

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Victor Ribaldo	Doon Hinderyckx
Robert Gardner	Patricia Harvey
Terry Severy,	Tom Schnabel,
Jan McCann,	John Champion
Ray Harvey	

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Selectboard member
Preferred EOC Positions and Duties	
Incident Commander	Supervises and directs all EOC activities coordinating municipal support and response
EOC Coordinator	Staffs phones and radio, maintains the EOC
Communications Chief	Tracks and answers any Requests For Information (RFI)
Support Coordinator	Tracks and coordinates any Requests For Support (RFS)
Communications Chief	Produces and posts public information and press releases
Safety Chief	Directs resources to fight fire, haz mat response, law enforcement, search and rescue, coordinate with utility companies, restore public water and sewage systems
Highway Chief / Road Foreman	Assess road damage, clear and restore roads
Mass Care Chief	Manage shelter, food and clothing needs, coordinate with Red Cross
Potential EOC Staff Members	
Name	Notes / Contact Information

Victor Ribaldo	802-431-8353 vic.ribaldo@gmail.com
Rob Gardner	443-514-8215 rob@gardnerfilms.com
Terry Severy	802-353-3727 gsevery@myfairpoint.net
Doon Hinderyckx	802-349-2042 doon@greenmountainbikes.com
Patricia Harvey	802-767-3280 pataharvey@gmail.com
Tom Schnabel	802-349-9012 mtte.802@gmail.com
Jan McCann	802-767-3667 janmccann@myfairpoint.net
John Champion	802-989-0195 cooterchampion@gmail.com
Primary EOC Location	
Facility / Address:	Town Office, 67 School Street, Rochester, VT
Phone Numbers:	802-767-3631
Equipment/Notes:	Meeting room, tables and chairs, bathroom, parking, WiFi, NO GENERATOR
Alternate EOC Location	
Facility / Address:	Rochester Fire Station, 23 North Main Street, Rochester, VT
Phone Numbers:	802-767-1136
Equipment/Notes:	Small meeting room, tables, chairs, bathroom, GENERATOR

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:		Any Select Board member
Emergency spending limits:	\$5,000	
Businesses with Standing Municipal Contracts		
Type of Contract	Name	Contact Info
None		
Other Local Resources		
Type of Resources/Skills	Name	Contact Info
Heavy road equipment, excavators	Harvey's Plumbing & Electric	Ray or Cheryl Harvey 802-767-3241 office harveype@sover.net Ray cell 802-353-9066
Heavy road equipment, excavators	X-Cav-8	Dave Harvey 802-770-8237 xcav81@yahoo.com
Logging, excavation, bulk water	Richard Veilleux Logging & Trucking	Richard Veilleux 802-767-3610
Diesel fuel, propane, gasoline	CV Oil	Charlie Martin 802-746-8018
Gasoline, gas station with generator	Deerings Service Center	Jon Deering 802-767-3034 days, 802-7679218 nights

Emergency food supply	Federated Church Food Shelf	Kevin , Paula-Dougherty 802-767-4430 kevindvt@myfairpoint.net pstrnbrg@myfairpoint.net
Utility restoration, clear fallen trees	Green Mountain Power	888-835-4672 outages.greenmountainpower.com
Telephone service	Consolidated Communications	844-9687224 (South Burlington)
Town meeting space	Federated Church	Rev. Greg Homan 802-767-3012 office, 802-767-3332 home
Pharmacy, if commercial pharmacies shut down	Gifford Medical Center	Administrator On Call 802-728-7000
Hardware Store	Rochester Hardware	Patricia Harvey 802-767-3280
Snowmobiles	VAST	Tim Bowen 802-767-3624
Groceries	Mac's Valley Market	802-767-3181
Back country search and rescue	Killington Search and Rescue	911

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

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

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

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

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

National Incident Management System (NIMS) Typed Resources*											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				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)	1					Trailer, Small Equipment	1		N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump		2			
Aerial Fire Truck			N/A	N/A		Truck, Plow		2			
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)	1			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		1			
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	1	N/A	N/A	N/A	
Generator	1					Wood Tub Grinder					

Grader		1		N/ A	
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*Information about the NIMS Typed resources can be found at: <https://rtl.preptoolkit.fe-ma.gov>

4. Public Information and Warning

<p><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></p>	
<p>VT-Alert message - State: Other VT-Alert managers:</p>	<p>Vermont Emergency Management: 800-347-0488</p>
<p>Important Local Websites / Social Media channels:</p>	<p>Town of Rochester website www.rochestervermont.org</p>
<p>Local Newspaper, Radio, TV:</p>	<p>Randolph Herald (weekly); WDEV Radio FM 96.1, 96.5, 98.3, 101.9, AM 550, studio 802-244-1771</p>
<p>Public Notice locations:</p>	<p>Town Office, Skip Mart, Post Office if open, School when Shelter open</p>
<p><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></p>	
<p>To provide information for 2-1-1</p>	<p>Dial 211 or (802) 652-4636</p>

5. Vulnerable Populations

<p><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></p>	
<p>Name / Notes</p>	<p>Contact Info</p>
<p>CARE (Citizen Assistance Registration for Emergencies)</p>	<p>911 (Supporting PSAP)</p>
<p>Park House</p>	<p>Joanne McDonnell, 802-767-3416 office, 802-767-4701 home</p>
<p>Central Vermont Council on Aging</p>	<p>Kathryn Schenkman Rochester Office 802-967-8024, 802-767-9025 home, Barre Office 802-479-0531</p>

Bayada Home Care	Robin Keeler 802-281-7182
Upper Valley Service (services to developmentally disabled)	Randolph (802) 728-5992
Clara Martin Center (outpatient mental health, substance abuse care)	Randolph (802) 728-4466
Health Care and Rehabilitation Services of Windsor and Windham Counties (outpatient mental health, substance abuse, developmental disability services)	Springfield headquarters 802-886-4500
Federated Church Food Shelf	Kevin and Paula Dougherty 802-767-4430
Visiting Nurse and Hospice of Vermont and New Hampshire	White River Junction office 888-300-8853
Alyssum (2-bed mental health residential service, staffed 24/7)	802-767-6000

6. Shelters

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

Spontaneous Sheltering

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

Regional Shelter

Location / Address:	<p>Barre Auditorium 16 Auditorium Hill Barre, VT 05641</p> <p>Hartford High School 37 Highland Avenue White River Junction, VT 05001</p> <p>Rutland High School 22 Stratton Road Rutland, VT 05701</p>
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130

Primary Local Shelter

Location / Address:	Rochester Elementary School, 222 South Main Street, Rochester, VT
Facility Contact:	Bonnie Bourne, Principal
Phone Numbers	office, 802-767-3161, cell 802-558-1179, bbourne@wrvsu.org
Facility Contact	Lisa Blair, Office Manager
Phone Numbers:	802-767-4632, lblair@wrvsu.org
Shelter Manager:	Jan McCann 802-767-3667, Sue Ribaldo 646-704-3056
Staff Requirements:	minimum of 4 volunteers
Services:	Warm/Cool, Overnight, Food Prep, Showers, Bathrooms

Notes:	Capacity: 100 Generator? Y Pets Allowed? Yes if in crate
<i>Alternate Local Shelter</i>	
Location / Address:	Rochester Fire Station, 23 North Main Street, Rochester, VT
Facility Contact:	Terry Severy 802-353-3727
Facility Contact:	Kevin Dougherty 802-767-4430, Ray Harvey 802-353-9066
Shelter Manager:	Jan McCann 802-767-3667, Sue Ribaldo 646-704-3056
Staff Requirements:	minimum of 3 volunteers
Services:	Warm/Cool Overnight, Shower, Bathrooms
Notes:	Capacity: 20 Generator: Yes Pets Allowed? No

Annexes (Optional, create and letter as needed)

Annex 1: Emergency Preparedness Roles and Responsibilities
Annex 2: Delegation of Authority
Annex 3: Response and Recovery Guidelines
Annex 4: Opening Information for the Rochester Local Shelter
Annex 5: Identification and Monitoring Process for Vulnerable Populations

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.

Position	Name	Phone numbers - indicate Mobile, Home, Work		E-mail
Local Emergency Management Team				
EMD	Victor Ribaudo	802-431-8353 mobile	802-967-8048 home	vic.ribaudo@gmail.com
EM Coordinator	Rob Gardner	443-514-8215 mobile		rob@gardnerfilms.com
Local Response Organization Contacts				
Fire Chief	Terry Severy	802-353-3727 mobile	802-767-3394 home	gsevery@my-fairpoint.net
Assistant/Deputy Fire Chief	Kevin Dougherty		802-767-4430 home	kevindvt@my-fairpoint.net
Assistant/Deputy Fire Chief	Ray Harvey	802-353-9066 mobile	802-767-3241 office	
EMS Chief	Victor Ribaudo	802-431-8353 mobile	802-967-8048 home	vic.ribaudo@gmail.com
Chief of Police or Constable	vacant			
Sheriff	Windsor County Sheriff - Woodstock	911	Sheriff Michael Chamberlain 802-457-5211	
State Police	State Police - Roy-alton	911	802-234-9933 office	
Local Dispatch Center		911		
Granville First Response - Chief	Dan Sargeant	802-349-5774 cell		dsargeant@granvillestorevt.com
Local Public Works Contacts				
Road Foreman	John Champion "Cooter"	802-989-0195 mobile	802-767-3701 home	cooterchampion@gmail.com
Town Garage	John Champion "Cooter"	802-989-0195 mobile	802-767-3701 home	cooterchampion@gmail.com
Drinking Water Utility	Terry Severy	802-353-3727 mobile	802-767-3394 home	gsevery@my-fairpoint.net

Position	Name	Phone numbers - indicate Mobile, Home, Work		E-mail
Wastewater Utility	Terry Severy	802-353-3727 mobile	802-767-3394 home	gsevery@my-fairpoint.net
Municipal Government Contacts				
Town Clerk, Treasurer	Julie Smith	802-767-3631 office		rochester-town@comcast.net
Selectboard Chair	Doon Hinderyckx	802-349-2042 mobile		doon@greenmountainbikes.com
Selectboard	Patricia Harvey	802-767-3280 mobile		pataharvey@gmail.com
Selectboard	Tom Schnabel	802-349-9012 mobile		mtte.802@gmail.com
Town Health Officer	John White	802-458-5080		
Forest Fire Warden	Ray Harvey	802-353-9066 mobile	802-767-3241 office	
Animal Control Officer	vacant			
School Contact #1	Bonnie Bourne	802-767-3161 office	802-558-1179 mobile	bbourne@wrvsu.org
School Contact #2	Linda Blair	802-767-4632 office		lblair@wrvsu.org
School District Office	Bruce Labs, Superintendent	802-763-8840 ext 101		
Other Contacts				

Position	Name	Phone numbers - indicate Mo- bile, Home, Work			E-mail
Hancock Fire Chief	Jacques Veilleux	802-767-3 406 home			
Hancock Select-board Chair	Monica Collins	802-767-3 570 home	802-377-7 641 mo- bile		
Bethel Fire Chief	David Aldrighetti	802-234-5 872	802-353-6 433		
Bethel Town Manager, EM Co-ordinator	Greg Maggard	802-234-9 340			
Stockbridge Fire Chief	Ryan Whitaker	802-746-7 948			
Stockbridge EM Coordinator and Selectboard member	Jim Shands	802-234-6 807 home			
US Forest Service, Rochester Station Chief	Chris Matrick	802-767-4 261 office			

ANNEX 1: 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 and Coordinator positions and alternates, direct their work
- 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, allocate trucks and busses to transport people and goods
- Liaison to the Rochester School
- Monitor costs related to the incident
- Oversee accounting, procurement, time recording and cost analyses
- Prepare, update and document an incident action plan

Highway Dept. Supervisor / Chief

- Assess damage to roads, buildings and utilities
- Clear debris; repair and restore roads
- Contribute to incident action plan

Safety Chief:

- Firefighting; on-scene fire incident management; coordinate with US Forest Service
- Search and rescue in structures and outdoors
- Hazardous Materials response, inspection, containment, cleanup
- Law enforcement: protect life and property via Town Constables, Sheriff, State Police
- Oversee 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
- Contribute to incident action plan

Mass Care Chief:

- Oversee local emergency shelter
- 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
- Contribute to incident action plan

Health and Medical Chief:

- Arrange for emergency care for ill and injured
- Establish and operate an emergency first-aid 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
- Contribute to incident action plan

Communications Chief:

- Arrange for communications equipment and capability - phone, internet, radios, ham radio operators
- Prepare or arrange for information for the public and media
- Provide IT support
- Contribute to incident action plan

EOC Coordinator

- Opens and sets up and maintains the EOC
- Staffs phones and radios in the EOC
- Reports to Incident Commander

Support Coordinator

- Tracks and coordinates any requests for support
- Reports to Incident Commander

ANNEX 2: Delegation of Authority

 Rochester Delegation of Authority

I, the chief executive officer or chief elected official of _____, hereby appoint _____ as Incident Commander for the period of _____, and have delegated to this individual the authority to perform the following functions:

- Ensure incident safety
- Provide overall leadership and accountability at the incident scene
- Set the incident objectives, strategies, and priorities
- Delegate authority to others

Additionally, the following authorities have also been delegated:

The following restrictions have been set on this authority:

Signed this day of _____

(Signature of chief executive officer or chief elected official)

(Please print name of chief executive officer or chief elected official)

ANNEX 3: Response and Recovery Guidelines

1. Establish an Incident Command Structure

- a. Identify the Incident Commander (IC) and delegate authority
- b. Identify additional roles needed and people to fill them
- c. Identify and open the Emergency Operations Center (EOC)
- d. Start a log of actions taken
- e. Determine when EOC staff briefings will occur
- f. Create and update an incident action plan
- g. Consider the need for additional staffing and extended duration

2. Assess the situation: any casualties, structure or infrastructure losses, resource needs, isolated citizens. Document and photograph damage.

3. Utilize local resources to assist with repairs, rescue, and recovery.

4. Contact State Emergency Operation Center if additional help beyond local resources may be needed 1-800-347-0488; HAZMAT Hotline 1-800-641-5005

5. Alert the public including special needs and vulnerable populations of the hazards of the event at the outset and during the event as needed. Evacuate as needed.

6. Consider the need to open the local Emergency Shelter

7. Determine if and when, where public briefings will occur.

8. Conduct and document emergency repairs

9. Conduct an after-action review and develop an improvement plan.

ANNEX 4: Opening information for the Rochester local shelter

The primary shelter is the Rochester Elementary School.

1. The decision to open the shelter will be made by the Chairman of the Selectboard or any other Selectboard member in his absence and communicated to the Incident Commander and Shelter Manager.
2. The Shelter Manager will contact the School Principal to advise of the need to open the shelter and obtain her concurrence. If the Principal cannot be reached, the School Office Manager will be contacted. If she cannot be reached, the shelter will be opened with keys previously provided to the Shelter Manager.
3. The Shelter Manager will initiate the Shelter Team Phone Tree to call in additional assistance to operate the Shelter.
4. The Incident Commander will contact the State EOC to advise of the opening and an initial expectation of how many people are expected.
5. The Shelter Team will set up the shelter with equipment pre-positioned at the school, including external signage, cots, personal hygiene kits, tables and seats, and intake forms.
6. If meal production becomes needed, the pantry and kitchen will be opened and operated.
7. Arriving guests will be greeted in the entrance lobby and individually interviewed to determine their identity, need for sheltering, whether they lack any needed personal supplies or bedding, and whether they exhibit any signs of physical injury or emotional needs.
8. The Shelter Team will do their best to meet the needs of guests with the resources available.
9. The Incident Commander and Shelter Manager will jointly brief the Selectboard Chairman periodically regarding the need to remain open. Closure will be decided by the Selectboard Chairman. The Shelter Manager will then advise the Principal and the Incident Commander will advise the State EOC of shelter closure.
10. Once all guests have left the shelter the Shelter Team will put away its equipment and supplies and return the facility to normal and lock the building.

ANNEX 5: Identification and Monitoring Process for Vulnerable Populations

1. If an event causes or raises the likelihood of a significant threat to the safety of the general population such as a long term power outage or flood, action will be taken to identify, support and monitor vulnerable populations in Rochester.
2. The Incident Commander will assign to the Mass Care Chief responsibility to contact the agencies listed in Section 5 of the LEMP to determine if there are constituents in Rochester at risk, where they are located, what form of critical assistance, including evacuation, may be needed, and how best to communicate directly with those residents. The Mass Care Chief will seek to contact those residents directly to assess their situation.
3. The Mass Care Chief will brief the Safety Chief about any residents in need of critical assistance with delivery of emergency supplies or evacuation. The Safety Chief will then take responsibility for arranging for needed critical assistance.
4. The Mass Care Chief will monitor the status of each person needing critical assistance and report progress periodically to the Incident Commander.
5. The Mass Care Chief will periodically re-engage with the agency contacts to advise of assessments made, action planned and taken and to inquire if there are any additional constituents in need of assistance.
6. Once the emergency event has subsided, the Mass Care Chief will re-engage with the agencies and their constituents to determine what assistance may be needed to return home or to a long term shelter if homes not habitable or other forms of recovery stage support.