

This is a model for a town checklist for providing Road Crew Support from the Town of Danville. While not mandatory for every LEMP, municipalities that do not have large public works departments may want to establish a process to support the road crew after a particularly damaging storm 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 starting points to adjust from during an emergency to provide a usable incident action plan for the actual situation. Delete this paragraph in the final version of this document!

## **Town Checklist for Providing Road Crew Support**

This checklist is intended to set up processes for the town to support the road crew after a major storm by collecting damage reports and sharing it with the Road Foreman and, if necessary, coordinating additional support.

### **Day Before Storm (if forecast)**

- Road Foreman (Incident Commander) and Selectboard Chair discuss potential need to activate Emergency Operations Center (EOC)
- If warranted, Selectboard Chair identifies and coordinates with potential EOC Director and determines EOC location (Town Office or Garage)
- If warranted, potential EOC Director and road crew conduct radio check
- If warranted, EOC Director plans to preposition in or near EOC before storm hits

### **During and Immediately After Storm**

- If conditions are unsafe, road crew shelters in Town Garage until worst of storm passes
  - Collect damage reports if possible
  - Make preliminary plans for surveying and repairing roads
- When conditions allow, road crew begins to clear debris and repair any damaged road segments
- If there is significant, widespread damage, Road Foreman:
  - Calls EOC Director and requests support if already coordinated.
  - Calls Selectboard Chair to request EOC support if it has not already been coordinated; Selectboard chair identifies EOC Director and location.

### **EOC Activation**

- EOC Director opens EOC at Town Office or Garage
- EOC Director tracks damage reports and relays them to Road Foreman:
  - Keep activity log of damage reports and other events
  - Answer phone calls and check town social media sites
  - Warn callers to treat all downed wires as live
  - Try to capture type of damage or blockage and location in relation to nearby intersection

- Pass on reports to Road Foreman by mobile phone or radio
- Road Foreman leads road crew in repairing damage - road crew should document damage with pictures where possible; priorities will generally be:
  - Support to emergency responders as required
  - Opening routes for utility workers to restore services
  - Opening routes for parts of town that have been isolated
  - Opening all roads that are blocked or unsafe
- As needed, EOC Director coordinates additional support requirements at the Road Foreman's direction:
  - Coordinating repairs and potential mutual aid with surrounding towns and the Agency of Transportation
  - Contacting contractors for services and/or materials
  - Requesting volunteer support from volunteer contact lists
  - Requesting personnel support from Fire Department
  - Arranging for food for road crew and other responders
- As needed, EOC Director passes on incident status to Selectboard Chair and State EOC (usually through Regional Planning Commission, RPC)

### **Demobilization and Recovery**

- Road Foreman advises EOC Director to demobilize when confident all problems are identified and any extra support coordinated
- EOC Director passes on activity log to Road Foreman for documenting potential state or federal reimbursement
- EOC Director notifies Selectboard Chair that EOC is no longer operational
- Road crew continues operations under normal procedures
- Road Foreman and Selectboard Chair discuss damage, costs, and need to request reimbursement through state and federal sources
- Selectboard Chair may appoint a Recovery Officer to manage reimbursement process