

**TOWN OF ORFORD
EMERGENCY MANAGEMENT PLAN**

GENERAL

A. PURPOSE

The purpose of this Emergency Management Plan is to make each organization and department aware of its responsibility in all-hazard emergency operations. This plan, upon being implemented by the community government, will provide the basis for coordinating protective actions prior to, during and after any type of disaster. It was prepared to conform to guidelines established by the Federal Emergency Management Agency, U.S. Nuclear Regulatory Commission, Federal Energy Regulatory Commission and the New Hampshire Emergency Management Agency and is in concert with the State of New Hampshire Emergency Management Plan. The Chairman of the Board of Selectmen shall inform the public of the existence of said Plan.

B. AUTHORITIES

Authority for this Plan and Annexes is contained in U.S. Public Laws 81-920 and 93-288, as amended, the State of New Hampshire Revised Statutes Annotated, as amended, and applicable local ordinances. By law, the Chairman of the Board of Selectmen is responsible for all emergency operations in the community and has the authority to appoint a Emergency Management Director, delegating said person with the power to establish a Emergency Management organization to carry out the various phases of the emergency plan. Operations under this plan will commence on orders of the Chairman of the Board of Selectmen, or his/her designee, in the event of an imminent or existing emergency situation.

C. SITUATION

The Town of ORFORD, County of Grafton, is situated in the central portion of the State on the Connecticut River (the western boundary of the State of New Hampshire). It is located between Lyme, New Hampshire to the south and Piermont, New Hampshire to the north. On the east, it is bounded by Wentworth, New Hampshire and on the west by the Connecticut River and Fairlee, Vermont. The primary highways in Orford are Route 10 (north/south) and Route 25A (east/west). The population of Orford is 1,091 (2000 Census). Orford is primarily a residential/farming community with several small commercial enterprises.

ORFORD is governed by a Board of Selectmen and provides the following services to it's citizens: Police Department, a Volunteer Fire Department, a Volunteer F.A.S.T. Squad and a Highway Department. Local mutual aid agreements are in effect with the surrounding communities. Ambulance service is provided by a private organization located in Fairlee, VT.

ORFORD has no primary source of public transportation. However, school buses of the Rivendell School System (K-12) could be utilized in the event of an emergency situation.

ORFORD is influenced by the two modes of mass transportation located 1/4 mile to our west in Fairlee, Vermont: Interstate 91 and an active rail line.

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The following natural or man-made emergencies are the prime consideration of this Emergency Plan:

1. Railroad Accident	10. Civil Disturbance
2. Earthquake	11. Electric Outage
3. Conflagration	12. Tornado
4. Downed Aircraft	13. Flooding (Riverine)(Ice Jam) (Dam Breach)
5. Multiple Vehicle Accidents	14. Bomb Threat
6. Hurricane	15. Explosion
7. Snow & Ice Storm	16. Biological/Chemical Accident (Transport) (Storage)(Terrorism)
8. Fuel Shortage	17. Nuclear/Radiological Attack (Blast Risk) (Fallout Risk)
9. Water Outage	18. Nuclear Power Plant Accident Vermont Yankee Seabrook

In the event of a nuclear/radiological attack upon the United States, it is impossible to state in advance the objectives of such an attack or of its probable effects upon the Town of ORFORD. Relocation of all but essential personnel has been recommended.

D. ORGANIZATION

The Emergency Management Organization of ORFORD is as follows:

- Board of Selectmen
- Administrative Assistant
- Police Department
- Fire Department
- Highway Department
- Town Clerk
- Town Treasurer
- Town Attorney
- Planning Board
- School Superintendent
- Public Utility Representative (Optional)
- Emergency Management Director

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E. RESPONSIBILITIES

The Board of Selectmen are responsible for:

1. Supporting the Emergency Management Office in establishing, equipping and staffing an Emergency Operations Center (EOC).
2. Protecting life and property through executive decisions assisted by all departments and organizations stated herein.
3. Issuing the Declaration of a State of Emergency.
4. Coordinating emergency operations.
5. Requesting and coordinating all military assistance.
6. Coordinating financial support for emergency response and recovery operations.
7. Issuing emergency evacuation recommendations.
8. Providing emergency public information and instructions.
9. Coordinating emergency shelter, feeding, and clothing.
10. Providing leadership for disaster mitigation programs.
11. Coordinating emergency repairs to essential community structures.
12. Coordinating damage assessment activities.
13. Enforcing public health standards
14. Assist in coordinating emergency shelter and feeding.
15. Directing inoculation or immunization
16. Coordinating emergency health care planning.
17. Coordinating mass burials.
18. Maintaining a record of names/locations of handicapped and infirm citizens of the Town of ORFORD

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The Emergency Management Director is responsible for:

1. Coordinating emergency operations training for all departments.
2. Coordinating test exercises of a multi-department nature and assisting departments to conduct their own test exercises.
3. Acting as logistical support for materials and manpower as required.
4. Maintenance of the Emergency Management Plan.
5. Providing and maintaining an up-to-date departmental emergency operations plan and assisting other departments in providing and maintaining their own departmental emergency operations plans.
6. Providing information on existing and potential resources.
7. Providing and coordinating administrative support for the Emergency Operations Center (EOC).
8. Coordinating emergency functions for community organizations and industries.
9. Coordinating the rationing of essential community resources and supplies, as directed by the Chairman of the Board of Selectmen.
10. Coordinating the training and assignment of public shelter management and staff.
11. Establishing a community shelter plan.

The Town Attorney is responsible for:

1. Gathering and analyzing all information and instructions for the general public to be released by the Selectmen.

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The Fire Department is responsible for:

1. Emergency operations training for its personnel.
2. Assisting the Police Department in providing crowd control when required.
3. Dispersing its own equipment and manpower to strategic locations, as necessary.
4. Containing and extinguishing fires.
5. Coordinating regional fire mutual aid.
6. Coordinating rescue operations and emergency medical services.
7. Providing and maintaining an up-to-date S.O.P.
8. Receiving warnings from the Hanover Dispatch National Alert and Warning System (NAWAS) point and alerting local officials.
9. Developing a public warning plan and system.
10. Coordinating the emergency communications system.
11. Controlling emergency operations in hazardous materials accidents or incidents.

The Highway Department is responsible for:

1. Providing emergency operations training for members of its own staff, assisted by the Emergency Management Director.
2. Assisting in the protection of life and property.
3. Dispersing its own equipment and manpower to strategic locations.
4. Maintaining and training its own auxiliary forces, assisted by the Emergency Management Director.
5. Coordinating regional highway mutual aid.
6. Keeping streets clear of debris.
7. Providing refuse disposal during a disaster.
8. Providing and maintaining an up-to-date highway department emergency implementation plan, assisted by the Emergency Management Director.
9. Coordinating emergency transportation.
10. Coordinating restoration of utility services.

The Planning Board is responsible for:

1. Providing maps for planning and EOC display purposes.

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The Police Department is responsible for:

1. Protecting life and property.
2. Providing emergency operations training for its own personnel consistent with federal and state laws.
3. Conducting its own test exercises.
4. Providing crowd control..
5. Dispersing its own equipment and manpower to strategic locations, as necessary.
6. Maintaining and training its own auxiliary forces.
7. Coordinating regional police mutual aid.
8. Providing and maintaining an up-to-date police department emergency implementation plan.
9. Assisting the Fire Department as required.
10. Coordinating all emergency traffic control procedures with in the community.

The School Superintendent is responsible for:

1. Providing emergency operations training for its own personnel consistent with federal and state law.
2. Conducting test exercises.
3. Coordinating regional school mutual aid.
4. Registering evacuees.
5. Assisting the Red Cross in the mass feeding and sheltering of evacuees.
6. Coordinating emergency operations planning in all public schools and maintaining an up-to-date school department emergency implementation plan.

The Town Clerk is responsible for:

1. Providing population data.
2. Protecting all town records.

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The Town Treasurer is responsible for:

1. Maintaining records of emergency expenditures.
2. Advising selectmen on the disbursement of town funds.

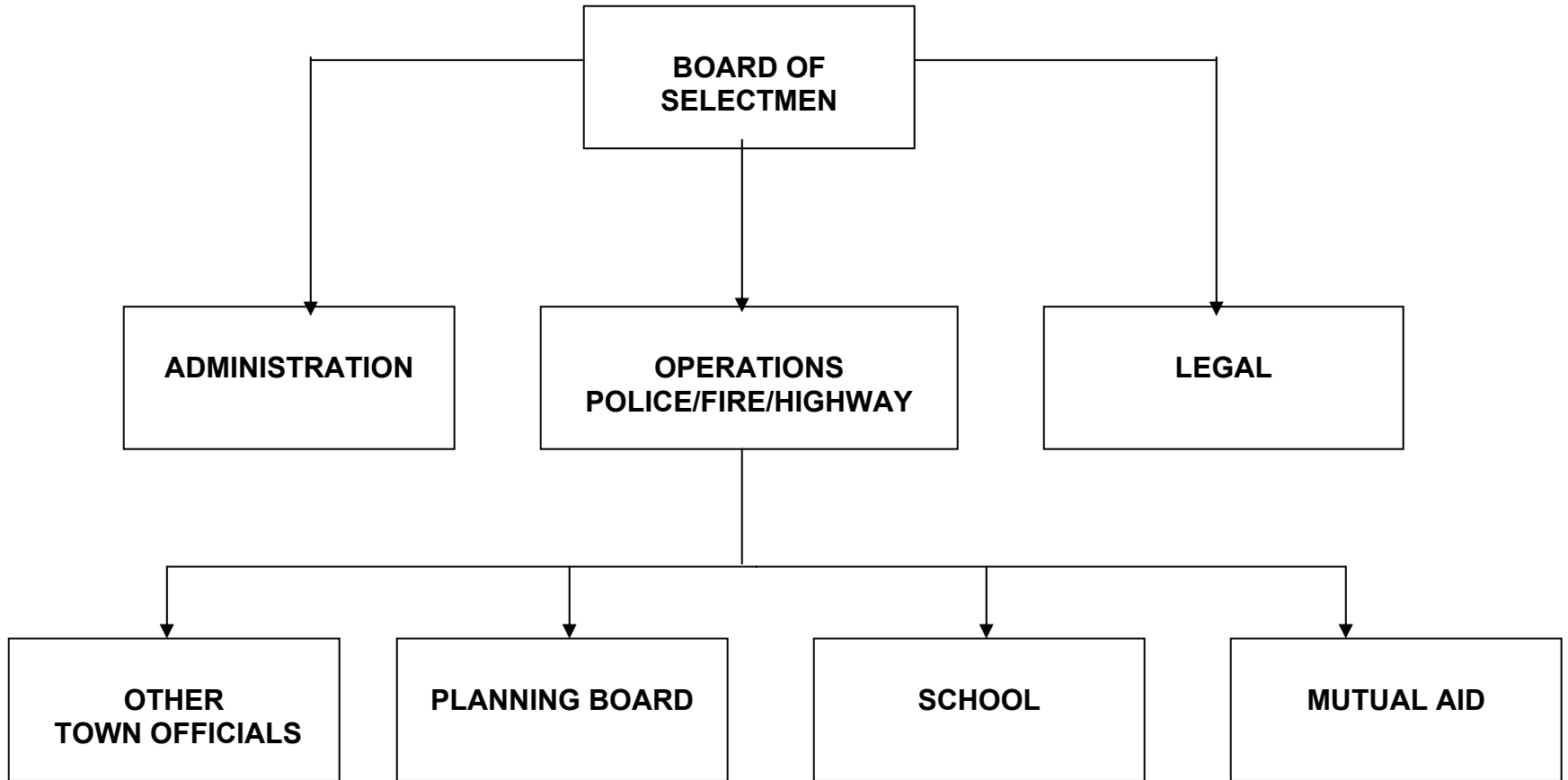
The Central Vermont-New Hampshire Valley Chapter of the American National Red Cross
is responsible for:

1. Assuring emergency blood bank supplies at area hospitals.
2. Assisting in providing emergency food, clothing, shelter and first aid.
3. Providing individual family assistance.
4. Managing emergency shelter operations.

The Central Vermont-New Hampshire Valley Chapter has a branch responsible for covering Orford, NH. The branch is located in White River Junction, Vermont. The phone number is 1-802-295-3635.

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**TABLE 1
EMERGENCY MANAGEMENT ORGANIZATION CHART**



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TABLE 2

FUNCTION/RESPONSIBILITY MATRIX

P = PRIMARY S = SUPPORT	BOARD OF SELECTMEN	ADMIN ASSISTANT	TOWN ATTORNEY	FIRE DEPT.	POLICE DEPT.	HIGHWAY DEPT.	PLANNING BOARD	SCHOOL SUPER.	MUTUAL AID	F.A.S.T. SQUAD	EMERGENCY MANAGE. DIRECTOR
DIRECTION AND CONTROL	P	S	S	S	S	S	S	S	S	S	S
COMMUNICATIONS				S	P	S				S	S
WARNING	S			S	P	S				S	S
RADIOLOGICAL DEFENSE	S			S	S	S			S	S	S
LAW ENFORCEMENT				S	P	S					
FIRE SUPPRESSION				P	S	S				S	
RESCUE				P	S				S	S	
EVACUATION	P	S	S	S	S	S	S	S	S	S	S
RESOURCE MANAGE.			S	S	S	S					P
HEALTH AND MEDICAL	S			S	S				S	P	S
SHELTER AND FEEDING	S			S	S	S		P		S	S
EMERGENCY PUBLIC INFORM.	P	S	S	S	S	S	S	S	S	S	S
RECOVERY	P			S	S						S
MITIGATION	P	S	S	S	S	S	S	S	S	S	S

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DEFINITIONS AND ACRONYMS

PURPOSE

The purpose of this section is to provide a common reference for terms and phrases used in this Plan.

Access Control	The prevention of unauthorized people from entering a specific area. Road barriers and traffic controls would be used to affect access control.
Emergency Broadcast System (EAS)	Network of radio stations which provide a direct link between responsible public officials and the public. EAS stations broadcast instructions describing what steps the public should take.
Emergency Operations Center (EOC)	A location designated by state and local emergency response organizations as an assembly area for their respective staffs. This facility is the central command and control point.
Emergency Response Organization	The combination of Local, State, Federal, and private agencies designated specifically to provide the capability to implement emergency response procedures.
Key Officials	Official representatives of Local, State, and Federal government or private organizations that have a specified role in the emergency response organization and have been authorized to perform specified emergency response functions.
Mass Care Shelter	The locations at which evacuees are fed and housed after transport from a reception center.
Reception Center	A location which provides services for any evacuated population in need of public assistance. Decontamination, registration, food and shelter can be arranged by the emergency workers at a reception center.
Support Agencies	Local, State and private agencies which provide personnel, equipment, facilities or special knowledge to support the implementation of the emergency response.
ARC	American Red Cross
EAS	Emergency Alert System
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
NHOEM	New Hampshire Office of Emergency Management
RADEF	Radiological Defense