This is the Vermont long form template for a Local Emergency Management Plan (LEMP). This document is intended to guide, but not limit, municipalities in writing a LEMP. Municipalities may expand, change, or reduce this format so long as the final plan covers all essential components. Text in red underlined is meant as direction or explanation - delete it from the final document, including this paragraph!

1. Overview.

    1.1. Purpose. This is the Local Emergency Management Plan (LEMP) for MUNICIPALITY. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). This is not a tactical plan for first response fire, emergency medical service, or law enforcement issues. This base document details general municipal Emergency Management activities, while the enclosures and (optional) annexes provide quick reference materials for specific tasks and incidents.

    1.2. Planners. The following people are the Emergency Management (EM) stakeholders who wrote and maintain this plan.
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2. Normal Operations. Describe how officials get and share information leading up to a municipal-level emergency.

3. Municipal Emergency Operations Center (EOC) Activation.

    3.1. General. The EOC should activate when there is an incident that requires significant coordination between responders, municipal officials, and/or residents. This plan routinely uses the term EOC, but in some cases the municipal EOC may also serve as the municipal Incident Command Post (ICP). See Enclosure 2 for facility, organization, and staffing details and specific incident annexes for action plans and municipal command and coordination relationships.

    3.2. Decision to Activate. Describe who makes the decision to activate the EOC and how.

    3.3. Location. Describe who sets the EOC location and list the best options.

4. Emergency Operations. This plan provides the general operating framework for municipal Emergency Management for events that require some form of municipal Emergency Operations Center (EOC) or Incident Command Post (ICP), not for emergencies that the on-scene Incident Command structure can handle internally. For what to do during specific incidents, see any incident annexes.

    4.1. Incident Command and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of the response. In some cases, the EOC will support the ICs, but in some cases the EOC may also be the municipal ICP.

    4.2. Maintain Situational Awareness. Describe major systems the EOC uses to maintain situational awareness.

    4.3. Coordinate Resource Requests. See Enclosure 3. Describe major systems the EOC uses to coordinate resource requests.

    4.4. Provide and Monitor Public Information. See Enclosure 4. Describe how the EOC provides emergency alerts and Public Information.

    4.5. Vulnerable Populations. See Enclosure 5. Describe how the EOC identifies, monitors the needs of, and coordinates support for vulnerable populations that are at risk during an emergency.

    4.6. Sheltering and Care. See Enclosure 6. Describe how the municipality activates shelters or otherwise supports displaced residents.

    4.X. Include other general operational topics in this paragraph as desired.

Include other major paragraphs in the base plan as desired.

Enclosures: (Required components of the LEMP)
1 - Contact Information
2 - Emergency Operations Center (EOC)
3 - Resources
4 - Public Information and Warning
5 - Vulnerable Populations
6 - Sheltering and Care

Annexes: (Optional components of the LEMP - create and letter as needed)
Z - Supporting Documentation

Use this table to record all contact information in one place. ALL of the listed entries are examples/suggestions - add, modify, or delete entries, rows/columns, and sections as desired to record contact information for the people and organizations that are relevant to YOUR municipality. Delete this text for the final version.

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EM Director (EMD)		H:000-000-0000	M:000-000-0000	W:000-000-0000	John.doe@abc.com
EM Coordinator (EMC)					
Public Information Officer (PIO)					
EOC Volunteer					
EOC Volunteer					
EOC Volunteer					
Local Response Organization Contacts					
Fire Chief					
Assistant/Deputy Fire Chief					
EMS Chief					
Chief of Police or Constable					
State Police or County Sheriff					
Local Dispatch Center					
Local Public Works Contacts					
Road Foreman					
Road Commissioner					
Town Garage					
Drinking Water Utility					
Wastewater Utility					

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Municipal Government Contacts					
Town Administrator					
Town/City Manager					
Selectboard Chair					
Selectboard Alt					
Selectboard Alt					
Town Clerk					
Town Treasurer / Finance Officer					
Town Health Officer					
Forest Fire Warden					
Animal Control Officer					
School Contact #1					
School Contact #2					
School District Office					
Other					
Local Contacts					
Red Cross		800-660-9130			
VT211		211	802-652-4636		
Electrical Utility					
Gas Utility					
Telecom Utility					
Mobile Telecom Utility					
Utility - other					

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Primary Shelter Contact					
Primary Shelter Alt Contact					
Alt. Shelter Contact					
Alt. Shelter Alt Contact					
Senior Center Contact					
Health Center/Clinic					
Mental Health Services					
Home Health Services					
Nursing Home					
Nursing Home					
Child Care					
Child Care					
Child Care					
Private School					
Private School					
Mobile Home Park					
Mobile Home Park					
Local Community Service Org					
Local Community Service Org					
ATV or Snowmobile Club					
Town Bank Contact					
24 Hour Fuel					
Predesignated Contractor					
Local Contractor					
Local Contractor					
Local Building Supply					
Equipment Rental Center					

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Food Vendor or Prep					
Local Food Vendor or Prep					
Outdoor Club/Scout Troop					
High School Student Group					
Local College Resource					
Animal Shelter / Kennel					
Disaster Animal Rescue Team (DART)					
Adjacent Municipalities					
Town 1 EMD					
Town 1 EOC					
Town 2 EMD					
Town 2 EOC					
Town 3 Clerk					
Town 4 Selectboard Chair					
STATE/FEDERAL Partners					
State Emergency Operations Center (SEOC)		800-347-0488			
VTrans District Tech					
Vermont Dept of Health					
State HazMat		800-641-5005			
VT DPS Fire Safety Office					
ANR River Engineer					
ANR Floodplain Manager					
ANR Dam Engineer					
Regional Planning Commission					

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
		Primary	Alternate	Alternate	
Railroad Contact					
U.S. Coast Guard					
U.S. Forest Service					
Other Agency					

1. Concept. The Emergency Operations Center (EOC) is an organization that coordinates information, support, and response across the municipality for Incident Commanders and government officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

2. EOC Organizational Structure.

This is one possible structure for a municipal EOC. The October 2017 National Incident Management System (NIMS) document provides three examples, including an Incident Support Model (ISM) similar to this, a departmental model that may work well for large towns and cities, and an ICS-like model. Smaller towns might have a structure with only one, two, or three people. **Municipalities should plan for and use whatever structure works for them; they should NOT plan for a structure they will not use or cannot staff.**

2.1. This is the preferred operating structure for MUNICIPALITY.

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        ┌──────────────┐
        │ EOC Director │
        └──────┬───────┘
        ┌──────┴──────┐
   ┌────────┐    ┌────────┐
   │Position│    │Position│
   └────────┘    └────────┘
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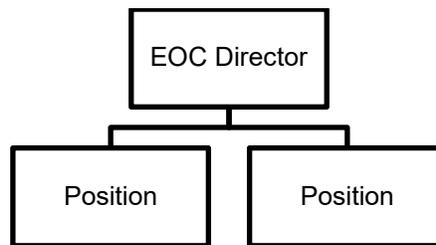
2.2. These are the functions of the positions within the preferred operating structure above. Depending on the specific emergency and staff available, positions and functions may be combined or subdivided.

Position	Job Description

3. Potential EOC Staff. List anyone who the municipality might use to staff the EOC. Include contact information in Enclosure 1.

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4. Primary EOC Facility.

1. Title and E911 Address:
2. Phone Number(s):
3. Mobile service available / provider:
4. EOC risk factors:
5. Facility Contact:
6. Access: Location of Key, Entrance Code hint, Security Alarm, etc
7. Internet: DSL, Cable / WiFi - include how to find password
8. Available Equipment:
9. Equipment needed (and where it is / who has it):
10. Backup power / instructions:

For a full EOC checklist, check out the FEMA Emergency Operations Center Assessment Checklist: https://www.fema.gov/emergency-operations-center-assessment-checklist

5. Alternate EOC Facility.

1. Title and E911 Address:
2. Phone Number(s):
3. Mobile service available / provider:
4. EOC risk factors:
5. Facility Contact:
6. Access: Location of Key, Entrance Code hint, Security Alarm, etc
7. Internet: DSL, Cable / WiFi - include how to find password
8. Available Equipment:
9. Equipment needed (and where it is / who has it):
10. Backup power / instructions:

For a full EOC checklist, check out the FEMA Emergency Operations Center Assessment Checklist: https://www.fema.gov/emergency-operations-center-assessment-checklist

1. Concept. The Emergency Operations Center (EOC) can coordinate resource support for Incident Commander(s). The municipality should **use municipal resources, mutual aid agreements, and local purchases first** to get resources for response as needed and available. 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.

    1.1. State support that is usually at no cost to the municipality:
- 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

    1.2. State support the municipality will normally eventually have to pay for:
- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

    1.3. The state may be able to provide resources at no expense, and in major disasters there may be state and federal funds available to help defray expenses, but **normally municipalities are responsible for paying for emergency response costs**.

2. Emergency Purchasing.

    2.1. Authority. Describe who has authority to authorize purchases, and to what limits, during an emergency.

    2.2. Processes. Describe local processes for purchasing during an emergency - town contracting, reimbursement, who has credit cards, etc.

3. Businesses with Standing Municipal Contracts. List any businesses that have standing contracts for services that can be used in an emergency. List contact information in Enclosure 1 so that it only needs to be updated in one place.
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4. Other Local Resources. List any local organizations, businesses, or individuals that have resources or expertise that might be useful during an emergency and summarize what they can offer. List contact information in Enclosure 1 so that it only needs to be updated in one place.

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5. 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					
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://rtlt.preptoolkit.org

1. Concept. During any 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.

2. Public Information Officer (PIO) Coordination. Describe how the municipality will handle PIO duties and coordinate public information with Incident Commanders.

3. Releasing Public Information.

   3.1. Emergency Notifications. The VT-Alert notification system can send phone messages to all landlines in an area, and phone calls, text messages, and emails to people who have registered for them. Municipalities that have opted to be able to use VT-Alert directly should include a quick description of who can publish notifications and how they do so, otherwise include directions to call the state to release notifications.

   3.X. Use other subparagraphs to describe the PIO responsibilities and processes for releasing public information.

4. Monitoring Public Information. Describe the PIO responsibilities and processes for monitoring public information.

5. Vermont 2-1-1. To coordinate for Vermont 2-1-1 to give out information during a local or regional emergency, call 2-1-1 directly and pass on the critical information. 2-1-1 will pass that information on to any residents who call.

1. Concept. During a long duration emergency, the Emergency Operations Center (EOC) may need to monitor the needs of and coordinate support for vulnerable populations.

2. Risk Determination. An Incident Commander determines whether vulnerable populations may be at risk based on the emergency and its potential impact on local residents.

3. Identification. Describe how to identify potentially vulnerable people.

4. Contact and Monitoring. Describe how to monitor whether potentially vulnerable people need help.

5. Organizations and Facilities that Serve Vulnerable Populations. The following organizations routinely work with people who may have short or long term special needs. List any organizations, medical facilities, etc. that provide essential or social services that might be interrupted during a disaster, along with a brief description of what they do (but list contact information in Enclosure 1 so that it only needs to be updated in one place).

- CARE (Citizen Assistance Registration for Emergencies) - Vermont E911 and 211 database of people who may need special help during an emergency, available through supporting Public Safety Answering Point (PSAP)
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1. Concept. During some emergencies, the Emergency Operations Center (EOC) will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

2. Spontaneous Sheltering. If there is no local shelter available:
- 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.

3. Daytime Shelters. List local facilities where people may be able to go during the day to get information, stay warm/cool, charge electronics, etc.

4. Overnight Shelters. Identify local facilities where people may be able to stay overnight and get services such as meals and showers. Note that the American Red Cross will not normally operate a local shelter for the first few days of an emergency. Local shelters should have a trained shelter manager and staff and ideally each shelter will have its own plan and/or a shelter agreement with the municipality.