

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Shaun Fielder	Town Manager, Town of Hardwick
Aaron Cochran	PD Chief / EMD, Town of Hardwick
Tom Fadden	PW Director / Fire Dept. Chief, Hardwick

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Aaron C., Tom F., Shaun F.
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Scott Gagnon (Hardwick PD Dispatcher)	Staffs phones and radio dispatch
Shaun Fielder (Town Manager)	Tracks and answers any Requests for Information (RFI)
Aaron Cochran (Police Chief)	Tracks and coordinates any Requests for Support (RFS)
Casey Rowell (Business Manager)	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Aaron Cochran	acochran@hardwickpolice.com cell 802-473-2395
Tom Fadden	tom.fadden@hardwickvt.org cell 802-673-6150
Shaun Fielder	shaun.fielder@hardwickvt.org 802-472-6120
Casey Rowell	casey.rowell@hardwickvt.org 802-472-6120
Scott Gagnon	sgagnon@hardwickpolice.com 802-472-5475
Primary EOC Location	
Facility / Address:	Hardwick Public Safety Building, 56 High Street, Hardwick, VT
Phone Numbers:	802-472-5475
Equipment/Notes:	Dispatch communications options for emergency response such as Fire, Rescue, Police, Public Safety Operations. Internet service. Cell phone signal adequate. Kitchen, Bathrooms, and sleeping space option.
Alternate EOC Location	
Facility / Address:	Lamoille County Sheriff's Department, 162 Commonwealth Ave, Hyde Park, VT 05655
Phone Numbers:	802- 888-3502
Equipment/Notes:	Land line phone system, WIFI internet, radio dispatch.

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Purchasing agents for emergencies: Town Manager and or his/her designee as stipulated in Town Charter, Section 704J. Would include Shaun Fielder (Town Manager), Casey Rowell (Business Manager), Aaron Cochran (Police Chief), Tom Fadden (Public Works Director / Fire Chief), Alberta Miller (Town Clerk)	Reference Town of Hardwick – Purchasing Policy, Adopted May 3, 2018.
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Emergency spending limits:	No limit. See “Emergency Purchases” section of Purchasing Policy, page 5.
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Businesses with Standing Municipal Contracts

<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Emergency Services Dispatch	Lamoille Country Sheriff Dept.	802-888-3502
Wastewater pumping service	Michaud Septic	802-472-6682
Water / wastewater service chemical supplier	Allen Engineering	800-649-5952
Excavation services / sand / gravel supplier	Gravel Construction Co.	802-472-3776
2-way radio communications	Burlington Communications	802-862-7092

Other Local Resources

<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Electrical Supplier	Hardwick Electric Department	802-472-5201
Plumbing service for town infrastructure	Wayne Richardson Heating Specialist	802-233-3787
Ambulance and Rescue Service	Hardwick Emergency Rescue Squad, Inc.	802-472-6343

State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police and Special Teams
- Community Emergency Response Teams (CERTs)
- Swiftwater Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

State support the municipality will normally eventually have to pay for:

- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

National Incident Management System (NIMS) Typed Resources											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team						Hydraulic Excavator, Large Mass Excavation					
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit						Hydraulic Excavator, Compact		1			
All-Terrain Vehicles						Road Sweeper					
Marine Vessels						Snow Blower, Loader Mounted					
Snowmobile						Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer					
Firefighting Brush Patrol Engine						Trailer, Dump					
Fire Engine (Pumper)	2					Trailer, Small Equipment		1			
Firefighting Crew Transport						Truck, On-Road Dump		2	1	2	
Aerial Fire Truck	1					Truck, Plow	2	1	2		
Foam Tender						Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer					
HAZMAT Entry Team						Water Pumps, De-Watering					
Engine Strike Team	1					Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pumps, Water Distribution					
Fire Boat						Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck					
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer					
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe					
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium				2	
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small					
Electronic Boards, Arrow						Wheel Loader, Skid Steer					
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights						Wood Chipper					
Generator						Wood Tub Grinder					
Grader	2					IF BLANK ABOVE= Not Applicable.					

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

4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town website www.hardwickvt.org Hardwick Front Porch Forum Hardwick Police Department Facebook account
Local Newspaper, Radio, TV:	Hardwick Community TV including local access, www.hctv.us 802-472-6655 Hardwick Gazette, news@hardwickgazette.com , 802-472-6521 Caledonian Record, news@caledonian-record.com 802 748 8121 Radio Station - WLVB 802-802 888 4294 Radio Station - WDEV 802 244 7321 TV station – WCAX 802 223 5264 news@wcax.com
Public Notice locations:	Memorial Hall (Town office location), Hardwick and East Hardwick Post Office, Jeudevine Library.
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community - based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Wee Tots Preschool - 49 Winter Street, Hardwick, VT,	802-472-6775
Care Bear Day Care Center - 132 Main Street, East Hardwick, VT	802 472 2272
Hardwick Child & Family Development Program - 61 Church Street, Hardwick, VT	802 472 5496
Orleans SW Early Ed - 135 South Main Street, Hardwick, VT	802 472 5411
Heartbeet Life Sharing Residential Care Facility - 218 Town Farm Road, Hardwick, VT	802 472 3285
Day Care - 490 Wolcott Street, Hardwick, VT, Jennifer Davidson	802-472-3066
Day Care - 83 Holton Hill, Hardwick, VT, Deborah Clifford	802 472 5556
Day Care - 41 Anair Drive, Hardwick, VT, Madeline Lablanc	802 472 5579
Day Care - 185 Terrace Hill Road, Hardwick, VT, Jean Bellavance	802 472 5498

Day Care - 81 Cherry Street, Hardwick, VT, Kara Grant	802 472 5744
Day Care - 44 Lamoille Avenue, Hardwick, VT, Dawn Bailey	802-472-3541
Day Care - 60 Belfry Road, Hardwick, VT, Lisa Delaricheliere	802 472 6207

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

Regional Shelter

Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	

Primary Local Shelter

Location / Address:	Hazen Union High School, 126 Hazen Drive, Hardwick, VT				
Facility Contact(s):	Tod Delaricheliere				
Phone Numbers:	Cell (802) 535-6687				
Shelter Manager:	Tod Delaricheliere				
Staff Requirements:					
Services:	Warm/Cool	Overnight	Food Prep	Showers	Healthcare
Notes:	Yes	Yes	Yes	Yes	No
	Capacity: 500		Generator? Yes		Pets Allowed? Yes

Location / Address:	Hardwick Elementary School				
Facility Contact(s):	Larry Eldred				
Phone Numbers:	Home (802) 472-6151 Office (802) 472-2811				
Shelter Manager:	Larry Eldred				
Staff Requirements:					
Services:	Warm/Cool	Overnight	Food Prep	Showers	Healthcare
Notes:	Yes	Yes	Yes	Yes	No
	Capacity: 300		Generator? N		Pets Allowed? N

Annexes (Optional, create and letter as needed)

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

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Aaron Cochran	802-472-5475	Cell 802-473-2395		acochran@hardwickpolice.com
EM Coordinator	“ “	“ “	“ “		“ “
Local Response Organization Contacts					
Fire Chief	Tom Fadden	802-472-6029	Cell 802-673-6150		tom.fadden@hardwickvt.org
Assistant/Deputy Fire Chief	Perley Allen	802-472-6029	802-472-5482		perlevallen@gmail.com
EMS Chief					
Chief of Police	Aaron Cochran	802-472-5475	Cell 802-473-2395		acochran@hardwickpolice.com
State Police or County Sheriff	Lamoille County Sheriff Department	802-888-3502	911		
Local Dispatch Center	Scott Gagnon (Hardwick PD)	802-472-5475	911		sgagnon@hardwickpolice.com
Hardwick Emergency Rescue Squad, Inc.	Deb LaRose (President)	802-472-6343	911		Deborah.Larose@vermont.gov
Local Public Works Contacts					
Road Foreman	Tom Fadden				tom.fadden@hardwickvt.org
Road Commissioner	n/a				
Town Garage	Tom Fadden	802-472-6029	Cell 802-673-6150		tom.fadden@hardwickvt.org
Drinking Water Utility	Ken LaCasse	802-472-5939	802-793-8639		waste.water@hardwickvt.org
Wastewater Utility	Ken LaCasse	802-472-5939	802-793-8639		waste.water@hardwickvt.org
Municipal Government Contacts					
Town Administrator	n/a				

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Manager	Shaun Fielder	802-472-6120	Cell 802-793-2025		Shaun.fielder@hardwickvt.org
Select Board Chair	Eric Remick	472-8025	Cell 802 917 4484		eric.remick@hardwickvt.org
Select Board Alt	Elizabeth Dow	472--6424	Cell 225-270-9097		Elizabeth.dow@hardwickvt.org
Select Board Alt	Shari Cornish	802-472-7163			shari.cornish@hardwickvt.org
Town Clerk	Alberta Miller	802-472-5971			alberta.miller@hardwickvt.org
Town Treasurer	Alberta Miller	802-472-5971			alberta.miller@hardwickvt.org
Town Business Manager	Casey Rowell	802-472-6120			casey.rowell@hardwickvt.org
Town Health Officer	Richard Brochu	802-472-8282			
Forest Fire Warden	Doug Casavant	802-472-3305			dcasa58318@aol.com
Animal Control Officer	Dean Mercier	802-472-7123	802-274-1653		
School Contact #1	Hazen Union High School	802-472-6511			
School Contact #2	Hardwick Elementary School	802-472-5411			
School District Office	Orleans South Supervisory Union	802-472-6531			
Other Contacts					
Hardwick Area Food Pantry	LauraLee Sweeney	802-472-5940			director@hardwickareafoodpantry.org

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	