

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
Fire Chief	Patrick	Martin		
Email Address	Cell #	Pager #	Home #	Time Contacted
firetwk@aol.com	802-839-6302		802-454-1671	
Job Title	First Name	Last Name	Work #	Radio call sign
Rescue	Greg	Light		
Email Address	Cell #	Pager #	Home #	Time Contacted
glight@barre.rockofages.com	802-839-8878			
Job Title	First Name	Last Name	Work #	Radio call sign
Road Commissioner	Bram	Towbin		
Email Address	Cell #	Pager #	Home #	Time Contacted
hihoau@gmail.com			802-476-5789	

County: **Washington**

Date LEOP adopted: **07/24/2017**

Name of town EMD/C: **Michael Billingsley**

Date NIMS adopted: **09/24/2012**

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):

**Sasha Thayer, Plainfield Selectboard
(ICS 402 certification attached)**

Physical Municipal Address: **149 Main Street, Plainfield, VT 05667**

Telephone: **802-454-8461** Fax: **802-454-8467** E-mail: **PlainfieldTC@gmail.com**

Alternate communication method: (mailing address) Town Clerk, P.O. Box 217, Plainfield, VT 05667

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

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				
b. Identify the Incident Command Post				
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))				
d. Assess the situation (deploy assessment teams)				
	Determine casualties			
	Determine structure/infrastructure losses			
	Determine resource needs			
	Identify emergency access sites or isolated citizens			
e. Request additional resources (Mutual Aid) if needed.				
f. Secure a perimeter around affected area if needed				
g. Consider potential staffing needs (extended or multiple operational periods)				
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)				
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)				
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			
If HAZMAT involved, contact HAZMAT Hotline	1-800-641-5005			
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)				
Complete Planning Task #1 (see page 4)				
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		
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)				

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)



Time

Notify the American Red Cross that shelters are needed

Contact Shelter Manager

Shelter Name	Physical Address/Location of the Shelter	Shelter Phone # and Manager Name	# of occupants		
Goddard Haybarn	Goddard College Haybarn Pitkin Drive, Plainfield, VT 05667	Tim Phillips 802-454-1990	45		Opened: Closed:
					Opened: Closed:
					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)		
Identify staffing for future operational periods (see Appendix A3–Organizational Assignment List (ICS Form 203))		
Develop plans for the next operational period (see Appendix A3– Incident Action Plan (ICS Forms 202, 203, 204, 205, 206))		
	What is the Operational Period? hrs to hrs	
	What is the briefing time? hrs	
As the incident winds down, release excess resources as per demobilization plans		
9) Assess damages.		<input checked="" type="checkbox"/> Time
Complete Planning Tasks 1 & 2 (see page 4)		
Be prepared to answer questions about public and private damages. (see Appendix A2 – Local Situation Report and Appendix A4 – Individual Assistance Worksheet)		
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)		
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 before an incident				Complete this information during an incident	
High Risk Population Type (school, child care, nursing home, mobile home park)	High Risk Population Location (physical location)	Point of Contact	POC Phone Number	Evacuated To (physical location)	Time
Twinfield Union School (Students and Staff)	106 Nasmith Brook Rd	Mark Mooney	802-426-3213		
Plainfield Housing Associates (Senior Housing)	123 School St	Tim Lanctot	802-454-1336 866-348-1084		
Spruce Mountain Inn (Residential & Transitional Living Program)	155 Towne Ave	Candace Beardsly	802-454-7747		
Sally Brickey (Child Care – Registered Home)	231 Bunker Hill Circle	Sally Brickey	802-454-1403		
Dawna MacLaren (Child Care-Registered Home)	785 Upper Rd	Dawn MacLaren	802-454-7839		
Anderson, Chelsie (Child Care – Registered Home)	2930 VT Rte 14 N	Chelsie Anderson	802-454-7382		
Roberts, Brandi (Child Care – Registered Home)	1267 Hollister Hill Rd	Brandi Roberts	802-454-1568		

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, tier II site)	Site Location (physical location)	Checked by	Status	Time
Flooding – Great Brook	Brook Road – Entire Length			
Bridge & road washout - Great Brook	Bridge #1 – Mill St			
Bridge & Road washout – Great Brook	Bridge #2 – Brook Rd			
Flooding – Winooski River	Main Street Bridge, Main Street			
HazMat Spill - Route 2	Route 2 (High Street) in village			

Tier II Hazardous Materials storage	Tier II list attached			

* 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: Plainfield Fire Dept.	169 Main St. Plainfield VT 05667	Patrick Martin	802-454-8479
Secondary: Goddard College	123 Pitkin Rd. Plainfield VT 05667	Scott Blanchard	802-454-8311 (c) 802-839-0597
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 - <i>Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.</i>	Fire Department (FD)
2. Communications - <i>Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.</i>	FD
3. Public Works & Engineering - <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>	Road Commissioner (RC)
4. Firefighting - <i>Resources in support of structural and wildfire firefighting.</i>	FD
5. Emergency Management, Recovery & Mitigation - <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>	Emergency Management Director (EMD)
6. Mass Care, Food & Water - <i>Resources available to coordinate sheltering, feeding and first aid for disaster victims.</i>	EMD
7. Resource Support - <i>Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.</i>	EMD
8. Health & Medical Services - <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>	FD - Rescue (R) Town Health Officer (THO)

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.	FD - R
10. Hazardous Materials - Resources available for response, inspection, containment and cleanup of hazardous materials.	FD
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	THO
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.	Town Energy Coordinator (TEC) Bob Atchinson 479-1102
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.	Town Constable (TC) Kathleen Hayes 802-522-4108
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.	EMD

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

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

Agency	Dr ou ght	Flo od	Fir e	Wi nte r St or m	Ice St or m	Po we r O ut ag e	Infe ctio us Dis eas e	Ani mal / Pla nt Em erg enc y	Ma ss Cas ual ty Inc iden t	Haz ard ous Mat eria ls Spil l	Pub lic Gat her ing	Ci vil Un res t	Oth er (Ple ase Spe cify)	Oth er (Ple ase Spe cify)	Oth er (Ple ase Spe cify)
Road Crew / Public Works				x	x										
Fire Department		x	x						x	x					
Town Selectboard	x					x					x				
Law Enforcement												x			
1 st Response / Rescue															
Shelter Coordinator															
Animal Control Officer															
Town Health Officer							x	x							
Town Clerk															
Town Treasurer															
Other (Please Specify)															
Other (Please Specify)															
Other (Please Specify)															

**Planning Task # 6
Shelters**

Shelter 1

Shelter Name: Goddard College	Physical Address/Location of the Shelter: Haybarn Theater, 123 Pitkin Rd, Plainfield VT	Shelter Capacity: Evacuation = 135 Post Impact = 67
Shelter Managers: Tim Phillips Catherine Cerulli Marie Maclay	802-454-1990 802-426-3065 802-454-7853	Other Contact:
Warming Shelter	X Overnight Shelter	Red Cross Agreement - YES
X Has a Backup Generator	X Has wiring in-place for generator hookup	Pets accepted - NO

Shelter 2

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

Shelter 3

Shelter Name:	Physical Address/Location of the Shelter:	Shelter Capacity:
Shelter Manager:	Shelter Manager Cell #: Shelter Manager Pager #:	Other Contact:
Warming Shelter	Overnight Shelter	Red Cross Agreement?
Has a Backup Generator	Has wiring in-place for generator hookup	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)	1					Trailer, Small Equipment			N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump	1	2	1		
Aerial Fire Truck			N/A	N/A		Truck, Plow					1
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	1				
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		N/A	N/A	N/A		
Generator						Wood Tub Grinder						
Grader				N/A								

Information about the NIMS Typed resources can be found at: <https://rtit.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.

Plainfield Roads and Dam Inundation, CVRPC, Updated 6/19/2013

Plainfield Road and Floodplain, CVRPC, Updated 6/19/2013

Tier II materials storage locations (list)

Appendix A – Disaster Forms.....	A
Local Request for Emergency Declaration	A1
Local Situation Report.....	A2
ICS Forms	A3
Individual Assistance Form	A4
Appendix B – Local Documents.....	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
Appendix C – References & Authorities.....	C
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
Appendix D – Templates	D
NIMS Adoption	D1
Mutual Aid	D2
Emergency Management Ordinance	D3
Delegation of Authority	D4