TOWN OF HARDWICK 2016 LOCAL EMERGENCY OPERATIONS PLAN

Emergency Steps

- 1) Establish an Incident Command Structure and make appropriate local decisions
- 2) Delegate Authorities to Incident Commander and request Declaration if appropriate
- 3) Contact State Emergency Operations Center (SEOC) if additional help or resources may be needed beyond mutual aid and local contractors (800-347-0488)
- 4) Alert the general population and evacuate as needed
- 5) Activate your Emergency Operations Center to support the Incident Commander as needed
- 6) Contact the Shelter Coordinator and American Red Cross (802-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Assess damages
- 10) Conduct and document 'Emergency Repairs'

Future steps

- 11) Refer to your local codes and standards, Vermont Stream Alterations Rule, and local hazard mitigation plan before undertaking permanent repairs
- 12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet
- 13) Conduct an after-action review and develop an improvement plan

Jurisdictions' Points of Contact: Identify by priority the top three people to be Points of Contact for your Town during an emergency (ex: EMD, Town Manager, Selectboard Chair, Fire Chief)

Job Title	First Name	Last Name	Work #	Radio call sign
Police Chief	Aaron	Cochran	802 472 5475	
Email Address	Cell#	Pager#	Home #	Time Contacted
acochran@hardwickpolice.com	802 473 2395	NA	802 279 9470	
Job Title	First Name	Last Name	Work #	Radio call sign
Town Manager	Jon	Jewett	802 472 6120	
Email Address	Cell #	Pager #	Home #	Time Contacted
jon.jewett@hardwickvt.org	802 793 5627	NA	802 229 9483	
Job Title	First Name	Last Name	Work #	Radio call sign
Fire Chief	Tom	Fadden	802 472 6029	
Email Address	Cell#	Pager #	Home #	Time Contacted
Tom.fadden@hardwickvt.org	802 673 6150	NA	802 673 6150	Joinacioa

0 - 1 0 1 1 1		
County: Caledonia		Date LEOP adopted: 4/07/16
Name of town EMD/C: Aa	ron Cochran	Date NIMS adopted: 1/08/15
I, a select board member, Operations Plan has been Jon Jewett	town/city/village manager, adopted (certifying individual	, or mayor, certify that this Local Emergency must have taken, at minimum, ICS 402 or ICS 100 training):
Telephone: 802 473 2395	Fax: 802 472 3793	E-mail: acochran@hardwickpolice.com
Alternate communication met	thod:	

This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1st.

Template 2016

Response and Recovery Guidelines

Please use this as an aid for baseline actions that should occur in an incident.

1. Identify the Incident Commander 3. Identify the Incident Commander 5. Identify the Incident Command Post 5. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214)) 6. Assess the situation (deploy assessment teams) Determine casualties Determine resource needs Determine resource needs Identify emergency access sites or isolated citizens e. Request additional resources (Mutual Aig) if needed. f. Secure a perimeter around affected area if needed. g. Consider potential staffing needs (extended or multiple operational periods) 2) Delegate Authorities to Incident Commander and request Declaration if appropriate Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority) If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) 3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors Redded beyond mutual aid and local contractors	Ple	ease use this as an aid for baseline actions to	lat Silouid Good III	one E	Time
Identify the Incident Commander Identify the Incident Identify Identified Ide	V Establish an Incide	ent Command Structure and make app	propriate local decis	ions	Time
Identify the Incident Continual of Stata I (see Appendix A3- Activity Log (ICS Form 214)) Stata I (sog of actions taken I (see Appendix A3- Activity Log (ICS Form 214)) Assess the situation (deploy assessment teams) Determine assualties Determine resource needs Determine resource needs Identify emergency access sites or isolated citizens Identify emergency (Mutual Ald) if needed. Secure a permeter around affected area if needed Secure a permeter around affected area if needed. Provide the highest ranking town official should sign the Local Jurisdiction Request for Emergency I around a permeter around a permeter around a permeter around a significant resources may be meeded to DEMHS. (see Appendix A1 - Local Jurisdiction Request for Emergency Declaration) Call State Emergency Operations Center if additional help or resources may be meeded. If HAZMAT irrolved, contact HAZMAT Holline If HAZMAT irrolv	Establish an	Commander			
Start a log of actions taken (see page 4) Determine casualties Determine resource needs Request additional resources (Mutual Aid) if needed. Secure a perimeter around affected area if needed Secure a perimeter around affected area if needed. Declaration of needs (extended or multiple operational periods) Contact State Emergency Declaration of Authority Contact State Emergency Operations Center if additional help or resources may be needed. Call State Emergency Operations Center and notify that additional 1-800-347-0488 Time Time Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Time Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including special needs or vulnerable populations) of the hazards of the event at the outset of the period of the period of the event at the outset	Identify the Incident	ommand Post		——————————————————————————————————————	
Determine structure/infrastructure losses Determine structure/infrastructure losses Determine resource needs Identify emergency access sites or isolated citizens Identify emergency (Mutual Aidy) if needed Secure a permitted area if needed Secure a permitted area if needed Secure a permitted site in the structure is site in	Identify the Incident Co	okon (see Appendix A3- Activity Log (ICS Form 214))			
Determine structure/infrastructure losses Determine resource needs Determine resource needs Identify emergency access sites or isolated citizens Request additional resources (Mutual Aid) if needed. Secure a perimeter around affected area if needed. Secure a perimeter around affected area if needed. Secure a perimeter around affected area if needed. Consider potential staffing needs (extended or multiple operational periods) Consider potential staffing needs (extended or multiple operational periods) Consider potential staffing needs (extended or multiple operational periods) Consider potential staffing needs (extended or multiple operational periods) Consider potential staffing needs (extended or multiple operational periods) Consider potential staffing needs (extended or multiple operational periods) Time Have highest ranking town official should sign the Local Jurisdiction Request for Emergency If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration) Consideration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) Consideration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) Coll State Emergency Operations Center and notify that additional help or resources may be needed. If HAZMAT involved, contact HAZMAT Hotline 1-800-641-5005 Time 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) Facility Name Address Phone Number Address Phone Number Facility Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelt	Start a log of actions to	doploy assessment teams)			
Determine resource needs Identify emergency access sites or isolated citizens Identify emergency access sites or isolated citizens Identify emergency access sites or isolated citizens Secure a perimeter around affected area if needed. Gonsider potential staffing needs (extended or multiple operational periods) Time Place highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 - Delegation of Authority) In reded, the highest ranking town official should sign the Local Jurisdiction Request for Emergency In reded, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 - Local Jurisdiction Request for Emergency Declaration) Call State Emergency Operations Center is additional help or resources may be needed beyond mutual aid and local contractors Call State Emergency Operations Center and notify that additional resources may be needed. If HAZMAT involved, contact HAZMAT Hotline 1-800-641-5005 Time Alert the general population and evacuate as needed Alert the general population and evacuate as needed Alert the public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Name Physical Address/Loc	. Assess the situation (C	ualties			
Determine resource needs Identify emergency access sites or isolated citizens Identify emergency Identification Identifi	Determine casi	aturo/infrastructure losses			
Sequest additional resources (Mutual Aid) if needed.		20000			
8. Request additional resources (kitulian kib) Secure a perimeter around affected area if needed 9. Consider potential staffing needs (extended or multiple operational periods) 1. Secure a perimeter around affected area if needed 9. Consider potential staffing needs (extended or multiple operational periods) 1. Time 1. Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 - Delegation of Authority) 1. Potended, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 - Local Jurisdiction Request for Emergency Declaration) 1. Potential State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors 1. Potential State Emergency Operations Center and notify that additional resources may be needed. 1. Potential State Emergency Operations Center and notify that additional resources may be needed. 1. Potential State Emergency Operations Center and notify that additional resources may be needed. 1. Potential State Emergency Operations Center and notify that additional resources may be needed. 1. Potential State Emergency Operations Center and notify that additional resources may be needed. 1. Potential State Emergency Operations Center as needed. 1. Potential State Emergency Operations of the hazards of the event at the outset and during the event (including protective actions and evacuation information). 1. Complete Planning Task #1 (see page 4) 1. Potential State Emergency Operations Center to support the Incident Commander as needed (see Planning Task #3 on page 5) 1. Potential State Emergency Operations Center to support the Incident Commander as needed (see Planning Task #3 on page 5) 1. Potential State Emergency Operations Center to support the Incident Commander as needed (see Planning Task #6 on page 6) 1. Notify the American Red Cross that shelters are needed 1. Opened Ciosee 1. Opened Ciosee 1. Opened Cio		and access sites of isolated citizens			
Secure a perimeter authin direct authing needs (extended or multiple operational periods) 2. Consider potential staffing needs (extended or multiple operational periods) 3. Consider authorities to Incident Commander and request Declaration if appropriate 4. Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority) 5. If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency 6. If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency 7. If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency 8. Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) 8. Contact State Emergency Operations Center if additional help or resources may be needed of the state Emergency Operations Center and notify that additional resources may be needed. 9. If HAZMAT involved, contact HAZMAT Hotline 1. Suguested methods (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). 9. Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) 1. Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) 1. Complete Planning Task #1 (see page 4) 1. Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) 1. Facility Name 1. Address 1. Phone Number 1. Address 1. Phone Number 1. Address 1. Phone Number 1. Shelter Manager 1. Shelter Manager 1. Shelter Manager 1. Shelter Phone # and Manager Name 1. Coseed Opened Closed Opened	Identify emerge	courses (Mutual Aid) if needed.			
2) Delegate Authorities to Incident Commander and request Declaration if appropriate Pave highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 - Delegation of Authority) Payor	e. Request additional res	aund affected area if needed			
Delegate Authorities to Incident Commander and request Declaration if appropriate Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority) If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) Imperior of the Declaration Declara	Secure a perimeter arc	ffing needs (extended or multiple operational	periods)		•
Have highest ranking town official delegate authority to all of need with the proper to the proper t	g. Consider potential sta	Illing fields (sweet)		repriate V	Time
Have highest ranking town official delegate authority to all these ways appropriate (see Appendix D4 - Delegation of Authority) for needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration), and send to DEMHS. (see Appendix A1 - Local Jurisdiction Request for Emergency Declaration) 3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors Call State Emergency Operations Center and notify that additional resources may be needed. If HAZMAT involved, contact HAZMAT Hotline 1.800-347-0488 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed Opene		to the Incident Commander and reque	st Declaration if app	ropriate U	
Have highest ranking town official delegate authority to all of need with the proper to the proper t	Delegate Authorit	les to incluent community and most wit	Incident Commander	as L	_ _
if needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency if needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration) 3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors Call State Emergency Operations Center and notify that additional 1-800-347-0488 Call State Emergency Operations Center and notify that additional resources may be needed. If HAZMAT involved, contact HAZMAT Hotline 1-800-641-5005 Time 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Address Phone Number Address Phone Number Address 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and # of occupants	Usus highest ranking to	wn official delegate authority to and meet wit	1110.00		
If needed, the highest ranking town official stoll of significant potential of the property of	appropriate (see Appendix	D4 – Delegation of Authority)	adiction Request for Em	ergency]
3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors Call State Emergency Operations Center and notify that additional 1-800-347-0488 Lif HAZMAT involved, contact HAZMAT Hotline 1-800-641-5005 Lif HAZMAT involved, contact HAZMAT Hotline 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opene Closed Cl	the highest ra	nking town official should sign the Local July	suest for Emergency Declarat	tion)	
2) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors Call State Emergency Operations Center and notify that additional resources may be needed. If HAZMAT involved, contact HAZMAT Hotline 1-800-641-5005 Time 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opene Closed Clos	Doctaration and send to	DEMHS. (see Appendix A1 - Local Jurisdiction Re-	quest for Emergency		
Call State Emergency Operations Center and notify that additional resources may be needed. If HAZMAT involved, contact HAZMAT Hotline I-800-641-5005	Declaration, and		LI -I- OF FOCOURCE	s may be	
Call State Emergency Operations Center and notify that additional If HAZMAT involved, contact HAZMAT Hotline 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Suggested Telepaning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed Opene. Closed Opene.	- Ctoto Em	pergency Operations Center if addition	ial neip or resource.		3
Call State Emergency Operations Center and notify that additions. If HAZMAT involved, contact HAZMAT Hotline 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opene Closed Opene	3) Contact State Li	nutual aid and local contractors			
If HAZMAT involved, contact HAZMAT Hotline 4) Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opene Closed Close	needed beyond i	rections Center and notify that additional	1-800-347-048	p '	_
Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opene Closed Opene Closed Opene	Call State Emergency C	operations Center and News,		E	
Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed Opene Closed Opene	resources may be need	ed. tost HAZMAT Hotline	1-800-641-500	5	
Alert the general population and evacuate as needed Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opene Closed Opene				No. 5 Mary 1	▼ Time
Alert the Public (including special needs of Williams of Suggested Methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed Closed Closed Opene	Alast the genera	I population and evacuate as needed	and of the ev	ent at the	
outset and during the event (most suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front point including Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front point including Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front point point including Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front point point including Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front point point including Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front point point including Suggested methods (siren, PA, door-to-door, twitter, front point point including Suggested methods (see Planning Task #3 on page 5) Time Suggested methods (siren, PA, door-to-door, twitter, front point point including Suggested methods (see Planning Task #3 on page 5) Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Facility Name Address (Boo-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Address Phone Number Time Suggested methods (See Planning Task #6 on page 6) Address Phone Number Time Suggested Task #3 on page 5 Facility Name Address (Boo-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Shelter Opening if needed (See Planning Task #6 on page 6) Shelter Name Physical Address/Location of the Shelter Shelter Manager Name Closed Opening Closed Opening Indicate Phone # and Manager Name Closed Opening Indicate	4) Alert the general	ng special needs or vulnerable populations)	of the nazards of the cv	Cite de ave	
Suggested methods (sierl, FA, door de stats) Complete Planning Task #1 (see page 4) 5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed	Alert the Public (including the e	vent (including protective actions and evacuations)	ation information).	rum)	
5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Address	Cugacted methods (S	ren, FA, door to door,	JK, twitter, iron para		
5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5) Facility Name	Complete Planning 1as	SK #1 (See page 1)			
Address Phone Number Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Time Ashelter Opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opened Closed Clos	Complete Figure 9		t the Incident Comm	ander as	Time
Address Phone Number Facility Name Address Phone Number Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) Time Ashelter Opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Opened Closed Close	5) Activate the Em	ergency Operations Center to suppor	[[[]e [[]clucific coll		
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed Closed Closed Opene	nooded (See Plan	ining Task #3 on page 57	Phone	Number	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email) 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Opened Closed Opened	Facility Nan	Address	Phone	Mulliber	
6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Opene Closed Closed Opene	Facility Nan	ile .			
6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Opene Closed Closed Opene					
6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Shelter Phone # and Manager Name Closed Closed Closed Opener		ens with the SEOC (DisasterLAN, Phone, Fa	ax, Email)		
6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Opene Closed Closed Opene	Maintain communicati	ons with the obos (break			Time
Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Shelter Phone # and Manager Name Opened Closed Closed Opened		American Red C	ross (800-660-9130)	to arrange	I I I I I I I I I I I I I I I I I I I
Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Shelter Phone # and Manager Name Opened Closed Closed Opened	6) Contact the She	elter Coordinator and American Red S	06)		
Notify the American Red Cross that shelters are needed Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Shelter Phone # and Manager Name Opene Closed Opene		INA IT NEEDEU ISEE I Idiiiiiis	C 0/		
Contact Shelter Manager Shelter Name Physical Address/Location of the Shelter Manager Name Shelter Phone # and Manager Name Opene Closed Opene	Notify the American R	ed Cross that shelters are needed			
Shelter Name Physical Address/Location of the Manager Name Manager Name Closed Closed Closed Opene	Contact Shelter Mana	aor	Shalter Phone # and		
Closed Cl	Shelter Name	Physical Address/Location of the Shelter	Manager Name	occupants	- Orangdi
Closed Opened	Gilottor Hame				U Opened.
Closed					Closed:
Closed					Opened:
Opened Opened					
					Closed:
Close					Upened:
Olose Control of the					Closed:
					Olosca.

		Appendix A3 - Incluent Briefing (163 Form 201))		
8) Determine if additional	operational shift	staffing is needed		Time
Determine the operational p	eriod (8hrs, 12hrs,	etc)		
Identify staffing for future op	perational periods (s	see Appendix A3–Organizational Assignment List		
Develop plans for the next of 202, 203, 204, 205, 206))	pperational period	(see Appendix A3– Incident Action Plan (ICS Forms		
What is the Operati	onal Period?	hrs to hrs		
What is the briefing	time? hrs			
As the incident winds down,				
9) Assess damages. Complete Planning Tasks 1 Be prepared to answer questocal Situation Report and Appendix A	tions about public	and private damages. (see Appendix A2 – Worksheet)		Time
Protective Measures (eg. rei and bridges). Emergency P	estore emergency a moving debris threa rotective Measures	access. Undertake Emergency atening inhabited structures, culverts, (temporary and permanent) must be tream Alterations Rule (see Appendix C2)		Time
Standards as provided Appendix C2), and local ha	by the Agency of zard mitigation pl	, including the most current Town Ro Transportation, Vermont Stream Alte lan before undertaking permanent re	erations pairs	Rule (See
(ex: roadside/ditch erosion,	repair with larger c	rial quantities) all repairs for future mitig ulvert, replace with better materials, etc	ation acti)	ons.
Area Damaged	Cost of repair	Mitigation Solution (see local Hazard Mitigat	ion Plan)	
Worksheet.		n, request 406 mitigation when comp	leting a l	Project

For Official Use Only

שוטט דייו ŀ

PLANNING TASKS

During the incident, please complete the shaded portions. Please complete the shaded portions.

ing an incident	= ====================================																	
iring an incident) Complete this information during an incident	Evacuated To (physical location)																	
ole evacuation du	POC Phone Number	802 472 6775	802 472 2272	802 472 5496	802 472 5411	802 472 6149		802 472 3066	802 472 5556	802 472 5579		802 472 5498	802 472 5744	802 4723541	1000 011	802 472 6207	802 472 3936	
Planning Task #1 cial attention/possik	Point of Contact					oscide I II.	Gall Labianc	Jennifer Davision	Dehorah Clifford	Debotal Chlore	Madeline Labialic	Jean Bellavance	Kara Grant	Dawn Bailey		Lisa Delarichelier	Cheryl Atwood	
Planning Task #1 High Risk Populations List (for special attention/possible evacuation during an incident)	Complete this information before an incident High Risk Population Location (physical location)	49 Winter Street, Hardwick, VT	132 Main Street, East Hardwick, VT	61 Church Street, Hardwick, VT		135 South Main Street, Hardwick, VT	63 Elem Street, Hardwick, VT	TV Agindred Agents	-	83 Holton Hill, Hardwick, VT	41 Anair Drive, Hardwick, VT	406 Torrace Hill Road, Hardwick, VT	FV 30::12:10	81 Cherry Street, Hardwick, VI	44 Lamoille Avenue, Hardwick, VT	V Hardwick VT	60 Bellry Noad, Hardwick	892 Porter Brook Road, natuwick,
Hig	High Risk Population Type (school, child care, nursing home,	mobile home park)	Care Bear Day Care Center	Hardwick Child & Family	Development Program	Orleans SW Early Ed	Day care		Day care	Day Care	Day Care	Day Care	Day cale	Day Care	Day Care		Day Care	Day Care

g an incident	Status Time					
Planning Task #2 or Vulnerable Sites List (locations to check for damage)	Checked by					
Planning Task #2 Major High Hazard and/or Vulnerable Sites List (loc	Complete this information before an incident	(physical location)	Wolcott Street - Lat44.5168 Lon 72.3785	Mackville Road & Stratton Road - Lat 44.4902 Lon	72.361	
OieM	Complete this	Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying	area, tier II site)	Mackville Dam		

Fire Station	21089 Wolcott Street		
Road	The length of Granite Street from Wolcott Street South		
Road	Cottage Street-Wolcott to Lower Cherry Street		
Road	Brook Street		
Road	Route 14 South of Mackville Road		
Road	Route 16-Route 15 jct. to Riverside Farm Road		
Road	Route 14-Wolcott Street and Route 15 jct.		

^{*} If additional space is needed, please attach information on a separate sheet.

Facility Name Primary: Lamoille County Sheriff's Dept. Secondary: Public Safety Building	Pre-designated Local Emergency Ope Facility Address (physical location) Primary: Lamoille County Sheriff's Dept. 56 High Street, Hardwick, VT	Facility Point of Contact Sherriff Marcoux Aaron Cochran	Facility Phone Number 802-888-3502 802-472-5475
Tertiary:			

Planning Task #4 Functional Area/ Local Support Function	
Please identify agencies responsible for maintaining resource lists, found in	Appendix B5.
Local Support Function	Agency Responsible for maintaining resource list: (see Appendix B5- Resource Lists)
Transportation - Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	Highway Dept./Fire Dept./School/Law Enforcement/Town Manager
to the public and	Law Enforcement/Town Manager/Fire Dept.
 Communications - Includes emergency warning, information and grant gran	Highway Dept./Town Manager
demaged public buildings	Fire Dept.
4. Firefighting - Resources in support of structural and wildfire firefighting. 5. Emergency Management, Recovery & Mitigation - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for	Fire Dept./Law Enforcement/ Town Manager
planning section to collect, analyze and disseminate on the collect, and disseminate on the collect on the collect, and disseminate on the collect on the collect on the collect on th	Town Manager/EMD
disaster victims.	Town Manager/EMD
8. Health & Medical Services used during disaster response and medical services. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities.	Hardwick Rescue/Town Manager/Fire Dept./Law Enforcement/Town Health Officer/VT Dept. of Health
 and resources for the collection, identification, and protection of mandar ventures. Search & Rescue - Resources locally available to locate, identify and remove persons from a stricken area including those lost or trapped in buildings and other structures. Also includes resources to 	Law Enforcement, Fire Department
coordinate S&R for those lost in non-innabited areas. 10. Hazardous Materials - Resources available for response, inspection, containment and cleanup of	Fire Dept./VT State HazMat Team
hazardous materials. 11. Agriculture & Natural Resources - Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency	Town Health Officer/VT Stat Game Warden/VT Dept. of Health/Agriculture
12. Energy - Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of	Hardwick Electric/Town Manager/Town Energy Coordinator
emergency power and fuel.	Hardwick Police Dept
 13. Law Enforcement - Assets used for the process of the process of the process and regulations. Resources available for area security, traffic and access control. 14. Public Information - Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance. 	Law Enforcement/Town Manager/Fire Dept

			Dis	saste	Pla r Lea	nning	g Task gency/0	#5 Coordii	nator						
Who	or wh	nat a	genc	y wil	like	y be	the lea	d for e	each ty	pe of	disast	er?			
Agency	Drought	Flood	Fire	Winter Storm	Ice Storm	Power Outage	Infectious Disease	Animal/Plant Emergency	Mass Casualty Incident	Hazardous Materials Spill	Public Gathering	Civil Unrest	Other (Please Specify)	Other (Please Specify)	Other (Please Specify)
Road Crew / Public Works		х		х	х										
Fire Department		х	х			х			х	х					
Town Selectboard															
Law Enforcement								х	Х	Х	х	Х			
1 st Response / Rescue											^	^			
Shelter Coordinator															
Animal Control Officer								Х							
Town Health Officer							Х	X							
Town Clerk							^	Α		Х					
Town Treasurer															
Hardwick Electric Dept		х		х	V	V									
Town Manager		^		^	Х	Х									
Hardwick Rescue															
T.G. G. T. C. SOUC			Х						X						

A STATE OF THE STA	Planning Task # 6	
	Shelters	
	Shelter 1	
Shelter Name: Hazen Union High School	Physical Address/Location of the Shelter: 126 Hazen Union Drive, Hardwick, VT	Shelter Capacity: 500
Shelter Manager: Jeff LaCours	Shelter Manager Cell #: 802-224-6926 Shelter Manager Pager #: 802-741-7847	Other Contact: 802-533-7433
X Warming Shelter	X Overnight Shelter	Red Cross Agreement?
X Has a Backup Generator	Has wiring in-place for generator hookup	X Pets accepted?
	Shelter 2	100040400000000000000000000000000000000
Shelter Name: Memorial Building	Physical Address/Location of the Shelter: 20 Church Street	Shelter Capacity: 25
Shelter Manager: Jon Jewett, Town Manager	Shelter Manager Cell #: 802 793 5627 Shelter Manager Pager #:	Other Contact: Tom Fadden
X Warming Shelter	X Overnight Shelter	Red Cross Agreement?
X Has a Backup Generator	Has wiring in-place for generator hookup	Pets accepted?
	Shelter 3	
Shelter Name: Hardwick Elementary School	Physical Address/Location of the Shelter: 135 South Main Street	Shelter Capacity: 300
Shelter Manager: Jeff LaCours	Shelter Manager Cell #: 802-224-6926 Shelter Manager Pager #: 802-741-7847	Other Contact:
X Warming Shelter	X Overnight Shelter	Red Cross Agreement?
Has a Backup Generator	Has wiring in-place for generator hookup	Pets accepted?

American Red Cross – Vermont & the New Hampshire Upper Valley Region: 1-802-660-9130

ritical Incident Stress	1		III	IV	Other	Type	II	III	IV	Other
		II			01	Hydraulic Excavator, Large			N/A	
lanagement Team				N/A		Mass Excavation			N/A	
lobile Communications enter						Hydraulic Excavator, Medium Mass Excavation				
Nobile Communications			N/A	N/A		Hydraulic Excavator, Compact	1			
II-Terrain Vehicles	N/A	N/A	N/A	N/A	1	Road Sweeper	1			
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)	2					Trailer, Small Equipment	1	N/A	N/A	
Firefighting Crew				N/A		Truck, On-Road Dump	2	1	2	
Aerial Fire Truck	1		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	1					Water Pumps, Drinking Water Supply - Auxiliary Pump				
Water Tender (Tanker)	1			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			2			Wheel Dozer		N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe				
Aerial Lift - Truck Mounted						Wheel Loader, Large			75.5	
Air Compressor						Wheel Loader, Medium			2	
Concrete Cutter/Multi- Processor for Hydraulic						Wheel Loader, Small			N/A	
Excavator Electronic Boards, Arrow						Wheel Loader, Skid Steer			N/A	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler				
Floodlights				N/A	2	Wood Chipper	N/A	N/A	N/A	
Generator						Wood Tub Grinder				

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

Town Maps

Please insert town maps here. These maps can include things such as roads, town boundaries, shelter locations, high hazard/vulnerable sites, etc.

Appendix A – Disaster Forms.	٨
Educative description Etherdelicy Declaration	
Local olidation Report	
100101110	
Individual Assistance Form	A3
Appendix B – Local Documents	_
List of Delegations of Authority	
Emergency Contact List	B2
List of Mutual Aid Agreements	B3
resource Lists	
maps, Diagrams, Flans, and Attachments	D.0
Animal Resources	B6
	B/
Appendix C – References & Authorities	_
Emergency Relief and Assistance Fund	C
Vermont Stream Alteration Rule and Fact Sheet	C1
Minimum Grant Standards	C2
Vermont Statute Title 20, Chapter 1	C3
NIMS Executive Order	C4
	C5
Appendix D – Templates	_
NIMS Adoption	D
Mutual Aid	D1
Emergency Management Ordinance	D2
Delegation of Authority	D3
-	1)4