BASIC EMERGENCY OPERATIONS PLAN

City/Town of: <u>Hardwick</u> in <u>Caledonia</u> County

Date Plan Approved:07/17/2014Date Plan Updated:07/01/2014Name of Senior Local Official Reviewing this plan:Eric RemickMunicipal Business Address:20 Church Street, P.O. 523, Hardwick, VT 05843Telephone:(802) 472-5971Fax: (802) 472-3793E-mail:hardwickc@vtlink.net

Emergency Steps

- 1) Establish an Incident Command Structure and make appropriate local decisions
- 2) Alert Vermont Emergency Management if additional help or resources may be needed (800-347-0488)
- 3) Alert the general population and evacuate as needed. (ex: siren, PA, Door-to-door, etc.)
- 4) Activate your Emergency Operations Center to support the Incident Commander as needed
- 5) Utilize your Delegation of Authority
- 6) Contact the Shelter Coordinator to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Conduct damage assessment
- 10) Document emergency repairs
- 11) Conduct repairs
- 12) Conduct an after-action review and develop an improvement plan.

Jurisdictions's Point of Contacts: Identify by priority the top three people who are to be the Point of Contacts for your Town; (ex: EMD, Town Manager, Selectboard Chair, Fire Chief)

| PLEASE DO NOT USE THE SAME TELEPHONE NUMBERS IN MULTIPLE BOXES. | | | | |
|-----------------------------------------------------------------|------------------------------|--------------|-----------|----------------|
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | EMD | Aaron | Cochran | 802-472-5475 |
| Date | Email Address | Cell # | Pager # | Home # |
| | acochran@dps.state.vt.us | 802-473-2395 | | 802-279-9470 |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Town Manager | Jon | Jewett | (802) 472-6120 |
| Date | Email Address | Cell # | Pager # | Home # |
| | jon.jewett@hardwickvt.org | 802-793-5627 | | (802 229-9483 |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Road Forman | Tom | Fadden | 802-472-6029 |
| Date | Email Address | Cell # | Pager # | Home # |
| | hardwickfiredept@comcast.net | | | 802-673-6150 |

| 1) Establish an Incident Command Structure and make appropriate local decisions | | | |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------|--|
| Time | a. Identify the Incide | ent Commander | |
| Time | b. Identify the Inciden | t Command Post | |
| c. Assess the | Time | Start a log of actions taken. | |
| Situation | Time | Determine Type of Disaster | |
| | Time | Determine Casualties | |
| | Time | Secure a perimeter around affected area if needed | |
| | Time | Reroute traffic if necessary | |
| | Time | Notify VEM Duty Officer for a "Heads Up" (800) 347-0488 | |
| | Time Request additional resources (Mutual Aid) if needed. | | |
| Time | d. Consider potential staffing needs (extended or multiple operational periods) | | |
| Time | e. Complete necessary ICS Forms found at the end of this document | | |

| 2) | Alert Vermon | Emergency Management | |
|----|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| | Time | Call Vermont Emergency Management Request activation of state resources such as SRAAT, VTrans, Agency of Natural Resources, Dept. of Labor, National Guard, Health Dept., CERT, etc. to provide State resources. (i.e. Clean Drinking Water, Generators, Heavy Equipment, etc.) | 1-800-347-0488, 1-802-244-8721 |
| | Time | HAZMAT Hotline (spills, etc.) VEM Duty Officer will make additional State agency notifications. | 1-800-641-5005 |

| 3) | Alert the Gene | eral Population and Evacuate as Needed. (ex: siren, PA, Door-to-door, etc.) | | |
|----|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--|--|
| | Time Alert the Public (including special needs or vulnerable populations) of the | | | |
| | | hazards of the event at the outset and during the event. Who will do this? | | |
| | | Methods of alert: Town Manager alerts local radio stations, Police & First responders. | | |
| | Time | Communicate protective actions to be taken and evacuation information | | |
| | | Evacuation routes: 14, 15, and 16, Bridgeman Hill, Center Rd. | | |

4) Activate the Emergency Operations Center to Support the Incident Commander as Needed

| | Facility Name | Address | Phone Number |
|------|------------------------------|-------------------------------------|----------------|
| Time | Lamoille Cnty Sheriff's Dept | 162 Comminwealth Ave, Hyde Park, VT | (802) 888-3502 |
| Time | Public Safety Building | 56 High Street | (802) 472-5475 |
| Time | | | |

The all-hazards event provisions of **20 VSA §10** shall not be brought into action, unless the municipal director of emergency management, a member of the legislative body of the municipality, the city or town manager, or the mayor of a city that is within the area affected by an all-hazards event shall declare an emergency and request the governor to find that a state of emergency exists and the governor so finds, or unless the governor declares a state of emergency under section 9 of this title. (Amended 2005, No. 209 (Adj. Sess.), § 11.)

| Time | The Local Jurisdiction Request for Emergency Declaration form located at the end |
|--------------|-------------------------------------------------------------------------------------|
| | of this document is completed. |
| Time | FAX a completed Local Jurisdiction Request for Emergency Declaration form to |
| | Vermont Emergency Management (802) 241-5556. |
| Periodically | Provide periodic situation updates to the VEM Duty Officer or SEOC as the situation |
| | develops |

5) **Delegation of Authority.** Who has been named and provided with a SIGNED and Implemented Delegation of Authority

| Title | Name | Date Implemented |
|-------------------------------|---------------|------------------|
| Emergency Management Director | Aaron Cochran | 03/06/2014 |
| Fire Chief/Road Foreman | Tom Fadden | 04-15-10 |
| Town Manager | Jon Jewett | 11-01-11 |

| 6) Open Shelter If Needed | | |
|---------------------------|------------------------------------------|----------------------|
| Shelter 1 Name | Physical Address/Location of the | Shelter |
| Hazen Union | 126 Hazen Union Dr., Hardwick, V | Т |
| Time Contacted | Shelter Manager Jeff LaCours | |
| Shelter Manager Cell. # | Shelter Manager Pager # | Other Contact # |
| 802-224-6926 | 802-741-7847 | (802) 533-7433 |
| Warming Shelter | Overnight Shelter | Red Cross Certified? |
| Has a Backup Generator | Has wiring in-place for generator hookup | |
| Time Opened | Capacity 500 | |
| Time Closed | Total Number of Occupants | |

| Shelter 2 Name | Physical Address/Location of t | Physical Address/Location of the Shelter | |
|-------------------------|------------------------------------------|------------------------------------------|--|
| Memorial Building | 20 Church St., Hardwick, VT | 20 Church St., Hardwick, VT | |
| Time Contacted | Shelter Manager Jon Jewett | Shelter Manager Jon Jewett | |
| Shelter Manager Cell. # | Shelter Manager Pager # | Other Contact # | |
| 802-793-5627 | | | |
| Warming Shelter | Overnight Shelter | Red Cross Certified? | |
| Has a Backup Generator | Has wiring in-place for generator hookup | | |
| Time Opened | Capacity 50 | | |
| Time Closed | Total Number of Occupants | | |

| Shelter 3 Name | 3 Name Physical Address/Location of the Shelter | |
|-------------------------|-------------------------------------------------|----------------------|
| Hardwick Elementary | 135 S. Main St., | |
| Time Contacted | Shelter Manager Jeff LaCou | rs |
| Shelter Manager Cell. # | Shelter Manager Pager # | Other Contact # |
| | 802-741-7847 | (802) 533-7433 |
| Warming Shelter | Overnight Shelter | Red Cross Certified? |
| Has a Backup Generator | Has wiring in-place for generator hookup | |
| Time Opened | Capacity 300 | |
| Time Closed | Total Number of Occupants | |

• Northern Vermont Chapter American Red Cross (800) 660-9130

Central Vermont Chapter American Red Cross (802) 773-9159

• Green Mountain Chapter American Red Cross (802) 442-9458

7) Expand the ICS Structure as needed to the size and scope (Use ICS Forms).

8) If the incident expands over multiple operational periods, determine the next operational shift staffing. As the incident winds down, release excess resources as per demobilization plans.

9) As incident enters Recovery Phase, conduct a complete damage assessment for public and private damages. Meet with State and Federal Officials to map out next steps.

10) Document Emergency Repairs.

11) Conduct repairs according to Mitigation Plan or adopted codes and standards when feasible and document all repairs; (ex: repair with larger culvert, replace with better materials, etc)

| | Identified Problem | Mitigation Solution |
|------|--------------------|---------------------|
| Time | | |

12) Conduct an After-Action Review (AAR) of any incident and develop an improvement plan based on AAR results.

PLANNING TASKS

| High | Planning Task #1 High Risk Populations List (for special attention/possible evacuation during an incident) | | | |
|------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------|--|
| lde | entify schools, o | daycare centers, nursing homes, medical handicapped residents, etc | | |
| | | High Risk Population (address) | Evacuated To: | |
| | Time | 35 Maple, St Harwick (elderly housing) | | |
| | Time | Heartbeet Farms, Town Farm Rd | | |
| | Time | 41 South Main St. | | |
| | Time | North Main St. Hazen Union High School | | |
| | Time | South Main St. Hardwick Elementary School | | |
| | Time | Greensboro Nursing Home | | |
| | Time | | | |

| | Planning Task #2 High Hazard and/or Vulnerable Sites List (Initial locations to check for damage) | | | | | |
|--------|------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------|---------|--|--|
| (ex: D | <mark>)ams, Low-lying</mark> | <mark>)</mark> areas, problem culverts & bridg | es, railway crossing, | etc.) | | |
| | | Identified Sites (actual locations) | Checked by: | Status: | | |
| | Time | Wolcott St, west of fire station | | | | |
| | Time | Granite St, from Wolcott St. south | | | | |
| | Time | Cottage St, Wolcott to Lower Cherry | | | | |
| | Time | Brook St, entire length | | | | |
| | Time | Route 14 south of Mackville Rd. | | | | |
| | Time | Rte 16, Rte 15 to Riverside Farm Rd | | | | |
| | Time | Route 14 at Wolcott St. and 15 | | | | |
| | Time | | | | | |
| | Time | | | | | |
| | Time | | | | | |
| | Time | | | | | |
| | Time | | | | | |
| | Time | | | | | |
| | Time | | | | | |
| | Time | | | | | |
| | Time | | | | | |

| Local Support Func | tion (LSF) Review | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| (For use in completing table associated with Planning Task #3) | | | | | | | |
| 1. Transportation - Control of transportation assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies. | 8. Health & Medical Services - Provides care and treatment for the ill and injured; mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities; provides public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains. Coordinates special medical needs shelters. | | | | | | |
| 2. Communications - Provides emergency warning, information and guidance to the public and responders . Secures resources needed to provide backup capability for all means of communication. | 9. Search & Rescue - <i>Provides resources for activities to locate, identify and remove from a stricken area, persons lost or trapped in buildings and other structures.</i> | | | | | | |
| 3. Public Works & Engineering - <i>Provides debris clearance,</i> road, highway and bridge repairs. Repair and restoration of essential public works systems and services and the safety inspection of damaged public buildings. | 10. Hazardous Materials - <i>Provides response, inspection, containment and cleanup of hazardous materials.</i> | | | | | | |
| 4. Firefighting - Provides for mobilization and deployment, and assists in coordinating structural and wildfire fire fighting resources; provides incident management assistance for on-scene incident command and control operations. | 11. Agriculture & Natural Resources - Provides coordinated response in the management and containment of communicable diseases in an animal health or plant emergency. | | | | | | |
| 5. Emergency Management, Recovery & Mitigation - In support of the local Incident Commander, provides for the overall coordination of the town's emergency operations; collects, analyzes and disseminates critical information on emergency operations for decision making purposes; provides liaison with state/federal government. | 12. Energy - Coordinates with the private sector the emergency repair and restoration of critical public energy utilities. Coordinates the rationing and distribution of emergency power and fuel. | | | | | | |
| 6. Mass Care, Food & Water - Manages and coordinates sheltering, feeding and first aid for disaster victims. Identifies, secures, prepares, and/or arranges for transportation of safe food and water supplies for mass feeding to affected areas following a disaster. | 13. Law Enforcement - Provides for the protection of life and property by enforcing laws, orders and regulations. Provides for area security, traffic and access control. | | | | | | |
| 7. Resource Support - Provides for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations. | 14. Public Information - <i>Provides for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.</i> | | | | | | |

| | Pla | nning | Task | #3 - I | _ocal | Supp | ort Fı | unctio | ons (L | SF) | | | | |
|-------------------------|--------------------|--------------------|------------------------------|------------------|------------------------------------------|-----------------------------|----------------------|-------------------------------|---------------------|--------------------------|--------------------------------------|-------------|----------------------|-------------------------|
| Agency | (1) Transportation | (2) Communications | (3) Public Works/Engineering | (4) Firefighting | (5) Emergency Mgmt, Recovery, Mitigation | (6) Mass Care, Food & Water | (7) Resource Support | (8) Health & Medical Services | (9) Search & Rescue | (10) Hazardous Materials | (11) Agriculture & Natural Resources | (12) Energy | (13) Law Enforcement | (14) Public Information |
| Road Crew / DPW | Р | S | Р | S | S | | | S | | | | | | S |
| Fire Department | S | S | | P | P | | | S | Р | Р | | | | S |
| School | S | S | | | | S | S | S | | | | | | S S |
| Town Selectboard | | - | | | | | S | | | | | | | S |
| Constable / Police | S | Р | | S | Р | | S | | Р | S | | | Р | Ρ |
| 1st Response / Rescue | | S | | S | S | | S | Р | S | S | | | | |
| Shelter Coordinator | | S | | | | S | | | | | | | | |
| Fish & Wildlife Officer | | | | | | | | | | | Р | | | |
| Town Health Officer | | | | | | | S | S | | | S | | | S |
| Town Clerk | | | | | | S | | | | | | | | S |
| Town Manager | S | S | S | S | S | S | Р | S | | | | | | S |
| Hardwick Electric Dept | | S | S | | S | | S | | | | | Р | | S |
| Town Service Officer | | | | | | Р | | | | | | | | |
| Town Energy | | | | | | | | | | | | S | | |
| Coordinator | | | | | | | | | | | | | | |
| N.C. Health Center | | | | | | S | | S | | S | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | |

P= Primary Agency, S= Support Agency

| Planning Task #4 Disaster Lead Agency/Coordinator | | | | | | | | | | | | | | | |
|---------------------------------------------------|---------|-------|--------|--------------|----------|--------------|--------------------|------------------------|--------------------|---------------------------|------------------|--------------|---------------|------------------------|------------------------|
| Who or what | age | ncy v | vill h | ave o | oord | linati | <mark>on fo</mark> | r ead | <mark>ch ty</mark> | <mark>oe of</mark> | disa | ster | | | |
| Agency | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | Ś | t. | pill | | | | | |
| | | | | | | | | Animal/Plant Emergency | Casualty Incident | Hazardous Materials Spill | | | Specify) | Other (Please Specify) | Other (Please Specify) |
| | | | | | | | se | Jerç | nci | eria | 5 | | peq | bec | peq |
| | | | | _ | | e | nfectious Disease | Ш | lty I | late | Public Gathering | | e S | e S | e S |
| | | | | orm | _ | utaç | Ö | ant | sua | ls ⊾ | ithe | st | eas | eas | eas |
| | ŧ | | | Winter Storm | Storm | Power Outage | sno | I/I | Cas | qor | Ö | Civil Unrest | Other (Please | ľď) | E E |
| | Drought | Flood | Ð | ntei | ŭ | wer | ecti | ima | Mass (| zar | blic | ii U | Jer | Jer | Jer |
| | D | ЫG | Fire | Wi | <u>e</u> | Po | Infe | An | Ma | На | Pu | Ö | đ | đ | đ |
| Road Crew / DPW | S | Р | S | Ρ | S | S | | | S | S | | | | | |
| Fire Department | Ρ | S | Ρ | S | S | S | | | S | Ρ | | S | | | |
| School | | S | S | S | S | S | S | | S | S | | | | | |
| Town Selectboard | | | | | | | | | | | | | | | |
| Constable / Police | S | S | S | S | Ρ | S | S | S | S | S | Ρ | Ρ | | | |
| 1st Response / Rescue | | S | S | S | S | | Ρ | | Ρ | S | | | | | |
| Shelter Coordinator | | | | | | | | | | | | | | | |
| Fish & Wildlife | | | | | | | | Ρ | | | S | | | | |
| Town Health Officer | | | | | | | S | | | | | | | | |
| Town Clerk | | | | | | | | | | | | | | | |
| Town Treasurer | | | | | | | | | | | | | | | |
| Town Manager | | S | S | S | | | | | | S | | S | | | |
| Hardwick Electric Dept | | | | | | Ρ | | | | | | | | | |
| N.C. Health Center | | | | | | | S | | S | S | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | | | | | | | |

P= Primary Agency, S= Support Agency

EMERGENCY CONTACT LIST

| | | Emergency Manag | | | |
|---|------------------|------------------------------|-----------------|----------------------|------------------------|
| | Time Contacted | NOT USE THE SAME TELE | First Name | Last Name | Vork # |
| _ | | EM Director | Aaron | Cochran | 802-472-5475 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Date | aaron.cochran@state.vt.us | 802-473-2395 | | 802-279-9470 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| _ | | EM Coordinator | Aaron | Cochran | 802-472-5475 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Dale | aaron.cochran@state.vt.us | 802-473-2395 | | 802-279-9470 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| _ | Time Contacted | Road Forman | Tom | Fadden | (802) 472-6029 |
| | Data | Email Address | Cell # | Pager # | Home # |
| | Date | | (802) 673-6150 | Pager # | nome # |
| | T : 0 () | | . , | | |
| _ | Time Contacted | Job Title | First Name | Last Name | Work # |
| | Data | Fire Department | Perley | Allen | 802-472-6029 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | 802-917-4806 | | 802-472-3968 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | _ | School - Hardwick Elementary | Jeff | LaCours | (802) 533-7433 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | | | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Town Selectboard Chair | Eric | Remick | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | | | (802) 472-8025 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | EMS Lamoille Cnty Sheriff | | | (802) 888-3502 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | | | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Shelter Coordinator | Mary | Wheeler | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | | | (802) 472-3843 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Vt Fish & Wildlife | Russ | Shopland | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | | | 802-472-3040 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Town Health Officer | Jon | Jewett | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Time Contexted | Job Title | Eirot Nome | Loot Nama | Mort # |
| _ | Time Contacted | Police Chief | First Name | Last Name Cochran | Work # |
| | Data | | Aaron Cell # | | (802) 472-5475 |
| | Date | Email Address | | Pager # | Home # 802-279-9470 |
| | | aaron.cochran@state.vt.us | 802-473-2395 | | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |

| | Date | Email Address | Cell # | Pager # | Home # |
|-----|------------------------|---------------------------------|--------------|--------------|----------------|
| | 2 0.10 | hardwicktc@vtlink.net | | | (802) 472-6376 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Town Treasurer | Alberta | Miller | (802) 472-5971 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Dale | hardwicktc@vtlink.net | | | (802) 472-6376 |
| | Time Contested | Job Title | First Name | Leet Neme | |
| | Time Contacted | | First Name | Last Name | Work # |
| | | Town Selectboard | Danny | Hale | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | director@vtvasa.org | 802-353-6608 | | (802) 472-6727 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Town Selectboard | Kathleen | Hemmens | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | khemmens@vtlink.net | | | (802) 472-8749 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Town Selectboard | Shari | Cornish | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | shari@sharicornish.com | | | (802)472-5920 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Town Selectboard | Lawrence | Hamel | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | 802-917-2886 | | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | School - Hazen Union HS | Jeff | LaCours | 802-533-7433 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Duto | | | | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Executive Assistant | Brittany | Cote | 802-472-6120 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | brittany.cote@hardwickvt.org | 802-673-3373 | | 802-673-2241 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Town Manager | Jon | Jewett | 802-472-6120 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | jon.jewett@hardwickvt.org | 802-793-5627 | | 802-229-9483 |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | General Mgr., Hardwick Electric | Michael | Sullivan | (802) 472-5201 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Duto | | | 802-240-2700 | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Hardwick Rescue Squad | Debbie | La Rose | |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Date | | | | 802-472-6852 |
| | Time of Operator stand | | First Manage | Last Nama | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Northern Counties Health Care | 0 "" | | (802) 472-3300 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| | | Area Agency on Aging | Carol | Entriken | 802-748-5182 |
| | Date | Email Address | Cell # | Pager # | Home # |
| | | | | Fayer # | 802-472-6525 |
| | | | | NI | |
| | Time Contacted | Job Title | First Name | Last Name | Work # |
| 1 1 | | N.E. Kingdom Human Services | Eric | Grims | 802-748-3181 |

| Date | Email Address | Cell # | Pager # | Home # |
|--------------------|------------------------|------------|-----------|--------|
| | | | | |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Other (Please Specify) | | | |
| Date | Email Address | Cell # | Pager # | Home # |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Other (Please Specify) | | | |
| Date | Email Address | Cell # | Pager # | Home # |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Other (Please Specify) | | | |
| Date | Email Address | Cell # | Pager # | Home # |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Other (Please Specify) | | | |
| Date | Email Address | Cell # | Pager # | Home # |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Other (Please Specify) | | | |
| Date | Email Address | Cell # | Pager # | Home # |
| Time Contacted | Job Title | First Name | Last Name | Work # |
| | Other (Please Specify) | | | |
| Date | Email Address | Cell # | Pager # | Home # |
| | | | | |

| Mutu | Ial-Aid List: Contact phone numbers of special (This page can be removed if LSF resource lis | | |
|------|-------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------|
| Time | Resource | 24 hour Phone # (800) 660-9130 | Primary Radio Frequency |
| Time | American Red Cross: Burlington (Tim Stetson) | (802) 533-7744 | 155.3775 |
| Time | Fire, Town of: Hardwick | 911 | 155.3775 |
| Time | Fire, Town of: Woodbury | 911 | 154.190 |
| Time | Fire, Town of: Craftsbury | 911 | 460.5875 |
| Time | Fire, Town of: Walden | 911 | 154.190 |
| Time | ☐ Fire, Town of: Wolcott | 911 | 158.745 |
| Time | Police, Town of: Hardwick | (802) 472-5475 | 453.96250 |
| Time | Vermont State Police: Derby Barracks | (802) 334-8881 | 460.300 |
| Time | EMS, Town of: Hardwick Emergency Rescue | 911 | 155.205 |
| Time | Public Works Town of: Hardwick | (802) 472-6029/5939 | |
| Time | Public Works Town of: Greensboro | (802) 533-7149 | |
| Time | Public Works Town of: | | |
| Time | Public Works Town of: | | |
| Time | Public Works Town of: | | |
| Time | Public Works Town of: | | |
| Time | Power Company: Hardwick Electric | (802) 472-3388/5201 | |
| Time | Power Company: | | |
| Time | Fuel Company: | | |
| Time | Fuel Company: | | |
| Time | Phone Company: | | |
| Time | | (800) 347-0488 | |
| Time | CERT: | (800) 347-0488 | |
| Time | Other: Hardwick Area Food Bank | (802) 472-5940 | |
| Time | Other: Salvation Army - Father Hamilton | (802) 472-5544 | |
| Time | Other: Lamoille Ambulance | (802) 635-7511 | |
| Time | Other: Town Service Officer | (802) 917-2886 | |
| Time | Other: Vermont 211 (information source) | 211 | |
| Time | Other: | | |

Planning Task #5

Maps, Diagrams and Other Attachments Please attach additional maps, including floodplain maps, locations of Critical Facilities, areas of concern, shelters and evacuation routes or diagrams to this document, and provide a reference and title for each below. IF you need to add any extra documentation please provide it as separate documentation and forward it with the EOP to VEM.

| | ICS Responsibilities Review |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Command Section |
| Incident Commander | Overall responsibility for and management of the incident |
| Public Information Officer | Central contact for gathering from and dissemination to the news media and other agencies and organizations |
| Safety Officer | Assess hazardous and unsafe situations and develop measures for assuring personnel safety |
| Liaison Officer | Point of contact at the incident for personnel from assisting or cooperating agencies These agencies have pre-existing chains of command, and protocols. They work for the Incident Commander and are given assignment and tasks, through the Liaison Officer. These would include: Vermont Emergency Management, FEMA, American Red Cross, VT National Guard Units, VT HAZMAT Team, County Sheriff, Search and Rescue, Civil Air Patrol and the like. |
| | Operations Section |
| Operations Section Chief | Responsible for the direction and coordination of all incident tactical operations, |
| Divisions / Groups | |
| Law Enforcement | Traffic; law & order, alert and warning |
| Fire & Rescue | Fire & Rescue & Evacuation; alert and warning |
| Ambulance | Emergency Medical and Emergency Transportation |
| Public Works | Roads, Bridges, Sewer, Water |
| HAZMAT Team | Hazardous Materials, Radiological Hazards |
| Search and Rescue | Search and Rescue |
| Staging Areas | locations at an incident where resources are placed while awaiting tactical assignment |
| | Planning Section |
| | Responsible for the collection and evaluation of incident situation information, |
| Planning Section Chief | preparing situation status reports, displaying situation information, maintaining status of resources, developing an Incident Action Plan, and preparing required incident related documentation. |
| Units | |
| Resources Unit | Responsible for all check-in activity and for maintaining the status of all personnel and equipment resources assigned to the incident. |
| Situations Unit | Collects and processes information of the current situation, prepares situation displays and situation summaries, develops maps and projections. |
| Documentation Unit | Prepares the Incident Action Plan , maintains documentation, and provides duplication services. |
| Demobilizing Unit | Assists in ensuring that an orderly, safe, and cost-effective movement of personnel will be made when they are no longer required at the incident. |
| | Logistics Section |
| Logistics Section Chief | Responsible for providing services and support to meet incident needs. |
| Units | |
| Communications Unit | Develop Communications Plan, distribute and maintain communications equipment, and manage the Incident Communications Center |
| Medical Unit | Develop a Medical Plan, provide 1 st aid and light medical treatment <u>for personnel</u> assigned to the incident, develop emergency medical transportation plan and reports |
| Food Unit | Supplies feeding and potable water requirements at all incident facilities. |
| Supply Unit | Orders personnel, equipment, and other supplies as needed |
| Facilities Unit | Sets up and manages facilities in support of the incident. Also provides security support for the facilities and incident as required. |
| Ground Support Unit | Provides transportation, maintains and fuels vehicles assigned to the incident |
| | Finance / Administration Section |
| Finance/Admin. Section Chie | Responsible for monitoring incident-related costs, and administering any necessary procurement contracts |
| | |
| Units | |
| | Ensures that all personnel time on an incident or event is recorded |
| Units Time Unit Procurement Unit | Ensures that all personnel time on an incident or event is recorded Processes paperwork associated with equipment rental and supply contracts. Responsible for equipment time reporting. |
| Time Unit | Processes paperwork associated with equipment rental and supply contracts. |

ICS Form 201

| | | 1. Incident Name | | 2. Date Prepared | 3. Time Prepared |
|------------------------|---------|---------------------|------------|------------------|------------------|
| INCIDENT BRIE | FING | | | | |
| | | 4. | Map Sketch | | |
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| 5 | . Prepa | red by (Name and Po | sition) | | |
| ICS 201 Page 1 of 4 | - | | | | |

| | 6. Summary of Current Actions |
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| ICS 201 | Page 2 |

| | 7. | Current Organization |
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| ICS 201 | Page 3 | |
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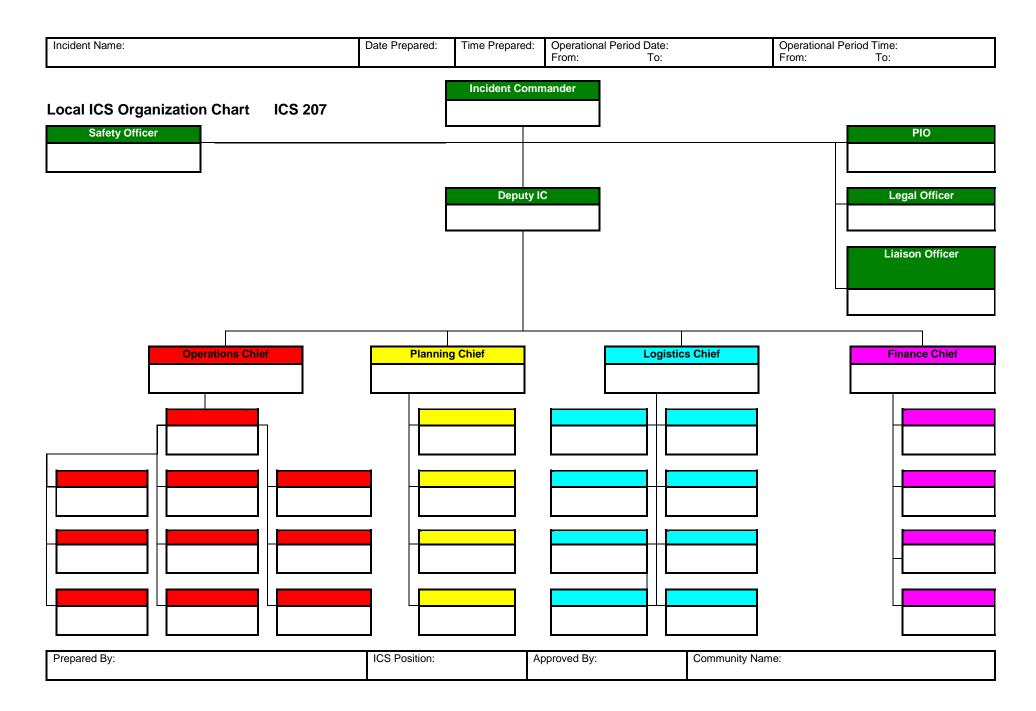
| 8. Resources Summary | | | | | | | | |
|----------------------|--------|-------------------------|-----|----------|---------------------|--|--|--|
| Resources Order | ed | Resource Identification | ΕΤΑ | On Scene | Location/Assignment | | | |
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| ICS 201 | Page 4 | | | | | | | |

| INCIDENT OBJECTIV | 1. INCIDENT NAME | 2. DATE PREPARED | 3. TIME PREPARED | | | | | | | |
|-----------------------------------------------------------------------|------------------|-------------------------|---------------------|----|--|--|--|--|--|--|
| 4. OPERATIONAL PERIOD (DATE/TIME) | | | • | | | | | | | |
| 5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES) | | | | | | | | | | |
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| 6. WEATHER FORECAST FOR OPERATIONAL | PERIOD | | | | | | | | | |
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| | | | | | | | | | | |
| 7. GENERAL SAFETY MESSAGE | | | | | | | | | | |
| 8. ATTACHMENTS (√ IF ATTACHED) | | | | | | | | | | |
| ORGANIZATION LIST (ICS 203) | | PLAN (ICS 206) | | | | | | | | |
| | | | | | | | | | | |
| COMMUNICATIONS PLAN (ICS 205) | | PLAN | | | | | | | | |
| 9. PREPARED BY (PLANNING SECTION CHIEF |) | 10. APPROVED BY (INCIDE | ENT COMMANDEF | २) | | | | | | |

| ORGANIZATION ASSIGNMENT LIST | | 1. INCIDENT NAME | 2. DATE PREPARED | 3. TIME PREPARED |
|-------------------------------|-------|---------------------------|------------------|------------------|
| POSITION | NAME | 4. OPERATIONAL PERIOD | DATE/TIME) | |
| | | | | |
| 5. INCIDENT COMMANDER AND | STAFF | 9. OPERATIONS SECTION | | |
| INCIDENT COMMANDER | | CHIEF | | |
| DEPUTY | | DEPUTY | | |
| SAFETY OFFICER | | a. BRANCH I- DIVISION/GR | OUPS | |
| INFORMATION OFFICER | | BRANCH DIRECTOR | | |
| LIAISON OFFICER | | DEPUTY | | |
| | | DIVISION/GROUP | | |
| 6. AGENCY REPRESENTATIVES | | DIVISION/GROUP | | |
| AGENCY NAME | | DIVISION/GROUP | | |
| | | DIVISION/GROUP | | |
| | | DIVISION/GROUP | | |
| | | _ | | |
| | | b. BRANCH II- DIVISION/GF | | |
| | | BRANCH DIRECTOR | | |
| | | DEPUTY | | |
| 7. PLANNING SECTION | 1 | DIVISION/GROUP | | |
| CHIEF | | DIVISION/GROUP | | |
| DEPUTY | | DIVISION/GROUP | | |
| RESOURCES UNIT | | DIVISION/GROUP | | |
| SITUATION UNIT | | DIVISION/GROUP | | |
| DOCUMENTATION UNIT | | | | |
| DEMOBILIZATION UNIT | | _ | | |
| TECHNICAL SPECIALISTS | | c. BRANCH III- DIVISION/G | ROUPS | |
| | | BRANCH DIRECTOR | | |
| | | DEPUTY | | |
| | | | | |
| | | DIVISION/GROUP | | |
| | | | | |
| | | DIVISION/GROUP | | |
| 8. LOGISTICS SECTION CHIEF | | DIVISION/GROUP | | |
| DEPUTY | | d. AIR OPERATIONS BRAN | CH | |
| | | AIR OPERATIONS BR. DIR. | | <u> </u> |
| | | AIR TACTICAL GROUP SU | P. | |
| a. SUPPORT BRANCH | | AIR SUPPORT GROUP SU | P | |
| DIRECTOR | | HELICOPTER COORDINAT | OR | |
| SUPPLY UNIT | | AIR TANKER/FIXED WING | CRD. | |
| FACILITIES UNIT | | | | |
| GROUND SUPPORT UNIT | | 10 FINANCE/ADMINISTRAT | TION SECTION | |
| | | CHIEF | | |
| | | DEPUTY | | |
| b. SERVICE BRANCH | | TIME UNIT | | |
| DIRECTOR | | PROCUREMENT UNIT | | |
| COMMUNICATIONS UNIT | | COMPENSATION/CLAIMS | JNIT | |
| MEDICAL UNIT | | COST UNIT | | |
| FOOD UNIT | | - | | |
| | | | | |
| PREPARED BY (RESOURCES UN | IT) | | | |

| RADIO COMMUNICATIONS PLAN VT ICS 205 | | 1. Incident Name | | | 2. Date/Time Prepared | | 3. Jurisdiction: | | | | |
|--------------------------------------|----------------------------------------|------------------|----|-----------|-----------------------|----------------------|------------------------------|---------|--|--|--|
| 4. Radio Channel Utilization Chart | | | | | | | | | | | |
| Agency/Organization | gency/Organization Function Channel (F | | | Frequency | Туре | Portable/Mobile/Base | | Remarks | | | |
| | | See remark | ks | | | | P= Primary C S= Secondary | | | | |
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| 5. Prepared by: | | · | | | | | | | | | |

| MEDICAL PLAN VT ICS 206 | 1. Inciden | t Name 2. Date | Prepared | 3. | Jurisdictio | n: | | | | | |
|----------------------------|--------------|----------------|--------------------------|-----------------|-------------|----------------------|--|----------------------|----------|---------|----------|
| | | 4. Incident M | edical Aid | I Statio | n | | | | | | |
| Triage Centers/Medical Aic | | | | Freq | • | Paramedics Yes No | | | | | |
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| | | 5. Trai | nsportatio | n | | | | | | | |
| | | A. Ambul | ance Serv | /ices | | | | | | | |
| Name | Addre | SS | | Phone/Contact # | | | | Paramedics Yes No | | | |
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| | | B. Incider | at Ambula | n | | | | | _ | Ĺ | _ |
| | - | D. Incluei | | IICES | | | | Dor | | diac | _ |
| Name | ame Location | | | Freq. | | | | Paramedics Yes No | | | |
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| | | 6. H | lospitals | | | | | | | | |
| Name Ac | Address | | ravel Time Air Ground | | | | | Burn Center | | Helipad | |
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| | | 7. Medical Eme | | rocedu | res | | | | | | |
| | | | sigency P | Jucuu | | | | | | | |
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| Prepared by: | | | Reviewe | d by: | | | | | | | |



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LOCAL JURISDICTION REQUEST FOR EMERGENCY DECLARATION

The Town Village City of has suffered property damage and/or injury or loss of life resulting from a disaster that exceeds our capability to respond to and recover from and that requires the assistance of the State to protect the health, well-being and public safety of our citizens. Therefore, as provided in 20 VSA Section 10, in my capacity as a: Selectboard Member Town/City Manager Mayor President of the Board of Trustees I request that the Governor declare a state of emergency for the jurisdiction of: This disaster began on (mm/dd/yyyy). We have activated and utilized our Rapid Response Plan (RRP) or Emergency Operations Plan (EOP), I request that the State of Vermont activate and utilize its Emergency Operations Plan, and authorize any resources needed to respond to, mitigate, and recover from this disaster. ☐ I shall send the initial Local Emergency Disaster Situation Report to VEM as soon as it is completed: OR, The initial Local Emergency Disaster Situation Report is attached to this Request. Dated at _____, Vermont this _____ day of _____ 20 ____. Signature and title Printed or typed name and title Contact information for confirmation (email/ph/fax/radio): **Telephone Vermont Emergency Management at (800) 347-0488** or (802) 244-8721

and fax this request as promptly as possible to VEM at 1-802-241-5556

Reference: 20 VSA §10. - The all-hazards event provisions of this chapter shall not be brought into action, unless the municipal director of emergency management, a member of the legislative body of the municipality, the city or town manager, or the mayor of a city that is within the area affected by an all-hazards event shall declare an emergency and request the governor to find that a state of emergency exists and the governor so finds, or unless the governor declares a state of emergency under section 9 of this title. (Amended 2005, No. 209 (Adj. Sess.), § 11.)