 2 additional containers of 4 cycle and 2 cycle fuel.
6. Have Generator inspected by vendor and have BPW fill diesel gas tank.
7. The Emergency Management Director is to be contacted and arrangements to be made to draw from the EMA reserves of supplies such as cots and blankets. The procured cots and blankets are to be distributed in the following manner:
 - Station 3: 5 cots and blankets
 - Station 2: 5 cots and blankets
 - Engine 4: 5 cots and blankets
8. Establish radio checks with NBFD, AFD & MFD
9. Fill all available sandbags from the hurricane lockers, using sand from the town yard.
 - Once filled, they are to be placed under the hose drying rack unless otherwise directed.
10. Assist EMA personnel in the activation of the Emergency Management Control Center, which is located in Fire Headquarters. It is essential that the 2-meter radio be activated properly in order to be sure radio contact with official outside agencies.
11. Distribute to the following apparatus the items listed, which will be in addition to the normal compliment of equipment assigned to each apparatus:

ENGINE 1	ENGINE 2	ENGINE 3
two square shovels	two square shovels	two square shovels
two pointed shovels	two pointed shovels	two pointed shovels
one 50' coil of rope	one 50' coil of rope	one 50' coil of rope
one 75' coil of rope	one 75' coil of rope	one 75' coil of rope
one chain saws with 3 gal fuel can	two chain saws with 3 gal fuel can	two chain saws with 3 gal fuel can
two lengths of chain	two lengths of chain	two lengths of chain
first aid kit	first aid kit	first aid kit
poly tarp	poly tarp	poly tarp
Clipboard with paper and pencils	Clipboard with paper and pencils	Clipboard with paper and pencils
ENGINE 4	UNIT 5	LADDER 1
two square shovels	two square shovels	four square shovels
two pointed shovels	two pointed shovels	four pointed shovels
one 50' coil of rope	one 50' coil of rope	one length of cable
one 75' coil of rope	one 75' coil of rope	one short cable sling
One chain saws with 3 gal fuel can	One chain saws with 3 gal fuel can	One chain saws with 5 gal fuel can
two lengths of chain	two lengths of chain	two 50' coils of rope
first aid kit	first aid kit	two 75' coils of rope
poly tarp	poly tarp	two 100' coils of rope
clipboard with paper and pencils	clipboard with paper and pencils	two lengths of chain

RESCUE 1	FIRE ALARM 1	
two square shovels	One chain saws with 3 gal fuel can	
two pointed shovels	clipboard with paper and pencils	
two 50' coils of poly rope		
two 75' coils of poly rope		
one length of chain		
navy type body stretcher		
building jacks with blocking		
first aid kit		
poly tarp		
clipboard with paper and pencils		

12. Closing of the Hurricane Dike Sluiceway (near Atlas Tack)

1. The hurricane barrier located in the harbor between New Bedford and Fairhaven will be closed by personnel at the barrier site, at their discretion, and will not notify this department of their doing so. The responsibility of closing the sluiceway lies with the FFD. The sluiceway should be closed at the point of low tide prior to the estimated time the storm is expected to strike this area as is projected by the National Weather Service.
2. Once the decision is made to close the Fairhaven Dike at the sluiceway, the BPW should be contacted and informed of our actions. They should be reminded that the gate valve located near the terminus of Lawton Street should also be closed.
3. Upon completion of the closing of the sluiceway, the New BedfordFairhaven Hurricane Barrier is to be notified of our actions. Telephone number for the dike is 994-4243 or 1-401-635-4802.
4. Once the storm has passed and no longer poses a threat to the local area, the sluiceway gate should be opened. The opening of the gate should be accomplished at the low tide period. Likewise, once the gate is reopened, we are to notify the Hurricane Barrier.

13. Dispatch patrol to be sure that all dock-side gasoline and diesel pumps are shut off at the tanks in the event of extreme tides which might otherwise cause a flow problem. Some facilities to be considered are, but not limited to:

- a. Earl's Marina, Causeway Road
- b. Fairhaven Shipyard, Fort Street
- c. Fairhaven Shipyard, Water Street
- d. Coast Guard Auxiliary, Middle Street

e. Linberg Marine, Middle Street

14. Survey Fire/Police headquarters property to be sure that all loose equipment is properly secured. A check of the smoke house is to be made, including securing the skylight trap door. Other considerations:
- a. All fire alarm equipment including wire reels, etc.
 - b. All loose rubbish & recycling cans
 - c. Secure rubbish dumpster with rope to a firm stationary object.

Apparatus Deployment Sheet

Once the Emergency Operating Center (EOC) is activated and staffed and all additional equipment is placed on the assigned apparatus, a briefing with all personnel will be conducted prior to the deployment of the apparatus, equipment and manpower.

Apparatus will be deployed to the following areas for coverage:

ENGINE 3

Stand by at Headquarters for first due company coverage (see deployment map).

ENGINE 2

Stand by at Station Two or other approved destination as a first due company within the assigned area, unless otherwise directed. The area of coverage shall include, but not be limited to:

Mill Road east to the Mattapoisett line. Acushnet/Mattapoisett line south to the water.

ENGINE 4

Stand by at Station Three as a first due company within the assigned area, unless otherwise directed. The area of coverage shall include, but not be limited to:

South of the Acushnet line to Rt. 6. Acushnet River east to an imaginary line extending from Rt. 240 to the Acushnet line.

ENGINE 1

To be stationed at the residence of Mr. Antone Medeiros III 689 Sconticut Neck Road. This location is on high elevation and poses no threat from rising water/tides. The area of coverage shall include, but not be limited to :

South of Buist Street to Wilbur's Point; Buzzard's Bay east to Little Bay from Buist Street to Wilbur's Point, unless otherwise directed.

Alternate location is Mr. John Hergenhan [REDACTED]

LADDER 1

Stand by at Headquarters, ready to respond as needed.

UNIT 5

Stand by at Headquarters, ready to respond as needed. Assignment may include responding with Boat 68 or ice rescue sled.

RESCUE 1

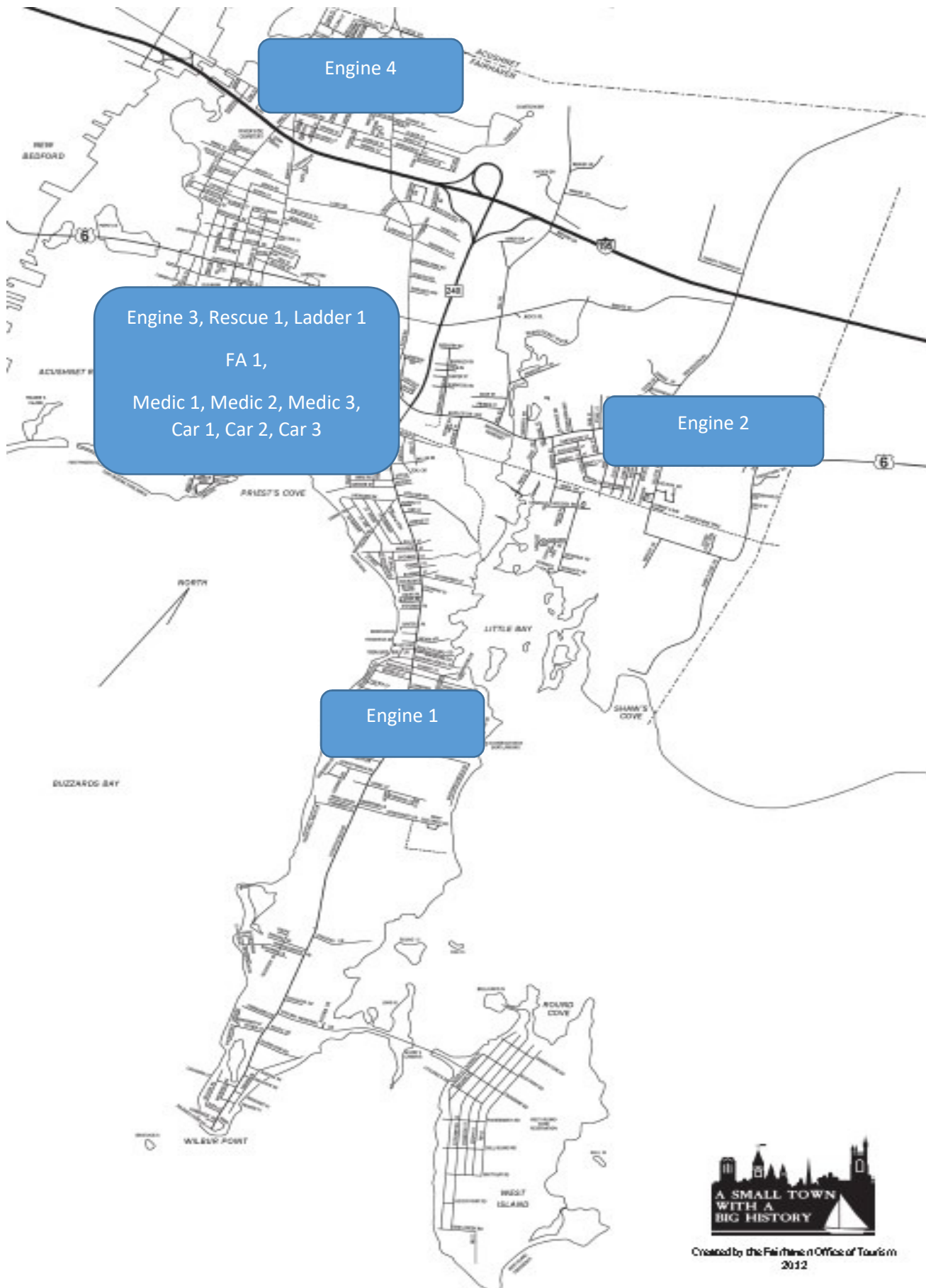
Stand by at Headquarters, ready to respond as needed.

FIRE ALARM 1

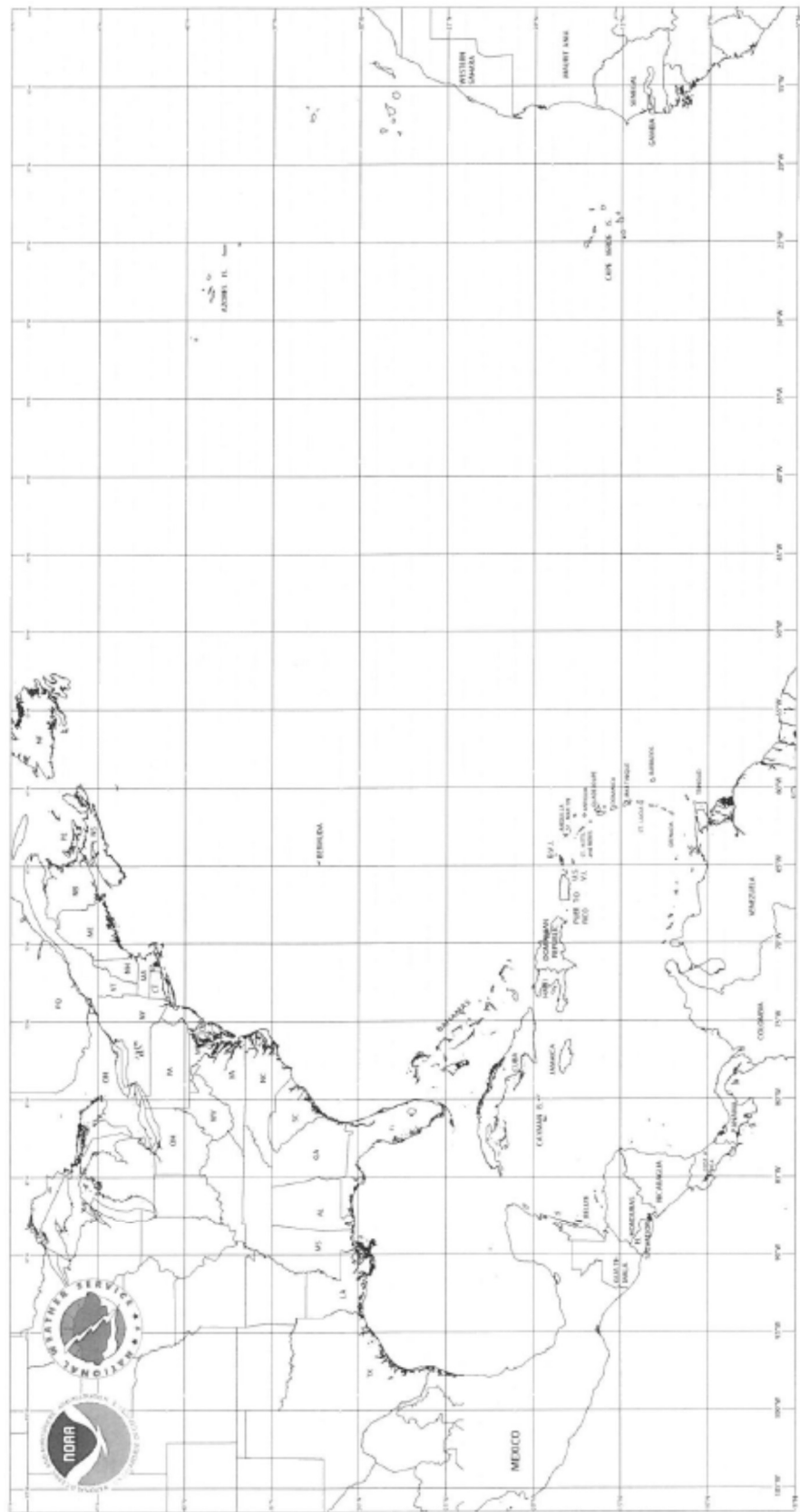
Stand by at Headquarters, ready to respond as needed.

MEDIC 1, MEDIC 2, & MEDIC 3

Stand by at Headquarters, ready to respond as needed

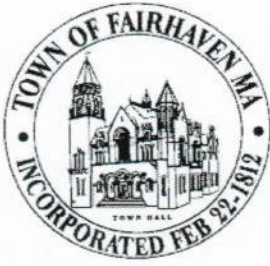


Atlantic Basin Hurricane Tracking Chart
National Hurricane Center, Miami, Florida



This is a reduced version of the chart used to track hurricanes at the National Hurricane Center

Appendix E: HARBORMASTER/SHELLFISH PLAN



Timothy Cox
Harbormaster/
Shellfish Warden

*Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
Shellfish Warden*

40 Center Street Fairhaven, MA 02719

2017 Town of Fairhaven Marine Resource Hurricane Preparedness Plan

Submitted by:
Timothy Cox
Harbormaster/ Shellfish Warden
Fairhaven



Timothy Cox
Harbormaster/
Shellfish Warden

Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
Shellfish Warden
40 Center Street Fairhaven, MA 02719

Hurricane Emergency Preparedness Plan
2017

Harbormaster/ Shellfish Constable

Timothy Cox
Town Hall Office 508 984-4529 ext 124
Field Cell 508-962-1416

Deputy Harbormaster/ Shellfish Constables

1 -Richard Dube Fairhaven * Boat Qualified



2 Todd Cox Fairhaven * Boat Qualified



Paul Sylvia	Fairhaven	* Boat Qualified
Edward Normand	Rochester	* Boat Qualified
Steve Riley	Fairhaven	* Boat Qualified
Clirff Patnaude	Fairhaven	
Brian Wood	Fairhaven	
Amanda Blais	New Bedford	
Justin Dube	Fairhaven	

Hurricane Watch Period

The Harbormaster and his/her assistants will take inventory notes of locations of all vessels docked in harbors, coves, surrounding waters. They will also make every effort to communicate potential dangers and risk to boat owners and property owners.

Hurricane Warning Period

The Harbormaster and his/her assistants will be posted on waterfront location and will maintain communications with Central Command. Positions will only be maintained if any risk is acceptable to the person assigned and the Harbormaster. The Harbormaster will recall all people to safe areas if he/she decides to do so.

Hurricane Period

The Harbormaster/Shellfish will be stationed at Emergency Operations Center to carry out any required duties from emergency command.

Post Hurricane Response

The Harbormaster will recall all assistants to come in as soon as possible to help with response.

The Harbormaster will meet with designated Town Officials to develop a post response plan.

The Harbormaster and his/her assistants will assess damage to Town owned property.

Declare no access areas until made safe in regards to the waterfront areas.

The Harbormaster will try to identify ownership of vessels washed ashore, or sunk at their dock or mooring.

The Harbormaster and his/her assistants will be available to assist all agencies within the Town or so designated as Coordinators in regards to post hurricane actions.

Equipment

1 Ford 3/4 Ton 4 wheel drive pick-up equipped with lights and radios as an emergency vehicle

1 Ford 1/2 Ton 4 wheel drive pick-up equipped with lights and radios as an emergency vehicle

1 Harbormaster 23' Alcar Pump-out Boats.

1 Natural Resource Boat, 23' Carolina Skiff

1 Harbormaster 21' Whaler Revenge

1 Shellfish 25' Whaler Frontier

1 Harbormaster 27' Whaler Vigilant

4 Hand held Multi Agency hand held radios

2- In vehicle Multi Agency radios

2-VHF hand held radios

4 Boat trailers

1- 8 ft. inflatable's with 4 hp motors

In addition we have partnered with the City of New Bedford and will attend all Hurricane Preparedness meetings.

Summary of Hurricane Preparedness from the Harbormaster

1. Remove boats from water early rather than later. Insurance companies often will pay to have your boat taken out, check with them.
2. Moorings are not made to secure a vessel even in Cat 1 storms.
3. Do not stay onboard. No one will be able to save you during the storm.
4. Plan your boat ramp time. Make sure your efforts are friendly to all others. Make sure you have help and have all winches and lines ready. You must remove your vessel in a timely manner safely, please plan the effort.
5. You are not allowed to let others use your mooring without the permission of the Harbormaster. The Harbormaster **will not approve** them for storm purposes. Not to mention there may be some liability on your part if something were to happen with the vessel tied to your mooring.
6. If you decided to leave the vessel in the water use new lines, correctly sized, doubled up. This is not the recommended solution. All are urged to remove their vessel from the water.
7. Watch the weather well in advance and make timely decisions as to when and how you decide to deal with the storm.



*Timothy Cox
Harbormaster/
Shellfish Warden*

*Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
Shellfish Warden
40 Center Street Fairhaven, MA 02719*

2017

***Town of Fairhaven
Hurricane
Boat Ramp Plan***

Submitted by;
Timothy Cox
Harbormaster / Shellfish Warden
Fairhaven , MA

Purpose:

Fairhaven has 3 boat ramps that the public and commercial companies can use to remove boats before a hurricane adversely influences our weather conditions. Access to these ramps is limited, with only one vessel at a time able to be serviced on 2 of them. The other can accommodate 2 at a time.

This presents a potential problem due to high traffic by people trying to remove their boats before the storm hits. We in Fairhaven have devised a plan that will maximize the ramps use, ensuring as many people as possible can remove their vessel safely in a timely manner.

This potential problem is further amplified with the closing of the 2 boat ramps in New Bedford. This in our opinion might increase the burden put upon our boat ramps.

Goals:

To maximize use of boat ramps.

To maintain order

To expedite vessel removal

To ensure safety

To ensure fairness

To ensure equal access opportunities

Plan components:***Maximize ramp use***

To maximize use, boat owners will be allocated a number on site creating a logical sequence that allows all to get access in a fair manner. Numbers will be handed out to by Assistants or Deputies. The next number will be posted as the previous number backs the trailer into the water. The next number is expected to be ready to back in as soon as the previous trailer exits.

Vessels will be allocated 10 to 15 minutes to secure and remove their boats. No single person will be allowed to bring their boat up to the ramp and then go get their vehicle. All boat owners will be instructed to use a team approach again to maximize ramp traffic.

Prior to the storm the Office of the Harbormaster will ask local radio / TV and print media to notify potential users of the 2 person rule.

Maintain order

Each ramp will have an appropriate number of personnel to ensure order, safety, and timeliness is upheld. All personnel will be clearly visible with official uniforms. All personnel will have cell phone communications available.

In the event order can't be maintained by Deputies or Assistants local police will be used to bring the situation into a condition where order can be maintained. Local police will be used only as a last choice.

Expedite Vessel Removal

Each vessel will have 10 to 15 minutes to secure their vessel to their trailer in a safe manner allowing them to pull off the ramp area. Once off the ramp area boat owners can secure their boats for over road travel out of the way from people trying to use the ramps.

Again dedicated areas will be provided for this purpose with all being encourage to secure their vessels as quickly as possible to allow others room.

Commercial haulers will have an area dedicated to them where they will be able to take down mast and secure the vessel for travel.

Boat owners will not be allowed to tie up ramp use while getting their vessel or trailer. All boaters will be required to have a driver for their vehicle and one for their vessel. This will enable everyone to expedite the time they tie up the ramp. The only exceptions will be if the ramp is idle.

Ensuring Safety

Only people with a direct connection to a vessel being hauled will be allowed on the boat ramp. Others will be instructed to leave the ramp area while being encouraged to make room for people who actually need to use the ramp.

All people using the ramp will be allocated the time to perform their task in a safe manner. No one will be asked to put safety aside.

Lighting if required will be provided if available.

Hauling will be allowed until it is deemed unsafe by the Harbormaster. All vessels will be required to leave the area once on the trailer. Once a declaration that it is unsafe to haul is made boat owners will be advised not to haul and that any expense incurred to the facility due to damage caused by them or their vessel may be charged to them.

Ensuring Fairness

It is the goal of this department to ensure every boat owner has an equal opportunity to haul their vessel to safety. We will not allow any vessel to step up out of order. The only exception is if they are taking on water and endanger of sinking.

Equal Access

To ensure equal access to our ramps once this plan is implemented we will issue numbers. Numbers will be posted on dry erase boards to notify the next number to be hauled. The next boat to be hauled will be posted as the present number is being backed into the water. At that time the next number will be instructed to get in their vehicle and be ready to get into position.

During this exercise the number system will explained by people on duty at the site.

Implementation

Implementation will be done in stages using accepted storm status reports with their associated titles.

Hurricane Watch

This period starts Emergency Preparedness Plan implementation as written by this department.

In regards to this Ramp Plan it will signal the time we as a department will ask different media to let the public know that there is ramp access plan for people wishing to haul their boats.

Port Condition WHISKEY

This condition once declared will signal this department to gather personnel and equipment for actual on-site duties. Again local media will be notified with messages on the answering machine of the Harbormaster's Office.

Port Condition XRAY

This condition once declared will cause deployment of personnel during daylight hours for implementation of this plan. If traffic is significant extra hours will be used to ensure the plan success. More local media notification from the office of the Harbormaster.

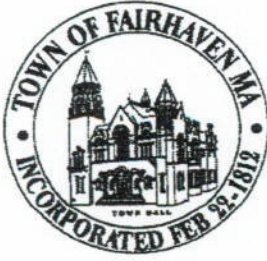
Port Condition ZULU

At this point in time we will anticipate a reduction in traffic at the ramps. Personnel will stand by until any safety issue arises. They include storm surge, access restrictions and potential threats from wind generated debris.

Summary:

It is the intent of this office to ensure the maximum availability in regards to ramp use before hurricane conditions arrive. To do so we will implement a practice that brings order to a system as opposed to chaos. This will be accomplished by using proper personnel being deployed in significant numbers, trained and equipped to carry out the mission.

At no time will safety of people or property be compromised. Any action taken by designated personnel shall and will not compromise safety in any manner.



Timothy Cox
Harbormaster/
Shellfish Warden

Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
Shellfish Warden

40 Center Street Fairhaven, MA 02719

2017
Hurricane Check List

1. Check Hoppy's for valuable equip. And make plans to remove equipment and secure building. Including the removal of Hoppy's dock.
2. Set-up plans for Sea View dock.
3. Get numbers and dry erase boards for ramps.
4. Set up deputy schedules and get numbers for all of them.
5. Signage at ramps.
6. Make sure boats are scheduled to be taken out.
7. Secure boats left in water.
8. Check with all boat owners at Union Wharf.
9. Tie up regulations at Union Wharf.
10. Get dinghy rack owner information and notify (low priority)
11. Gas up all vehicles and boats. (make arrangements for future gas)
12. Equip vehicles with safety equipment and first aid kits.
13. Have extra life jackets on vehicles during storm.
14. Ask all deputies to have their Cell Phones with them when on duty.

2017
FAIRHAVEN HARBORMASTER'S
SAFE ANCHORAGE POLICY DURING
TROPICAL STORM / HURRICANE CONDITIONS
FOR FAIRHAVEN WATERS WITHIN THE HURRICANE
BARRIER

SAFE ANCHORAGE POLICY

Person wishing to seek safe anchorage within the New Bedford Hurricane Barrier do so at their own risk. Anyone seeking safe anchorage understands that the prescribed areas as determined by the duly authorized Fairhaven Harbormaster are for the purpose of establishing order and does not imply that using said areas will protect any property or parties using safe anchorage areas.

It is further understood that this policy represents waters normally covered by the duly authorized Harbormaster of Fairhaven, MA and does not intend to make policy for water normally covered by the City of New Bedford and its agents.

**ANCHORAGE IS PROHIBITED SOUTH OF THE FAIRHAVEN BRIDGE, WITHIN
EXISTING MOORING FIELDS UNDER ALL CONDITIONS**

AREAS FOR SAFE STORM ANCHORAGE

For vessels less than 50 feet in length must anchor north of the Fairhaven Bridge roadway east of Fairhaven Hardware continuing north but not within 300 feet of the Cozy Cove Marina. Note water depth is relatively shallow in this area.

All vessels anchoring shall leave at least 2 boat lengths from any other vessel anchored. Allow for slack in anchor line when calculating distance between vessels.

All vessels shall have enough scope on their anchor lines to ensure the vessel does not rise above the anchor.

All anchored vessel shall use a correctly sized anchor with a second line attached to the anchor. Lines shall be connected in such a manner to produce a bridal type connection to the bow of the vessel. Owners shall use properly sized lines in excellent condition.

Owner's should call the Harbormaster Office and register their name and name of the vessel with location (Log and Lat if possible) with a contact number.

Vessels over 50 feet please call the Harbormaster's Office at 508-962-1416.

**ANYONE ANCHORING THEIR VESSEL SHALL NOT TRESPASS ON PRIVATE
PROPERTY TO GAIN ACCESS TO THEIR VESSEL.**

**ANYONE USING THE PEASE ST. RAMP UNDERSTANDS THEY WILL NOT BE
ALLOWED TO TIE UP AT THE RAMP.**

CALL ARMY CORP OF ENGINEER FOR BARRIER INFO 508 759-443
FOR MORE INFORMATION CALL THE FAIRHAVEN HARBORMASTER AT
508-962-1416



Timothy Cox
Harbormaster/
Shellfish Warden

*Town of Fairhaven
Department of Marine
Resources
Office of the Harbormaster /
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40 Center Street Fairhaven, MA 02719

2017

Rules and Regulations for Moorings During Storm Conditions with Winds of 40 MPH or More

Moorings

Per By-Laws as adopted by the Town of Fairhaven Mooring permits are issued to specific people for specific vessels. Each mooring is permitted yearly as a temporary mooring again per Commonwealth of Mass Law by the duly appointed Harbormaster of Fairhaven.

Without exception moorings are not to be used by any other person or vessel without written approval of the Harbormaster in normal weather conditions.

Under storm conditions the Harbormaster will not permit use.

In storm conditions all vessel owners with a mooring are urged to remove their vessel from their mooring in high wind conditions. They are encouraged to check with their insurance company to see if they will pay for all or part of the haul fee. They are also urged to check that their liability insurance will cover any damages to their vessel or damage done to another vessel or property if it was to break free from their mooring.

Non-permitted vessels tied to moorings in Fairhaven waters may be removed by the Harbormaster at the expense of the vessels owner. The owner will be responsible for towing and storage charges. All charges must be satisfied before the vessel is released.

Owners of moorings that allow another vessel to use their mooring during storm conditions may have their permit revoked and not reinstated the following year.

Vessels are encouraged to haul their vessel under storm conditions.

Appendix F: HOUSING AUTHORITY PLAN

THE FAIRHAVEN HOUSING AUTHORITY

EMERGENCY CONTACTS & EQUIPMENT

Fairhaven Housing Authority

Update 5/ 2017

Executive Director – Krisanne Sheedy, [REDACTED]

[REDACTED] fhvnhousing@comcast.net

krisannemsheedy@comcast.net dk5her@verizon.net

Board Members:

Anne Silveira [REDACTED]

[REDACTED]

[REDACTED]

silveira621@comcast.net

Jay Simmons [REDACTED]

[REDACTED]

mortgagebrokerman2004@yahoo.com

Jean (John) Rousseau [REDACTED]

[REDACTED]

[REDACTED]

jjr134@aol.com

Gregory Tutcik [REDACTED]

[REDACTED]

Gltutcik.1@netzero.com

Thomas Arsenault [REDACTED]

[REDACTED]

thomasarsenault@aol.com

Maintenance – EMERGENCY /ON CALL Phone # 508-264-3414

Tom Caron

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Jim Leavitt, New Bedford

[REDACTED]
[REDACTED]

Scott Leonard

[REDACTED]
[REDACTED]

Rebecca Seed

[REDACTED]
[REDACTED]

Admin Staff –Kim McArdell Dartmouth

[REDACTED]

Jo-Ann Turgeon, New Bedford

[REDACTED]

OFFICE CELL # [REDACTED]

Equipment-

2008 Truck (F250) with plow

2014 Truck (F150)

3- Snow Blowers

60KW ATLAS COPCO 2015 Portable Diesel Generator with transfer switches for Oxford Terrace and Building #100 McGann Terrace –

Ability to power @

Oxford Terrace – Large Community Room w/ kitchen, Public bathrooms,

(Emergency Hallway and Exit Lights at Oxford are new and are now on individual battery back up for 90 minutes), Housing Authority Office and Maintenance Garage, Common Area above Office

Building #100 McGann Terrace - All Common Areas, Outside Lights

2- 5000 watt portable generators

Chain Saw

Various Tools, Lawnmowers,

Enclosed locked 6x8 Trailer

All maintenance employees are immediately available to aid during a disaster. They are on site as needed for snow removal during any snow event. Certain Board Members may be available during incidents. The Executive Director is available by phone and if able to travel will be present if required.

1.0 MEDIA INQUIRES

OVERVIEW

1. The Executive Director or Acting Executive Director is the designated spokesperson for the FHA. All Media inquires must go through this person or his/her designated alternate.
2. The FHA will try to use a press conference format to maintain control over information.
3. If other staff receives inquires, politely refuse comment and direct the inquiry to the media Contact.
4. If Staff cannot avoid giving comments, provide only general information until an emergency situation is clear and facts are verified. Staff should limit comments to what they know, not what someone told them.

1.2 PROCEDURE

In an emergency, we anticipate inquires from the media and other government agencies. The Executive Director or, in his/her absence, the Acting Executive Director is designated as the FHA Media Contact in such situations. Depending on the particular situation, this person may wish to designate another staff and/or board member as Media Contact, and is hereby empowered to do so.

The Media Contact should be provided, as soon as possible, with as much information as is available regarding the nature of the emergency, and the effect on residents, operations, physical damage, etc.

Direct telephone call to the Media Contact at (508) 993-1144 or 508-326-5155, or, if the Media Contact has designated an alternate Contact, to that designated alternate. The Media Contact will answer any questions or direct the call to the appropriate personnel.

2.0 VEHICLE ACCIDENTS

2.1 Overview

1. Do not discuss the accident
2. Do not admit fault
3. Tend to any medical needs. Call police or have bystanders contact Police
4. Record the name, address, and driver's license number or other driver (s).
5. Record the name of the Insurance Company and the policy number.

Record the license plate and make of the other car(s).

Record the police report number, police officer's badge number, time, date, and place of accident.

Record the names and addresses of any witnesses.

Complete RMV/Police Accident Report Form (copy in this booklet between sections 10.0 and 11.0) Give one copy to the Executive Director.

The Executive Director will send copies to RMV, police, and our insurance company. If employee is injured, the Executive Director will complete accident report form and send to Personnel.

Inquiries or threats from other drivers' insurance companies should be referred to the Executive Director.

If police file a separate report, the Executive Director will attempt to get a copy and attach to FHA forms.

If police file a separate report, the Executive Director will attempt to get a copy and attach to FHA forms.

3.0 POWER FAILURE

3.1 OVERVIEW

1. Determine extent of power failure (room, building, area).
2. Determine course of action, depending on the extent/source of power failure. Turn off computers, televisions, and other surge- sensitive equipment. Try to determine cause of power failure and correct it if possible. Restore power if within FHA control (e.g. reset circuit breakers). After power has been restored, DO NOT turn on electrical equipment until you are given the OK by the Executive Director.
3. In extended power failure, residents should be advised to keep refrigerator doors closed to maintain inside temperature. Management may have to plan for fresh water and other emergency needs.

PROCEDURE

Our goals in a power failure are (1) to prevent injury to employees or residents; (2) to prevent damage to sensitive electrical equipment; and (3) to restore power with a minimum of inconvenience,

The Executive Director should take steps to assure that flashlights and other emergency lighting are available, in working order, and located where they are likely to be needed. Circuit breaker panels should be clearly labeled.

Employees should stay calm and move carefully in the dark.

Computers, television, and some other equipment may be damaged by power surges when power is restored. They should be shut off before attempting to restore power.

If employees cannot restore power by resetting circuit breakers, they should contact their supervisor, who will assume responsibility for determining what should be done.

Communication with residents is important. If a power failure seems likely to continue for some time, residents should be advised of the situation, advised to keep refrigerator doors closed, potential impact on delivery of heat and possibility of relocating to a shelter or to stay with family if lack of heat remains unresolved for more than a few hours.

After power has been restored, the Executive Director will decide when office computers should be restarted.

4.0 MEDICAL EMERGENCY

4.2 PROCEDURE

In the event of a serious accident or medical emergency, the FHA will make use of the emergency services available through a 911 call; emergency medical technicians, ambulance services, or others as appropriate. Staff are urged to obtain emergency assistance as quickly as possible, to remain calm themselves, to provide information needed by the persons responding, and to provide other help that may be needed as they are able and trained to do so.

It is the policy of the FHA that any accidents or emergencies, even if they appear to be minor ones, will be documented and reported promptly to the Executive Director. Staff are urged to document what happened, when it happened, and how it happened; and to obtain the names and addresses of any injured persons and any witnesses.

Injuries To FHA staff will be reported promptly to Executive Director.

5.0 PUBLIC DISTURBANCE

5.1 OVERVIEW

1. The Executive Director and others whom he/she designates will consult with Police to coordinate action to protect buildings and personnel.
2. Buildings and (if necessary) offices will be locked and persons entering or leaving will be screened.
3. Staff will continue to work until instructed otherwise.
4. Staff and residents will be kept informed about the situation.

5.2 PROCEDURE

1. We rely on Police and Civil Defense authorities to advise what protective action shall be taken during a local disturbance in or around our premises.
2. Remain in your respective work areas and continue to perform your duties until instructed otherwise.
3. Employees should not leave the building unless it is safe to do so.
4. Avoid windows and doorway areas.
5. If aggressors should enter your work area, be courteous and do not provoke an incident. Notify the Executive Director, who will, in turn, call 911.
6. Avoid unnecessary inquiries that will tie up communication systems.
7. Do not become a spectator. Leave or avoid the area of a disturbance to prevent injury.
8. Lock all doors and close all drapes.
9. Lock all cabinets.
10. **Keep keys to offices and buildings available in case of fire.**

6.0 ROBBERY

6.1 PROCEDURE

REMEMBER – Your personal safety is of primary importance in this situation. Don't do any thing that might jeopardize your safety.

1. Stay calm and obey instructions from the robber. Don't attempt to stop or apprehend the robber.
2. Carefully note the physical description and dress of the robber (including any distinguishing characteristics).
3. If possible, watch through the window to see if you can spot a vehicle.
4. Dial 911 and report to the police.
5. After robber has left, complete the attached form.
6. Notify the executive director, who will fill out the appropriate incident report.

6.2 ROBBERY CHECK LIST**GENERAL:**

Date: _____ Time of Day: _____

Location: _____

Describe what Happened _____

Name, Address of Witness (Job Title if on FHA Staff)

Vehicle Characteristics:

Color _____ () 4-door () 2-door

Make/Model _____

Number of individual in car _____

Sex of individuals other than robber (see below)

Race of other individual

ROBBER'S IDENTITY:

() Male () Female Approximate age: _____

Height: _____ Weight: _____

Hair color/Hair length: _____

Facial Hair: _____

Clothing: _____

Distinguishing marks/ Characteristics: _____

Race: ()Caucasian ()Black ()Hispanic () Near Eastern () Other**Voice:** ()Loud ()Soft ()Raspy ()Deep ()Intoxicated ()Pleasant**Speech:** () Fast () Slow ()Distinct () Stuttered ()Nasal ()Slurred**Language:** ()Foreign ()Northeastern ()Southern () Midwestern

7.0 EARTHQUAKE

7.1 PROCEDURE

Inside A Building

If possible get under a solid desk or table.

Protect your eyes, head, spine, neck, and shoulders as much as possible.

If you are not near a desk but are in a corridor stand under a doorway.

Stay away from windows. (If your desk is near a window and you plan to get under the desk you may want to pull drapes or blinds in case of window breakage.)

Stay away from temporary walls or partitions and free-standing objects such as files, supply cabinets, and coat closets.

Do not attempt to leave the building unless necessary. It is probably more dangerous outside the building because of falling debris, electrical wires, etc.

Outside A Building

1. Stay outside and protect yourself from falling objects and debris.
2. Move to an open area away from trees, power lines, and buildings.
3. Take cover in the exterior doorway of a building only if you are on a sidewalk and have no other place to take cover.

When the Earthquake has Subsided

1. Do not light a match, turn on a light switch, or use telephones if you smell gas.
2. Shut off utilities if you smell gas
3. Check for injuries and fires. If someone is injured, call 911. If gas is present, call from a phone in another area.
4. Avoid using the telephone for personal calls, so emergency calls can get through.
5. You will be advised of the situation. Remember, you will probably be safer inside than on the street. Falling debris, electrical wires, etc. will cause extremely hazardous conditions.

8.0 FIRE

If You Discover a Fire

1. Pull the fire alarm
2. Note what kind of fire; electrical, building, furniture. If you discover a fire of any size, call the fire department at 911.
3. Immediately yell "Fire".
4. Remove persons in immediate danger.
5. If you are properly trained and it is a small, controllable fire, attempt to use the fire extinguisher to extinguish the fire.
6. Try to leave the area.
7. Feel doors before you start to open them. If hot, do not open it.
8. Turn on lights as you leave.
9. Close doors and windows as you leave.
10. If hallways are clear of fire and smoke, proceed to exit.
11. In the event of an emergency, KEEP CALM.
12. If you must go through a smoke-filled area, crawl along the floor where there will be less smoke and heat.

When A Fire Alarm Goes Off During Work Hours

1. Employees should stop work and prepare to leave building.
2. If fire or smoke are evident in any hallway, leave by an alternate exit.
3. Gather within the sight of front door so supervisors can note any staff who are not accounted for.
4. Do not interfere with firefighters.
5. Remain outside the building until a supervisor determines that it is safe to re-enter.

9.0 EVACUATION

1.0 PROCEDURE

Evacuation of a FHA office building may be necessary in the event of a fire, an environmental hazard in the part of the town in which the office is located, or damage from an earthquake, severe weather conditions, or other source,

In many of these circumstances, the Fairhaven Police or community emergency response officials will be coordinating decisions on a community-wide scale. In this case, FHA employees are urged to cooperate fully with the authorized persons in charge. The following guidelines apply primarily to situations which originate in a FHA building.

1. Walk quickly, DO NOT RUN, to the exit nearest your area.
2. People using wheel chairs or crutches should be assisted.

IMPORTANT

1. Do not turn back for any reason.
2. Be calm at all times. Do not panic
3. Do not tie up equipment that will be needed by the fire department or other emergency response personnel (e.g., fire extinguishers, fire hoses, etc.)
4. If fire is blocking your corridor or escape route, climb out your window if possible. Close ALL doors. Open windows necessary for fresh air and yell for assistance.. History of fires indicates that more people are injured or killed by smoke, heat or suffocation in a fire than by the flames.
5. All employees are to meet in the front of the administration building.
6. REMEMBER: WALK DO NOT RUN to the nearest fire exit in an emergency.
7. The Executive Director will account for all the personnel, arrange for necessary first aid, and report any missing personnel to emergency response service.
8. STAFF: be sure to notify the Executive Director of the location and severity of a fire, so that he/she can communicate with the fire department when they arrive.

10.0 BOMB THREATS

PROCEDURE

1. If a bomb threat is received, always consider it legitimate, call 911.
2. Remain calm.
3. Obtain as much information as possible. (See attached check list).
4. If a suspicious device is found, DO NOT TOUCH IT TO MOVE IT. Inform your supervisor, who will call the police. Supply him/her with the information you have gathered (see checklist)
5. Leave the area
6. Turn on all lights when you leave.
7. Leave all doors and windows OPEN as you leave. An explosion will do less damage when glasses are not contained.
8. Staff will leave the building and meet within sight of the FRONT door of the building- but far away enough to be safe and to be out of the way of police or to other emergency personnel.

Bomb Threat Checklist

Listen carefully. Do not interrupt caller except to ask:

When will it go off? _____

Where is it located? _____

What does it look like? _____

Do you represent an organization? _____

Why did you plant it? _____

After call, report incident to supervisor and fill in the following

Information:

Date & Time _____

Person receiving the call _____

Origin of call (if known) () In-house () Local () Long Distance

Caller's Identity: () Male () Female

Approximate Age _____

Voice Characteristics: () Loud () Soft () Deep () Intoxicated () Pleasant

Speech: () Fast () Slow () Distinct () Stuttered () Nasal () Slurred

Language: () Excellent () Good () Fair () Poor () Foul

Accent: () Foreign () Southern () Northeastern () Midwestern

Race: () Caucasian () Black () Asian () Hispanic () Near Eastern

() Other _____

Mannerisms:

() Calm () Angry () Rational () Irrational () Emotional

() Nervous () Deliberate () Righteous () Laughin

Background Noises:

() Office Machines () Factory Machines () Street Traffic

() Voices () Music () Quiet () Airplane () Bar/Party

() Depot () Phone Booth

ACTUAL MESSAGE RECEIVED (AS ACCURATE AS POSSIBLE:

11. WEATHER CONDITIONS

PROCEDURE:

The two most likely causes of weather-related emergencies are blizzards and hurricanes. It is the policy of the FHA that maintenance staff, and, if necessary, other staff will work to restore safe conditions for residents, staff and the general public as quickly as possible in a blizzard, hurricane, or other weather emergency. This includes plowing and shoveling snow from walkways, street, and parking lots and removing hazards such as fallen trees, or limbs, power lines, etc.

The FHA will cooperate fully with community and area emergency response agencies to alleviate the effects of weather-related disasters.

Refrigerator and Heat.

If the generator-run building is needed as emergency shelter for persons displaced by cold, power failure, or damage to their homes, every effort will be made to make it available, as long as tenants residing at Oxford Terrace , Green Meadows I & II, Dana Court and Anthony Haven or Ash St,. family housing are serviced first. If evacuation of FHA residents and/or staff are necessary, this will be done in coordination with the appropriate authorities.

Special consideration must be given to the sick and handicapped. Some residents may be on health support apparatus and may require special equipment to be moved. If an evacuation, residents must be reminded to take adequate supplies of medications with them, or assisted in replacing supplies if they run out. Insulin must be refrigerated.

If evacuation is necessary, staff and maintenance staff will lock and secure all buildings. If further steps are necessary to prevent looting or vandalism (e.g., boarding up windows or doors, hiring temporary guards, etc.) they should be taken quickly and in coordination with the Fairhaven Police Department.

EXAMPLE

HURRICANE ALERT!!

To: Residents of _____ and _____

From: _____

Date: __SEPTEMBER 16, 2013_____

RE: HURRICANE PREPAREDNESS

It appears as though we are likely to get hit by Hurricane_ISABEL_____.

Even though we might not take a direct hit, substantial winds may likely prevail,

Which might result in the loss of electricity.

The following actions should be undertaken NOW in preparation for the Hurricane

1. Bring inside all hanging and potted flowers. Balconies, porches, sidewalks, etc. must be cleared of **ALL** objects.
2. Bring inside any lawn furniture and door- mats, which might blow away.
3. Barbecue grills, bikes and other objects should be put in a shed or tied down.
4. If you are low on prescriptions medicines, you should have them filled at your pharmacy.
5. Look out for your neighbor. If they are not home and objects are left out.

Please call the office immediately. 508-824-9404.

When the Hurricane winds do strike, close and lock windows and doors. Do not venture outside!

In the event of a medical, fire or other type of emergency such as broken glass, flooding, tree damage, call the **Fairhaven Police/Fire Emergency number 911.**

They will be able to coordinate assistance and reach me if necessary. Anyone needing emergency assistance should call this number.

If evacuation becomes necessary arrangements will be coordinated by the FaiFHaven Emergency Response Team, which can be reached through **911**

12. RADIOLOGICAL PROTECTION

A Radiological emergency could call for the declaration of a National Security Emergency. Under such conditions, the need to detect and measure radiation may become vital to protect the health and safety of the public and maintain continuity of government.

Various radioactive materials are transported into, out of, and through the State. There is a realistic possibility for an occurrence of incidents or accidents or accidents in the transportation and use of these materials.

Currently there are three commercial nuclear power plants in and near the State which could pose a threat in the event of an uncontrolled release of radioactive material to the environment.

Pilgrim Nuclear Power Station, Plymouth, MA

Seabrook Nuclear Power Station, Seabrook, NH

Vermont Yankee Nuclear Power Station, Vernon, VT

Under conditions of a National Security Emergency, response to and recovery from an uncontrolled radiological environment would require that the majority of protective warnings, guidance and measures be taken at the State and Local levels of government initially.

In the event of a serious peacetime radiological emergency, this community would receive assistance from State and Federal Governments and other local jurisdictions and from the commercial nuclear power industry if applicable.

The State will provide technical guidance and assistance in the development, implementation and maintenance of this plan.

The organization for response to a radiological emergency condition is dependent upon the type of hazard which dictates the appropriate Appendix to be used from this plan.

Specific responsibilities for responding to a radiological emergency are identified in the appropriate hazard-specific Appendices.

This portion of the CEMP has been developed and is maintained by MEMA. The local Emergency Management Agency Director is responsible for coordinating and ensuring the development and maintenance of this Emergency Management Plan and its hazard-specific Appendices. All Departments and Agencies within the community with emergency management responsibilities will develop appropriate implementation plans and procedures. The management of radiological emergencies involves three critical activities, as follows:

- . environmental surveillance
- . personnel radiation exposure control
- . protective measures

Coordination of emergency response to an identified radiological hazard emergency is accomplished by a Lead Agency. This Lead Agency assumes the direction and control function in the emergency and is supported by various support agencies as provided in each Hazard-Specific Appendix.

All Appendices which will be found in the Resource Manual, even though they are bound and maintained as separate documents, are incorporated by reference and are considered as part of this plan.

TOPIC

National Security Emergency (RADEF)

Local RERP for Commercial Nuclear Power Plant (s)*

Transportation Radiological Accident

Nuclear Terrorism Incident*

*May not be applicable in some communities

13. TERRORISM

A terrorist threat or act could occur with little or no warning. The threat may be based on the use of conventional weapons, explosives, or chemical, biological and radiological agents or devices.

Though such threats are often associated with international, or national issues, the impact would begin at the local level. Potential targets for terrorism includes but are not limited to: federal facilities, airports, educational and research facilities, family planning centers, and utilities. Support from state and federal agencies such as the Massachusetts State Police and Federal Bureau of Investigation is available for response and investigation of terrorist threats, or acts. The Massachusetts State Police should be contracted immediately.

Awareness of the potential for terrorism is important for the public, and government officials, as well as employees of the facilities which might be subject to terrorism. A community with facilities that present a concern for potential terrorism may wish to form a Terrorism Task Force involving key public safety, business, and facility representatives. The task force should discuss measures to enhance public and private awareness of terrorism, and planning such as:

- Identifying and mapping possible terrorist targets. Refer to Resource Manual for Fairhaven's potential terrorist target list and map.
- Defining general areas of confinement around possible targets where emergency workers will be provided a secure working area.
- Developing an access control area outside of the confinement area.
- Ensuring that there will be secured facilities for those arrested.

As domestic terrorism has developed into a major emergency/disaster threat only in very recent years, local Emergency Management personnel are encouraged to avail themselves of Terrorism courses offered on the state and federal levels and coordinated through the Training Division of the Massachusetts Emergency Management Agency.

14. RESPONSIBILITIES FOR TERRORISM PLANNING AND RESPONSE**A. Mitigation**

Local officials should remain constantly alert to signs that
that presage possible terrorist activity.

Maintain plans to deal with all aspects of terrorist threats and actual incidents. Refer to Resource Manual for terrorism additional requirements.

Form a “Terrorist Task Force”: if appropriate.

B Preparedness

Pre-designate command post locations near potential terrorist targets with communications outside confinement area and to the EOC.

Pre-designate Incident Commander, (usually first responding senior police or fire officer).

Develop police staffing plan for both confinement access control areas.

Pre-determine emergency vehicle and victim evacuation routes to, from, and through confinement and access control areas.

Pre-determine locations of temporary shelter for non-involved populations victimized by incident.

C Response

Strong police presence should quickly appear at site of terrorist threat or actual incident.

Set up incident command post, (ICP), and appoint incident commander.

Establish communications between ICP and EOC.

Convene Terrorism Task Force to address immediate needs and issues of the terrorism emergency, if appropriate.

Set up media center and initiate PIO activities. Refer to Resource Manual.

Establish “confinement” and “access control” areas.

Activate mutual aid if needed.

Dispatch search and rescue team.

Dispatch emergency medical teams.

Provide evacuation, reception, and sheltering services for victims.

Take necessary measures relating to the identification and disposition of the remains of the deceased under the direction of the Chief Medical Examiner.

D Recovery

Sustain police presence of the area to ensure continuing public safety; reduce police presence only gradually.

Coordinate re-entry of evacuees.

Provide short and long-term assistance to any victims permanently dislocated by the terrorist incident.

Debris clearance.

Damage assessment.

Monitor any lingering long-term health hazards.

Address legal and insurance matters.

Apply for state and federal disaster relief funds.

Appendix G: POLICE DEPARTMENT PLAN

FAIRHAVEN POLICE DEPARTMENT



EMERGENCY PREPAREDNESS PLAN

2017

Submitted By:

Michael J. Myers
Chief of Police
Sgt. Kevin W. Kobza

Revised June 2017

A. INTRODUCTION

With 29.4 miles of coastline, Fairhaven is particularly susceptible to the high winds and storm surge from a hurricane. Many homes near the coast have been built and/or extended in the many years since the last serious hurricane raising the probability that extensive property damage and serious physical injury will result should a powerful hurricane strike this area.

This Emergency Preparedness Plan is meant to serve as framework for police response in the event the town is threatened with a hurricane striking the area. It's recognized that police commanders may be required to deviate from this framework due to unforeseen events which may occur during a storm. The plan is also intended to establish a framework that will enhance cooperation, coordination and communication between town departments.

This plan is based on personnel currently employed by the Fairhaven Police Department along with resources controlled by this department. Usage of personnel from other agencies or volunteers is not included in this plan nor is the use of equipment from other agencies or municipalities. It is recognized that resources may be available from Southeastern Massachusetts Law Enforcement Council communities, the state or county and the federal government during any phase of the emergency. The Chief of Police in consultation with other town officials will utilize such outside resources as needed.

The Emergency Preparedness Plan is intended to serve as a set of guidelines to follow in the event that this area is struck with a natural or manmade emergency or disaster. Its foundation is based on our previous hurricane plane, which has been activated in major storms that have struck the area throughout the years. It has since been expanded and somewhat broadened so that it may be implemented during emergencies other than just hurricanes. The structure of Emergency Preparedness Plan has also been adjusted to enhance interoperability between all town departments and various outside agencies.

Historically, the former Hurricane Plan has worked well and met the needs and demands of the community during significant storm strikes. The term "hurricane" has been replaced with the term "storm". It should also be understood that although this plan is formatted to address storm-related emergencies, it should be considered a fluid plan that can be activated to handle other types of emergencies.

B. SUMMARY

CHAIN OF COMMAND – A State of Emergency Declaration will be made by the Fairhaven Select Board. Following the State of Emergency Declaration, the Chain of Command will be as follows:

Town Administrator

Chief of Fire

Chief of Police

STORM ALERT- The hurricane plan will be reviewed at roll call for each shift.

STORM WATCH - Shift commanders will verify equipment availability in accordance with checklists. They shall monitor activity at the Pease Park and Seaview Avenue Boat ramps to determine if there is a need to call in personnel for traffic and/or security details at either or both locations.

The hurricane plan will be reviewed at roll call for each shift. A copy of the hurricane plan will be distributed to all units.

STORM WARNING - (Approx. 24 hrs. before strike) A final equipment check will be performed during normal shift. The chief is to be advised of equipment status. All officers are contacted and placed "on call". Evacuation assistance will begin. All employees are put "on call" and advised to have an emergency family housing plan.

TWELVE HOUR PRESTRIKE - Prepare assignments of personnel

SIX HOUR PRESTRIKE - Begin calling in personnel to assist in preparations and assist in evacuation as determined by chief. All vehicles are to be fueled.

THREE HOUR PRESTRIKE - All needed employees are called into work and given assignments. E.O.C. is made operational.

STRIKE - Officers should remain parked and stay inside vehicle or building unless responding to an emergency. They shall keep written list of problems as they become known i.e. wires down, trees blocking etc. and other non emergency situations. There shall be no non-emergency radio transmissions unless requested by the E.O.C. or communications center.

IMMEDIATE POST STRIKE – Officers answer calls, assess damage, relay damage information and establish road blocks, if needed. Search and rescue operations conducted.

SECONDARY POST STRIKE - Officers will patrol areas as directed, assist opening roadways, protect property and control roadblocks.

FINAL POST STRIKE - Chief will reduce manpower to allow for rotation of shifts.

C. PLAN OF ACTION

1. STORM WATCH

Supervisory personnel will verify equipment availability from checklists.

A copy of the hurricane plan will be available in the communications center, in the sergeant's office and with each motorized unit.

The on-duty shift supervisor will be responsible for having equipment checked, and a report completed showing deficiencies and readiness. Major problems such as vehicles not running or defective radio equipment shall be reported directly and immediately to the chief. The equipment checklists should include the following items:

- 10 MARKED CRUISERS (401,402,403,404,405, 406, 407, 408,409, 461)
- 10 UNMARKED CRUISERS (400, 463, 464, DX1, DX2, DX3, DX4, DX5, DX6, DX Unit)
- 1 BOAT AND MARINE RADIO (462)
- 1 PICKUP TRUCK (465)
- 35 PORTABLE RADIOS (ASSIGNED WALKIES/CHECKED BY INDIVIDUALS)
- 1 MOTORCYCLE
- 4 BICYCLES
- 2 COLD WATER RESCUE SUITS

Each cruiser shall be equipped with the following items:

- 10 Flares
- 100' Rope and ring properly coiled
- 1 Fire extinguisher
- Portable lights as available
- Life jackets (1 in each marked police car)
- Portable oxygen
- First aid kit
- Equipment deficiencies will be noted and replaced with spares, if available.

Communications center personnel will test all radios. A written report on equipment shall then be made available for the chief and updated as deficiencies are cleared.

2. STORM WARNING

The shift supervisor shall ensure the Chief is notified when a Hurricane Warning is declared by the National Weather Service. All employees shall be advised of the upgraded condition by the text messaging system, or any other available means of communication, and advised to telephone the station to confirm they are aware that they are "on call" for the duration of the emergency. The employees shall be asked for the telephone number at which they wish to be contacted if they are needed. In the event a Hurricane Watch is declared between the hours of 10 pm and 6 am, the supervisor shall have the discretion to hold off contacting all officers until 6 am. Any employee who does not answer the text will be telephoned to verify availability and advised to monitor their communications. Part-time officers and any employees not possessing a working pager will be contacted by telephone.

Sgt. Kevin Kobza shall ensure final preparations are made concerning operational equipment. He shall report status to the Chief.

All sergeants, elder abuse officers, safety officers, school resource officers and boat officers will be notified that they may be called in earlier than other employees.

The department shall prepare for any needed evacuation assistance. The elder protection officer shall contact the Fairhaven senior center, community nurse and coastline elderly services to obtain a list of known, non-ambulatory shut-ins. (note: this only includes persons currently serviced by their office and not all that may need assistance) That activity will be coordinated with the Fire department, nurse, and senior center. Persons listed should be contacted either by phone or visit, and a written record made of their situation. Also names of persons acquired by other means that should be of concern should be checked and dispositions recorded. This will be the responsibility of elder abuse officer.

Officers assigned to the police boat will ensure it is fully fueled. They will conduct a thorough inspection of the boat and perform any needed service. The dockage may be adjusted at the discretion of Sgt. Michael Botelho.

3. PRE-STRIKE TWELVE HOURS

Twelve hours prior to anticipated strike the Chief shall be notified and begin preparing assignments of personnel to be dispatched to listed locations. As of June 2017 the following is a breakdown of Fairhaven police department personnel:

COMMAND: 1 CHIEF

8 SERGEANTS

23 FULL-TIME PATROL OFFICERS

2 PART-TIME PATROL OFFICERS

4 DISPATCHERS

1 CLERK

1 PART TIME CUSTODIAN

TOTAL - POLICE DEPARTMENT PERSONNEL (40)

4. ASSIGNMENTS

ASSIGNMENT 1: COMMAND

CALL SIGN 400;

CHIEF OF POLICE OR, IN HIS ABSENCE, NEXT HIGHEST RANKING OFFICER

ASSIGNMENT 2: EMERGENCY OPERATING CENTER

CALL SIGN: "EMERGENCY OPERATIONS CENTER/EOC"

1 SERGEANT

ASSIGNMENT 3: FIELD SUPERVISOR

CALL SIGN: 463

1 SERGEANT

ASSIGNMENT 4: POLICE HEADQUARTERS AND COMMUNICATIONS CENTER

CALL SIGN: 818

1 SERGEANT (STATION COMMANDER)

2 DISPATCHERS

1 PATROL OFFICER

ASSIGNMENT 5: RESERVE UNIT BASED AT POLICE H.Q.

CALL SIGN AND UNIT: 408

2 PATROL OFFICERS

ASSIGNMENT 6: ZONE 1 SUPERVISOR; (ZONE 1 BORDERS: ALDEN RD. TO THE EAST, ACUSHNET RIVER TO THE WEST, TOWN OF ACUSHNET TO THE NORTH & BUZZARDS BAY TO THE SOUTH.

CALL SIGN AND UNIT: 404

1 SERGEANT BASED OUT OF HASTINGS MIDDLE SCHOOL

ASSIGNMENT 7: ZONE 1, SOUTH BASED FROM POLICE STATION

CALL SIGN AND UNIT: 401

AREA INCLUDES ZONE 1 FROM SOUTH SIDE OF RT. 6 SOUTH TO BAY.

2 PATROL OFFICERS

ASSIGNMENT 8: ZONE 1, NORTH BASED FROM FIRE STATION 3

CALL SIGN AND UNIT: 402

AREA INCLUDES ZONE 1 FROM NORTH SIDE OF RT. 6 TO ACUSHNET LINE.

2 PATROL OFFICERS

ASSIGNMENT 9: HASTINGS MIDDLE SCHOOL SHELTER

CALL SIGN: HASTINGS PORTABLE

1 PATROL OFFICER

ASSIGNMENT 10: ZONE 2 SUPERVISORS; (ZONE 2 INCLUDES ALL OF FAIRHAVEN EAST OF ALDEN ROAD INCLUDING WEST ISLAND AND SCONTICUT NECK.

CALL SIGN AND UNIT: 403

1 SERGEANT

ASSIGNMENT 11: ZONE 2 EAST FAIRHAVEN BASED FROM FIRE STATION 5

CALL 405 INCLUDES AREA EAST OF ALDEN RD TO MATTAPOISETT BUT SCONTICUT NECK SOUTH OF RT. 6

CALL SIGN AND UNIT: 405

2 PATROL OFFICERS

ASSIGNMENT 12: SCONTICUT NECK SOUTH TO BUIST AVE. BASED AT WOOD SCHOOL

CALL SIGN AND UNIT: 406

2 PATROL OFFICERS

ASSIGNMENT 13: SCONTICUT NECK SOUTH FROM BUIST AVE. BASED FROM 262
SCONTICUT NECK RD
CALL SIGN AND UNIT: 407
2 PATROL OFFICERS

ASSIGNMENT 14: WOOD SCHOOL SHELTER
CALL SIGN: WOOD SCHOOL PORTABLE
1 PATROL OFFICER

ASSIGNMENT 15: POLICE BOAT STORED AT FPD
CALL SIGN AND BOAT: 462
2 PATROL OFFICERS

ASSIGNMENT 16: POLICE MOTORCYCLE (IF NEEDED POST STRIKE)
CALL SIGN: CYCLE 1
1 PATROL OFFICER

NOTE- IN THE EVENT AVAILABLE STAFF IS INADEQUATE TO FILL ALL PROPOSED ASSIGNMENTS THE CHIEF WILL DETERMINE ASSIGNMENT PRIORITIES AT THE TIME OF ASSIGNMENT BASED UPON CIRCUMSTANCES AND INFORMATION AVAILABLE AT THE TIME.

5. ASSIGNMENT RESPONSIBILITIES

ASSIGNMENT 1: Command; (unit 400) Chief or, in his absence, next highest ranking officer in overall command of the police department. The commanding officer may, as the situation requires, be present in the E.O.C., central communications center or in the field.

Assignment 2: Emergency Operations Center; A Sergeant will be present in the E.O.C. The police representatives will coordinate police activities with other departments once the EOC is formally established. The Sergeant will have access to an intercom system, linking the desk to the police station communications center. Also present should be a programmable scanner to monitor radio frequencies of other departments. This desk should also possess the capability of a backup radio system wired to allow an alternate channel to be determined by the sergeant that will act as the primary radio frequency should channels 1 & 2 repeaters go out of service during the storm. Should the repeaters for channel 1 & 2 be lost, channel 3 shall be the primary operating frequency.

ASSIGNMENT 3: Field Supervisor; (Unit 463) This assignment shall consist of a sergeant. The ranking officer will act as the commander of all officers out in the field, and will be based as he deems appropriate..

ASSIGNMENT 4: Police Headquarters and Central Communications Center; One sergeant will act as station commander once the EOC is formally established. Two dispatchers will act as call takers & communications operators. One police officer will assist the sergeant and maintain a written log of all events that occur and will handle any administrative duties.

ASSIGNMENT 5: Reserve Unit; (Unit Call Sign 408) This assignment shall comprise two patrol officers who remain in police headquarters to be utilized on an as needed basis, including establishing roadblocks or to respond to a location that only a four wheel drive vehicle can access.

ASSIGNMENT 6: Zone 1 Supervisor; (Unit 404) This assignment shall comprise a sergeant, who will act as supervisor for zone 1. He/she will be based at a location in zone 1 as he/she deems appropriate. Unit will be based out of Hastings Middle School shelter or any other location deemed appropriate by the sergeant.

ASSIGNMENT 7: Patrol, Zone 1 South; (Unit 401) This assignment consists of 2 patrol officers to answer calls for service & assist in pre-strike, storm impact & post-strike phases of the storm in the area of zone 1 west of Alden rd. and south of Rt. 6. Unit will be based out of police headquarters.

ASSIGNMENT 8: Patrol, Zone 1 North; (Unit 402) This assignment consists of 2 patrol officers to answer calls for service and assist in pre-strike, storm impact & post-strike phases of the storm in the area west of Alden Rd. and north of Rt. 6. Unit will be based out of Fire Station 3 in North Fairhaven.

ASSIGNMENT 9: Hastings Middle School Shelter; This assignment shall consist of one patrol officer equipped with a portable radio including school communication & first aid supplies.

ASSIGNMENT 10: Zone 2 Supervisor; (Unit 403) This assignment shall be comprised of a sergeant, who will act as supervisor for zone 2, Sconticut Neck and West Island. This unit will be in his/her area of responsibilities as deemed appropriate by the sergeant.

ASSIGNMENT 11: Patrol, Zone 2; (Unit 405) This assignment shall consist of 2 patrol officers to answer calls & assist in the pre-strike, storm impact & post-strike phases as listed in this plan. This unit shall cover all areas from Mattapoisett to Alden Rd. not including Sconticut Neck. This unit will be based at Fire Station 5 in East Fairhaven.

ASSIGNMENT 12: Patrol, North Sconticut Neck; (Unit 406) This assignment shall consist of 2 patrol officers to answer calls & assist in the pre-strike, storm impact & post-strike phases as listed in this plan. This unit shall cover Sconticut Neck from Rt. 6 south to Buist Avenue. This unit will be based at Wood School upon its completion.

Assignment 13: Patrol, South Sconticut Neck; (Unit 407) This unit shall be based from 262 Sconticut Neck Rd. (Property owned by David Markey). A large storm surge will cause flooding in the Buist Ave area cutting off everything south of that location including Sconticut Neck and West Island. This unit will work in conjunction with an FFD engine based at 262 Sconticut Neck Rd & possibly an EMA truck, equipment & personnel.

ASSIGNMENT 14: Temporary Evacuation Shelter This assignment shall consist of one patrol officer equipped with a portable radio and first aid equipment. The location of the shelter will be the Wood School.

ASSIGNMENT 15: Police Boat (Unit 462) Officers assigned to the police boat shall have unit 463 available to them at the Coast Guard Auxiliary. They will remain under cover at the C.G. Auxiliary or at another safe location. They shall ensure the police boat is prepared to go out but will not venture from the dock nor remain aboard during the strike phase except with the permission of the Chief. Thereafter, they will leave the dock only at the direction of the Chief.

ASSIGNMENT 16: Motorcycles (Cycle 1 & Cycle 2) It will be determined post strike if an officer needs to be assigned to the motorcycle in the event there are areas that can only be accessed by that time of vehicle due to downed trees and or utility poles. Motorcycles will be based at police headquarters.

6. SIX HOUR PRE-STRIKE PHASE

Employees with assignments 2, 3, 4, 9, 14 and 15 as well as elder abuse officer shall be called in, briefed, & dispatched. Other officers should be contacted at the direction of the chief.

All officers called into work shall be instructed to bring flashlight chargers and portable radio chargers to station.

7. THREE HOUR PRE-STRIKE PHASE

A sufficient number of employees will be called to duty to staff all needed assignments. Those not needed shall be informed that they will be needed post strike to relieve officers called in earlier. Radio checks shall be performed. Officers are to be dispatched to respective areas. Persons in need of evacuation are to be located and assisted in getting to shelters.

Fort Phoenix and the Hurricane Barrier will be cleared of spectators. The Chief will determine if the need exists for a barricade at Fort and Doane Sts. and Green and Doane Sts. A barricade may be established at the intersection of Goulart Memorial Drive & Sconticut Neck Rd. to discourage spectators from entering West Island. The E.O.C. will be staffed and operational.

All officers shall be fully briefed & understand their individual role & responsibilities so that confusion is minimized during the emergency.

8. STORM IMPACT PHASE

Officers should stay at designated locations in vehicles or buildings. Vehicles should be parked in such a manner to have adjacent buildings offering protection but not under or near objects which could reasonably be expected to collapsed or come loose in high winds. Officers should keep a written list of all problems of non-emergency nature they encounter. No radio communications should be made during the storm except for serious emergencies. If officers hear no radio traffic for a period of time they may call for radio check to determine the condition of the repeater, and try the channel designated by the sergeant posted at the Emergency Operations Center if it appears one and two are no longer in operation. When electrical power to town has been shut off emergencies will not include downed wires. Dispatchers will notify patrol personnel when notified by the electric company of total shutdown. Consideration must still be given to house generators back feeding the electrical system posing a hazard! It should be assumed that when winds first subside it is the eye passing and not the end of the storm. Officers should remain on post until directed by a supervisor or the communications center or when responding to an emergency. All radio communication should be clear and concise.

During peak storm conditions, officers must use discretion in determining personal risk to assume when responding to a call. All problems noted should be recorded including trees and wires down and locations of flooding. They should be communicated to the communications center when requested by the EOC or dispatch.

9. POST IMPACT PHASE ONE

After the storm has been confirmed as having passed, officers will respond to known problems as dispatched. Officers in each area will report existing conditions. Coordination of efforts will be conducted by the supervisor in field command.

If need is determined by the Chief, a road block will be established on Sconticut Neck Rd. The Chief may relocate units as needed after assessment of damage. Consideration should be given to shopping centers as well as smaller stores holding needed supplies. The post impact format for police activities will remain fluid and will be responsive to whatever conditions exist. Police response will include searching for victims, treating injuries, and protecting property. Officers will have discretion in dealing with current needs but shall remain in assigned areas unless directed otherwise by a supervisor.

Additional help from outside agencies may be considered. The S.E.M.L.E.C., state police, sheriff's office and other municipal law enforcement agencies may be called upon to assist with immediate post-strike responsibilities.

10. POST-IMPACT PHASE TWO (AFTER INITIAL EMERGENCY)

After the EOC declares the initial emergency has passed, officers will patrol areas as needed, assist with road obstructions, directing traffic, moving disabled motor vehicles and protecting property. Close attention will be paid to water front areas, lowland areas and houses, and boats.

The Chief shall begin releasing employees who have been on duty the longest and replace them with those who were not called into work earlier, as needed. The Chief will determine shift staffing in accordance with existing conditions.

11. SCONTICUT NECK ROAD BLOCKS

In the event Sconticut Neck and West Island experiences a significant concentration of damage, circumstances may require controlled access to these locations. A road block may be established on Sconticut Neck Road at David Drown Blvd.

The south-bound entrance to Sconticut Neck Rd will be blocked at David Drown Boulevard. Sconticut Neck Rd will be divided by cones or barricades down the center of the roadway for approximately 100 feet, to the barricade. Officer will direct vehicles with passes to right lane, which will channel traffic south on Sconticut neck rd. Vehicles with out passes will be directed left of the barrier which will bring them to a second officer (preferably a Sgt.), who will give the operator a written copy of directions on how to obtain a pass, and who will have the authority to allow vehicles under certain circumstances to access the area immediately. Other traffic will be sent north and away from Sconticut Neck Rd, and be sent to the BPW to obtain passes.

A second checkpoint will be set up at Sconticut Neck Road and Orchard Street. The bike path extension terminates at Orchard Street and this checkpoint will be established to intercept any traffic that may attempt to access Sconticut Neck Road via the bike patch.

In the event significant damage is limited to West Island or the situation has improved that the EOC determines that Sconticut Neck can be re-opened to the public, a road block may be established on Goulart Memorial Drive prior to the Causeway. Before anyone is allowed access to West Island, the area must be declared safe by the Police and Fire Departments, the Building Inspector the Board of Health and the Board of Public Works.

The following notice will be distributed to those motorists who show up at the Sconticut Neck roadblock without proper pass.

NOTICE TO RESIDENTS

SCONTICUTNECK RD. AND POINTS SOUTH HAVE RECEIVED EXTENSIVE DAMAGE DURING THE RECENT STORM. IT IS NECESSARY TO RESTRICT TRAFFIC FROM THIS AREA WHILE REPAIRS AND SAFETY CONCERNS ARE BEING ATTENDED TO. IF YOU HAVE REASONS THAT MAKE IT NECESSARY TO ENTER THIS AREA PLEASE GO DIRECTLY TO THE BOARD OF PUBLIC WORKS, LOCATED AT 5 ARSENE STREET, PRESENT YOUR VEHICLE REGISTRATION OR IDENTIFICATION AND RECEIVE THE NECESSARY PASS. THIS SHOULD BE PLACED IN THE LOWER CORNER ON DRIVERS SIDE OF YOUR WINDSHIELD.

WE ASK FOR PATIENCE AND CO-OPERATION SO THAT THE INCONVENIENCE WILL BE MINIMIZED AND THE ROADWAY CAN BE TOTALLY REOPENED AS SOON AS POSSIBLE.

12. FAIRHAVEN POLICE DEPARTMENT CHECKLISTS

HURRICANE WATCH

By: _____

Date: _____

Time: _____

All equipment verified from unit checklists. Checklists completed and deficiencies noted.

400 _____

464 _____

401 _____

465 (Pickup Truck) _____

402 _____

DX1 _____

403 _____

DX2 _____

404 _____

DX 3 _____

405 _____

DX4 _____

406 _____

DX5 _____

407 _____

DX6 _____

408 _____

462 Boat _____

409 _____

DX UNIT _____

461 _____

Motorcycle (Cycle 1) _____

463 _____

STATION EQUIPMENT

Telephones: _____

Computers: _____

Intercom: _____

9-1-1 lines _____

Other Emergency Lines: _____

Marine Radio _____

Fire Radio Freq _____

Police Radio 1: _____

Police Radio 2: _____

Fax Line: _____

Printers: _____

BPW Radio: _____

Channel 3: _____

Comments: _____

Chief Notified By: _____

Date: _____

Time: _____

HURRICANE WARNING

24 Hours Pre-strike

****Officers paged and contacted to verify "ON CALL" status****

List best number to contact for call-in.

Officer & Contact Number
Sgt. David Sobral:
Sgt. Michael Botelho:
Sgt. Michael Bouvier:
Sgt. Kevin Kobza:
Sgt. Timothy Souza:
Det. Sgt. Matthew Botelho:
Sgt. Daniel Dorgan:
Sgt. Kevin Swain:
Ptl. Philip Lacerda:
Det. Pamela Bourgault:
Det. Glenn Cudmore:
Det. Jerald Bettencourt:
Ptl. Edward Riggs:
Ptl. Frank Sniezek:
Det. Marc Darmofal:
Ptl. James Bettencourt:
Ptl. Scott Joseph:
Ptl. Laurie Cannon:
Det. Scott Gordon:
Ptl. Richard Ciccone:
Ptl. Kevin Chasse:
Det. Janis Bubluski:
Ptl. Andrew Quintin:
Ptl. Wayne Mello:
Ptl. Alexander Kisla:
Ptl. Jason Tavares:
Ptl. Marcy Haaland:
Ptl. Christopher Bettencourt:
Ptl. Matthew Sobral:
Ptl. Scott Coelho:
Ptl. Jerome Penha:
(PT) Ptl. Alexander Soares:
(PT) Ptl. Ronald Manzone Sr.:
Disp. Lindsay Quintal:
Disp. Marie Burgess
Disp. Arianne Walker
Disp. Ashley St. John
Clerk Jaunna Adesso:
Custodian Susan Chase:

[illegible]

Comments:

24 Hours Pre-strike

Time: _____

Time: _____

Time: _____

Prepare assignment of personnel per POLICE HURRICANE PLAN:

Recheck operation of E.O.C.:

Comments:

Time: _____

HURRICANE WARNING

6 Hours Pre-strike

Call in personnel per Chief:

Recheck all vehicles:

Recheck operation of E.O.C.:

6 Hours Pre-strike

All needed officers on duty:

Assignments given:

Assignments covered:

E.O.C. Operational and staffed:

Comments:

Reporting Officer:

Time:

HURRICANE CHECKLIST - VEHICLES
(make copies for each vehicle)

Unit: _____	Date: _____
Fuel: _____	Oil: _____
Tires: _____	Brakes: _____
Vehicle Lights: _____	Radio: _____
Emergency Lights: _____	Siren: _____
Vehicle Damage: _____	Horn: _____
Vehicle Interior: _____	Wipers: _____
Power Steering: _____	Scanner: _____
Comments: _____	

Emergency Equipment

Trauma Kit: _____	Oxygen: _____
Rope: _____	Flares: _____
Blanket: _____	Fire Extinguisher: _____
Life Ring: _____	Life Jacket: _____
Shovel: _____	Tape Measure: _____
Pry Bar: _____	Road Flares (10) _____
Patrol Rifle: _____	Shotgun w/less lethal: _____
Patrol Rifle Magazines & Ammo: _____	Tactical Body Armor: _____
Comments: _____	

Officer: _____	Time: _____

Field Supervisor Checklist

The initial responsibility of the sergeant will be to supervise and ensure that all vehicles and equipment are functional. After officer deployment, responsibility will change to the direct supervision of all field assignments and/or all boat operations.

Watch Phase

Plan available to everyone:	Yes	No
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Vehicles checked		
400	Yes	No
401	Yes	No
402	Yes	No
403	Yes	No
404	Yes	No
405	Yes	No
406	Yes	No
407	Yes	No
408	Yes	No
409	Yes	No
DX1	Yes	No
DX2	Yes	No
DX3	Yes	No
DX4	Yes	No
DX Unit	Yes	No
DV1	Yes	No
Cycle 1	Yes	No
Cycle 2	Yes	No
Dive Van	Yes	No

Boat Checklist		
Equipped	Yes	No
On Location	Yes	No

Radios		
Checked	Yes	No
Batteries Charged	Yes	No

Warning Phase

Vehicles			Boat		
Deficiencies Corrected	Yes	No	Prep & Positions Determined	Yes	No

Chief		
Periodically Updated	Yes	No

6 Hours Pre-strike Phase

Equipment			Assignments		
Final Update	Yes	No	Review each assignment	Yes	No
Report to Chief	Yes	No	Review each Location	Yes	No
			Review call signs & vehicles	Yes	No

3 Hours Pre-strike Phase

All assignments completed	Yes	No
All required officers on duty	Yes	No
Radio checks completed	Yes	No
Fort Phoenix barricade determined	Yes	No
Sconticut Neck barricade determined	Yes	No
All personnel have access to plan	Yes	No
All personnel briefed	Yes	No
Assumed field command	Yes	No

Impact Phase

All assignments secure	Yes	No
------------------------	-----	----

Post Impact Phase

Check welfare of all assignments	Yes	No
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****All further decisions based on degree of damage/injury****

Appendix H: PUBLIC WORKS PLANS (Highway, Sewer, & Water)

*Town of Fairhaven
Board of Public Works*



Administration

Highway

Sewer

Water



EMERGENCY PREPAREDNESS PLAN

2017

**BOARD OF PUBLIC WORKS
EMERGENCY PREPAREDNESS PLAN
2017**



Organization

The Superintendent of the Board of Public Works will direct and coordinate all aspects of the operations of the Board of Public Works. In this capacity he retains all authority for the issuance of administrative regulations and directives to BPW personnel.

In the absence of the Superintendent, successive delegated authority is granted to the Highway Superintendent, the Water Superintendent and the Sewer Superintendent.

Departmental heads are responsible for keeping all staff informed of their specific responsibilities and required actions in the event of a hurricane.

Department Heads are as follows:

BPW Superintendent:	Vincent D. Furtado 
Highway Superintendent:	John M. Charbonneau 
Water Superintendent:	Edward L. Fortin 
Sewer Superintendent:	Linda L. Schick 
BPW Building:	Office: 508-979-4030, 031, 032
Emergency:	1-508-961-8339
Administrative Assistant:	Kathy A. Tripp 
Office Staff:	Kim Nogueira 

**BOARD OF PUBLIC WORKS
EMERGENCY PREPAREDNESS PLAN
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Office Staff:

Charlene Paulson



Joyce Wilson



Rebecca Vento



Actions

Upon receipt of initial notification of a potential hurricane situation from EMA all Department Heads will meet with the BPW Superintendent to discuss the necessary steps and actions that are to take place. This notification is expected to be received when the hurricane reaches the Watch Zone. At this time, a survey of available personnel and equipment will also take place. A rough schedule of manpower and equipment assignments will also be formulated.

Also, all of the above mentioned personnel will review each of their respective responsibilities. All personnel and equipment will be available on a stand-by basis.

The manning of the Emergency Operating Center by the BPW Representative, located at the Washington Street Fire Station is expected to occur when the hurricane reaches the Warning Zone. BPW Personnel should plan to staff the EOC six (6) hours prior to hurricane arrival.

All BPW Department Heads shall finalize all manpower and equipment assignments when the hurricane reaches the Warning Zone. Twelve hours prior to the expected arrival of the hurricane all available BPW personnel will be expected to be available at all times as required by each department.

Staffing of the EOC will be provided on two (2) - twelve (12) hour alternating shifts. Both shifts will be manned by BPW staff. To best serve the needs of the Town, the BPW and Highway Superintendents will be in frequent contact and assist with the EOC and assess / respond to roadway conditions as necessary. The shift interval will commence upon direction of the Board of Selectmen.

At this point all Department Heads will mobilize all manpower and equipment necessary to fulfill the obligations and tasks outlined in each of the following sections. It is the responsibility of each department head to ensure that all required actions take place in the most efficient and expedient manner so that major catastrophes are minimized.

All employees including clerical personnel are expected to report for work during all declared emergencies. All families of employees are invited to seek shelter at the Hastings Middle School. Food may be provided. Each person shall bring their own bedding.

**BOARD OF PUBLIC WORKS
EMERGENCY PREPAREDNESS PLAN
2017**

During any emergency situation all employees working outside are required to wear foul weather gear.

Evaluation and Clean-up

Once the disaster has subsided to a reasonable degree, the cleanup and evaluation of damage can proceed. Actions such as clearing of trees and restoration of damaged utilities such as water, sewer and storm drainage systems may begin. It should be mentioned that much of restoration might begin prior to cleanup as directed.

General

The primary responsibility of the Highway Department during hurricane emergency is to provide minimum services under hazardous and extenuating circumstances, to assist in the protection of Town residents and to prevent serious and expensive damage to the Town's roadways and other utilities. The Highway Department will also provide assistance as required to the Water Department and Sewer Department on an as needed basis so that damage to the various municipal systems is minimized. Other responsibilities are to include but are not limited to the following:

1. Keep all streets and highways open for at least the passage of emergency vehicles. Downed trees will be moved to the side of the road for later removal.
2. Filling in of serious washed out pavements that could interfere with emergency vehicle passage.
3. Heavy equipment, trucks, etc. in good working condition ready to roll.
4. Posting of temporary signs and denoting existing hazards, well secured with stones and other hold down material.
5. Hard hats and foul weather gear will be worn by those who must venture to the outside. Judgment will determine other necessary functions.
6. Assist in evacuation of stranded or endangered residents.
7. Clearing blockages at catch basins.
8. Maintain operation of storm water collection system.

Much independent judgment and decision making will be required in order to ensure that all operations are effectively carried out.

**HIGHWAY DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2017**

Personnel and Duties

Superintendent: John M. Charbonneau



Foremen Jorge Silva



Operates: Dump Truck, Bobcat,
Front End Loader, Backhoe

Joseph Desroches



Operates: Dump Truck
Front End Loader, Grader,
Backhoe, Bobcat
Catch Basin Truck

Mechanic Foreman: Mitchell Rusinoski



Operates: Dump Truck, Pickup
Truck, Front End Loader, Backhoe

Mechanics: John Gagliardi



Operates: Dump Truck
Front End Loader, Grader
Backhoe, Bobcat, Catch Basin Truck

Philip Cardoza



Operates: Dump Truck,
Pickup Truck, Laborer

Special Motor
Equipment
Operators:

Manuel Souza



Operates: Dump Truck,
Front End Loader, Grader,
Backhoe, Bobcat,
Catch Basin Truck

Charles Hurley



Operates: Dump Truck
Front End Loader, Bobcat

Kyle Winderlick



Operates: Dump Truck
Front End Loader, Bobcat

Vincenzo Angelini



Operates: Dump Truck
Front End Loader, Bobcat

Heavy Motor
Equipment
Operators:

Richard Pinard



Operates: Dump Truck
Front End Loader, Bobcat,
Pickup Truck, Laborer

Daryl Snell



Operates: Dump Truck
Pickup Truck, Laborer

HIGHWAY DEPARTMENT EMERGENCY PREPAREDNESS PLAN 2017

Heavy Motor
Equipment

John Houle



Operates: Dump Truck
Pickup Truck, Laborer

Alessandro DosSantos



Operates: Dump Truck
Pickup Truck, Laborer

James Lawrence



Operates: Dump Truck
Pickup Truck, Laborer

Marco Machado



Operates: Dump Truck
Pickup Truck, Laborer

Thomas Perry



Operates: Dump Truck
Pickup Truck, Laborer

Sean Simonin



Operates: Dump Truck
Pickup Truck, Laborer

Laborer:

James Martin, Jr.



Operates: Pickup Truck

Equipment and Materials

Vehicles:

- #7 Pickup Truck
- #8 Sport Utility
- #10 Pickup Truck – 4 wheel drive
- #11 Pickup Truck
- #12 One Ton Dump – 4 wheel drive with plow
- #13 Ford Van
- #14 Pickup Truck – 4 wheel drive with plow
- #16 Pickup Truck – 4 wheel drive with plow
- #17 Dump Truck with plow
- #18 One Ton Dump Truck with plow
- #19 Catch Basin Cleaning Truck with plow
- #20 Street Sweeper
- #21 Front End Loader with plow
- #22 Utility Truck with 50 gallon diesel storage tank with plow – 4 wheel drive
- #23 Bobcat Loader with backhoe and trailer
- #24 10 Wheel Dump Truck with plow and sander
- #25 Dump Truck with plow and sander
- #26 Dump Truck with plow and sander
- #27 Dump Truck with plow and sander

**HIGHWAY DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
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#28 Grader with plow
#29 Dump Truck with plow
#34 Backhoe with plow
#35 Pickup Truck
#37 Pickup Truck with dump body and plow
#39 Car
963 Track Loader

Dump Trucks: 6	#17, #24, #25, #26, #27, #29
1 Ton 4 x 4 Trucks: 4	#10, #14, #16, #22
Backhoes: 1	#34
Vans: 1	#13
Bobcat Loader, Backhoe: 1	#23
1 Ton Dump Truck 4 x 4: 3	#12, #18, #37
Track Loader: 1	963
Pickup Trucks: 2	#11, #35
Tractors with rotary cutter: 5	#1920, TN70, TN60DA, 4000D, TC35
Road Grader: 1	#28
Catch Basin Cleaner: 1	#19
Sweeper: 1	#20
Loader: 1	#21
5 Ton Vibratory Roller: 1	

Miscellaneous Small Equipment:

Jet Rodder - 1
Vermeer Brush Chipper: 1
Pease Park Pumping Station
Air Compressor: 1
Electric Drills: 4
Chain Saws: 3
20 Ton Press: 1
Transits and Tripods: 2
Hand Tools (Shovels, Picks, etc.)
Sign Machine: 1
Sander/Torwell: 4
Jackhammer: 1
Jaw Vice: 2
Hydraulic Hose Crimper: 1
Snap on gear puller set: 1
Port-a-power: 1
Radio Base Station: 1
Mig Welder: 1
AC-DC Electric Welder: 1
Lister 4" Trash Pump: 1
Bobcat Trailer: 1
Lawn Mower Trailer: 1

**HIGHWAY DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
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Trash Pumps 2": 2
Acetylene Torch Sets with Tanks: 1
Vacuum Cleaner: 1
Battery Charges: 1
Vibrating Compactor: 2
Hand Roller: 2
5 Gallon Gas Cans: 3
Unleaded Fuel Pump: 1
Diesel Fuel Pump: 1
Wheel Jack: 1
Mudsucker Pump: 1
Cement Mixer: 2
Wheelbarrows: 2
25 Ton Trailer: 1
Cutoff Saws: 3

Materials:

Materials on hand: gravel, crushed stone, cold mix, 1000 sandbags, sand

Operations

A survey of all available equipment and manpower is to be completed when the hurricane reaches the Watch Zone. During this time frame, tentative work assignments will be given by the Highway Department Superintendent to the Highway Foreman and general work staff. All Operations outlined below are to be assigned to the various personnel available.

When the hurricane reaches the Warning Zone, all work assignments are to be finalized with the personnel. The Highway Superintendent will discuss the final assignments with the Board of Public Works Superintendent.

1. Move all cots from Town Hall to Hastings Middle School.
2. Check all listed operable equipment.
3. Fuel all equipment to capacity. Check oil and water.
4. Check bulk gasoline and diesel fuel tanks for quantity.
5. Man Pease Park Pumping Station and fuel. (Sea Gas 508-758-4338)
6. Supply oil and gas for chainsaws.
7. Check emergency generator at BPW Building.
8. Maintain storm drainage collection system.
9. Patrol roadways and clear as required.
10. Make a list of possible temporary help.

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2017**

General

The primary responsibility of the Sewer Department is to maintain operation of the Wastewater Treatment Facilities, pumping stations and maintenance of the municipal collection system. The Sewer Department will also provide assistance to the Highway and Water Department on an as needed basis so damage to the various municipal systems is minimized. Other responsibilities are to include but not be limited to the following:

1. Continuously man the wastewater treatment facilities
2. Secure and monitor pumping stations
3. Maintain the collection system
4. Check all watertight covers
5. Operate 8" sewer gate valve located on the Hurricane Barrier at the foot of Lawton Street.

Personnel and Duties

Nextel #: 508-962-3735

Superintendent:

Linda L. Schick



508-962-0134

**Assistant
Superintendent:**

Rene J. Robillard (CDL)



(774) 202-7146 (508) 558-6624

**Plant Foreman/
Operator:**

Robert Gomes (CDL)



508-287-7767

**Collection System
Foreman:**

Jeffrey Furtado (CDL & Hoisting License)



**Sewer System:
Maintenance
Craftsman**











Joseph Bonneau (CDL)



Matthew Manzone (CDL)



**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
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Sewer System Maintenance Man	John McGilvray 	Nicholas Parker 
Operator:	Dana Hathaway (CDL) 	Victor Oliveira (CDL & Hoisting) 
Wastewater Treatment Plant Repairman:	Joseph Frates (CDL & Hoisting) 	
Electrician:	Raymond Paczosa (CDL) 	
Lab Technician:	Lee Barlow (CDL) 	
Watchman/ Custodian	Manuel Luiz 	Joseph Machado 
	Russell Costa 	

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2017**

EQUIPMENT LIST

Portable Pumps:

2	6" John Deere, Diesel, trailer mounted centrifugal
1	3" Lister, Diesel, trailer mounted centrifugal
3	4" Lister, Diesel, trailer mounted centrifugal
1	3" Centrifugal, gasoline
1	2" Centrifugal, gasoline
1	3" Diaphragm, gasoline
1	4" Submersible, 220 volt, 3 phase
5	1 ½" Submersible, 110 volt

Hoses:

12	10' each 6" suction
4	50' each 6" discharge
7	20' each 4" suction
2	50' each 4" discharge
6	20' each 3" suction
7	20' each 3" discharge
4	20' each 2" suction
6	50' each 2 ½" Hydrant Hose, Quick Connect for Jet Rodder
2	600' each Jet Rodder Hose/High Pressure (1 New – 1 Used)
2	50' each 2 ½" Threaded End (Jet Rodder)
3	50' each 1 ½" suction
4	100' each 1 ½" discharge

Generators:

1	5700 Watt, Gasoline Powered
1	1000 Watt, Gasoline Powered

Fuel Containers:

5	5 Gallon, Gasoline
1	5 Gallon, 2 Cycle Gasoline
4	5 Gallon, Diesel

Compressors:

5	11 CFM – Air Compressor, Gasoline Powered (1 in #45)
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**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2017**

Miscellaneous:

- | | |
|----|--|
| 1 | Hydraulic Flushing Machine |
| 1 | Road Construction Compressor, Diesel Powered |
| 11 | Safety Barriers |
| 2 | Base Radios (UHF) |
| 2 | Portables (UHF) |
| 2 | Portables (VHF – Low Band) |
| 4 | Self Contained Breathing Apparatus (SCBA) |
| 2 | Spare SCBA Tanks |

Vehicles:

- | | |
|-----|---|
| #40 | 2014 – Dodge Ram Promaster Van |
| #41 | 2008 - Toyota Prius |
| #42 | 2013 – Ford Econoline Van |
| #43 | 2015 – Chevrolet Silverado |
| #44 | 2005 - Ford F 450 One Ton Pickup Truck (4x4) |
| #45 | 2002 - Ford F 450 One Ton Box Truck |
| #46 | 1988 - Container Truck (10 Wheel) |
| #47 | 1987 - John Deere Front-end Loader/Boom/Forks |
| #48 | 2016 – Chevrolet Silverado
Four Ton Four Wheel Trailer |
| #49 | 2011 - Ford F350 Pickup |

All equipment is presently stored at the Water Pollution Control Facility.

Operations:

A. By August 1st:

1. All double manhole covers in collection system shall be checked to make sure they are installed properly.
2. All emergency standby power shall be fully serviced.

B. The following will take place when the hurricane reaches the watch zone:

1. Survey all equipment and manpower.
2. Fuel all equipment and lubricate.
3. Fuel and service all standby power at Treatment Plant and all Pumping Stations.
4. Have stone removed from top of manhole at foot of Lawton Street on the Hurricane Barrier.

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2017**

5. Operate all pumping station wet well influent gates.
- C. The following will take place when the hurricane reaches the warning zone:
1. Finalize all work assignments. Twelve hours prior to arrival of hurricane all available personnel will report as scheduled.
 2. Treatment plant is to operate under normal conditions until electric power is lost. At that time only essential equipment will be operated with standby power. The following actions shall be taken by the Plant Operator on duty at that time:
 - a. Pick up or lash any and all material to be blown out.
 - b. Disconnect all electrical power switches.
 - c. Minimize amount of water to be used.
 3. Pumping Station Locations
 - a. Abbey Street, 215 Alden Rd, 239 Alden Rd, 240 Alden Rd, Bernese Street, Bridge Street, Camel Street, James Street, Manhattan Avenue, Marguerite Street, Pilgrim Avenue, Pine Grove Street, Railroad Avenue, Rivard Lane, Shore Drive, South Street, Sunrise Court, Taber Street, Weybridge Road, Causeway Road, Fir Street, Rocky Point
 - b. Operations at Pump Stations
 1. When the hurricane reaches the watch zone all standby power shall be run under full load for two hours. All auxiliary power equipment shall be fueled.
 2. Operate all control gates.
 3. Operate and service all pumps.
 4. When hurricane reaches the warning zone, remove large stone with front-end loader from foot of Lawton Street on Hurricane Dike to expose control gate on sewer main.
 5. Operate stations until they get inaccessible.
 6. As soon as Abbey Street is put out of operation, sewage control gate on Hurricane Dike at foot of Lawton Street should be shut.
 7. Two men will be checking all stations with Truck #48 at all times. The men will be assigned by the Sewer Department when the hurricane reaches the warning zone.

**SEWER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
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D. Sequence of Pump Station Shut Down:

1. Manhattan Avenue – Operate normally until water level in harbor is up to chain fence. At that time, no manpower will check stations.
 - a. Disconnect main power switch.
 - b. Operate auxiliary power.
 - c. Check controller standby air supply.
 - d. Sandbag door.
 - e. Check City water gate to Manhattan Station.
2. Abbey Street – Will be operated until water level in harbor is 6" lower than road surface.
 - a. Disconnect main power supply.
 - b. Pump out wet well.
 - c. Check controller standby air supply.
 - d. Check auxiliary power supply.
3. West Island – Rocky Point Pump Station will need to be operated with a portable generator should the power fail. Causeway Road Pump Station has its own generator.
4. Bernese Street has its own generator. Camel Street, Shore Drive, Sunrise Court, and Weybridge Road will need to be operated with a portable generator should the power fail.
5. James Street will need to be operated with a portable generator should the power fail.
6. Rivard Street will need to be operated with a portable generator should the power fail.

The following stations are located inside the Hurricane Barrier:

1. South Street, Railroad Avenue, Taber Street, Pilgrim Avenue and Pine Grove Street. These stations should always be checked by two rotating operators.
2. South Street, Taber Street and Pilgrim Avenue should also be always operated with a rotating operator, unless the hurricane barrier should fail to hold out water.
3. Valve on hurricane barrier, foot of Lawton Street, will be closed only if sewage is backing up from south side of hurricane barrier.
4. Alden Road – There are four individual Grinder Pump Stations that will need to be operated with portable generators should the power fail to them.

Marguerite Street has its own generator.

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2017**

General

The primary responsibility of the Water Department during a hurricane emergency is to maintain a reasonable water supply to the public as well as to protect all components of the water supply system such as pumping stations and water mains. The Water Department shall also provide assistance as required to the Highway Department and Sewer Department on an as needed basis so that damage to various municipal systems is minimized.

Other responsibilities are to include but not be limited to the following:

1. Maintain a sufficient water supply.
2. Protect storage tanks and pumping stations from vandalism.
3. Issue warnings to the public concerning contamination or conservation during a water crisis.
4. Isolate sections of the water distribution system as required to prevent salt water intrusion due to main breakage.

Personnel and Duties

Superintendent: Edward L. Fortin



Foreman: Karl Fleurent



Operates: Dump Truck, Backhoe

Water System
Maintenance
Craftsman: Stanley Gadomski



Equipment
Operator: Jonathan Bowers



Truck Driver/
Laborers: William Farrell



Joshua Souza



Daniel Snell



**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
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Vehicles and Equipment

Vehicles:

#30	2010 – Ford Utility	4 – Utility Vehicles
#32	2009 – Chevrolet Utility	2 – Vans
#33	2003 – Ford Utility	1 – Backhoe
#36	2009 – Caterpillar Backhoe	
#31	2006 – Ford Van	
#131	2015 – Chevrolet Van	
#132	2016 – Chevrolet Utility	

Equipment:

- 1 - Compressor
- 1 - Set emergency lighting
- 2 – Small gasoline powered emergency generators
- 2 - Small trash pump
- 2 – Large trash pumps

Operations

Water Valves

Prior to hurricane season the water control valves that must be closed in the event of a hurricane, shall be located and spray painted. The gate boxes should be opened and the valves checked for easy access. A good target date would be June 1st.

Personnel Instruction and Incidental Equipment

Forty-eight hours prior to an anticipated hurricane, Water Department personnel will be given a general overview of the procedures and requirements that will be followed. The men will be instructed to make necessary personal precautions and arrangements for home and family.

At this time, a list of incidental equipment should be made. This list should include any personal tools or equipment such as chainsaws, flashlights, batteries, etc. that will be available for use.

At the appropriate time prior to the arrival of the hurricane, the Water Superintendent or senior person in charge will assign 2 – man crews to be responsible for closing the necessary water valves. The number of crews will be determined by the number of people available. It is anticipated that the Water Department may require the assistance of workers from other Departments to perform the work that will be required. The crews will be instructed on the proper time to begin and the proper procedure and sequence to follow.

The closing of water valves MUST be coordinated with the Sewer Department to prevent damage to sewer pumping stations in the shut down areas.

**WATER DEPARTMENT
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The location of gate valves and the order in which they are to be shut are listed in the following pages. It should be understood that the number of valves closed could increase as circumstances dictate during or after the storm.

Once the crews are assigned and the scope of work is explained, the Water Superintendent or senior person in charge will proceed to the pumping stations with one or more men and perform the necessary procedures listed under EMERGENCY PREPARATION OF WATER STATIONS.

After the storm, 2 – man crews, under the supervision of the Water Superintendent will assess any damages to the water system and begin to isolate problem areas so that the water can be turned back on. The pumping stations will have to be checked as soon as physically possible. The water level of the Boston Hill Tower will be the only indication of the amount of water to be pumped so the gauge in the pit under the Tower will have to be closely monitored.

WATER GATES SHUTDOWN SEQUENCE

1. Shut line gate on Sconticut Neck Road just south of intersection of Goulart Memorial Drive and Sconticut Neck.
2. Shut line gate on Goulart Memorial Drive west of Alcobia Dr. (Will shut off West Island)
3. Shut gate on Tecumseh Avenue south of Winsegansett.
4. Shut gate on Winsegansett west of Tecumseh.
5. Shut gate on Winona at Sconticut Neck Road.
6. Shut gate on Chambers at Sconticut Neck Road.
7. Shut gate on east side of Camel St. at Sconticut Neck Road.
8. Shut gate on Sunset Beach Road at Sconticut Neck Road.
9. Shut gate on Jerusalem Road west of Torrington Road.
10. Shut gate on Calumet Road at Torrington Road.
11. Shut gate on Sedgewick Road at Torrington Road.
12. Shut gate on Torrington Road south of Briercliffe Road.
13. Shut gate on Briercliffe Road east of Torrington Road.
14. Shut gate on Smith Street in front of House #27.
15. Shut gate on Bernese Street at Sconticut Neck Road.

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16. Shut gate on west side of Raymond Street at Sconticut Neck Road.
17. Shut gate on west side of Gilbert Street at Sconticut Neck Road.
18. Shut gate on Sconticut Neck Road at Reservation Road (northerly gate).
19. Shut gate on Grandview Avenue between House #58 and House #60.
20. Shut gate at east side of Ocean Avenue in the parking lot of the Town Boat Ramp.
21. Shut gate at east end of Seaview Avenue in parking lot of Town Boat Ramp.
22. Shut gate at end of Grandview Avenue at Shore Drive.
23. Shut gate at east end of Capeview Avenue in front of House #32.
24. Shut gate at east end of Raymond Street at Chase Road.
25. Shut gate at east end of Gilbert Street at Chase Road.
26. Shut gate on Sconticut Neck Road in front of House #290. (This line feeds the end of Baxter Avenue; it goes down the driveway of House #276.)
27. Shut "T" Head Stop on the south side of Baxter Avenue at Sconticut Neck Road.
(Shut the most northerly of the two curb boxes!)
28. Shut line gate on Sconticut Neck Road south side of Moravia Avenue.
(With this gate closed the Sconticut Neck Tower now feeds only the Sconticut Neck Area from Moravia to Causeway Road.)
29. Shut line gate on Moravia at Sconticut Neck Road.
30. Shut line gate at Austria Avenue at Sconticut Neck Road.
31. Shut 1, "T" Head off on Buist at Sconticut Neck Road.
32. Shut gate on Rockland Street at Sconticut Neck Road.
33. Shut line gate on Sconticut Neck Road north of Edgewater Street.
34. Shut line gate on Sconticut Neck Road north of Edgewater Street.
(Shutting this gate, the low area between Edgewater and Moravia Ave. will be isolated.)
35. Shut gate for west side of Orchard Street on Sconticut Neck Road.
36. Shut line gate on Hathaway east of Point Street.
37. Shut gate on south side of Bay Street at Manhattan Avenue.

**WATER DEPARTMENT
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38. ** Partially shut gate on Manhattan Avenue east of Bay Street. This gate has to be left partially open as long as possible so that the Sewer Station at the foot of Manhattan can remain in operation.
39. Shut gate on Bay Street at Highland Avenue.
40. Shut gate on Grove Street at Highland Avenue.
41. Shut gate on Harvard at Manhattan Avenue.
42. Shut gate on Highland at Manhattan Avenue.
43. Shut gate on Fort Street that feeds meter pit for Fairhaven Shipyard.
44. Shut gate at south end of Fort Street just after the hydrant. (Feeds Fort Phoenix State Beach)
45. Shut gate on Doane Street between Thompson Street and James Street.
46. Shut gate on Farmfield at Morey Lane.
47. Shut "T" Head Stop in front of house #24 Egypt Lane.
48. Shut "T" Head Stop on Shawmut Street at Weeden Road. (Shuts off what goes across Bay to Peirce's Point.
49. Shut gate valve in front of #141 Weeden Road.
50. Shut "T" Head Stop that feeds Sakonet at Weeden Road.

Emergency Preparation of Water Stations

River Road Station - Mattapoisett

1. Disconnect electric motor and raise.
2. Remove anything from floor that could cause damage or be damaged by water.
3. Make sure all windows are secure.
4. Shut main power switch off.
5. BRING DAYBOOK TO ARSENE STREET.
6. Lock doors and call for crew to sandbag.
7. Close and lock garage door and passageway door.

**WATER DEPARTMENT
EMERGENCY PREPAREDNESS PLAN
2017**

Tinkham Lane – Mattapoisett

1. Leave all pump controls on automatic. (Station will be controlled from the treatment plant)

Wolf Island Station – Mattapoisett

1. Leave all pump controls on automatic. (Station will be controlled from the treatment plant)

Mill Road Station – Fairhaven

1. Secure everything that could cause damage or be damaged by water.
2. Shut off main power switch.
3. Bring DAY BOOK to Arsene Street.
4. Lock all doors.

Reverse 911 Call to Residents:

This is an important message from the Fairhaven board of Public Works.

Please be advised that due to the upcoming storm, the water will be shut off on date: _____
time: _____ to all low lying areas of Fairhaven including but not limited to the following
locations:

Sconticut Neck

Wilbur's Point

West Island

Weeden Road area south of Shawmut Street

Farmfield Street area south of Morey Lane

This action is being taken as a precaution to reduce the risk of possible contamination of the water system. After the storm has passed, the Board of Public Works maintenance crews will assess any damage in the affected areas and work at restoring the water service.

Also, in the same areas as mentioned your sewer service will be disrupted.

Your understanding and patience in this matter is greatly appreciated.

POLICY FOR OBTAINING A HURRICANE PASS

Residents from affected areas:

- A. Sconticut Neck
- B. Wilbur's Point
- C. West Island
- D. Harborview
- E. Shaw's Cove
- F. Knollmere Beach

Must obtain a hurricane pass at the Board of Public Works Office, 5 Arsene Street before the arrival of the storm.

Proof of residency can be shown by producing vehicle registration.

If vehicle registration is not a Fairhaven address, a driver's license and one of the following:

- 1. Real estate bill (available at the Assessor's Office prior to storm)
- 2. Motor vehicle excise tax bill (available at the Assessor's Office prior to storm)
- 3. Rent receipt
- 4. Letter from owner of property

Only those with proper hurricane passes will be allowed into affected areas.

If you are a landlord, please notify your tenants that if you or they are evacuating the property because of a hurricane or other natural disaster, that you or they will not be allowed back into affected area without a hurricane pass.

PER ORDER OF THE BOARD OF SELECTMEN

**Fairhaven Board of Public Works
Hurricane Pass Zones**

To protect your property, only people with Hurricane Passes will be allowed to return to their properties after an evacuation.

Zone 1 - PURPLE

**Sconticut Neck –Timothy to
Edgewater**

Bay Street
Bayview Avenue
Beachwood Street
Bonney Street
Brae Road
Buxton Street
Casco Street
Chaney Avenue
Cove Street
Day Street
Edgewater Street
Golf Street
Grape Street
Grove Street
Hacker Street
Harvard Street
Hathaway Street
Highland Avenue
Hiller Avenue
Jameson Street
John Street
Karen Avenue
Little Bay Road
Manhattan Avenue
Marilane Place
Orchard Street
Paul Street
Plante Way
Point Street
Sconticut Neck Road #1 - 218
Sebec Street
Teal Circle
Timothy Street
Upton Street
Wayne Street
Yale Street

Zone 2 – ORANGE

**Sconticut Neck – Rockland to #440
Sconticut Neck Road**

Ashley Island Road
Austria Avenue
Baxter Avenue
Bernese Street
Billy's Way
Briercliffe Road
Buist Avenue
Calumet Road
Capeview Street
Chase Road
Crescent Drive
Delmont Street
Eaton Road
Emerson Avenue
Gilbert Street
Grandview Avenue
Holiday Drive
Indian Way
Jerusalem Road
Manzone Drive
Moravia Avenue
Ocean Avenue
Raymond Street
Reservation Road
Rockland Street
Sconticut Neck Road # 219 - 440
Seaview Avenue
Sedgewick Road
Shore Drive
Smith Street
Smugglers Beach Drive
State Street
Summit Drive
Sunrise Court
Torrington Road
Treasure Bay Lane
Wampanoag Drive
Waybridge Road
Wigwam Beach Road

Zone 3 – PINK

#441 Sconticut Neck to Wilbur's Point

Association Way
Bayberry Street
Bayside Street
Brownell Avenue
Camel Street
Chambers Street
Deacon's Drive
Diamond Street
Douglass Drive
Henry Street
Leeward Way
Mary Street (formerly 901 Sconticut)
Mel Pen Way
Monondach Avenue
Nakata Avenue
Nelson Avenue
Palmer Street
Pavilion Way
Ruth Street
Saltmarsh
Sconticut Neck Road #441 - 905
Seabreeze
Silvershell Beach
Sippican Street
Starboard Drive
Sunset Beach
Tecumseh
Wamsutta Street
Wapatma Lane
Whisper Lane
Widemarsh Beach Way
Wilbur's Point Drive
Windswept Drive
Windward Way
Winona Avenue
Winsegansett Avenue

Zone 4 – GREEN

Causeway and West Island

Alcobia Drive
Alder Street
Almond Street
Balsam Street
Bass Creek Road
Bella Vista Island
Bluepoint Road
Causeway Road
Cherrystone Road
Cottonwood Street
Dogwood Street
Ebony Street
Fir Street
Fisherman Road
Goulart Memorial Drive
Gull Island Road
Littleneck Road
Misty Bay Road

GREEN PAPER:

Zone 5 – Knollmere Beach

Zone 6 – Harborview

Zone 7 – Shaw's Cove

Letters mailed 5-16-17:

LAND USE FOR EMERGENCIES

LOCATION

APPROVED

Brahmin Leather
77 Alden Road
Fairhaven, MA 02719

245 Bridge Street

Attn: Scott Martin

Richard Costa
197 New Boston Road
Fairhaven, MA 02719

197 New Boston Road

5/19/17

John Lopes
61 Shaw's Cove Road
Fairhaven, MA 02719

Lopes Farm – Shaw road

Mill Bridge Holdings
200 Mill Road
Fairhaven, MA 02719
Attn: Paul Downey

Bridge Street Parking Lot

Mark Viveiros
21 Grandview Avenue
Fairhaven, MA 02719

505 Sconticut Neck Road

ARE YOU READY FOR A HURRICANE?

Here's what to do to prepare for such an emergency.

Know what a hurricane WATCH and Warning means:

- ✓ **WATCH:** Hurricane conditions are possible in the specified area of the WATCH, usually within 36 hours.
- ✓ **WARNING:** Hurricane conditions are *expected* in the specified area of the WARNING, usually within 24 hours.

Prepare a Personal Evacuation Plan:

- ✓ Identify ahead of time where you would go if you are told to evacuate. Choose several places - a friend's home in another town, a motel, or a shelter.
- ✓ Keep handy the telephone numbers of these places as well as a road map of your locality. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- ✓ Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.

Assemble a Disaster Supplies Kit containing:

- ✓ First aid kit and essential medications.
- ✓ Canned food and can opener.
- ✓ At least three gallons of water per person.
- ✓ Protective clothing, rainwear and bedding or sleeping bags.
- ✓ Battery-powered radio, flashlight, and extra batteries.
- ✓ Special items for infant, elderly, or disabled family members.

- ✓ Written instructions on how to turn off electricity, gas, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Prepare for high winds:

- ✓ Install hurricane shutters or purchase precut $\frac{1}{2}$ " outdoor plywood boards for each window of your home. Install anchors for the plywood and predrill holes in the plywood so that you can put it up quickly.
- ✓ Make trees more wind resistant by removing diseased and damaged limbs, then strategically remove branches so that wind can blow through.

Know what to do when a hurricane WATCH IS issued:

- ✓ Listen to NOAA Weather Radio or local radio or TV stations for up-to-date storm information.
- ✓ Prepare to bring inside any lawn furniture, outdoor decorations or ornaments, trash cans, hanging plants, and anything else that can be picked up by the wind.
- ✓ Prepare to cover *all* windows of your home. If shutters have not been installed, use precut plywood as described above. *Note:* Tape does not prevent windows from breaking, so taping windows is not recommended.
- ✓ Fill your car's gas tank.
- ✓ Recheck manufactured home tie-downs.
- ✓ Check batteries and stock up on canned food, first aid supplies, drinking water and medications.

IDENTIFY what to do when a hurricane WARNING is issued:

- ✓ Listen to the advice of local officials, and leave if they tell you to do so.
- ✓ Complete preparation activities.
- ✓ If you are not advised to evacuate, stay indoors, away from windows.
- ✓ Be aware that the calm "eye" is deceptive; the storm is not over. The worst part of the storm will happen once the eye passes over and the winds blow from the opposite direction. Trees, shrubs, buildings, and other objects damaged by the first winds can be broken or destroyed by the second winds.
- ✓ Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors, in the center of your home, in a closet or bathroom without windows.
- ✓ Stay away from flood waters. If you come upon a flooded road, turn around and go another way. If you are caught on a flooded road and waters are rising rapidly around you, get out of the car and climb to higher ground.

Know what to do after a hurricane is over:

- ✓ Keep listening to NOAA Weather Radio or local radio or TV stations for instructions.
- ✓ If you are evacuated, return home when local officials tell you it is safe to do so.
- ✓ Inspect your home for damage.
- ✓ Use flashlights at all times; avoid using candles.

HURRICANE NOTICE TO FAIRHAVEN RESIDENTS



Emergency operating center during a hurricane will be at the Fire Station.

EMERGENCY TELEPHONE NUMBERS IN THE EVENT OF A HURRICANE:

POLICE.....508-997-7421
POLICE.....508-997-1344
POLICE.....911
FIRE.....508-994-1428
FIRE.....508-992-9717
FIRE.....911
AMBULANCE.....911
SELECTMEN.....508-979-4023
BUILDING.....508-979-4019
HIGHWAY.....508-979-4031
SEWER.....508-979-4030
WATER.....508-979-4032

REVERSE 911 – Sign up to receive calls
<http://www.pcsdma.org/codeRED.asp>
or call Fairhaven Police or Fire for more information.

Emergency shelters

Bring your own bedding:

Wood School, Hastings Middle School

Road Blocks – Vehicle Pass:

Sconticut Neck Road and Causeway Road to West Island will be closed prior to hurricane arrival. Police road block will be at Sconticut Neck Road and David Drown Boulevard. All residents and service personnel will need to stop at check point to gain access to the Sconticut Neck Area.

Hurricane passes are available at the BPW Building, 5 Arsene Street Monday – Friday from 8:30 a.m. to 4:00 p.m. Phone #508-979-4030. Proof needed for pass: Car registration, real estate bill, rental agreement.

Avoid all down wires. Do not cross flooded streets.

Do's and Don'ts for gas powered generators:

- Talk to an electrician about the size you need to do the job.
- Have a transfer switch installed, which stops the electricity you generate from flowing back through the lines, which could possibly cause future damage to a lineman or repairman working on a pole.
- If using a gasoline generator, make sure the generator is placed outside away from windows and doors. This should avoid any "CO" problems in the building. If the generator is kept inside, it must be vented to the outside air.
- Also, when using a gas powered generator, do not refuel it indoors.
- If you do not have a transfer switch installed and are plugging in your portable generator, make sure the main breaker is shut down so that power will not flow back through the lines.

REMINDERS:

Make arrangements to move elderly or handicapped family members to higher ground. If someone you know requires the use of home medical equipment, and the loss of electricity for an extended period of time may result in a life threatening situation, we would like you to contact police headquarters. We would like to follow up on any resident who is deemed as high risk and will be of priority response in an effort to ensure their safety and well-being.

Please contact Detective Pamela A. Bourgault, FPD at 508-997-1344. Anyone on oxygen should contact their oxygen company to order another tank or order another tank already in use filled as a precaution pending hurricane warnings / predictions.

Water Main shut off prior to storm will include:

1. All of West Island and Causeway Road
2. All of Wilbur's Point
3. All of Winsegansett Heights area
4. All side streets off Sconticut Neck Road on the east and west sides
5. All streets in the Manhattan Avenue area including Bayview Avenue, Bay Street, Grove Street, Harvard Street and Highland Avenue
6. Fairhaven Shipyard
7. Fort Phoenix
8. Doane Street
9. Farmfield Street
10. All areas south of the Hurricane Dike / Scott Street area
11. Shawmut Street
12. Pierce's Point
13. Weeden Road – west side of Sakonet area

ALL SEWER PUMPING STATIONS AND TREATMENT PLANT MAY BE / OR WILL BE SHUT DOWN. REDUCE YOUR WATER USAGE.

Appendix I: SCHOOL DEPARTMENT PLAN

SCHOOL DEPARTMENT

Areas of Responsibility

During an emergency situation, the Fairhaven Public Schools stand ready to assist our citizens and emergency personnel in providing food supplies and shelter. Upon activation of our town's command center, the school department will continue to supply food, shelter, and services of appropriate personnel for the duration of the emergency situation.

Shelter Locations:

Primary Shelter: Elizabeth Hastings Middle School, 30 School Street

Secondary Shelter: Leroy Wood Elementary School, 60 Sconticut Neck Road

The Hastings Middle School will be used as the primary for citizens and emergency personnel in need of appropriate services. If necessary the Leroy Wood Elementary School shall be opened as a secondary shelter.

Notification Systems:

The School Department shall periodically post updated information on the status of the emergency situation and the opening of the Hastings emergency shelter on the department's website. At the conclusion of the emergency an announcement to the parents and staff shall be sent over the department's reverse call messaging system. The message shall report the status of the conditions regarding the opening of the schools.

Responsibilities of Personnel

Superintendent of Schools--Under a declaration of emergency and under the direction of the town administrator, the Superintendent of Schools has overall decision-making and supervisory responsibility involving school facilities and personnel. In case of an emergency he/she will be the first contact person for the school department.

Assistant Superintendent--Once contacted by the Superintendent he/she will act as an assistant to the chief administrative officer of the school department. The Assistant Superintendent will be responsible for contacting the Facility Manager, Food Services Director and the School Department's Head Nurse for appropriate emergency plan actions. The Assistant Superintendent will serve in the absence of the Superintendent.

Facility Manager--He/she will serve in the absence of the Superintendent of Schools and the Assistant Superintendent. He/she will be responsible for contacting all building's custodial staff and having them secure and prepare the school building for an emergency. He/she will be responsible for the scheduling of custodians at the Hastings Middle School and/or Leroy Wood Elementary.

Foods Services Director--He/she will be responsible for the supply of food items for the shelter. Once contacted by the superintendent or designee, he/she will schedule and contact appropriate personnel who will prepare food items or if the weather conditions permit shall report to the shelter for their assignments.

Head Nurse--Once contacted by the Assistant Superintendent, he/she will schedule and contact other school or community nurses. If the weather conditions allow, the nursing staff will report to the designated shelter.

Building Custodians--All Schools--Once contacted by the Facility Manager, custodians will report to their assigned schools. Custodians will be responsible for:

1. Disconnecting all electrical equipment
2. Moving equipment away from windows
3. Moving equipment that could be damaged from flooding to secure areas
4. Boarding/Taping vulnerable doors and windows
5. Disarming alarm system
6. Locking all doors

After receiving notification that the emergency situation has ended, custodians will report back to their school and prepare the building for the next day's activities.

*Custodian Assigned to Shelters—Once contacted by the Facility Manager, custodians will report to their assigned schools. Custodians will be responsible for:

1. Disconnecting all electrical equipment that will not be used
2. Moving equipment away from windows
3. Moving equipment that could be damaged from flooding to secure areas
4. Boarding/taping vulnerable doors and windows
5. Opening doors to the kitchen, cafeteria, gym, restrooms, and nurse's office
6. Checking the school generator.
7. Setting up cots delivered by civil defense. Cots will be set up in corridor and gym areas
8. Cleaning areas on an as needed basis

After receiving notification that the emergency situation has ended, custodians will prepare the building for the next day's activities.

*Custodians will remain at the shelter for the duration of their 12-hour shifts.

*Food Service Workers--Once contacted by the director of food services, personnel will report to the shelter. Staff will be responsible for:

1. Preparing foods as needed
2. Arranging and organizing serving areas and supplies
3. Serving food
4. Cleaning equipment and kitchen area

After receiving notification that the emergency situation has ended personnel will prepare the kitchen area for the next day's activities.

*School Nurses--Once contacted by the head nurse, school and community nurses will report to the shelter. Nurses will prepare their station for emergency care services. Staff will provide emergency care services on an as needed basis.

*Nursing Personnel will remain at the shelter for the duration of their 12-hour shifts.

**If the severity of the weather prevents safe travel to the shelter, emergency medical services shall be provided by the town's emergency management services.

EMPLOYEE TIME SHEET

NAME : _____

JOB FUNCTION: _____

LOCATION: _____

Date of hours worked _____

Time Began _____ Time Ended _____

Total Hours Worked: _____

Approved by: _____

Employee will fill out a sheet for each day of work.

Please submit this form to the Superintendent.

Appendix J: SENIOR CENTER PLAN

FAIRHAVEN COUNCIL ON AGING
POLICY AND PROCEDURE MANUAL
EMERGENCY MANAGEMENT PLAN

MISSION:

The Fairhaven Council on Aging is an advocate for improved quality of life for seniors through education, programs and services.

PURPOSE:

To establish the policy and guidelines for safety within the Council on Aging/Senior Center in the time of an emergency.

POLICY:

The executive Director, under the direction of the Town Administrator, is responsible for all administrative decisions.

GUIDELINES:

In the event the Town of Fairhaven declares a state of emergency, or potentially threatening event within the Fairhaven Council on Aging /Senior Center facility, it is important to take quick action to protect property, resources and individuals. Taking an active approach may prevent a situation from escalating to a dangerous level. The following steps should be taken:

BE AWARE, PLAN, PREPARE

Disaster Planning Preparedness

This disaster planning guide outlines some steps we can take to protect the building and ourselves from some common natural disaster, fire, weather or freezing and bursting pipes.

If the Fairhaven Town Hall is closed, the Fairhaven Council on Aging and Supportive Social Day will also be closed. If the Town hall is open but schools are closed, the COA will be open but Social Day will be closed. If school is open, the Fairhaven COA Director will make the decision whether or not it is safe to put the vans on the road for both the COA transportation and Supportive Social Day Transit. In that case, the Supportive Social Day Program may be open with no transportation provided by the program. If Supportive Social Day is closed, or it has been decided that there will be no transportation offered, the Social Day Coordinator will contact participants and their caregivers to inform them. The Social Day Coordinator will keep a list of participant contact numbers at her home as well as at the senior center.

The Director and front office maintains a list of all employee phone numbers. The front desk staff is trained to call EMS, Police and Fire Department for all emergency situations within and on the grounds of the COA/Senior Center.

Fairhaven Police	911 or 508-997-7421
Fairhaven Fire	911 or 508-992-9717
Ambulance	911
St. Lukes Hospital	508-997-1515
Gas Company	1-800-572-9300
EMS	508-979-4090

The Fairhaven COA will distribute the Town of Fairhaven Emergency Assistance Form (filled out by senior and returned to COA or Fairhaven Fire Dept)and Homeland Security Family Communications Plan form (filled out and kept on person and shared with family)available at the Fairhaven Senior Center for all those interested in participating.

PRECAUTIONS:

- Keep building and contents inventory updated.
- Weekly back-up of all computer records and maintain and store on and off site.
- Keep digital photographic of all inventory.
- On site computers have surge protectors or an uninterrupted power supply device so data will be protected in the event of power outage.
- Staff trained in CPR/AED.

READINESS PLAN WITH PENDING WEATHER WARNINGS:

The COA will have these plans in place 12 hours or earlier before the pending weather event.

- Keep in contact with EMS and Town Administrator for specific direction.
- Cover and secure all electronics and raise to level above flood potential.
- Transfer any furniture or other objects on the outside grounds to the storage trailer or inside the building.
- Secure all doors and windows and lock facility.
- Keep a supply of the following emergency items available: first aid kit, flashlights and batteries, plastic bags, basic tools, drinking bottled water, paper towels, rope, tarps.
- Keep an ongoing updated list of all employees and social day participants available for staff. Provide this list to Police and Fire Dept.
- 48-24 hours before the event, provide transportation to seniors to local stores/pharmacies/banks for them to get the necessary emergency items they may need. This may require more than the usual number of vans used on a daily basis.
- Call frail elder to inquire of their immediate safety needs.
- Gas up all vans and Taurus. Keys to all vehicles are located at the Town Garage.

VEHICLE LIST update 2017

All vans are parked and locked at the DPW Lot. Keys for all vans and Taurus are located at the Town garage.

Director's car is parked at the senior center for medical transportation usage.

Vehicle #1:	2004 Ford Taurus	Pt# M86272	5 Passenger Car
Vehicle #3:	2011 Ford E350	Pt# M88451	10 Passenger Van (COA)
Vehicle #4:	2088 Ford Star Bus	Pt# HP96Y	14 Passenger Van (Social Day)
Vehicle #5:	2012 Ford Starcraft	Pt# M84617	14 Passenger Van (COA)

INFORMATION RELEASE

I understand that I am not required to fill out this form. I give permission for the information, that I provided on this form, to be used for the Fairhaven emergency and disaster management planning.

I understand that this information will be shared with the Town of Fairhaven to include Board of Health, Council on Aging, Fire and EMS Department, and Police Department.

I understand that this information will not be redistributed or sold.

Signature

Print Name

Date

Please return this form to:

**Fairhaven Council on Aging or
Fairhaven Fire Department
by Mail or Drop off**

TOWN OF FAIRHAVEN

Fairhaven Fire & EMS Dept.

Emergency: 911

Tel: 508-994-1428

Fairhaven Police Department

Tel: 508-997-7421

Fairhaven Council on Aging

229 Huttleston Avenue

Fairhaven, MA 02719

Tel: 508-979-4029

Fairhaven Board of Health

40 Centre Street

Fairhaven, MA 02719

Tel: 508-979-4022

Shelters

Wood School

60 Seconticut Nk. Rd.

Hastings Middle School

30 School St.


**Utilities including Electric, Water and
Sewer Systems may be shut down-
prior to an emergency.**

Pets are not allowed at shelter sites


TOWN OF FAIRHAVEN

EMERGENCY ASSISTANCE FORM



OLD HERE 

Other Important Phone Numbers & Information:

 **Family Communications Plan**

Contact Name: _____
Telephone: _____


Out-of-Town Contact Name _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!


OLD > **HERE**

Other Important Phone Numbers & Information:

 **Family Communications Plan**

Contact Name: _____
Telephone: _____

Out-of-Town Contact Name _____
Telephone: _____

 **Neighborhood Meeting Place:** _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

5.16.2014

COA and Social Day
EMERGENCY PREPAREDNESS PLAN 5.2017

Director Anne Silvia
Senior Clerk Cynthia J. Vandenburg
Custodian Rosemarie Houghton
Van Driver Paul Simmons

Adult Social Day Program

Social Day Coord Susan E. Roderiques
Social Day Activity Dir Sally Bourke
Driver/Monitor David Holmes
Driver/Monitor Michael Brodeur

Outreach Coordinator Grant

Outreach Coord. Lucille Dauteuil
Outreach Specilist Carolyn D'Antoni

Formula Grant

Volunteer Coord Christine Alfonse
Receptionist Phyllis Pequita

Van Driver Frank Barcellos

ARAW Medical Transportation Grant

Driver David Gagnon
Driver Leon Hebert

Extra Numbers

Phil Beard
Coastline Elderly Services, Inc.

Nancy Kleinowski Kitchen Manager Coastline
Warren Rensehausen (Recreation Center)

FAIRHAVEN SENIOR LIFESTYLES

Dedicated to Serving Fairhaven's Finest, Our Senior Citizens



229 Huttleston Avenue, Fairhaven, MA 02719

Phone: (508) 979-4029 · Fax: (508) 979-4116

Email: asilvia@fairhaven-ma.gov - Website: www.fairhaven-ma.gov

JUNE 2017

HURRICANE SEASON 2017 - JUNE 1st THROUGH NOVEMBER 30th

Yes, it is that season again. Hurricane season runs June 1st through November 30th. Many can remember the devastation that our Community received during past hurricanes. It is always wise to be prepared. Once again, the Fairhaven Senior Center is taking space to help you prepare for potential hurricane disasters. The following article and that on Page 5, was taken from the Town of Fairhaven web page : <http://fairhavenma.virtualltownhall.net>.

Know what a hurricane WATCH and Warning means:

WATCH: Hurricane conditions are possible in the specified area of the WATCH, usually within 36 hours.

WARNING: Hurricane conditions are expected in the specified area of the WARNING, usually within 24 hours.

Prepare a Personal Evacuation Plan:

Identify ahead of time where you would go if you are told to evacuate. Choose several places - a friend's home in another town, a motel, or a shelter.

Keep handy the telephone numbers of these places as well as a road map of your locality. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.

Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.

Assemble a Disaster Supplies Kit containing:

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions on how to turn off electricity, gas, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Prepare for high winds:

Install hurricane shutters or purchase pre-cut 1/2" outdoor plywood boards for each window of your home. Install anchors for the plywood and pre-drill holes in the plywood so that you can put it up quickly.

Make trees more wind resistant by removing diseased and damaged limbs, then strategically remove branches so that wind can blow through.

Know what to do when a hurricane WATCH IS issued:

Listen to NOAA Weather Radio or local radio/TV stations for up-to-date information.

Prepare to bring inside any lawn furniture, outdoor decorations or ornaments, trash cans, hanging plants, and anything else that can be picked up by the wind.

Prepare to cover all windows of your home. If shutters have not been installed, use pre-cut plywood as described above. Note: Tape does not prevent windows from breaking, so taping windows is not recommended.

Fill your car's gas tank.

Recheck manufactured home tie-downs.

Check batteries and stock up on canned food, first aid supplies, drinking water and medications.

Anne Silvia, Executive Director
Cindy Vandenburg, Senior Clerk
Sue Roderiques, Social Day Coord.
Sally Bourke, Social Day Activities Dir.
Lucille Dautueil, Outreach Coordinator
Carolyn Dantoni, Asst. Outreach Coord.
Christine Alfonso, Volunteer Coord.
Phyllis Pequita, Office Assistant
Rosemarie Houghton, Environmental
Van Drivers
Paul Simmons, Frank Barcellos,
David Gagnon, Leon Hebert
Cindy Vandenburg, Newsletter Editor

BOARD OF DIRECTORS

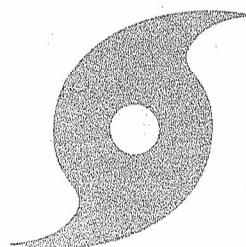
Joan Mello, Chairperson
Lindsay Gordon, Vice Chairperson
Gerald Brecken, Secretary
Albert Borges, Member
Francis Cox, Member
Lee Cummings Allaire, Member
Joseph Borelli, Associate
Elaine O'Neill, Associate
Jack Oliveira, Associate
Dorothy Reid, Associate

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Puzzle	Page 4
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Events and Activities	Page 6
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MISSION STATEMENT

The Council on Aging
Is an Advocate for improved
Quality of Life for Seniors through
Education, Programs & Services.



Continued on page 4

**HURRICANE NOTICE TO FAIRHAVEN RESIDENTS****EMERGENCY TELEPHONE NUMBERS IN THE EVENT OF A HURRICANE:**

POLICE 508-997-7421
 POLICE 508-997-1344
 POLICE 911
 FIRE 508-994-1428
 FIRE 508-992-9717
 FIRE 911
 AMBULANCE 911

SELECTMEN 508-979-4023
 BUILDING 508-979-4019
 HIGHWAY 508-979-4031
 SEWER 508-979-4030
 WATER 508-979-4032

REVERSE 911 – Sign up to receive calls <http://www.pcsdma.org./codeRED.asp>
 or call Fairhaven Police or Fire for more information.

**EMERGENCY OPERATING
 CENTER DURING A
 HURRICANE WILL BE AT
 THE FIRE STATION.**

Emergency shelter – bring your own bedding: Hastings Middle School

Road Blocks – Vehicle Pass: Sconticut Neck Road and Causeway Road to West Island will be closed prior to hurricane arrival. Police road block will be at Sconticut Neck Road and David Drown Boulevard. All residents and service personnel will need to stop at check point to gain access to the Sconticut Neck Area.

Hurricane passes are available at the BPW Building, 5 Arsene Street, Monday – Friday from 8:30 a.m. to 4:00 p.m. Phone #508-979-4030. Proof needed for pass: Car registration, real estate bill, rental agreement.

Avoid all down wires. Do not cross flooded streets.

Do's and Don'ts for gas powered generators:

- Talk to an electrician about the size you need to do the job.
- Have a transfer switch installed, which stops the electricity you generate from flowing back through the lines, which could possibly cause future damage to a lineman or repairman working on a pole.
- If using a gasoline generator, make sure the generator is placed outside away from windows and doors. This should avoid any "CO" problems in the building. If the generator is kept inside, it must be vented to the outside air.
- Also, when using a gas powered generator, do not refuel it indoors.
- If you do not have a transfer switch installed and are plugging in your portable generator, make sure the main breaker is shut down so that power will not flow back through the lines.

REMINDERS:

Make arrangements to move elderly or handicapped family members to higher ground. If someone you know requires the use of home medical equipment, and the loss of electricity for an extended period of time may result in a life threatening situation, we would like you to contact police headquarters. We would like to follow up on any resident who is deemed as high risk and will be of priority response in an effort to ensure their safety and well-being.

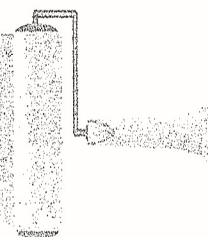
Please contact Detective Pamela A. Bourgault, FPD at 508-997-1344. Anyone on oxygen should contact their oxygen company to order another tank or order another tank already in use filled as a precaution pending hurricane warnings / predictions.

WATER MAIN SHUT OFFS 2-4 HOURS PRIOR TO STORM WILL INCLUDE:

1. All of West Island and Causeway Road
2. All of Wilbur's Point
3. All of Winsegansett Heights area
4. All side streets off Sconticut Neck Road on the east and west sides
5. All streets in the Manhattan Avenue area including Bayview Avenue, Bay Street, Grove Street, Harvard Street and Highland Avenue
6. Fairhaven Shipyard
7. Fort Phoenix
8. Doane Street
9. Farmfield Street
10. All areas south of the Hurricane Dike / Scott Street area
11. Shawmut Street
12. Pierce's Point
13. Weeden Road – west side of Sakonet area

**ALL SEWER PUMPING STATIONS
 AND TREATMENT PLANT MAY BE /
 OR WILL BE SHUT DOWN. REDUCE
 YOUR WATER USAGE.**

**SUPPORT THE ADVERTISERS
 THAT SUPPORT OUR COMMUNITY**



FAIRHAVEN COUNCIL ON AGING
POLICY AND PROCEDURE MANUAL
EMERGENCY MANAGEMENT PLAN

MISSION:

The Fairhaven Council on Aging is an advocate for improved quality of life for seniors through education, programs and services.

PURPOSE:

To establish the policy and guidelines for safety within the Council on Aging/Senior Center in the time of an emergency.

POLICY:

The executive Director, under the direction of the Town Administrator, is responsible for all administrative decisions.

GUIDELINES:

In the event the Town of Fairhaven declares a state of emergency, or potentially threatening event within the Fairhaven Council on Aging /Senior Center facility, it is important to take quick action to protect property, resources and individuals. Taking an active approach may prevent a situation from escalating to a dangerous level. The following steps should be taken:

BE AWARE, PLAN, PREPARE

Disaster Planning Preparedness

This disaster planning guide outlines some steps we can take to protect the building and ourselves from some common natural disaster, fire, weather or freezing and bursting pipes.

If the Fairhaven Town Hall is closed, the Fairhaven Council on Aging and Supportive Social Day will also be closed. If the Town hall is open but schools are closed, the COA will be open but Social Day will be closed. If school is open, the Fairhaven COA Director will make the decision whether or not it is safe to put the vans on the road for both the COA transportation and Supportive Social Day Transit. In that case, the Supportive Social Day Program may be open with no transportation provided by the program. If Supportive Social Day is closed, or it has been decided that there will be no transportation offered, the Social Day Coordinator will contact participants and their caregivers to inform them. The Social Day Coordinator will keep a list of participant contact numbers at her home as well as at the senior center.

The Director and front office maintains a list of all employee phone numbers. The front desk staff is trained to call EMS, Police and Fire Department for all emergency situations within and on the grounds of the COA/Senior Center.

Fairhaven Police	911 or 508-997-7421
Fairhaven Fire	911 or 508-992-9717
Ambulance	911
St. Lukes Hospital	508-997-1515
Gas Company	1-800-572-9300
EMS	508-979-4090

The Fairhaven COA will distribute the Town of Fairhaven Emergency Assistance Form (filled out by senior and returned to COA or Fairhaven Fire Dept) and Homeland Security Family Communications Plan form (filled out and kept on person and shared with family) available at the Fairhaven Senior Center for all those interested in participating.

PRECAUTIONS:

- Keep building and contents inventory updated.
- Weekly back-up of all computer records and maintain and store on and off site.
- Keep digital photographic of all inventory.
- On site computers have surge protectors or an uninterrupted power supply device so data will be protected in the event of power outage.
- Staff trained in CPR/AED.

READINESS PLAN WITH PENDING WEATHER WARNINGS:

The COA will have these plans in place 12 hours or earlier before the pending weather event.

- Keep in contact with EMS and Town Administrator for specific direction.
- Cover and secure all electronics and raise to level above flood potential.
- Transfer any furniture or other objects on the outside grounds to the storage trailer or inside the building.
- Secure all doors and windows and lock facility.
- Keep a supply of the following emergency items available: first aid kit, flashlights and batteries, plastic bags, basic tools, drinking bottled water, paper towels, rope, tarps.
- Keep an ongoing updated list of all employees and social day participants available for staff. Provide this list to Police and Fire Dept.
- 48-24 hours before the event, provide transportation to seniors to local stores/pharmacies/banks for them to get the necessary emergency items they may need. This may require more than the usual number of vans used on a daily basis.
- Call frail elder to inquire of their immediate safety needs.
- Gas up all vans and Taurus. Keys to all vehicles are located at the Town Garage.

VEHICLE LIST update 2017

All vans are parked and locked at the DPW Lot. Keys for all vans and Taurus are located at the Town garage.

Director's car is parked at the senior center for medical transportation usage.

Vehicle #1:	2004 Ford Taurus	Pt# M86272	5 Passenger Car
Vehicle #3:	2011 Ford E350	Pt# M88451	10 Passenger Van (COA)
Vehicle #4:	2088 Ford Star Bus	Pt# HP96Y	14 Passenger Van (Social Day)
Vehicle #5:	2012 Ford Starcraft	Pt# M84617	14 Passenger Van (COA)

INFORMATION RELEASE

I understand that I am not required to fill out this form. I give permission for the information, that I provided on this form, to be used for the Fairhaven emergency and disaster management planning.

I understand that this information will be shared with the Town of Fairhaven to include Board of Health, Council on Aging, Fire and EMS Department, and Police Department.

I understand that this information will not be redistributed or sold.

Signature

Print Name

Date

Please return this form to:

**Fairhaven Council on Aging or
Fairhaven Fire Department
by Mail or Drop off**

TOWN OF FAIRHAVEN

Fairhaven Fire & EMS Dept.

Emergency: 911

Tel: 508-994-1428

Fairhaven Police Department

Tel: 508-997-7421

Fairhaven Council on Aging

229 Huttleston Avenue

Fairhaven, MA 02719

Tel: 508-979-4029

Fairhaven Board of Health

40 Centre Street

Fairhaven, MA 02719

Tel: 508-979-4022

Shelters

Wood School

60 Seconticut Nk. Rd.

Hastings Middle School

30 School St.

**Utilities including Electric, Water and
Sewer Systems may be shut down-
prior to an emergency.**

Pets are not allowed at shelter sites

TOWN OF FAIRHAVEN

EMERGENCY ASSISTANCE FORM



OLD **ERE** **V**

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name:

Telephone:

Out-of-Town Contact Name

Telephone:

Neighborhood Meeting Place:

Meeting Place Telephone:

Dial 9-1-1 for Emergencies!

OLD **HERE** **V**

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name:

Telephone:

Out-of-Town Contact Name

Telephone:

Neighborhood Meeting Place:

Meeting Place Telephone:

Dial 9-1-1 for Emergencies!

5.16.2014

COA and Social Day
EMERGENCY PREPAREDNESS PLAN 5.2017

Director Anne Silvia
Senior Clerk Cynthia J. Vandenburg
Custodian Rosemarie Houghton
Van Driver Paul Simmons

Adult Social Day Program

Social Day Coord Susan E. Roderiques
Social Day Activity Dir Sally Bourke
Driver/Monitor David Holmes
Driver/Monitor Michael Brodeur

Outreach Coordinator Grant

Outreach Coord. Lucille Dauteuil
Outreach Specilist Carolyn D'Antoni

Formula Grant

Volunteer Coord Christine Alfonse
Receptionist Phyllis Pequita

Van Driver Frank Barcellos

ARAW Medical Transportation Grant

Driver David Gagnon
Driver Leon Hebert

Extra Numbers

Phil Beard
Coastline Elderly Services, Inc.

Nancy Kleinowski Kitchen Manager Coastline
Warren Rensehausen (Recreation Center)

FAIRHAVEN SENIOR LIFESTYLES

Dedicated to Serving Fairhaven's Finest, Our Senior Citizens



229 Huttleston Avenue, Fairhaven, MA 02719

Phone: (508) 979-4029 · Fax: (508) 979-4116

Email: asilvia@fairhaven-ma.gov - Website: www.fairhaven-ma.gov

JUNE 2017

HURRICANE SEASON 2017 - JUNE 1st THROUGH NOVEMBER 30th

Yes, it is that season again. Hurricane season runs June 1st through November 30th. Many can remember the devastation that our Community received during past hurricanes. It is always wise to be prepared. Once again, the Fairhaven Senior Center is taking space to help you prepare for potential hurricane disasters. The following article and that on Page 5, was taken from the Town of Fairhaven web page : <http://fairhavenma.virtualltownhall.net>.

Know what a hurricane WATCH and Warning means:

WATCH: Hurricane conditions are possible in the specified area of the WATCH, usually within 36 hours.

WARNING: Hurricane conditions are expected in the specified area of the WARNING, usually within 24 hours.

Prepare a Personal Evacuation Plan:

Identify ahead of time where you would go if you are told to evacuate. Choose several places - a friend's home in another town, a motel, or a shelter.

Keep handy the telephone numbers of these places as well as a road map of your locality. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.

Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.

Assemble a Disaster Supplies Kit containing:

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions on how to turn off electricity, gas, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Prepare for high winds:

Install hurricane shutters or purchase pre-cut 1/2" outdoor plywood boards for each window of your home. Install anchors for the plywood and pre-drill holes in the plywood so that you can put it up quickly.

Make trees more wind resistant by removing diseased and damaged limbs, then strategically remove branches so that wind can blow through.

Know what to do when a hurricane WATCH IS issued:

Listen to NOAA Weather Radio or local radio/TV stations for up-to-date information.

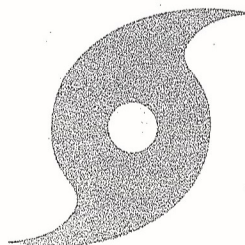
Prepare to bring inside any lawn furniture, outdoor decorations or ornaments, trash cans, hanging plants, and anything else that can be picked up by the wind.

Prepare to cover all windows of your home. If shutters have not been installed, use pre-cut plywood as described above. Note: Tape does not prevent windows from breaking, so taping windows is not recommended.

Fill your car's gas tank.

Recheck manufactured home tie-downs.

Check batteries and stock up on canned food, first aid supplies, drinking water and medications.



Anne Silvia, Executive Director
Cindy Vandenburg, Senior Clerk
Sue Roderiques, Social Day Coord.
Sally Bourke, Social Day Activities Dir.
Lucille Dautueil, Outreach Coordinator
Carolyn Dantoni, Asst. Outreach Coord.
Christine Alfonso, Volunteer Coord.
Phyllis Pequita, Office Assistant
Rosemarie Houghton, Environmental
Van Drivers
Paul Simmons, Frank Barcellos,
David Gagnon, Leon Hebert
Cindy Vandenburg, Newsletter Editor

BOARD OF DIRECTORS

Joan Mello, Chairperson
Lindsay Gordon, Vice Chairperson
Gerald Brecken, Secretary
Albert Borges, Member
Francis Cox, Member
Lee Cummings Allaire, Member
Joseph Borelli, Associate
Elaine O'Neill, Associate
Jack Oliveira, Associate
Dorothy Reid, Associate

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Menu	Page 7

MISSION STATEMENT

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Is an Advocate for improved
Quality of Life for Seniors through
Education, Programs & Services.

Continued on page 4

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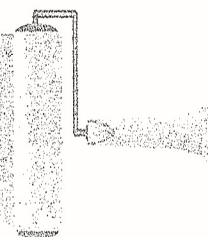
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 YOUR WATER USAGE.**

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 THAT SUPPORT OUR COMMUNITY**



Appendix K: TOWN HALL PLANS

TOWN HALL

General

The Town Hall will be closed during a hurricane or natural disaster event. The time of closing of all public buildings (excluding Police, Fire and Public Works), will be determined by the Town Administrator.

Town Administrator and staff (as required) will relocate to the Emergency Operation Center at the Fire Station at least 6 hours prior to the storm arrival.

Staff	Address	Tel. No.
Mark Rees		
Anne O'Brien		
Loreen Pina		
Ashlee Lentini		

Staff will be coordinated 12 hours or earlier prior to storm arrival to answer phones and letters or orders (as required) at EOC. Custodian Frank Fostin, 1093 Rockdale Avenue, New Bedford [Tel. No. (508) 994-1425 (H) or 774-930-1496 (Cell)] along with Finance Director's staff will remove all files, desks, copy machines and other removable objects from the basement to the first or second floor.

Eight (8) to twelve (12) hours or earlier before the storm arrival the following will be done by staff in each department:

1. All vital records will be placed in safes.
2. All desks and equipment near windows will be moved to the center of rooms and covered with plastic.
3. All electronic equipment will be disconnected.
4. All windows in office will be taped.
5. All electrical circuits will be disconnected except sump pumps.
6. All basement doors will be sand bagged. (Contact Highway or Emergency Management Agency.)

Animal Control Officer

Staff	Address	Tel. No.
TBD		

ACO will secure Shelter 8 to 12 hours prior to storm arrival. Animals are to be fed and cages cleaned. ACO will report to Public Works Building for standby or assignment 6 hours prior to storm arrival.

Building Department

Staff	Address	Tel. No.
Wayne Fostin, Building Commissioner		
Paula Medeiros, Administrative Asst.		
John Cottrill, Chief Wire Inspector		
Henry E. Daigle, Gas Inspector		
Norman Lussier, Plumbing Inspector		

Twelve (12) hours prior to the storm arrival they will assist Town Hall Custodian with removing files, desks, etc. from basement of Town Hall to first or second floor. In addition, they will tape windows in offices and cover desks and equipment in offices. Six (6) hours prior to storm arrival they will report to the Public Works Building for assignment.

Upon being notified by the Board of Selectmen/Town Administrator of an immediate disaster or impending disaster, the following actions shall be taken:

1. Prior to emergency:

- a) The Building Commissioner shall report to the command center located at Police/Fire Headquarters at 146 Washington Street and bring the following items:
 - i) Town vehicle with full tank of gas
 - ii) Personal items required for an extended stay (i.e. change of clothes, blanket, toothbrush, etc.)
 - iii) The Town Emergency Plan including a map of Fairhaven and Flood Zone Maps iv) Gas detector
 - v) Camera with sufficient film vi) Notebook and paper vii) Condemned signs and a staple gun
 - viii) Items used to assist the Fire Department or BPW (i.e. 4 wheel drive truck, chain saw, rope, etc.)

2. During the emergency:

Assist various departments, Police/Fire/BPW in emergency operations and advise on potential hazards such as unsafe structures, live wires or gas leaks.

3. Immediately after the emergency:
 - a) Survey of all damaged areas
 - i) Make note of each structure surveyed ii) Take pictures of areas affected for future reference iii) Post dangerous structures and report to Command Center those buildings needing immediate attention
4. Trade inspectors will:
 - a) Coordinate with Command Center areas needing immediate inspection for restoration of utilities
 - b) Dispatch inspectors to areas needing immediate attention

It may be necessary to have access to the Shellfish Warden's boat to observe the damaged areas along Sconticut Neck and West Island.

Finance Department

Staff	Address	Tel. No.
-------	---------	----------

Wendy Graves		
--------------	--	--

Health Department

Staff

Peter DeTerra

Jeannine L. Lopes

Lindsay Gordon

Patricia Fowle

Twelve (12) hours or earlier prior to storm arrival Health Agent will remove lab chemicals and equipment to first floor. All other equipment will be secured.

Health Agent will report to EOC or Public Works Building six (6) hours prior for standby or assignment.



Town of Fairhaven
Massachusetts
Office of the Tree Warden

Fairhaven MA 02719

Center Street

Dr. Brian K. Bowcock
Tree Warden

(508) 979-4023

Fax: (508) 979-4079

selectmen@Fairhaven-MA.gov

June 19, 2017

Tree Warden:

Dr. Brian K. Bowcock



Tree Workers:

Michael Pimentel



Alex Kuechler



Michael Letourneau



Chad Francis



Daniel Machado



Dana Leubenstein



Jonathan Fagundes



Equipment available:

- One bucket truck. The fire department bucket truck can be used as an alternative.
- Two wood chippers
- Various size chainsaws
- Ropes and equipment

Personnel and equipment will be stationed at the Fire Department headquarters and will be available to carry out any emergency duties as needed.