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TOWN OF PLYMOUTH
OFFICE OF
EMERGENCY MANAGEMENT
2209 State Road
Plymouth, Massachusetts 02360

MEMO

Date: August 25, 2015

To: Board of Selectmen
Finance & Advisory Committee

Cc: Melissa Arrighi, Town Manager
Lynne Barrett, Finance Director

From: Aaron Wallace, Emergency Management Director

Re: Fall 2015 ATM, Article 4K

Article 4K seeks to provide adequate planning funds to complete a Comprehensive Emergency Operations Plan for the Town of Plymouth. While the Office of Emergency Management coordinates disaster planning for town departments, each department and office within the town's executive is responsible for maintaining the ability to address functional emergency processes for their respective operations. FEMA Public Assistance requests for the latest disaster declaration associated with the severe winter storms of 2015 have identified areas of improvement in emergency response policies which should be developed and documented to be consistent with the current rollout of the Federal Interagency Operations Plans and Presidential Policy Directive / PPD-8 National Preparedness Goals.

Funding of this article at a proposed $100,000 would expand the Town of Plymouth's plan from its current form into four comprehensive sections:

1. Section One: The Basic Plan will detail the emergency response policies and describes the response organization(s). The Basic Plan will outline all aspects of the authority of agencies and departments, planning assumptions, updated hazard & vulnerability assessment material, and emergency management roles and responsibilities.

2. Section Two: Emergency Support Functions will provide information about the Town department capabilities and describes how departments will carry out a specific function in any emergency situation. The Emergency Support Functions are plans organized around the performance of a broad task.

3. Section Three: Support Annexes will provide guidance and describe the functional process and administrative requirements necessary to ensure efficient and effective implementation of the Town of Plymouth' incident management

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objectives. The following is a list of Support Annexes proposed for the Town of Plymouth's Emergency Operations Plan.

- Direction & Control
- Communications & Warning
- Evacuation
- Continuity of Operations

4. Section Four: The Incident Annexes will provide information about how the Town of Plymouth's departments will respond to specific situations. The following is a list of Incident Annexes proposed for the Town of Plymouth's Emergency Operations Plan:

- Debris Management
- Drought
- Severe Weather
- Earthquake
- Security & Protection

As you prepare the upcoming fiscal year budget, I ask that you weigh the considerable good adequate planning funding will provide the Town of Plymouth in its mission to protect its citizens and resources. Directing much needed resources to comprehensive planning will assist departments with their tasks in preparing, training for and executing emergency operations and recovery work.

Article 4K Comprehensive Emergency Operations Plan

Sponsor: Office of Emergency Management

Background

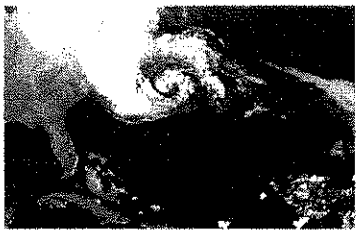
- The Massachusetts Emergency Management Agency provides an online CEMP template for communities to review and fill out in order to complete a boilerplate informational plan. This template provides very little operational or tactical support to community response agencies.
- IAW with PPD-8, Federal Interagency Operational Plans (FIOP) for Protections, Response & Recovery are currently under a national engagement and review period through September. These planning revisions are goal oriented to better align resources and deliver core capabilities to respond to national preparedness goals and domestic incidents.

Background (cont.)

- Plymouth has grown beyond the rural designation (50,000+) and would benefit greatly from an actionable emergency planning tool to improve departmental, government, and private support for response and recovery to domestic incidents which includes a natural disaster.
- Ensuring our planning is designed and departments are trained in coordination with the current tenets of the federal core capabilities and National Disaster Recovery Framework will ensure our local government is using effective decision making and devising practical solutions which will ensure Plymouth is in the best position to recover quickly to protect our governmental, cultural, environmental, and financial assets.

Purpose

- OEM appeals to obtain consultant services to complete a CEOP. The Town of Plymouth's EOP needs to be revised to comply with National Incident Management System standards, appropriate Emergency Management accreditation standards, FEMA CPG 201, and all National Preparedness Directorate policies and FIOP updates.



Scope

- Recent events and weather phenomena have resulted in a number of revised practices involving state & federal emergency management planning. As proposed the successful contractor will:
  - Assess all current departmental & state programs
  - Develop recommended policies & procedures
  - Complete a Comprehensive Emergency Operations Plan which implements a Basic Plan and guided actions for Emergency Support Functions (ESFs)
  - Produce operational Support & Incident Annexes

Considerations & Summary

- The project scope will incorporate the whole community into the emergency planning process.
- Provides appropriate guidance for converting information into a usable form, including required provisions for processing federal reimbursement to maximize receipt of future Public Assistance made available through the Stafford Act.