

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 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: Fire	First Name:	Last Name :	Work	Radio call sign
Fire chief & EMC	Al	Barber	777 2240	1C1
Email Address	Cell #	Pager #	Home #	Time Contacted
VT13202aol.com	777 2240		482 2687	
Job Title:	First Name	Last Name	Work #	Radio call sign
Police Chief	Frank	Koss	482 3397	M-21
Email Address	Cell #	Pager #	Home #	Time Contacted
fkoss@dps.state.vt.us	318 1440	n/a		
Job Title	First Name	Last Name	Work #	Radio call sign
Select board Chair	John	Trefry		
Email Address	Cell #	Pager #	Home #	Time Contacted
trefryj@gmavt.net			482-2690	

County: **Chittenden**

Date LEOP adopted:

Name of town EMD/C:

Date NIMS adopted:

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: **10632 rt 116 hinesburg vt**

Telephone: **482 2281**

Fax: **482 5404**

E-mail: **hinesburgtown@gmavt.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		
Hinesburg Fire Department	10430 Rt 116	802 482 2455	<input type="checkbox"/>	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			<input checked="" 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		
				<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? <input type="text"/> hrs to <input type="text"/> hrs	<input type="checkbox"/>	
	What is the briefing time? <input type="text"/> 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
Hinesburg Community school	10888 Rt 116				
Annettes play school	96 Pond rd				
Karens Day Care	77 Piette				
Linda Leclair's day care	2093 silver St				
Champlain Valley Union H.S	369 CVU Rd				
Kellys field	Kellys field rd				
Any Private Daycare					

Planning Task #2					
Major High Hazard and/or Vulnerable Sites List (locations to check for damage)			Complete this information during an incident		
Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying area)	Site Location (physical location)	Checked by	Status	Time	Status
Sunset Lake Dam,	Behind Iroquois Manufacturing				
Canal Dam	Rt 116 @ Mechanicsville rd				
Nestec Dam	Behind Nestec 223 Commerce ST				
Lake Iroquios Dam	Wood Run				
Lewis creek rd					
Shelburne falls rd					
Swamp Rd					

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

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				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)						Trailer, Small Equipment			N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump						
Aerial Fire Truck			N/A	N/A		Truck, Plow						
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)				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						
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://rflit.ptaccenter.org/Public/Combined>

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
Resource Lists.....	B5
Maps, Diagrams, Plans, and Attachments.....	B6
CPOD Profile.....	B6.1
Appendix C – References & Authorities	C
Emergency Relief and Assistance Fund.....	C1
Vermont Stream Alteration Rule.....	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