

**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>
<a href="#">John Doe, Emergency Management Director</a> <a href="#">John Doe, Selectboard Member</a> <a href="#">John Doe, Fire Chief</a> <a href="#">John Doe, Road Foreman</a> <a href="#">John Doe, VEM Regional Coordinator</a>

**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?

[Emergency Management Director, Fire Chief](#)

***Preferred EOC positions and duties***

<i>Position title</i>	<i>Duties associated with that position</i>
<a href="#">EOC Director</a>	-Supervises and directs all EOC activities coordinating municipal support and response
<a href="#">Public Information Officer</a>	- Coordinates all messaging with Incident Commander(s) - Produces and posts public information and press releases - Monitors public media for useful information and to correct inaccurate reports
<a href="#">Admin</a>	- Maintains operations log - Supports incident commanders in documenting expenses for reimbursement
<a href="#">Situational Awareness</a>	- Updates status board and map - Tracks and answers Requests for Information (RFI) from incident commander(s) and town officials
<a href="#">Logistics Support</a>	- Tracks and coordinates fulfillment of any Requests For Support (RFS) from incident commander(s) - Provides resources for the EOC itself (coffee, food, sleeping areas, batters, fuel for generator, etc.)
<a href="#">Communications Support</a>	-Staffs phones and radios

***Potential EOC staff members***

<i>Name</i>	<i>Qualified position(s) and notes</i>
<a href="#">John Doe</a>	<a href="#">EMD – Any Position</a>
<a href="#">John Doe</a>	<a href="#">EMC – Any Position</a>
<a href="#">John Doe</a>	<a href="#">Town Clerk – Any Position</a>
<a href="#">John Doe</a>	<a href="#">Selectboard Chair – Public Information, Communications</a>
<a href="#">John Doe</a>	<a href="#">Treasurer – Logistics</a>
<a href="#">John Doe</a>	<a href="#">Town Manager – Admin, Situational Awareness, Logistics</a>
<a href="#">John Doe</a>	<a href="#">Selectboard Member – Situational Awareness, Public Information</a>

John Doe	Selectboard Member – Any Position
<b>Primary EOC location</b>	
Facility address:	123 Main St Faketown, Vt 05000
Phone numbers:	802-000-0000
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet - Fiber internet, router located in south-facing window on windowsill. Password is Safety.Faketown (case sensitive). Use button on back of router to turn off and back on in the event internet goes out for possible reconnection. <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers – Town laptops in locked closet at back of room, keycode is 1234 <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep  Building key located at Town Clerk’s office or with facility contact listed above. Entrance code to main EOC room is 1234. Reset security alarm when leaving.
<b>Alternate EOC location (if applicable)</b>	
Facility address:	321 Main St Faketown, Vt 05000
Phone numbers:	802-000-0000
Equipment notes:	<input type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input type="checkbox"/> food prep

### 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.
EMD - \$2,000 Fire Chief - \$30,000 Police Chief - \$30,000
<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>Town or city owned resources (if applicable)</b>

<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
3 – Plow Trucks	John Doe – Road Foreman	802-000-0000
3 – Dump Trucks	John Doe – Road Foreman	802-000-0000
1 – Excavator	John Doe – Road Foreman	802-000-0000
6 – Wood Chippers	John Doe – Road Foreman	802-000-0000
2 – ATVs	John Doe – Fire Chief	802-000-0000
3 – Light Pickups	John Doe – Road Foreman	802-000-0000
10 – Road Closed Signs	John Doe – Road Foreman	802-000-0000
<b><i>Businesses with standing municipal contracts (if applicable)</i></b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Bus Company	John Doe – General Manager	802-000-0000
Excavating Company	John Doe - Owner	802-000-0000
Debris Contractor	John Doe – General Manager	802-000-0000
Gas Station	John Doe - Owner	802-000-0000
Hardware Store	John Doe - Owner	802-000-0000
<b><i>Other local resources (if applicable)</i></b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
ATV Club	John Doe	802-000-0000
Snowmobile Club	John Doe	802-000-0000
Grocery Store	John Doe	802-000-0000
Excavating Contractor	John Doe	802-000-0000
Lumber Yard	John Doe	802-000-0000
<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>		
<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>		

<b>National Incident Management System (NIMS) typed resources* (if applicable)</b>											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team	1	N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution		1			
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater			1		
Water Pumps, De-Watering			2			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):	John Doe, EMD John Doe, EMC
Important local websites or social media channels (if applicable):	<ul style="list-style-type: none"> <li>• Vermont Emergency management Facebook Page - <a href="https://www.facebook.com/vermontemergencymanagement">https://www.facebook.com/vermontemergencymanagement</a></li> <li>• Faketown facebook page – <a href="https://www.facebook.com/faketownvt">facebook.com/faketownvt</a></li> <li>• Faketown website – <a href="http://www.faketown-vt.com">www.faketown-vt.com</a></li> <li>• The Deck Digest – <a href="mailto:Fakesubmissions@TDD.org">Fakesubmissions@TDD.org</a></li> <li>• Faketown Instagram – <a href="https://www.instagram.com/faketown_vt">instagram.com/faketown_vt</a></li> </ul>
Local newspaper, radio, TV (if applicable):	<ul style="list-style-type: none"> <li>• WXYZ TV</li> <li>• WXYZ Radio</li> <li>• Faketown News (Newspaper)</li> </ul>
Public notice locations: These are physical locations that you are required to post meeting notices per <a href="#">17 V.S.A. § 2641</a> . Two must be in town and the third must be in or near the town clerk’s office.	Faketown Town Office Faketown Grocery Store Faketown Post Office

*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.*

Organization or community	Contact information or method of coordination	Notes
Faketown Rescue Squad	John Doe, Chief 802-000-0000	Serves and transports people with short and long term medical problems
Municipality Cares	John Doe, 802-000-0000	Coordinates food, nursing, and other services for elderly residents
Meals on Wheels	John Doe, Manager 802-000-0000	Delivers food to elderly residents
Visting Nurses Association	John Doe – 802-000-0000	Provides home health and hospice services
Nursing Home	John Doe, Manager 802-000-0000	20 residents 24 hour care
Residential Care Group Home	John Doe – 802-000-0000	5 residents
Home Share	John Doe – 802-000-0000	2 residents
Senior Center	John Doe, Coordinator 802-000-0000	80 Members
Utility Company	John Doe, Regional Manager 802-000-0000	Water and sewer provider
New Path	John Doe – 802-000-0000	Provides outreach to local unhoused communities
New American Dream	John Doe – 802-000-0000	Countywide support services for new americans
Faketown Dam	24 hour dispatch line – 802-000-0000	Dam located 3 miles north of town center
Diesel Dealer	John Doe, Manager – 802-000-0000	Diesel distributor, tier 2 facility

## 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:	Town Hall 456 Main St, Faketown, VT 05000	
Facility contact(s):	John Doe 802-000-0000	
Shelter manager:	John Doe 802-000-0000	
Staff requirements:	At least two staff required while open	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	125	
Overnight capacity: (if applicable)	60	
Notes:	This shelter is on high ground and works best for flooding events. It is accessible by all parts of town.	

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

Location and address:	Faketown Elementary School 789 Main St, Faketown, Vt 05000	
Facility contact(s):	John Doe 802-000-0000	
Shelter manager:	John Doe- 802-000-0000	
Staff requirements:	At least three staff required while open	
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input checked="" 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 checked="" type="checkbox"/> Pets allowed
Daytime capacity:	350	
Overnight capacity:	125	
Notes:	This shelter is not accessible during flooding but is ideal for extended cold or heat events when power is a challenge.	

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

A. Dam Emergency Annex
B. Spontaneous Volunteer Management
C. Large Event Planning

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	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
EM coordinator	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
EOC staff	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
EOC staff	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
EOC staff	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
EOC staff	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
<b>Local response organization contacts</b>					
Fire chief	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Assistant or deputy fire chief	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
EMS chief	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Chief of police or constable	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
State police or county sheriff	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Local dispatch center	Fake County Sheriff	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:dispatch@fcsso.gov">dispatch@fcsso.gov</a>
<b>Local public works contacts</b>					

## Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Road foreman	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Road commissioner	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Town garage	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Drinking water utility	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Wastewater utility	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
<b>Municipal government contacts</b>					
Town administrator	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Town or city manager	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Selectboard chair	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Selectboard alt	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Selectboard alt	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Town clerk	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Town treasurer or finance	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>
Town health officer	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:jdoe@faketownvt.org">jdoe@faketownvt.org</a>

**Contact Information**

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Forest fire warden	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoefaketownvt.org">idoefaketownvt.org</a>
Animal control officer	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoefaketownvt.org">idoefaketownvt.org</a>
School contact #1	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoefuusd.org">idoefuusd.org</a>
School contact #2	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoefuusd.org">idoefuusd.org</a>
School district office	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:info@fuusd.org">info@fuusd.org</a>
<b>Other contacts (including neighboring EMDs)</b>					
Northtown EMD	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoenorthtown.org">idoenorthtown.org</a>
Southtown EMD	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoesouthtown.org">idoesouthtown.org</a>
Easttown EMD	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoeeasttown.org">idoeeasttown.org</a>
Westtown EMD	John Doe	802-000-0000	802-000-0000	802-000-0000	<a href="mailto:idoewesttown.org">idoewesttown.org</a>