

# 2019 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, <b>by position</b> , can activate the EOC?	<b>Director or Coordinator</b>
<b><i>Preferred EOC Positions and Duties</i></b>	
EXAMPLE TITLE	A municipality can add or subtract positions from this list as it sees fit
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response (reports to Selectboard/Council)
EOC Coordinator	Assists EOC Director with all activities; Tracks and coordinates any Requests For Support (RFS) for non-municipal resources
EOC Call Taker	Assists EOC Coordinator; Staffs phones and radio
EOC Public Information Officer	Produces and posts public information and press releases; Tracks and answers any Requests For Information (RFI) from media. Oversee any Rumor Control.
EOC Safety/Security Officer	Tracks staffs and volunteers responding to emergency; ensures safety of EOC and controls access of EOC staff, volunteers & visitors to EOC
<b><i>Potential EOC Staff Members</i></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
David Sander	Selectboard Chair: 802-735-3158 Cell
Dennis Gile	Fire Chief: 802-434-2002 Fire Department
<b><i>Primary EOC Location</i></b>	
Facility / Address:	Richmond Town Center. 203 Bridge St. Richmond
Phone Numbers:	802-434-5170
Equipment/Notes:	Phone. Internet. Computers. Radio
<b><i>Alternate EOC Location</i></b>	
Facility / Address:	Richmond Rescue
Phone Numbers:	802-434-2394
Equipment/Notes:	Ambulances and medical equipment found on ambulances. Phone. Internet. Radio

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### 3. Resources

<b>Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.</b>		
Purchasing agents for emergencies: Josh Arneson – Town Manager David Sander – Selectboard Chair		
Emergency spending limits: N/A		
<b><i>Businesses with Standing Municipal Contracts</i></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><i>Other Local Resources</i></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
<p>State support that is usually at no cost to the municipality:</p> <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> <p>State support the municipality will normally eventually have to pay for:</p> <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>		
<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>		

<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				1		Hydraulic Excavator, Medium Mass Excavation		1				
Mobile Communications Unit		1	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.org>

#### 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 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.
<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) <a href="https://e911.vermont.gov/care">https://e911.vermont.gov/care</a>		(Supporting PSAP)	
Richmond Elementary School	125 School Street, Richmond	Jeremy Rector, Principal	434-2461

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 Copy

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<b>Spontaneous Sheltering</b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b>Regional Shelter</b>	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
<b>Primary Local Shelter</b>	
Location / Address:	Camels Hump Middle School. 173 School St., Richmond
Facility Contact(s):	Mark Carbone
Phone Numbers:	434-2188
Shelter Manager:	
Staff Requirements:	
Services:	Warm Overnight Food Prep
Notes:	Capacity: 50 Generator? No, but wiring is in place Pets Allowed? N. Has Red Cross Agreement
<b>Alternate Local Shelter</b>	
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	Jess Draper	802-434-2430 Work	802-393-0775 Personal Cell	518-297-0775 Home	jdraper@richmondvt.gov
<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	Larry Muldoon - Chief	802-434-2156 Work	802-316-6118 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
Local Dispatch Center	Shelburne: Fire and Rescue	802-985-8051 Work			jon.marcoux@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 Work		kchamberlin@richmondvt.gov
Wastewater Utility	Kendall Chamberlin	802-316-7560 Cell	802-434-2178 Cell		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	David Sander	802-735-3158 Cell			david.sander@richmondvt.org
Selectboard Alt	Bard Hill	802-434-5672 Home			bard.hill@richmondvt.org
Selectboard Alt	Christy Witters	802-505-8117 Cell			christy.witters@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	[ new officer to be appointed ]				
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>					