

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Amy Pear- EMD/Town Clerk	
Bruce Melendy- NVDA	

## 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.*

Who, by position, can activate the EOC?	Select Board, EMD
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### **Preferred EOC Positions and Duties**

EOC Director	William Sanborn -Supervises and directs all EOC activities coordinating municipal support and response

### **Potential EOC Staff Members**

<i>Name</i>	<i>Notes / Contact Information</i>
Susan Irwin	Staffs Phones and Radio 802-676-3950
Amy Pear	Tracks and answers any requests for information (RFI) Produces and posts Public Information and Press Releases 802-676-3900, 860-638-9550
Bill Sanborn	Tracks and coordinates any request for support (RFS) 802-676-3902
Robert Champagne-Willis	Finances 802-676-2603

<b><i>Primary EOC Location</i></b>	
Facility / Address:	Maidstone Town Hall, 508 Vermont 102, Maidstone
Phone Numbers:	802-676-3210 FAX 802-676-3607
Equipment/Notes:	Telephone, Internet, Fax, Restroom, No kitchen, mini-refrigerator, microwave
<b><i>Alternate EOC Location</i></b>	
Facility / Address:	DeBanville's General Store & Café, jct, Routes 102/105 Bloomfield
Phone Numbers:	802-962-5525
Equipment/Notes:	Telephone, Internet, Restroom, Refrigerator, Kitchen

### 3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Selectboard		
Emergency spending limits:	\$2000.00	
<b><i>Businesses with Standing Municipal Contracts</i></b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Fuel	Fitch Fuel Company, Lancaster, NH	603-788-4904
<b><i>Other Local Resources</i></b>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Gravel/Sand/Heavy equipment	Brad McVetty	603-631-0739
Food/Water	Shaw's- Lancaster, NH	603-788-4065
Food/Water	Laperle's IGA-Colebrook, NH	603-237-4370
Hot sandwiches/sandwiches	Subway, Lancaster, NH	603-788-5100
Sandwiches/hot sandwiches	Debanville's store Bloomfield, VT	802-962-5525

<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 and Special Teams</li> <li>• Community Emergency Response Teams (CERTs)</li> <li>• Swiftwater Rescue Teams</li> <li>• Regional Shelter Support</li> <li>• State government agency expertise / services</li> <li>• Federal response agency expertise</li> </ul> <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> <li>• Supplies and equipment (including sandbags)</li> <li>• VTrans Equipment and Personnel</li> <li>• Vermont National Guard Support</li> </ul>		
<p><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></p>		

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

Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.org>

#### 4. Public Information and Warning

<i>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.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town of Maidstone website, Town of Maidstone facebook
Local Newspaper, Radio, TV:	Caledonian Newspaper, WGMT FM 97.7, WKIX FM 105.5, WMTK FM 106.3 WCAX TV
Public Notice locations:	Maidstone Town Hall, Bulletin Board at jct. of 102 and Maidstone Lake Road, Bulletin Board at jct. of Westside Road and Lake Road, Lovell's Garage-Route 102 Maidstone
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of 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.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

#### 5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are 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.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)


## 6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<b><i>Spontaneous Sheltering</i></b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b><i>Regional Shelter</i></b>	
Location / Address:	North Country Union High School, 209 Veterans Avenue Newport, VT 802-334-7921
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
<b><i>Primary Local Shelter</i></b>	
Location / Address:	Maidstone Town Hall, 508 Vermont 102, Maidstone, VT
Facility Contact(s):	Amy Pear, William Sanborn
Phone Numbers:	802-676-3210, 802-676-3902
Shelter Manager:	Amy Pear 802-676-3900
Staff Requirements:	Minimum of 2
Services:	Warm/Cool-Y Overnight-Y Food Prep-Y Showers-No Healthcare-No
Notes:	Capacity: 50 Generator? N- Pets Allowed? Y Domestic Pets Only
<b><i>Alternate Local Shelter</i></b>	
Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool- Overnight- Food Prep- Showers- Healthcare-



Notes:	Capacity:                      Generator?                      Pets Allowed?
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**Annexes (Optional, create and letter as needed)**


See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

## Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
<b>Local Emergency Management Team</b>					
EMD	William Sanborn	802-676-3902			<a href="mailto:wjs3902@outdrs.net">wjs3902@outdrs.net</a>
EM Coordinator					
<b>Local Response Organization Contacts</b>					
Fire Chief	Groveton, NH Fire Dept./Strafford NH Fire Dept.	603-636-2181 603-664-6863			
Assistant/Deputy Fire Chief					
EMS Chief					
Constable	Raymond Lovell	802-676-3919			
State Police or County Sheriff	VSP-Derby, Essex County Sheriff's Dept.	802-334-8881 802-676-3500			
Local Dispatch Center					
<b>Local Public Works Contacts</b>					
Road Foreman	None				
Road Commissioner	Bradley McVetty	802-676-3429	603-631-0739		<a href="mailto:bradmcvetty@gmail.com">bradmcvetty@gmail.com</a>
Town Garage	None				
Drinking Water Utility	None				
Wastewater Utility	None				
<b>Municipal Government Contacts</b>					
Town Administrator					

## Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town/City Manager					
Selectboard Chair	Scott Lovell	603-631-5717			Scotty.lovell@gmail.com
Selectboard	Bruno McKenzie	802-274-5155			Brunomc86@gmail.com
Selectboard	Bradley McVetty	8026763429	6036310739		bradmcvetty@gmail.com
Town Clerk	Amy Pear	8026763210	8026763900	8606389550	<a href="mailto:maidstonetownclerk@gmail.com">maidstonetownclerk@gmail.com</a>
Town Treasurer / Finance	Robert Champagne- Willis	802-676-2603			
Town Health Officer	Sandy Gray	802-676-3791			sandrag@gmail.com
Forest Fire Warden	William Sanborn	802-676-3902			
Animal Control Officer	Selectboard	802-676-3210	802-676-3906		
School Contact #1	No school in town, kids go to various schools in Caledonia County and Essex County in VT, as well as to schools in NH				
School Contact #2					
School District Office	Northeast Kingdom Choice School District	802-266-3330			
<b>Other Contacts</b>					

**Contact Information**

<b>Position</b>	<b>Name</b>	<b>Phone numbers - indicate Mobile, Home, Work</b>			<b>E-mail</b>
		<b>Primary</b>	<b>Alternat e</b>	<b>Alternat e</b>	