



CITY COUNCIL Agenda Item #19-148(e)

Date: May 8, 2019

Consent X Discussion Time Sensitive X

SUBJECT: Local Emergency Management Plan

SUBMITTING DEPARTMENT: Fire Department

RECOMMENDED ACTION: Approve Plan

RELATED COUNCIL GOAL/PRIOR ACTION: Public Health and Safety; Responsive & Responsible Government

EXPENDITURE REQUIRED: NA

SOURCE OF FUNDS: NA

LEGAL REQUIREMENTS: The City must keep our LEOP current (annually) to be eligible for federal grant funding, and 75% FEMA funding in situations of a major loss from weather related events.

BACKGROUND INFORMATION: Every year, a Local Emergency Management Plan must be submitted to the Vermont Department of Emergency Management.

SUPPORTING DOCUMENTS: Emergency Management Plan. It is expected that the plan will be approved as is. However, it will be reviewed by the Central Vermont Regional Planning Commission on Monday, May 6th. If there are any changes made, we will provide you with those changes. This is time sensitive.

INTERESTED PARTIES: Emergency Management

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman".

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>Fire Chief / Emergency Management Coordinator</i> Robert Gowans	
William Fraser City Manager	Emergency Management Director

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?	Emergency management coordinator or director
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC Staff	Staffs phones and radio
Operations Officer	Tracks and answers any Requests For Information (RFI)
Logistics Officer	Tracks and coordinates any Requests For Support (RFS)
Public information Officer	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
William Fraser	802-522-5846
Robert Gowans	802-371-9633
Anthony Facos	802-839-6616
Sue Allen	802-279-8493
Jamie Granfield	802-734-5740
Kristine Hepburn	802-522-0440
Tom McArdle	802-229-8152
Todd Provencher	802-262-6253
Primary EOC Location	
Facility / Address:	Montpelier Police Department 1 Pitkin Ct
Phone Numbers:	802-223-3445
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Montpelier Water Treatment Plant

	Paine Turnpike Berlin Vt
Phone Numbers:	802-229-1401
Equipment/Notes:	

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: William Fraser Robert Gowans		
Emergency spending limits:	No Limits / As needed	
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
No Contracted Businesses		
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Local Contractors		
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		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			2			
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted		2				
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		1		Trailer, Small Equipment	1		N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump			9	6		
Aerial Fire Truck			N/A	N/A		Truck, Plow		6	6	4		
Foam Tender			N/A	N/A		Truck, Sewer Flusher	1					
Hand Crew						Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering				4		
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution				4		
Fire Boat				N/A		Water Pumps, Wastewater				4		
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		2				
Aerial Lift - Truck Mounted			1			Wheel Loader, Large						
Air Compressor				2		Wheel Loader, Medium						
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small	2			N/A		
Electronic Boards, Arrow						Wheel Loader, Skid Steer			1	N/A		
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler						
Floodlights	6			N/A		Wood Chipper	1	N/A	N/A	N/A		
Generator		4				Wood Tub Grinder						
Grader		1		N/A								

*Information about the NIMS Typed resources can be found at: <https://rtilt.preptoolkit.fema.gov>

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:	City of Montpelier Face Book Page Front Porch Forum Montpelier Police Face Book Page
Local Newspaper, Radio, TV:	Times Argus WDEV
Public Notice locations:	
<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>
Union Elementary School	Principle 225-8201
Main Street Middle School	Principle 223-3404
Montpelier High School	Principle 225-8010
Heaton Woods Nursing Home	Director 229-9232
Gary Home	Director 223-3881
Westview Meadows	Director 223-1068
Pioneer Apartments	Director 229-9232
Lane Shop Apartments	Director 229-9232
Senior Center	Director 223-2518
Multiple Day Care Centers	
Lower State St. area	
60 State St Parking Lot	
Municipal Bridges	
Waste Water Treatment Plant	
Water Treatment Plant	

State Heat Plant Behind 120 State St.	
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6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
Spontaneous Sheltering	
<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 	
Regional Shelter	
Location / Address:	Barre Auditorium
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	802-476-0257
Primary Local Shelter	
Location / Address:	Montpelier City Hall
Facility Contact(s):	Sue Allen
Phone Numbers:	802-223-9502
Shelter Manager:	Sue Allen
Staff Requirements:	
Services:	Warm/Cool
Notes:	Not an over night Shelter Capacity: 40 Generator? Y Pets Allowed? N
Alternate Local Shelter	
Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	 Capacity: Generator? Y / N Pets Allowed? Y / 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	William Fraser	802-223-9502	802-522-5846		wfraser@montpelier-vt.org
EM Coordinator	Robert Gowans	802-229-4913	802-371-9633		rgowans@montpelier-vt.org
Local Response Organization Contacts					
Fire Chief	Robert Gowans	802-229-4913	802-371-9633		rgowans@montpelier-vt.org
Assistant/Deputy Fire Chief	James Quinn	802-229-4913	802-777-0000		jquinn@montpelier-vt.org
EMS Chief	Robert Gowans	802-229-4913	802-371-9633		rgowans@montpelier-vt.org
Chief of Police or Constable	Anthony Facos	802-223-3445	802-839-6616		afacos@montpelier-vt.org
State Police or County Sheriff	VSP Middlesex				
Local Dispatch Center	Montpelier Police	802-223-3445			
Local Public Works Contacts					
Road Foreman	Tom McArdle	802-262-6275	802-229-8152		
Road Commissioner					
Town Garage	Montpelier	802-223-9510			
Drinking Water Utility	Tom McArdle	802-262-6275	802-229-8152		
Wastewater Utility					
Municipal Government Contacts					
Town Administrator					
Town/City Manager	William Fraser	802-223-9502	802-522-5846		wfraser@montpelier-vt.org
Selectboard Chair	Mayor Anne Watson				
Selectboard Alt					
Selectboard Alt					
Town Clerk	John Odum	802-262-6263			

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Treasurer / Finance	Todd Provencher	802-262-6253			tprovencher@montpelier-vt.org
Town Health Officer	Robert Gowans	802-229-4913	802-371-9633		rgowans@montpelier-vt.org
Forest Fire Warden	Robert Gowans	802-229-4913	802-371-9633		rgowans@montpelier-vt.org
Animal Control Officer					
School Contact #1	Libby Bonesteel	802-223-9796			
School Contact #2					
School District Office					
Other Contacts					

Contact Information