

# Local Emergency Management Plan Municipal Adoption Form

**Town/City of** Richmond  
203 Bridge St.  
Richmond, VT 05477

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.

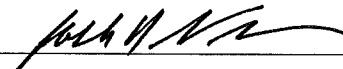
At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

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.

<b>Municipality</b>	Richmond, VT
<b>LEMP Adoption Date</b>	April 5, 2021
<b>NIMS Adoption Date</b>	May 21, 2012
<b>EMD Name</b>	Josh Arneson
<b>Position</b>	EMD
<b>Primary Phone</b>	W: 802-434-5170
<b>Alternate Phone</b>	M: 802-316-7563
<b>Email</b>	jarneson@richmondvt.gov
<b>POC 2 Name</b>	Christine Werneke
<b>Position</b>	Selectboard Chair
<b>Primary Phone</b>	M: 802-522-6863
<b>Alternate Phone</b>	
<b>Email</b>	christine.werneke@richmondvt.org
<b>POC 3 Name</b>	Dennis Gile
<b>Position</b>	Fire Chief
<b>Primary Phone</b>	W:802-434-2002
<b>Alternate Phone</b>	M:802-316-7558
<b>Email</b>	richmondfiredept@richmondvt.gov

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

Signed\*   
 \_\_\_\_\_  
 Josh Arneson  
 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\* \_\_\_\_\_  
 Christine Werneke  
 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.



Local Emergency Management Plan (LEMP)

# 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)	☒
	Contact information for local authorities during an emergency	☒
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	☒
	LEMP adoption by local selectboard / city council (annual)	☒
LEMP Required Elements		Page
<input type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	1
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	1
	EOC staff positions and duties (minimum 1)	1
	List of potential EOC staff members (minimum 1)	1
	Facility information for potential EOC locations (minimum 1)	1
<input type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	2
	List of municipal contracts that can be used during an emergency (if any)	2
	List of other local resources that could be used during an emergency (if any)	2
	National Incident Management System (NIMS) Typed Resource List	3
<input type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	4
	Local website / social media information (if any)	4
	List of local media outlets (if any)	4
	Public notice sites for non-phone/Internet information	4
	Vermont 2-1-1 contact information	4
<input type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	4
	Identification and monitoring process	4
<input type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	5
	Opening information for local shelters (if any)	5
	Service information for local shelters (if any)	5
<input type="checkbox"/>	Contact Information	
	Emergency Management personnel	7
	Response organizations	7
	Municipal officials / public works	7-8
	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>	
Josh Arneson, Town Manager	

## 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?	Director
<b>Preferred EOC Positions and Duties</b>	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
	Staffs phones and radio
	Tracks and answers any Requests For Information (RFI)
	Tracks and coordinates any Requests For Support (RFS)
	Produces and posts public information and press releases
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Josh Arneson	Town Manager, Office 802-434-5170, Work Cell-(802) 316-7563, Personal Cell-(802) 282-2887
Christine Werneke	Selectboard Chair: 802-522-6863 Cell
Dennis Gile	Fire Chief: 802-434-2002 Fire Department
<b>Primary EOC Location</b>	
Facility / Address:	Richmond Town Center. 203 Bridge St. Richmond
Phone Numbers:	802-434-5170
Equipment/Notes:	Phone. Internet. Computers. Radio
<b>Alternate EOC Location</b>	
Facility / Address:	Richmond Rescue
Phone Numbers:	802-434-2394
Equipment/Notes:	Ambulances and medical equipment found on ambulances. Phone. Internet. Radio

### 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: Josh Arneson – Town Manager Christine Werneke – Selectboard Chair		
Emergency spending limits: N/A		
<b>Businesses with Standing Municipal Contracts</b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Trash	Casella	802-735-1812
Hardware	Richmond Home Supply	802-434-2887
Computer/IT Services	The Tech Group	802-862-1197 opt.1
Phones and Internet	Comcast	
Fuel	Patterson	802-434-2616
Sand and Gravel	Hinesburg Sand and Gravel	802-482-2335
<b>Other Local Resources</b>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Excavation	John Scott	802- 434-4480
Excavation	Chris Spence	802-343-6350
Excavation	J. Hutchins	802-434-3500
Excavation	Dirt Tech	802-316-2030
Equipment Rental	Got That Rental	802-878-0404
Equipment Rental	Essex Equipment	(802) 878-5316
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>		

<b>National Incident Management System (NIMS) Typed Resources</b>												
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		1				
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact						
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper					None	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted					None	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer					None	
Public Safety Dive Team					N/A	Track Loader					None	
SWAT/Tactical Team					Mutual Aid	Trailer, Equipment Tag-Trailer			1	N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A	1		Trailer, Dump		N/A	N/A	N/A	None	
Fire Engine (Pumper)	3					Trailer, Small Equipment		3	N/A	N/A		
Firefighting Crew Transport				N/A	None	Truck, On-Road Dump		4				
Aerial Fire Truck			N/A	N/A	Mutual Aid	Truck, Plow		2				
Foam Tender			N/A	N/A	N/A	Truck, Sewer Flusher					None	
Hand Crew				1	Mutual Aid	Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering						
Engine Strike Team				3	Mutual Aid	Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)				N/A	Mutual Aid	Water Pumps, Water Distribution						
Fire Boat				N/A	Mutual Aid	Water Pumps, Wastewater						
Aerial Lift - Articulating Boom					N/A	Water Truck		N/A	N/A	N/A	None	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	None	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe			1			
Aerial Lift - Truck Mounted					Mutual Aid	Wheel Loader, Large			1			
Air Compressor			1			Wheel Loader, Medium					None	
Concrete Cutter/Multi-Processor for Hydraulic Excavator			1			Wheel Loader, Small				N/A	None	
Electronic Boards, Arrow					None	Wheel Loader, Skid Steer			1	N/A	None	
Electronic Boards, Variable Message Signs					None	Wheel Loader, Telescopic Handler					None	
Floodlights			8	N/A		Wood Chipper		N/A	N/A	N/A	None	
Generator					None	Wood Tub Grinder					None	
Grader	1			N/A								

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

#### 4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	www.richmondvt.gov Front Porch Forum – social email service
Local Newspaper, Radio, TV:	Newspapers: Times Ink. Burlington Free Press, Seven Days, Williston Observer Television: WCAX ch 3, Local 22/44 chs 22 and 44, NBC5 ch5 Radio: WDEV 550am, WVMT 620
Public Notice locations:	Second Floor entrance to Town Center, 203 Bridge St.  First Floor/Parking lot level entrance to Town Center, 203 Bridge St.  Post Office bulletin board, 205 Bridge St.  Richmond Free Library bulletin board, 201 Bridge St.  Richmond Market, 56 Railroad St.
<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>	
<b>Name / Notes</b>	<b>Contact Info</b>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)

Richmond Elementary School	125 School Street, Richmond	Jeremy Rector, Principal	434-2461
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Camels Hump Middle School	173 School Street, Richmond	Mark Carbone, Principal	434-2188
Little Tots Academy	21 Farr Road, Richmond	General manager	434-3891
Richmond Terrace senior living facility	220 Thompson Road, Richmond	General manager	434-6030
Sterling House assisted living facility	61 Farr Road, Richmond	General manager	434-7181
Chittenden East Supervisory Union	203 Bridge Street, Richmond	John Alberghini, Superintendent	434-2128

## 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:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	

### **Primary Local Shelter**

Location / Address:	Camels Hump Middle School. 173 School St., Richmond
Facility Contact(s):	Mark Carbone
Phone Numbers:	434-2188
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep
Notes:	Capacity: 50 Generator? No, but wiring is in place Pets Allowed? N. Has Red Cross Agreement

### **Alternate Local Shelter**

Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Capacity: Generator? Y / N Pets Allowed? Y / N

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

Annex 1: Housing and Employment, (Figure 1.2 from 2017 All-Hazards Mitigation Plan)	
Annex 2: Critical Facilities (Figure 1.4 from 2017 All-Hazards Mitigation Plan)	
Annex 3: River Corridors and Floodplains, (Figure 2.1 from 2017 All-Hazards Mitigation Plan)	

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>					
EMD	Josh Arneson	802-316-7563 Work Cell	802-282-2887 Personal Cell	802-434-5170 Work	jarneson@richmondvt.gov
EM Coordinator					
<b>Local Response Organization Contacts</b>					
Fire Chief	Dennis Gile	802-434-2002 Work	802-316-7558 Cell		richmondfiredept@richmondvt.gov
Assistant/Deputy Fire Chief	Gerald Levesque		802-310-7182 Cell		geraldlevesque@ymail.com
EMS Chief	Michael Chiarella	802-434-2394 Work			director@richmondrescue.org
Chief of Police or Constable	Kyle Kapitanski - Chief	802-434-2156 Work	802-770-9031 Cell		lmuldoon@richmondvt.gov
State Police or County Sheriff	Lt. Robert Lucas Williston Barracks	802-878-7111 Work			robert.j.lucas@vermont.gov
Local Dispatch Center	State Police: Police	802-878-7111 Work			james.r.cronan@vermont.gov
<b>Local Public Works Contacts</b>					
Road Foreman	Pete Gosselin	802-316-7562 Cell	802-434-2631 Work		pgosselin@richmondvt.gov
Road Commissioner					
Town Garage		802-434-2631 Work			
Drinking Water Utility	Kendall Chamberlin	802-316-7560 Cell	802-434-2178 Cell		kchamberlin@richmondvt.gov
Wastewater Utility	Kendall Chamberlin	802-316-7560 Cell	802-434-2178 Work		kchamberlin@richmondvt.gov

## Contact Information






Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
<b>Municipal Government Contacts</b>					
Town Administrator	N/A				
Town/City Manager	Josh Arneson	802-316-7563 Work Cell	802-282-2887 Personal Cell	802-434-5170 Work	jarneson@richmondvt.gov
Selectboard Chair	Christine Werneke	802-522-6863			david.sander@richmondvt.org
Selectboard Alt	David Sander	802-735-3158 Cell			bard.hill@richmondvt.org
Selectboard Alt	Bard Hill	802-434-5672 Home	802-556-1653		roger.brown@richmondvt.org
Town Clerk	Linda Parent	802-434-2221 Work	802-881-2593 Cell		<a href="mailto:lparent@richmondvt.gov">lparent@richmondvt.gov</a>
Town Treasurer / Finance	Mark Aridgides				markaridgides@gmail.com
Town Health Officer	Eric Adam Wood	802-735-4702			wood.eadam@gmail.com
Forest Fire Warden	Dennis Gile	802-434-2002	802-316-7558 Cell		richmondfiredept@richmondvt.gov
Animal Control Officer	Andy Squires		802-363-7162 Cell		docmccoy@gmavt.net
School Contact #1	Jeremy Rector – Richmond Elementary Principle	802-434-2461			Jeremy.rector@cesuvt.org
School Contact #2	Mark Carbone – Camel’s Hump Middle School	802-434-2188			mark.carbone@cesuvt.org
School District Office	John Alberghini - Superintendent	802-434-2128			john.alberghini@cesuvt.org
<b>Other Contacts</b>					

### Contact Information

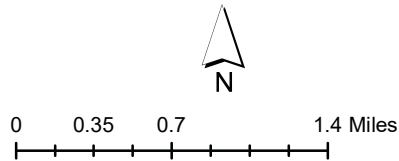
Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	

# Figure 1.2 Housing and Employment

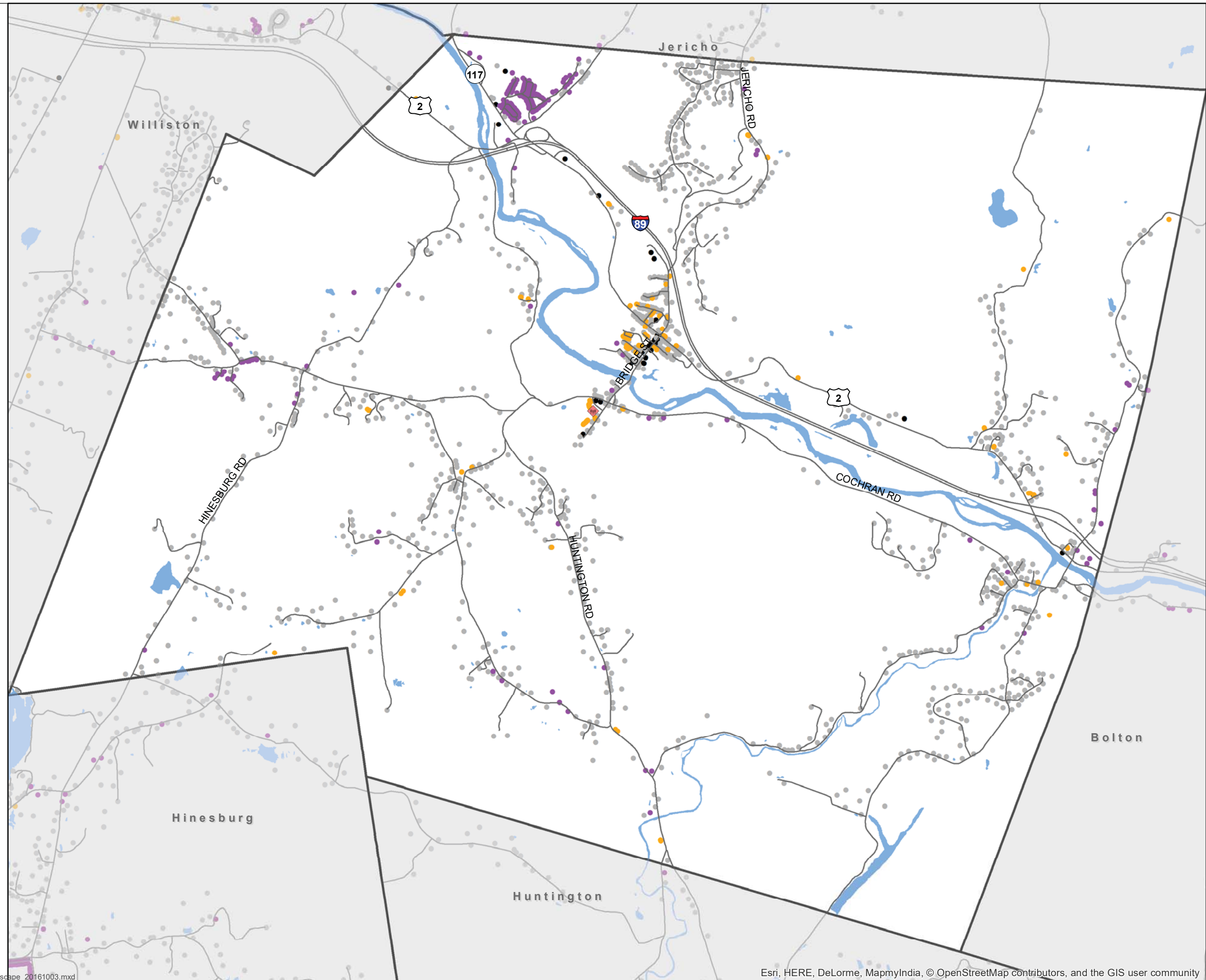
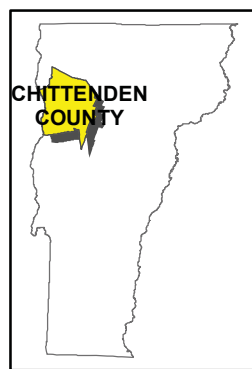
## 2017 Richmond, Vermont All-Hazards Mitigation Plan

-  Congregate Housing\*
-  Mobile Home
-  Multi-family
-  Single Family
-  Employment Locations










\*Congregate Housing includes:  
Nursing Homes, Assisted Living  
Residence, Therapeutic Community  
Residence, and Level III Residential  
Care Homes.

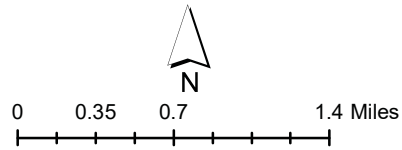


DATA SOURCES:  
Mobile Home, Multi-family, Single-family- E911,2015  
Employment Locations -CCRPC, 2013  
Congregate Housing-VT Dept. Aging, Independent Living, 2015

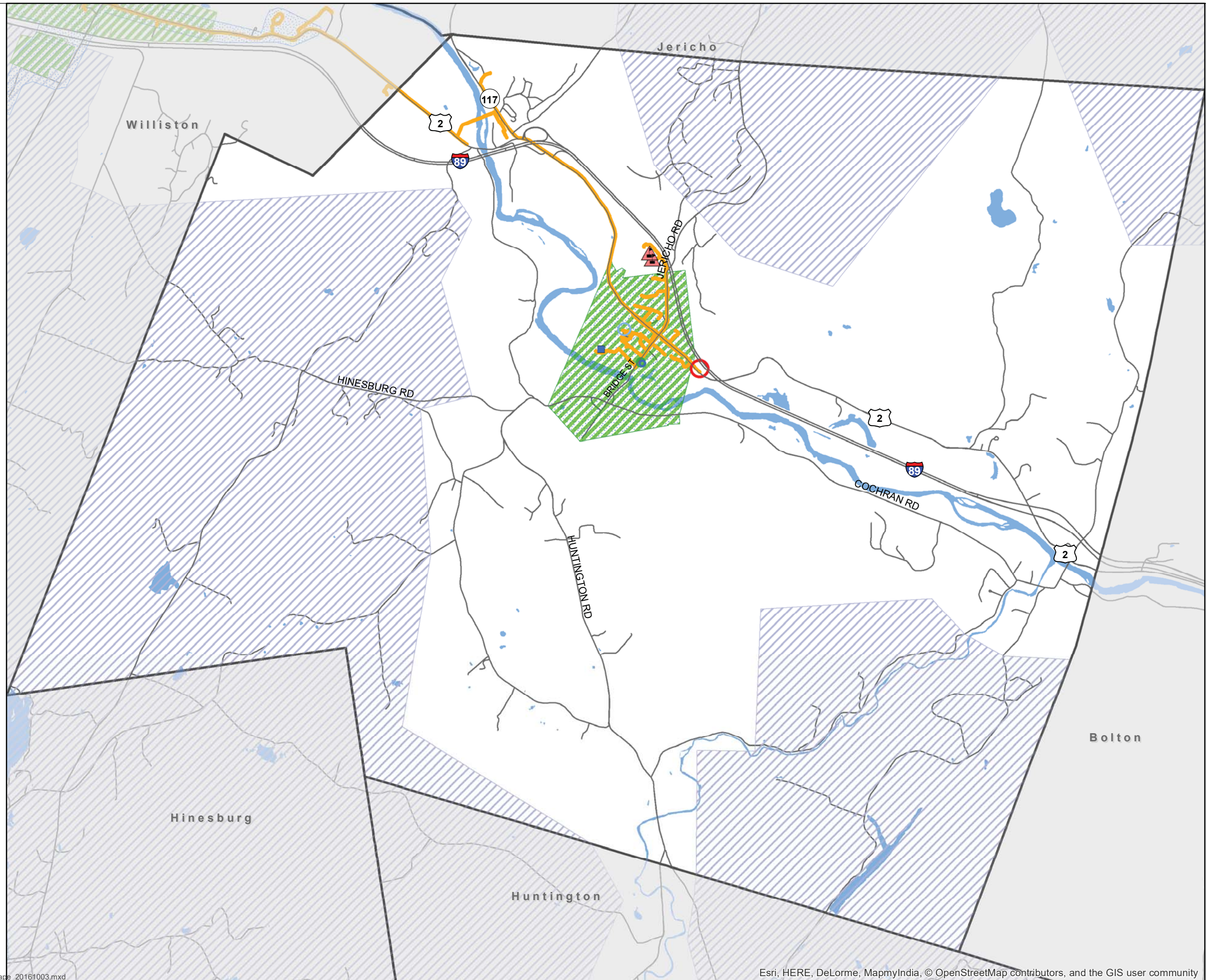
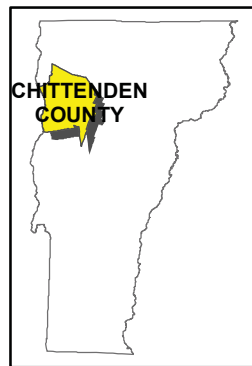


# Figure 1.4 Critical Facilities 2017 Richmond, Vermont All-Hazards Mitigation Plan

-  School
  -  College / University
  -  Law Enforcement
  -  Municipal Office
  -  EMS
  -  Fire
  -  Water and Wastewater Treatment Facility
  -  Emergency Shelter
  -  Major Road
  -  Vermont Gas Service Area
  -  Sewer Service Area
  -  Water Service Area
- Electric Utility**
-  Burlington Electric Dept.
  -  Green Mountain Power
  -  Vermont Electric Co-op



DATA SOURCES:  
 Schools, Law Enforcement, Municipal Office, EMS, Fire,  
 Wastewater Facility - Critical Facilities, 2014, CCRPC  
 Electric Utility Franchise Areas - VCGI  
 Vermont Gas data - VT Gas 2016



# Figure 2.1 River Corridors and Floodplains

2017  
Richmond, Vermont  
All-Hazards Mitigation Plan

### National Inventory of Dams

- DamStatus**
- In Service
  - Breached

### Geomorphically Incompatible Culvert

- Compatibility**
- ▲ Mostly Incompatible\*
  - ▲ Fully Incompatible\*\*

- River Corridor Protection Area
- ANR River Corridor - January 2015

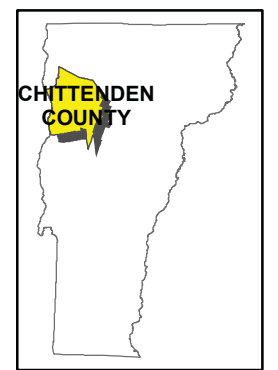
### Digital Flood Insurance Rate Map

- Special Flood Hazard Area (100 Year Floodplain)
- View individual Municipal Regs for detail

\*Mostly incompatible 5<GC<10  
% Bankfull Width + Approach Angle scores < 2 Structure mostly incompatible with current form and process, with a moderate to high risk of structure failure. Re-design and replacement planning should be initiated to improve geomorphic compatibility.

\*\*Fully incompatible 0<GC<5  
% Bankfull Width + Approach Angle scores < 2 AND Sediment Continuity + Erosion and Armoring scores < 2 Structure fully incompatible with channel and high risk of failure. Re-design and replacement should be performed as soon as possible to improve geomorphic compatibility.

**DATA SOURCES:**  
Dams data from US Army Corps of Engineers; Insufficient structures derived from ANR geomorphology inventories. River Corridor Protection Area equals a rivers meander belt (also known as Fluvial Erosion Hazard Area). River Corridor equals a rivers meander belt plus buffer extension. See Floodready.vermont.gov for more detail FEMA DFIRM - developed in 2011 by FEMA consultant Municipal Water Protection Buffers & Setbacks derived from municipal zoning regulations.



0 0.35 0.7 1.4 Miles

