

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.

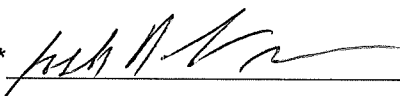
At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

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.

Municipality	Richmond, VT
LEMP Adoption Date	April 25, 2022
NIMS Adoption Date	May 21, 2012
EMD Name	Josh Arneson
Position	EMD
Primary Phone	W: 802-434-5170
Alternate Phone	M: 802-316-7563
Email	jarneson@richmondvt.gov
POC 2 Name	June Heston
Position	Selectboard Chair
Primary Phone	M: 802-578-8105
Alternate Phone	
Email	june.heston@richmondvt.org
POC 3 Name	Dennis Gile
Position	Fire Chief
Primary Phone	W:802-434-2002
Alternate Phone	M:802-316-7558
Email	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* _____

 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	
<input checked="" type="checkbox"/>	Municipal adoption of National Incident Management System (NIMS)	1
<input checked="" type="checkbox"/>	Contact information for local authorities during an emergency	1
<input checked="" type="checkbox"/>	Certification that LEMP meets Vermont NIMS / Implementation Guidance	1
<input checked="" type="checkbox"/>	LEMP adoption by local selectboard / city council (annual)	1
LEMP Required Elements		Page
<input type="checkbox"/>	Planners	
<input checked="" type="checkbox"/>	List of people who wrote / maintain the LEMP	1
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
<input checked="" type="checkbox"/>	Activation authority	1
<input checked="" type="checkbox"/>	EOC staff positions and duties (minimum 1)	1
<input checked="" type="checkbox"/>	List of potential EOC staff members (minimum 1)	1
<input checked="" type="checkbox"/>	Facility information for potential EOC locations (minimum 1)	1
<input type="checkbox"/>	Resources	
<input checked="" type="checkbox"/>	Emergency purchasing agent and spending limits (if any)	2
<input checked="" type="checkbox"/>	List of municipal contracts that can be used during an emergency (if any)	2
<input checked="" type="checkbox"/>	List of other local resources that could be used during an emergency (if any)	2
<input checked="" type="checkbox"/>	National Incident Management System (NIMS) Typed Resource List	3
<input type="checkbox"/>	Public Information and Warning	
<input checked="" type="checkbox"/>	VT-Alert contact information	4
<input checked="" type="checkbox"/>	Local website / social media information (if any)	4
<input checked="" type="checkbox"/>	List of local media outlets (if any)	4
<input checked="" type="checkbox"/>	Public notice sites for non-phone/Internet information	4
<input checked="" type="checkbox"/>	Vermont 2-1-1 contact information	4
<input type="checkbox"/>	Vulnerable Populations	
<input checked="" type="checkbox"/>	List of organizations/facilities that serve local vulnerable populations	4-5
<input checked="" type="checkbox"/>	Identification and monitoring process	4-5
<input type="checkbox"/>	Shelters	
<input checked="" type="checkbox"/>	Spontaneous and regional shelter information	5
<input checked="" type="checkbox"/>	Opening information for local shelters (if any)	5
<input checked="" type="checkbox"/>	Service information for local shelters (if any)	5
<input type="checkbox"/>	Contact Information	
<input checked="" type="checkbox"/>	Emergency Management personnel	7
<input checked="" type="checkbox"/>	Response organizations	7
<input checked="" type="checkbox"/>	Municipal officials / public works	7-8
<input checked="" type="checkbox"/>	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
Preferred EOC Positions and Duties	
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
Potential EOC Staff Members	
<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
June Heston	Selectboard Chair: 802-578-8105 Cell
Dennis Gile	Fire Chief: 802-434-2002 Fire Department
Primary EOC Location	
Facility / Address:	Richmond Town Center. 203 Bridge St. Richmond
Phone Numbers:	802-434-5170
Equipment/Notes:	Phone. Internet. Computers. Radio
Alternate EOC Location	
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 June Heston – Selectboard Chair		
Emergency spending limits: N/A		
Businesses with Standing Municipal Contracts		
<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	Simpleroute	802-881-0010
Phones and Internet	Comcast	
Fuel	Patterson	802-434-2616
Sand and Gravel	Hinesburg Sand and Gravel	802-482-2335
Other Local Resources		
<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"> • 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: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<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		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, 98.9 WOKO
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.
<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>	
Name / Notes	Contact Info
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	Gretchen Muller, 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
Mount Mansfield Unified Union School District	10 River Rd, Jericho, VT 05465	John Alberghini, Superintendent	434-2128

6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
Spontaneous Sheltering	
<ul style="list-style-type: none"> • 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, 802-829-6535
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Camels Hump Middle School. 173 School St., Richmond
Facility Contact(s):	Gretchen Muller
Phone Numbers:	434-2188
Shelter Manager:	
Staff Requirements:	
Services:	Warm Overnight Food Prep
Notes:	Capacity: 504 evacuation, 252 post impact Generator? No, but wiring is in place Pets Allowed? Yes. Has Red Cross Agreement
Alternate Local Shelter	
Location / Address:	Richmond Elementary School, 125 School St. Richmond
Facility Contact(s):	Jeremy Rector
Phone Numbers:	802-434-2461
Shelter Manager:	
Staff Requirements:	
Services:	Warm Overnight Food Prep
Notes:	Capacity: 750 evacuation, 375 post impact Generator? No Pets Allowed? Yes Has Red Cross Agreement

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	
Local Emergency Management Team					
EMD	Josh Arneson	802-316-7563 Work Cell	802-282-2887 Personal Cell	802-434-5170 Work	jarneson@richmondvt.gov
EM Coordinator					
Local Response Organization Contacts					
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		kkapitanski@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
Local Public Works Contacts					
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 Work		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	
Municipal Government Contacts					
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	June Heston	802-578-8105			june.heston@richmondvt.org
Selectboard Alt	David Sander	802-735-3158 Cell			david.sander@richmondvt.org
Selectboard Alt	Bard Hill	802-434-5672 Home	802-556-1653		bard.hill@richmondvt.org
Town Clerk	Linda Parent	802-434-2221 Work	802-881-2593 Cell	802-434-2328 Cell	lparent@richmondvt.gov
Town Treasurer / Finance	Jim Feinson				feinson@gmavt.net
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@mmuusd.org
School Contact #2	Gretchen Muller – Camel's Hump Middle School	802-434-2188			gretchen.muller@mmuusd.org
School District Office	John Alberghini - Superintendent	802-434-2128			john.alberghini@mmuusd.org
Other Contacts					

Contact Information

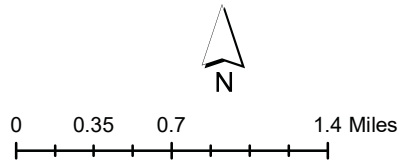
Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	

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

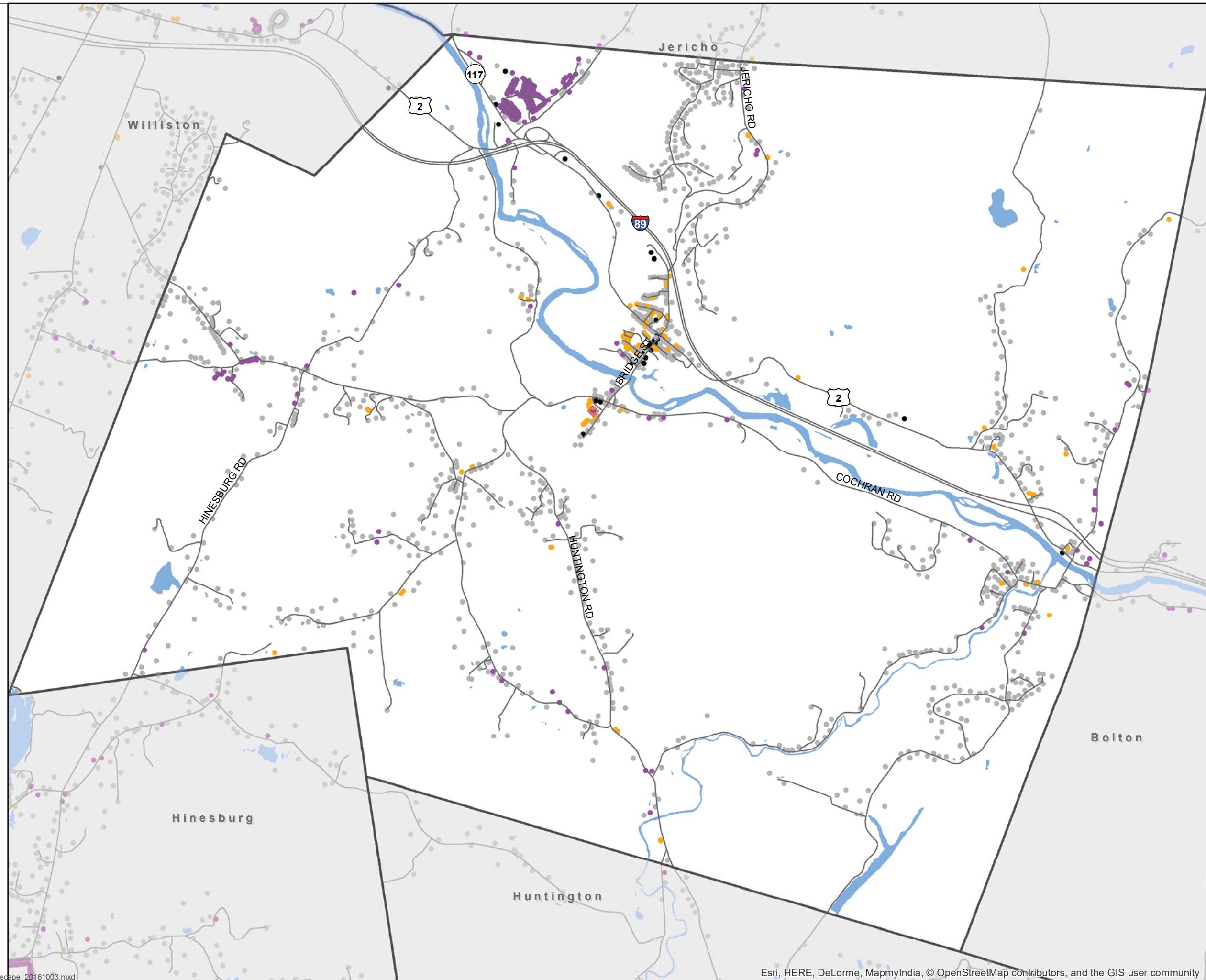
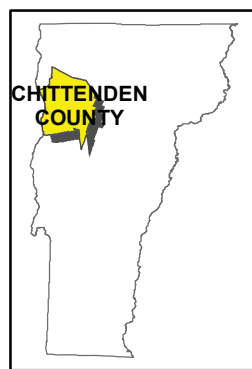














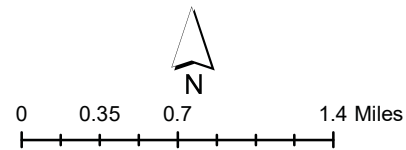


Figure 1.4 Critical Facilities 2017 Richmond, Vermont All-Hazards Mitigation Plan

-  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

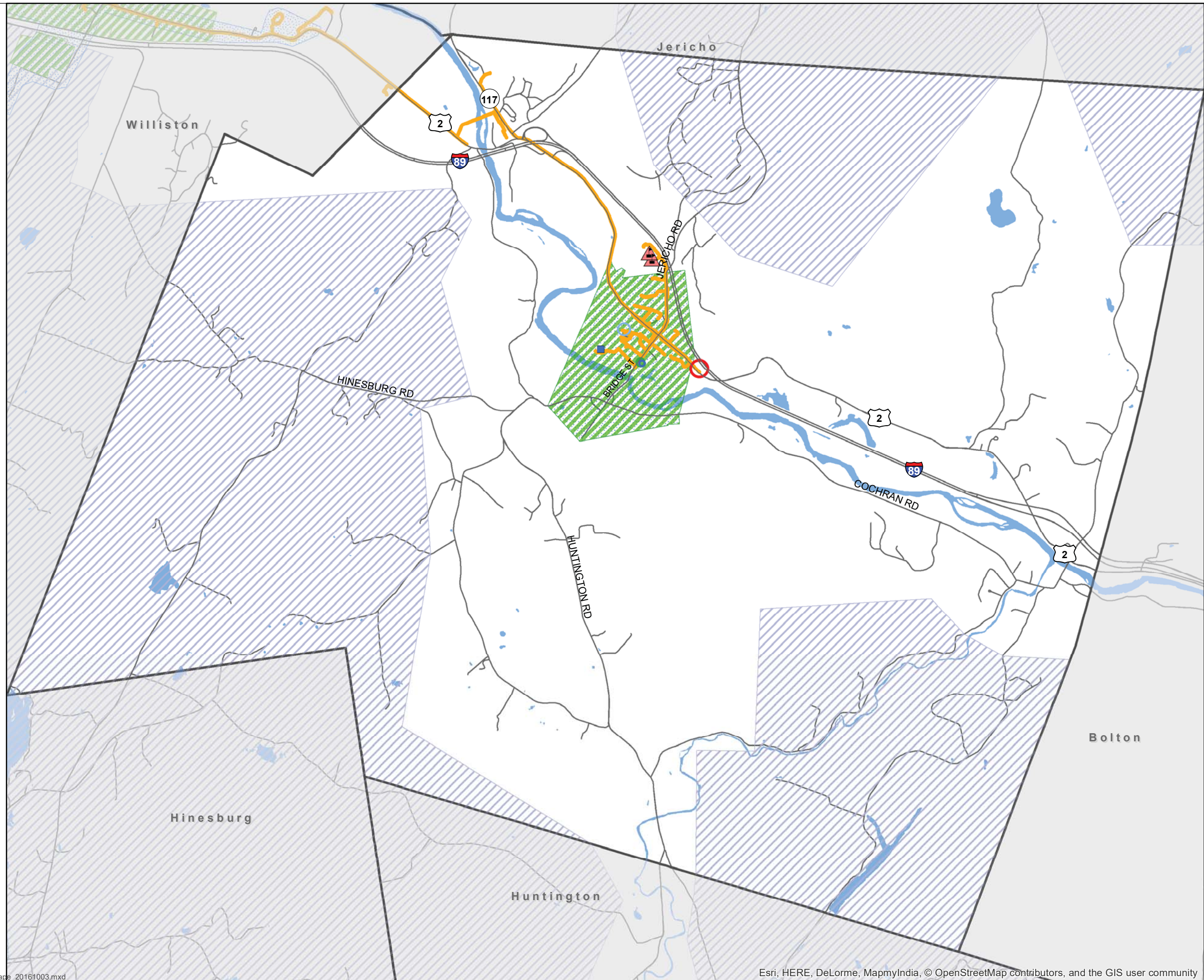
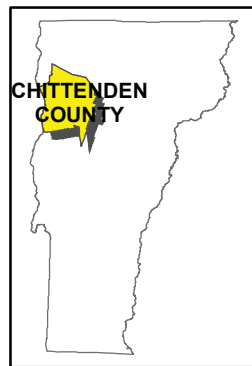


Figure 2.1 River Corridors and Floodplains

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

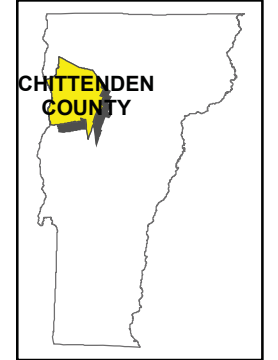
Digital Flood Insurance Rate Map

- 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

