| | Early Precautions | Regional Outbreak | Major Local Outbreak | Outbreak Recovery |
|---|---|---|---|---|
| **Situation** | Infectious disease may begin arriving in the area | There are more than X cases of disease within 20-30 miles | There are more than X cases of infectious disease in town | Most people have recovered from infectious disease in town |
| **Incident Commander** | Selectboard Chair | Selectboard Appointee | Selectboard Appointee | Selectboard Appointee |
| **EOC/ICP** | Town Clerk refers questions to VDH, Selectboard, or EMD | *EOC in Town Office with limited hours? Build At-Risk List *Request VT-Alert message with information and asking At-Risk population to self-identify Answer public questions, update Town website daily | EOC in Town Office (hours as required) Check on residents on At-Risk List as needed Answer public questions, update Town website daily Request VT-Alert message to send out info about town activities | *EOC in Town Office with limited hours? Answer public questions, update Town webite daily *Close EOC when less than X families affected? |
| **Town Business** | Normal operations Ask people to observe good hygeine at meeting | Continue normal meetings, increase spacing for public Consider delaying public deadlines (dog registration, tax payments) | Delay non-essential meetings Hold meetings by teleconference with one body member at public location and increased spacing for public | Continue normal meetings Encourage public to keep spacing |
| **Town Office** | Normal operations Increased cleaning/sanitizing frequency | Practice social distancing Increased cleaning/sanitizing frequency Identify essential ongoing responsibilities Plan for additional customer service staff | *Limit hours if practical (delay non-essential tasks)? Practice social distancing Increased cleaning/sanitizing frequency | Practice social distancing Increased cleaning/sanitizing frequency |
| **Highway Department** | Normal operations | Practice social distancing Plan for additional support if staff fall ill | Practice social distancing Plan for additional support if staff fall ill Identify long-term projects that may be at risk if staff is not available (e.g. paving) | Normal operations |
| **Fire Department** | Respond to accidents/fires Identify and report potential resource needs | Respond to accidents/fires Follow VDH Responder guidance Plan for extended mutual aid if responders fall ill | Respond to accidents/fires Follow VDH Responder guidance Plan for extended mutual aid if responders fall ill | Respond to accidents/fires Follow VDH Responder guidance |
| **Recycle Center** | Normal operations Post information about disease | *Enforce social distancing (e.g. 3 people at a time)? | Enforce social distancing (e.g. 3 people at a time) *Extend hours (so less people are there at the same time) or close for duration? | *Enforce social distancing (e.g. 3 people at a time)? |
| **Volunteers** | | *IC recruit Volunteer Coordinator? Solicit volunteers for checking on residents, potential supply delivery | Check on At-Risk residents as needed | Check on At-Risk residents every 2 days Remove residents from At-Risk List when their situation stabilizes |
| **School** | Take precautions per VDH and AOE | Take precautions per VDH and AOE *Close for several weeks? *Distribute school meals for those in need? | Take precautions per VDH and AOE *Close for several weeks? *Distribute school meals for those in need? | Take precautions per VDH and AOE School reopens |
| **Residents** | Follow VDH hygeine guidance Call doctor if disease is suspected Keep more essential, non-perishable supplies on-hand | Follow VDH hygeine guidance Practice social distancing where possible Call doctor if disease is suspected Enroll in At-Risk List if appropriate Stock up on (don't hoard!) food, water, medicine, fuel | Follow VDH hygeine guidance Practice social distancing where possible Self-isolate if sick Call 911 if medical condition worsens Call 211 or EOC if in need of other assistance Enroll in At-Risk List if appropriate | Follow VDH hygeine guidance Practice social distancing where possible Self-isolate if sick Call 911 if medical condition worsens Call 211 or EOC if in need of other assistance |
| **Farmers** | | Plan for assistance if farm staff fall ill | Plan for assistance if farm staff fall ill | |
| | * Asterisk marks items for decision | AOE - Agency of Education EOC - Emergency Operations Center | IC - Incident Commander ICP - Incident Command Post | VDH - Vermont Department of Health |

This is a model for a generic pandemix incident plan, using a synchronization matrix format. While not mandatory for every LEMP, municipalities may want to capture lessons learned from COVID-19 to create a pandemic 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 a starting point 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 decision points. Delete this text box in the final