

## Local Emergency Management Plan

### 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Gina Jenkins	Town Administrator (TA)
Toby Talbot	Emergency Management Coordinator (EMC)

### 2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	TA, SB Chair, EMCs
<b>Preferred EOC Positions and Duties</b>	
EMC, EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Communications Support	Staffs phones and radio
Situational Awareness	Tracks and answers any Requests for Information (RFI)
Logistics Support	Tracks and coordinates any Requests for Support (RFS)
Public Information Officer (PIO)	Produces and posts public information and press releases
Admin	Maintains operations log; Supports incident commanders in documenting expenses for reimbursement
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Toby Talbot	EOC Director, EMC, Communications Support, Situational Awareness
Jon Boucher	EMC, Communications Support, Situational Awareness
Gina Jenkins	Public Information Officer (PIO), Logistics Support, Admin
<b>Primary EOC Location</b>	
Facility / Address:	EMFD ESF, 54 Village Acres, East Montpelier
Phone Numbers:	802-225-6247
Equipment/Notes:	Generator, base radio, telephone
<b>Alternate EOC Location</b>	
Facility / Address:	EM Town Office, 40 Kelton Road, East Montpelier
Phone Numbers:	802-223-3313

### 3. Resources

**Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.**

Purchasing agents for emergencies:		Road Foreman, TA, SB Chair, EMCs
Emergency spending limits:	TA, Road Foreman, EMCs - \$10,000 SB Chair – \$100,000	
<b><i>Businesses with Standing Municipal Contracts</i></b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Emergency Services	East Montpelier Fire Dept.	802-225-6247
<b><i>Other Local Resources</i></b>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Supplies (Town has account on file with business)	East Montpelier Home Center	802-223-4131
Supplies (Town has account on file with business)	Montpelier Agway	802-229-9187
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police and Special Teams</li> <li>• Community Emergency Response Teams (CERTs)</li> <li>• Swiftwater Rescue Teams</li> <li>• Regional Shelter Support</li> <li>• State government agency expertise / services</li> <li>• Federal response agency expertise</li> </ul> <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> <li>• Supplies and equipment (including sandbags)</li> <li>• VTrans Equipment and Personnel</li> <li>• Vermont National Guard Support</li> </ul> <p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

### National Incident Management System (NIMS) Typed Resources\*

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	1
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A	1	Road Sweeper	N/A	N/A	N/A	N/A	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	1
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	1
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)	3					Trailer, Small Equipment	N/A	N/A	N/A	N/A	1
Firefighting Crew Transport	1			N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	
Aerial Apparatus, Fire						Truck, Plow	N/A	N/A	N/A	N/A	5
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering					
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A		Wheel Loader, Medium	N/A	N/A	N/A	N/A	1
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A	1	Wood Chipper	N/A	N/A	N/A	N/A	1
Generator	N/A	N/A	N/A	N/A	3	Wood Tub Grinder					
Grader	N/A	N/A	N/A	N/A	1						

\* Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List:

<https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Front Porch Forum: <a href="https://frontporchforum.com">https://frontporchforum.com</a> East Montpelier, VT Website: <a href="https://eastmontpeliervt.org">https://eastmontpeliervt.org</a>
Local Newspaper, Radio, TV:	WDEV: 802-244-7321 WGDR: 802-454-7762 WCAX: 802-652-6300 Times Argus: 802-479-0191
Public Notice locations:	East Montpelier Town Offices, Post Office, East Montpelier Elementary School, Four Corners Schoolhouse
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

#### 5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting Public Safety Answering Point "PSAP")
East Montpelier Elementary School (Alicia Lyford)	802-223-7936
U-32 Middle/High School (Steven Dellinger-Pate)	802-229-0321
Orchard Valley Waldorf School (Madelief Becherer)	802-456-7400
Twin Valley Senior Center (Gene Troia)	802-223-3322
All Together Now Pre-School (Ellen Leonard)	802-223-1242
Sandy Pines Mobile Home Park (VT State Housing Authority)	802-828-3295
Nature's Ninos Child Care (Betsy Barstow)	802-223-3311
Kidcare Daycare (Lynn MacAulay)	802-479-7240
Tracy Cano-Scribner Child Care	802-223-0664
Danielle Huston Child Care	802-224-6278

## 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.*

### **Spontaneous Sheltering**

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

### **Regional Shelter**

Location / Address:	Barre Auditorium, 20 Auditorium Hill, Barre
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 833-583-3111
Phone Numbers:	802-476-0256

### **Primary Local Shelter**

Location / Address:	East Montpelier Elementary School
Facility Contact(s):	Todd Hill (facility manager); Alicia Lyford (principal)
Phone Numbers:	802-595-5201 (Todd Hill); 802-223-7936 (school); 802-279-6779 (Alicia Lyford cell phone)
Shelter Manager:	Todd Hill
Staff Requirements:	
Services:	<b>Warm/Cool Overnight Food Prep Showers Healthcare</b>
Notes:	
	Capacity: 50 Generator? <b>Y</b> Pets Allowed? <b>N</b>

### **Alternate Local Shelter**

Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: Generator? Y / N Pets Allowed? Y / N

### **Annexes (Optional, create and letter as needed)**


See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

## Contact Information

Position	Name	Phone numbers		E-mail
		Primary	Alternate	
<b>Local Emergency Management Team</b>				
EMD	Seth Gardner	802-272-3478 C	802-223-1370 H	sethbgardner@hotmail.com
2 <sup>nd</sup> EMD	Carl Etnier	802-552-4343 C		cetnier@eastmontpeliervt.org
EM Coordinator	Toby Talbot	802-223-3942 H	802-371-7592 C	toby_talbot@comcast.net
2 <sup>nd</sup> EM Coordinator	Jon Boucher	802-223-7902 H	802-917-4855 C	guarefh@guareandsons.com
<b>Local Response Organization Contacts</b>				
Fire Chief	Albert Petrella	802-272-7099 C	802-229-1153 H	apsg2vt@msn.com
Assistant/Deputy Fire Chief	Toby Talbot	802-223-3942 H	802-371-7592 C	toby_talbot@comcast.net
EMS Chief	Veronica Lowe	802-371-8665 C		Monkeysgrandama@myfairpoint.net
Constable	Jon Boucher	802-223-7902 H	802-917-4855 C	guarefh@guareandsons.com
State Police	VT State Police	802-229-9191 W		
Local Dispatch Center	Capital West	802-223-3445 W		
EMFD		802-225-6347 W		
<b>Local Public Works Contacts</b>				
Road Foreman	Guthrie Perry	802-223-5870 W	802-622-4217 C	highway@eastmontpeliervt.org
Road Commissioner	Seth Gardner	802-272-3478 C	802-223-1370 H	sethbgardner@hotmail.com
Road Commissioner	Gina Jenkins	802-223-3313x204 W	802-505-1361 C	manager@eastmontpeliervt.org
Crystal Springs Water System	Deane Hedges	802-223-5060 H	802-522-8375 C	
Road Crew	Ken Lorden	802-223-6028 H		
Road Crew	Frank Campbell	802-793-9234 C		
Road Crew	Craig Seadeek	802-229-6830 H		
<b>Municipal Government Contacts</b>				
Town Administrator	Gina Jenkins	802-223-3313x204 W	802-505-1361 C	manager@eastmontpeliervt.org
Selectboard Chair	Seth Gardner	802-272-3478 C	802-223-1370 H	sethbgardner@hotmail.com
Selectboard Vice-chair	Carl Etnier	802-552-4343 C		cetnier@eastmontpeliervt.org
Selectboard	Scott Hess	917-204-8208 C	802-223-9924 H	scottphess@gmail.com
Selectboard	Jon Jewett	802-793-5627 C		jnjewett@gmail.com
Town Treasurer / Finance	Michele Pallas	802-223-3313x207 W		treasurer@eastmontpeliervt.org

## Contact Information

Position	Name	Phone numbers		E-mail
		Primary	Alternate	
Town Clerk	Rosie Laquerre	802-223-3313x201 W	802-249-9659 C	clerk@eastmontpeliervt.org
Town Health Officer	Ginny Burley	802-272-4045 C		vburleyvt@gmail.com
Animal Control Officer	Carl Etnier	802-552-4343 C		cetnier@eastmontpeliervt.org
2 <sup>nd</sup> Animal Control Officer	Amber Perry	802-498-5140 C		gaperry07@gmail.com
Forest Fire Warden	Ty Rolland	802-793-8532 C	802-229-1153 H	ty@blueridgeconstructionllc.com
WCUUSD Superintendent	Jennifer Miller-Arsenault	802-229-0553x2 W		jmillerarsenault@u32.org
EMES Principal	Alicia Lyford	802-223-7936 W		alyford@u32.org
U-32 Principal	Steven Dellinger-Pate	802-229-0321 W		sdpate@u32.org
<b>Other Contacts</b>				
State EOC / Watch Officer		800-347-0488		
Calais Road Crew		802-456-7466 W		
Calais Road Commissioner	Jamie Moorby	802-595-9525 C		calaiswebmaster@gmail.com
Calais Road Commissioner	Anne Toolan	802-229-0093 H		annetoolan@gmail.com
WEC		802-223-5245		
GMP		888-835-4672		
Consolidated Communications		866-984-0626		
American Red Cross		855-891-7325	800-464-6692	
Central VT RPC		802-229-0389		
VT League of Cities & Towns		802-229-9111		
VTrans D6	Michelle Redmond	802-291-3928 C		michelle.redmond@vermont.gov