

Local Emergency Management Plan

1. Emergency management planners

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

Josh Arneson (EMD), Duncan Wardwell (EMC), Harry Schoppmann (EMD), Pete Gosselin (Highway Foreman), Jerry Levesque (Fire Chief)

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?

Emergency Management Director (EMD), Emergency Management Coordinator (EMC), Selectboard

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 (reports to Selectboard)
EOC Coordinator	Assists EOC Director with all activities, tracks and coordinates any requests for support for non-municipal resources
EOC Call Taker	Staffs phones and radio
EOC Public Information Officer	Produces and posts public information and press releases; Tracks and answers any requests for information from media, oversee any rumor control
EOC Safety/Security	Tracks staff and volunteers responding to emergency; ensures safety of EOC and controls access of EOC staff, volunteers & visitors to EOC

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Josh Arneson	EOC Director
Duncan Wardwell	EOC Coordinator
Adam Wood	As needed and directed by EOC Director
Jerry Levesque	As needed and directed by EOC Director
Susanne Parent	As needed and directed by EOC Director
Connie Bona	As needed and directed by EOC Director

Primary EOC location	
Facility address:	Richmond Town Center. 203 Bridge St. Richmond
Phone numbers:	802-434-5170 and 802-2221
Equipment and notes:	<input 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 type="checkbox"/> food prep
Alternate EOC location (if applicable)	
Facility address:	Richmond Rescue 216 Railroad St. Richmond
Phone numbers:	802-434-2394
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
Alternate EOC location (if applicable)	
Facility address:	Richmond Highway Department 276 Thompson Rd. St. Richmond
Phone numbers:	802-434-2394
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 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.
Town Manager, Selectboard Chair. No limit but purchase orders must be submitted to the Selectboard after emergency purchase is made.
<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</i>

vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.

Town or city owned resources (if applicable)

Type of resource	Name	Contact information
3 Fire Engines	Fire Department	Jerry Levesque
Grader, Wheeled Excavator, Snow blower, Equipment Trailer, 4 dump trucks/plow trucks, 3 pickups with plows, medium bucket loader, skid steer	Richmond Highway Department	Road Foreman Pete Gosselin

Businesses with standing municipal contracts (if applicable)

Type of resource	Name	Contact information
Trash Hauler	Casella	802-735-1812
Hardware	Richmond Home Supply	802-434-2887
Computer/IT	Simpleroute	802-881-0010
Phones and Internet	Comcast	800-556-9979
Fuel (Diesel for Town Trucks)	Patterson	802-434-2616
Sand and Gravel	Hinesburg Sand & Gravel	802-482-2335
Natural Gas- Heat for Town Hall	Vermont Gas	802-863-4511
Electric	Green Mountain Power	888-835-4672

Other local resources (if applicable)

Type of resource	Name	Contact information
Excavation	John Scott	802-434-4480
Excavation	Chris Spence	802-343-6350
Excavation	All States Materials Group / J Hutchins	802-434-3500
Excavation	Dirt tech	802-316-2030
Excavation	Stromme Excavating	802-999-8502
Excavation	ECI	802-318-6601
Excavation	Craig Cowles	802-355-9983
Excavation	Dirt Tech	802-399-2068
Excavation	SD Ireland	802-863-6222
Equipment Rental	Got that Rental	802-878-0404
Equipment Rental	Essex Equipment	802-878-5316
Materials	McCullough	802-223-5693
Materials	FW Whitcomb's	802-655-1270

State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police Special Teams

<ul style="list-style-type: none"> • 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 Portable					
Water Pumps, De-Watering					3	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):	VT- Alert Managers- Josh Arneson and Duncan Wardwell Vermont Emergency Management: 800-347-0488
Important local websites or social media channels	www.richmondvt.gov Front Porch Forum Town E-mail List
Local newspaper, radio, TV (if applicable):	Newspapers: Times Ink Burlington Free Press Seven Days Williston Observer Television: WCAX channel 3 Local 22/44 channels 22 and 44 NBC5 channel 5 Radio: WDEV 550am, WVMT 620
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.	Town Center, 203 Bridge St. First Floor/Parking lot level and Second Floor Entrance 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 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.</i>	

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>
<u>Citizen Assistance Registration for Emergencies (CARE)</u>	Vermont Emergency Management	800-347-0488
Richmond Elementary School	125 School Street, Richmond	Jeremy Rector Principal 802-434-2461
Camels Hump Middle School	173 School Street, Richmond	Gretchen Muller Principal 802-434-2188
Little Tots Academy	21 Farr Road, Richmond	802-434-3891
Richmond Terrace Senior Living Facility	220 Thompson Road, Richmond	802-434-6030
Sterling House Assisted Living Facility	61 Farr Road, Richmond	802-434-7181
Mount Mansfield Unified Union School District	10 River Road, Jericho	802-434-2128

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:	Camels Hump Middle School. 173 School St., Richmond	
Facility contact(s):	Gretchen Muller (Principal) 802-434-2188	
Shelter manager:	Josh Arneson 802-316-7563	
Staff requirements:	Minimum of 2 staff	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	240	
Overnight capacity: (if applicable)	120	
Notes:	Has Red Cross Agreement	

Alternate local shelter

Location and address:	Richmond Elementary School. 125 School St. Richmond	
Facility contact(s):	Jeremy Rector (Principal) 802-434-2461	
Shelter manager:	Josh Arneson	
Staff requirements:	Minimum of 2 staff	
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	118	
Overnight capacity:	59	
Notes:	Has Red Cross Agreement	

Alternate local shelter	
Location and address:	Richmond Town Center, 203 Bridge St. Richmond, VT
Facility contact(s):	Josh Arneson 802-316-7563
Shelter manager:	Josh Arneson 802-316-7563
Staff requirements:	Minimum of 2 staff
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Showers <input checked="" type="checkbox"/> Cooling center <input type="checkbox"/> Generator <input type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Pets allowed <input type="checkbox"/> Food preparation
Daytime capacity:	50
Overnight capacity:	0
Notes:	

Alternate local shelter	
Location and address:	Richmond Highway Dept. 276 Thompson Rd.
Facility contact(s):	Pete Gosselin 802-316-7562
Shelter manager:	Josh Arneson 802-316-7563
Staff requirements:	Minimum of 2 staff
Services (select all that 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 type="checkbox"/> Pets allowed <input checked="" type="checkbox"/> Food preparation
Daytime capacity:	50
Overnight capacity:	0
Notes:	Crate Escape is alternate location for pets. 802-434-6411

Annexes (Optional, create and letter as needed)

Map 1: River Corridors and Floodplains,
Map 2: Housing and Employment
Map 3: Critical Facilities

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.

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Josh Arneson	802-316-7563 Work Cell	802-282-2887 Personal Cell	802-434-5170 W	jarneson@richmondvt.gov
EM coordinator	Duncan Wardwell	802-336-2092			dwardwell@richmondvt.gov
EOC Staff	Adam Wood	802-735-4702 Cell			adam.wood@richmondvt.org
EOC Staff	Susanne Parent	802-434-2221 Work	802-318-3449 Cell		sparent@richmondvt.gov
EOC Staff	Connie Bona	802-336-2094			cbonna@richmondvt.gov
EOC Staff	Jerry Levesque	802-434-2002 Work	802-310-7182 Cell		jlevesque@richmondvt.gov
Local response organization contacts					
Fire Chief	Jerry Levesque	802-434-2002 Work	802-310-7182 Cell		jlevesque@richmondvt.gov
Assistant Fire Chief	Jacob Kilpeck	802-598-2754 Cell			jacobkilpeck@yahoo.com
EMS Chief	Michael Chiarella	802-434-2394 Work			director@richmondrescue.org
Chief of Police	Matt Cohen	802-338-0104 - Cell			matthew.cohen@vermont.gov
State Police	Lt. Cory Lozier Williston Barracks	802-878-7111			Cory.lozier@Vermont.gov
Local Dispatch Center	Christian Pedoty Williston PSAP	802-878-7111			Christian.Pedoty@Vermont.gov

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local public works contacts					
Road Foreman	Pete Gosselin	316-7562 Cell			pgosselin@richmondvt.gov
Town garage		802-434- 2361			
Drinking water utility	Steve Cote	802-598- 4593 Cell			scote@richmondvt.gov
Wastewater utility	Steve Cote	802-598- 4593 Cell			scote@richmondvt.gov
Municipal government contacts					
Town Administrator					
Town manager	Josh Arneson	802-316- 7563 Cell	802-434- 5170	802-282- 2887 Personal Cell	jarneson@richmondvt.gov
Selectboard Chair	Adam Wood	802-735- 4702 Cell			Adam.wood@richmondvt.org
Selectboard Vice Chair	Caitlin Filkins	802-590- 3708 Cell			Caitlin.filkins@richmondvt.org
Selectboard Alt	Bard Hill	802-556- 1653 Cell			bard.hill@richmondvt.org
Town Clerk	Susanne Parent	802-434- 2221 Work	802-318- 3449 Cell		sparent@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 or Adam.wood@richmondvt.org

Contact Information







Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Forest Fire Warden	Dennis Gile	802-434-2002			dgile@richmondvt.gov
Animal control officer	Andy Squires	802-363-7162			docmccoy@gmavt.net
Richmond Elementary School Principal	Jeremy Rector	802-434-2461			Jeremy.rector@mmuusd.org
Camel's Hump Middle School Principal	Gretchen Muller	802-434-2188			Gretchen.muller@mmuusd.org
MMUUSD Office	John Muldoon	802-434-2128			John.muldoon@mmuusd.org
Other contacts (including neighboring EMDs)					
Number for assistance with a shelter, VTAlert, or resources.		1-800-347-0488			

Map 1 River Corridor & Floodplains

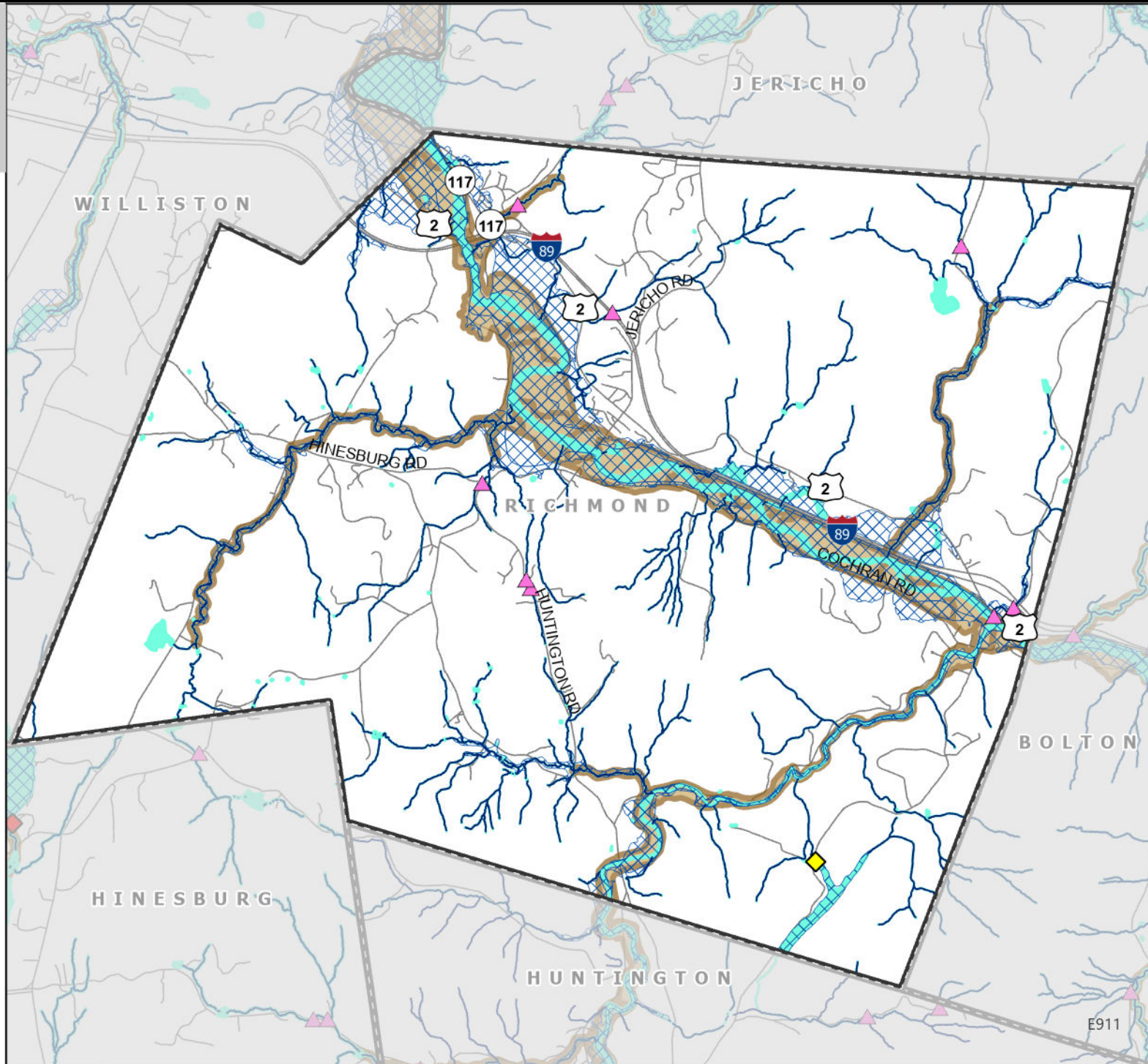
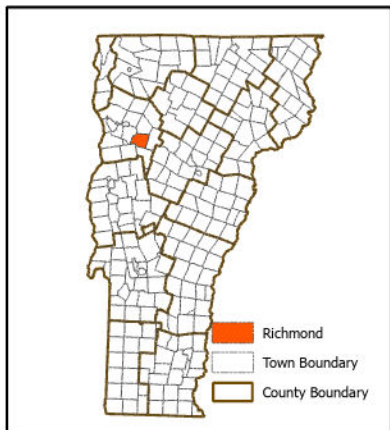
Richmond, Vermont
2025 Local Emergency
Management Plan



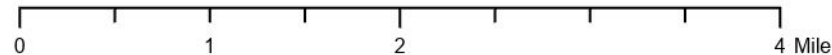
Legend

-  Mostly Geomorphically Incompatible Culvert*
- Dam Hazard Potential**
-  High Hazard Potential
-  Low Hazard Potential
-  ANR River Corridor - August 2019
- Digital Flood Insurance Rate Map**
-  Special Flood Hazard Area (100 Year Floodplain)
- Approximate Municipal Water Protection Buffers**
-  View 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.



DATA SOURCES:
Dams data from US Army Corps of Engineers; Insufficient structures derived from ANR geomorphology inventories. 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. Roads - e911 data, 2024



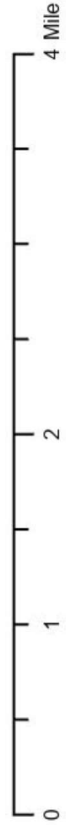
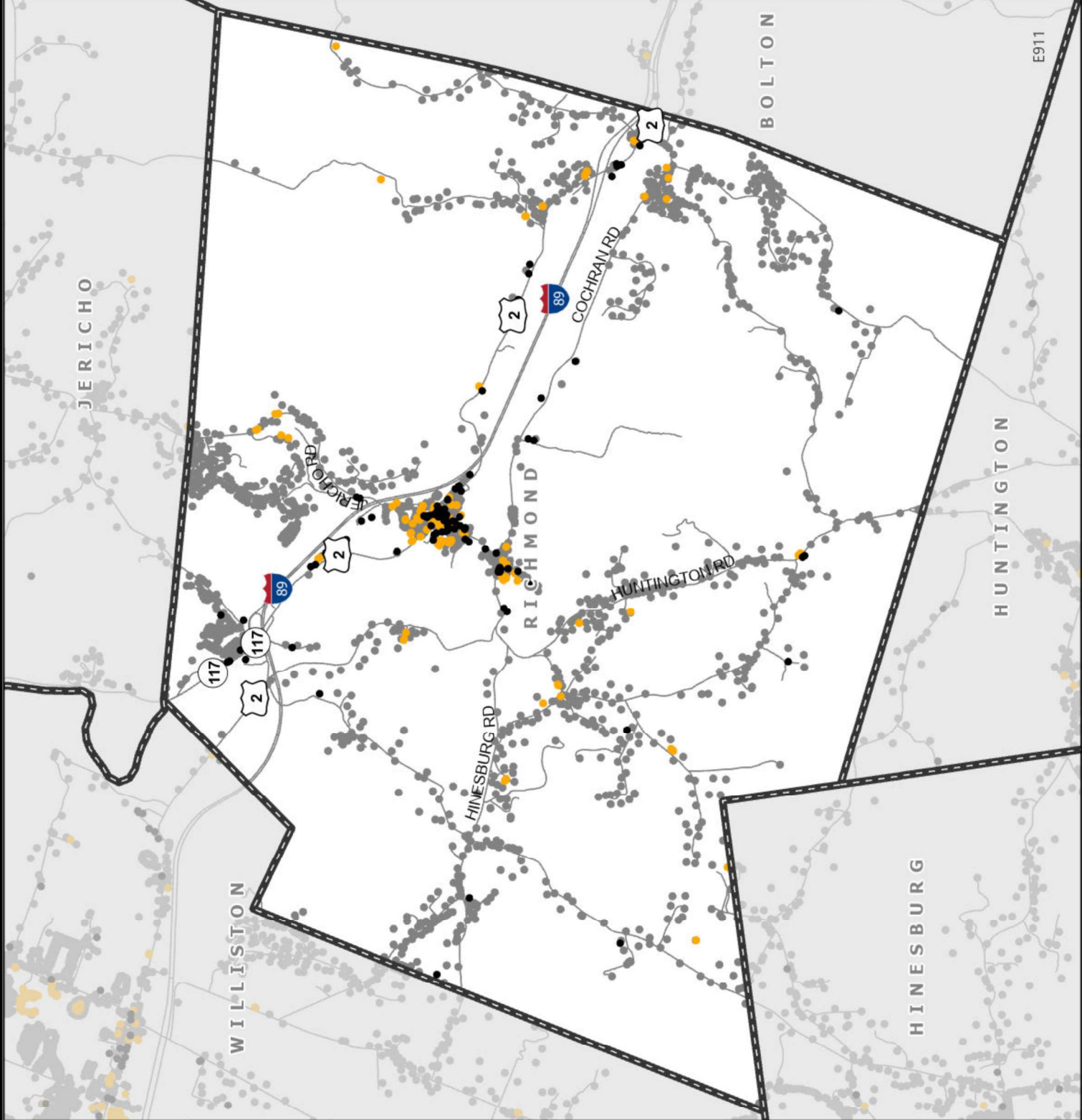
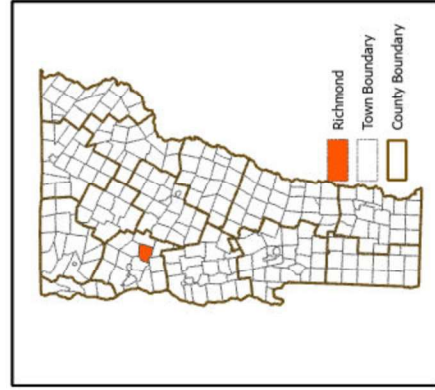
Map 2 Housing and Employment Richmond, Vermont 2025 Local Emergency Management Plan



Legend















- Housing**
- Single Housing Unit
 - Multiunit
 - Employment Location

DATA SOURCES:
 Single and multi-family - CCRPC Housing, 2023
 Employment Locations - esite data, 2025
 Roads - e911 data, 2025



Map 3 Critical Facilities Richmond, Vermont 2025 Local Emergency Management Plan

Legend

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

