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		
5	. Prepa	red by (Name and Po	sition)		
ICS 201 Page 1 of 4	-				

	6. Summary of Current Actions
	·
ICS 201	Page 2

	7.	Current Organization
ICS 201	Page 3	
	-	

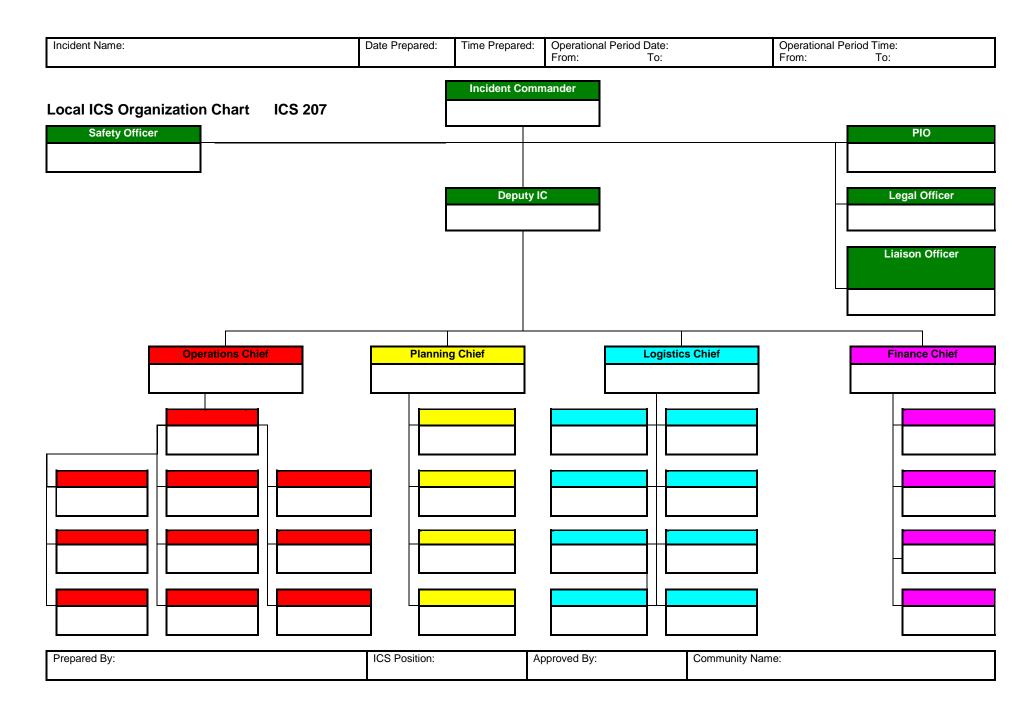
8. Resources Summary								
Resources Order	ed	Resource Identification	ΕΤΑ	On Scene	Location/Assignment			
			1	1				
ICS 201	Page 4							

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)										
6. WEATHER FORECAST FOR OPERATIONAL	PERIOD									
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				
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					
								ļ		[
						_			╡		╡
								Ī	5		f
									<u> </u>	[[
		5. Trai	nsportatio	n							
		A. Ambul	ance Serv	/ices							
Name	Addre	SS		Phone/Contact #				Paramedics Yes No			
								Ē	<u>_</u>	ļ	
									<u> </u>		╡
									<u>ī</u>		Ī
								Ę	<u>]</u>	ĻĻ	
		B. Incider	at Ambula	n					_	Ĺ	_
	-	D. Incluei		IICES				Dor		diac	_
Name	ame Location			Freq.				Paramedics Yes No			
										[
	_								<u>_</u>		╡
									5		╡
									<u> </u>		Ī
		6. H	lospitals								
Name Ac	Address		ravel Time Air Ground					Burn Center		Helipad	
					_			—	_		
								╡	+		5
								Ī		Ī	<u>]</u>
								╡	+	Ļ	<u>_</u>
		7. Medical Eme		rocedu	res						
			sigency P	Jucuu							
Prepared by:			Reviewe	d by:							



THIS PAGE INTENTIONALLY LEFT BLANK

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.)