**1. Emergency management planners**

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| *These are the people who wrote and maintain this plan. This must include the EMD.* |
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**2. Municipal emergency operations center (EOC)**

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| *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? | |
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| ***Preferred EOC positions and duties*** | |
| *Position title* | *Duties associated with that position* |
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| ***Potential EOC staff members*** | |
| *Name* | *Qualified position(s) and notes* |
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| ***Primary EOC location*** | |
| Facility address: |  |
| Phone numbers: |  |
| Equipment and notes: | generator  internet  phone line  computers  copy machine  projector or large screen  food prep |
| ***Alternate EOC location (if applicable)*** | |
| Facility address: |  |
| Phone numbers: |  |
| Equipment notes: | generator  internet  phone line  computers  copy machine  projector or large screen  food prep |

**3. Resources**

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| **Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.** | | |
| 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. | | |
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| *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.* | | |
| ***Town or city owned resources (if applicable)*** | | |
| *Type of resource* | *Name* | *Contact information* |
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| ***Businesses with standing municipal contracts (if applicable)*** | | |
| *Type of resource* | *Name* | *Contact information* |
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| ***Other local resources (if applicable)*** | | |
| *Type of resource* | *Name* | *Contact information* |
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| State support that is usually at no cost to the municipality:  • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)  • Vermont Urban Search and Rescue (USAR, VT-TF1)  • Vermont State Police Special Teams  • Swiftwater rescue teams (both local and VT-TF1)  • Regional shelter support  • Subject matter expertise from state government agency or federal response agency  State support and resources the municipality will normally eventually have to pay for:  • Supplies and equipment  • VTrans equipment and personnel  • Vermont National Guard support | | |
| *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.* | | |

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| ***National Incident Management System (NIMS) typed resources\* (if applicable)*** | | | | | | | | | | | |
| **Type** | **I** | **II** | **III** | **IV** | **Other** | **Type** | **I** | **II** | **III** | **IV** | **Other** |
| 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**

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| *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*](https://bgs.vermont.gov/purchasing-contracting/contract-info/current#Translation%20Services)](https://bgs.vermont.gov/purchasing-contracting/contract-info/current) *on the* [*Buildings and General Services website*](https://bgs.vermont.gov/purchasing-contracting/contract-info/current) *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): |  |
| Important local websites or social media channels (if applicable): |  |
| Local newspaper, radio, TV (if applicable): |  |
| Public notice locations:  These are physical locations that you are required to post meeting notices per [17 V.S.A. § 2641](https://legislature.vermont.gov/statutes/section/17/055/02641). Two must be in town and the third must be in or near the town clerk’s 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**

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| *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)*](https://e911.vermont.gov/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* |
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**6. Shelters**

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| *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: |  | |
| Facility contact(s): |  | |
| Shelter manager: |  | |
| Staff requirements: |  | |
| Services  (select all the apply): | Warming center  Cooling center  Overnight shelter  Food preparation | Showers  Generator  Pets allowed |
| Daytime capacity: |  | |
| Overnight capacity:  (if applicable) |  | |
| Notes: |  | |
| ***Alternate local shelter (if applicable)*** | | |
| Location and address: |  | |
| Facility contact(s): |  | |
| Shelter manager: |  | |
| Staff requirements: |  | |
| Services  (select all that apply): | Warming center  Cooling center  Overnight shelter  Food preparation | Showers  Generator  Pets allowed |
| Daytime capacity: |  | |
| Overnight capacity: |  | |
| Notes: |  | |

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

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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.

| **Position** | **Name** | **Phone numbers — indicate mobile, home, work** | | | **Email** |
| --- | --- | --- | --- | --- | --- |
| **Primary** | **Alternate** | **Alternate** |
| **Local emergency management team** | | | | | |
| EMD |  |  |  |  |  |
| EM coordinator |  |  |  |  |  |
| EOC staff |  |  |  |  |  |
| EOC staff |  |  |  |  |  |
| EOC staff |  |  |  |  |  |
| EOC staff |  |  |  |  |  |
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| **Local response organization contacts** | | | | | |
| Fire chief |  |  |  |  |  |
| Assistant or deputy fire chief |  |  |  |  |  |
| EMS chief |  |  |  |  |  |
| Chief of police or constable |  |  |  |  |  |
| State police or county sheriff |  |  |  |  |  |
| Local dispatch center |  |  |  |  |  |
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| **Local public works contacts** | | | | | |
| Road foreman |  |  |  |  |  |
| Road commissioner |  |  |  |  |  |
| Town garage |  |  |  |  |  |
| Drinking water utility |  |  |  |  |  |
| Wastewater utility |  |  |  |  |  |
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| **Municipal government contacts** | | | | | |
| Town administrator |  |  |  |  |  |
| Town or city manager |  |  |  |  |  |
| Selectboard chair |  |  |  |  |  |
| Selectboard alt |  |  |  |  |  |
| Selectboard alt |  |  |  |  |  |
| Town clerk |  |  |  |  |  |
| Town treasurer or finance |  |  |  |  |  |
| Town health officer |  |  |  |  |  |
| Forest fire warden |  |  |  |  |  |
| Animal control officer |  |  |  |  |  |
| School contact #1 |  |  |  |  |  |
| School contact #2 |  |  |  |  |  |
| School district office |  |  |  |  |  |
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| **Other contacts (including neighboring EMDs)** | | | | | |
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