

Local Emergency Management Plan Municipal Adoption Form

Town/City of MORETOWN
79 STATE STREET
Moretown, VT 05660

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

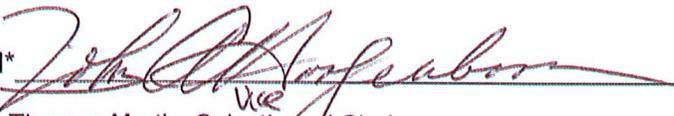
At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

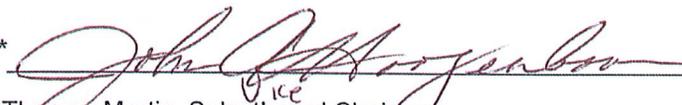
Mark this block if a readopted plan has no changes since the previous year.

Municipality	Moretown
LEMP Adoption Date	4/15/19
NIMS Adoption Date	2/22/16
EMD Name	Stefan Pratt
Position	EMD
Primary Phone	802-505-1625
Alternate Phone	802-882-8218
Email	s.pratt.moretownvt@gmail.com
POC 2 Name	John Hoogenboom
Position	Selectboard Vice Chairman
Primary Phone	802-223-6584
Alternate Phone	802-793-2859
Email	hoogenboom.john@gmail.com
POC 3 Name	Tom Martin
Position	Selectboard Chairman
Primary Phone	802-343-8123
Alternate Phone	802-496-2599
Email	tjmar106@gmail.com

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* 
 Thomas Martin, Selectboard Chairman
 Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* 
 Thomas Martin, Selectboard Chairman
 Printed Name, Selectboard / council member

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Local Emergency Management Plan (LEMP)

Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

Municipal Adoption		
<input checked="" type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input checked="" type="checkbox"/>
	Contact information for local authorities during an emergency	<input checked="" type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input checked="" type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/>
LEMP Required Elements		Page
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	6
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	1
	EOC staff positions and duties (minimum 1)	1
	List of potential EOC staff members (minimum 1)	1
	Facility information for potential EOC locations (minimum 1)	1
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	6
	List of municipal contracts that can be used during an emergency (if any)	6
	List of other local resources that could be used during an emergency (if any)	7
	National Incident Management System (NIMS) Typed Resource List	6
<input checked="" type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	6
	Local website / social media information (if any)	6
	List of local media outlets (if any)	6
	Public notice sites for non-phone/Internet information	6
	Vermont 2-1-1 contact information	6
<input checked="" type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	4
	Identification and monitoring process	5
<input checked="" type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	5
	Opening information for local shelters (if any)	5
	Service information for local shelters (if any)	5
<input checked="" type="checkbox"/>	Contact Information	
	Emergency Management personnel	6,7
	Response organizations	6,7
	Municipal officials / public works	6,7
	State, region, and adjacent municipality contacts	6,7

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Cheryl Brown	Town Administrator
Tom Martin	Selectboard Chairman
John Hoogenboom	Selectboard Vice Chairman

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?	TOM MARTIN, EOC Dir.
Preferred EOC Positions and Duties	
EOC Director Tom Martin	Supervises and directs all EOC activities coordinating municipal support and response
John Hoogenboom	Staffs phones and radio
John Hoogenboom	Tracks and answers any Requests For Information (RFI)
John Hoogenboom	Tracks and coordinates any Requests For Support (RFS)
John Hoogenboom	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Stefan Pratt	EMD, Fire Chief 802-505-1625
Tom Martin	Selectboard Chairman 802-343-8123
John Hoogenboom	Selectboard Vice-Chairman 802-793-2859
Primary EOC Location	
Facility / Address:	Town Offices, 79 School Street, Moretown, Vt. 05660
Phone Numbers:	802-882-8218,
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Moretown Fire Station, 1049 Route 100B, Moretown
Phone Numbers:	802-505-1625
Equipment/Notes:	Emergency equipment, fire gear

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:		Selectboard
Emergency spending limits:	Per our personnel policy \$5,000	
<i>Businesses with Standing Municipal Contracts</i>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
As needed per emergency		
<i>Other Local Resources</i>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Highway Department	Martin Cameron	802-496-4141 802-279-9300
State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<i>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.</i>		

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	N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center	N/A	N/A	N/A	N/A		Hydraulic Excavator, Medium Mass Excavation	1				
Mobile Communications Unit	N/A	N/A	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	N/A	N/A	N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump	1	N/A	N/A	N/A	
Fire Engine (Pumper)	1					Trailer, Small Equipment			N/A	N/A	
Firefighting Crew Transport	N/A	N/A	N/A	N/A		Truck, On-Road Dump	3	N/A	N/A	N/A	
Aerial Fire Truck			N/A	N/A		Truck, Plow	3	N/A	N/A	N/A	
Foam Tender			N/A	N/A		Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer	N/A			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					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	N/A	N/A				Wheel Loader, Medium	1	N/A	N/A		
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	1	N/A	N/A	N/A							

*Information about the NIMS Typed resources can be found at:

4. Public Information and Warning

<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:	Moretownvt.org
Local Newspaper, Radio, TV:	Valley Reporter, WDEV Radio
Public Notice locations:	Moretown Town Office, Moretown Library, Moretown General Store, moretownvt.org website
<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

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)
Residences along the Mad and Winooski Rivers Vt. Route 100B and Vt. Route 2	Stefan Pratt 802-505-1625

6. Shelters

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

<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:	1147 US Route 100B, Moretown Village
Facility Contact(s):	Town Hall
Phone Numbers:	802-882-8218
Shelter Manager:	Tom Martin
Staff Requirements:	Monitor needs
Services:	Warm/Cool Overnight Food Prep
Notes:	
Capacity: 150 Generator? N Pets Allowed? Y	
<i>Alternate Local Shelter</i>	
Location / Address:	458 Vt. Route 100, Duxbury, Vt. 05660
Facility Contact(s):	Harwood Union High School
Phone Numbers:	802-244-5186
Shelter Manager:	Lisa Atwood
Staff Requirements:	Safety/Support
Services:	
Notes:	
Capacity: 700 Generator? Y 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.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Stefan Pratt	802-505-1625			s.pratt.moretownvt@gmail.com
EM Coordinator	John Hoogenboom	802-793-2859			Hoogenboom.john@gmail.com
Local Response Organization Contacts					
Fire Chief	Stefan Pratt	802-505-1625			s.pratt.moretownvt@gmail.com
Assistant/Deputy Fire Chief					
EMS Chief					
Chief of Police or Constable	Raymond Munn	802-793-2746			
State Police or County Sheriff	Vt. State Police	802-229-9191			
Local Dispatch Center	Capital West	911			
Local Public Works Contacts					
Road Foreman	Martin Cameron	802-279-9300			snowman@madriver.com
Road Commissioner	n/a				
Town Garage	Martin Cameron	802-496-4141			snowman@madriver.com
Drinking Water Utility	n/a				
Wastewater Utility	n/a				
Municipal Government Contacts					
Town Administrator	Cheryl Brown	802-279-2924			mselectboard@moretownvt.net
Town/City Manager	n/a				
Selectboard Chair	Tom Martin	802-343-8123			Tjmar106@gmail.com
Selectboard Alt	John Hoogenboom	802-793-2859			Hoogenboom.john@gmail.com
Selectboard Alt	Rae Washburn	802-793-0472			Rwashburn333@aol.com
Town Clerk	Cherilyn Brown	802-882-8218			townclerk@moretownvt.net

