

This is a model for a generic wind storm incident plan, using a generic format based on the ICS Form 201 Incident Briefing. While not mandatory for every LEMP, municipalities with a high risk of wind storms should have a wind storm incident annex and may use this document (or any other format that suits their planning requirements) as a base. It is not mandatory - municipalities may modify this template or use any other format that suits their planning requirements. Incident plans should be tailored for local conditions, resources, and processes, but are often not used as-is - they are frameworks that can be quickly adjusted during an emergency to provide a usable incident action plan for the actual situation. *Text in blue italics is shown only for example. Delete this paragraph in the final version of this document!*

Map/Sketch. If appropriate, include a diagram of likely affected areas or other graphic information. *The highlighted priority roads are the ones the Highway Department will work on first to maximize responder access to all parts of town.*



Situation Summary. *Hurricane / Tropical Storm NAME is about to bring high winds to the area. The town should face sustained XXXmph winds coming from the east, building up Day 1 and tapering off Day 2, but only about XXX" of rain. This may cause trees and limbs to fall, leading to temporarily blocked roads and potentially long (36 hour or more) power outages. Serious flooding is not likely.*

Responder Safety Concern and Controls. Responders need to protect themselves from flying debris – if outside, wear heavy clothing and if necessary headgear. Do NOT touch downed wires unless a power crew is on hand to determine that the lines are not live. Except to respond to emergencies, everyone should stay inside from START TIME through END TIME.

Objectives.

- *Inform residents of the expected threat so they can prepare themselves*
- *Collect and share damage reports with the state, surrounding towns, and the public*
- *Maintain and if needed restore roads to ensure mobility for emergency vehicles and residents*
- *As needed, act to protect lives and property within the town*
- *As needed, support surrounding towns in their response and recovery efforts*

Actions, Strategies, and Tactics.

D-3 (Three days before storm)

- *1200 - EMD host meeting with reps from selectboard, highway department, town office, fire department, and school to create an action plan out of this plan*
- *1300 - Send VT-Alert message alerting people to possible storm and reminding to stock up on any prescriptions, food, water, and fuel*

D-1 (Day before storm)

- *Highway Department check chainsaws, fuel supplies*
- *1200 - EMD host teleconference with reps from selectboard, highway department, town office, fire department, and school to review forecast and update action plan*
- *1300 - Sent VT-Alert message (including reverse 911) alerting people to storm, reminding to prepare, and directing how to report problems*

D (Day of storm, with T as time storm expected to begin)

- *T-2:00 - Activate EOC to monitor storm impact*
- *T-1:00 - EMD provide Highway Department, School, and Town Office with latest information*
- *T - Highway Department personnel marshalled and resting in Town Garage*
- *As needed - Highway Department responds as conditions allow to keep priority roads open*
- *As needed - Fire/EMS respond to life safety 911 calls; Highway Department supports Fire/EMD in clearing roads to scene*
- *When Safe - Highway Department clears roads*

- *Nightfall - Highway Department cease operations (except in support of Fire/EMS); EOC provide School recommendation for opening next day, school send robocall telling parents whether school will be open, delayed, or closed D+1 (Day after storm)*
- *0530 - Highway department recons roads to determine scope of mobility problems, prioritize efforts, and resume clearing*
- *0700 - Meeting at EOC to review damage reports and current situation*
- *0730 - EOC post town status update on web page and Facebook and sends VT-Alert message (including reverse 911) with update and directions on how to report problems; if needed contact volunteer groups with marshalling instructions*
- *0800 - EOC calls special needs residents and those in affected areas to check status*
- *1300 - volunteer groups gather at EOC for instructions, go door-to-door in affected areas to check on residents*
- *1700 - volunteer groups return to EOC with reports on affected areas*
- *1800 - Meeting at EOC to determine action plan for next day or shift to recovery mode*

Response Organization.

- *Incident Commander: John Doe, Road Foreman*
- *Emergency Operations Center Director: Jason Doe, EMD*
 - *Public Information Officer: Jane Doe, selectboard*
 - *Center Support: Jeremiah Doe, volunteer*
- *Fire/EMS Group - Jordan Doe*
 - *Fire Department*
- *Road Group - John Doe*
 - *Highway Department*
 - *Smith Excavating (if required)*
 - *Brown Construction (if required)*
- *Assistance Group - Jackie Doe (coordinator)*
 - *Church Volunteers*
 - *Spontaneous Volunteers*

Resource Summary.

- *Fire Department: 2 Fire Trucks, 1 Rescue Truck, 20 volunteers on call*
- *Highway Department: Town equipment, 4 personnel*
- *School Buses: 2 44-person buses, 1 24-person bus; 3 drivers*
- *Smith Excavating: 2 Dump Trucks, 1 bucket loader, 1 backhoe, 5 personnel*
- *Brown Construction: 2 chainsaw teams (pickups with 2 people each)*