

**Waldo County Local Emergency Management Preparedness Tasks**  
(Updated: Sept 24, 2018)

<b>Local Emergency Management Preparedness Tasks</b>	<b>Responsible Position</b>	<b>Information to provide the County EMA</b>
Update or enact an EM Ordinance	Selectmen	Please provide a copy to EMA
Update the Local EMD Resource Binder	Local EM Director	Coordinate with EMA for help
Update and sign the Municipal Emergency Operations Plan (EOP)	Local EM Director	Please provide a copy to EMA
Maintain an updated copy of County EOP	Local EM Director	Acquire a copy from EMA
Schedule and advertise Emergency Preparedness courses	Local EM Director	Contact EMA to schedule instructor
Have hard copies of all EOC forms on hand in EOC	Local EM Director	See EMA if you need copies
Establish, supply, equip and prepare the EOC	Local EM Director	Contact EMA if you need assistance
Locate, fuel and test under load the EOC generator	TBD	Let EMA know generator size (kw) & fuel
Identify all municipal officials who are assigned to the EOC	Local EM Director	Provide copy of EOC staffing to EMA
Create or update an EOC Recall Roster	Local EM Director	Maintain a copy at the Town EOC
Complete EOC training for all EOC staff	Local EM Director	Contact EMA if you need assistance
Test the EOC staff with an EOC exercise	Local EM Director	Contact EMA if you need assistance
Create or update a Resource Contact List	Local EM Director	
Test EOC radio communications with County EOC	Local EM Director	Contact EMA prior to radio check
Test FD/EOC radio communications in various locations around Town	Fire Chief	Test between Town EOC & field personnel
Develop a list of community organizations in Town with contact info	Local EM Director	
Locate and get approval for use of a facility for a Warming Center	Local EM Director	Let EMA know of location
Acquire Volunteers/Organization to operate the Warming Center	Selectmen	
Locate and get approval for use of a facility for a Mass Feeding Site	Local EM Director	Let EMA know of location
Acquire Volunteers/Organization to operate the Mass Feeding Site	Selectmen	
Locate and get approval for use of a facility for a Point of Distribution	Local EM Director	Let EMA know of location
Acquire Volunteers to operate a Point of Distribution	Local EM Director	
Establish a public water supply with backup power	Local EM Director	
Acquire Volunteers to complete Resident status checks	Local EM Director	
Provide personal preparedness information to your residents	Local EM Director	See EMA if you need copies
Establish an Emergency Fuel Supply plan with a local gas station	Local EM Director	Let EMA know which gas station