

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>	
Name	Title
David Upson	Town Manager, Town of Hardwick
Mike Henry	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?	Mike H., Tom F., David U.
<i>Preferred EOC Positions and Duties</i>	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Scott Gagnon (Hardwick PD Dispatcher)	Staffs phones and radio dispatch
David Upson (Town Manager)	Tracks and answers any Requests for Information (RFI)
Mike Henry (Police Chief)	Tracks and coordinates any Requests for Support (RFS)
Casey Rowell (Business Manager)	Produces and posts public information and press releases
<i>Potential EOC Staff Members</i>	
<i>Name</i>	<i>Notes / Contact Information</i>
Mike Henry	mhenry@hardwickpolice.com cell 802-522-4050
Tom Fadden	tom.fadden@hardwickvt.gov cell 802-673-6150
David Upson	david.upson@hardwickvt.gov 802-535-8299
Casey Rowell	casey.rowell@hardwickvt.gov 802-472-6120
Scott Gagnon	sgagnon@hardwickpolice.com 802-472-5475
Amanda Fecteau	amanda.fecteau@hardwickvt.gov 802-472-6120

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.

3.3.1 Pertinent Contact Information.

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Mike Henry	802-472-5475	Cell 802-522-4050		mhenry@hardwickpolice.com
EM Coordinator	David Upson	802-472-6120	Cell 802-535-8299		david.upson@hardwickvt.gov
EM Coordinator	Tom Fadden	802-472-6029	Cell 802-673-6150		tom.fadden@hardwickvt.gov
Local Response Organization Contacts					
Fire Chief	Tom Fadden	802-472-6029	Cell 802-673-6150		tom.fadden@hardwickvt.gov
Assistant/Deputy Fire Chief	Perley Allen	802-472-6029	802-472-5482		perleyallen@gmail.com
EMS Chief					
Chief of Police	Mike Henry	802-472-5475	Cell 802-522-4050		mhenry@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.	Lindsay O'Steen (President)	301-613-7210	911		osteenlins@gmail.com
Local Public Works Contacts					
Road Foreman	Tom Fadden				tom.fadden@hardwickvt.gov
Road Commissioner	n/a				
Town Garage	Tom Fadden	802-472-6029	Cell 802-673-6150		tom.fadden@hardwickvt.gov
Drinking Water Utility	Ken LaCasse	802-472-5939	802-793-8639		waste.water@hardwickvt.gov

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Wastewater Utility	Ken LaCasse	802-472-5939	802-793-8639		waste.water@hardwickvt.gov
Municipal Government Contacts					
Town Administrator	n/a				
Town Manager	David Upson	802-472-6120	Cell 802-535-8299		david.upson@hardwickvt.gov
Select Board Chair	Eric Remick	472-8025	Cell 802 917 4484		eric.remick@hardwickvt.gov
Select Board Alt	Elizabeth Dow	472--6424	Cell 225-270-9097		elizabeth.dow@hardwickvt.gov
Select Board Alt	Shari Cornish	802-472-7163			shari.cornish@hardwickvt.gov
Town Clerk	Alberta Miller	802-472-5971			alberta.miller@hardwickvt.gov
Town Treasurer	Alberta Miller	802-472-5971			alberta.miller@hardwickvt.gov
Town Business Manager	Casey Rowell	802-472-6120			casey.rowell@hardwickvt.gov
Town Health Officer	Eric Remick	208472-6120			eric.remick@hardwickvt.gov
Forest Fire Warden	Doug Casavant	802-472-3305			dcasa58318@aol.com
Animal Control Officer	Larry Hamel	802-472-5475	802-917-2886		
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			
Other Contacts					
Hardwick Area Food Pantry	Heather Davis	802-472-5940			director@hardwickareafoodpantry.org
Hardwick Area Neighbor to Neighbor	Helen Beattie	802-441-3301			hardwickneighbors@gmail.com
Red Cross		800-660-9130			

Position	Name	Phone numbers - indicate 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 co-director Kee Gillen co-director Bernard Earle co-director	802-888-2746			
Town of Greensboro Fire Chief	Dave Brochu	533-2020			greensboro_fire@yahoo.com
Town of Walden Fire Chief	Jason Larrabee	563-2140			
STATE / FEDERAL Partners					
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			Sacha.Pealer@vermont.gov
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			bmelendy@nvda.net
Other Local Contacts					
Hardwick Area Health Center		472-3300			

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Sno-Flake Ridge Runners / VAST	Eric Stratton, President	802-279-1812			e.stratton@rocketmail.com
Caledonia All Terrain Travelers / VASA	Ken Wetherell, President	802-274-2633			silverpup@yahoo.com

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

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

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.

Coordination Activity Log		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)				

All Times – Local 24 Hour Clock

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

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.

<i>National Incident Management System (NIMS) Typed Resources</i>											
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)	1					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.

4.3.3. Financial Expenses - documentation for expenses including materials, personnel, and equipment to facilitate funding requests during recovery. See record item sample on page following.

Source: VTWARN Operational Plan available at this link:

https://dec.vermont.gov/sites/dec/files/VTWARN/docs/VTWARN_OperationalPlan_FINALDRAFT.pdf

Documentation

- Record information in electronic or hard copy means. Track data such as employee hours, materials used, and other pertinent expenses
- Optimize use of ICS forms

Cost Estimator Worksheet

1. TEAM/PERSONNEL/EQUIPMENT Requested ¹ :										
Personnel (insert lines above subtotal as needed)	Position(s)	Reg Salary Hourly Rate	Fringe Benefit Hourly Rate	# of Reg Hours Worked per Day	Overtime Salary Hourly Rate	Fringe Benefit Overtime Hourly Rate	# of OT Hours Worked per Day ²	# of Days on Mission	Total Daily Cost	Total Mission Cost
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
							12		\$0.00	\$0.00
Subtotal:									\$0.00	\$0.00
Equipment	Item	Hourly Rate ³	No. of Hours	Total	Notes:					
(insert lines above subtotal as needed)				\$0.00						
				\$0.00						
				\$0.00						
Subtotal:				\$0.00						
Commodities/Materials	Item	Unit Cost	Quantity	Total						
(insert lines above subtotal as needed)				\$0.00						
				\$0.00						

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: 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 News & Citizen, news@newsandcitizen.com , 802-888-2212 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

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	802 472 3285

Residential Care Facility - 218 Town Farm Road, Hardwick, VT	
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.

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<i>Spontaneous Sheltering</i>	
<ul style="list-style-type: none"> • 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 	
<i>Regional Shelter</i>	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
<i>Primary Local Shelter</i>	
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
<i>Regional Shelter</i>	
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.

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.