

## Local Emergency Management Plan Municipal Adoption Form

**Town of Elmore  
1175 Vermont Route 12  
Elmore, VT 05657**

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.

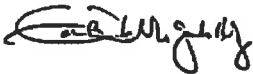
At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

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.

Municipality	Town of Elmore
LEMP Adoption Date	April 25, 2009
NIMS Adoption Date	October 12, 2005
EMD Name	Michel Lacasse
Position	EMC
Primary Phone	W: 802-888-5485
Alternate Phone	H: 802-888-4330
Email	Michel.elmore@hotmail.com
POC 2 Name	Caroline DeVore
Position	Select Board Chair
Primary Phone	M: 617-803-7222
Alternate Phone	H: 802-888-0002
Email	cdevore@elmorevt.org
POC 3 Name	Brent Hosking
Position	Fire Chief
Primary Phone	W: 802-888-3448
Alternate Phone	
Email	elmorelife@aol.com

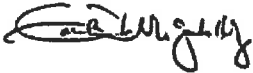
Mark this block if a readopted plan has no changes since the previous year.

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

P  
Signed\*  \_\_\_\_\_  
Caroline DeVore Grohse-Holz

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\*  \_\_\_\_\_  
Caroline DeVore Grohse-Holz  
Printed Name, Selectboard / council member

**Once completed, send adoption form 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

Municipal Adoption	
	Municipal Adoption Form
	Municipal adoption of National Incident Management System (NIMS)
	Contact information for local authorities during an emergency
	Certification that LEMP meets Vermont NIMS / Implementation Guidance
	LEMP adoption by local selectboard / city council (annual)
	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
	Planners
	List of people who wrote / maintain the LEMP
	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)
	Resources
	Emergency purchasing agent and spending limits (if any)
	List of standing municipal contracts that can be used during an emergency
	National Incident Management System (NIMS) Typed Resource List
	List of other local resources that could be used during an emergency
	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
	Vulnerable Populations
	List of organizations/facilities that serve local vulnerable populations
	Identification and monitoring process
	Shelters
	Spontaneous and regional shelter information
	Opening information for local shelters (if any)
	Service information for local shelters (if any)
	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>

# 2019 Local Emergency Management Plan

## 1. Emergency Management (EM) planners

*These are the people who wrote and/or maintain this plan.*

Caroline DeVore, Select Board Chair	
Sharon Draper, Town Clerk	

## 2. Municipal Emergency Operations Center (EOC)

*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.*

Who, by position, can activate the EOC?		Director or Coordinator
<b>Preferred EOC Positions and Duties</b>		
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response ( <b>reports to Selectboard/Council</b> )	
EOC Coordinator	Assists EOC Director with all activities; Tracks and coordinates any Requests For Support (RFS) for non-municipal resources	
EOC Call Taker	Assists EOC Coordinator; Staffs phones and radio	
EOC Public Information Officer	Produces and posts public information and press releases; Tracks and answers any Requests For Information (RFI) from media. Oversee any Rumor Control.	
EOC Safety/Security Officer	Tracks staffs and volunteers responding to emergency; ensures safety of EOC and controls access of EOC staff, volunteers & visitors to EOC	
<b>Potential EOC Staff Members</b>		
<i>Name</i>	<i>Notes / Contact Information</i>	
Michel Lacasse	EOC Director, Work: 802-888-5485 Home: 802-888-4330 Pager: 802-240-1570	
Caroline DeVore	EOC Coordinator, Cell: 617-803-7222, Home: 802-888-0002	
Sharon Draper	EOC Call Taker, Work: 802-888-2637, Cell: 802-279-7028, Home: 802-888-3027	
Brent Hosking	EOC Safety/Security Officer 802-888-3448	
<b>Primary EOC Location</b>		
Facility / Address:	Town Garage/Fire Dept., 343 Beach Road	
Phone Numbers:	802-888-5485	
Equipment/Notes:		
<b>Alternate EOC Location</b>		
Facility / Address:	Town Office, 1175 VT R 12	
Phone Numbers:	802-888-2637	
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:		EMD, Selectboard
Emergency spending limits:	EMD has \$1,000 spending limit, Selectboard has all other spending authorities.	
<b>Businesses with Standing Municipal Contracts</b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Examples: snow plowing, trash hauling, tree-leaf removal, hardware stores, gasoline stations, computer IT, etc		
Trash Hauling	Casella Waste Management	888-483-8417
<b>Other Local Resources</b>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Similar to above but without standing contract in place		
Other examples: businesses or individuals or organization with specialized skills		
State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police and Special Teams</li> <li>• Community Emergency Response Teams (CERTs)</li> <li>• Swiftwater Rescue Teams</li> <li>• Regional Shelter Support</li> <li>• State government agency expertise / services</li> <li>• Federal response agency expertise</li> </ul> State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> <li>• Supplies and equipment (including sandbags)</li> <li>• VTrans Equipment and Personnel</li> <li>• Vermont National Guard Support</li> </ul>		
<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	1	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)	2					Trailer, Small Equipment	1		N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump		2	1		
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		1			
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small	1			N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights	2			N/A		Wood Chipper	1	N/A	N/A	N/A	
Generator						Wood Tub Grinder					
Grader	1			N/A							

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

**4. Public Information and Warning** This section is new compared to 2018 LEOP

<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:	Post information on the Town Website <a href="http://www.elmorevt.org">www.elmorevt.org</a>
Local Newspaper, Radio, TV:	News & Citizen, WLVB, Front Porch Forum
Public Notice Locations:	Town Clerk’s Office, Town Hall, Elmore Store
<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) <a href="https://e911.vermont.gov/care">https://e911.vermont.gov/care</a>	(Supporting PSAP)
Elmore School, 1199 Vermont RT 12	802-888-2966
Elmore State Park, VT RT 12	802-476-0181

## 6. Shelters Copy

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<b>Spontaneous Sheltering</b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b>Regional Shelter</b>	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
<b>Primary Local Shelter</b>	
Location / Address:	Fire Department, 343 Beach Road
Facility Contact(s):	Brent Hosking
Phone Numbers:	802-888-5485
Shelter Manager:	
Staff Requirements:	N/A
Services:	Warm/Cool Overnight Food Prep
Notes:	
Capacity: 50      Generator? Yes      Pets Allowed? No	
<b>Alternate Local Shelter</b>	
Location / Address:	Elmore School, 1199 VT RT 12
Facility Contact(s):	AnnaMary Anderson
Phone Numbers:	802-888-2966
Shelter Manager:	
Staff Requirements:	N/A
Services:	Warm/Cool Overnight Food Prep
Notes:	
Capacity: 20      Generator? No      Pets Allowed? No	

### Annexes (Optional, create and letter as needed)

<p><b>See list below.</b></p> <p>See also list of maps created by CCRPC for municipality's All-Hazards Mitigation Plan <a href="https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/#municipal-plans">https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/#municipal-plans</a> as example of types of maps CCRPC could provide as an Annex. We can also make maps showing locations of multi-family buildings, nursing homes, assisted or senior living facilities, mobile home parks, etc.</p>
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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	
<b>Local Emergency Management Team</b>					
EM Coordinator	Brent Hosking	802-888-3448			elmorelife@aol.com
<b>Local Response Organization Contacts</b>					
Fire Chief	Brent Hosking	802-888-3448	802-888-5485		elmorelife@aol.com
Assistant/Deputy Fire Chief	Adam Audet	802-279-4980			Aaudet45@yahoo.com
EMS Chief	Jason Tallman	802-888-3927	802-696-2075		
Chief of Police or Constable	Michele Weppler	802-888-3191			mwepp@aol.com
State Police or County Sheriff	Vermont State Police	802-878-7111			
Local Dispatch Center	Lamoille County Sheriff Dept.	802-888-3502			Adam.audet@lamoillesheriff.org
<b>Local Public Works Contacts</b>					
Road Commissioner	Michel Lacasse	802-888-5485	802-888-4330		michel.elmore@hotmail.com
Town Garage	Michel Lacasse	802-888-5485	802-888-4330		michel.elmore@hotmail.com
Drinking Water Utility	Elmore Water System	802-888-9468			jon@vit.org
<b>Municipal Government Contacts</b>					
Selectboard Chair	Caroline DeVore	802-888-0002			cdevore@elmorevt.org
Selectboard Alt	Glenn Schwartz	802-888-1158			gschwartz@elmorevt.org
Selectboard Alt	Robb Wills	802-793-0904			rwills@elmorevt.org
Town Clerk	Sharon Draper	802-888-2637	802-279-7028		sdraper@elmorevt.org
Town Treasurer / Finance	Sharon Draper	802-888-2637	802-279-7028		sdraper@elmorevt.org
Town Health Officer	Kristen Rose	802-888-0000	802-760-7026		khowell@elmorevt.org
Forest Fire Warden	Warren Miller	802-888-2296			
Animal Control Officer	Ken Haggatt	802-888-7733			ken@peacepupsdogsledging.com



### Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
School Contact #1	AnnaMary Anderson	802-888-2966			Annamary.Anderson@Issuvt.org
School District Office	Lamoille South Supervisory Union	802-888-4541			info@Issuvt.org
<b>Other Contacts</b>					