

# LOCAL EMERGENCY OPERATIONS PLAN

## Emergency Steps

- 1) Establish an Incident Command Structure and make appropriate local decisions
- 2) Delegate Authorities to Incident Commander and request Declaration if appropriate
- 3) Contact State Emergency Operations Center (SEOC) if additional help or resources may be needed beyond mutual aid and local contractors (800-347-0488)
- 4) Alert the general population and evacuate as needed
- 5) Activate your Emergency Operations Center to support the Incident Commander as needed
- 6) Contact the Shelter Coordinator and American Red Cross (802-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Assess damages
- 10) Conduct and document 'Emergency Repairs'

## Future steps

- 11) Refer to your local codes and standards, Vermont Stream Alterations Rule, and local hazard mitigation plan before undertaking permanent repairs
- 12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet
- 13) Conduct an after-action review and develop an improvement plan

**Jurisdictions' Points of Contact: Identify by priority the top three people to be Points of Contact for your Town during an emergency (ex: EMD, Town Manager, Selectboard Chair, Fire Chief)**

Job Title	First Name	Last Name	Work #	Radio call sign
Email Address	Cell #	Pager #	Home #	Time Contacted
Job Title	First Name	Last Name	Work #	Radio call sign
Email Address	Cell #	Pager #	Home #	Time Contacted
Job Title	First Name	Last Name	Work #	Radio call sign
Email Address	Cell #	Pager #	Home #	Time Contacted

County: \_\_\_\_\_

Date LEOP adopted: \_\_\_\_\_

Name of town EMD/C: \_\_\_\_\_

Date NIMS adopted: \_\_\_\_\_

I, a select board member, town/city/village manager, or mayor, certify that this Local Emergency Operations Plan has been adopted (certifying individual must have taken, at minimum, ICS 402 or ICS 100 training):

Physical Municipal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate communication method: \_\_\_\_\_

*This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1<sup>st</sup>.*

## Response and Recovery Guidelines

Please use this as an aid for baseline actions that should occur in an incident.

<b>1) Establish an Incident Command Structure and make appropriate local decisions</b>			<input checked="" type="checkbox"/>	Time
<b>a. Identify the Incident Commander</b>			<input type="checkbox"/>	
b. Identify the Incident Command Post			<input type="checkbox"/>	
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))			<input type="checkbox"/>	
d. Assess the situation (deploy assessment teams)			<input type="checkbox"/>	
	Determine casualties		<input type="checkbox"/>	
	Determine structure/infrastructure losses		<input type="checkbox"/>	
	Determine resource needs		<input type="checkbox"/>	
	Identify emergency access sites or isolated citizens		<input type="checkbox"/>	
e. Request additional resources (Mutual Aid) if needed.			<input type="checkbox"/>	
f. Secure a perimeter around affected area if needed			<input type="checkbox"/>	
g. Consider potential staffing needs (extended or multiple operational periods)			<input type="checkbox"/>	

<b>2) Delegate Authorities to Incident Commander and request Declaration if appropriate</b>			<input checked="" type="checkbox"/>	Time
Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority)			<input type="checkbox"/>	
If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration)			<input type="checkbox"/>	

<b>3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors</b>			<input checked="" type="checkbox"/>	Time
Call State Emergency Operations Center and notify that additional resources may be needed.	<b>1-800-347-0488</b>		<input type="checkbox"/>	
If HAZMAT involved, contact HAZMAT Hotline	<b>1-800-641-5005</b>		<input type="checkbox"/>	

<b>4) Alert the general population and evacuate as needed</b>			<input checked="" type="checkbox"/>	Time
Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum)			<input type="checkbox"/>	
Complete Planning Task #1 (see page 4)			<input type="checkbox"/>	

<b>5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5)</b>			<input checked="" type="checkbox"/>	Time
<b>Facility Name</b>	<b>Address</b>	<b>Phone Number</b>		
			<input type="checkbox"/>	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			<input type="checkbox"/>	

<b>6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6)</b>				<input checked="" type="checkbox"/>	Time
Notify the American Red Cross that shelters are needed				<input type="checkbox"/>	
Contact Shelter Manager				<input type="checkbox"/>	
<b>Shelter Name</b>	<b>Physical Address/Location of the Shelter</b>	<b>Shelter Phone # and Manager Name</b>	<b># of occupants</b>		
				<input type="checkbox"/>	Opened:
					Closed:
				<input type="checkbox"/>	Opened:
					Closed:
				<input type="checkbox"/>	Opened:
					Closed:

**7) Expand the ICS Structure as needed (see Appendix A3 – Incident Briefing (ICS Form 201))**

<b>8) Determine if additional operational shift staffing is needed</b>		<input checked="" type="checkbox"/>	Time
Determine the operational period (8hrs, 12hrs, etc)		<input type="checkbox"/>	
Identify staffing for future operational periods (see Appendix A3–Organizational Assignment List (ICS Form 203))		<input type="checkbox"/>	
Develop plans for the next operational period (see Appendix A3– Incident Action Plan (ICS Forms 202, 203, 204, 205, 206))		<input type="checkbox"/>	
	What is the Operational Period?                      hrs to                      hrs	<input type="checkbox"/>	
	What is the briefing time?                      hrs	<input type="checkbox"/>	
As the incident winds down, release excess resources as per demobilization plans		<input type="checkbox"/>	

<b>9) Assess damages.</b>		<input checked="" type="checkbox"/>	Time
Complete Planning Tasks 1 & 2 (see page 4)		<input type="checkbox"/>	
Be prepared to answer questions about public and private damages. (see Appendix A2 – Local Situation Report and Appendix A4 – Individual Assistance Worksheet)		<input type="checkbox"/>	

<b>10) Conduct and document ‘Emergency Repairs’</b>		<input checked="" type="checkbox"/>	Time
Make roads passable and restore emergency access. Undertake Emergency Protective Measures (eg. removing debris threatening inhabited structures, culverts, and bridges). Emergency Protective Measures (temporary and permanent) must be consistent with the provisions of the Vermont Stream Alterations Rule (see Appendix C2)		<input type="checkbox"/>	

<b>11) Refer to your local codes and standards, including the most current Town Road and Bridge Standards as provided by the Agency of Transportation, Vermont Stream Alterations Rule (See Appendix C2), and local hazard mitigation plan before undertaking permanent repairs</b>		
Document (photographs, maps, invoices, material quantities) all repairs for future mitigation actions. (ex: roadside/ditch erosion, repair with larger culvert, replace with better materials, etc)		
Area Damaged	Cost of repair	Mitigation Solution (see local Hazard Mitigation Plan)

**12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet.**

**13) Conduct an after-action review and develop an improvement plan.**

## PLANNING TASKS

*Please complete the white portion of these planning tasks prior to an incident occurring. During the incident, please complete the shaded portions.*

Planning Task #1					
High Risk Populations List (for special attention/possible evacuation during an incident)					
Complete this information before an incident				Complete this information during an incident	
High Risk Population Type <small>(school, child care, nursing home, mobile home park)</small>	High Risk Population Location <small>(physical location)</small>	Point of Contact	POC Phone Number	Evacuated To <small>(physical location)</small>	Time

Planning Task #2				
Major High Hazard and/or Vulnerable Sites List (locations to check for damage)				
Complete this information before an incident			Complete this information during an incident	
Site Type: <small>(ex: dam, culvert, bridges, railway crossing, low-lying area, tier II site)</small>	Site Location <small>(physical location)</small>	Checked by	Status	Time

\* If additional space is needed, please attach information on a separate sheet.

**Planning Task #3**  
**Pre-designated Local Emergency Operations Centers**

<b>Facility Name</b>	<b>Facility Address</b> (physical location)	<b>Facility Point of Contact</b>	<b>Facility Phone Number</b>
<b>Primary:</b>			
<b>Secondary:</b>			
<b>Tertiary:</b>			

**Planning Task #4**  
**Functional Area/ Local Support Function**

Please identify agencies responsible for maintaining resource lists, found in Appendix B5.

<b>Local Support Function</b>	<b>Agency Responsible for maintaining resource list:</b> (see Appendix B5- Resource Lists)
<b>1. Transportation</b> - <i>Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.</i>	
<b>2. Communications</b> - <i>Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.</i>	
<b>3. Public Works &amp; Engineering</b> - <i>Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.</i>	
<b>4. Firefighting</b> - <i>Resources in support of structural and wildfire firefighting.</i>	
<b>5. Emergency Management, Recovery &amp; Mitigation</b> - <i>Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.</i>	
<b>6. Mass Care, Food &amp; Water</b> - <i>Resources available to coordinate sheltering, feeding and first aid for disaster victims.</i>	
<b>7. Resource Support</b> - <i>Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.</i>	
<b>8. Health &amp; Medical Services</b> - <i>Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains.</i>	
<b>9. Search &amp; Rescue</b> - <i>Resources locally available to locate, identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&amp;R for those lost in non-inhabited areas.</i>	
<b>10. Hazardous Materials</b> - <i>Resources available for response, inspection, containment and cleanup of hazardous materials.</i>	
<b>11. Agriculture &amp; Natural Resources</b> - <i>Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency</i>	
<b>12. Energy</b> - <i>Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel.</i>	
<b>13. Law Enforcement</b> - <i>Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.</i>	
<b>14. Public Information</b> - <i>Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.</i>	

**Planning Task #5  
Disaster Lead Agency/Coordinator**

**Who or what agency will likely be the lead for each type of disaster?**

Agency	Drought	Flood	Fire	Winter Storm	Ice Storm	Power Outage	Infectious Disease	Animal/Plant Emergency	Mass Casualty Incident	Hazardous Materials Spill	Public Gathering	Civil Unrest	Other (Please Specify)	Other (Please Specify)	Other (Please Specify)
Road Crew / Public Works															
Fire Department															
Town Selectboard															
Law Enforcement															
1 <sup>st</sup> Response / Rescue															
Shelter Coordinator															
Animal Control Officer															
Town Health Officer															
Town Clerk															
Town Treasurer															
Other (Please Specify)															
Other (Please Specify)															
Other (Please Specify)															

**Planning Task # 6  
Shelters**

**Shelter 1**

<b>Shelter Name:</b>	<b>Physical Address/Location of the Shelter:</b>	<b>Shelter Capacity:</b>
<b>Shelter Manager:</b>	<b>Shelter Manager Cell #: Shelter Manager Pager #:</b>	<b>Other Contact:</b>
<input type="checkbox"/> Warming Shelter	<input type="checkbox"/> Overnight Shelter	<input type="checkbox"/> Red Cross Agreement?
<input type="checkbox"/> Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	<input type="checkbox"/> Pets accepted?

**Shelter 2**

<b>Shelter Name:</b>	<b>Physical Address/Location of the Shelter:</b>	<b>Shelter Capacity:</b>
<b>Shelter Manager:</b>	<b>Shelter Manager Cell #: Shelter Manager Pager #:</b>	<b>Other Contact:</b>
<input type="checkbox"/> Warming Shelter	<input type="checkbox"/> Overnight Shelter	<input type="checkbox"/> Red Cross Agreement?
<input type="checkbox"/> Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	<input type="checkbox"/> Pets accepted?

**Shelter 3**

<b>Shelter Name:</b>	<b>Physical Address/Location of the Shelter:</b>	<b>Shelter Capacity:</b>
<b>Shelter Manager:</b>	<b>Shelter Manager Cell #: Shelter Manager Pager #:</b>	<b>Other Contact:</b>
<input type="checkbox"/> Warming Shelter	<input type="checkbox"/> Overnight Shelter	<input type="checkbox"/> Red Cross Agreement?
<input type="checkbox"/> Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	<input type="checkbox"/> Pets accepted?

American Red Cross – Vermont & the New Hampshire Upper Valley Region: 1-802-660-9130

## Planning Task #7 - NIMS Typed Resources

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper					
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted					
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer				N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)						Trailer, Small Equipment			N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump					
Aerial Fire Truck			N/A	N/A		Truck, Plow					
Foam Tender			N/A	N/A		Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer				N/A	
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe					
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights				N/A		Wood Chipper		N/A	N/A	N/A	
Generator						Wood Tub Grinder					
Grader				N/A							

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



## **Town Maps**

Please insert town maps here. These maps can include things such as roads, town boundaries, shelter locations, high hazard/vulnerable sites, etc.

<b>Appendix A – Disaster Forms.....</b>	<b>A</b>
Local Request for Emergency Declaration .....	A1
Local Situation Report .....	A2
ICS Forms .....	A3
Individual Assistance Form.....	A4

<b>Appendix B – Local Documents.....</b>	<b>B</b>
List of Delegations of Authority .....	B1
Communication Plan .....	B2
Emergency Contact List.....	B3
List of Mutual Aid Agreements.....	B4
Resource Lists.....	B5
Maps, Diagrams, Plans, and Attachments.....	B6
Animal Resources .....	B7
Continuity of Operations Plan .....	B8
Evacuation Plan.....	B9
Debris Management Plan .....	B10

<b>Appendix C – References &amp; Authorities .....</b>	<b>C</b>
Emergency Relief and Assistance Fund.....	C1
Vermont Stream Alteration Rule and Fact Sheet.....	C2
Minimum Grant Standards.....	C3
Vermont Statute Title 20, Chapter 1 .....	C4
NIMS Executive Order.....	C5
Shelter Inspections .....	C6
Municipal Guidance for Flood Emergencies .....	C7

<b>Appendix D – Templates.....</b>	<b>D</b>
NIMS Adoption .....	D1
Mutual Aid.....	D2
Emergency Management Ordinance .....	D3
Delegation of Authority .....	D4