

MORETOWN VT. **LOCAL EMERGENCY OPERATIONS PLAN**

2019

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 & EM Coordinator	Stefan	Pratt	802-505-1625	
Email Address	Cell #	Pager #	Home #	Time Contacted
s.pratt.moretownvt@gmail.com	802-505-1625		802-505-1625	
Job Title	First Name	Last Name	Work #	Radio call sign
Selectboard chairman	Thomas	Martin	802-343-8123	
Email Address	Cell #	Pager #	Home #	Time Contacted
Timar106@gmail.com	802-383-8123		802-496-2599	
Job Title	First Name	Last Name	Work #	Radio call sign
Selectboard vice chair & co-EM Coordinator	John	Hoogenboom	802-793-2859	
Email Address	Cell #	Pager #	Home #	Time Contacted
Hoogenboom.john@gmail.com	802-793-2859		802-223-6584	

County: Washington

Name of town EMD/C: **Stefan Pratt**

Date LEOP adopted: 4/15/19

Date NIMS adopted: **2/22/16**

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):

J. Hoogenboom

Physical Municipal Address: **79 School Street, Moretown, Vt. 05660**

Telephone: 802-882-8218

Fax: 802-329-2221

E-mail: townclerk@moretownvt.net

Alternate communication method: **802-882-8218**

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		
Moretown Town Hall	1147 Route 100B, Moretown Village	802-882-8218	<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		
Moretown Town Hall	1147 Vt. Route 100B, Moretown, Vt.	802-882-8218 802-343-8123		<input type="checkbox"/>	Opened: Closed:
51764 Harwood Union High School	458 Vt. Route 100, Duxbury, Vt.	802-244-5186 Lisa Atwood		<input type="checkbox"/>	Opened: Closed:
Moretown Elementary School	940 Vt. Route 100B, Moretown, Vt.	802-496-3742 Mandy Couturier, Prin.		<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) Assess damages.		<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"/>	

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.
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13) Conduct an after-action review and develop an improvement plan.
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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)
Elementary School & Preschool Daycare Residents	940 Vt. Route 100B, Moretown Village Moretown Village	Mandy Couturier, Principal IC, Stefan Pratt	802-496-3742 802-505-1625	
Riverside Mobile Home Park	2112 River Road, Moretown, Vt.	Unsworth Properties	802-879-4504	
Residences	Along the Mad & Winooski Rivers	IC, Stefan Pratt	802-505-1625	
Randall Daycare	286 Farnham Road, Moretown	E. Randall	802-585-9049	

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
Moretown Landfill	19 Kaiser Drive, Vt. Route 2, Moretown, Vt		

* 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: Moretown Town Hall	1147 Route 100B	Thomas Martin	802-343-8123
Secondary: Moretown Fire Station	1049 Route 100B	Stefan Pratt	802-505-1625
Tertiary:			