

**Local Emergency Management Plan**

**1. Emergency management planners**

<i>These are the people who wrote and maintain this plan. This must include the EMD.</i>
Sid Pollock – VEM Jennifer Devine – Emergency Management Director, Road Commissioner, Town Administrator Seth Gardner – Selectboard Chair

**2. Municipal emergency operations center (EOC)**

*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.*

Which municipal position(s) can activate the EOC?  
Town Administrator, EMD, EMC, Selectboard Chair

***Preferred EOC positions and duties***

<i>Position title</i>	<i>Duties associated with that position</i>
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

***Potential EOC staff members***

<i>Name</i>	<i>Qualified position(s) and notes</i>
Troy Seckington	EOC Director, EMC, Communications Support, Situational Awareness, Fire Chief, Incident Commander, Fire Service Personnel
Jon Boucher	EMC, Communications Support, Situational Awareness
Jennifer Devine	EMD Emergency Management Director, Public Information Officer (PIO), Town Administrator, Logistics Support, Admin

***Primary EOC location***

Facility address:	EM Town Office, 40 Kelton Road, East Montpelier
Phone numbers:	802-223-3313
	For access call Town Administrator or EMD

Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep
<b><i>Alternate EOC location (if applicable)</i></b>	
Facility address:	EMFD ESF, 54 Village Acres, East Montpelier
Phone numbers:	802-225-6247
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> large screen <input checked="" type="checkbox"/> food prep area <input checked="" type="checkbox"/> radios on-site <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine

### 3. Resources

<b>Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.</b>		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
Road Foreman, Town Administrator, EMD, EMCs – \$10,000 Selectboard Chair - \$100,000		
<i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.</i>		
<b><i>Town or city owned resources (if applicable)</i></b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
1 Floodlight, 1 Grader, 1 Medium Excavator, 1 Small Trailer, 5 Dump Truck/Plows, 1 Medium Wheel Loader, 1 Wood Chipper	Road Foreman	<a href="mailto:highway@eastmontpeliervt.org">highway@eastmontpeliervt.org</a> 802-622-4217c Pager 802-250-3717

<b>Businesses with standing municipal contracts (if applicable)</b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Emergency Services – Fleet: 3 Engines, 1 Utility, 1 Tanker, 2 Ambulances, 1 Heavy Rescue, 1 UTV	East Montpelier Emergency Services.	802-225-6247
Internet Provider	Consolidated Communications/ Fidium	account number is: 8022233313154 cci.business@consolidated.com
Garbage at the Municipal office is handled by Road Foreman/ employees & placed at Town garage dumpster.	Casella Waste Systems, Inc.	Casella: 802-779-0700
<b>Other local resources (if applicable)</b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</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
Fuels	Packard Fuels	802-262-3835 office@packardfuels.com
Gas Station	C.P Dudley's	802-223-2792 cpdudleystore@gmail.com
Heavy Equipment	Mcknight Farm Seth Gardner	802-272-3478
Heavy Equipment	Fairmont Farm	(802) 223-3868
<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 Special Teams</li> <li>• Swiftwater rescue teams (both local and VT-TF1)</li> <li>• Regional shelter support</li> <li>• Subject matter expertise from state government agency or federal response agency</li> </ul> <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> <li>• Supplies and equipment</li> <li>• VTrans equipment and personnel</li> <li>• Vermont National Guard support</li> </ul>		

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.

<b>National Incident Management System (NIMS) typed resources* (if applicable)</b>											
<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>	<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

\*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

*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.*

*Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.*

*Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.*

*Please consider what those needs may be, and how those needs can be met.*

Local VT-Alert managers and managers of other notification systems (if applicable):	<u><a href="#">VT-Alert Request Online Form</a></u> – Please call 1-800-347-0488 after request is sent
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Important local websites or social media channels (if applicable):	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> EMFD: <a href="https://eastmontpeliervt.org/east-montpelier-fire-department/">https://eastmontpeliervt.org/east-montpelier-fire-department/</a> & EMFD Facebook: <a href="https://www.emfd.org/">https://www.emfd.org/</a>
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Local newspaper, radio, TV (if applicable):	WDEV: 802-244-7321 WGDR: 802-454-7762 WCAX: 802-652-6300 Times Argus: 802-479-0191 East Montpelier Signpost: Edie Miller: 802 229-0677 <a href="mailto:Signposteam@comcast.net">Signposteam@comcast.net</a>
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Public notice locations: These are physical locations that you are required to post meeting notices per <u><a href="#">17 V.S.A. § 2641</a></u> . Two must be in town and the third must be in or near the town clerk’s office.	East Montpelier Town Offices, Post Office, C.P Dudley Store
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*Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many 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. Dial 211 or (802) 652-4636.*

## 5. Organizations and communities requiring additional coordination

*This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through Citizen Assistance Registration for Emergencies (CARE). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be 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. Please ensure these contacts have updated EMD contact information.*

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
East Montpelier Elementary School (Alicia Lyford)	802-223-7936	
U-32 Middle/High School	802-229-0321	
Orchard Valley Waldorf School (Madelief Welters)	802-456-7400	
Twin Valley Senior Center	Denise Wheeler 802-223-3322	
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	802-522-0809	
Danielle Huston Child Care	802-224-6278	
Community Connections of East Montpelier – Kim Bolduc	802-249-3072	Located at school facility - frequent field trips

## 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.*

### **Spontaneous sheltering**

Determine the approximate number of people who need sheltering.  
 Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.  
 Track the status of residents who need shelter until their situation stabilizes.

### **Primary local shelter**

This must be a location that your city or town has the authority to open

Location and address:	East Montpelier Elementary School - 665 Vincent Flats Road East Montpelier, VT 05651	
Facility contact(s):	Todd Hill (facility manager) - 802-595-5201 Alicia Lyford (principal) - 802-279-6779 (Cell) Main Line - 802-223-7936	
Shelter manager:	Todd Hill	
Staff requirements:		
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	50	
Overnight capacity: (if applicable)	25	
Notes:	No cots available at the school. Contact VT Dart ( <a href="https://vermontdart.org/">https://vermontdart.org/</a> ) OR Erika Holme from Central VT Humane Society for animal shelters	

### **Alternate local shelter (if applicable)**

Location and address:	Berlin Armory 363 Fisher Rd.	
Facility contact(s):	Jason Gosselin, EMD	
Shelter manager:		
Staff requirements:		
Services (select all that apply):	<input type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input type="checkbox"/> Overnight shelter <input type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:		
Overnight capacity:		

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


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

## Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
<b>Local emergency management team</b>					
EMD	Jen Devine	802-522-5130c		802-223-3313 x204	manager@eastmontpeliervt.org
EM Coordinator	Troy Seckington	(802) 225-6245			chief@emfd.org
EOC staff					
EOC staff	NA				
EOC staff	NA				
EOC staff	NA				
<b>Local response organization contacts</b>					
Fire chief	Troy Seckington	802-225-6245			chief@emfd.org
Assistant or deputy fire chief	Thomas Parker	802-272-4962			deputychief@emfd.org
EMS chief	Kaden Giroux	802-225-6245			Kgiroux@emfd.org
Chief of police / Sheriff	Washington County Sheriff Dept.	802-223-3001	802-279-0551 cell of Marc Poulin Sheriff		Marc.Poulin@vermont.gov
State police or county sheriff	VT State Police	802-229-9191	911		
Local Dispatch Center	Capital West	802-223-3445 w			
Town Constable	recruiting				
EMFD		802-225-6245	802-225-6247		
<b>Local public works contacts</b>					
Road foreman	Guthrie Perry	802-622-4217	Emergency pager 802-250-3717	(802) 223-5870	highway@eastmontpeliervt.org
Road Commissioner	Jen Devine	802-522-5130wc	802-223-3313 x204w	518-779-0210c	manager@eastmontpeliervt.org
Town Garage	Guthrie Perry	802-622-4217	Emergency pager 802-250-3717	(802) 223-5870	highway@eastmontpeliervt.org

## Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Drinking water utility	Crystal Springs Water Company	802-455-8090	802-249-5286	802-279-8400 for emergencies	crystalspringswatervt@gmail.com owner phone: 352-682-7658
Wastewater utility	N/A				
<b>Municipal government contacts</b>					
Town administrator	Jennifer Devine	802-522-5130wc	802-223-3313 x204w	518-799-0210c	manager@eastmontpeliervt.org
Town or city manager	Jennifer Devine	802-522-5130wc	802-223-3313 x204w	518-779-0210c	manager@eastmontpeliervt.org
Selectboard Chair	Seth Gardner	802-272-3478		802-223-1370H	sethbgardner@hotmail.com
Selectboard Vice Chair	Scott Hess	802-223-9924	917-204-8208C	802-223-9924H	scottphess@gmail.com
Selectboard alt	Tom Brazier	802-279-2478			Thomas.brazier@wvsvt.com
Town clerk	Rosie Laquerre	802-223-3313 x201w			Clerk@eastmontpeliervt.org
Town treasurer or finance	Michele Pallas	802-223-3313 x207w			treasurer@eastmontpeliervt.org
Town health officer	Harriot Shea				THO@eastmontpeliervt.org
Forest fire warden	Ty Rolland	802-793-8532 H			ty@blueridgeconstructionllc.com
Animal control officer	recruiting				ACO@eastmontpeliervt.org
School Contact #1 Principal	Alicia Lyford	802-279-6779 (Cell)	223-7936 x357	School main number: 802- 223-7936	
School contact #2 facility manager	Todd Hill	802-595-5201	School main number: 802- 223-7936		
WCUUSD Superintendent	Steven Dellinger-Pate	802-229-229- 0553 X 1309	802-793-4497		
WCUUSD Contact #2	Tim Couture	802-229-0553 X 1309			
U-32 Contact #1 Principal	Interim, Elijah Hawkes	802-229-0321 X 5144			

## Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
U-32 Contact #2	Amy Molina	802-229-0321 X 5159	802-522-9150		
U-32 & WCUUSD Facilities	Chris O'Brien	802-229-0553 X 1318	802-595-1045		
<b>Other contacts (including neighboring EMDs)</b>					
Calais Road Crew		802-456-7466w			
American Red Cross		855-891-7325	800-464-6692		
VLCT		802-229-9111			
Vtrans	Michelle Redmond	802-291-3228C			Michelle.redmond@vermont.gov
Consolidated Communications/Fidium	Joseph Lauzon	866-984-0626	802-753-8366		joseph.lauzon@fidium.com
State EOC/Watch Officer		800-347-0488			
VT National Guard		802-338-3056			