

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Nick Emlen	Rick Kehne
Denise Wheeler	Toby Talbot
Elizabeth Copeland	Jacob Aho

## 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?	EMD, EMC, or Selectboard Chair, coordinated by phone, text or radio

**Functions of the positions within the EOC.** Depending on the specific emergency and available staff, positions and functions may be combined or subdivided.

Position	Job Description
EOC Director	- Supervises and directs all EOC activities coordinating municipal support and response
Admin	- Maintains operations log - Supports incident commanders in documenting expenses for reimbursement
Situational Awareness	- Updates status board and map - Tracks and answers any Requests for Information (RFI) from Incident Commander(s) and town officials
Logistics Support	- Tracks and coordinates fulfillment of any Requests for Support (RFS) from Incident Commander(s) - Provides resources for the EOC itself (e.g. coffee, food, sleeping areas, batteries, fuel for generator etc.)
Communications Support	- Staffs phones and radio
Public Information Officer	- Produces and posts public information and press releases

## Potential EOC Staff

 List anyone who the municipality might use to staff the EOC

Denise Wheeler	logistics, PIO, admin
Betty Copeland	logistics, PIO, admin
Rick Kehne	situational awareness, road crew liaison
Toby Talbot, EMC	situational awareness, liaison to road crew & incident command
Nick Emlen, EMD	any
Bill Powell	liaison with electric and telecommunication/ internet utilities
Barbara Butler	communications, admin
Anne Toolan	liaison to road crew and selectboard
Jacob Aho	communication systems, situational awareness

# Local Emergency Management Plan

<b>Primary EOC Location</b>	
Facility / Address:	Calais Town Hall, 1662 Kent Hill Rd, E. Calais
Phone Numbers:	802-456-1110 (outgoing calls are local only)
Equipment/Notes:	Installed summer 2023: cell signal booster, radio antenna, auxiliary power generator, AED
<b>Alternate EOC Location</b>	
Facility / Address:	Calais Elementary School, 321 Lightning Ridge Rd, Calais
Phone Numbers:	School office 802-454-7777 x4 Cat Fair 802-793-0790 (cell) Chris Tuller 802-456-1317 (home), 802- 249-2873 (cell)
Equipment/Notes:	Generator, kitchen, landline, radio, cellular service

### 3. Resources

Purchasing agents for emergencies: Selectboard		
Emergency spending limits:	None authorized currently. Reserve fund for emergency spending will be proposed with an article on the warrant for 2024 town meeting	
<b>Businesses with Standing Municipal Contracts</b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Diesel	Packard Fuels, E. Montpelier	802-262-3835
Propane	Suburban Propane, Morrisville	802-888-2345
Gravel, sand	J.A. McDonald, Lyndon Center	802-626-5201
Salt	Barrett Trucking, Burlington (distributor) (Billing with Cargill)	802-863-1311
Computer systems	RB Technologies, E. Montpelier	802-223-4448
Security systems	Mountain View Security, Montpelier	802-479-5361
NEMRC, Fairfax		800-387-1110
Washington County Sheriffs		802-223-3001
E. Montpelier Fire Dept		802-225-6245
Woodbury Fire Dept		802-472-5050

# Local Emergency Management Plan

## 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:	Front Porch Forum <a href="https://frontporchforum.com">https://frontporchforum.com</a> Calais website <a href="https://www.calaisvermont.gov/">https://www.calaisvermont.gov/</a>
Local Newspaper, Radio, TV:	WDEV 802-244-1777 WGDR 802-276-0365 WSKI 802-223-5275 WCAX 802-652-6454 Times Argus 802-479-0191 Hardwick Gazette 802-472-6521
Public Notice locations:	Post Offices, Adamant Coop, Maple Corner Community Store, East Calais General Store, Town office
<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)	Capital West Dispatch 802-223-3445
Calais Elementary School - Cat Fair	456-7777 456-1007 793-0790
Daycare- 287 North Calais Road - Shannon Davis	456-1060 802-522-8494
Cabin Cub's Daycare – Gretel-Ann Fischer	

# Local Emergency Management Plan

## 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:	BOR, 25 Auditorium Hill, Barre, VT
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 833-583-3111
Phone Numbers:	

### **Primary Local Shelter**

Location / Address:	Calais Elementary School/ / 321 Lightening Ridge Rd.
Facility Contact(s):	Cat Fair; Chris Tuller
Phone Numbers:	802-454-7777 802-793-0790 802-456-1007
Shelter Manager:	Cat Fair/ school principal. If ARC is brought in, joint management
Staff Requirements:	
Services:	Warm Overnight Food Prep Shower
Notes:	Evacuation capacity: 123 Post impact capacity: 60
	Generator? <b>Y / N</b> Pets Allowed? <b>Y / N</b>

### **Alternate Local Shelter #1**

Location / Address:	Calais Town Hall, 1662 Kent Hill Rd
Facility Contact(s):	Betty Copeland Denise Wheeler
Phone Numbers:	802-793-8300 802-397-2007 802-456-8730
Shelter Manager:	
Staff Requirements:	
Services:	
Notes:	Evacuation capacity: 100 Post impact capacity: 27
	Generator? <b>Y / N</b> Pets Allowed? <b>Y / N</b>

### **Alternate Local Shelter #2**

Location / Address:	Maple Corner Community Center, 84 W. County Rd
Facility Contact(s):	Dirk Van Susteren, Jamie Moorby, Nancy Toulis
Phone Numbers:	802-223-4702 802-595-2413 802-793-3256 802-595-9525
Shelter Manager:	
Staff Requirements:	
Services:	Independently operated. Kitchen, one bathroom – no shower
Notes:	Evacuation capacity: 50
	Generator? <b>Y / N</b> Pets Allowed? <b>Y / N</b>

# Local Emergency Management Plan

<b>National Incident Management System (NIMS) Typed Resources*</b>											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	1
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A	1	Road Sweeper	N/A	N/A	N/A	N/A	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	1
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)	3					Trailer, Small Equipment	N/A	N/A	N/A	N/A	1
Firefighting Crew Transport	1			N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	
Aerial Apparatus, Fire						Truck, Plow	N/A	N/A	N/A	N/A	5
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering		1			
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pump, Water Distribution					
Fire Boat				N/A		Water Pump, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A		Wheel Loader, Medium	N/A	N/A	N/A	N/A	1
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A	1
Generator	N/A	N/A	N/A	N/A	1	Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A	2						

