

Local Emergency Management Plan

1. Emergency management planners

These are the people who wrote and maintain this plan. This must include the EMD.

Fred Messer – EMD, Clare Ireland – EMC, York Haverkamp – Town Administrator, Alice Peal - EMC

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.

Which municipal position(s) can activate the EOC?

Selectboard Members, Town Administrator, EMD, EMC

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities, coordinating municipal support and response
EOC Assistant	Provide support to EOC Director as needed

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Fred Messer	All
Clare Ireland	All
Alice Peal	All
York Haverkamp	EOC Assistant

Primary EOC location

Facility address:	Waitsfield Town Office, 4144 Main St., Waitsfield
Phone numbers:	802-496-2218
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

	Note: Initially, the EOC may be conducted virtually via Zoom at the discretion of the EMD/EMC, Town Administrator, or Select Board member. Thus, allowing EOC staff and Select Board members to coordinate activities from their private residences or other geographically dispersed locations. EMD/EMC will coordinate with Town Administrator so as either can host the Zoom meeting. Participation will be controlled by the Zoom host and limited to individuals identified on the ICS chart attached to this document, plus Select Board members.
<i>Alternate EOC location (if applicable)</i>	
Facility address:	Mad River Valley Ambulance Service, 4177 Main St., Waitsfield
Phone numbers:	802-496-8888 Office 802-496-4440
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
EMD - \$10,000 EMD, IC or designee, Town Administrator or designee - Up to \$100,000.00 with agreement of two selectboard members.		
<i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.</i>		
<i>Town or city owned resources (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
<i>Businesses with standing municipal contracts (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Water system operators	Simon Operation Services (Nate Fredericks)	(802) 793-5633 (802) 244-7420

Winter salt	Barrett Trucking (Cargill)	(802) 863-1311
Winter salt	DuBois/Newton (American Rock Salt)	(802) 223-5288
Power	Green Mountain Power	1-888-835-4672
Telecom	Waitsfield Telecom	(802) 496-3391 1-800-496-3391
Propane	Wards Energy Brian Jenkins (802)825-6051 Bourne's Energy	800-633-8253 (802) 496-6023 Office Hrs (802) 888-2611
Generator maintenance/repair	Brookfield	1-866-768-3797
Other local resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Rotary Club	Peter Colgan	Peter.colgan@gmail.com 781-771-5568 M
Soup/Sandwiches	Village Grocery	802-496-4477 802-377-9631 talmagejustice@gmail.com
Volunteer Transport	Free-Wheeling	802-249-3427 mrvfreewheelin@gmail.com
Snow Mobile, ATV	MRVAS	802-496-8888 802-496-4440 802-496-3600 mrvas@madriver.com
<i>Individual Financial Support</i>	<i>Mad River Community Fund</i>	802-496-3638
Veterinary/Pet Boarding	Valley Animal Hospital	802-496-3006
Tree Services	Whitney Tree Service	802-496-9975
Excavating	Kingsbury Construction	802-496-2205
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police Special Teams • Swiftwater rescue teams (both local and VT-TF1) • Regional shelter support • Subject matter expertise from state government agency or federal response agency <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <p><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></p>		

National Incident Management System (NIMS) typed resources* (if applicable)

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

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

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

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.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):

Fred Messer, Clare Ireland

Important local websites or social media channels (if applicable):

Town Website: www.waitsfieldvt.us
 Town Facebook: <https://www.facebook.com/Town.of.Waitsfield>
 Mad River Valley FPF

Local newspaper, radio, TV (if applicable):

Valley Reporter Facebook (social media)
 Lisa Loomis: (802) 496-3928 (802) 793-5256
 WMRW (community radio): (802) 496-4951
 WDEV (radio): (802) 244-7321 (802) 244-1777(on air)
 MRVTV: 802-583-4488 tv@mrvtv.com

Public notice locations:
 These are physical locations that you are required to post meeting notices per [17 V.S.A. § 2641](#). Two must be in town and the third must be in or near the town clerk's office.

Waitsfield Town Offices
 Village Grocery bulletin board
 Post Office bulletin board
 Front Porch Forum

Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many 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. Dial 211 or (802) 652-4636.

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be 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. Please ensure these contacts have updated EMD contact information.

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
Evergreen Place, 5308 Main St. (Senior Housing) EOP attached	Downstreet * 802-476-4493	Senior Center and Meals on Wheels – 802-496-2543
Verd Mont Park, Verd Mont Rd. (Mobile Home Park) Off Tremblay Rd.	Downstreet * 802-476-4493	
Mad River Meadows, 144 Butcher House Dr. (Senior and Disability Housing)	Downstreet * 802-476-4493	*NOTE: Downstreet manages the first three properties. The above number is the weekday office number. After Hours, call 802-229-6563. This number is for Always Answering dispatch. They would notify Downstreet. Refer to Evergreen EOP for more specific information that generally applies to all Downstreet properties.
Spring Hill School, 63 Spring Hill Rd. (School)	802-496-2139	
Waitsfield Elementary School	802-496-3643	
Neck of the Woods, 1673 Main St.	802-496-6698	
Home Daycare 17 Phen Basin Rd Waitsfield, VT 05673	Livingston, Danielle (802)522-7305	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address: Waitsfield Elementary School, 3951 Main St., Waitsfield, VT

Facility contact(s): Kaiya Korb, WES Principal
802-496-3643 802-793-6148

Shelter manager: **Vacant**

Staff requirements: Min. of 2

Services (select all the apply):

<input checked="" type="checkbox"/> Warming center	<input checked="" type="checkbox"/> Showers
<input type="checkbox"/> Cooling center	<input checked="" type="checkbox"/> Generator
<input checked="" type="checkbox"/> Overnight shelter	<input checked="" type="checkbox"/> Pets allowed
<input checked="" type="checkbox"/> Food preparation	

Daytime capacity: 100

Overnight capacity: 25
(if applicable)

Notes:

Alternate local shelter (if applicable)

Location and address: Waitsfield UCC/Village Meeting House – 4355 Main St Waitsfield

Facility contact(s): Pastor Mark Wilson – 802-522-8922

Shelter manager: **Vacant**

Staff requirements:

Services (select all that apply):

<input checked="" type="checkbox"/> Warming center	<input type="checkbox"/> Showers
<input type="checkbox"/> Cooling center	<input type="checkbox"/> Generator
<input checked="" type="checkbox"/> Overnight shelter	<input type="checkbox"/> Pets allowed
<input checked="" type="checkbox"/> Food preparation	

Daytime capacity: 50

Overnight capacity: 25

Notes:

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Fred Messer	802-793-2238			Fred.Messer@waitsfieldvt.gov
EM coordinator	Clare Ireland	314-814-9592	314-814-8592		choldinghaus@gmail.com
EM coordinator	Alice Peal	802-595-3491	802-496-5235		atpeal@gmavt.net
EOC staff	York Haverkamp	802-496-2215 x5	865-287-5578		York.Haverkamp@waitsfieldvt.gov
EOC staff	Larrisa Ursprung	617-334-5974			Larrisa.Ursprung@waitsfieldvt.gov
EOC staff					
EOC staff					
Local response organization contacts					
Fire chief	Jarid Young	802-917-4856			Young737@outlook.com
Assistant Fire Chief	Daniel Beede	(802)923-6928			danielBeede23@yahoo.com
EMS chief	Howie McCausland	802-989-2541			howie@middlebury.edu
Chief of police or constable	Jeff Campbell	802 – 249 – 2656	802-793-6115		jcampbell@warrenvt.org
State police or county sheriff	VSP 802-229-9191 Sheriff 802-223-3001				
Capital Dispatch		802-223-2445			
Local public works contacts					
Road foreman	Josh Rodgers	802-595-4896			
Road commissioner	Charlie Goodman	802-522-8606			

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Town garage		802-595-4896	802-496-8897		foreman@gmavt.com
Drinking water utility	Simon Operation Services	802-741-2411			fredericknathaniel@gmail.com
Wastewater utility					
Municipal government contacts					
Town Administrator (TA)	York Haverkamp	802-496-2215 x5	865-287-5578		York.Haverkamp@waitsfieldvt.gov
Town or city manager	N/A				
Selectboard chair	Brian Shupe	802-498-5300	802-496-7174		brian.shupe@waitsfieldvt.gov
Selectboard Vice-Chair	Larissa Urspring	617-334-5974			Larissa.Urspring@waitsfieldvt.gov
Selectboard alt					
Town Clerk	Jennifer Peterson	802-496-2218 x3	802-496-9805	802-279-3214	Jennifer.Peterson@waitsfieldvt.gov
Town Treasurer	Steve Lewis	802-496-2218 x2			Steve.Lewis@waitsfieldvt.gov
Town Health Officer (THO)	Fred Messer	802-793-2238			Fred.Messer@waitsfieldvt.gov
Forest Fire Warden	Cam Mills	802-999-6975			
Animal Control Officer (ACO)	Fred Messer	(802)793-2238			Fred.Messer@waitsfieldvt.gov
School contact #1	Kaiya Korb	802-496-3643	802-793-6148		kkorb@huusd.org
School contact #2	Clayton Wetzel	802-583-7900			
School district office	Michael Leichliter HUUSD superintendent	802-583-7945	717-672-1289	802-560-7937	

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Other contacts (including neighboring EMDs)					
Warren EMD	Jeff Campbell	802-249-2656	802-793-6115		jcampbell@warrenvt.org
Moretown EMD	Stafan Prat	505-505-1625	802-498-3887		Spratt.moretown@gmail.com
Fayston EMD	Kirsten Savage	802-999-4770			kirsten@inside-edge.us
CVRPC	Keith Cubbon	802-262-1022	802-262-0389		cubbon@cvregion.com
VEM Regional Coordinator	Sid Polluck	802-760-9190	800-347-0488		Sidney.polluck@vermont.gov
VEM Front Desk	Sue	800-893-4279			<u>Ask to talk with the “Duty Officer”</u>

A - Incident Command System Organizational Chart
B - Red Cross Shelter Agreement
C - RC Inventory Emergency Shelter Supplies
D - Animal Resources During an Emergency
E - Down Street/Evergreen EOP
F - Community Water System Response Plan (adoption pending)
G - Resolution to adopt NIMS
H - CVRPC Appointment Orders
I - Point of Distribution (POD)
J - Training
K - Emergency Management Ordinance
L - Spontaneous Volunteers
M - EMD Manual
N - Municipal Guide for Flood Emergencies
O - Acronyms

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Annex A - Incident Command System (ICS) Organizational Chart is contained within a three-ring binder marked Emergency Management LEMP Annexes within the Town Administrator’s office, at the Town Offices.

Annex B – Red Cross Shelter Agreement is contained within a three-ring binder marked Emergency Management LEMP Annexes within the Town Administrator’s office, at the Town Offices.

Annex C
RC Inventory Emergency Shelter Supplies
Waitsfield EM Inventory
DART Inventory

Latest Inventory date: 5/30/2024

RC Inventory

25 – folding cots, military style 50 – Red Cross blankets
02 – Red Cross Disaster Shelter signs 16 – Red Cross safety vest
02 – Portable Lantern/radio 01 – Flashlight, 2 D cell
03 – Mini flashlight, hand crank
01 – ARC 4213 Disaster Relief ID kit 13 – Paper Mate ink pens, medium 01 – role blue tape, 1 inch
01 – roll 'Scotch brand' tape, 1" 01 – 18 gallon plastic tub
01 – Clipboard, legal length
01 – Tablet, yellow lined paper, letter length 100 – paper clips

Waitsfield EM Inventory

Diapers, Baby, "Pampers"

<u>Size</u>	<u>Quantity</u>
3	164
4	144
5	128
6	112

Diapers, adult, 80- Size XL "Depends",
Baby wipes, 1 Carton containing 9 soft packs flip-top lid, 100 count sheets each pack
8 dozen - industrial gloves (leather work gloves)

1 - Banner,: “Emergency Management Volunteer Center”

1 – First Aid Kit, red& black, canvas

DART

Animal cages

1- medium with white crate cover

1 large, 2 door

1- large, 1 door

2- 24”, 1 door

1- 24”, 2 door

6- 2 quart feeding bowl, stainless steel

6–1 quart feeding bowl, stainless steel

6- dog leashes w/green nylon bag

Large quantities of blue plastic bags

This inventory was conducted on 30May2024. Items are stored at Winter Park, 802 Self Storage, shed #117. All items are in serviceable condition.

Fred R. Messer

Waitsfield Emergency Management Director 317 Meadow Road

Waitsfield, VT 05673

(802) 793-2238

Prepare, Respond, Recover, Mitigate

Annex D - Animal Resources During an Emergency

Name of Person completing this form	Fred R. Messer	Date and Time	04/18/2021 1045
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Local Emergency Contacts

Is there a regional Disaster Animal Response Team (DART) that serves your community?

Yes

Regional DART Chair		
Name	Contact Number	Secondary contact number
Lisa Lemieux	802-363-0919	
Local Animal Shelter Manager		
Name	Contact Number	Secondary contact number
Vacant		
Local Emergency Vet contact		
Name	Contact Number	Secondary contact number
Valley Animal Hospital	(802) 496-3006	None
Local Animal Control Officer		
Name	Contact Number	Secondary contact number
Fred R. Messer	802-793-2238	
Waitsfield Emergency Animal Shelter Manager – vacant		

Contact the Shelter Manager – vacant			
Shelter Name	Physical Address/Shelter Location	Shelter Phone # and Name of Contact	Type and Capacity that can be housed
Waitsfield emergency animal shelter	Mad River Property Management 4036 Main St., Waitsfield (across the street from the RC Emergency Shelter, (WES) POC Ed Reed 802-279-5016	802-496-5555	Dogs __10__ Cats __10__ Exotics/Birds ____ Horses ____zero__ Other Livestock __zero

Cages and other equipment are in the EM Shed. See Annex C for the inventory list.

Annex E, Downstreet/Everygreen EOP

Evergreen Place Emergency Plan

5308 Main Street, Route 100, Waitsfield, VT
05673

Community partners to be contacted immediately in the event of a major emergency at Evergreen Place (5308 Main St. Route 100, Waitsfield VT 05673) causing tenants to have to be evacuated to Waitsfield Elementary School:

- Neil Smith, Downstreet Housing Property Manager: 802-477-1332 {work}; 860-287- 7371 {cell - text is best}; nsmith@downstreet.org
- Fred Messer, Waitsfield Emergency Management Director {EMD}: 802-793-2238 {work}; Fred.Messer@waitsfieldvt.gov
- Ray Daigle, HUUSD Facilities Operator: 802-793-2819 {cell - text is best}; 802-583- 8174 {work}; rdaiGLE@huUSD.org
- Kaiya Korb, Waitsfield Elementary School Principal: kkorb@huUSD.org
- Bernie Woolums, Downstreet Housing Facilities Operator: 802-730-3371 {cell}; 802- 477-1342 (work); bwoolums@downstreet.org

Scope of Usage: The Waitsfield Elementary School will be used only as a "Rally Point" and not a permanent relocation solution. This means Evergreen tenants affected and requiring relocation will be first transported to this location as a *temporary solution* while a longer term temporary housing solution is determined by Downstreet Housing (i.e. area hotels or motels, vacant Downstreet units, local friends/family of affected parties). Anticipated length of stay at the school should be no more than half of a day, or 12 hours from time of arrival. *It is implied and understood that this timeline may change depending on the severity of the emergency, weather, assistance availability, etc.*

Protocol as follows:

- ❖ Once an Evergreen Place emergency requiring building evacuation is identified, the above parties will be first contacted. In cold or inclement weather, tenants should be outside no more than an hour while waiting for relief and transportation.

- ❖ Waitsfield EMO will have emergency access to the Waitsfield Elementary school via an electronic access card, and will go to the site to provide access to the facilities to be used (gymnasium, bathrooms, limited cafeteria use)
- ❖ Once the building access is secured, Neil Smith, Bernie Woolums and all available maintenance techs/Downstreet staff will begin transportation of affected tenants from Evergreen Place to the school using their own/company vehicles; tenants with vehicles on-site will be encouraged to use them and to assist transporting other residents within their ability to do so.
- ❖ Once at the school, there are 25 Red Cross cots and 50 blankets available to be utilized by all affected parties - these will be set up and ready for affected parties to immediately use.
- ❖ Food, snacks, and beverages may be obtained from the Village Grocery, "the VG," located at 4348 Main St., Waitsfield Village. (Across the street from the Waitsfield United Church of Christ, the big white church in the center of town) Contact phone number is (802) 496-2205. Owner's cell phone number is (802) 731-9974. It being an emergency situation, the owner has agreed to 24 hour service. All food orders should be consolidated and only one point of contact with the VG. As it is 24 hour service, and time is of the essence, food selection may be limited to one or two entrees. Payment will not be due when the food is picked up.
- ❖ Trained task-oriented service animals (seeing-eye dogs, seizure dogs, etc.) by law are to be allowed in the facility. Support animals/household pets will not be allowed into the school and arrangements for temporary stay elsewhere will be determined by Downstreet staff/tenants.
- ❖ COVID protocol will be adhered to and followed by CDC best current practices recommendations at the time of an emergency.
- ❖ Medical equipment needed by any tenants (oxygen tanks, wheelchairs, walkers, C-PAP machines, etc.) will be transported by Downstreet staff if tenants cannot make their own accommodations. Downstreet will supply coolers or ensure refrigeration access at the designated shelter for any medication that requires refrigeration.

Once all tenants are successfully relocated into the designated shelter (Waitsfield Elementary School), Downstreet Housing will triage tenants with the most pressing special needs/medical issues to first be relocated off-site and into longer-term temporary housing.

After all tenants successfully vacate the shelter, Waitsfield EMD and Downstreet staff will return the used school areas back to the condition they were originally found (i.e. putting away cots and blankets, cleaning, locking doors). Waitsfield EMD will ensure that the building is locked and secured after clean-up is completed.

Waitsfield EMD

Date: __

Annex F, Community Water System Response Plan - is contained within a three-ring binder marked Emergency Management LEMP & Annexes within the Town Administrator's office.

Annex G, a Resolution to adopt in NIMS - is contained within a three-ring binder marked Emergency Management LEMP & Annexes within the Town Administrator's office.

Annex I, Points of Distribution (POD)

PODs are centralized locations in an impacted area where survivors may pick up life-sustaining relief supplies following a disaster or emergency.

Waitsfield Emergency Management has coordinated with Shaw's supermarket in Waitsfield to use their facility as a POD if required. Shaw's supermarket was selected as it has easy entrances and exits using separate curb cuts from Route 100. Typically, the Vermont Army National Guard would deliver items of need for the general population, such as MREs, tarps, and water. Volunteers coordinated by Waitsfield EM would break down the pallets and load items into victims' cars, providing operational safety, traffic control, and security of the POD site.

Annex J, Training

All Emergency Management participants are **highly encouraged** to become ICS trained, and it is required for anyone in a leadership position. The Incident Command System (ICS) is a framework that FEMA uses to help manage disasters and other critical incidents. It provides a common language and organizational structure for emergency responders and can help improve the effectiveness of rescue efforts. The ICS can also help agencies economize resources by establishing goals, setting priorities, and assigning resources.

Ideally, all participants would have completed IS 100 and IS 700 prior to an emergency. This training can now be accomplished at home via access to FEMA's online Independent Study Program located at:

<https://training.fema.gov/is/>

Prospective students first need to obtain a Student Identification Number (SID) which can be found on the left sidebar at the above URL.

Further training on specific topics can be found in the FEMA website's course catalog. Most courses can be completed within two hours, and college credits are available.

Either the EMD or EMC would be glad to assist with any questions regarding ICS usage or this ICS training.

Vermont Training Opportunities

Most trainings require a Learning Management System(LMS) account. If you don't have an account, you can register for one at the following

link: <https://vermont.csod.com/selfreg/register.aspx?c=%255e%255e%255eQGm2wxcSUvINsXvXjRYs1A%253d%253d>

For a complete listing of trainings go to the Events Calendar in the LMS: https://vermont.csod.com/LMS/catalog/EventsCalendar.aspx?tab_page_id=-10&tab_id=20000513#m=2&d=03/08/2023

VT- Alert Manager Training: This training is now an anytime training in the LMS. We will still host the virtual live training. You can take this training at the following link on the LMS: <https://vermont.csod.com/ui/lms-learning-details/app/video/588bdf66-6e68-490e-aa8b-18ccdd115184>

Individuals must first be appointed by their local Selectboard to qualify for this training.

Annex K, Emergency Management Ordinance

The Selectpersons of the Town of Waitsfield hereby ordain:

ARTICLE I - OFFICE OF EMERGENCY MANAGEMENT

Section 1. Short Title.

This Ordinance shall be known and may be cited and referred to as the Emergency Management Ordinance of the Town of Waitsfield.

Section 2. Intent and Purpose.

(1) It is the intent and purpose of this Ordinance to establish a local organization that will ensure the complete and efficient utilization of all the Town's facilities to combat attacks or other disasters as defined herein.

(2) The Town of Waitsfield Office of Emergency Management will be the coordinating agency for all activity in connection with Emergency Management; it will be the instrument through which the Town Selectboard may exercise the authority and discharge the responsibilities vested in them in VSA Title 20, Part 1, Chapter 1, Section 6, and as amended in this Ordinance.

This Ordinance will not relieve any Town Department of the moral responsibilities or authority given to it in the Town Charter or by local Ordinance, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies.

Section 3. Definitions.

(1) The following definitions shall apply in the interpretation of this Article:

(a) "Emergency Management" means the preparation for and carrying out of all emergency functions, other than the functions for which military forces or other federal agencies are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by enemy attack, sabotage, or other hostile action or from flood, fire, storm, or other natural causes, or from radiological incidents or hazardous chemical or substance incidents and the preparation and planning designed to insure that this town is prepared to deal with such disaster or emergencies and includes civil defense activities.

(b) "Attacks" shall mean a direct or indirect assault against the Town of its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, radiological, chemical or biological warfare, or sabotage.

(c) "Disaster" includes natural and man-made disaster but is not limited to actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic or other impending or actual emergency or calamity endangering or threatening to endanger health, life or property or constituted government.

(d) "Emergency Management Forces" shall mean the employees, equipment and facilities of all Town departments, boards, institutions and commissions; in addition, it shall include all volunteer personnel, equipment and facilities contributed by, or obtained from, volunteer persons or agencies.

(e) "Volunteer" shall mean contributing a service, equipment or facilities to the emergency management organization without remuneration.

(f) "Emergency Management Volunteer" shall mean any person duly registered, identified and appointed by the Town of Waitsfield, Local Emergency Management Director, appointed as prescribed in this Ordinance.

(g) "Local Emergency Management Director (EMD)" shall mean the Town Chairperson of Town Selectboard or his or her designated alternate duly appointed in accordance with the Town Charter.

(h) "Regulations" shall include plans, programs and other emergency procedures deemed essential to emergency management.

Section 4. Organization and Appointments.

(1) The Town Selectboard are hereby authorized and directed to create an organization for emergency management utilizing to the fullest extent the existing agencies within this Town. The Town of Waitsfield shall declare [either Chairperson of the Selectboard or another duly appointed person], as the of the Local Emergency Management Director to oversee the organization, administration and operation of a local Office of Emergency Management.

(2) The Organization shall consist of the following:

(a) An Office of Emergency Management within the executive department of the Town government and under the direction of the Town Selectboard. There shall be an executive head of the Office of Emergency Management, who shall be known as the Local Emergency Management Director and such assistants and other employees as are deemed necessary for the proper functioning of the organization.

(b) The employees, equipment and facilities of all Town departments, boards, institutions and commissions, will participate in the emergency management activity. Duties assigned to the Town department shall be the same or similar to the normal duties of the department.

(c) Volunteer persons and agencies offering service to, and accepted by, the Town.

(3) The Local Emergency Management Director (Chairman of the Selectboard or duly appointed person) shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of danger from enemy action or disaster as defined in this Ordinance.

(4) The Local Emergency Management Director shall designate and appoint a Coordinator and/or Deputy Directors (with consent of the Selectboard) to assume the emergency duties of the Director in the event of his/her absence or inability to act. (This designation to be compatible with the provisions of Town Charter. The intent being that at all times there be a Local Emergency Management Director in charge of the Town.)

Section 5. Emergency Powers and Duties.

(1) The Chairperson of the Selectboard.

(a) The Emergency Management Director may exercise the emergency power and authority necessary to fulfill his/her general powers and duties as defined in the Town Charter. The judgment of the Local Emergency Management Director shall be the sole criteria necessary to invoke emergency powers provided in the Town Charter, the Ordinance Code and other appropriate authorities. The Town Selectpersons may convene to perform its legislative and administrative powers as the situation demands, and shall receive reports, relative to emergency management activities. Nothing in this Ordinance shall be construed as abridging or curtailing the powers or restrictions of the Town Selectboard as defined in the Town Charter.

(b) During any period when disaster threatens or when the Town has been struck by disaster, within the definition of this Ordinance, The Town Chairperson of the Town Selectboard may promulgate such regulations as he/she deems necessary to protect life and property and preserve critical resources. Such regulations may include, but shall not be limited to, the following:

1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the work of emergency management forces, or to facilitate the mass movement of persons from critical areas within or without the Town.

2. Regulations pertaining to the movement of people from areas deemed to be hazardous or vulnerable to disaster.

3. Such other regulations are necessary to preserve public peace, health and safety.

4. Regulations promulgated in accordance with the authority above will be given widespread circulation by proclamations published and uttered by newspaper and radio. These regulations will have the force of Ordinance when duly filed with the Town Clerk and violations will be subject to the penalties provided in the Town Charter.

(c) The Local Emergency Management Director shall order emergency management forces to the aid of other communities when required in accordance with statutes of the state, and he/she may request the state, or a political sub-division of the state, to send aid to the Town of Waitsfield in case of disaster when conditions in the Town are beyond the control of the local emergency management forces.

(d) Local Emergency Management Director may obtain vital supplies, equipment and other properties found lacking and needed for the protection of health, life and property of the people, and bind the Town for the fair value thereof. Emergency Management Director shall not exceed combined expenditures of \$10,000 without Selectboard Authorization.

(e) Local Emergency Management Director may require emergency services of any Town officer or employees. If regular Town forces are determined inadequate, the Director may require the services of such other personnel as he can obtain that are available, including citizen volunteers. All duly authorized persons rendering emergency services shall be entitled to the privileges and immunities as provided by state law, The Town Charter, and Ordinances for regular Town employees and other registered and identified emergency management and disaster workers.

(f) The Emergency Management Director will exercise his/her ordinary powers [either Chairperson of the Board of Selectpersons or with consent of the Board of Selectpersons] and all of the special powers conferred upon him/her by the Town Charter and the Ordinance Code of the Town of all powers conferred upon him/her by any statute, or any other lawful authority.

(2) Town Emergency Management Coordinator.

(a) The Town Emergency Management Coordinator shall be responsible to the Local Emergency Management Director in regard to all phases of the emergency management activity. Under the supervision of the Director, he/she shall be responsible for the planning, coordination and operation of the emergency management activity in the Town. Under the supervision of the Director, he/she shall maintain liaison with the state and federal authorities and the authorities of other nearby political sub-divisions as to ensure the most effective operation of the Emergency Management plan. His/her duties shall include, but not be limited to, the following:

1. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

2. Development and coordination of plans for the immediate use of all the facilities, equipment, manpower and other resources of the Town for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety and welfare.

3. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such building or other property for emergency management purposes and designating suitable buildings as public shelters.

4. Through public informational programs, educating the civilian populations as to actions necessary and required for the protection of their persons and property in case of enemy attack, or disaster, as defined herein, either impending or present.

5. Conducting public exercises and practice alerts to ensure the efficient operation of the emergency management forces and to familiarize residents with emergency management regulations, procedures and operations.

6. Coordinating the activity of all other public and private agencies engaged in any emergency management activity.

7. Assuming such authority and conducting such activity as the Director may direct to promote and execute the emergency management plan.

Section 6. Violation of Regulations.

It shall be unlawful for any person to violate any of the provisions of this Ordinance or the Regulation of Plans issued pursuant to the authority contained within, or to willingly obstruct, hinder or delay any member of the emergency management organization as herein define in the enforcement of the provisions of this Ordinance or any written Regulation or Plan issued thereafter.

Section 7. Penalty.

1. This ordinance shall be exempt from the "Town of Waitsfield's Enforcement of Ordinances" ordinance. No civil penalties will be assessed for violation of this ordinance.

2. When at the discretion of the Emergency Management Director/Coordinator, a person or groups of persons violate this ordinance, he/she will notify such individuals via phone or other electronic means of their violation. The EMD will explain the necessity of this ordinance and invite their voluntary cooperation and compliance. The EMD may invite such people or groups to join the Town of Waitsfield's officially sponsored emergency relief efforts.

3. If the violation continues, the Selectboard may send a certified letter to the individual or individuals requesting their appearance before the Selectboard to explain their actions. The Selectboard may take such actions as they deem appropriate and necessary to assure the smooth operation of Waitsfield's Office of Emergency Management and its official emergency relief efforts.

Section 8. Severability.

Should any provision of this Ordinance be declared invalid for any reason, such declaration shall not affect the validity of other provisions, or of this Ordinance, as a whole, it being the legislative intent of the provisions of this Ordinance shall be severable and remain valid notwithstanding such declaration.

Section 9. Conflicting Ordinances, Orders, Rules and Regulations Suspended.

At all times when the orders, rules and regulations made and promulgated pursuant to this Article shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations in so far as the latter may be inconsistent therewith.

Section 10. Effective Date.

This Ordinance shall take effect on 13th day of October, 2023, in accordance with the provisions of the Town Charter or Amendments thereto.

Annex L - Spontaneous Volunteers

Spontaneous volunteers are community members who show up during or after an incident to help, with no prior affiliation with volunteer organizations. During major events in Vermont, we have seen the extent to which Vermonters are motivated to support their communities in times of need. Spontaneous volunteers have immense capacity to support response and recovery efforts – they often know their communities better than responders, they can provide insight into the needs of vulnerable residents, and many possess invaluable skills. But you should consider the **safety** of spontaneous volunteers when assigning tasks to avoid additional injuries or complications to the response. This annex offers suggestions if you plan to use spontaneous volunteers. This document is not a replacement for professional legal advice, nor is it a complete guide to safety precautions. This document provides recommendations for using spontaneous volunteers. It's best to talk to a lawyer or other local officials who can give you advice for your circumstances.

Affiliating volunteers

Local organizations that already support volunteering may be able to organize volunteers, taking that work off the shoulders of emergency management and responders. If you have such organizations in your town, encouraging spontaneous volunteers to affiliate with these organizations may streamline the process and take some work off of your team. During blue sky days, consider what organizations in your area already support volunteers, and talk with them about if and how spontaneous volunteers can join them:

Organization	Point of Contact	Notes: What types of services? how would volunteers join?
<i>Example organization</i>	<i>John Smith, 123-4567, jsmith@example.org</i>	<i>Volunteer-run meal distribution program, can plug volunteers in to meal prep and distributing food to shelters and individuals in need. Have volunteers reach out to point of contact.</i>

Supporting Volunteers through Emergency Management

If you are managing volunteers not affiliated with an organization, getting to know what skills exist in the community and planning tasks volunteers can perform will help plug them into your work smoothly. Does your town have HAM/amateur radio operators? A snowmobile or ATV club? What local knowledge and skills might help during an incident?

Listing groups with particular skills can help identify resources for your emergency management team during and following an incident:

Person/Group	Skills	Points of Contact	Notes
<i>Example: HAM radio club</i>	<i>Amateur radio operations to support emergency communications</i>	<i>John Smith, 123-4567 Johnsmith@example.org Jill smith, 234-5678 Jillsmith@example.org</i>	<i>4-person club, two within walking distance of EOC if needed, able to support communications</i>

Managing Volunteers

Who in your town will coordinate volunteers during and following an incident? The EMD will likely be handling multiple tasks, so this should fall to another role in the EOC or emergency management team.

Volunteer Manager:	Contact:
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Gathering Point

Deciding on a volunteer gathering point can help organize spontaneous volunteers. If you have an organization affiliating and leading volunteers, your team can direct volunteers to that location. If not, choose a gathering point that is likely to be accessible in a variety of incidents, but not in the way of life safety response. Consider ease of accessing this gathering point from your EOC in the event that communications are compromised and runners or short-range radios are being used to communicate with the volunteer manager.

<p>Volunteer Gathering Point: Mad River Masonic Lodge #77 4376 Main St., Waitsfield (across Route 100 from the library)</p>
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Preparing Volunteers

Make sure volunteers have PPE to stay safe while working. At minimum:

- Sturdy close-toed shoes
- Clothing appropriate for the weather
- Work gloves
- Water and snacks
- Some working method of communication, or be in contact with a volunteer manager in possession of working communication
- A buddy (see below)

This list can be posted with all volunteer requests, and as a reminder at your volunteer gathering point. It is also useful to have volunteers work in pairs, to make sure no one volunteer wanders off to an area by themselves without any accountability. Volunteers can come with their own buddy, or be paired by the volunteer manager. This buddy system will keep volunteers safer and more easily accounted for.

Volunteer Tasks

There are often many roles for volunteers without specialized training, especially under the guidance of a supervisor with more skills. These are more effective when planned at least partially in advance. In the aftermath of an incident, what tasks can untrained volunteers perform in your town? Who will supervise these tasks? What gear/PPE will they need?

We know that the reality is that some Vermonters will be out clearing roads, making meals and doing other community support work without our guidance. The role of the emergency management team is to provide guidance and organization where possible and useful, but also know that some volunteer efforts will be going on outside of the structure we provide.

Task	Supervisor	Needed Gear
<i>Ex: Extra shelter support</i>	<i>Shelter manager</i>	<i>Masks and gloves available in case of need for cleaning or covid safety</i>

Some Considerations for Use of Spontaneous Volunteers

Managers and other leadership should not send volunteers into unsafe situations, and assignments should be vetted by leadership, including the organization’s attorney when appropriate. Managers and leadership should develop procedures to evaluate the skills and limitations of spontaneous volunteers. This procedure should include an evaluation process to determine (1) whether it is safe to accept a volunteer’s services and (2) a process to evaluate what, if any, types of assignments they can safely provide. In the event that managers and/or leadership determine assignments are appropriate, such assignments should be led by and carefully observed by the organization’s managers and leadership.

Tracking Volunteer Hours

Tracking the hours volunteers work on each project will be important for reporting in-kind donations to FEMA. The number of hours on each project can be tracked via a sign-in sheet listing the volunteer name, date, project, time in, and time out. A sample tracking sheet is on the next page.

Additional Resources for Consideration

- [FEMA Independent Study Developing and Managing Volunteers](#)
- [FEMA Community Emergency Response Team](#)
- [Vermont League of Cities and Towns Resource Library](#)

Annex M – EMD Manual

<https://vem.vermont.gov/document/emergency-management-director-manual>

Annex N - Municipal Guide for Flood Emergencies

<https://vem.vermont.gov/document/municipal-guidance-flood-emergencies>

Annex O - Acronyms

Acronyms	Acronym	Full Term	Description
	AAR	After-Action Review	A post-incident or post-exercise evaluation that identifies what went well and what needs improvement.
	CPG 101	Comprehensive Preparedness Guide 101	FEMA guidance for developing Emergency Operations Plans.
	EMD	Emergency Management Director	Appointed municipal official responsible for coordinating local emergency management activities.
	EMC	Emergency Management Coordinator	Optional support personnel who assist the EMD.
	EMI	Emergency Management Institute	FEMA's national training center for emergency management education.
	EOC	Emergency Operations Center	A centralized facility used for coordination during an emergency.
	EOP	Emergency Operations Plan	A detailed plan that outlines a community's emergency response procedures.
	FEMA	Federal Emergency Management Agency	The U.S. government agency responsible for coordinating disaster response.

HSEEP	Homeland Security Exercise and Evaluation Program	National guidelines for designing, conducting, and evaluating emergency exercises.
HVA	Hazard Vulnerability Assessment	A process to identify and assess risks in a community.
ICS	Incident Command System	A standardized system for managing emergency incidents.
LEMP	Local Emergency Management Plan	A Vermont-required emergency plan each municipality must update annually.
LMS	Learning Management System	Vermont's online portal for emergency management training.
NIMS	National Incident Management System	A nationwide framework for incident response coordination.
PACE	Primary, Alternate, Contingency, Emergency	A layered communication planning model.
PIO	Public Information Officer	Responsible for managing communications with the public and media during incidents.
REMC	Regional Emergency Management Committee	A group of local and regional partners coordinating emergency preparedness activities.
RPC	Regional Planning Commission	Organizations that support municipalities with planning, including emergency management.
VEM	Vermont Emergency Management	The state agency responsible for emergency management coordination in Vermont.
Vt-Alert	Vermont Alert System	The statewide alerting system used to send emergency notifications to the public.