

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
Jay Furr	Selectboard Chair: 802-324-1536 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 and 802-434-2221
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 Jay Furr – 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	Simplerout	802-881-0010
Phones and Internet	Comcast	800-556-9979
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						
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted						
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer						
Public Safety Dive Team						Track Loader						
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer			1	N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A	1		Trailer, Dump		N/A	N/A	N/A		
Fire Engine (Pumper)	3					Trailer, Small Equipment		3	N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump		4				
Aerial Fire Truck			N/A	N/A		Truck, Plow		2				
Foam Tender			N/A	N/A		Truck, Sewer Flusher						
Hand Crew				1		Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering						
Engine Strike Team		1				Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution						
Fire Boat				N/A		Water Pumps, Wastewater						
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A		
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A		
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe			1			
Aerial Lift - Truck Mounted						Wheel Loader, Large			1			
Air Compressor			1			Wheel Loader, Medium						
Concrete Cutter/Multi-Processor for Hydraulic Excavator			1			Wheel Loader, Small				N/A		
Electronic Boards, Arrow						Wheel Loader, Skid Steer			1	N/A		
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler						
Floodlights			8	N/A		Wood Chipper		N/A	N/A	N/A		
Generator						Wood Tub Grinder						
Grader	1			N/A								

*Information about the NIMS Typed resources can be found at: <https://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.
<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
----------------------------	-----------------------------	-----------------------------	----------

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

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):	Gretchen Muller
Phone Numbers:	434-2188
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep
Notes:	Capacity: 50 Generator? No Pets Allowed? N. Has Red Cross Agreement

Alternate Local Shelter

Location / Address:	Richmond Elementary School
Facility Contact(s):	Jeremy Rector
Phone Numbers:	802-434-2461
Shelter Manager:	
Staff Requirements:	
Services:	Warm Overnight Food Prep
Notes:	Capacity: 25? Generator? N Pets Allowed? N

Alternate Local Shelter	
Location / Address:	Town Center
Facility Contact(s):	Josh Arneson
Phone Numbers:	802-434-5170
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Day Use Only
Notes:	Capacity: 25? Generator? N Pets Allowed? 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	
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	Benjamin Herrick - Chief	802-434-2156 Work	802-734-5755 Cell		lmuldoon@richmondvt.gov
State Police or County Sheriff	Lt. Debra Munson Williston Barracks	802-878-7111 Work			Debra.Munson@Vermont.gov
Local Dispatch Center	Captain Lance Burnham	802-878-7111 Work			Lance.burnham@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	Allen Carpenter	802-316-7559 Cell	802-434-2178 Work		acarpenter@richmondvt.gov
Wastewater Utility	Allen Carpenter	802-316-7559 Cell	802-434-2178 Work		acarpenter@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	Jay Furr	802-324-1536 Cell	802-734-0108 Work		Jay.furr@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		lparent@richmondvt.gov
Town Treasurer / Finance	Jim Feinson	802-318-7385 Cell			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					

