

ROCHESTER 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 (800-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Conduct damage assessment. Report to SEOC
- 10) Conduct and document 'Emergency Repairs'

Future steps

- 11) Refer to your local codes and standards, Vermont Stream Alternations 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
Selectboard Chair	Doon	Hinderyckx	767-4464	
Email Address	Cell #	Pager #	Home #	Time
doon@greenmountainbikes.com	802-349-2042		767-4464	
Job Title	First Name	Last Name	Work #	Radio call sign
Fire Chief	Terry	Severy		
Email Address	Cell #	Pager #	Home #	Time
gsevery@myfairpoint.net	802-353-3727	283-4569	767-3394	
Job Title	First Name	Last Name	Work #	Radio call sign
Emergency Director/ Coordinator	Victor	Ribaudo		
Email Address	Cell #	Pager #	Home #	Time
Vic.ribaudo@gmail.com	802 431-8353		802 967-8048	

County: **Windsor**

Name of town EMD/C: **Victor Ribaudo**

Date LEOP adopted: 03-14-2016

Date NIMS adopted: **9/24/2007**

I, the select board chair or town manager, 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: **67 School Street, Rochester, VT**

Telephone: **802-767-3631**

Fax: 802 767-6028

E-mail: **rochestertown@comcast.net**

Alternate communication method: _____

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

Response and Recovery Guidelines

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

1) Establish an Incident Command Structure and make appropriate local decisions		<input checked="" type="checkbox"/>	Time
a. Identify the Incident Commander		<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"/>	

2) Delegate Authorities to Incident Commander and request Declaration if appropriate		<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"/>	

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

4) Alert the general population and evacuate as needed		<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"/>	

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

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)				<input checked="" type="checkbox"/>	Time
Notify the American Red Cross that shelters are needed				<input type="checkbox"/>	
Contact Shelter Manager				<input type="checkbox"/>	
Shelter Name	Physical Address/Location of the Shelter	Shelter Phone # and Manager Name	# of occupants		
Rochester Elementary School	222 South Main St	Janice McCann 802 767-3667		<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))

8) Determine if additional operational shift staffing is needed		<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"/>	

9) Conduct damage assessment. Report to the State Emergency Operations Center		<input checked="" type="checkbox"/>	Time
Complete Planning Task #2 (see page 4)		<input type="checkbox"/>	
Conduct a complete damage assessment for public and private damages. Submit Local Situation Report to the State Emergency Operations Center (see Appendix A2 – Local Situation Report)		<input type="checkbox"/>	

10) Conduct and document ‘Emergency Repairs’		<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"/>	

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		
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 during an incident		
High Risk Population Type (school, daycare, nursing home, medical equipment-dependent resident, handicapped resident)	High Risk Population Location (physical location)	Point of Contact	POC Phone Number	Evacuated To (physical location)	Time
School	Rochester Elementary & High School Rte. 100 Rochester	Bonnie Bourne, Principal	767-3161, 767-4632 802 558-1179 (C)		
Senior Independent Living Home	Park House Senior Home Park Row, Rochester	Juli Reiderer, Director	767-3416 (work) 349-3125 (home)		

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: (ex: dam, culvert, bridges, railway crossing, low-lying area)	Site Location (physical location)	Checked by	Status
	C. V. Oil Storage Tank Site, Peavine Drive, Rochester		
	Sewer Pumps, Peavine Drive, Rochester		
Facility	GMP Sub-Station, Peavine Drive, Rochester		
Facility	Consolidated Communications switching Office, Park Row Rochester		
	Internet access		
	Various bridges, culverts and low lying areas		

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

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

Facility Name	Facility Address (physical location)	Facility Point of Contact	Facility Phone Number
Primary: Town Office	67 School Street	Joanne McDonnell	767-3631/ 767-4701
Secondary: Fire House	24 Peavine Drive	Terry Severy	767-1136/ 767-3394
Tertiary:			

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

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

Local Support Function	Agency Responsible for maintaining resource list: (see Appendix B5- Resource Lists)
1. Transportation - Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	Selectboard, DPW, Fire
2. Communications - Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.	Selectboard, Fire WDEV Radio Station
3. Public Works & Engineering - 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.	Selectboard, DPW
4. Firefighting - Resources in support of structural and wildfire firefighting.	Fire Dept.
5. Emergency Management, Recovery & Mitigation - 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.	Selectboard, Emergency Management Director
6. Mass Care, Food & Water - Resources available to coordinate sheltering, feeding and first aid for disaster victims.	Selectboard, Fire, EMS, Shelter Coordinator
7. Resource Support - Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.	Selectboard, Town Office
8. Health & Medical Services - 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.	EMS—WRVA Gifford Medical Center Granville First Response
9. Search & Rescue - 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&R for those lost in non-inhabited areas.	Fire, EMS USFS
10. Hazardous Materials - Resources available for response, inspection, containment and cleanup of hazardous materials.	Fire
11. Agriculture & Natural Resources - Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency	Town Health Officer
12. Energy - 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.	GMP
13. Law Enforcement - Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.	Constables, VSP
14. Public Information - 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.	Selectboard, Emergency Management Director

**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		P		P	P	P			S	S	S	S			
Fire Department		S	P	S	S	S			S	P	S	S			
Town Selectboard	P	S		S	S		S				P	S			
Law Enforcement		S	S	S	S	S			S	S	S	P			
1 st Response / Rescue									P						
Shelter Coordinator							S		S						
Animal Control Officer							S	P							
Town Health Officer							P	S							
Town Clerk															
Town Treasurer															
Other (Please Specify)															
Other (Please Specify)															
Other (Please Specify)															

**Planning Task # 6
Shelters**

Shelter 1

Shelter Name: Elementary School	Physical Address/Location of the Shelter: 220 South Main Street	Shelter Capacity:
Shelter Manager: Janice McCann	Shelter Manager Cell #: 767-3667 Shelter Manager Pager #:	Other Contact: Jessie Potter 802 770-2316 802 767-3161/767-4632
<input checked="" type="checkbox"/> Warming Shelter	<input checked="" type="checkbox"/> Overnight Shelter	<input checked="" type="checkbox"/> Red Cross Agreement
<input checked="" type="checkbox"/> Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	

Shelter 2

Shelter Name: Fed. Church	Physical Address/Location of the Shelter: 15 North Main Street, 767-3012	Shelter Capacity:
Shelter Manager: M Harvey	Shelter Manager Cell #: 767-3241 Shelter Manager Pager #:	Other Contact: 767-4294
<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	

Shelter 3

Shelter Name:	Physical Address/Location of the Shelter:	Shelter Capacity:
Shelter Manager:	Shelter Manager Cell #: Shelter Manager Pager #:	Other Contact:
<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	

American Red Cross – Vermont & the New Hampshire Upper Valley Region: 1-800-660-9130
 Burlington Office – (802)660-9130 Rutland Office – (802) 773-9159 Brattleboro Office – (802) 254-2377

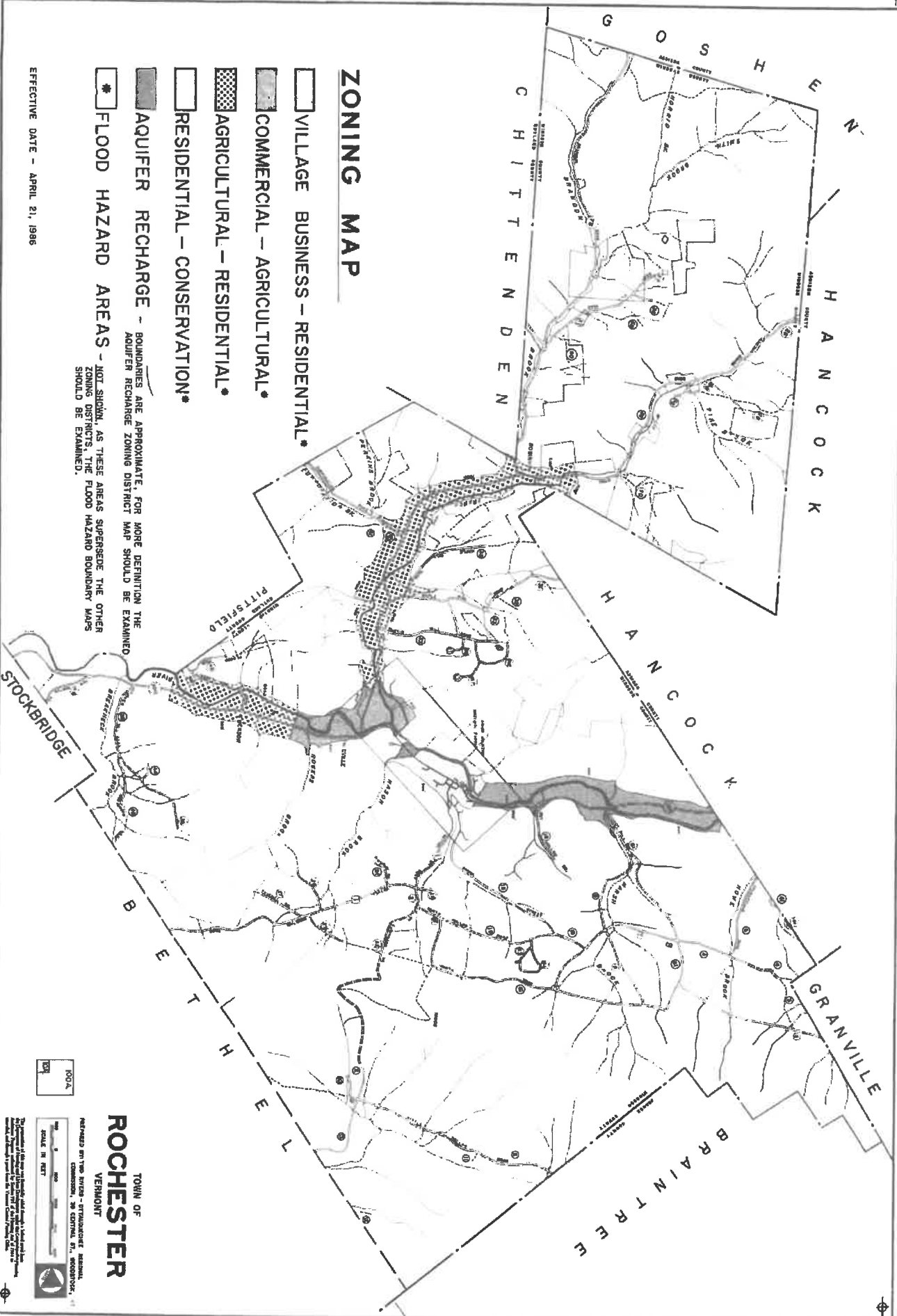
Planning Task #7 - NIMS Typed Resources

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					
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	1					Trailer, Dump					
Fire Engine (Pumper)	1					Trailer, Small Equipment	1				
Firefighting Crew Transport						Truck, On-Road Dump		2			
Aerial Fire Truck						Truck, Plow		2			
Foam Tender						Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer					
HAZMAT Entry Team						Water Pumps, De-Watering					
Engine Strike Team						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		1			
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	1					Wood Tub Grinder					
Grader		1									







Information about the NIMS Typed resources can be found at: <http://www.fema.gov/resource-management>

Town Maps

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



ZONING MAP

-  VILLAGE BUSINESS - RESIDENTIAL*
-  COMMERCIAL - AGRICULTURAL*
-  AGRICULTURAL - RESIDENTIAL*
-  RESIDENTIAL - CONSERVATION*
-  AQUIFER RECHARGE - BOUNDARIES ARE APPROXIMATE, FOR MORE DEFINITION THE AQUIFER RECHARGE ZONING DISTRICT MAP SHOULD BE EXAMINED
-  FLOOD HAZARD AREAS - NOT SHOWN, AS THESE AREAS SUPERSEDE THE OTHER ZONING DISTRICTS, THE FLOOD HAZARD BOUNDARY MAPS SHOULD BE EXAMINED.

EFFECTIVE DATE - APRIL 21, 1986

TOWN OF
ROCHESTER
VERMONT



Approved by the Board of Selectmen on 11/15/85 and amended on 1/15/86. The map is based on the 1985 Aerial Photograph. The map is not to be used for any purpose other than zoning. The map is not to be used for any purpose other than zoning. The map is not to be used for any purpose other than zoning.

Appendix A – Disaster Forms	A
Local Request for Emergency Declaration.....	A1
Local Situation Report.....	A2
ICS Forms.....	A3
Appendix B – Local Documents	B
List of Delegations of Authority	B1
Communication Plan	B2
Emergency Contact List.....	B3
List of Mutual Aid Agreements	B4
Emergency Preparedness Roles & Responsibilities	B5
Maps, Diagrams, Plans, and Attachments	B6
CPOD Profile.....	B6.1
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Vermont Stream Alteration Rule.....	C2
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Vermont Statute Title 20, Chapter 1	C4
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Delegation of Authority.....	D4

APPENDICES

	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Town Health Officer	John	White	767-9700
	Date	Email Address	Cell #	Pager #	Home #
		zensmithvt@gmail.com	802 458-5080		767-3105
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		1st Constable	Mark	Belisle	767-3723
	Date	Email Address	Cell #	Pager #	Home #
		rochcons@yahoo.com	802-279-0820		767-4154
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Town Clerk	Joanne	McDonnell	767-3631
	Date	Email Address	Cell #	Pager #	Home #
		rochestertown@comcast.net			767-4701
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Town Treasurer	Joanne	McDonnell	767-3631
	Date	Email Address	Cell #	Pager #	Home #
		rochestertown@comcast.net			767-4701
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Town Selectboard	Pat	Harvey	802 767-3280
	Date	Email Address	Cell #	Pager #	Home #
		pataharvey.aharvey@gmail.com			
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Town Selectboard	Tom	Schnabel	802 767-3830x243
	Date	Email Address	Cell #	Pager #	Home #
		tschnabel@advancedillumination.com			802 349-9012
	Time Contacted	Job Title	First Name	Last Name	Work #
		2nd Constable	Randy	Brouillard	767-9869
	Date	Email Address	Cell #	Pager #	Home #
			802-767-9869		
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		School – High School, Principal	Bonnie	Bourne	767-3161/4632
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Windsor County Sheriff			802-295-0603
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Other (Please Specify)			
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
<input type="checkbox"/>		Other (Please Specify)			
	Date	Email Address	Cell #	Pager #	Home #

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Appendix B4: List of Mutual Aid Agreements

Mutual-Aid List: Contact phone numbers of specialty resources for use in disaster (This page can be removed if FA resource lists have been collected)				
		Resource	24 hour Phone #	Primary Radio Frequency
<input type="checkbox"/>	Time	<input type="checkbox"/> American Red Cross: Central VT	802) 773-9159	
<input type="checkbox"/>	Time	<input type="checkbox"/> Fire, Town of: Hancock	911	
<input type="checkbox"/>	Time	<input type="checkbox"/> Fire, Town of: Granville	911	
<input type="checkbox"/>	Time	<input type="checkbox"/> Fire, Town of: Stockbridge	911	
<input type="checkbox"/>	Time	<input type="checkbox"/> Fire, Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Fire, Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Fire, Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Police, Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Vermont State Police: Royalton	911	
<input type="checkbox"/>	Time	<input type="checkbox"/> EMS, Town of: White River Valley Ambulance	911	
<input type="checkbox"/>	Time	<input type="checkbox"/> Public Works Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Public Works Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Public Works Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Public Works Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Public Works Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Public Works Town of:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Power Company: Green Mountain Power	800-788-2877	
<input type="checkbox"/>	Time	<input type="checkbox"/> Power Company:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Fuel Company: CV Oil Co.	746-8018	
<input type="checkbox"/>	Time	<input type="checkbox"/> Fuel Company:		
<input type="checkbox"/>	Time	<input type="checkbox"/> Phone Company: Consolidated Communications	888-984-1515	
<input type="checkbox"/>	Time	<input type="checkbox"/> CERT:	(800) 347-0488	
<input type="checkbox"/>	Time	<input type="checkbox"/> Other: Harveys P&E	767-3241	
<input type="checkbox"/>	Time	<input type="checkbox"/> Other: ECS Excavating	767-4132	
<input type="checkbox"/>	Time	<input type="checkbox"/> Other: XCAV8 Dave Harvey	802 770-8237	
<input type="checkbox"/>	Time	<input type="checkbox"/> Other: Precision Welding	767-3715	
<input type="checkbox"/>	Time	<input type="checkbox"/> Other: Gordon Merrill	767-3454	
<input type="checkbox"/>	Time	<input type="checkbox"/> Other: Dave Colton	746-8393	
<input type="checkbox"/>	Time	<input type="checkbox"/> Other:		

APPENDIX B5: Emergency Preparedness Roles and Responsibilities

Incident Commander:

- Named by and accountable to the Select Board
- Overall management of incident operations
- Open and maintain an Emergency Operations Center
- Assign people to Chief positions and alternates
- Document ongoing situation status, actions taken, resource consumption, injuries, and property damage
- Liaison to state and federal agencies
- Liaison to Gifford Medical Center
- Obtain and coordinate resources from other communities and private organizations
- Oversee recruitment and allocation of volunteers
- Ration and distribute generators and fuel
- Acquire and allocate trucks and busses for transport of people and goods
- Liaison to the School
- Direct the work of the Chiefs

Highway Dept. Supervisor / Chief

- Assess damage to roads, buildings and utilities
- Clear debris; repair and restore roads

Safety Chief:

- Firefighting; on-scene fire incident management; coordinate with US Forest Service as needed
- Search and rescue in structures and outdoors
- Hazardous Materials response, inspection, containment, cleanup
- Law enforcement: protect life and property via Town Constables, County Sheriff, State Police
- Conduct door-to-door assessment for people with emergency needs
- Restore availability of public water and sewer systems
- Coordinate with utilities to restore electricity, propane, gas and diesel fuel, heating oil

Mass Care Chief:

- Shelter and feed those in need of emergency housing and food
- Coordinate with Red Cross
- Manage and distribute donated goods, e.g., food and clothing

Health and Medical Chief:

- Arrange for emergency care for ill and injured
- Establish and operate an emergency medical facility
- Arrange for emergency transport out of those needing further care
- Arrange for emergency access and distribution of drugs
- Create and maintain a contact list of area nurses, physicians, EMTs, other clinical people
- Create and maintain a list of vulnerable residents due to age, infirmity or other limitations
- Recovery of remains from damaged cemetery

Communications Chief:

- Communications equipment and capability - phone, internet, radios, ham radio operators
- Public information for public and media
- IT support