

**Carrabec Community School  
Disaster/Emergency Shelter Plan**

Disaster/Emergency Shelter Plan for  
**Carrabec Community School**

56 N. Main Street

Anson, Maine

October 2025

# **Carrabec Community School Disaster/Emergency Shelter Plan**

## **Introduction**

On October 23, 2025 a Disaster/Emergency Shelter Survey was conducted by Somerset County Emergency Management Agency in collaboration with the Anson Fire/EMA, Representatives from the Town of Anson and the Superintendent of RSU #74. Those participating in the assessment included the following:

Mike Smith	Director Somerset County Emergency Management Agency
Sara Bickford	Deputy Director Somerset County Emergency Management Agency
Brenda Garland Stacey Bean Daryl Partridge	Anson Fire Department
Larry McHugh	Town of Anson Selectman
Mark Campbell	Superintendent of Schools RSU # 74
Christopher Roux	Director of Operations RSU # 74

The Disaster/Shelter Plan was created in collaboration with the Somerset County EMA. This plan provides a tool for utilizing the facility for Sheltering or Evacuation Center Purposes and shall be amended as needed during an annual review.

The Carrabec Community School use as a Warming Center, Disaster/Emergency Shelter or Evacuation Center shall be at the request of the Anson EMA with ability to use with the approval of the Superintendent of Schools

# **Carrabec Community School Disaster/Emergency Shelter Plan**

## **General Information:**

Carrabec Community School, 56 N. Main Street, North Anson, Maine 04958

GPS Coordinates: Latitude: 44.936344° N Longitude: -69.870065° W.

- Person responsible for updates to the Shelter Plan: (Contact information, facility changes Etc.): Town of Anson EMA with RSU # 74 Superintendent of Schools
- Person responsible for making the decision to use the facility for a Disaster/Emergency Shelter when requested by the Anson EMA Director:  
Superintendent of Schools and Anson Fire Department  
Appendix A: Flow Chart of Command
- 24-Hour Emergency Contacts for the facility: (Names, Phone, and Email Contact information)  
Appendix B: Contact list of individuals that will be responsible for Shelter operations.
- Are there any dates of the year where the facility may not be available if needed?  
To be determined by the Superintendent of Schools.

Request for Warming Center, Disaster/Emergency Shelter and Evacuation Center use shall be by the Local EMA only:

To be determined by the Anson EMA Director.

## **Facility:**

(Ariel View) Appendix C

(Floor Plan) Appendix D

# **Carrabec Community School Disaster/Emergency Shelter Plan**

The Front Entrance, Lobby, Gymnasium, Kitchen, and Locker Rooms have been identified as accessible for Sheltering and Evacuation Center purposes.

- The entire Facility is ADA Accessible.
- Congregate Shelter Capacity is (87) individuals at 40. sq ft. per person in non-COVID-19 and COVID-19 is (31) Individuals at 110 sq ft. per person. The Evacuation Center in the Gymnasium capacity is (175) individuals at 20 sq ft. per person. (The capacity was determined by measuring the usable space of the Gymnasium floor with the wooden bleachers rolled out for Shelter Resident use.)
- The dormitory will be set up in the gymnasium divided in the following areas: individual/couple, family, and isolation. Mats shall be placed on the gymnasium floor before placement of cots to protect the floor.
- This facility is heated by Pellets/Oil. There is a propane generator on site designated areas of the facility.
- There are sufficient Bathrooms and Showers which include ADA Accessibility that are sufficient for the maximum Shelter capacity.
- Shelter Supplies may be delivered at the main entrance door to the school.

## **Service Delivery:**

- Warming Center, Disaster/Emergency Sheltering, Evacuation Center, and Emergency Feeding.

## **Important Note:**

Suspension of normal programs and services will be determined by the Superintendent of schools to operate as a Disaster/Emergency Shelter to ensure the safety and security of Students/Staff and Shelter Residents. If it is determined that school can be held, evacuation of the shelter will happen. The shelter and school will never operate at the same time for the safety and well being of the children and staff.

# **Carrabec Community School Disaster/Emergency Shelter Plan**

## **Registration:**

Registration will be set up in the lobby near the primary entrance of the school by local partners. The MEMA Shelter Handbook has forms for registering shelter residents. (See Attached MEMA Shelter Handbook)

## **Cots and Bedding:**

Cots and Blankets may be requested from Local, County, and State Emergency Agencies and partners. There are no cots and blankets stored on site. Cots and Blankets will need to be transported on site when needed by Anson Fire or EMA.

## **Feeding:**

If use of the kitchen is required, a Food Service staff member of the school must be present for use of this facility. Food may be prepared on site in a full-service kitchen. Feeding for Shelter Residents and Staff should be delivered in the Cafeteria adjacent to Kitchen and Gymnasium. The Cafeteria has a maximum occupancy of 68 individuals.

Feeding is not permitted in the Gymnasium. Arrangements for food acquisition, preparation, and reimbursement of food expenses should be discussed with the Town of Anson. Food deliveries can be made at the kitchen door at the back of the facility.

## **Pet Sheltering:**

No pets except for Service Animals are permitted in the facility. Documentation (Proof of vaccinations and licensing) of Service animals is required. Sheltering of Pets should be coordinated utilizing local or county resources such as the Skowhegan Humane Society or Somerset County Animal Rescue Team.

## **Safety:**

- Fire, EMS, and Law Enforcement resources are available by calling 911 (Somerset County Regional Communications Center.)
- On-site staff will be responsible for facility safety. There will be 1 staff member for every 10 persons. 1 male staff for 10 males and 1 female staff for 10 females.
- Facility has an automatic fire alarm and sprinkler system with smoke alarms with 24-Hour monitoring by a private vendor
- Fire Extinguisher locations and evacuation routes are posted throughout the facility.
- AED and First Aid Kits are stored in the primary entrance hallway next to the office .

# **Carrabec Community School Disaster/Emergency Shelter Plan**

## **Child Services:**

Childcare services for Disaster Survivors are not available on site.

## **Medical:**

Local EMS providers can be requested via 911 when needed but will not be on site.  
AED and First Aid Kits are located on site near the front lobby.

## **Behavioral Health:**

No immediate resources are available in the community. Longer-term events will require resources through Local, County, or State Agencies and Partners.

Maine CDC Disaster, Behavioral Health, American Red Cross and Mental Health resources may be available upon request.

## **Supplementary Resources:**

A Washer and Dryer is located on site but with limited capacity.

The playground is located behind the school.

## **Donations Site:**

Donations should not be collected on site but off site at an alternate location in the Town of Anson determined by local officials.

## **Transportation:**

Shelter residents will arrive in personal vehicles which will be parked in the designated parking area in front of the facility.

Town residents requiring transportation may make arrangements with Kennebec Valley Community Action program or other providers for assistance. The drop-off area is located in front of the main entry to the facility.

## **Operations:**

Shelter Operations will be managed by the Town of Anson and the Anson Fire Department.

The decision to open the Shelter or Evacuation Center will be made in collaboration with Local and County EMA and the Superintendent of Schools.

# **Carrabec Community School Disaster/Emergency Shelter Plan**

## **Costs for Operations:**

There are a few known costs associated with the Emergency Shelter Operation.

1. Propane - used to power generators and kitchen for cooking.
2. Electricity - if available for the daily operation of the facility.
3. Oil/Pellets - used for the heat source.
4. RSU #74 Staffing - RSU#74 will be reimbursed at the hourly rate per the Bargaining Agreement for the staff that is needed on site for cleaning the facility and use of the kitchen.
5. Any other commodities used on site that were originally purchased by the school but utilized.

Costs for the shelter will be determined in the following manner. The amount of time/days that the shelter is opened for use to the public. Costs will be determined by the resources that are being used/consumed at the time of the shelter. Example: If the shelter is open due to loss of power, (generator, oil/pellets, and staffing costs would be factored for that day. Should power return and the shelter remain open, costs would shift from generator to electricity costs for consumption.) All costs will be calculated and reviewed by the Superintendent, Director of Operations and Town of Anson Administrative Assistant. Costs for the shelter will then be forwarded to the Town of Anson for reimbursement.

Please refer to Appendix E for estimated costs for Shelter Operations. Please note that if costs increase or decrease, the costs for the daily operations will also reflect that increase/decrease.

## **Command Structure:**

The shelter will be managed by the Anson Fire Department by a predetermined list of individuals determined by the Town of Anson and Superintendent of Schools.

## **Communications:**

On site internet and cell phone resources will be utilized but may not be available during power outages. There is no Wi-Fi on site.

Ham Radio Operators may be deployed at the request of the Town of Anson Emergency Management Agency as needed to ensure communications with local officials.

# **Carrabec Community School Disaster/Emergency Shelter Plan**

## **Shelter Closing:**

The decision to close the Shelter or Evacuation Center will be made in collaboration with Local and County EMA and the Superintendent of Schools.

## **Staffing:**

To be determined by the Town of Anson EMA. The availability of shelter staff and support may be limited for the first 24 hours of an event. No less than 2 staff (one male and one female) should be on site at all times.

Assistance from the Red Cross, Salvation Army or other organizations may be requested as needed subject to their availability.

Note: The shelter will not be opened unless appropriate staffing is provided and maintained during the time it is opened.

## **Insurance Requirements:**

RSU # 74 requires that it be listed as an additional insured for the Town of Anson under its liability insurance. The minimum amounts required are: Commercial General Liability each occurrence, \$3,000,000. This certificate will also include a line item showing coverage for Abuse and Molestation, each occurrence \$1,000,000 for an aggregate of \$3,000,000. The town will also provide a copy of their workman's comp Certificate to cover any and all persons working at the shelter with a minimum of \$1,000,000. This binder is to be provided to the School prior to the use of the facility for records.



# Carrabec Community School Disaster/Emergency Shelter Plan

## Term of Agreement:

The term of this agreement shall be for one year. This contract will be reviewed annually by the RSU #74 Board of Directors in September. The Town of Anson will agree to review and approve this plan on a yearly basis as well. An agreement must be met and prices agreed upon between the parties before the shelter can open.

This Agreement shall terminate upon: (a) mutual written agreement; (b) expiration of the term; or (c) failure to meet other terms and conditions of this agreement.

Date Plan Approved: 12/3 by: RSU #74 Board of Directors

Date Plan Approved: \_\_\_\_\_ by: \_\_\_\_\_

Printed Name: James Smith Town of Anson Representative  
Signature: [Signature] Date: 12-23-25

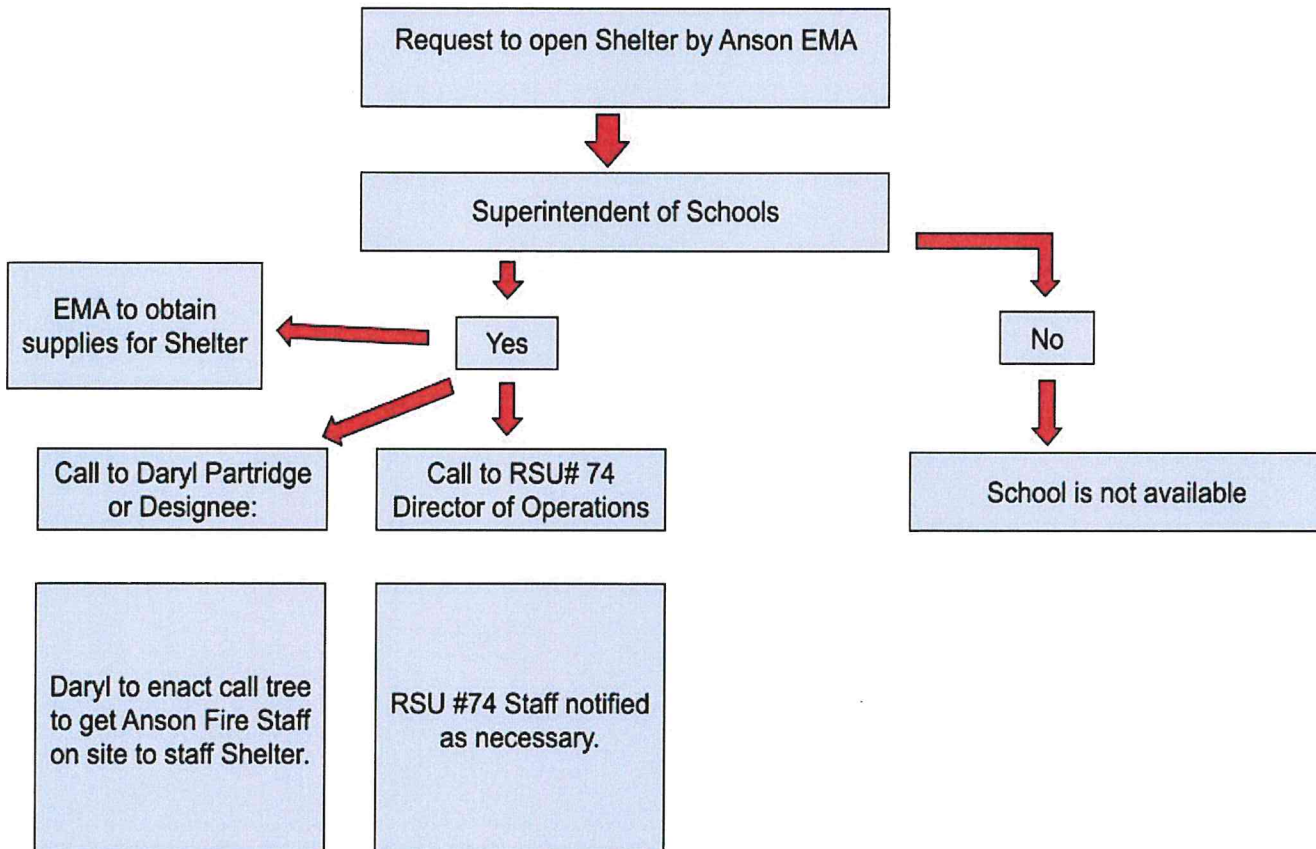
Printed Name: Steph Beane Anson Fire Representative  
Signature: STEPH S. BEANE Date: 12/23/2025

Printed Name: Mark L. Campbell Superintendent of RSU #74 Schools  
Signature: Mark L. Campbell Date: 12/19/25

# Carrabec Community School Disaster/Emergency Shelter Plan

## Appendix A

### Flow Chart of Command



# Carrabec Community School Disaster/Emergency Shelter Plan

## APPENDIX B

**Contact List:**

Name:	Agency:	Phone Number:
Gabbie Manzer		612-1820
Larry McHugh	Town	400-9844
Austin Gross		431-7726
Sam Richardson		431-6619
Jeremy Charles		250-1878
Dave Richardson		431-3411
Sheila KilKenny		696-5743
Stacy Beane	Town	399-7577
Brenda Garland	Town	612-8064
Nancy Gove	Town	431-3443

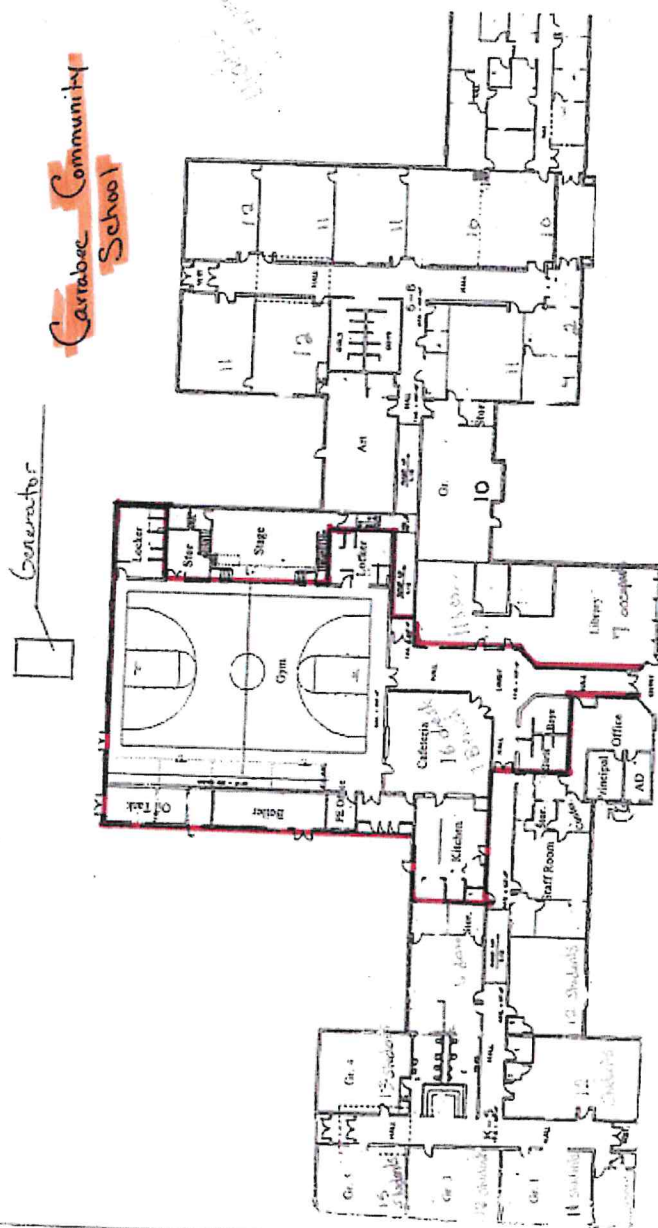


# Carrabec Community School Disaster/Emergency Shelter Plan

## APPENDIX C



## APPENDIX D



Area in Red will be available for Community Shelter Front Entrance will be primary use for Entry.

Primary Parking

9/14/20

# **Carrabec Community School Disaster/Emergency Shelter Plan**

## **Appendix E**

### **2025/2026 Estimated Shelter Costs**

The following is a breakdown of the approximate cost to run this facility for a day. This includes the maximum costs to include all services running at the same time. The numbers are generated from past history of the facility during winter months. All costs are estimated based on "anticipated" 2025-2026 heating season costs. \*\* Prices are subject to change and estimates are based on current market prices on November 3, 2025. \*\*

- Oil Furnace: Approximately:
  - 100 gallons of heating fuel a day.
  - Estimated Oil price is \$3.40
  - \$340.00 per day for heating oil.
- Power Supply for CCS:
  - Average 1312 KWH per day.
  - Estimated KWH per day is \$0.18
  - \$236.16 per day for Electricity
- Pellet Consumption for CCS:
  - 2 Pellet Boiler running at max capacity would consume 900 lbs per day.
  - Estimated cost per lb. is \$0.2095
  - \$188.55 per day for pellet consumption
- Propane for C
- CS:
  - Generator running at max capacity would consume - 428.4 gallons of propane.
  - Estimated cost per gallon is \$3.39
  - \$1,455.27 per day for propane consumption.
- RSU# 74 Kitchen Help:
  - 8 Hour day for (1) Cook Staff
  - Contracted rate for 25-26 school year is \$25.00 per hour
  - \$200.00 per day for kitchen staff.
- RSU# 74 Custodian Help:
  - 8 Hour day for (1) Custodial Staff
  - Contracted rate for 25-26 school year is \$25.00 per hour
  - \$200.00 per day for Custodial staff.

Total Estimated cost for daily shelter expenses is \$2,619.98

# CERTIFICATE OF MEMBERSHIP

ISSUE DATE 01/02/26

**NAMED MEMBER**

Town of Anson  
PO Box 297  
Anson, ME 04911

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POOL.

**COMPANIES AFFORDING COVERAGE****COMPANY**

B - MAINE MUNICIPAL ASSOCIATION WORKERS' COMPENSATION FUND  
60 Community Dr.  
Augusta, ME 04330

**COVERAGES**

THIS IS TO CERTIFY THAT THE COVERAGE LISTED BELOW IS AFFORDED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PROGRAM.

CO LTR	TYPE OF COVERAGE	CERTIFICATE NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS OF LIABILITY
	<b>General Liability</b>				
	Premises/Operations				
	Products/Completed Operations				
	Contractual				
	Broad Form Property Damage				
	Personal Injury				
	Bodily Injury/Property Damage				
	Claims Made				
	Occurrence				
	<b>Law Enforcement Liability</b>				
	<b>Medical Malpractice / Ambulance Malpractice</b>				
	<b>Automobile Liability</b>				\$400,000/occurrence
	<b>Automobile Physical Damage</b>				
	<b>Property - All Risk</b>				
	<b>Crime</b>				
	<b>Other</b>				
B	<b>Workers Compensation and Employer Liability</b>	P25010WC2026	01/01/2026	01/01/2027	Statutory Employers Liability Limit: \$2,000,000 each accident \$2,000,000 aggregate disease

**Description of Operations/Locations/Vehicles/Special Items**

Carrabec Community School used as a Warming Center for Disaster/Emergency Shelter Plan

**Certificate Holder**

RSU #74  
PO Box 219  
North Anson, ME 04958

**Cancellation**

Should any of the above described certificates be cancelled before the expiration date thereof, notice will be delivered in accordance with the common conditions.

**Authorized Representative**

*Michelle Pelletier*



# CERTIFICATE OF MEMBERSHIP

ISSUE DATE 01/02/26

## NAMED MEMBER

Town of Anson  
PO Box 297  
Anson, ME 04911

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## COMPANIES AFFORDING COVERAGE

### COMPANY

A - MAINE MUNICIPAL ASSOCIATION PROPERTY AND CASUALTY POOL

60 Community Dr.  
Augusta, ME 04330

## COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGE LISTED BELOW IS AFFORDED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PROGRAM.

CO LTR	TYPE OF COVERAGE		CERTIFICATE NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS OF LIABILITY
A	<b>General Liability</b>		P25010PC2025	07/01/2025	07/01/2026	\$400,000/occurrence for causes of action pursuant to the Maine Tort Claims Act. Coverage is limited to those areas for which governmental immunity has been expressly waived.  \$2,000,000/occurrence for causes of action pursuant to federal law or state law for which immunity is not provided by the Maine Tort Claims Act. The total limit of liability available per occurrence is \$2,000,000 regardless of number or types of actions.
	<input checked="" type="checkbox"/>	Premises/Operations				
	<input checked="" type="checkbox"/>	Products/Completed Operations				
	<input checked="" type="checkbox"/>	Contractual				
	<input checked="" type="checkbox"/>	Broad Form Property Damage				
	<input checked="" type="checkbox"/>	Personal Injury				
	<input checked="" type="checkbox"/>	Bodily Injury/Property Damage				
	<input type="checkbox"/>	Claims Made <input checked="" type="checkbox"/> Occurrence				
	<b>Law Enforcement Liability</b>					
	<b>Medical Malpractice / Ambulance Malpractice</b>					
	<b>Automobile Liability</b>					\$400,000/occurrence
	<b>Automobile Physical Damage</b>					
	<b>Property - All Risk</b>					
	<b>Crime</b>					
	<b>Other</b>					
	<b>Workers Compensation and Employer Liability</b>					

## Description of Operations/Locations/Vehicles/Special Items

RSU #74 is added as a Member under, and subject to all terms and provisions in, the above identified Certificate, but only with respect to Section III-Liability, Agreement D-General Liability, of the Certificate, only with respect to use of Carrabec Community School as a Warning Center as part of the Disaster/Emergency Shelter Plan, and only with respect to liability caused, in whole or in part, by the acts, conduct or omissions of the Town of Anson. RSU #74 is not a Member for or with respect to liability caused by or arising out of its own acts, conduct or omissions, or caused by or arising out of acts, conduct or omissions by others acting on its behalf.

## Certificate Holder

RSU #74  
PO Box 219  
North Anson, ME 04958

## Cancellation

Should any of the above described certificates be cancelled before the expiration date thereof, notice will be delivered in accordance with the common conditions.

## Authorized Representative

*Michelle Pelletier*