COMMUNITY ORCHESTRATION GUIDE

Best Practice Preparation for a Commercial Fishing Incident

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I.   Introduction

Commercial fishing is 40 times more deadly than the average United States profession according to the National Institute of Occupational Safety & Health. (NIOSH, Commercial Fishing Safety in the United States, 2025) A review of the U.S. Commercial Fishing Incident Database (CFID) from 2000-2019 indicates on average 43 commercial fishing lives were lost annually (NIOSH, Commercial Fishing Safety in the United States, 2025). In the first half of 2025 alone, 4 commercial fishermen from Downeast Maine lost their lives. When these incidents occur, the fishing community often takes on the role of a first responder. As word gets out of trouble, 10's to 100's of people show up at a local dock or the scene of an accident and begin acting to help the people/persons in distress. It's hard to describe the phenomenon, it's just what Maine coastal communities do. As one interviewee phrased it "200 people showed up and probably had 150 different reasons why". **Quickly harnessing the community resources effectively can make a difference in saving lives.**

The objective of this guide is to offer best practices that enable **every Maine harbor to create a detailed emergency response plan for a commercial fishing incident that complements – not replaces –** existing protocols from the U.S. Coast Guard (USCG), Maine Marine Patrol (MMP), and other federal, state, and local agencies. The goal is to ensure communities can safely and meaningfully support official response efforts without interfering with investigations or endangering themselves or others. **The best way to use this guide is BEFORE an incident occurs, as a proactive tool for planning and prevention.**

This guide defines **a commercial fishing incident as an event that may indicate the injury or death of a commercial fisherman while doing their job.** It is important to note is that there is little to no similarity across commercial fishing incidents, they are all different and it's impossible to create a comprehensive guide for every situation. Today's initial community responses are rarely effectively orchestrated or accurately informed as the situations emerge. This guide will outline how the community response can be critical to the probability of a victim's survival. The best practices presented have emerged across many incidents. These were documented via interviews and responses from over 20 experienced individuals representing 16 Maine serving organizations and several impacted families, coupled with insights from hundreds of pages of existing documentation and research.

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II. Executive Summary

The "Community Orchestration Guide" is a vital resource for Maine's coastal communities, offering best practices to prepare for and respond to commercial fishing incidents. Given the high-risk nature of commercial fishing, this guide is essential for safeguarding lives and ensuring coordinated, effective responses.

Key highlights include:

- **Emergency Response Plans:** Detailed plans tailored to each harbor, complementing existing protocols from the U.S. Coast Guard and other agencies.
- **Community Involvement:** Strategies to quickly mobilize community resources, ensuring a swift and effective response.
- **Safety Measures:** Essential precautions like Personal Flotation Devices (PFDs) and Emergency Position-Indicating Radio Beacons (EPIRBs) to enhance survival chances.
- **Coordinated Response:** Defined phases of incident response, roles, and efficient communication protocols to ensure seamless coordination.
- **Emotional Support:** Recommendations for mental health support to help responders and affected families cope with the emotional toll of incidents.

By following these guidelines, Maine's coastal communities can significantly enhance their preparedness, ensuring the safety and well-being of commercial fishermen and their families.

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III. The Need for Speed and Precautionary Measures

A. The Need for Speed

Maine has the 4th longest shoreline in the United States at 3,478 miles of 'tidal shoreline', just behind Alaska, Florida, and Louisiana (NOAA) The agency that is accountable for this tidal shoreline is the Maine Marine Patrol. The Marine Patrol is organized with its headquarters in Augusta

and 2 major district offices in West Boothbay Harbor and Lamoine as shown right (as well as additional field offices in Jonesboro and Rockland). The force employs approximately 49 uniformed officers who establish tight relationships with fishing communities up and down the coast where they embed for years to learn their territory (DMR). An interactive map is provided by the Maine Marine patrol to find your local officer (https://www.maine.gov/dmr/marine-patrol/contact/marine-patrol-contact-map) With the vastness of the coastline, they are on average accountable for 71 miles of coastline per officer.
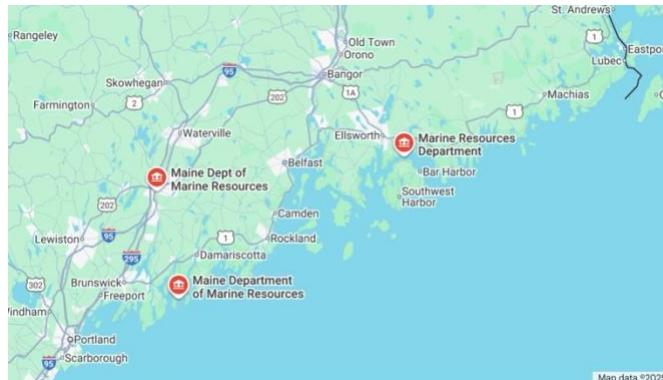
If a commercial fishing accident occurs, **by law**, the U.S. Coast Guard (USCG) Search and Rescue (SAR) team takes the lead for the incident, unless they decline it. U.S. Coast Guard Sector Northern New England Command Center in South Portland, ME is the command center that directly oversees SAR along the Maine coast. There are multiple USCG cutters and boats that could be deployed on the Maine coast via stations in Eastport, Jonesport, Southwest Harbor, Rockland, Boothbay Harbor, and South Portland as referenced left. The nearest
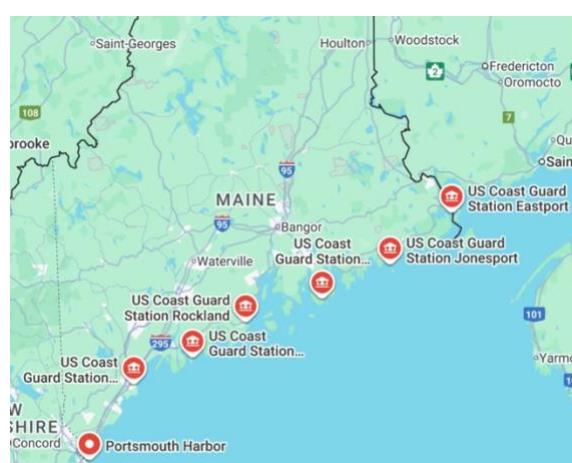
USCG choppers & fixed wings are located at Air Station Cape Cod in Massachusetts. The Coast Guard states an ability to launch with 30 minutes and the flight time to arrive between Portland to Eastport, depending on weather, could take 45 minutes-2 hours.

In addition to the vast coastline, Maine coastal waters are the coldest in the lower 48, ranging from mid-high 30's in the winter and mid 60's in the summer (NOAA). As referenced in the chart below (Aceboater), the risk of lethal hypothermia in 1-3 hours is present along coastal Maine for the majority of months and regions.

HYPOTHERMIA WATER TEMPERATURE CHART
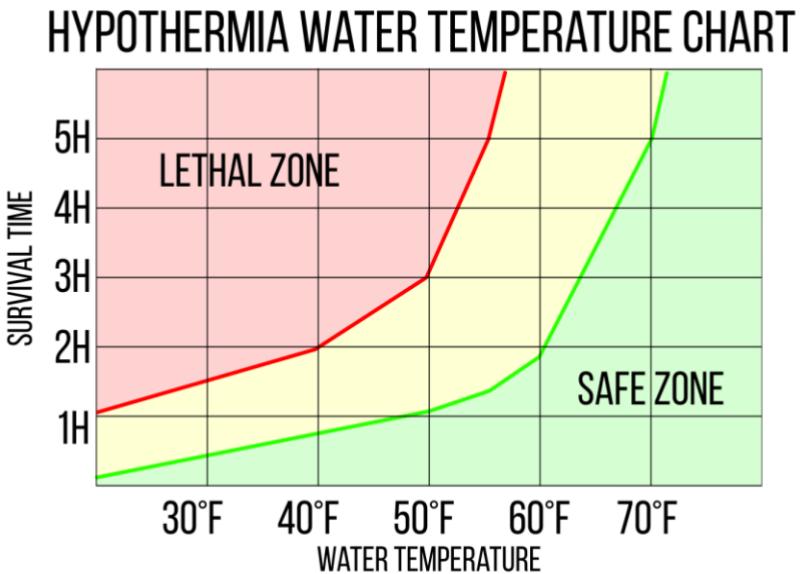
If someone ends up in the frigid water, their functions will follow the 1-10-1 rule as summarized in the graphic next (NEC). They will have 1 minute of immediate shock and then 10 minutes of meaningful movement before they then lose their ability to control their limbs, and ultimately their body will succumb to hypothermia in approximately 1 hour.

HOW TO SURVIVE GOING OVERBOARD

1 - 10 - 1

MINUTE
Cold shock sets in

MINUTES
Loss of effective use of your limbs for any meaningful movement

HOUR
Hypothermia sets in

A LIFE JACKET DRAMATICALLY INCREASES YOUR ODDS OF MAKING IT THROUGH EACH PHASE OF A COLD WATER IMMERSION.
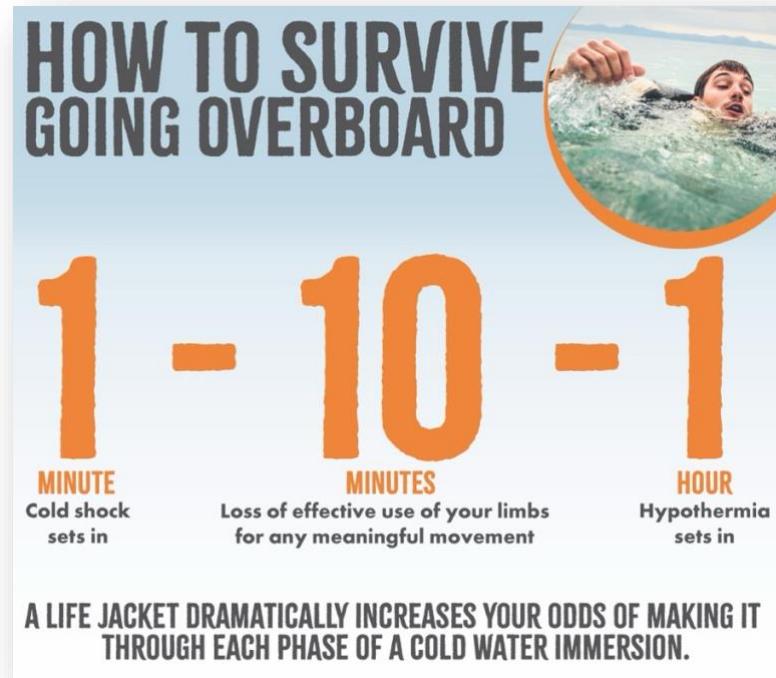
Considering the combined factors of authority response time and water temperature in a man overboard situation, it is evident that a victim without any aids (such as a PFD, survival suit, or life raft) has a high probability of perishing within 1-2 hours of being in the water. This doesn't account for medical emergencies, overdoses, vessel accidents, fires, etc. that also require quick action. Fatalities 'may' happen before the authorities even reach the incident scene.

In an actual case of loss, the fishermen's last cell phone ping was recorded at approximately 9am ET and the incident was reported to the USCG at 4:30pm ET. Despite what the family wanted to believe, the victim would not have survived 8 hours in water that would've been approximately 50 degrees. Given these time and temperature challenges, the following precautionary measures are shared for consideration as they can drastically increase survival chances.

B. Precautionary Measures

The following are a list of key measures that can be taken to improve odds of survivability and speed to rescue. They may not all be required or applicable for each fisherman's situation, but adopting a handful of these items, particularly Personal Flotation Devices (PFD's) and Personal Locator

Beacons (PLB's), significantly increases the probability of survival. Beating the Odds, A Guide to Commercial Fishing Safety by Jerry Dzugan and Susan Clark Jensen is a great reference for more detailed information and guidance (Jensen, 2022).

1.   Personal Flotation Devices (PFD's)

Life jackets or PFD's have evolved significantly over the past decade with slimmer profiles, high visibility, durable fabrics, automatic inflation, Global Positioning System/Automatic Identification System (GPS/AIS), hybrid foam/inflatable, etc., but the right PFD for any fisherman, is the one they will wear. NIOSH reports that 266 fishermen died from falls overboard between 2000-2019, representing 30% of all fatalities (NIOSH, Commercial Fishing Safety in the United States, 2025). None of the victims were wearing a functional personal flotation device (PFD) when they died. **Wearing a PFD more than doubles survival time in cold water** as documented below, giving first responders more time to find and rescue a victim (USCG, US Coast Guard Cold Water Survival Guide, 1991), (NIOSH, Commercial Fishing Safety in the United States, 2025). In addition, wearing a PFD benefits other crewmembers by giving them more time to launch an organized response.

Estimated Survival Time in Water vs. Temperature
Commercial Fishing Scenario
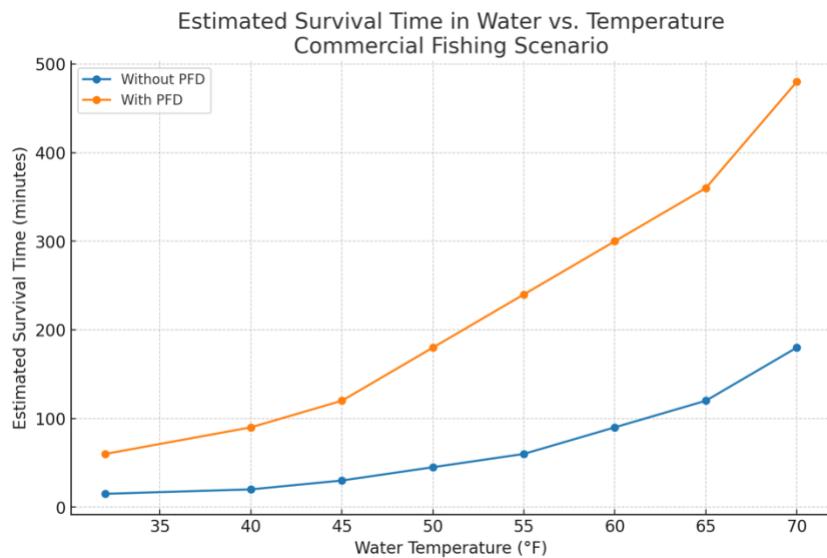
2.   Immersion Suits

An immersion suit, also known as a survival suit or a Gumby suit, is a PFD that not only provides buoyancy but adds thermal protection in cold water environments. Many also include features like whistles, lights, and tether lines to help rescuers locate and retrieve the wearer. These suits are specifically designed to prevent or delay the onset of hypothermia. Any vessel faced with an emergency that requires a crew to abandon the ship into cold water can significantly improve their survivability by using a properly maintained, fitted, and drilled immersion suit. These could be classified as the 'ultimate' PFD.

3.   Personal Locator Beacons

Personal Locator Beacons (PLBs) are essential safety devices for commercial fishermen, helping to summon help in emergencies at sea. These small, handheld, attached, or embedded devices transmit a distress signal via satellite (406MHz) and/or Automatic Identification System (AIS), providing rescuers with the fisherman's location. Depending on the device, the signal can auto deploy or manually be triggered. PLB's are particularly useful in remote areas where other forms of communication may be unavailable. 406 MHz and AIS distress messaging pairs both global and local rescue into one beacon, extending access to the Coast Guard and Search and Rescue as well as commercial and recreational boats equipped with AIS in the area. Alerting local AIS equipped boats in your vicinity allows for additional vessels to respond directly to the digital mayday with your precise location. Per a National Fisherman article "The National Transportation Safety Board (NTSB) recommends that PLBs become mandatory for all U.S. mariners." (WorkBoat, 2024)

4.   Emergency Position-Indicating Radio Beacon (EPIRB)

An Emergency Position-Indicating Radio Beacon (EPIRB) is a distress beacon designed to alert search and rescue (SAR) services in the event of a maritime emergency. It does this by transmitting a coded message via the multinational Cospas-Sarsat network of satellites. EPIRB's transmit a powerful 406 MHz distress signal, which is detected by satellites. Newer models may also incorporate AIS (Automatic Identification System) technology, transmitting on VHF

frequencies to alert nearby vessels within a 4 nautical mile range. EPIRB's can determine location using GPS or triangulation from satellites, allowing search and rescue personnel to pinpoint the vessel's position to within approximately 100 meters. These devices can be manually activated or automatically activated upon submersion in water through a hydrostatic release unit, according to Ocean Signal.

While a PLB is similar for an individual person. The EPIRB is associated with the vessel and acts as a lifeline, enabling commercial fishermen to summon help quickly and efficiently during a maritime emergency, significantly increasing their chances of survival and rescue.

5.   Man Overboard (MOB) Systems

While PLB's and EPIRB's discussed above can be considered a form of man overboard systems. There are several other evolving alternatives that will cut off the vessel's engine if a fob device is sensed beyond the boat's boundary. The ACR OLAS (Overboard Location Alert System) is one such system being tested for commercial fishing in the Maine waters by REDDE Marine Systems.

6.   Life Rafts

Life Rafts are another critical piece of equipment that can protect fishermen from cold water as described above, but many are also equipped with additional beacons, flares, etc. that can make detection much improved for search and rescue. An Alaska study published in January 2018 found the use of immersion suits and life rafts significantly improved the odds of survival (Jensen, 2022).

7.   Lifesling

A Lifesling is a man overboard recovery device, designed to help rescue someone who has fallen into the water. It's essentially a combination of a horseshoe buoy and a lifting sling, allowing for both retrieval and hoisting of the person back on board the boat. In contrast, a Life ring is primarily for flotation and marking the position of a man overboard. NIOSH states that a rescue sling or similar device is more effective than a life ring for bringing a crewmember back on the vessel (NIOSH, 2024). If investing in a

Lifesling, ensure to devise a plan for a mechanical advantage that would enable the person to be hoisted back into the vessel.

8. Bright clothes/retro-reflective tape

In prior commercial fishing incidents where drones and commercial aircraft have been used, it was noted by professionals that brighter colors and reflective stripping would have made finding a person significantly easier. When purchasing or refurbing gear, consider introducing these items if they are not already leveraged.

9. Reboarding plan/device

There are so many different types and configurations of commercial fishing vessels in Maine, but in the high majority, the ability to reboard if you've fallen into the water alone is highly difficult, especially if it continues to move. Review the vessel you fish from and devise a ladder or other device/plan to define how you could reboard if you fell off alone and/or what you would do to retrieve any of your crew.

10. Float plans

Commercial fishing often involves operating in remote locations, especially on the coast of Maine. A detailed float plan, including the planned route, departure and return times, vessel information (including rescue equipment on board, flares, EPIRB, etc.), and contact details, provides rescuers with crucial information to quickly narrow down the search area and launch a targeted search and rescue operation if needed. This can significantly improve the chances of a successful rescue in time-sensitive situations. Float plans can be shared with a trusted individual or entity ashore so they are aware of the fishing vessel's itinerary and can notify authorities quickly if the vessel becomes overdue or check-ins have been missed. This can be a communication lifeline and facilitates prompt action, even if the vessel loses its own communication capabilities.

11. Fish with a partner(s)

As referenced at the top, NIOSH reports that 266 fishermen died from falls overboard between 2000-2019, representing 30% of all fatalities. None of the victims were wearing a functional personal

flotation device (PFD) when they died, and **about 57% of falls overboard were not witnessed**, usually due to the person working alone on deck or vessel (NIOSH, Commercial Fishing Safety in the United States, 2025). Having an additional person onboard enables another set of hands in an emergency situation that could save a life.

12. First Aid Kit

As noted above, fishing in Maine predominantly happens in remote locations. In medical emergencies, the boat crew or other boats in the area are likely the first responders. It is a must to be trained and prepared with a customized first aid kit for commercial fishing. USCG/Safety of Life at Sea (SOLAS) approved marine kits can be purchased from various marine supply vendors. A more effective option could be to build your own based on the specific situation aided by guidelines documented by commercial fishermen as published by Oregon State University here: https://health.oregonstate.edu/sites/health.oregonstate.edu/files/labs/kincl/pdf/flipp_booklet_web2.pdf. If a kit is purchased, check the contents to this list and supplement as necessary.   It is also advised to be trained to operate and consider having or knowing where the closest automated external defibrillator (AED) is located.

13. Naloxone (aka Narcan)

Studies in Maine and elsewhere have shown that fishing workers are at high risk of injuries and chronic pain due to the grueling hours, physical demands, and limited healthcare. This has led some to addiction as a way to keep working through their pain. In March 2020, the Coast Guard released a Marine Safety Information Bulletin, stating: "Consider carrying nasal naloxone on your vessel. If no one on your vessel is experiencing distress, you might be invaluable to nearby vessels that are in distress. Narcan can save lives. If a person is breathing, they are able to live and access support services." Carrying and being trained to use Naloxone/Narcan can save lives of your crew or others who may be near you. Visit https://getmainenaloxone.org/ to learn more and find access to a kit.

IV. Incident Phases

Even with precautions in place, incidents can occur. Understanding how a typical incident progresses (Phase 1->3) is important for organizing community efforts appropriately at each stage.

A. Phase Definitions

We have noted the important point that EVERY commercial fishing incident is different, but there is a recognized pattern of response worth noting as we frame best practices in each phase. This section provides common characteristics referenced in our interviews by persons or organizations who have participated in a commercial fishing incident. This is not intended as a statement of what is right or wrong, just what typically occurs.

Figure 1 – Phases of a Commercial Fishing Incident
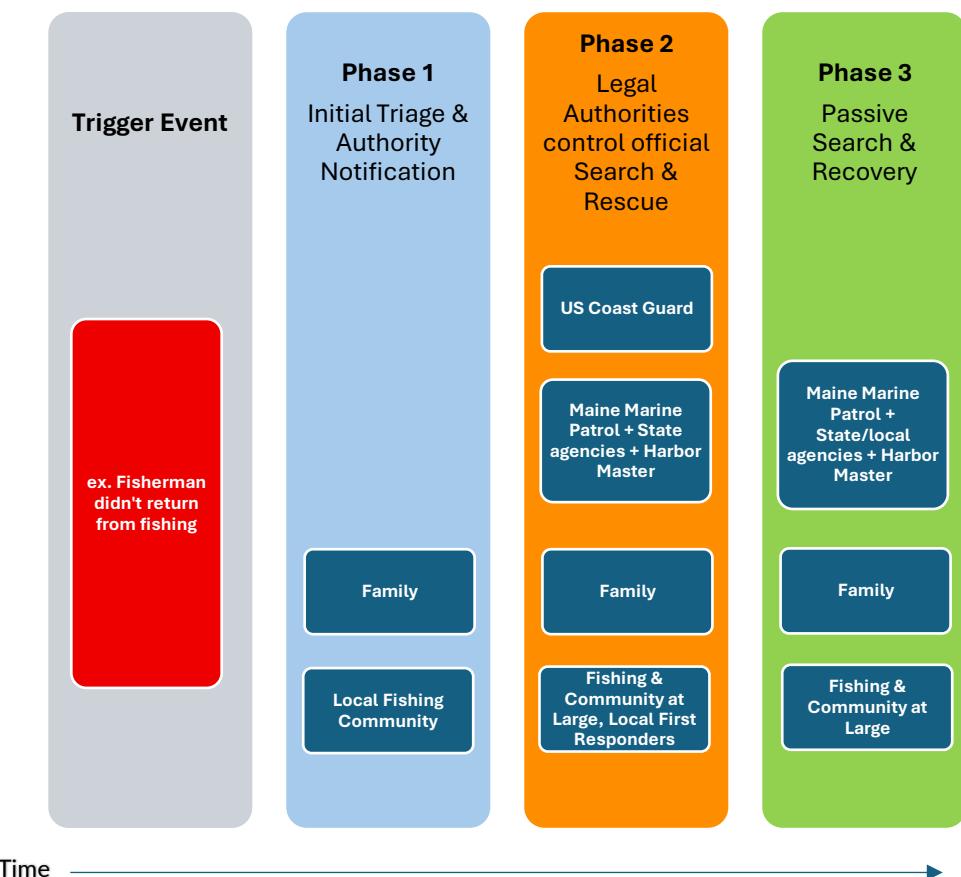
1. Phase 1 – Initial Triage & Authority Notification
    - Community members/other fishermen working in the same waters become aware of an incident. (e.g., missing vessel, missing person, distress call, visualized incident, etc.)
    - Informal information is shared across local community member networks. (Possibly from Coast Guard Pan-Pan (indicates an urgent situation that requires prompt attention))
    - Fishing community members gather in a physical location. (dock, pier, boatyard, etc.)
    - Local community members act based on information they have.
        - Begin community networking
        - Start physical searching on water & land (depending on circumstances)
        - Provide authorities information
        - Provide family support
        - Etc.
    - No orchestrated community plan, limited external resources
    - Official Authorities/First Responders notified when reporting party determines degree of urgency or reality of situation. Reporting is done in various ways via 911, Mayday, call USCG District 1 Command Center (Boston), call Maine Marine Patrol/Dispatch, contact local authorities, etc.

2. Phase 2 – Legal Authorities Control Official Process
    - USCG typically leads search and rescue operations supported by Maine Marine patrol and other state agencies.
    - USCG responsible for public information sharing.
    - Search and rescue (SAR) operations are active. USCG Sector Northern New England leverages their Search and Rescue (SAR) framework. (USCG, 2013)
    - Maine Marine Patrol leverages their Search and Rescue protocols, contacts, and experience in the area.
    - USCG and MMP manage search grids, boat, and air asset coordination, and interagency communication.
    - Community coordination expands, but command rests entirely with official authorities.
        - Family support
        - Search efforts

- o Etc.
  - Community members with specific skills (e.g., drone pilots, local harbor knowledge) may be requested. In past incidents this has happened informally, through social media, and across state agencies.
  - The Coast Guard will handoff to Maine Marine Patrol at a point when they determine the situation is no longer a rescue, but a recovery effort. Coast Guard will close with the family and handoff command to Maine Marine Patrol.

3. Phase 3 - Passive search & recovery (post official search)
  - USCG suspends official Search and Rescue
  - Maine Marine Patrol Sergeant leads Incident Command and directs daily search and recovery efforts, main point of contact for the family
  - Local and community-organized search efforts continue and likely expand.
  - New calls for capabilities, expertise, or equipment may be made.
  - This phase typically continues and tails off until the Maine Marine Patrol determines the search will be maintained within normal patrol patterns.

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V.   Incident roles

This section provides an overview of groups that are typically involved during a commercial fishing incident. They are provided to inform readers about those organizations that have very well-defined processes and procedures (i.e. USCG, MMP, local emergency personnel, etc.) and also define those groups who typically do not today. (i.e. Fishing Community, Community at Large, etc.) This understanding and delineation will aid in recognition of how harnessing the community (the fishing community and the community at large) can enhance, not replace existing measures. Below is a sample RACI (Responsible, Accountable, Consulted, and Informed) matrix to summarize how these roles likely interoperate in each phase of an incident.

Sample RACI Matrix by Phase
(Responsible, Accountable, Consulted, & Informed)

Group	Phase 1	Phase 2	Phase 3
USCG		Accountable, Responsible, Informed	Informed
Maine Marine Patrol		Consulted, Responsible, Informed	Accountable, Responsible, Consulted, Informed
Harbor Master		Consulted, Informed, Responsible	Consulted, Informed, Responsible
Other State Agencies		Informed, Responsible	Informed, Responsible
Maine Emergency Management Agencies		Informed, Responsible	Informed, Responsible
Local Authorities/First Responders		Informed, Responsible	Informed, Responsible
Fishing Community	Responsible	Informed, Responsible	Informed, Responsible
Community at Large		Informed (as required)	Informed (as required)
Fishing Family	Accountable	Informed	Informed

Key:

R - Responsible: The person or team who performs the actual task or work. There can be multiple "Responsible" individuals for a task.

A - Accountable: The person who owns the task and is ultimately answerable for its successful completion. Only one "Accountable" person should be assigned for each task or decision to ensure clarity and decision-making authority.

C - Consulted: Individuals whose opinions and input are sought before a final decision or action is made. These are often subject matter experts or key stakeholders.

I - Informed: People who need to be kept up to date on the progress and execution of a task. They typically provide information or leadership and are not actively involved in the execution or decision-making.

A.   U.S. Coast Guard (USCG)

The U.S. Coast Guard is a part of the U.S. Department of Homeland Security. Marine Safety and Search and Rescue represent 2 of the 11 statutory missions of the force. (USCG) The USCG has presence on all seven continents and the world's oceans. Maine waters are supported by Sector Northern New England headquartered in South Portland, ME. This division supports operational missions across Maine, New Hampshire, Vermont and northeastern New York in an area of responsibility that spans over 5,000 miles of coastline and 11,000 square nautical miles of water. **Sector Northern New England Command Center takes the lead for maritime Search and Rescue (SAR) and scene command for all commercial fishing incidents from the time they are reported until such time as the Coast Guard determines that the incident has transitioned from a rescue effort to a recovery effort.**

It is important that the Coast Guard be notified at any suspicion of a commercial fishing incident. The USCG may not have robust local knowledge and experience, but they do have access to significantly more assets and specialized resources that can be leveraged with local authorities and **notification is key to rapid deployment**. Contact methods can be found here. If an incident is reported via 911 or to the Maine Marine Patrol, it will be forwarded to the U.S. Coast Guard as part of their processes.

The Coast Guard will engage their Search and Rescue (SAR) program. This link provides more detail on the SAR Program Officers are expected to adhere to Coast Guard specific processes and policies as outlined in their U.S. National Search and Rescue Supplement here.

B.   Maine Marine Patrol (MMP)

The Maine Marine Patrol (MMP) is a bureau of the Maine Department of Marine Resources (DMR). MMP provides law enforcement, search and rescue, maritime security, and public safety services on Maine's coastal tidal waters. Marine Patrol Officers (MPO) live and work in the communities they serve. They build relationships with both commercial and recreational users. MPO's embody the concept of community policing within the marine resource community. More details on MMP can be found here. As referenced in section III A., the MMP has accountability across 3,478 miles of Maine coastline. The Maine Marine Patrol is the

state-level enforcement lead for all incidents involving the tidal coast. A suspected or known commercial fishing incident can be reported to the MMP via 911 or your local Marine Patrol Officer. As referenced above, **it is important to notify authorities as soon as possible to expedite access to all capabilities and assets of the Marine Patrol and the state of Maine**.

C.   Maine Harbor Masters

Harbor Masters are responsible for the safety, management, and regulation of a municipality's coastal waters, harbors, and waterfront facilities. Duties vary by town ordinance, but the role typically includes:

1. Enforcement & Regulation
2. Safety & Emergency Response
3. Harbor Management & Operations
4. Environmental Protection
5. Administration & Public Service
6. Community & Commercial Support

Harbor Masters are supported by the statewide Maine Harbor Masters Association (MHMA) who oversee the safe and effective management of Maine's coastal waters. The Association promotes consistent harbor management practices, provides professional training, and supports collaboration among coastal communities. Their efforts strengthen the capabilities of Harbor Masters across Maine and foster a unified approach to coastal stewardship. **The Harbor Master should be an integral piece of the legal authority structure supporting the USCG and MMP.**

D.   Other State Agencies

As stated in the introduction, no commercial fishing incident is the same. It is likely that each incident will require additional assets beyond what can be provided by the Maine Marine Patrol alone. The MMP has experience and contacts with other state agencies and civil organizations that can be called in immediately to leverage their unique services. Some examples include resources from the Maine Warden Service with specialties in inland search, incident command, search and rescue dogs, etc., and the Maine State Police and Maine Marine Patrol are co-owners of the dive team, etc. It is important to note that none of these agencies can be deployed from a direct public request, it must come through the state incident commander, usually the Maine Marine Patrol.

E. Maine Emergency Management Agencies

The Maine Emergency Management Agency (MEMA) was originally formed in 1949. Emergency management is the managerial function charged with creating the framework within which Maine communities reduce vulnerability to hazards and cope with disasters.   The mission is to protect communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

In Maine, most emergencies are responded to first by local resources. If more than one community is impacted, County Emergency Management Agency can be engaged. The county agency coordinates information from its communities, arranges for assistance from within the county, and maintains emergency communications and reports data and requests for further assistance to the Maine Emergency Management Agency (MEMA) or the State Emergency Operations Center (SEOC) if activated. If the incident expands beyond the capabilities of the county, a state of emergency may be requested to engage statewide resources.

Emergency management agencies can assist with preparedness via plans, training, and exercises, also with hazard management, and with response and recovery, particularly incident management/communications could be of value in a commercial fishing incident.

MEMA manages state, county, locality access to the Integrated Public Alert & Warning System (IPAWS) via the concept of Collaborative Operating Groups (COG's). IPAWS is the Federal Emergency Management Agency's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio. IPAWS is leveraged for Amber alerts nationally and can be leveraged by states for Silver alerts, etc.

It is important to be fully aware of the emergency management agency that supports your area and incorporate them into your detailed incident response plans. Details by county can be found here.   County agencies will NOT automatically be engaged unless they are notified or requested by local or state officials.

F.   Local authorities/First responders

Every local community has their own 'on-the-ground' set of first responders. It is important to know how to engage with your local Fire, EMS, Police, emergency management team, etc. in the event of an incident. It is likely that this group is used to conducting their own logistical and safety coordination via radio, text group, etc. It is important that they are plugged into the incident command for the situation, whether that is the USCG or the Maine Marine Patrol.

G.   Fishing Community

It is highly likely, if a fisherman is in a dangerous situation, the first group to be aware of this are the fishermen in their local harbor. They may hear a mayday, they may notice the lack of a return, they may be contacted by a family member. As noted at the top, this community bands together in times of emergency and act rapidly to do what they believe should be done. We designate this group separately from the community at large because they typically have common ways of communicating that are not available to the community at large. (i.e. text groups, chat applications, radio channels, etc.), they also uniquely understand their waters, terrain, and equipment.

H.   Community at large

The community at large refers to other local community members or interested individuals who may not be in the fishing community, but are connected via other civic engagement, family connections, social media, etc. This group inevitably responds to asks for help or proactively reaches out to family looking for ways to contribute. They could play an important role in family meal trains, childcare, search efforts, specialty skills, etc.

I.   Family members

Last but not least, the family members are involved in a situation they would never choose. It is important for family members to maintain a direct connection with the authority leading the incident command, in whatever manner they chose, in order to have the most accurate and informed information. Family members need to decide individually how they can and want to be involved.

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VI. Harbor Emergency Response Plan Key Elements

There are many published best practices and templates for creating an emergency response plan by federal (FEMA, CDC, Ready.gov, etc.), state (MEMA, Alaska, NJ Sea grant, etc.), and local authorities (County Emergency Management Agencies (EMA's), town EMA's, etc.). This document will not try to recreate those but rather provide links and templates as guidance in the reference and appendix sections of the document. Choose or design the format that will work best for you and your community. As a jumpstart, we have provided a starting template from Alaska for small town emergency plans that covers many recommended points. When filled in and tailored for your location, it should be widely known where to find your customized plan (a primary and backup location, hardcopy and digital). The elements listed below are included in a majority of the templates, however additional considerations have been added that are important in orchestrating community in a marine accident.

A.   Community Incident Command & Teamwork

Identify an **incident coordinator and backup** along with an emergency **organization structure** with leads and backups. An example can be found in the Appendix of this document.

B.   Scenario List & Responses

- **Document all possible emergencies, consequences, required actions, written procedures as necessary, and the resources available**. If a list of scenarios already exists, ensure enough exist on how to orchestrate the community volunteers when a fisherman is lost or injured. Ensure there are scenarios that address the uniqueness of each fishery in your area (i.e. lobstering, clamming, aquaculture, scallop, groundfish, etc.)
- **Involve the fishing community and local authorities** in scenario creation.

C.   Detailed lists of emergency response personnel

Document USCG, Marine Patrol, Warden Service, Fire Dept, EMS, Police, Harbor Master, EMA, marine towers, etc. including cell phone numbers, alternate contact details, and their duties and responsibilities. **At initiation and as the list is updated, provide to the USCG so that their SARFAC (Search and Rescue Facilities list) is up to date.** This list is used to engage local resources if an emergency is called into the Coast Guard. At this

writing, the USCG annually updates the lists predominantly based on calls and Google searches that may not yield accuracy.

D.   Local Expertise/Asset Inventory:

Maintain a **directory of local resources and assets that may be of assistance** to address documented scenarios. Below are a sample of items leveraged in past incidents:

- Boats with specialized equipment (side scan, etc.)
- Local terrain information: Harbor-specific maps, tide patterns, and access points documented and accessible.
- Persons with broad local community knowledge
- Specialized skills/devices (Deep Dive Teams, Prof Commercial Thermal Drone Operations, Dogs, Tow, Rovers, etc.) It is important to thoroughly vet and research what is required for participation by persons with these skills. For instance, drone pilots can only do search and rescue (paid or volunteer) if you have an FAA commercial license. (part 107). More chaos can ensue if specialized skill volunteers aren't properly vetted and qualified.
- Designated "Emergency Stations" located on potential landing islands that may not have residents, a differentiating factor on the Maine coastline. Each station could include flares, space blanket, lighter, whistle, gloves, etc. These stations could be marked for potential fisherman that swim or lands in the area.
- Individuals with SAR-relevant capabilities (former law enforcement, military, etc.)
- Emotional Support: Mental health professionals or trained volunteers in psychological first aid/post-traumatic stress management ready for family and responder support. In our interviews, this was an often-overlooked resource that needed to be available to the general community responders.
- Housing & Food Suppliers – many times volunteers come from all over, there should be a list and plan of how people can be housed and fed while they donate their time.

E.   Communications Protocols

1.   With the Fishing Community and Community at large volunteers

- **Define centralized *and backup* systems** to be leveraged. Potentially text alert chains (note there are challenges across Apple and Android platforms), commercial apps (like What's App), radios, IPAWS, or other town-managed platforms.
- **Assign a primary communicator(s)** who is linked into the facts of the situation to distribute information and respond to messages across the platform
- **Establish communication group types** to be leveraged by the primary community information officer. Examples could be Group 1 – Local first responders and most experienced fishermen in the harbor for initial triage; Group 2 – All local harbor fishermen; Group 3 – Extended fishing community, etc. Each group should have an established and known medium for communication as referenced in bullet 1.
- **Establish an expected cadence of updates.** (Hourly, Daily, etc.)

2.   With *Accountable* Incident Commander/Authorities

- **Establish a designated community point of contact** for all updates and direction.
- Establish a **regular rhythm of connecting** with the overall incident commander
- Define **official medium to be leveraged**, i.e. VHF Marine Radio or pre-designated cell numbers/text groups.

NOTE: There is an opportunity for harbors to setup and leverage the IPAWS system as referenced in the Emergency management section of this document. Guidelines for County access to IPAWS is located here. The authoring team of this document is also investigating the possibility of establishing a standard Marine incident alert similar to an Amber, Silver, or Blue alert issued across the nation and other states.

F.   Liability

Community members should acknowledge that volunteering may expose them or others to legal or physical risk. In numerous situations volunteers have joined searches improperly dressed and inexperienced for the conditions and the Maine coastal terrain. Organizers should take

precautions by working with town/harbor legal advisors to clarify protections under Good Samaritan laws, if applicable and/or to ensure individuals acknowledge participating at their own risk when they show up.

VII. Best Practices

The items documented below have come from interviews of subject matter participants and experts in search and rescue/recovery efforts and core team research (noted in the Work Cited section). They are not intended to be completely comprehensive for every action that should be taken but are the items that were determined to be the most important to note when orchestrating a community group during a commercial fishing incident.

A.   Before an Incident Occurs

1.   Document a Harbor Incident Response Plan

Leverage the resources and key elements discussed in the prior section, along with the best practices that follow to document details to reflect the unique aspects and resources of your local location.

2.   Establish & Maintain Emergency Kits

Maintain kits with radios, maps, nautical charts (waterproof), vests, flags, flashlights, and basic aid supplies available to community orchestrators when needed. Reference the Draft Harbor Master Emergency Toolkit Checklist as a starting point in the Appendix of this document as well as content within "Beating the Odds" (Jensen, 2022)

3.   Conduct Training (Search & Rescue, Safety & self-care)

- Train potential candidates for "community coordinators" in incident command "lite"
- Host annual or biannual community briefings
- Partner with Coast Guard/Coast Guard Auxiliary or MEMA for community workshops
- Include emotional resilience, PTSD awareness, and responder self-care content; these resources can be found through engagement with the National Alliance on Mental Illness in Maine (NAMI Maine) https://www.nami.org/

4.   Build Relationships

Get to know the points of contact in your emergency resource list BEFORE you have to call on their services. Having established relationships can improve the speed to action.

5. Practice & Iteration
- Drill your local emergency response plan annually or semi-annually
- Conduct post-incident debriefs with community participants.
- Maintain an incident log with reflections to inform future response.
- Annually or bi-annually review/update details of plan

B. Incident Phase 1

1. Communications

Communications were the first or second category mentioned by interviewees in terms of an area that could be improved in community response to an incident. Figure X below documents the general way initial communications have been occurring. It has historically involved disparate phone calls and text groups creating concern that the right people have the right information. Through leveraging best practices in this section, there is an opportunity to increase speed of response and modify the process similar to Figure Y at the end of this section.

Figure X –<u>Illustrative Initial</u> Communications as documented in interviews
Initial details are conveyed across multiple mediums by multiple parties resulting in variations in information and elongated time to action
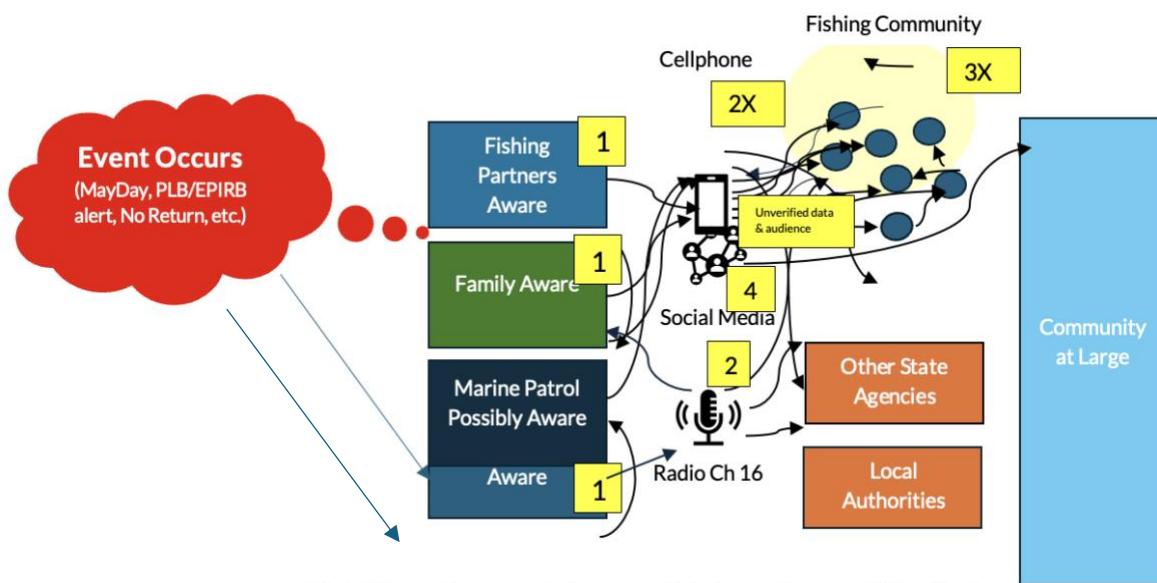
- **Quickly and accurately consolidate and record the facts surrounding the situation**. Leverage the '<u>Draft Incident Report</u>

Template' or the 'USCG Initial SAR Check Sheet' such as the ones in the Appendix to gather as much information as possible.

- **Initiate Immediate, factual reporting to authorities** (no speculation). Content should leverage the incident report/checksheet(s) referenced above and include names of person(s) involved, F/V (if applicable), last known location (if known, latitude/longitude), nature of the emergency (medical, MOB, missing, fire, flood, etc.) day/time last seen (if applicable), etc., utilizing one or more of the following mediums to contact authorities: VHF Channel 16 (USCG), 911, or direct call to local Marine Patrol or Harbor Master.

- **Establish a community information officer (CIO)** (and backup) accountable to receive and share facts appropriately with community groups. A repeated comment in our interviews is that reliable information was not available to involved community in the early hours of an incident.

- **Establish a family liaison** (and backup) – a person the family selects to funnel community questions, assist with basic needs (food, services, etc.) and deal with press, etc. This person does not replace the direct connection authorities have with the family.

- **Disseminate information quickly and efficiently to those with need to know in this phase (reference groups in emergency response plan) via pre-determined method** (text group, WhatsApp, radio channel, etc.)

- **Make content of any communications clear & concise**, avoid emotional language or assumptions

- **Establish an expected communications rhythm**: Initial contact followed by updates only as needed or on a defined cadence, i.e. hourly, when new information is known (not continuous flooding of dispatch)

- **Avoid unverified social media posts:** these events have a traumatic effect on families and communities, exposure to potentially unverified information can result in unnecessary shock and trauma to unintended persons; communications should be carefully orchestrated by the community information officer

- **No broad public-facing updates should be distributed** without coordination through the authority's command (whether USCG or DMR public information officer) to prevent misinformation or duplicate efforts.

Figure Y– 2025 Recommended Initial Communications

Initial details are documented by one party and distributed to appropriate first responders (community and authorities) through one medium at the same time, ensuring consistency of facts and speeding time to action.
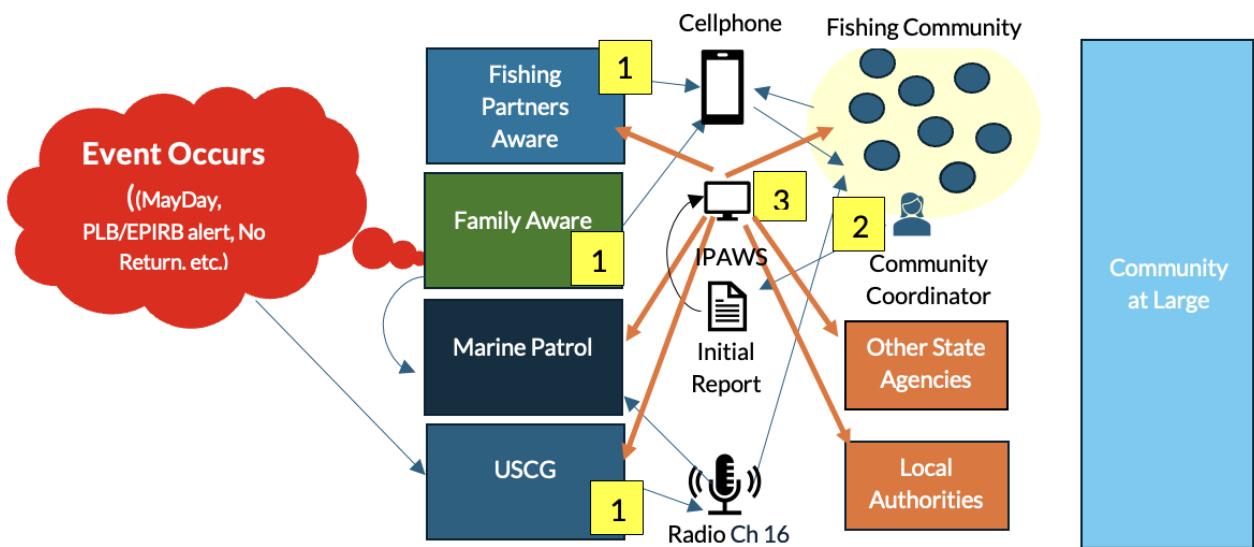
2. Command
   - Establish who the Community Coordinator (CC) and backup are.
   - Setup a community command post (include in communications above)
   - CC puts emergency response plan into action.
   - CC provides initial facts for distribution to the appropriate groups to the Community Information Officer
   - CC establishes the core emergency response team and roles
   - CC enacts an immediate plan of action with community volunteers (i.e. assign locations to have 'eyes', record who's participating and actions to avoid duplication or danger)
   - CC or designee keeps a detailed logbook (reference sample search & rescue logbook template in Appendix).
   - CC or designee provides guidelines (who to call if something found, should they pull traps, should they board a moving boat, etc.) **Clear boundaries and communication protocols need to be provided to avoid contaminating evidence or causing safety risks.**

- CC or designee directs distribution of emergency equipment as required (i.e. first aid kits, PFD's, radios, Narcan, life slings, other items etc.)
- CC or designee is the liaison to interface with official command when established; Note: Community Coordinator should not create a parallel command and will be subservient to the official law enforcement command when established and onsite.

3. Expertise/Tech needed
- Depending on the incident location, **leverage community members with DEEP local knowledge** of tides, terrain, hazards in the area of concern
- **Gain access to historical vessel behavior** if available (e.g., maintenance, where the fisherman usually sets gear).
- **Locate the resource who holds the at-risk person(s) float plan** or who knows their typical patterns
- **Engage all specialty skills resources that are relevant to the initial incident report** as documented in the harbor's emergency response plan
- **Community Coordinator to share this information with the primary (USCG or MMP) onsite commander** regularly.

4. Important Considerations
- **Early family support needed** to keep communication streamlined.
- **During the handoff to authorities, communication clarity is critical** – community volunteers should not assume responsibilities without direction/guidance from the CC or their designee who will be the point with authorities

C. Incident Phase 2
1. Communications
- Primary incident command (PIC), USCG public information officer, 'owns' communications. Community updates should be crafted based on defined engagement of the community coordinator with the primary authorities IC (USCG and/or MMP)
- Make content of any communications clear & concise, avoid emotional language or assumptions. Timely info on possible sightings, weather shifts, debris, etc.

- Reset communication rhythm by communication group defined in Phase 1: i.e. Every 2-4 hours, as requested by authorities, daily briefings, etc.
- Ensure each group has a defined communication medium and details for each: i.e. Assigned radio channels, text chains, What's App, direct phone with USCG or Marine Patrol POC.
- Community information officer accountable to distribute to defined groups via defined mediums and to social media as required.

2. Command
- **USCG will assume overall primary incident command** until such point as they determine the search should be suspended and becomes a recovery mission. USCG must follow their "Suspension of Search" protocol and guidance provided in the USCG policy (USCG)
- **MMP will be secondary command lead to USCG, until formal USCG transition overall command to MMP** by policy referenced above.
- **Community support <u>must be formally integrated to the overall command via the community coordinator</u>** or their designee to participate safely and effectively.
- As mentioned in Phase 1**, clear boundaries and communication protocols need to be reiterated by the community coordinator to avoid contaminating evidence** or causing safety risks.

3. Expertise/Tech Needed
- **Engage all specialty skilled resources that are relevant to the Phase 2 incident situation** as documented in the harbor's emergency response plan AND <u>approved by primary incident command</u> (i.e. Drones, boats with side-scan sonar, marine radios, thermal cameras (if searching at night)
- **Community coordinator to share this information with the primary incident command** on a regular basis.

4. Important Considerations
- Volunteers must continue to check in/out to maintain accountability and safety.
  - Avoid unaffiliated, uncoordinated efforts to assist; redundancy can risk rescuer safety and create confusion *to* those assigned tasks.

- Acknowledge emotional strain is high – ensure liaison for family has support required.

D. Incident Phase 3

1. Communications

- Primary incident communications shifts to MMP Public Information Officer and will 'own' external communications until Marine Patrol steps back. Community updates should be crafted based on defined engagement of the community coordinator with MMP and ultimately handed off to community coordinator in transition
- Make content of any communications clear & concise, avoid emotional language or assumptions. Narrow communication to location updates, planned efforts, and needs (e.g., volunteers for shoreline search).
- Reset Communication Rhythm by Communication Group defined in Phase 1: i.e. Communications may move to daily or greater depending on activity or as requested by authorities.
- Maintain a defined communication medium by group and details for each: i.e. Assigned radio channels, text chains, What's App, direct phone with USCG or Marine Patrol POC.
- Community Information officer is accountable to distribute to defined groups via defined mediums and to social media as required. <u>In no case should this resource share details of a victim found or any other personal information</u> that should be communicated by authorities to family members and the press. Note that there are multiple Maine organizations who can and have taken this role with the press in the past, such as Maine Coast Fisherman's Association, the Maine Lobster Association, etc.

2. Command

- **MMP assumes primary command** and retains until such time as they determine it's time for them to back down.
- **Community coordinator continues to integrate actions with MMP as primary command.**
- When MMP withdraws, **the community should still operate with the community coordinator as the clear local leader** to organize efforts and avoid confusion.

- **Continue to maintain clear boundaries and communication protocols to avoid contaminating evidence** or causing safety risks.
- **The community coordinator should establish criteria to define when the local emergency response actions would be shut down**. If effort has not concluded with results, define what the protocol will be if victim(s) are located at a later date.
- **Community coordinator will run an interagency postmortem review of the incident** and adjust the emergency response plan to make it more effective

3. Expertise/Tech Needed

- **Engage all specialty skilled resources that are relevant to the Phase 3 incident situation** as documented in the harbor's emergency response plan AND approved by primary incident command (i.e. Drones, boats with side-scan sonar, marine radios, thermal cameras (if searching at night)
- **Heightened need to engage professional emotional support** as outlined in the emergency response resource list.

4. Important Considerations

- **Mental health toll can peak in this phase** – prioritize emotional support and debriefing. NAMI Maine as referenced above should be considered as a key resource in this phase. Reference this link for some of their valuable resources: https://namimaine.org/maines-mental-health-resource-database/ In addition there are resources from the Shaw Fund for Mariners Children (https://www.shawfund.org) and the Maine Seacoast Mission (https://seacoastmission.org)
- **Respect boundaries of families** – ensure they're updated but not overwhelmed.
- **Document all efforts clearly** to aid future reviews, investigations, and/or the postmortem review.

VIII. Conclusion

The perilous nature of commercial fishing underscores the urgency of implementing robust emergency response plans. With an average of 43 commercial fishing lives lost annually between 2000 and 2019, and recent fatalities in Maine, it is imperative that decisive action is taken. This guide provides a comprehensive roadmap for Maine's coastal communities to develop detailed emergency response plans that complement existing protocols from the U.S. Coast Guard and the Maine Marine Patrol, as well as other agencies.

By swiftly mobilizing community resources and leveraging the collective knowledge and skills of the local fishing community, we can significantly enhance the chances of survival in the critical moments following an incident. The best practices outlined in this guide, derived from extensive interviews and research, offer practical steps to improve community orchestration and ensure a coordinated response. As we move forward, let us remain steadfast in our commitment to safeguarding the lives of our commercial fishermen. By adopting these strategies, we can create a safer environment and prevent future tragedies.

We urge all harbors to adopt these best practices and build their local plans before it's too late for their community. Together, we can build a resilient and vigilant community that stands ready to respond effectively to any emergency.

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IX. Glossary of Terms

Organizations/Processes (A ->Z)

- FEMA – Federal Emergency Management Agency
- CDC – Center for Disease Control
- DMR – Department of Marine Resources
- EMA – Emergency Management Agency
- EMS – Emergency Medical Services
- MEMA – Maine Emergency Management Agency
- MHMA – Maine Harbor Masters Association
- MMP – Maine Marine Patrol
- MOB – Man Overboard
- NEC – Northeast Center for Occupational Safety and Health
- NIOSH – National Institute for Occupational Safety and Health
- NOAA – National Oceanic and Atmospheric Administration
- SAR – Search and Rescue
- SEOC – State Emergency Operations Center
- SOLAS – Safety of Life at Sea
- USCG – United States Coast Guard

Equipment/Systems (A ->Z)

- PFD - Personal Flotation Device
- EPIRB - Emergency Position-Indicating Radio Beacons
- GPS - Global Positioning System
- AIS - Automatic Identification System
- PLB - Personal Locator Beacon
- OLAS - Overboard Location Alert System
- Narcan - Naloxone
- IPAWS - Integrated Public Alert & Warning System
- SARFAC - USCG Search and Rescue Facilities List
- F/V - Fishing Vessel

Positions (A ->Z)

- CC - Community Coordinator
- CIO - Community Information Officer
- PIC - Primary Incident Command, Overall Authority Incident Commander (usually USCG or MMP)
- PIO - Public Information Officer, owned by the primary authority

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XI. Appendices

A. Sample Key Contact List Template

Entity (Last Update)	Name of Agency	Contact Name	1st Respdr Group	Phone	Email
USCG (Jan 2026)	Sector Northern New England		Yes		
Department of Marine Resources (Jan 2026)	Maine Marine Patrol		Yes		
Harbor Master (Jan 2026)			Yes		
Emergency Mgmt Office (Local, County, State) (Jan 2026)			Yes		
Local Fire Department (Jan 2026)					
Local Public Safety Officer (Jan 2026)					
Local Police Department					
Local Ambulance/EMT (Jan 2026)					

Entity (Last Update)	Name of Agency	Contact Name	1st Respdr Group	Phone	Email
City/Town Office (Jan 2026)					
Tribal Office (Jan 2026)					
Local Fishing Community Leaders - (Jan 2026)					
Marine Towing (Jan 2026)					
School Principal(s) (Jan 2026)					
School Maintenance (Jan 2026)					
Clinic/Health Aide (Jan 2026)					
Hospital (Jan 2026)					
Mental Health Professionals - (Jan 2026)					

Entity (Last Update)	Name of Agency	Contact Name	1st Respdr Group	Phone	Email
Power Company (Jan 2026)					
Fuel Company (Jan 2026)					
Airport (Jan 2026)					
Local DOT (Jan 2026)					
Local Hotels (Jan 2026)					
Local Restaurants (Jan 2026)					
State Police (Jan 2026)					
Dept of Inland Fisheries and Wildlife - (Jan 2026)	Warden Service				
Xxx (Jan 2026)					

Entity (Last Update)	Name of Agency	Contact Name	1st Respdr Group	Phone	Email
Xxx (Jan 2026)					
Xxx (Jan 2026)					

B.   Harbor Emergency Response Plan Checklist

DRAFT – Expected to be tailored for your specific locality

Getting ready to plan

☐ Do you have a plan leader(s)?

☐ Have key members of the community been engaged to collaborate on the plan? (Fisherman, Families, Local Emergency personnel (Police, Fire, EMT), Harbor Masters, Emergency Management (Local, County), Marine Patrol, etc.)

☐ Do you have a copy of the Community Orchestration Guide to leverage the templates and best practices?

☐ Have you tailored an emergency plan template to leverage that best works for your locality?

☐ Do you have a timeline and documented roles and responsibilities to build the plan?

☐ Have you scheduled a kickoff package and meeting to initiate the plan?

Building the plan

☐ Are all the necessary stakeholders engaged?

☐ Have you identified a community command structure with named primary and secondary resources? Are their clear descriptions of role expectations?

☐ Are the resources named in your community command structure adequately experienced or trained to execute their roles? If not, have you defined how to train them?

☐ Have you documented a baseline of scenarios that 'could' happen to ensure the plan is adequate? (i.e. MayDay offshore, fire on boat inshore, medical emergency inshore/offshore/onshore, fisherman doesn't return (lobster, clam, aquaculture, etc.), etc.)

☐ Have you documented a detailed list of possible emergency response personnel? Have you provided this to the USCG to update their SARFAC? Have you defined a time period and method to maintain it?

☐ Have you documented a complete list of potentially needed local expertise and assets? Have you defined a time period and method to maintain it?

☐ Have you collaborated with authorities (MMP, USCG, etc.) to outline guidance to be provided to community members when participating in an incident? (i.e. do not disturb a potential crime scene, what should be logged and when, do not add resources (air, land, sea, etc. without coordinating/clearing with authorities, media guidelines, including social, media, etc.)

☐ Have you defined a primary community communicator and communication mediums (i.e. radio, text group, IPAWS, etc.) and protocols (who, what, when) across the various groups?

☐ Have you defined communication groups for your stakeholder groups? (i.e. who are first responders, who are community at large, who are 2nd ring need to know, etc.)

☐ Have you documented how you will handle liability of leveraging community members in emergency response situations?

☐ Have you created both a digital and hardcopy versions of the emergency response plan? Do all members of the community command structure know how and where to access this? Have you defined a timeline and process for updates?

☐ Have you established your community emergency kit and is it well known where it is and its contents? Is there a maintenance plan?

☐ Does the plan effectively document how and when to stand up and stand down the community response team?

Readiness to execute the plan

☐ Have you 'tested' your plan against all of your scenarios via either a tabletop exercise or a real life 'drill'? If so, have you incorporated any lessons learned back into the plan?

☐ Are your communication mediums (i.e. radio, text group, IPAWS, etc.) established and tested by group?

☐ Is it well known/socialized to the community, authorities, et al how and who initiates this plan to execution?

☐ Has all training around the plan and the resources been completed? How often will it be refreshed?

☐ Have the community response leaders established relationships with the key resources listed in the plan?

☐ Are the key resources phone numbers/group chats, etc. stored in the community leaders' phones and readily identifiable to speed response?

C. Small Community Emergency Response Plan Toolkit

The **Small Community Emergency Response Plan Toolkit** contains **suggestions** to complete the community information the Division of Homeland Security and Emergency Management will use to customize your community's

Small Community Emergency Response Plan. The toolkit includes all the information your planning team will need to provide – most of which you will already know.

The **Small Community Emergency Response Plan** (SCERP) is a quick reference guide for use before, during, and after an emergency or disaster. It contains checklists for critical actions at the local level, customized for – and by – your community. It contains important resource information, including local, regional, state, and federal contact information and processes.

The following files contain information on the **Small Community Emergency Response Plan:**

Small Community Emergency Response Plan Template (PDF only):

This template shows you the non-customized version of the plan, which is designed for a weather-resistant flip book that can be hung on the wall.

Small Community Emergency Response Plan Toolkit (MS Word and PDF):

This document contains all the information needed to customize the **Small Community Emergency Response Plan**, along with brief explanations. Use this version of the toolkit if you'd like more information.

Small Community Emergency Response Plan Toolkit Forms.doc. (MS Word and PDF):

This document contains only the forms needed to customize the **Small Community Emergency Response Plan**. If you are familiar with the Plan, this may be the only document you need!

All of these forms, and more, are available at DHS&EM's website on the Small Community page.

http://ready.alaska.gov/plans/SCERP.htm

SMALL COMMUNITY EMERGENCY RESPONSE PLAN TOOLKIT

Disasters happen locally and local government and actions before, during, and after an emergency or disaster rests with local leaders. Every community must be prepared and able to respond until help arrives.

The best time to plan is NOW! Here are some tips to get started with emergency planning – efforts that will lead to customized flip books specific to your community.

Here are some suggestions for completing the toolkit.

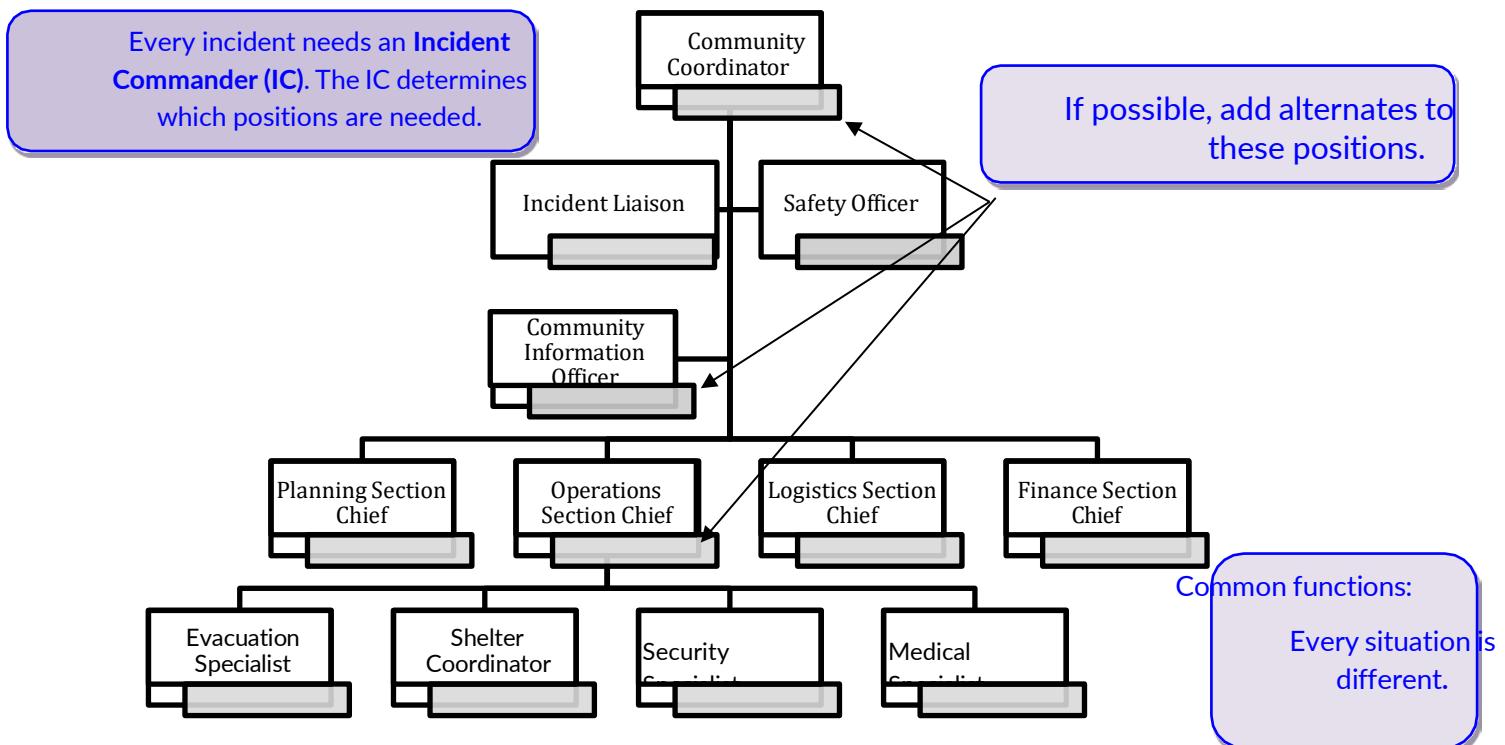| ISSUE	GETTING STARTED ON THE TOOLKIT
Get Started	❑ Review the *Small Community Emergency Response Plan Template* • You, and others in your community, probably know much of the community contact information • Choose whether to complete as much information as you can in advance, or do it at a meeting
Gather together	❑ Call a special meeting with the city/village council, school, clinic, utility officials, and any others • Discuss threats to the community • Review emergency preparations in place • Designate primary and alternate personnel or volunteers for each function: • Consider organizing a local Incident Management Team (IMT) for emergency operations ❑ Ensure that city/tribal workers and first-responders have a plan to care for their families during an event
Review or develop plans	❑ Develop/review an Emergency Communications Plan, including satellite telephones and radios ❑ Develop/review an Evacuation Plan *The next 3 steps are important; however, continue working on the Toolkit while you work on these items.* ❑ Sign agreements for primary and alternate community shelters and safe areas to shelter evacuees. Store critical equipment and supplies (water, food, fuel, medical items). Address special needs, transportation ❑ Survey essential facilities and look for ways to protect them in advance – including insurance! ❑ Develop a debris management plan (Contact the SEOC for assistance at 1-800-478-2337
Inform the community	❑ Ensure community is aware of primary and secondary shelters and evacuation routes prior to a disaster ❑ Remind residents to take measures to protect their homes and property and prepare an emergency kit ❑ Have a way to notify community members in remote locations who may be in harm's way
Get custom plan!	❑ Use gathered information, along with local contact data, to customize local information using the *Toolkit* ❑ When Toolkit is complete, send it to secc@alaska.gov or if you have questions, call 1-800-478-2337

 This icon indicates *action items* to complete.

✎ Who worked on the plan, and when did they do it?

Planning Team	
Community:	
Date:	
Planning Team Members:	

The **Small Community Emergency Response Plan** assumes that community leaders and residents understand their community better than anyone outside the community.

Plan who will have roles and responsibilities in a disaster before it happens. The most critical decision is who will lead. Some communities may have their mayor or chief be an incident commander, while others may look to one of their first responders or someone who naturally takes charge.

The following chart shows the kinds of roles small communities use most often. The next page explains each position.

Every incident needs an **Incident Commander (IC)**. The IC determines which positions are needed.

If possible, add alternates to these positions.

Community Coordinator

Incident Liaison

Safety Officer

Community Information Officer

Planning Section Chief

Operations Section Chief

Logistics Section Chief

Finance Section Chief

Evacuation Specialist

Shelter Coordinator

Security Specialist

Medical Specialist

Common functions:

Every situation is different.

Incident Command System (ICS) Roles and Responsibilities

Position	Duties and Responsibilities
Community Coordinator	Manages the people and resources to respond to the incident.
Incident Liaison	Coordinates with community and outside organizations involved in the incident.
Community Information Officer	Provides information to the community regarding the event in accordance with the Incident Commander
Safety Officer	Assures safety issues are mitigated, announced and addressed.
Planning Section Chief	Gathers and analyses incident information; conducts Planning Meetings and prepares Incident Action Plans (IAP).
Operations Section Chief	Responsible for incident tactical operations – actions, personnel, resources, and staging areas.
Logistics Section Chief	Obtains requested incident facilities, services, and materials.
Admin Section Chief	Tracks costs and manages incident finances and personnel issues.
Evacuation Specialist	Develops plan to shelter in place or move individuals to a safe location.
Shelter Coordinator	Sets up, operates and closes shelter(s) and/or coordinates shelter activities.
Security Specialist	Keeps unauthorized personnel from physically accessing resources, buildings, or confidential information.
Medical Specialist	Provides and/or coordinates emergency health care services.

Who will fill these roles in your community?

Title/Last Update	Name	Agency	Phone	Email
Community Coordinator				
Incident Liaison				
Community Information Officer				
Safety Officer				
Planning Section Chief				
Operations Section Chief				
Logistics Section Chief				
Finance Section Chief				
Evacuation Specialist				
Shelter Coordinator				
Security Specialist				
Medical Spect				

Who do you want to respond and how will you contact them?

The response phase of the SCERP provides guidance as a community is responding to an event. Work with your planning team to determine the following contact information. It may be helpful to print out an example of the SCERP from www.ready.alaska.gov/plans/SCERP.htm and look at the green sections to increase conversation about the necessary contacts.

RESPONSE PHASE		
Immediate actions	**Critical Partners**	**Contact and Information**
Notify Partners *Consider who and how you would notify all the partners you need present to respond to a disaster.*	Incident Commander (USCG/MMP)	
	Borough Emergency Manager	
	Other Regional Entities	
Keep Everyone Safe *Consider contacting critical infrastructure partners*	Health Aid	
	Regional Partners	
Inform Everyone *Consider how you would get information out to everyone (phone tree, radio, email)*	Local Radio	
	VHF	
	Cellphone	
Take Action *Consider your response and who you need to protect life (Search and Rescue).*	VPSO	
	Local Search and Rescue	
	Volunteer Fire Department	
Gather Resources *Consider who has the resources you may need to respond boats, planes, regional assets.*	Regional Partners	

Gather critical information about your community shelters

SHELTER/EVACUATION CONTACT		
ISSUE	**Critical Partners**	**Contact and Information**
DECIDE BEST DECISION *Consider who you would contact to gather information to make the best decision to shelter or evacuate.*	National Weather Service	
	Regional Coast Guard	

Primary Shelter Information					
Shelter	**Location**		**Phone**	**Contact to OK Use and Open Shelter**	
				Primary Name:	
				Number:	
Restrictions on use/availability, if any:				Backup Name:	
				Number:	
Bed Capacity (15-20 sq ft/person)	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Alternate Shelter Information					
Shelter	**Location**		**Phone**	**Contact to OK Use and Open Shelter**	
				Primary Name:	
				Number:	
Restrictions on use/availability, if any:				Backup Name:	
				Number:	
Bed Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Where are critical structures in your community?

You, and everyone in your community, may know this information; however, it needs to be shared and exercised. A copy of the completed *SCERP* will be used in the State Emergency Operations Center as a reference for support agencies. **Use any community map you have to mark critical locations or contact the Division of Homeland Security and Emergency Management at** 1-8000-478-2337 and ask for the Plans section Small Community Emergency Response Plan representative.

Mark the map with the codes below, along with other critical structures to include on the map for your community.
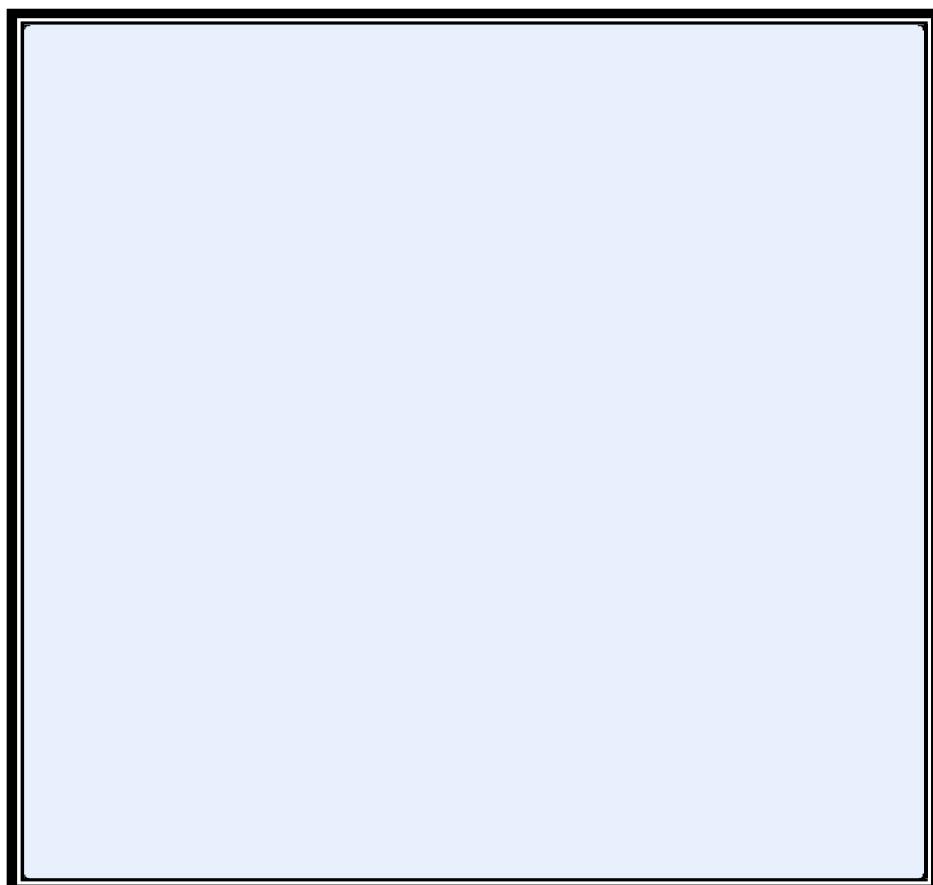
COMMUNITY MAP LEGEND

EMERGENCY SHELTER	EMERGENCY SHELTER	EMERGENCY EVACUATION ROUTE	EMERGENCY EVACUATION ROUTE
(Red Cross)	HOSPITAL o CLINIC	EOC	EMERGENCY OPERATIONS CENTER

Describe evacuation routes in your community

You, and everyone in your community, may know this information; however, it needs to be shared and exercised. A copy of the completed *SCERP* will be used in the State Emergency Operations Center as a reference for support agencies.

Route Information for Evacuation *Within* the Community

Information in red will not be known in advance and is for information as it develops during and after the event.

Evacuation Routes *Within* the Community					
Route Name	**Start Location**	**Finish Location**	**Distance**	**Route Condition**	**Required Debris Removal/ Transportation Assistance**
					Not applicable until event
					Not applicable until event
					Not applicable until event

Routes and Air Transport Information for Evacuation *Away from* the Community

Evacuation Routes *Away from* the Community					
Route Name	**Start Location**	**Finish Location**	**Distance**	**Route Condition (gravel, paved)**	**Required Debris Removal/ Transportation Assistance**
					Not applicable until event
					Not applicable until event
					Not applicable until event

Airport Information				
Airport Name	**Airport Location**	**# of Runways**	**Runway Distance(s)**	**Largest Aircraft**

Airline Information (add more rows if needed)			
Airline Name	**Hub Location**	**Phone Number**	**Contact Name**

Gather critical information about your clinic or other medical facility

Sleeping capacities are intended for staff rather than patients.

Primary Clinic Information

Clinic Name	Location	Phone Numbers	Contact
		Phone:	Primary Name:
		Fax:	Number:
		Sat Phone:	Backup Name:
			Number:

Sleeping Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power/ Generator	Kitchen Facilities
			Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Alternate Clinic Site Information

Clinic Name	Location	Phone Numbers	Contact
		Phone:	Primary Name:
		Fax:	Number:
		Sat Phone:	Backup Name:
			Number:

Sleeping Capacity	Number of Showers	Number of Bathrooms	ADA Accessibility	Emergency Power / Generator	Kitchen Facilities
			Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Who are your community's regional contacts?

Regional numbers for state or federal agencies are located on the **State and Federal Agencies Contact Information Tab** of the

Small Community Emergency Response Guide. Select the numbers appropriate for your community or provide alternates.

Borough and Regional Contact Information		
Agency: Contact & Last Update	**Phone (207)**	**Fax (207)**
Regional Partners (Native Corporation, Health Corporation, etc.):		
Borough Emergency Manager:		
Regional Native Corporation:		
Regional Health Corporation:		
Other:		
Other:		
VPSO:		
National Weather Service:		
Alaska State Troopers:		
Division of Forestry:		
Department of Environmental Conservation:		

Gather contact information about your community

Modify this list as appropriate.

Community Contact Information					
Entity	**Name of Agency**	**Contact Name**	**Phone**	**Fax**	**Email**
Volunteer Fire Department					
Village Public Safety Officer					
City Office					
Tribal Office					
School Principal					
School Maintenance					
Clinic/Health Aide					
Hospital Service Provider					
Airport Maintenance					
Power Company					
Fuel Company					
Telephone Company					
Sewage/Lagoon					
Water/Wastewater Plant					
Washeteria					
Church					
Alaska Native Non-Profit Organization					
Alaska Native For-profit Corporation					
Local DOT&PF					
City or Tribal Maintenance Personnel					

Gather critical infrastructure information about your community

Lodging Facilities

Lodging Name	Location	Phone Number	Owner Name

Local Store Information

Store Name	Location	Phone Number	Owner Name

Airport Information

Airport Name	Airport Location	# of Runways	Illuminated	Runway Distance(s)	Largest Aircraft	Fuel Stored

Airline Information (add more rows if needed)

Airline Name	Hub Location	Phone Number	Contact Name

Radio Communication Information

Channel Name	Primary Use	Agencies Supported	Frequency/Band	Radio POC

Where, and with whom, will completed Plans be kept?

Up to seven copies are available for distribution. Where, and with whom, will copies be stored?

Plan Distribution: Designated Plan Holders and Locations					
Contact	Agency	Physical Location	Phone	Fax	Email

Check that the following items are complete and that the planning team agrees on the following:

Toolkit Checklist	
Item	**Page**
❑ Planning Team Members	3
❑ Incident Command System (ICS) Roles and Responsibilities	4
❑ Community Regional Contacts	5
❑ Shelter Information	6
❑ Evacuation Map (with critical structures marked)	7
❑ Evacuation Routes	8
❑ Clinic Information	9
❑ Community Contact Information	10
❑ Community Critical Infrastructure	11
❑ Plan Distribution List	12

 Send completed toolkit to TBD:

Electronic information:

Paper copy:

Be sure to include a contact name, number, and email.

These ideas aren't new – today's disaster preparedness builds on thousands of years of Alaska Native traditions.

The following diagram uses the *Alaska Native Knowledge Network Spiral Chart for Integrated Learning* to show ways to increase community preparedness.

Act now to prepare–Don't wait Look for ways to lessen risks Seek partnerships in

Plan with your family Practice your plan

Check on your neighbors

Keep fuel on hand; fuel daily Have backup power and heat Anchor fuel tanks

Have a communication plan Use plain language

Keep everyone informed

Use current technology Charges sat phones & know how to use them

Continue traditional ways Incorporate new ideas Involve elders and youth

Involve village corporation Engage regional corporation Know the hazards in your area

Engage the tribe in planning Prepare at tribe gatherings Work with

Build your caches Involve youth

Retrieve at-risk supplies, if safe

Life and safety is always first! Invite the clinic, EMTs to meet Plan for needs of elders, others

Plan and prepare

Take supplies wherever you go Use traditional & modern

Plan for sheltering-in-place Work with partners on sheltering Evacuate only as last resort

D.   Draft Harbor Master Emergency Toolkit Checklist

Harbormaster Emergency Toolkit Checklist

Essential On-Hand Equipment:

- Tide & drift charts (printed)

- Binoculars

- VHF radios with backup batteries

- Pre-filled incident forms, logbooks

- First aid and volunteer safety kits (PPE, flares, vests)

- Drone access (if available)

- Emergency contact directory (USCG, Marine Patrol, local SAR)

Tide & Drift Prediction Resources:

Keep these tools bookmarked and printed for real-time search planning. Scan QR codes for quick access.

NOAA GNOME Model
Simulates drift trajectory (people, vessels, oil).

NOAA Tides & Currents
Real-time tide and current data for all US coasts.

NERACOOS Ocean Data
New England-specific marine forecasts and ocean data.

MarineTraffic (wind/current overlays)
Live vessel tracking with wind/current overlays.

Windy.com Marine Forecast
Forecasts wind, wave, and marine conditions worldwide.

Adrift.org.au (Global Drift Prediction)
Global educational drift tool using ocean currents.

E.   Draft Incident Report Form

Incident Report Form: Fisherman Lost at Sea

Date: _____   Time Reported: _____

Reported By: _____   Phone #: _____

Relation to Missing Person: _____

MISSING PERSON DETAILS

Name: _____   Age: _____   Gender: _____

Clothing Description: _____

Vessel Name: _____

Vessel Description (Color, Type, Reg.): _____

Last Known Location: _____

Time Last Seen: _____

Fishing Method (e.g., Lobster, Clamming): _____

CONDITIONS

Weather: _____   Tide Stage: _____

Water Conditions: _____   Wind (Dir/Speed): _____

ACTION TAKEN (Check all that apply):

[ ] 911 Called   [ ] USCG Contacted

[ ] Marine Patrol Notified   [ ] BOLO Issued

[ ] UMIB Broadcast   [ ] SAR Units Deployed

Notes:

_____

_____

_____

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F. USCG Initial SAR Check Sheet

Radio Call	Frequency:		High Site:		DF Bearing:
Type of Comms:			Original Relay		
Time:	Date:		UCN:		Initials:

-- Initial SAR Check Sheet --

1. Position *Type of Position:* How determined?	[ ] Lat/Long [ ] Geographic Reference

2. Number of Persons On Board   Adults: Children: Total:

3. Nature of Distress (if PIW complete additional PIW box below)

4. Description of Vessel   Name: Length: Type:
Make: Color:

5. Have all persons on board the vessel put on Personal Flotation Devices / adequate number of PFD's available? Y / N

** *ADVISE REPORTING SOURCE OF INTENDED ACTIONS AT THIS TIME* **

6. Determine Initial Severity / Emergency Phase

[ ] Distress	**[ ] Uncertainty [ ] Alert**
[ ] Dispatch Resources / Activate SAR Alarm [ ] *Advise reporting source of Coast Guard's Actions* [ ] Issue Urgent Marine Information Broadcast (UMIB) [ ] Brief Sector / District [ ] Provide emergency instructions to vessel in distress [ ] Complete additional check-sheets as situation dictates	*Additional information is needed* *Complete one or more of the following:* [ ] Supplemental Check-sheet [ ] Overdue Check-sheet [ ] Flare Sighting Check-sheet [ ] MEDEVAC/MEDICO Check-sheet [ ] Grounding Check-sheet [ ] Mass Rescue Operation Supplemental Check sheet

Persons in the Water		
Number: Time: Confirmed? [ ]	Description:	[ ] PFD - type/color: [ ] Exposure Suit [ ] Light

** *Complete all of the above before shifting frequency; Complete below before hanging up phone* **

Reporting Source
Name:
Vessel Name:
Call back number (with area code): [ ] cell phone [ ] radio / call sign: / MMSI:
Address:

On Scene Weather			
Wind	Seas	Swells	Visibility
Weather Type			

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G. ICS 201 Form – USCG Incident Overview

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
INCIDENT BRIEFING (ICS 201-CG)

PRIVACY ACT STATEMENT

AUTHORITY: USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

PURPOSE: USCG collects the information to assist emergency response personnel in the application and execution of the Incident Command System (ICS) and corresponding documentation during incident operation.

ROUTINE USES: USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally as a "routine use" pursuant to DHS/USCG-013 – Marine Information for Safety and Law Enforcement (MISLE), June 25, 2009, 74 FR 30305.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Incident Briefing form (ICS 201-CG) provides the Unified Command (and the Command and General Staffs assuming command of the incident) with basic information regarding the response situation and the resources allocated to the incident. It is also a permanent record of the initial incident response.

Preparation. The ICS 201-CG is prepared under the direction of the initial Incident Commander for presentation to the Unified Command. This form can be used for managing the response during the initial period until the beginning of the first operational period for which an Incident Action Plan (IAP) is prepared. The information from the ICS form 201-CG can be used as the starting point for other ICS forms or documents.

- Page 1 (Map/Sketch) may transition immediately to the Situation Map
- Page 2 (Summary of Current Actions) may be used to continue tracking the response actions and as the initial input to the ICS form 215-CG and the ICS form 232-CG
- Page 3 (Current Organization) may transition immediately to the Organization List (ICS form 203-CG) and/or Organization Chart (ICS form 207-CG).
- Page 4 (Resources Summary) may be used to continue tracking resources assigned to the incident and as input to individual T-Cards (ICS form 219) or other resource tracking system.

Distribution. After the initial briefing of the Unified Command and General Staff members, the ICS 201-CG is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

Notes.
- The ICS 201-CG can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201-CG and repaginate as needed.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident / City and State or Country if applicable.
3.	Date / Time Initiated	Enter date initiated (MM/DD/YYYY) and time initiated (using 24-hour clock).
4.	Map / Sketch	Show the total Area of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
5.	Current Situation	Enter short, clear, concise summary of the actions taken in managing the initial response.
6.	Prepared by	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7.	Initial Response, Objectives, Current & Planned Actions	Enter short, clear, concise statements of the objectives for managing the initial response, any actions taken in response to the incident, including the time, and note any significant events or specific problem areas as well as planned actions for the future.
8.	Prepared by	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
9.	Current Organization	Enter, on the organization chart, the names of the individuals assigned to each position. Modify the chart as necessary, using additional boxes in the space provided under the Sections. Blank lines are provided in the Unified Command section for adding other agencies or groups participating in the Unified Command and/or for multiple Responsible Parties.
10.	Resources Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and description of the resource (e.g., boat, skimmer, aircraft, etc.).
	• Resource Identifier	Enter identifier for the relevant agency designator and/or resource designator (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
	• Date/Time Ordered	Enter date and time ordered (24-hour clock) the resource was ordered.
	• ETA	Estimated date and time for the resource to arrive at the staging area. "X" upon the resource's arrival.
	• On-Scene	Enter and "X" or checkmark upon the resource's arrival to the incident.
	• Notes	Enter notes such as the assigned location of the resource, the actual assignment, and the status of the resource (if other than working).
11	Prepared by	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (MM/DD/YYYY) and time prepared (24-hour clock).

ICS 201-CG (07/23)

INCIDENT BRIEFING (ICS 201-CG)

1. Incident Name:	2. Incident Location:	3. Date / Time Initiated:
		Date: Time:

4. Map/Sketch: (include sketch, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)

5. Current Situation:

6. Prepared by:

Name:	Position Title:	Signature:	Date/Time:

ICS 201-CG (07/23)   Page _____ of _____

INCIDENT BRIEFING (ICS 201-CG)

1. Incident Name:	2. Incident Location:	3. Date / Time Initiated:
		Date: Time:

7. Initial Response Objectives, Current Actions, Planned Actions:

8. Prepared by:

Name:	Position Title:	Signature:	Date/Time:

ICS 201-CG (07/23)   Page ___ of ___

1. Incident Name:	2. Incident Location:	3. Date / Time Initiated:
		Date: Time:

9. Current Organization: (fill in additional appropriate organization)

```
                              _____
                              
                              _____
                              
               │              _____
               │
               │              _____
               │
               ├── Safety Officer          _____
               │
               ├── Liaison Officer         _____
               │
               ├── Public Information Officer   _____
               │
    ┌──────────┼──────────────┬──────────────┬──────────────┐
┌─────────┐ ┌─────────┐ ┌─────────┐ ┌─────────┐ ┌─────────┐
│Operations│ │Planning │ │Logistics│ │Finance  │ │Intel/   │
│Section   │ │Section  │ │Section  │ │Section  │ │Invest   │
│          │ │         │ │         │ │         │ │Section  │
└─────────┘ └─────────┘ └─────────┘ └─────────┘ └─────────┘
```

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
INCIDENT BRIEFING (ICS 201-CG)

1. Incident Name:	2. Incident Location:	3. Date / Time Initiated: Date: Time:

10. Resources Summary:

Resource	Resource Identifier	Date / Time Ordered	ETA	On Scene	Notes (Location/Assignment/Status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
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				☐	
				☐	
				☐	
				☐	
				☐	

11. Prepared by:

Name:	Position Title:	Signature:	Date/Time:

ICS 201-CG (07/23)

Page _____ of _____

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H. Sample Search & Rescue Logbooks

Search & Rescue Logbook Option 1- Use this log to track search actions, communications, and observations.

Time	Action / Update	By Whom	Channel / Response

End-of-Day Summary

Total Hours Logged: _____

Agencies Involved: _____

Areas Searched: _____

Items Found: _____

Family Notified By: ___ Time: _

Option 2 for Search Team Log

DIVISION ASSIGNMENT LIST	1. Branch *Search Area*		2. Division/Group
3. Incident Name *Name of Effort*	4. Operational Period Date: Time:		

5. Operations Personnel			
Operations Chief	*Name*	Division/Group Supv	*Name*
Safety Officer	*Name*	Air Attack Supv. No.	*Name*

6. Resources Assigned this Period						
Strike Team/Task Force/Resource Designator	Leader	Num Per	Phone #	Last Shift	Drop Off PT/Time	Pick Up PT/Time
Team Name	*Name*					

7. Search Operations

8. Special Instructions
*i.e. If anything related to the missing person is found, **DO NOT** move or remove anything. Notify Incident Commander <Insert Name> via this phone number XXX-XXXX, secure the area and stand by until Maine Marine Patrol arrives.*

I. Communication Group Template

NOTE: All communications should be vetted or orchestrated with the primary governing authority of the incident (typically USCG or MMP)

LAST UPDATE DATE: X/X/XX

Target Group (*examples*)	Specific Names (if appropriate)	Person Accountable	Medium to be Used	General Messaging Content
Authorities	*Leverage from your Key Contact List*	*Community Information Officer or as defined in plan*	*Defined by the Authority (USCG, MMP, etc.)*	*Specific incident information and community plans/actions*
First Responders	*Leverage from your Key Contact List*	*Community Information Officer or as defined in plan*	*Text Group, What's App, Other?*	*Specific incident information required for immediate response and ongoing updates*
Tier 2 Responders - Core	*i.e. Fishing Community, other state and local agencies, specialty skill providers, etc.*	*Community Information Officer or as defined in plan*	*Text Group, What's App, Other?*	*Specific incident information and help needed*
Local Community	*Leverage public or private group/list*	*Community Information Officer or as defined in plan*	*Website, Facebook Group, Other?*	*General incident information: help needed*
Family	*List the primary members to be addressed based on their preferences*	*Legal Authority Name*	*In Person or Phone as Agreed*	*Specific information on status of incident*
		Family Liaison	*In Person or Phone as Agreed*	*Meal train, needed support, etc.*
Etc.				

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