

Local Emergency Management Plan Municipal Adoption Form

Town/City of East Haven

East Haven, **VT**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

Municipality	East Haven
LEMP Adoption Date	February 13, 2020
NIMS Adoption Date	January 8, 2011
EMD Name	Francis Loynd
Position	EMD
Primary Phone	978-394-2886
Alternate Phone	
Email	frloynd@gmail.com
POC 2 Name	Kirwin Flanders
Position	Selectboard Chair
Primary Phone	802-467-8849
Alternate Phone	
Email	kirflanders@yahoo.com
POC 3 Name	Kerri Fillion
Position	Town Clerk
Primary Phone	802-467-3772
Alternate Phone	802-751-5580
Email	tclerk1790@gmail.com

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* Francis Loynd- EMD/Selectboard _____

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* Kirwin Flanders- Selectboard Chair _____

Printed Name, Selectboard / council member

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

Municipal Adoption		
<input type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input type="checkbox"/>
	Contact information for local authorities during an emergency	<input type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/>
LEMP Required Elements		Page
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	
	EOC staff positions and duties (minimum 1)	
	List of potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1)	
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	
	List of municipal contracts that can be used during an emergency (if any)	
	List of other local resources that could be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List	
<input checked="" type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	
	Local website / social media information (if any)	
	List of local media outlets (if any)	
	Public notice sites for non-phone/Internet information	
	Vermont 2-1-1 contact information	
<input checked="" type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	
	Identification and monitoring process	
<input checked="" type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	
	Opening information for local shelters (if any)	
	Service information for local shelters (if any)	
<input checked="" type="checkbox"/>	Contact Information	
	Emergency Management personnel	
	Response organizations	
	Municipal officials / public works	
	State, region, and adjacent municipality contacts	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Kerri Fillion-Town Clerk	Bruce Melendy-NVDA
Kirwin Flanders-Selectboard Chair	
Francis Loynd-Selectboard/EMD	

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, Select Board
Preferred EOC Positions and Duties	
EOC Director	Francis Loynd-EMD, Supervises and directs all EOC activities coordinating municipal support and response
Nancy Greenwood	Staffs phone and radios
Kerri Fillion	Tracks and answers any requests for information (RFI) Tracks and answers any requests for support (RFS) Finances
EMD/Selectboard	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Francis Loynd	978-394-2886
Kerri Fillion	802-751-5580
Kirwin Flanders	802-467-8849
Nancy Greenwood	802-467-3772
George Ruggles	802-535-4785
Primary EOC Location	
Facility / Address:	
East Haven Community Building 64 Community Road, East Haven	
Equipment/Notes:	Internet Access, Full kitchen, Generator, Restrooms, Telephone, conference room

<i>Alternate EOC Location</i>	
Facility / Address:	East Haven Fire Station 1419 Route 114
Phone Numbers:	No telephone
Equipment/Notes:	Restroom, no generator

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: Select Board/Town Clerk/EMD/Road foreman		
Emergency spending limits:	\$1000.00	
<i>Businesses with Standing Municipal Contracts</i>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
<i>Other Local Resources</i>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Hardware/Building Supplies/Plumbing/Electrical supplies	Lyndonville Hardware	802-626-5461
Hardware/Building Supplies/Plumbing/Electrical Supplies	Wheeler Building Supplies, Lyndonville	802-626-5102
Hardware/Building Supplies/Plumbing/Electrical Supplies	Gervais Hardware, Brighton	802-723-6138
Gravel/Sand/Stone/Heavy Equipment	David Deth Excavating	802-467-8833
Gravel/Sand/Stone/Heavy Equipment	Calkins Rock Products	802-626-5755
Food/Hot food/sandwiches/water	East Burke Market	802-626-5010
Food/Hot food/sandwiches/ water	White's Market-Lyndonville	802-626-5339 802-626-3654
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:

- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

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.

National Incident Management System (NIMS) Typed Resources

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

Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.org>

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:	North Country Union High School, 209 Veterans Avenue, Newport
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	802-334-7921

Primary Local Shelter

Location / Address:	East Haven Community Building 64 Community Road
Facility Contact(s):	Kirwin Flanders, Frances Loynd, Kerri Fillion
Phone Numbers:	802-467-8849 978-394-2886 802-751-5580
Shelter Manager:	Selectboard
Staff Requirements:	Minimum of 2
Services:	Warm/Cool-overnight-Y Food Prep.-Y Showers-N Healthcare-N Restrooms, full kitchen-cafeteria, conference room, gymnasium
Notes:	Capacity: 100 Generator: Yes Pets Allowed? Yes

Alternate Local Shelter

Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	
Notes:	Capacity: Generator? Pets Allowed?

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	Francis Loynd	978-394-2886			frloynd@gmail.com
EM Coordinator					
Local Response Organization Contacts					
Fire Chief	Brian Greer, East Burke Fire Department	802-626-5484			
Assistant/Deputy Fire Chief					
EMS Chief					
Chief of Police or Constable					
State Police or County Sheriff	VSP- St. Johnsbury, Essex County Sheriff's Department	802-748-3111			
Local Dispatch Center	VSP-Williston	802-676-3500			
		802-748-3111			
Local Public Works Contacts					
Road Foreman/Commissioner	David Frizzell-Road Foreman	802-626-5083	802-751-9430		
Town Garage	East Haven Town Garage	802-467-3772			
Drinking Water Utility	None				
Wastewater Utility	None				
Municipal Government Contacts					
Selectboard Chair	Kirwin Flanders	892-467-8849			kirflanders@yahoo.com
Selectboard	Francis Loynd	978-394-2886			frloynd@gmail.com
Selectboard	George Ruggles, Jr.	802-535-4785			

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	