

	<b>Preparation</b>	<b>Initial Response</b>	<b>Major Response</b>	<b>Second Day</b>	<b>Recovery</b>
<b>Situation</b>	Weather forecast calls for ice storm	Ice makes roads slippery	Road crew cannot keep roads clear; trees bring down power lines	Main roads clear, side roads have downed trees, power lines still down	Power outages may last days
<b>Incident Commander</b>	Road Foreman	Road Foreman	Road Foreman	EMD	Selectboard Rep
<b>EOC/ICP</b>	N/A	* Open EOC on Road Foreman call	Track road status; collect public reports and pass on to road foreman/utility	Track road status; collect public reports and pass on to road foreman/utility	
<b>Town Office</b>		Normal operations	* Close early?	Answer public questions	
<b>Highway Department</b>	Check salt/sand supplies Rest road crew	Plow/Sand/Salt Roads	Plow/Sand/Salt Roads Clear downed trees	Plow/Sand/Salt Roads Clear downed trees	Provide funding paperwork
<b>Fire Department</b>			Respond to accidents/fires		
<b>Police Department</b>					
<b>Volunteer Group</b>				Canvas town to determine resident status/needs	
<b>School</b>	* Delay/close? (0500 call)		* Early Release / Cancel afterschool activities?		
<b>College</b>			* End classes? * Open shelter?		
<b>Residents</b>	Stock up on food, water, medicine, fuel			Request generators; move to shelter	Reoccupy homes
<b>Farmers</b>	Stock up on food, water, medicine, fuel			Request generators for dairies	
<b>Transients</b>			Accidents on State Routes May attempt detours		

This is a model for a generic ice storm incident plan, using a synchronization matrix format. While not mandatory for every LEMP, municipalities with a high risk of ice storms should have an ice storm incident annex and may use this document (or any other format that suits their planning requirements) as a base. 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.

In each box, fill in what the organization (row) should be doing or needs at the time (column). Highlight or otherwise mark key