

# Local Emergency Management Plan

## 1. Overview.

1.1. Purpose. This is the Local Emergency Management Plan (LEMP) for MUNICIPALITY. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). This is not a tactical plan for first response fire, emergency medical service, or law enforcement issues. This base document details general municipal Emergency Management activities, while the enclosures and (optional) annexes provide quick reference materials for specific tasks and incidents.

1.2 Planners. The following people are the Emergency Management (EM) stakeholders who wrote and maintain this plan.

### Emergency Management (EM) planners

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

## 2.1. Information Sharing.

2.1.1. Town officials get information from many sources, including direct communications to include face to face discussions, text, phone and email. In addition information updates for situations impacting the community can be obtained from TV, radio, news websites, industry email, emergency dispatch activities. The Fire Chief, Road Foreman, and Emergency Management Director are the primary information collectors and coordinate as required. Residents and transients may also call various offices with observations and reports about emergency situations; town staff and the Selectboard should forward those reports to the appropriate official.

2.1.2. Responding organizations will not normally alert others to incidents that do not exceed their capabilities. For example, the Fire Chief will not notify the town about every fire; the Road Foreman will not alert the town for every snowstorm.

2.2. Incident Sizeup. As an incident develops, the EMD or Incident Commander must validate the accuracy of reports and the severity of the situation to assess the risk to the town and the need for broader coordination.

2.3. Early Notification. As an incident develops that might affect the whole town, reports should go to the EMD. The EMD, in turn, will keep the Town Manager and pertinent town personnel, Selectboard Chair, the Road Foreman, and the Fire Chief informed as appropriate.

### 3. Municipal Emergency Operations Center (EOC) Activation.

3.1. General. The EOC should activate when there is an incident that requires significant coordination between responders, municipal officials, and/or residents. This plan routinely uses the term EOC, but in some cases the municipal EOC may also serve as the municipal Incident Command Post (ICP). See Enclosure 2 for facility, organization, and staffing details and specific incident annexes for action plans and municipal command and coordination relationships.

3.2. Decision to Activate. The EMD or EMC makes the decision to activate the EOC. These are common reasons to open the EOC and could include;

- Request from an Incident Commander
- Request from Road Foreman
- Directive from the Town Manager
- Directive from Selectboard

### 3.3 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.   |
| <b><i>Preferred EOC Positions and Duties</i></b>  |  |
| EOC Director  | Supervises and directs all EOC activities coordinating municipal support and response          |
| Scott Gagnon<br>(Hardwick PD<br>Dispatcher)   | Staffs phones and radio dispatch   |
| Shaun Fielder (Town<br>Manager)   | Tracks and answers any Requests for Information (RFI)  |
| Aaron Cochran<br>(Police Chief)   | Tracks and coordinates any Requests for Support (RFS)  |
| Casey Rowell<br>(Business Manager)  | Produces and posts public information and press releases                                       |
|   |  |
|   |  |
| <b><i>Potential EOC Staff Members</i></b>   |  |
| <i>Name</i>   | <i>Notes / Contact Information</i>   |
| Aaron Cochran   | <a href="mailto:acochran@hardwickpolice.com">acochran@hardwickpolice.com</a> cell 802-473-2395 |
| Tom Fadden  | <a href="mailto:tom.fadden@hardwickvt.org">tom.fadden@hardwickvt.org</a> cell 802-673-6150     |
| Shaun Fielder   | <a href="mailto:shaun.fielder@hardwickvt.org">shaun.fielder@hardwickvt.org</a> 802-472-6120    |
| Casey Rowell  | <a href="mailto:casey.rowell@hardwickvt.org">casey.rowell@hardwickvt.org</a> 802-472-6120      |
| Scott Gagnon  | <a href="mailto:sgagnon@hardwickpolice.com">sgagnon@hardwickpolice.com</a> 802-472-5475        |
|   |  |

| <b>Primary EOC Location</b>   |  |
|-------------------------------|--|
| 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.<br>Internet service. Cell phone signal adequate. Kitchen, Bathrooms, and sleeping space option. |
| <b>Alternate EOC Location</b> |  |
| 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.   |

### 3.3.1 Pertinent Contact Information.

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

| Position                             | Name                            | Phone numbers - indicate<br>Mobile, Home, Work |                   |           | E-mail   |
|--------------------------------------|---------------------------------|--|-------------------|-----------|--|
|                                      |                                 | Primary  | Alternate         | Alternate |  |
| Wastewater Utility                   | Ken LaCasse                     | 802-472-5939                                   | 802-793-8639      |           | <a href="mailto:waste.water@hardwickvt.org">waste.water@hardwickvt.org</a> |
|                                      |                                 |  |                   |           |  |
| <b>Municipal Government Contacts</b> |                                 |  |                   |           |  |
| Town Administrator                   | n/a                             |  |                   |           |  |
| 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                                   |                   |           |  |
| Hardwick Electric Department         | Customer Service                | 802-472-5201                                   |                   |           |  |
| Hardwick Electric Department         | Outage Response Center          | 888-472-5201                                   |                   |           |  |
|                                      |                                 |  |                   |           |  |
| <b>Other Contacts</b>                |                                 |  |                   |           |  |
| Hardwick Area Food Pantry            | LauraLee Sweeney                | 802-472-5940                                   |                   |           | director@hardwickareafoodpantry.org  |
| Hardwick Area Neighbor to Neighbor   |                                 | 802-441-3301                                   |                   |           | hardwickneighbors@gmail.com  |
| Red Cross                            |                                 | 800-660-9130                                   |                   |           |  |

| Position  | Name  | Phone numbers - indicate<br>Mobile, Home, Work |              |           | E-mail   |
|---|---|--|--------------|-----------|--|
|   |   | Primary  | Alternate    | Alternate |  |
| VT211   |   | 211  | 802-652-4636 |           |  |
| North Country Animal League   |   | 802-888-5065                                   |              |           | info@ncal.com  |
| Town of Woodbury EMD  | Chance Payette  | Cell- 371-8989                                 |              |           | cwpayette@comcast.net  |
| Town of Wolcott EMD   | Ryan Bjerke<br>co-director<br>Kee Gillen<br>co-director<br>Bernard Earle<br>co-director | 802-888-2746                                   |              |           |  |
|   |   |  |              |           |  |
| Town of Greensboro Fire Chief   | Dave Brochu   | 533-2020                                       |              |           | <a href="mailto:greensboro_fire@yahoo.com">greensboro_fire@yahoo.com</a> |
| Town of Walden Fire Chief   | Jason Larrabee  | 563-2140                                       |              |           |  |
|   |   |  |              |           |  |
| <b>STATE / FEDERAL Partners</b>   |   |  |              |           |  |
| State Emergency Operations Center (SEOC)                                    |   | 800-347-0488                                   |              |           |  |
| State HazMat  |   | 800-641-5005                                   |              |           |  |
| Vermont Department of Health  |   | 800-464-4343                                   | 802-863-7200 |           |  |
| VT DPS Fire Safety – Regional Office  | Ben Moffatt – Regional Manager  | 802-479-7581                                   | 802-786-0074 |           | Benjamin.Moffatt@vermont.gov   |
| VT ANR Regional Floodplain Manager  | Sacha Pealer  | 802-490-6162                                   |              |           | <a href="mailto:Sacha.Pealer@vermont.gov">Sacha.Pealer@vermont.gov</a>   |
| ANR River Management Engineer NE District                                   | Chris Brunelle  | 802-777-5328                                   |              |           | Chris.brunelle@vermont.gov   |
| Northeast Vermont Development Association – Emergency Management Specialist | Bruce Melendy   | 802-424-1420                                   |              |           | <a href="mailto:bmelendy@nvda.net">bmelendy@nvda.net</a>                 |
| <b>Other Local Contacts</b>   |   |  |              |           |  |

| Position                               | Name                     | Phone numbers - indicate<br>Mobile, Home, Work |           |           | E-mail   |
|--|--------------------------|--|-----------|-----------|--|
|  |                          | Primary  | Alternate | Alternate |  |
| Hardwick Area Health Center            |                          | 472-3300                                       |           |           |  |
| Local Sno-Flake Ridge Runners / VAST   | Tim Hall, President      | 802) 371-8901                                  |           |           | tbrnh@hotmail.com  |
| Caledonia All Terrain Travelers / VASA | Ken Wetherell, President | 802-274-2633                                   |           |           | <a href="mailto:silverpup@yahoo.com">silverpup@yahoo.com</a> |
|  |                          |  |           |           |  |

**4. Emergency Operations.** This plan provides the general operating framework for municipal Emergency Management for events that require some form of municipal Emergency Operations Center (EOC) or Incident Command Post (ICP), not for emergencies that the on-scene Incident Command structure can handle internally. For what to do during specific incidents, see any incident annexes.

**4.1. Incident Command** and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of the response. In some cases, the EOC will support the ICs, but in some cases the EOC may also be the municipal ICP.

**4.2. Maintain Situational Awareness.** The following practices will be used to maintain situational awareness at the EOC.

Daily Briefing Considerations. Source: VTWARN Operational Plan available at this link: [https://dec.vermont.gov/sites/dec/files/VTWARN/docs/VTWARN\\_OperationalPlan\\_FINALDRAFT.pdf](https://dec.vermont.gov/sites/dec/files/VTWARN/docs/VTWARN_OperationalPlan_FINALDRAFT.pdf)

- Purpose:** Field Supervisors utilize this list as a starting list of considerations for Daily Staff briefings with mutual aid/assistance responding teams.
- Instructions:** Complete actions in this checklist.

NOTES

- Provide schedule of briefings for daily work assignments.
- Provide a status report on current conditions, status of systems and repairs, as well as any other event-specific updates.
- Provide information or resources to establish communication between the supervisor of incoming teams and supervisor of your utility.
- Provide system maps and work assignments.
- Explain current field conditions and safety requirements.
- Review key standards your utility uses for pipe repairs, fittings, and distribution methods.
- Identify critical equipment that may need to be used to complete the repairs.

- Identify locations and purchasing procedures for fuel, supplies, and parts.
- Where are contaminated soil(s) to be placed or relocated?
- Provide necessary forms required for documentation.
  - Work Hours/Overtime
  - Materials/Resources Expensed
  - Worksite Repair Information
- Review work hours, breaks, and respite facilities available in the field.
- Review where emergency medical attention can be received and reporting procedures for injuries.

**4.2.1. Operations Log** - Source: VTWARN Operational Plan available at this link:  
[https://dec.vermont.gov/sites/dec/files/VTWARN/docs/VTWARN\\_OperationalPlan\\_FINALDRAFT.pdf](https://dec.vermont.gov/sites/dec/files/VTWARN/docs/VTWARN_OperationalPlan_FINALDRAFT.pdf)

Use this form (adapted from ICS 214) to track actions to request mutual aid/assistance.

**Instructions:** After reviewing the appropriate checklist for the task you are completing, complete boxes 1 – 3 with requested information. Put your response title in box 4. In box 5, note who you report to. In box 6, note what response time are you operating in. In box 7, note the personnel that are assigned to you, the position they fill and the utility from which they come (if different from yours). In box 8, track major activity you complete according to time of day using 24-hour clock. Put your name and title in box 9, once form is complete.

|                                    |                |                                    |                  |                       |
|------------------------------------|----------------|------------------------------------|------------------|-----------------------|
| <b>Coordination Activity Log</b>   |                | 1. Incident Name                   | 2. Date Prepared | 3. Time Prepared      |
| 4. Unit Name/Designators           |                | 5. Unit Leader (Name and Position) |                  | 6. Operational Period |
| 7. Personnel Roster Assigned       |                |                                    |                  |                       |
| Name                               |                | Response Position                  |                  | Home Utility          |
|                                    |                |                                    |                  |                       |
|                                    |                |                                    |                  |                       |
| 8. Activity Log                    |                |                                    |                  |                       |
| Time                               | Major Activity |                                    |                  |                       |
|                                    |                |                                    |                  |                       |
|                                    |                |                                    |                  |                       |
|                                    |                |                                    |                  |                       |
|                                    |                |                                    |                  |                       |
|                                    |                |                                    |                  |                       |
| 9. Prepared by (Name and Position) |                |                                    |                  |                       |





**4.2.4. Damage Report** - Local Spot Report from your jurisdiction.

Source: VTWARN Operational Plan available at this link:

[https://dec.vermont.gov/sites/dec/files/VTWARN/docs/VTWARN\\_OperationalPlan\\_FINALDRAFT.pdf](https://dec.vermont.gov/sites/dec/files/VTWARN/docs/VTWARN_OperationalPlan_FINALDRAFT.pdf)

Contact State Emergency Operations Center (EOC) and provide the information on the Local Spot Report as soon as possible. EOC Phone # 800-347-0488.

**Local Spot Report #** \_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Town or City:** \_\_\_\_\_ **Point of Contact:**

\_\_\_\_\_

**What telephone number can you be reached at, or how can State EOC best contact you?** \_\_\_\_\_

**Who is the Incident Commander?** \_\_\_\_\_

**What is the nature of your Disaster?**

**What is the status of your roads? Are all roads passable (one lane or both lanes), specific roads closed (estimated time to reopening)?**

**Are there any injuries or deaths in your community?**

No

Yes. How Many?

**Do you have any Residential or Business damages?**

No

Yes. If so how severe are the damages and how many structures are affected?

**Do you need to evacuate residents?**

No

Yes

**Have you opened a shelter? If so, what is the location?**

No

Yes

**Do you need assistance?**

No

Yes. What type of assistance?

*Any Questions, please call the State EOC at (800) 347-0488*



**4.3.2. Resource Request Tracker.** For info noted above NIMS Type Resource is to be noted; see table below for Town of Hardwick assets.

| <b>National Incident Management System (NIMS) Typed Resources</b> |   |    |     |    |       |   |   |    |     |    |       |
|---|---|----|-----|----|-------|---|---|----|-----|----|-------|
| Type  | I | II | III | IV | Other | Type  | I | II | III | IV | Other |
| Critical Incident Stress Management Team                          |   |    |     |    |       | Hydraulic Excavator, Large Mass Excavation          |   |    |     |    |       |
| Mobile Communications Center                                      |   |    |     |    |       | Hydraulic Excavator, Medium Mass Excavation         |   |    |     |    |       |
| Mobile Communications Unit  |   |    |     |    |       | Hydraulic Excavator, Compact                        |   | 1  |     |    |       |
| All-Terrain Vehicles  |   | 2  |     |    |       | 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                                |   | 1  |     |    |       |
| 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 |    |     |    |       | <i>IF BLANK ABOVE= Not Applicable.</i>              |   |    |     |    |       |

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



- 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.*



**4.4. Provide and Monitor Public Information.**

|  |   |
|--|---|
| <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:<br>Other VT-Alert managers:  | Vermont Emergency Management: 800-347-0488  |
| Important Local Websites / Social Media channels:  | Town website <a href="http://www.hardwickvt.org">www.hardwickvt.org</a><br>Hardwick Front Porch Forum<br>Hardwick Police Department Facebook account  |
| Local Newspaper, Radio, TV:  | Hardwick Community TV including local access, <a href="http://www.hctv.us">www.hctv.us</a> 802-472-6655<br>Hardwick Gazette, <a href="mailto:news@hardwickgazette.com">news@hardwickgazette.com</a> , 802-472-6521<br>Caledonian Record, <a href="mailto:news@caledonian-record.com">news@caledonian-record.com</a> 802 748 8121<br>Radio Station - WLVB 802-802 888 4294<br>Radio Station - WDEV 802 244 7321<br>TV station – WCAX 802 223 5264 <a href="mailto:news@wcax.com">news@wcax.com</a> |
| 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  |

**4.5. 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        |
| Heartbeat Life Sharing<br>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 |
|   |              |

**4.6. Sheltering and Care.** The Town will provide information updates to the community providing details for available shelter locations. See section 4.4 for communication options. After a natural or manmade disaster, the American Red Cross (ARC) and Vermont Economic Services Division (ESD) can shelter small numbers of people in hotels/motels. If necessary, the EOC may direct the opening of a daytime warming shelter in the town hall or ask the local shelter manager to open an overnight shelter, and during major emergencies residents may go to the regional shelter in a nearby location when established.

*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 |



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**Annexes (Optional, create and letter as needed)**

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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.

**4.7. Plan Future Operations.** The EOC supports ICs in planning and coordinating future response and recovery operations. As soon as possible, responders should begin collecting supporting documentation that will facilitate reimbursement. At the municipal level, demobilization from response normally means a return to normal work days with additional recovery tasks.

**4.8. Update Briefings.** Every day the EOC will conduct full update briefings for the staff, Selectboard, and other key leaders. Depending on the emergency this may occur several times a day to set goals for the day, synchronize activities, review the day's events, or as needed. The normal format is as follows.

- Overview (EOC Director)
- Current situation (Situational Awareness)
- Resource issues (Logistics Support)
- Incident / Operations updates and issues
- Priorities and general comments (Selectboard)

**4.9. Night Shifts.** The EOC Director will determine the need for staffing at night and the missions for those on duty.

**5. Demobilization.**

**5.1. Decision to Demobilize.** The EOC Director will demobilize the EOC based on the situation and operational objectives. Typical conditions for demobilization include:

- All first responders are demobilized or returned to normal work schedules
- All emergency issues for people within the town are resolved or completely transitioned to an appropriate service agency
- There are less than 10 customers without power in the town, and none of them have unresolved support issues because of the outage
- There are less than 5 homes that are inaccessible by road, and none of the occupants have unresolved support issues

## **5.2. Demobilization Process.**

- Notify selectboard, Fire Department, Road Foreman, and State EOC that local EOC is shutting down
- Collect and file all EOC documentation for the incident
- Clean and put away all EOC equipment and supplies
- Identify any supply or equipment needs for the next EOC activation
- Release EOC staff and secure facility

**5.3. Transition to Recovery.** If necessary, the Selectboard appoints a Recovery Officer as the Incident Commander for recovery. The EOC Director makes all incident related documentation available to the Recovery Officer. The Recovery Officer establishes a Recovery Committee as his/her staff and sets operational objectives and meetings and tasks as required to achieve the objectives.