**This is the Vermont long form template for a Local Emergency Management Plan (LEMP). This document is intended to guide, but not limit, municipalities in writing a LEMP. Municipalities may expand, change, or reduce this format so long as the final plan covers all essential components. Text in red underlined is meant as direction or explanation - delete it from the final document, including this paragraph!**

1. Overview.

 1.1. Purpose. This is the Local Emergency Management Plan (LEMP) for MUNICIPALITY. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). This is not a tactical plan for first response fire, emergency medical service, or law enforcement issues. This base document details general municipal Emergency Management activities, while the enclosures and (optional) annexes provide quick reference materials for specific tasks and incidents.

 1.2. Planners. The following people are the Emergency Management (EM) stakeholders who wrote and maintain this plan.

2. Normal Operations. Describe how officials get and share information leading up to a municipal-level emergency.

3. Municipal Emergency Operations Center (EOC) Activation.

 3.1. General. The EOC should activate when there is an incident that requires significant coordination between responders, municipal officials, and/or residents. This plan routinely uses the term EOC, but in some cases the municipal EOC may also serve as the municipal Incident Command Post (ICP). See Enclosure 2 for facility, organization, and staffing details and specific incident annexes for action plans and municipal command and coordination relationships.

 3.2. Decision to Activate. Describe who makes the decision to activate the EOC and how.

 3.3. Location. Describe who sets the EOC location and list the best options.

4. Emergency Operations. This plan provides the general operating framework for municipal Emergency Management for events that require some form of municipal Emergency Operations Center (EOC) or Incident Command Post (ICP), not for emergencies that the on-scene Incident Command structure can handle internally. For what to do during specific incidents, see any incident annexes.

 4.1. Incident Command and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of the response. In some cases, the EOC will support the ICs, but in some cases the EOC may also be the municipal ICP.

 4.2. Maintain Situational Awareness. Describe major systems the EOC uses to maintain situational awareness.

 4.3. Coordinate Resource Requests. See Enclosure 3. Describe major systems the EOC uses to coordinate resource requests.

 4.4. Provide and Monitor Public Information. See Enclosure 4. Describe how the EOC provides emergency alerts and Public Information.

 4.5. Vulnerable Populations. See Enclosure 5. Describe how the EOC identifies, monitors the needs of, and coordinates support for vulnerable populations that are at risk during an emergency.

 4.6. Sheltering and Care. See Enclosure 6. Describe how the municipality activates shelters or otherwise supports displaced residents.

 4.X. Include other general operational topics in this paragraph as desired.

Include other major paragraphs in the base plan as desired.

Enclosures: (Required components of the LEMP)

1 - Contact Information

2 - Emergency Operations Center (EOC)

3 - Resources

4 - Public Information and Warning

5 - Vulnerable Populations

6 - Sheltering and Care

Annexes: (Optional components of the LEMP - create and letter as needed)

Z - Supporting Documentation

Use this table to record all contact information in one place. ALL of the listed entries are examples/suggestions - add, modify, or delete entries, rows/columns, and sections as desired to record contact information for the people and organizations that are relevant to YOUR municipality. Delete this text for the final version.

| **Position** | **Name** | **Phone numbers - indicate Mobile, Home, Work** | **E-mail** |
| --- | --- | --- | --- |
| **Primary** | **Alternate** | **Alternate** |
| **Local Emergency Management Team** |
| EM Director (EMD) |   | H:000-000-0000 | M:000-000-0000 | W:000-000-0000 | John.doe@abc.com |
| EM Coordinator (EMC) |   |  |  |  |   |
| Public Information Officer (PIO) |   |  |  |  |   |
| EOC Volunteer |   |  |  |  |   |
| EOC Volunteer |   |  |  |  |   |
| EOC Volunteer |   |  |  |  |   |
|  |  |  |  |  |  |
| **Local Response Organization Contacts** |
| Fire Chief |   |  |  |  |   |
| Assistant/Deputy Fire Chief |   |  |  |  |   |
| EMS Chief |   |  |  |  |   |
| Chief of Police or Constable |   |  |  |  |   |
| State Police or County Sheriff |   |  |  |  |   |
| Local Dispatch Center |   |  |  |  |   |
|  |  |  |  |  |  |
| **Local Public Works Contacts** |
| Road Foreman |  |  |  |  |  |
| Road Commissioner |   |  |  |  |   |
| Town Garage |  |  |  |  |  |
| Drinking Water Utility |   |  |  |  |   |
| Wastewater Utility |   |  |  |  |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Municipal Government Contacts** |
| Town Administrator |   |  |  |  |   |
| Town/City Manager |  |  |  |  |  |
| Selectboard Chair |   |  |  |  |   |
| Selectboard Alt |   |  |  |  |   |
| Selectboard Alt |   |  |  |  |   |
| Town Clerk |   |  |  |  |   |
| Town Treasurer / Finance Officer |   |  |  |  |   |
| Town Health Officer |   |  |  |  |   |
| Forest Fire Warden |  |  |  |  |  |
| Animal Control Officer |  |  |  |  |  |
| School Contact #1 |   |  |  |  |   |
| School Contact #2 |   |  |  |  |   |
| School District Office |   |  |  |  |   |
| Other |   |  |  |  |   |
|  |  |  |  |  |  |
| **Local Contacts** |
| Red Cross |   | 800-660-9130 |  |  |   |
| VT211 |   | 211 | 802-652-4636 |  |   |
| Electrical Utility |   |  |  |  |   |
| Gas Utility |   |  |  |  |   |
| Telecom Utility |   |  |  |  |   |
| Mobile Telecom Utility |   |  |  |  |   |
| Utility - other |   |  |  |  |   |
| Primary Shelter Contact |   |  |  |  |   |
| Primary Shelter Alt Contact |   |  |  |  |   |
| Alt. Shelter Contact |   |  |  |  |   |
| Alt. Shelter Alt Contact |   |  |  |  |   |
| Senior Center Contact |   |  |  |  |   |
| Health Center/Clinic |   |  |  |  |   |
| Mental Health Services |   |  |  |  |   |
| Home Health Services |   |  |  |  |   |
| Nursing Home |   |  |  |  |   |
| Nursing Home |   |  |  |  |   |
| Child Care |   |  |  |  |   |
| Child Care |   |  |  |  |   |
| Child Care |   |  |  |  |   |
| Private School |   |  |  |  |   |
| Private School |   |  |  |  |   |
| Mobile Home Park |  |  |  |  |  |
| Mobile Home Park |  |  |  |  |  |
| Local Community Service Org |   |  |  |  |   |
| Local Community Service Org |   |  |  |  |   |
| ATV or Snowmobile Club |   |  |  |  |   |
| Town Bank Contact |   |  |  |  |   |
| 24 Hour Fuel |   |  |  |  |   |
| Predesignated Contractor |   |  |  |  |   |
| Local Contractor |   |  |  |  |   |
| Local Contractor |   |  |  |  |   |
| Local Building Supply |   |  |  |  |   |
| Equipment Rental Center |   |  |  |  |   |
| Local Food Vendor or Prep |   |  |  |  |   |
| Local Food Vendor or Prep |   |  |  |  |   |
| Outdoor Club/Scout Troop |   |  |  |  |   |
| High School Student Group |   |  |  |  |   |
| Local College Resource |   |  |  |  |   |
| Animal Shelter / Kennel |  |  |  |  |  |
| Disaster Animal Rescue Team (DART) |   |  |  |  |   |
|   |   |  |  |  |   |
| **Adjacent Municipalities** |
| Town 1 EMD |   |  |  |  |   |
| Town 1 EOC |   |  |  |  |   |
| Town 2 EMD |  |  |  |  |  |
| Town 2 EOC |  |  |  |  |  |
| Town 3 Clerk |  |  |  |  |  |
| Town 4 Selectboard Chair |  |  |  |  |  |
|  |  |  |  |  |  |
| **STATE/FEDERAL Partners** |
| State Emergency Operations Center (SEOC) |   | 800-347-0488 |  |  |   |
| VTrans District Tech |   |  |  |  |   |
| Vermont Dept of Health |   |  |  |  |   |
| State HazMat  |   | 800-641-5005 |  |  |   |
| VT DPS Fire Safety Office |   |  |  |  |   |
| ANR River Engineer |   |  |  |  |   |
| ANR Floodplain Manager |  |  |  |  |  |
| ANR Dam Engineer |  |  |  |  |  |
| Regional Planning Commission |   |  |  |  |   |
| Railroad Contact |   |  |  |  |   |
| U.S. Coast Guard |   |  |  |  |   |
| U.S. Forest Service |   |  |  |  |   |
| Other Agency |   |  |  |  |   |

1. Concept. The Emergency Operations Center (EOC) is an organization that coordinates information, support, and response across the municipality for Incident Commanders and government officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

2. EOC Organizational Structure.

This is one possible structure for a municipal EOC. The October 2017 National Incident Management System (NIMS) document provides three examples, including an Incident Support Model (ISM) similar to this, a departmental model that may work well for large towns and cities, and an ICS-like model. Smaller towns might have a structure with only one, two, or three people. **Municipalities should plan for and use whatever structure works for them; they should NOT plan for a structure they will not use or cannot staff.**

 2.1. This is the preferred operating structure for MUNICIPALITY.

 2.2. These are the functions of the positions within the preferred operating structure above. Depending on the specific emergency and staff available, positions and functions may be combined or subdivided.

|  |  |
| --- | --- |
| **Position** | **Job Description** |
|  |  |
|  |  |
|  |  |

3. Potential EOC Staff. List anyone who the municipality might use to staff the EOC. Include contact information in Enclosure 1.

4. Primary EOC Facility.

1. Title and E911 Address:
2. Phone Number(s):
3. Mobile service available / provider:
4. EOC risk factors:
5. Facility Contact:
6. Access: Location of Key, Entrance Code hint, Security Alarm, etc
7. Internet: DSL, Cable / WiFi - include how to find password
8. Available Equipment:
9. Equipment needed (and where it is / who has it):
10. Backup power / instructions:

For a full EOC checklist, check out the FEMA Emergency Operations Center Assessment Checklist: https://www.fema.gov/emergency-operations-center-assessment-checklist

5. Alternate EOC Facility.

1. Title and E911 Address:
2. Phone Number(s):
3. Mobile service available / provider:
4. EOC risk factors:
5. Facility Contact:
6. Access: Location of Key, Entrance Code hint, Security Alarm, etc
7. Internet: DSL, Cable / WiFi - include how to find password
8. Available Equipment:
9. Equipment needed (and where it is / who has it):
10. Backup power / instructions:

For a full EOC checklist, check out the FEMA Emergency Operations Center Assessment Checklist: https://www.fema.gov/emergency-operations-center-assessment-checklist

1. Concept. The Emergency Operations Center (EOC) can coordinate resource support for Incident Commander(s). The municipality should **use municipal resources, mutual aid agreements, and local purchases first** to get resources for response as needed and available. 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.

 1.1. 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 and Special Teams
* Community Emergency Response Teams (CERTs)
* Swiftwater Rescue Teams
* Regional Shelter Support
* State government agency expertise / services
* Federal response agency expertise

 1.2. State support the municipality will normally eventually have to pay for:

* Supplies and equipment (including sandbags)
* VTrans Equipment and Personnel
* Vermont National Guard Support

 1.3. The state may be able to provide resources at no expense, and in major disasters there may be state and federal funds available to help defray expenses, but **normally municipalities are responsible for paying for emergency response costs**.

2. Emergency Purchasing.

 2.1. Authority. Describe who has authority to authorize purchases, and to what limits, during an emergency.

 2.2. Processes. Describe local processes for purchasing during an emergency - town contracting, reimbursement, who has credit cards, etc.

3. Businesses with Standing Municipal Contracts. List any businesses that have standing contracts for services that can be used in an emergency. List contact information in Enclosure 1 so that it only needs to be updated in one place.

4. Other Local Resources. List any local organizations, businesses, or individuals that have resources or expertise that might be useful during an emergency and summarize what they can offer. List contact information in Enclosure 1 so that it only needs to be updated in one place.

5. National Incident Management System (NIMS) Typed Resources\*.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **I** | **II** | **III** | **IV** | **Other** | **Type** | **I** | **II** | **III** | **IV** | **Other** |
| Critical Incident Stress Management Team |  |  |  | **N/A** |  | Hydraulic Excavator, Large Mass Excavation |  |  |  | **N/A** |  |
| Mobile Communications Center |  |  |  |  |  | Hydraulic Excavator, Medium Mass Excavation |  |  |  |  |  |
| Mobile Communications Unit |  |  | **N/A** | **N/A** |  | Hydraulic Excavator, Compact |  |  |  |  |  |
| All-Terrain Vehicles | **N/A** | **N/A** | **N/A** | **N/A** |  | Road Sweeper |  |  |  |  |  |
| Marine Vessels | **N/A** | **N/A** | **N/A** | **N/A** |  | Snow Blower, Loader Mounted |  |  |  |  |  |
| Snowmobile | **N/A** | **N/A** | **N/A** | **N/A** |  | Track Dozer |  |  |  |  |  |
| Public Safety Dive Team  |  |  |  |  |  | Track Loader |  |  |  |  |  |
| SWAT/Tactical Team |  |  |  |  |  | Trailer, Equipment Tag-Trailer |  |  |  | **N/A** |  |
| Firefighting Brush Patrol Engine | **N/A** | **N/A** | **N/A** |  |  | Trailer, Dump |  | **N/A** | **N/A** | **N/A** |  |
| Fire Engine (Pumper) |  |  |  |  |  | Trailer, Small Equipment |  |  | **N/A** | **N/A** |  |
| Firefighting Crew Transport |  |  |  | **N/A** |  | Truck, On-Road Dump |  |  |  |  |  |
| Aerial Fire Truck |  |  | **N/A** | **N/A** |  | Truck, Plow |  |  |  |  |  |
| Foam Tender |  |  | **N/A** | **N/A** |  | Truck, Sewer Flusher |  |  |  |  |  |
| Hand Crew |  |  |  |  |  | Truck, Tractor Trailer |  |  |  | **N/A** |  |
| HAZMAT Entry Team |  |  |  | **N/A** |  | Water Pumps, De-Watering |  |  |  |  |  |
| Engine Strike Team |  |  |  |  |  | Water Pumps, Drinking Water Supply - Auxiliary Pump |  |  |  |  |  |
| Water Tender (Tanker) |  |  |  | **N/A** |  | Water Pumps, Water Distribution |  |  |  |  |  |
| Fire Boat |  |  |  | **N/A** |  | Water Pumps, Wastewater |  |  |  |  |  |
| Aerial Lift - Articulating Boom |  |  |  |  |  | Water Truck |  | **N/A** | **N/A** | **N/A** |  |
| Aerial Lift - Self Propelled, Scissor, Rough Terrain |  |  |  |  |  | Wheel Dozer |  |  | **N/A** | **N/A** |  |
| Aerial Lift - Telescopic Boom |  |  |  |  |  | Wheel Loader Backhoe |  |  |  |  |  |
| Aerial Lift - Truck Mounted |  |  |  |  |  | Wheel Loader, Large |  |  |  |  |  |
| Air Compressor |  |  |  |  |  | Wheel Loader, Medium |  |  |  |  |  |
| Concrete Cutter/Multi-Processor for Hydraulic Excavator |  |  |  |  |  | Wheel Loader, Small |  |  |  | **N/A** |  |
| Electronic Boards, Arrow |  |  |  |  |  | Wheel Loader, Skid Steer |  |  |  | **N/A** |  |
| Electronic Boards, Variable Message Signs |  |  |  |  |  | Wheel Loader, Telescopic Handler |  |  |  |  |  |
| Floodlights |  |  |  | **N/A** |  | Wood Chipper |  | **N/A** | **N/A** | **N/A** |  |
| Generator |  |  |  |  |  | Wood Tub Grinder |  |  |  |  |  |
| Grader |  |  |  | **N/A** |  |  |  |  |  |  |  |

\*Information about the NIMS Typed resources can be found at: https://rtlt.preptoolkit.fema.gov

1. Concept. During any 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.

2. Public Information Officer (PIO) Coordination. Describe how the municipality will handle PIO duties and coordinate public information with Incident Commanders.

3. Releasing Public Information.

 3.1. Emergency Notifications. The VT-Alert notification system can send phone messages to all landlines in an area, and phone calls, text messages, and emails to people who have registered for them. Municipalities that have opted to be able to use VT-Alert directly should include a quick description of who can publish notifications and how they do so, otherwise include directions to call the state to release notifications.

 3.X. Use other subparagraphs to describe the PIO responsibilities and processes for releasing public information.

4. Monitoring Public Information. Describe the PIO responsibilities and processes for monitoring public information.

5. Vermont 2-1-1. To coordinate for Vermont 2-1-1 to give out information during a local or regional emergency, call 2-1-1 directly and pass on the critical information. 2-1-1 will pass that information on to any residents who call.

1. Concept. During a long duration emergency, the Emergency Operations Center (EOC) may need to monitor the needs of and coordinate support for vulnerable populations.

2. Risk Determination. An Incident Commander determines whether vulnerable populations may be at risk based on the emergency and its potential impact on local residents.

3. Identification. Describe how to identify potentially vulnerable people.

4. Contact and Monitoring. Describe how to monitor whether potentially vulnerable people need help.

5. Organizations and Facilities that Serve Vulnerable Populations. The following organizations routinely work with people who may have short or long term special needs. List any organizations, medical facilities, etc. that provide essential or social services that might be interrupted during a disaster, along with a brief description of what they do (but list contact information in Enclosure 1 so that it only needs to be updated in one place).

* CARE (Citizen Assistance Registration for Emergencies) - Vermont E911 and 211 database of people who may need special help during an emergency, available through supporting Public Safety Answering Point (PSAP)

1. Concept. During some emergencies, the Emergency Operations Center (EOC) will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

2. Spontaneous Sheltering. If there is no local shelter available:

* Determine the approximate number of people who need sheltering.
* Call the State EOC / Watch Officer at 800-347-0488 and request support.
* Track the status of residents who need shelter until their situation stabilizes.

3. Daytime Shelters. List local facilities where people may be able to go during the day to get information, stay warm/cool, charge electronics, etc.

4. Overnight Shelters. Identify local facilities where people may be able to stay overnight and get services such as meals and showers. Note that the American Red Cross will not normally operate a local shelter for the first few days of an emergency. Local shelters should have a trained shelter manager and staff and ideally each shelter will have its own plan and/or a shelter agreement with the municipality.