

Maine Local Emergency Management Program

Quick Reference Checklist

(Adapted from Appendix I of the State of Maine Local Emergency Management Director Handbook)

Emergency management is a shared responsibility across all levels of government but it begins at the local level. Municipalities are the front line of defense when disaster strikes, and it's essential that every town is prepared to respond quickly and effectively to protect lives and property.

Local Emergency Management Agencies (EMAs) coordinate the overall response and recovery efforts when an incident involves multiple departments or overwhelms normal public safety operations. They **do not replace** police, fire, EMS, or volunteer response organizations, but instead ensure that all available resources are organized and used effectively.

Maine law requires that municipalities **use all local resources to the fullest extent** in an emergency. When local capacity is exceeded, mutual aid is requested. If those resources are also exhausted, the **County EMA Director steps in to coordinate regional assistance**. If the situation surpasses county capabilities, the **Maine Emergency Management Agency (MEMA)** is contacted to provide state-level support.

Being prepared means more than having plans. It requires **strong coordination, regular training, and clear knowledge of roles and resources**. Use the checklist below to ensure your community is ready to respond.

Leadership & Coordination

- ☐ **EMA Director appointed in accordance with state law**, with town support and adequate budget.
- ☐ EMA Director has read the **State of Maine Local Emergency Management Director Handbook**.
- ☐ Good working relationship with **County EMA Director**; regular communication and meeting attendance.
- ☐ Town has an **EMA ordinance** to support emergency actions.
- ☐ EMA Director understands government processes and how to access support.
- ☐ Public and town officials are kept informed of EMA activities.

Facilities & Resources

- ☐ Designated **Emergency Operations Center (EOC)** with radio, phone, internet, fax, and backup power capabilities.
- ☐ Identified available and needed emergency resources.
- ☐ Mutual Aid Agreements for reciprocal emergency and disaster assistance are **written, coordinated, and approved**.

Planning & Risk Management

- ☐ **Emergency Operations Plan (EOP)** is up to date, aligns with county, hospital, and LEPC plans.
- ☐ Completed and periodically reviewed **Hazard Identification & Risk Assessment**.
- ☐ **Mitigation opportunities** identified through coordination (planning boards, road commissioner, code enforcement, etc.).
- ☐ **Capability assessments** updated as hazards/resources evolve.
- ☐ Town participates in the **National Flood Insurance Program**.
- ☐ Awareness of **vulnerable populations** within the town.
- ☐ Understand how to access **FEMA disaster programs**.

Training & Community Involvement

- ☐ Trained **local response team** and **damage assessment team** in place.
- ☐ Participation in **drills/exercises** at local, county, hospital, and state levels.
- ☐ EMA **training encouraged** for officials and residents.

 **Need assistance? Contact your County EMA Director.**

