

MODEL TOWN EMERGENCY OPERATIONS PLAN



Prepared by

Department of Public Safety
Vermont Emergency Management
103 South Main Street
Waterbury, Vermont 05671-2101

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ATTACHMENTS – (not included)

1. Emergency Maps of _____, Vermont
 - A. Street/Road Maps
 - B. Hazard Maps (Flood plains etc.)
 - C. Facility Floor plan(s)
2. Resource List
3. Phone Directory for Emergency Personnel
4. Outside Resource Locator List

PROMULGATION STATEMENT/LETTER

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for the Town of _____, Vermont. It provides a framework for use in performing emergency functions during a major emergency or disaster in the town.

This Emergency Operations Plan includes the four phases of emergency management. They are:

Prevention - those activities which eliminate or reduce the probability of an incident, also known as mitigation;

Preparedness - those activities developed to save lives and minimize damage;

Response - immediate activities which prevent loss of lives and property and provide emergency assistance; and,

Recovery - short and long term activities which return all systems to normal or improved standards.

This plan is prepared in accordance with federal and Vermont statutes. It will be tested, revised and updated as required. All recipients are requested to advise the _____ Emergency Management Coordinator regarding recommendations for improvements.

Signed:

Chair, Selectman _____

Selectman _____

Selectman _____

Selectman _____

Selectman _____

Revision Sheet

DATE OF REVISION _____ , 20 ____

The attached pages of the Town of _____ Emergency Operations Plan have been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list as the Revision Log to your copy of the plan.

Plan Component

Remove Pages Numbered

Insert Pages Numbered

Date Revisions Posted _____ , _____.

PURPOSE OF THE PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the town of _____, Vermont.

The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific, covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information relative to **when** and **where** the response will be effective, and even **why** it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing "**how**" to carry out its assignments in support of the plan.

SITUATIONS AND ASSUMPTIONS

SITUATION:

The Town of _____, located in _____ County, in the _____ section of the State near the _____, has an area of _____ acres, or _____ square miles and a population of _____ (1990 census).

Highways _____ and _____, and Interstate ____, provide major highway access to the Town.

Rail service is provided by _____ and _____ Railroads.

The Town has a paid/volunteer fire department. The fire station is located at _____ Street.

Mutual Aid System - The Fire Department has mutual aid agreements with _____, _____, _____, _____ and _____.

Vermont Transit bus provides passenger service.

Law enforcement is handled by a police department/State Police with headquarters at _____. Dispatching services are provided by _____. (Town, Sheriff's Department or State Police).

The Town Highway Maintenance garage is located on _____ Road and is responsible for _____ miles of highways within the Town.

The State Highway district garage is located in _____ on _____.

There are _____ elementary schools and a _____ High School. (private schools) _____ school buses transport the elementary school students.

Primary industries in Town are _____, _____ and _____.

The nearest hospital is the _____ Regional Hospital, located in _____ Town. There are _____ nursing homes located at _____, etc.

VULNERABILITY:

The _____ River flows _____, and has been the cause of some problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in town that are located above designated flood plains. The mountainous areas in town are especially vulnerable to this phenomenon. The frequency of extreme weather events fluctuates from year to year.

**ASSUMPTIONS:
(HAZARD ANALYSIS)**

FLOODS: Floods are the most probable natural cause of emergencies or disasters in _____. Spring thaws and ice breakups may cause some lowland flooding. Summer or fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations, are fairly commonplace in _____, Vermont. The town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving a people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in _____, Vermont. A hurricane hit Vermont in 1938. Most windstorms result in downed trees, damaged phone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all time low during the nationwide drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreational and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt in _____, Vermont in the past and remain a geological possibility. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to unreinforced masonry (brick) buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since _____, Vermont is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous Materials lead the list of potential hazards which could impact the town of _____, Vermont. Fuels are the most widespread materials likely to create problems. Chemicals used in waste treatment, _____ and _____ are also sources of possible HAZMAT incidents.

Radiological Emergencies are possible from vehicles traveling on highway _____.

Aircraft Crashes can happen anywhere in Vermont. Small private planes and military aircraft are more common in _____ air space. A commercial airliner, off course in bad weather, could become involved with _____ Mountain and remain a potential threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of _____, Vermont. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

CONCEPT OF OPERATIONS

General:

1. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, and other non-governmental agency.
2. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.
3. The Town of _____ Office of Emergency Management will be the coordinating agency for all activity in connection with Emergency Management.
4. The Board of Selectmen or their designees will be responsible for the execution of the plan and for minimizing the disaster effects.
5. Central control from the Emergency Operations Center (EOC) provides the requisite direction and coordination. The primary EOC is located in the _____ building. Alternate EOC is located in the _____.

Operations:

Operation of the plan commences when the _____ Selectboard Chair/Emergency Management Coordinator/Fire Chief or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property to a minimum.

1. Alert and order the mobilization of the Town emergency management organization.
2. Activate the Town Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster.
3. Alert the general population of the disaster or impending disaster.
4. Arrange for the evacuation of threatened areas.
5. Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas outside of the _____ geographical boundaries.
6. Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross and Salvation Army, and establish liaison as necessary.
7. Alert State emergency management office for assistance and coordination of other State agencies with disaster capabilities.

8. Notify local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

ORGANIZATION AND RESPONSIBILITIES

Organization:

1. The Town Selectboard will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
2. The Selectboard Chair/Town Manager/Fire Chief/etc. shall be the Director of the Emergency Management forces of this Town and shall be responsible for organization, administration and operations.
3. The Emergency Management Coordinator, under the supervision of the Director(s), shall be responsible for the planning, coordination and operation of the Emergency Management activity in the Town.
4. The employees, equipment and facilities of all town departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization shall also include volunteer agencies and/or persons offering services to the Town, upon acceptance thereof.
6. Duties assigned to a Town Department shall be the same or similar to the normal duties of the Department.
7. The Coordinator shall oversee the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

Responsibilities:

The Town operations plan consists of this basic plan with appropriate annexes to cover emergency operations as follows:

ANNEX A. Direction and Control: Emergency Management Director(s). Includes staffing and functioning of the EOC and succession of command.

ANNEX B. Evacuation: Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.

ANNEX C. Communications: Communications Officer. Includes local emergency communications to be utilized for all types of disasters.

ANNEX D. Alert and Warning: Fire Chief. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

- ANNEX E. Shelter:** Emergency Management Coordinator. Includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.
- ANNEX F. Radiological Protection:** Radiological Officer. Includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.
- ANNEX G. Police - Chief of Police/Constable.** (Sheriff Dept. or State Police) Includes maintenance of law and order, control of traffic, controlling and limiting access to the scene of a disaster.
- ANNEX H. Fire and Rescue--Fire Chief:** Includes actions to limit or prevent loss of life and property from fire or threat of and assisting in rescue, warning and evacuation.
- ANNEX I. Public Works:** Highway Superintendent & Water Superintendent. Includes maintaining the Town's roads, bridges, and sewer systems and assisting with equipment and personnel if a disaster threatens or occurs.
- ANNEX J. Emergency Public Information:** Emergency Management Director(s). Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.
- ANNEX K. Resource Management:** Emergency Management Director(s). Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.
- ANNEX L. Hazardous Materials:** Fire Chief. Includes the identification of HAZMAT facilities and transportation routes within the town. It also outlines responsibilities for responding to a HAZMAT incident within the town.

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town department and/or agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated with the Emergency Management Coordinator and updated annually by Department/Agency Head.

ADMINISTRATION EMERGENCY MANAGEMENT STAFF

The Board of Selectmen shall be the directors of emergency management. The **Town Emergency Management Coordinator** will report to Emergency Management **Director(s)** and may be the individual responsible for day-to-day emergency management operations.

The Emergency Management Director(s) shall have the general supervision of the Emergency Management program and Emergency Management Coordinator. This will include any direction and guidance necessary.

The **Director(s)** will be responsible for:

- Chairing all Emergency Management meetings.
- Provide expertise and guidance to the E.M. Coordinator preparing the Emergency Operations Plan.
- Preparing and promoting ordinances when necessary.
- Providing Town resources to the E.M. Coordinator in establishing and operating an EOC.
- Provide guidance in the annual Emergency Management budget and preparation of reports.

The **Coordinator** shall be responsible for:

- The preparation of the basic plan and its review and update.
- With the approval of the Selectboard/Town Manager, appoint service heads to the Emergency Management program.
- Shall have direct responsibility for the organizations, the administration and operations subject to the direction and guidance of the Selectboard.
- Schedule training, drills, and exercises to train and test the local government's response capability.
- Shall be responsible for coordination the State Emergency Management office.
- Will encourage participation by staff members for Emergency Management training courses and seminars.
- Shall prepare annual reports for Emergency Management.
- Be responsible for establishing and setting up the EOC.
- Be the EOC Manager and provide for adequate staffing.
- Attend training courses, meetings and seminars and seminars at local, state and regional levels.

RESOURCES AND SUPPORT

RESOURCES:

1. Normal supply methods will be utilized.
2. If emergency supplies are required they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director(s).
3. The Town does not have a central procurement warehouse or distribution system. Emergency supplies will be stored at _____.

SUPPORT:

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements.
2. Support by State departments and/or agencies will be requested through Vermont Emergency Management by calling: **1-800-347-0488**.
3. The Governor can activate military support. Requests for assistance will be coordinated through Vermont Emergency Management at the above number.

PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

Town officials and dedicated citizens developed this Emergency Operations Plan (EOP) for the town of _____. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided.

It is intended that this EOP be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Emergency Management Coordinator will be responsible for keeping this plan up-to-date by an annual review. Following any exercise or actual emergency or disaster, the Coordinator will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the town's emergency response capability.

AUTHORITIES AND REFERENCES

FEDERAL STATUTES

- The Federal Civil Defense Act of 1950, Public Law 81-920, (As amended by Public Law 85-606)
The Disaster Relief Act of 1970, Public Law 91-606;
The Disaster Relief Act of 1974, Public Law 93-288 and, Executive Order 11795; and
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707
The Food Stamp Act of 1977, Public Law 95-113
The Atomic Energy Act of 1954, Public Law 83-703, As amended
- The Act of January 5, 1905, Responsibilities of the American National Red Cross
- The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, Title III (SARA)

NOTE: Local EOPs seldom need all of the Federal Statutes as listed above. Those marked with (*) are the most applicable to Vermont communities.

FEDERAL PUBLICATIONS

Reorganization Plan No. 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA)

Regional Emergency Operations Plan, Appendix A, Emergency Response Team Plan

VERMONT STATUTES

Title 20 VSA, Chapters 1, 3, 5, & 7, Civil Defense and Military Aid

NOTE: All other applicable State Statutes relative to functions performed by State agencies are listed in the respective alphabetical Subsections under "Authorities".

EXERCISES AND TRAINING

EXERCISES:

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every Town department/agency head to ensure that his or her personnel receive adequate training.

Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator.

ANNEX A
DIRECTION AND CONTROL
Town of _____, Vermont

I. AUTHORITY:

1. U.S. Public Law 920, 81ST Congress 1950 (as amended)
2. Title 20, Chapter I and Chapter 3, VSA

II. PURPOSE:

To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect the town. To provide emergency information and advice to the public.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. (See Situation, Basic Plan).
2. The primary town EOC is located in the _____, _____ St., _____, Vermont.
3. Alternate EOC is the _____, _____ St, or mobile units if necessary.
4. The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the town's normal capability to respond.
5. The decision to order activation of the EOC will be made by direction of the Emergency Management Director or the Emergency Management Coordinator.

The primary staff will consist of:

Town Selectboard Chair
Town Manager
Emergency Management Coordinator
Fire Chief
Police Chief
Superintendent of Roads
Water Superintendent
Water, Filter Plan Operator

Secondary Staff:

Assistant Fire Chief
Police Captain
Water and Sewer Department Personnel
Communications personnel

(The type of Disaster/Emergency and response may require additional staff.)

B. Assumptions:

1. The EOC will be adequate for direction and control.
2. Communications will be available.
3. Close coordination will occur with neighboring jurisdictions, State officials, volunteers and industry.

IV. CONCEPT OF OPERATION:

The EOC staff, upon activation will prepare the EOC for operation, and:

1. Ensure that information is being received from field forces, recorded and evaluated.
2. Based on evaluation, coordinate response.
3. Develop and maintain a town situation map identifying problem areas and deployment of responders.
4. Determine the capability of the town to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
5. Issue information and advice to the general public. Be prepared to brief media and answer questions.
6. Prepare for possible 24 hour EOC operation, if warranted.
7. Determine procedures for damage assessment and recovery operations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

1. EOC Manager - Town Manager/Selectboard has authority to:
 - A. Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
 - B. Ensure promulgation of regulations to protect life and property and preserve critical Resources.
 - C. Request assistance from the State, or other political subdivision, where conditions in the town are beyond the control of local emergency management forces.
 - D. Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of the people.
 - E. Maintain liaison with State and federal authorities and local authorities from nearby jurisdictions.
 - F. Coordinate the activity of public and private agencies, including volunteers, Red Cross, industry, etc.

G. Assume such authority and activity to promote and execute the emergency management plan.

2. Police Chief:
 - A. Normal operational requirements of the Police Department and coordination with other services.
 - B. Determine traffic control points.
 - C. Coordinate with other services if an evacuation advisory is anticipated or issued.
Assist in warning.
 - D. Security of evacuated areas.
 - E. Security of EOC.
 - F. Recommendation for requesting outside assistance, including military.
3. Assistant to Police Chief - Captain of Police:
 - A. Emergency plan development for the Police Department.
 - B. Assume duties of the Chief in his absence, or by his direction.
4. Fire Chief:
 - A. Normal operational requirements of the Fire Department and coordination with other services.
 - B. Coordinate with other services if an evacuation advisory is anticipated or issued.
 - C. Disseminate warnings to the public as required.
5. Assistant Fire Chief:
 - A. Assume the duties of Fire Chief in his absence, or by his direction.
6. Highway Dept. - Highway Superintendent, or in his absence, a lead man from the Highway Department:
 - A. Normal operational requirements of the Public Works Department and coordination with other services.
 - B. Debris clearance from town roads.
 - C. Coordination of emergency transportation through the Emergency Management Director.
 - D. Damage assessment as directed by Emergency Management Director.
7. Water & Sewer Dept. - Water & Sewer Superintendent or in his absence a lead man from Water and Sewer Department:
 - A. Normal operational requirements of the Water and Sewer Department and coordination with other services.
 - B. Wastewater Treatment Facility. See Appendix ____.

VI. ADMINISTRATION AND LOGISTICS:

1. Town Manager/Emergency Management Director(s) have the responsibility for assuring that the EOC is physically opened.

2. First person at the EOC has responsibility for assuring that primary staff have been notified (not necessarily do the actual notification).
3. Department heads have a responsibility for providing radio communications to their department by bringing a portable radio.
4. Emergency Management Director(s) or Communications Officer, if one designated, will arrange for additional telephones or extensions in the EOC if needed.
5. Emergency Management Coordinator has responsibility for providing personal services to the staff. (Food, water, sleeping accommodations, etc.) The _____ is available and suitable for use as a central distribution point. (Approximately ____ beds and blankets are stored there.
6. Water and Sewer department has responsibility for emergency power, if necessary at the Central Distribution Point.

ANNEX B

EVACUATION

Town of _____, Vermont

I. AUTHORITY:

1. See Basic Plan.
2. _____ Emergency Management ordinance.

II. PURPOSE:

To provide procedures that would assist the town in accomplishing or assisting in an orderly evacuation of people.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

The Town of _____ has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The Town could also be utilized as a host area for evacuees from disasters or emergencies outside the Town's boundaries.

B. Assumptions:

The Town of _____ has a capability to offer some assistance if this happens. Direction and control can be accomplished through the Emergency Operations Center. Assistance will be available from local agencies, volunteers, surrounding jurisdictions, and State agencies, if required. (See Basic Plan, Assumptions)

IV. MISSION:

To carry out basic government functions of maintaining the public peace, health, and safety if an evacuation of population is contemplated or occurs.

V. CONCEPT OF OPERATIONS:

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Emergency Management Director for implementation and coordination from the Emergency Operations Center. Town agencies as covered in their respective annexes, have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

VI. ASSIGNMENT OF RESPONSIBILITIES:

- A. The Emergency Management Director is responsible for:
 - 1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or without the Town.
 - 2. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
 - 3. Such other regulations necessary to preserve public peace, health, and safety.

- B. The Emergency Management Coordinator responsible for:
 - 1. Development and coordination of evacuation plans.
 - 2. Maintain liaison with State and Federal authorities and authorities of other nearby political sub-divisions.
 - 3. Negotiating and concluding agreements with owners of persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters.
 - 4. Coordination of the activity of all other public and private agencies.
 - 5. Reviewing and updating this annex on an annual or as needed basis.

- C. The Fire Chief is responsible for:
 - 1. Recommending and assisting in evacuation if situation warrants.
 - 2. Assisting in dissemination of warning.
 - 3. Fire inspections and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Coordinator.

- D. Town Police Chief is responsible for:
 - 1. Assisting in dissemination of the warning.
 - 2. Coordinating with Emergency Management Director or designee on transportation to shelters.
 - 3. Emergency traffic control and crowd control.
 - 4. Assisting in evacuation within capabilities and as requested by service heads or Director.
 - 5. Security of evacuated areas and shelters.

- E. The Highway Superintendent is responsible for:
 - 1. Clearing of debris from town roads.
 - 2. Coordination of emergency transportation through the Emergency Management Director or Coordinator.

- F. The Water & Sewer Superintendent is responsible for:
 - 1. Supplying emergency power, if needed, to the emergency shelters and central distribution point.

VII. DIRECTION AND CONTROL:

Responsibility for implementing an evacuation, time permitting, rests with the Town Manager/Emergency Management Director. Coordination will be accomplished through the Emergency Operations Center under the general direction of the Emergency Management Coordinator who will coordinate the actions and responsibilities of the service heads as

covered in their respective annexes and outlined in this annex under Vermont assignment of responsibilities.

VIII. COMMUNICATIONS:

Communications will primarily be by telephone, town radio, cellular phone and REACT organization.

IX. TRAINING AND EXERCISE:

It is the responsibility of the Emergency Management Coordinator to see that training and exercises are conducted on an annual basis.

ANNEX C
COMMUNICATIONS
Town of _____, Vermont

I. AUTHORITY:
See Basic Plan.

II. PURPOSE:

To identify communication equipment and procedures that will be utilized during an emergency in the Town of _____.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan.
2. The Emergency Management Coordinator will be responsible for coordinating all emergency communications activities during an emergency.
3. The Vermont State Police have the responsibility for alert/notification of the town from outside hazards
4. Sirens are located at the _____ Fire Station on _____ Street.
5. Emergency services have sufficient radios and telephones for day-to-day emergency operations.

B. Assumptions:

1. See Basic Plans.
2. Local radio will be utilized for emergency warning and instructions to the public.

IV. MISSION:

To provide the EOC staff with the capability to communicate with emergency forces in the field, the public, and other essential services.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Police Department:

1. To maintain Police Dept. telephone and base and portable radio systems.

B. Fire Department:

1. Maintain Fire Dept. base and portable radio system.
2. Maintain telephone system at the EOC. Obtain additional telephone lines and cellular telephones during an emergency.
3. Test all radio and telephone system periodically.
4. Maintain statewide Emergency Management radio link.

C. Emergency Management Agency:

1. To provide liaison with State and Federal agencies.
2. Ensure that Vermont Emergency Management is aware of the local communications system procedures.
3. Revise and update this annex annually or as necessary with the Police and Fire Chiefs.

4. See that personnel are trained and that communications systems and tested.
5. Coordinate with the local volunteer organizations.

VI. CONCEPT OF OPERATIONS:

In an emergency, the primary EOC will be located in the _____ at _____ . The EOC will use telephones for primary communications.

The EOC has _____ listed telephone lines and _____ unlisted telephone line. (The unlisted line can be used for outgoing calls only) The local telephone company can easily add an additional _____ telephone lines to the EOC.

In addition to telephone communications, several town departments utilize radio communications. The Fire Department base radio station is located (at the EOC.) The Police Department, Highway/Public Works Department, and Sewer & Water Departments can utilize portable radio communications.

The Fire Department has 2 cellular telephones that can be utilized in addition to the above telephone and radio systems. The local cellular phone company has agreed to make additional cellular phone available to the EOC in an emergency. There is excellent reception for cellular usage in the _____ area.

Another important communications resource to the EOC is the local ham radio operators organization, which is comprised of approximately 30 ham operators, each equipped with their own portable radios which operate on the ham radio frequencies. Ham operators frequently participate with _____ emergency response personnel during emergency exercises.

ANNEX D
ALERT AND WARNING
Town of _____, Vermont

I. AUTHORITY: SEE BASIC PLAN

II. PURPOSE:

To identify responsible authorities and the method that will be utilized to alert town authorities and warn the general public.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan.
2. The Town Fire Chief is the Warning Officer for the Town of _____.
3. The Vermont State Police have the responsibility for alert/notification and for contacting the Fire Chief.
4. Sirens are located at the _____ Fire Station on _____ Street.
5. ___ fire vehicles and ___ police vehicles are equipped with loud speakers.
6. Door to Door warning will be necessary for part of the population.
7. The Town has a viable alert notification system for Town response personnel and the school department.

B. Assumptions:

1. See Basic Plans.
2. Fire Vehicles and police vehicles will be available.
3. Fire, Police and volunteers will be utilized for emergency warning and instructions.
4. Local radio will be utilized for emergency warning and instructions to the public.
5. A telephone fan-out may be required for affected industries.
6. Warning time will vary depending on the hazard and speed of onset. Time available can vary from ample to none but will generally allow Town officials sufficient time to evaluate necessary actions.
7. A requirement for warning may be local, area, state or national in origin.

IV. MISSION:

To notify the EOC staff and the general public if the situation or hazard requires.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Police Department:

1. To receive warning notification through the Fire Dept. from the State or from the public and disseminate as required.
2. Assist the Fire Department in warning the public.
3. To alert the EOC primary staff when EOC is activated.

B. Fire Department:

1. To disseminate a warning to the public using sirens, public address systems, town agencies, volunteers and the media as required.
 2. Maintenance of outdoor warning devices.
- C. Emergency Management Agency:
1. To provide liaison with State and Federal agencies.
 2. Assure that the State EMA office is aware of the local warning point and that procedures are up to date and operational for reception by _____ if any warning disseminated from the State warning point or proper State agency.
 3. Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
 4. See that personnel are trained and that warning functions are exercised.
 5. Provide liaison with Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.
 6. Check with warning officer (Fire Chief) that nursing homes, major industries and other key locations have been notified.
 7. See that Fire and Police make verification of warnings before dissemination.

VI. CONCEPT OF OPERATIONS:

The Vermont State Police have primary responsibility for initial reception of any warning disseminated by the State. If a warning is locally generated it would normally be received by either the Police Department or the Fire Department by telephone. Each department has a responsibility to see that the other department is notified. Once this is accomplished the Fire Chief has the responsibility for public notification, assisted by the Police, and, the Police Chief has the responsibility of EOC staff notification. Time permitting, a decision to warn the public and the method to be utilized, will be coordinated with the Emergency Management Director particularly if the method of protecting the public includes sheltering and/or evacuation.

VII. COMMUNICATIONS:

Town departments will use the municipal frequency for interface including a land-line to the School department to man their base if the situation so requires. Primary communications with the media, State and other surrounding local governments will be by telephone. The State Police radio and the Mutual Aid Fire radio systems can be utilized as back-up if necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, town portable radios, town mobile radio equipped vehicles or messengers will be used.

**ANNEX E
SHELTER**

Town of _____, Vermont

I. GENERAL:

A. Authority:

1. See Basic Plan I.A.
2. U.S. Public Law 4, 58th Congress, January 5, 1905
3. U.S. Public Law 93-288, Disaster Relief Act of 1974
4. Statement of Understanding - FEMA and National Red Cross, January 22, 1982
5. Statement of Understanding - Vermont and American National Red Cross, March 21, 1985

B. Purpose:

To define the duties and responsibilities of shelter service in the event of a natural or man-made disaster.

II. SITUATION AND ASSUMPTIONS:

A. Situation:

1. See Basic Plan
2. The Town of _____ could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an undetermined period of time.
3. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross.
4. Activation of shelters will be determined by the Emergency Management Director and will be dependent on the magnitude of the disaster.
4. The American Red Cross has both the expertise and experience in operating public shelters.
5. Special needs for the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be provided for.

B. Assumptions:

1. See Basic Plan.
2. The American Red Cross will recruit necessary volunteers to complement Red Cross staff in shelter operations.
3. The Red Cross will coordinate with the Emergency Management Director(s) for any additional support that can be provided by local government agencies.
4. Shelters in the town of _____ will not normally be stocked. The Red Cross will obtain supplies through local sources when possible.

III. MISSION:

To protect the population from the effects of a disaster, or impending disaster, by directing the public to available shelters, performing necessary tasks during the shelter stay, and releasing the shelter occupants when the situation warrants.

IV. EXECUTION:

A. Organization:

1. Emergency Management Coordinator will be liaison between the Town and the Red Cross Shelter Coordinator.
2. Members of the Red Cross and volunteers, recruited from State agencies or the local populace, will constitute each individual shelter organization.
3. The Emergency Management Coordinator will coordinate outside shelter assistance requested from Town Departments and/or agencies. (Police, Fire, Water, Sewer, etc.)

B. Alert Notification:

1. Emergency Management Director(s) will notify The Red Cross Shelter Service of the need for shelter services.
2. Notification of other members of the Red Cross Chapter will follow Red Cross procedures.

C. Emergency Operating Center:

1. A Red Cross representative may report to the EOC when necessary to assist in the coordination of shelter operations.
2. Status charts may be utilized at the EOC to indicate the location of shelters and available spaces, etc.
3. A log of incoming and outgoing messages concerning shelter operations will be maintained.
4. Coordination with other emergency services will be accomplished through the Emergency Management Director(s).
5. Primary shelter communications will be by telephone. Radios or messengers may also be utilized when available. If additional radio communications are desired, request will be coordinated through the Emergency Management Director(s). The use of Amateur Radio Operators will be considered according to availability.

D. Concept of Operations:

1. The Red Cross and the Emergency Management Coordinator will coordinate designation of the shelters as part of this plan. The Red Cross will have a position reserved in the _____ Emergency Operations Center.
2. The Red Cross will be the sole operator of the _____ town emergency shelters. Assistance in feeding may be provided by volunteers.
3. Fire inspections are routinely performed by the Fire Department in designated shelters.
4. Assistance in security, inside and outside, will be coordinated with the _____ Police Department.
5. Health requirements and inquiries about missing persons will be a Red Cross responsibility assisted by Town Health Officer, if necessary.
6. Public information concerning shelters will be coordinated through the Emergency Management Director(s).
7. If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Emergency Management Director.

8. The Emergency Management Director will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

E. Training and Exercise

1. It is expected that the Red Cross will train shelter staff. Town shelter liaison and coordination duties will be developed and participating town personnel trained.
2. If additional or special training is required, it will be coordinated through the Emergency Management Director(s).
3. Shelter exercises will be held at the request of the Red Cross. Emergency Management Director(s) will coordinate exercises.

**ANNEX E - APPENDIX E-1
SHELTER LISTING**

SCHOOLS (Contact Superintendent of Schools,
_____, at _____ - XXX-XXXX)

OTHER:

**ANNEX E - APPENDIX E-2
AMERICAN RED CROSS**

The American Red Cross, as mandated by Federal Law 36-ISC-3 and reaffirmed in Public Law 93-288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime.

At the State level, the Statement of Understanding between the American Red Cross and The State of Vermont establishes the operating relationships between these agencies. The major care and shelter responsibilities of the Red Cross in the emergency period include:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

The Red Cross acts cooperatively with State and local governments and other private relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for Red Cross involvement in a State of War Emergency, however, assistance and support will be provided to Vermont Emergency Management, to the extent possible.

**STATEMENT OF UNDERSTANDING
BETWEEN THE STATE OF VERMONT
AND THE AMERICAN NATIONAL RED CROSS**

PURPOSE

The purpose of this statement of understanding is to provide for cooperation and coordination between the State of Vermont, its agencies, counties and municipalities, and the American National Red Cross (hereinafter known as the American Red Cross), in carrying out their assigned responsibilities in the event of natural or man-made disasters or enemy attack.

DEFINITION OF DISASTER

A disaster is an occurrence such as hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, blizzard, pestilence, famine, fire, explosion, volcanic eruption, building collapse, transportation wreck, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

AUTHORITY

State of Vermont

In cooperation with the federal government, the State of Vermont is responsible for the development and execution of civil preparedness programs and for providing assistance to local governments in their development of disaster preparedness plans and capabilities. In conducting these operations, the State of Vermont will encourage all town, city, and county agencies of government to cooperate with agencies established by laws of the United States. The Vermont Department of Public Safety, Office of Emergency Management, has been designated by the Governor as the coordinating agency for disaster operations.

The American Red Cross

The American Red Cross is an instrumentality of the United States Government, with a Congressional Charter, codified at 36 U.S.C., Section 1 et. seq., under which it is charged to "...carry on a system of relief in time of peace and apply the same in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities..." This role has been restated in the Disaster Relief Act of 1974 (P.L. 93-288) which says "...nothing contained in this act shall limit, or in any way affect the responsibilities of the American National Red Cross under the Act of January 5, 1905."

SCOPE OF AMERICAN RED CROSS ACTIVITIES

Natural Disasters

The magnitude of a disaster may be such that it simultaneously affects tens of thousands of people in several states or it may bring suffering and anguish to just a few persons in one apartment building or group of houses. Regardless of the extent of the disaster, it is the responsibility of the American Red Cross to help meet the human needs that the disaster has

caused. These needs may include food, clothing, shelter, first aid, and other basic elements for comfort and survival.

The American Red Cross also helps disaster victims needing long-term recovery assistance by advising and counseling them on the availability of resources, so that they can resume living in keeping with acceptable standards of health, safety and human dignity. Such resources include those of their own family, as well as federal, state and local agencies, both public and private. If there are not other resources available, the American Red Cross may provide direct additional assistance to enable the victims to re-establish themselves.

Red Cross assistance to disaster victims is not dependent upon a Presidential or other federal disaster declaration but is provided regardless of the size of the catastrophe or disaster incident. In carrying out its responsibilities to provide for mass care in peacetime disasters, including precautionary evacuations and peacetime radiological emergencies / nuclear accidents, the American Red Cross will operate appropriate shelter facilities and arrange for mass feeding and other appropriate support. In doing so, the Red Cross will pay related costs only when such activities are under the administrative control of or authorized by the American Red Cross, or when prior written agreements have been made for some other organization to provide emergency services on behalf of the Red Cross.

American Red Cross disaster responsibilities are nationwide. Therefore, when the local chapters in the affected areas are unable to meet the needs of disaster victims, the resources of the total organization are made available.

The American Red Cross provides blood and blood products and handles welfare inquiries from anxious relatives outside the disaster area.

The American Red Cross will conduct an appeal for voluntary contributions of funds at the time of disasters.

In disasters with company or owner liability implications, the customary emergency services will be extended on either a mass care basis or to individuals and families if such help is not or cannot be provided immediately by the owner of the property involved, after such unpredictable catastrophes as collapse of private dams, fires in hotels, theaters, and night clubs, and on pleasure boats.

Peacetime Radiological Emergencies / Nuclear Accidents

In the case of peacetime radiological emergencies/nuclear accidents, which have company or owner liability implications, the American Red Cross will conduct shelter and feeding operations in centers and facilities designated in advance by the Civil Defense Division, under arrangements worked out among the Civil Defense Division, the American Red Cross and officials or owners of the buildings.

Civil Disorders

Where there are suffering and want resulting from civil disorders, and fundamental human needs are not met, the American Red Cross will participate in community action to supplement the

efforts of the responsible civil authorities in extending emergency services and relief to the victims of such disturbances.

Other Emergency Situations

Situations caused by economic, political and social maladjustment including the usual hazards of industry and agriculture, are not usually considered to be within the American Red Cross responsibility for disaster preparedness and relief. There may be other kinds of emergencies involving large numbers of people; or problems related to energy outages, costs or shortages that create evident human needs or in which public officials request Red Cross assistance.

War-Caused Situations

In war-caused situations, the American Red Cross will use its facilities and personnel to support and assist mass care and emergency operations of the Civil Defense Division, to the extent that the Red Cross considers possible, while carrying out its other essential responsibilities and assignments.

The American Red Cross will support national emergency blood collections and supply efforts as provided for under special Federal Emergency Management Agency procedures and regulations related to the National Emergency Blood Program.

Coordination and Cooperation

In the discharge of its responsibilities the American Red Cross recognizes the responsibility of the State of Vermont in disasters and will coordinate its activities with the responsible state agencies and local governments, as required. This is essential when the Governor declares a state of emergency or the President has declared an emergency or major disaster.

The American Red Cross will keep the Governor or his designee advised of actions taken and will keep a continuing liaison with the offices of the State of Vermont to ensure effective assistance to all disaster victims.

Responsibility for coordinating the services of other voluntary agencies or groups during and after a major disaster will be undertaken by the American Red Cross upon a request from the Emergency Management Division, and with the consent of such agencies or groups. The American Red Cross agrees that, in an emergency, at the request of the Civil Defense Division (Emergency Management), Red Cross liaison personnel will be provided at the State's Emergency Operations Center (and to other district or regional Emergency Operations Centers, as appropriate.)

Planning and Implementation

Cooperative arrangements for planning, exchange of information and continuing liaison regarding preparedness and disaster operations will be developed and maintained by the Civil Defense Division and the American Red Cross.

Local counterparts of the two organizations will be encouraged to make similar arrangements.

IN WITNESS THEREOF, the parties hereto have executed this Statement of Understanding on the dates indicated.

**STATE OF VERMONT
AMERICAN RED CROSS**

Governor

Date

Date

ANNEX F
RADIOLOGICAL PROTECTION
Town of _____, Vermont

PURPOSE

To provide protection for the population of the town from the effects of radioactive materials.

SITUATION AND ASSUMPTIONS

Radioactive materials could travel through the town on highway _____. An accident involving a vehicle carrying radioactive materials would be a matter of concern.

CONCEPT OF OPERATIONS

The Emergency Management Director or Coordinator will handle the situation in the same manner as any hazardous materials incident. The area would be secured at an appropriate distance and State assistance would immediately be requested by dialing the

HAZMAT HOT LINE - 1-800-641-5005

RADIOLOGICAL OFFICER

The town does/does not have a Radiological Officer.

RADIOLOGICAL INSTRUMENTS

The town has _____ radiological detection instruments.

The town has _____ trained Radiological Monitors.

**ANNEX G
POLICE**

Town of _____, Vermont

I. AUTHORITY:

1. Emergency Management Ordinance of _____.
2. Vermont Statutes Annotated - Titles 3, 20, 23
3. Public Law 920, 81st Congress (As Amended)

II. PURPOSE:

To provide for disaster and emergency response by the Police Department of the Town of _____.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the town.
2. The geography of the town, _____ acres or ___ square miles, ___ miles of paved and secondary roads would affect a response to disasters.
3. The town has a population of _____ (1990 census), located throughout the town with a large percentage clustered in communities, fire districts, housing developments, which can create a demand for response at widely separated locations.

B. Assumptions:

1. Assistance will be available from the Vermont State Police, _____ County Sheriff, and area law enforcement agencies during a major disaster or emergency affecting _____.
2. Assistance may be secured from outside the town of _____ by requesting aid from the State of Vermont through Vermont Emergency Management.
3. Assistance requested from the town of _____ Police Department from outside areas will be provided at discretion of the _____ Police Chief and Emergency Management Director in the event such assistance can be spared.

IV. MISSION:

1. Protection of Life and Property.
2. Maintaining law and order.
3. Emergency traffic control
4. Crowd control
5. Assisting in evacuating.
6. Assisting in warning of residents.

V. ADMINISTRATION AND LOGISTICS:

1. Normal channels will be used for day-to-day operations.
2. Emergency supplies and equipment will be secured through area supply agencies and administered by the Police Chief or his designee.
3. Emergency funding will be requested through the Emergency Management Director before, during, or after disasters or emergencies.

4. Legal questions will be referred to the town attorney.
5. Records of purchasing and disbursements applicable to the disaster/emergency will be kept through normal procedures.

VII. CONCEPT OF OPERATIONS:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. All off-duty personnel will be called in.
2. All personnel will be placed on stand-by.
3. All equipment will be checked and prepared for use.
4. Feeding and lodging of emergency personnel will be instituted.
5. Security, and protection of departmental personnel will be maintained by the Department or by calling in other area law enforcement agencies.
6. Area police assistance is provided and coordinated through the (State Police) Dispatch center.
7. Evacuation of endangered areas will be accomplished using mobile public address system followed by a door- to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
8. The Police Chief, or designee, will report to the EOC, if activated, to provide direction and coordination of police functions.
9. The Police Chief will recommend activation of the EOC if circumstances indicate.
10. Alternate EOC may be mobile units.

VIII. ORGANIZATION AND ASSIGNMENTS

1. The _____ Police Department consists of approximately __ personnel.
2. The Police Chief is responsible for day-to-day and emergency operations of his department and for coordination with other town agencies.
3. The Police Captain has authority delegated by the Chief for disaster planning and for maintaining and updating this police annex annually or on an as-needed basis and coordinating changes with Emergency Management.
4. The line of succession for the Department is as follows:
 - A. Chief
 - B. Captain
 - C. Sergeant
 - D. Senior Officer
5. The officer in charge has the responsibility on-scene, of reporting to an established command post or of recommending or creating a command post if the situation indicates.

IX. DIRECTION AND CONTROL:

1. The Police Department is located at _____ Street.
2. The Police Chief exercises direction and control of the Departments' emergency forces. This is accomplished at Police Headquarters under normal operating conditions and at the Town of _____ EOC if activated for an emergency.

3. Maps and markers, charts, etc., needed to display the following information will be located in the EOC and maintained by the Town Manager and the Emergency Management Coordinator:
 - A. Deployment of Personnel.
 - B. Location of vehicles.
 - C. Lodging (Shelter) areas.
 - D. Location of emergency command post (field).
 - E. Location and nature of problem(s).
 - F. Weather information.
 - G. Type and location of disaster area.
 - H. Location of identified high hazard areas.
 - I. Other pertinent information.

X. COMMUNICATION:

1. Emergency Communications equipment is maintained and operated through the Town of _____ Police Department Headquarters by a full-time dispatcher.
2. Twenty-four hour dispatch is covered by _____ Police Department. (State Police/Sheriff's Department)
3. The Police have radio capability for communicating with _____ Municipal Government, _____ Public Works, _____ County Sheriff's Department, and Vermont State Police.
4. (The Police Department may also the Dispatch and act as telephone answering agent for the Red Cross.)
5. Contact with _____ Regional Hospital is relayed through the State Police.

XI. TRAINING AND EXERCISES:

1. Emergency Operations Training for Department Personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for Department personnel will be conducted in cooperation with the _____ Emergency Management Director and/or Coordinator.

ANNEX H
FIRE AND RESCUE
Town of _____, Vermont

I. AUTHORITY:

1. Emergency Management ordinance of _____
2. State Law #231 Acts of 1965 (as amended)
3. Chapters 1 and 3, Title 20, VSA 1951 (as amended)
4. U.S. Public Law 920, 81st Congress, 1950 (as amended)
5. Mutual Aid Compacts VSA, Title 20, Chapter 175 Section 2981-2992

II. PURPOSE:

To develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Town Fire Department personnel.

III. SITUATION AND ASSUMPTIONS:

1. The _____ Fire Department has the primary responsibility of responding to emergencies in the Town where fire, or threat of fire may exist.
2. It has a responsibility of responding to fire emergencies outside _____ through mutual aid compacts with _____, _____, _____, _____ and _____.
3. The Fire Department can expect assistance from other Town agencies and departments upon request.
4. Fire Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies (see all- hazard analysis Appendix ____).

IV. MISSION:

1. To limit or prevent loss of life and property from fires or threat of fires.
2. To assist in warning and evacuation.
3. To assist and cooperate with other Town agencies and departments responding to disaster.

V. ADMINISTRATION:

1. The Fire Department is headed by a Chief appointed by the _____.
2. The Fire Department is normally composed of ____ officers, ____ paid men and ____ volunteers.
3. The Department is continuously in the process of re- evaluating pre-fire plans for hospitals, schools, and major industries within the Town.
4. A copy of the resource inventory is included as part of this Annex and identifies the type and locality of major pieces of equipment (see Appendix ____).
5. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Management Coordinator.

VI. CONCEPT OF OPERATIONS:

1. Operations of the Fire Department require a rapid and coordinated response.
2. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by the Fire Department, on Main Street, if a response by the Department is required.
3. Telephone fan-out can be used as a back-up.
4. The Fire Officer in charge of the incident has responsibility for requesting additional assistance through the Fire Station base radio.
5. Initial Response will include an evaluation of the on-scene situation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

VII. RESPONSIBILITIES:

- A. Fire Chief or Designee:
 1. Responding to fire or threat of fire.
 2. Any rescue work needed, then protecting exposures as required and extinguishing fires.
 3. Assisting other Town agencies, if requested, when life or property is threatened.
 4. Assisting in dissemination of warning.
 5. Recommending and assisting in evacuation if situation warrants.
 6. Requesting assistance from Mutual Aid System and other town agencies/ departments.
 7. Keeping proper authorities informed of situation.
 8. Normal operation of the Fire Department.
- B. Fire Department Officers
 1. Must have ability and knowledge to service as officer-in-charge at an incident until superior officer or chief is on-scene and assumes control.
 2. Knowledge and skills to perform day-to-day operations as described in staff duties. (See Appendix ____).
 3. Other specific or related fire response duties as assigned by the Chief or Officer-in-Charge at the scene or as indicated in standard operations procedures. (See Appendix ____).

VIII. DIRECTION AND CONTROL:

Direction and control, as a function, is covered in Annex A.

1. Requests for off-site assistance shall be requested by the Officer in charge through the Fire Department base station.
2. A command post shall be established at the scene with responding agencies reporting on arrival.
3. If the situation warrants the opening of the Town's Emergency Operations Center, the Officer in charge shall assure that communications with the EOC are established and he or a designee shall go to the EOC to provide information and coordination.

IX. COMMUNICATIONS:

1. The _____ Fire Station has a base radio on _____ and _____. These frequencies are used both for toning out the Fire Department personnel and for two-way communications. On-Scene communications frequency is ____.
2. Fire apparatus is radio equipped with these frequencies.
3. Standard procedures call for a person to be stationed at the Fire Station base radios if the Department responds.
4. The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
5. (The Fire Department also has a base radio station capable of communicating with Vermont Emergency Management on 45.52 frequency.)

X. WARNING:

1. The Fire Chief, or Officer in charge if the Fire Chief is not available, has the responsibility as Town Warning Officer of disseminating severe weather warnings.
2. The Fire Chief, or designee, has the responsibility of assisting in warning the population in an area recommended for evacuation.

XI. SHELTER:

If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Emergency Management Director.

XII. TRAINING/EXERCISES

The Fire Chief has the responsibility for on-going training and exercising of the Department. It is expected that the Department may be asked to coordinate with the Emergency Management Agency in an annual exercise involving other Town departments.

ANNEX I
DEPARTMENT OF PUBLIC WORKS
Town of _____, Vermont

I. AUTHORITY:

1. Emergency Management Ordinance of the Town of _____.
2. Vermont Statutes Annotated, Title 20, 1951, (As Amended, Chapter 1, 3.)
3. U.S. Public Law 920, 81st Congress, 1950 (As Amended).

II. PURPOSE:

To assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the _____ Town Emergency Management ordinance.

III. SITUATION AND ASSUMPTIONS:

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the Town. (See Basic Plan)
2. The geography of the Town, _____ acres or _____ square miles, with a business section and _____ villages. There is _____ railroads and _____ rivers, as well as being at the intersection of _____ highways (including Interstate _____) which could affect a response to disasters.
3. The distribution of the Town population _____ (1990 census), throughout the Town could create a demand for response to different locations.

B. Assumptions:

1. Assistance will be available from other Town departments, local communities, and State agencies, during/after a major disaster or emergency affecting the town.
2. Assistance may be secured from outside of _____ and from the State of Vermont through Vermont Emergency Management.
3. Assistance requested from the Public Works Department will be provided by the Superintendents of Water and Sewer Department and the Highway Department, and the Emergency Management Director in the event such assistance can be spared.

IV. MISSION:

To provide manpower, vehicles, and equipment to maintain roadways and town water supply and sewer system, and to assist other Town agencies, when requested, with personnel, material and equipment, before, during and after disasters or emergencies.

V. ADMINISTRATION AND LOGISTICS:

1. Normal channels will be used for day to day operations.
2. Emergency supplies will be secured by the Town (Administrator, Manager, etc.)
3. Limited emergency supplies are maintained at _____ located _____.

4. Emergency funding will be requested through Emergency Management Director before, during, and after disaster/emergencies.
5. Legal questions will be referred to the town attorney.
6. Records of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

VI. WARNING:

1. The Department(s) of Public Works (Highways, Sewer and Water, etc.) will receive warning of a disaster or emergency through communications by telephone, municipal radio or messenger, or via the State fan out system. (as described in Annex D.)
2. They may also receive notification from:
 - A. The Emergency Management Director
 - B. The Police and/or Fire Department
 - C. The Emergency Management Coordinator
3. The Superintendent (Foreman, etc.) is on 24-hour call and can be reached by telephone.
4. A highway workman is on duty during winter months at the Town Garage. "Winter" is determined by weather rather than by calendar.
5. A fan-out list for key personnel in the water and sewer department and the highway department is posted in the Town office and in the highway garage.

VII. CONCEPT OF OPERATIONS:

In the event that a warning is received or a disaster or emergency occurs, the following will be instituted:

1. The Town (Administrator, Manager, etc.) or designee, will report to the EOC, if activated, to provide direction and coordination of public works functions.
2. The Town (Administrator, Manager, etc.) or designee, will recommend activation of the EOC if circumstances indicate.
3. Pre-impact preparations:
 - A. Notify key public works personnel
 - B. Assign duties and crews
 - C. Check all appropriate equipment
 - D. Check fuel supply
4. If necessary to restore or maintain essential services:
 - A. Call in former or retired department employees.
 - B. Make use of local contractors.
 - C. Contact Vermont Emergency Management through the Emergency Management Director or designee for State and/or federal assistance.

VIII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

- A. The Superintendents of Water and Sewer and the Highway Department are responsible for:
 1. Day to day and emergency operations of their department, and coordination with other Town agencies.
 2. An up-to-date inventory of departmental resources and personnel maintained at the Town office with a copy at the town garage office.

3. Clearing of debris from town roads.
4. Maintaining water and sewer system.
5. Supplying emergency power, if needed, to emergency shelters.
6. Coordination of emergency transportation through the Emergency Management Director or Coordinator.
7. Emergency operations training for department personnel.
8. Maintenance and repair of department emergency vehicles by department personnel.
9. Maintaining and updating this annex, annually or as needed, as part of the Town's emergency operations plan; testing or evaluating it annually in coordination with the Emergency Management Coordinator.
10. Reporting to the EOC, if opened, and/or recommending opening the EOC if the situation warrants.
11. Emergency operations are under the general direction of the Emergency Management Director or Coordinator.

B. The Road Foreman is responsible for:

1. Day to day maintenance equipment.
2. Emergency operations instructed by the Superintendent or in the Superintendent's absence, under the general direction of the Emergency Management Director or designee.

C. Succession/Continuity:

1. Emergency Management Director or designee.
2. Superintendent of Water and Sewer Dept.
3. Foreman of Water and sewer Dept.
4. Foreman of Highway Dept.

IX. DIRECTION AND CONTROL:

1. Emergency Management office is located at _____.
2. The Superintendent's and Foreman's offices are located at _____.
3. Direction and control of emergency forces is accomplished from the town highway garage under normal operating conditions and from the Town of _____ EOC, if activated for an emergency.
4. Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the appropriate Superintendent of Highway or Water and Sewer and Dept. and the Emergency Management Coordinator.

X. COMMUNICATIONS:

1. Day to day and emergency communications are maintained and operated from the highway garage.
2. The department has a radio capability for communicating with other municipal departments on the municipal frequency.

XI. TRAINING AND EXERCISING:

1. Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
2. Test exercises for department personnel will be conducted in cooperation with the _____ Town Emergency Management Director and/or Coordinator.

**ANNEX J
EMERGENCY PUBLIC INFORMATION**

Town of _____, Vermont

I. GENERAL:

- A. Authority - See Basic Plan.
- B. Purpose - To outline the role of the Public Information service in the event of a natural or man-made disaster.

II. SITUATION AND ASSUMPTIONS:

- A. Situation:
 - 1. See paragraph II., A., Basic Plan.
 - 2. _____ radio station WNVT can provide information and instructions to the public during an emergency.
 - 3. Radio Station WNVT is the authorized emergency broadcasting station (EBS), authorized to provide immediate information and instructions during an emergency.
 - 4. The (nearest) newspaper will be asked to publish informational and instructional material when the situation warrants.
- B. Assumptions:
 - 1. See Paragraph II., B., Basic Plan.
 - 2. Radio Station WNVT has emergency power to remain on the air in the event of a power failure.
 - 3. The (nearest newspaper) has emergency power also.
 - 4. The local news media will be asked to cooperate with the public information officer in providing information and instructions to the public in an emergency.
 - 5. The Public Information Officer (The Town Administrator, Manager, etc.) or designee will ensure that the Emergency Public information package is printed and distributed to the public.

III. MISSION:

To provide accurate and official information and instructions to the people through all available media before, during and after emergencies.

IV. EXECUTION:

- A. Organization:
 - 1. The Public Information Officer, or designee, will select personnel to assist in providing fast accurate reporting during emergencies.
- B. Warning:
 - 1. The Public Information Officer, or designee, will be alerted by Emergency Management if required, when any emergency situation exists. (See Appendix K1, This Annex.)

2. The Public Information Officer, or designee, will alert his assistants.

C. Concept of Operations:

1. The Public Information Officer, or designee, will report to the EOC or alternate EOC when requested by the Emergency Management Director.
2. The Public Information Officer, or designee, will coordinate the collection and evaluation of information instructions for the public.
3. All releases, information, instructions will be cleared with the Emergency Management Director before being disseminated to the Public.
4. No releases will be made concerning bomb threats at the schools.

D. Assignment of Responsibilities:

The Public Information Officer, or designee, will be responsible for the following:

1. Maintaining a list of local news media personnel within the city together with their phone numbers.
2. Maintaining any other material necessary to carry out their assignment.
3. Maintaining a file of all news releases.
4. Establishing an information center at the EOC for the media.
5. Preparing appropriate news releases. (See Appendix K2.)
6. Coordinating information for public release with the other emergency services.
7. Contacting the Emergency Broadcast Station, WNVT to determine EBS entry.
8. Notifying the public of information and instructions outlined in the Emergency public information package and assuring that the package is up to date.

E. Training and Exercises:

1. Training - The Public Information staff will undergo training as necessary.
2. Exercises - Test exercises may be conducted annually. The Public Information Officer will participate in, or at least be present, at the exercise.

V. ADMINISTRATION AND COMMUNICATIONS:

A. Administration:

1. The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the Emergency Management Director.

B. Communications:

1. The primary communications between the public information officer and news media will be by telephone.

APPENDIX J1

The following lists the types of information that should be released to the public after approval by the Emergency Management Director:

1. Nature of disaster
2. Location of disaster
3. Time of disaster
4. Agencies involved in response
5. Scope of agency involvement
6. Number of casualties
7. Nature and severity of injuries
8. Condition of casualties and where treated
9. Identification, age, sex, address of casualties

*** Assure that all attempts to notify next of kin have been accomplished before releasing names.**

APPENDIX J2

1. The PIO will establish a media room.
2. When the EOC is activated, access to the following area by the media will be allowed only with the Public Information Officer or a representative:
 - A. Town (Administrator's, Manager's etc.) Office
 - B. Emergency Management Director's Office
 - C. Operations Room
 - D. Communications Room

**ANNEX K
RESOURCE MANAGEMENT
Town of _____, Vermont**

This Annex contains the lists of resources available to the Town of _____, Vermont in an emergency or disaster situation.

(INSERT APPROPRIATE LISTS OF RESOURCES)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

**ANNEX L
HAZARDOUS MATERIALS**

Town of _____, Vermont

I. AUTHORITY:

1. U. S. Public Law 920, 81st Congress 1950 (as amended)
2. Title 20, Chapter 1 and 3, VSA annotated
3. 29 CFR 1910.120 (OSHA Regulations)
4. Superfund Amendment and Reauthorization Act (SARA) Title III, 1986

II. PURPOSE:

To provide a hazard analysis of hazardous materials that are located in the town of _____. The analysis includes fixed facilities as well as hazards on railways and highways. This annex provides information regarding the town's response to a hazardous materials emergency.

Information regarding follow-up procedures to a hazardous materials emergency is also included.

This annex lists hazmat training and plan exercise requirements.

III. HAZARD ANALYSIS:

1.1 Summary of Hazardous Materials Incidents

A few minor HAZMAT incidents have occurred in the Town of _____ in the last decade. Propane gas leaks in homes, and spills or leaks at storage facilities are not uncommon. Because propane is stored and moved frequently and in high volumes, it can be expected to be involved in a high percentage of HAZMAT incidents.

1.2 Hazards Identification

The hazards identification provides information on the facility and transportation situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release. The hazardous materials in use at the fixed facilities and in transportation and the associated nature of the hazards are indicated in this section.

1.2.1 Extremely Hazardous Substances

The two businesses in _____ which submitted Tier II forms to the Vermont Department of Health during the first quarter of 1994 both use Extremely Hazardous Substances (EHS) materials. The Green Mtn. Company uses both hydroquinone and sulfuric acid. Maple Tree Co., uses ammonia, sulfuric acid, and formaldehyde.

In addition to EHS materials, Maple Tree Co. uses trichloroethane, acidic acid, aluminum sulfate (solid and in solution), ammonium phosphate, diethanolamine, ethanol, sodium hydroxide, urea and fuel oil. A spill, release, or fire at this facility could involve multiple chemical compounds. Identification of the specific chemicals involved and their associated hazards could be extremely difficult during an incident.

1.2.2 Flammable and Combustible Liquids

The largest quantities of hazardous materials used in _____ are flammable or combustible liquids: heating fuels and automotive fuels. The town has only one automotive fuel dispenser, _____ General Store. There are no heating fuel distributors in _____. Two of the largest users of heating fuels, Smith Brothers and Jones Granite, store fuel oil in underground storage tanks.

The town has one automotive fuel dispensing stations dispensing various grades of gasoline and diesel fuel from underground storage tanks. This tank is 3,000 gallons in size. This facility is permitted by the Underground Storage Tank Program of the Vermont Hazardous Materials Management Division. The division has been notified of the existence of eight underground storage tanks in _____; nearly all of these are used for the storage of fuel oil and are not currently subject to the permitting requirement.

The types of HAZMAT incidents that should be anticipated at automotive fuel and heating fuel dispensing depots include spills, leaks, fires, and explosions. Spills typically result from improper valve lineups when transferring fuel or from over-filling a tank. The severity of a spill incident depends on the amount of product spilled, whether the spill is inside or outside a spill containment area, and the proximity of the spill to surface water.

Leaks can be considered a type of spill that occurs over a long period of time. If undetected, a small leak from an underground storage tank or above ground tank can result in the loss of hundreds of gallons of product with a high probability for the contamination of groundwater. In some cases, water supplies have been adversely impacted. Although the intensity of the response to leaks is less than the response to fires or spills, the ultimate costs of investigation and remediation can be significantly greater. The Vermont Agency of Natural Resource's Hazardous Materials Management Division will typically monitor a leak situation for several years.

The potential for fires and explosions is related to the flash point of the liquid. Gasoline and propane have lower flash points and can be easily ignited immediately after a breach of their containment if an ignition source, such as a highway flare or hot exhaust manifold, is present. If the release occurs in a confined space, the probability of ignition and explosion is even greater. Fuel oil has a higher flash point and will generally ignite only if the liquid is heated to a temperature high enough to cause the release of a large volume of vapors.

1.2.3 Other Hazardous Materials at Fixed Facilities

A number of auto body repair facilities in the town use flammable cleaning solvents in small quantities. The materials are typically purchased in five to fifty-five gallon containers; inventories maintained on-site are generally not significant.

1.2.4 Transportation of Hazardous Materials Through _____

1.2.4.1 Railroad

The Canadian Pacific Railway moves liquefied petroleum gas (four cars per year) south from Newport to Wells River. Train derailments, which could be caused by poor weather or equipment failures, could result in the spillage of small quantities of engine fuel.

1.2.4.2 Highway

Highway corridor monitoring information is unavailable for the town of _____. Vehicle accidents are most frequently caused by poor visibility or poor road conditions, but can be exacerbated by high traffic volume, vehicle equipment failure, and impaired driver response due to drinking or other conditions. Typical hazardous materials moving over Vermont Routes 5 and 302 in bulk quantities would include fuel oil, gasoline, propane, and mixed gases.

1.3 Vulnerability Analysis

The impact of a hazardous materials release in _____ will depend on the location of the incident, the characteristics of the release, and the size and types of vulnerable populations and receptors in the impact area. The areas considered most vulnerable include the populated village of _____, water supplies, and the sensitive environmental areas adjacent to the tributaries of the _____ River. Major incidents occurring on Vermont Route ___ or ___ could disrupt traffic and essential services along those corridors until corrective action has been completed. These corridors and the _____ Railway are identified as the most probable location of a major incident.

1.4 Risk Analysis

The probability of occurrence of a given hazardous materials incident scenario will depend on many factors. The following assessment assigns low, moderate, and high probabilities to a variety of potential incidents, and discusses the potential consequences of a release.

POTENTIAL HAZARDOUS MATERIALS INCIDENTS PROBABILITY AND IMPACT ASSESSMENT

Low Probability of Occurrence

Propane Gas Tank Car Derailment - A release of several thousands of pounds of propane gas (instantaneous or through a slow leak) could result from a train derailment. This could result in fires and explosions over a large area. The probability of this incident is considered low because of stringent DOT packaging requirements, the low number of shipments made over the rail line, and the low speed of the train over the line.

Spill at Electric Utility Substation - Quantities of transformer oils are stored in transformers and other electrical components at the electrical substations owned by the Green Mountain Power Corporation. This incident could result in the release of oil to soils or surface water. The probability of this incident is considered low because of the high security requirements at substations and the low frequency of events (such as transferring oil) that could lead to a spill.

Moderate Probability of Occurrence

Fixed Facility Accident Involving Flammable Liquids - The number of commercial, institutional, and industrial facilities storing flammable liquids or propane gas suggests that fires involving these materials will represent a significant portion of the future hazardous materials response activities in _____. If this incident were to occur, structural fires could result where storage is near or inside buildings. Loss of life or extensive property damage often accompany these fires.

Vehicle Accident Involving Mixed Gases - This incident could result in the release of several hundred pounds of acetylene, carbon dioxide, oxygen, or other unidentified gases used commercially. The most probable hazard associated with these gases is their flammability. Small quantities of oxidants, toxic gases or asphyxiates (such as carbon dioxide) could also be present. The potential for harm beyond the immediate area of the incident would appear to be small unless bulk quantities are involved.

High Probability of Occurrence

Vehicle Accident Involving Flammable Liquids - Based on the large number of vehicles transporting flammable materials relative to other hazardous materials, this hypothetical incident is considered more probable than the others. The presence of a fire condition is likely. The incident would disrupt traffic flow and could result in casualties from smoke inhalation or burns to those people immediately involved in the accident or response. A spill of the liquid to surface water or soil is likely.

Fixed Facility Incident Involving Fuel Oil - Because these fuels are almost universally used for space heating in _____, small leaks or spills should be expected. The consequences of a release could be minor but could also involve structural fires with a large potential for property damage and loss of life.

IV. CONCEPT OF OPERATIONS:

2.1 First Responders Emergency Action Checklist

Most emergency incidents have the potential to involve hazardous materials. The first responder at the scene must immediately assess this potential; further action shall be in accordance with these procedures.

FIRST RESPONDERS EMERGENCY ACTION CHECKLIST

- * If the scene is on a public highway, immediately take precautions to WARN other vehicles so that subsequent collisions will not occur. Establish traffic control.
- * Assess the situation for the presence of hazardous materials, downed wires, spilled fuels, unstable conditions. Record placard numbers, and other information to complete assessment in cruiser or engine. Maintain a safe distance from hazards. Stay upwind and upgrade.
- * Use the DOT Emergency Response Guidebook to identify hazardous materials and to identify the hazards of the specific materials involved.
- * Complete the Hazardous Materials Incident Information Summary form.
- * Notify the Police Dispatch or Fire Dispatch. Dispatch will in turn notify the Emergency Management Coordinator. Provide incident information and recommendations for additional resources. If hazardous materials are present, do not attempt to extricate persons or stop leaks.

2.2 Hazardous Materials Incident Information Summary

A supply of Hazardous Materials Incident Information Summary forms are kept at _____ Fire Department.

HAZARDOUS MATERIALS INCIDENT INFORMATION SUMMARY	
Caller Name:	Caller Phone:
Receiver Name:	Date/Time:
Location:	
Nature of Incident:	
Weather Conditions:	
Local Terrain Conditions:	
Material and Hazard Class Involved:	
Physical State of Material:	
Known Exposure Hazards:	
Other Physical Hazards (fires, flooding, utility lines, ice, etc.)	
Amount of Material Released:	
Persons at Risk:	
Injuries or Deaths:	
Personnel On-Scene:	
Additional Resources Required:	
Carrier Name (If Transportation Related):	
Placard Information:	
This form is intended to allow an efficient and complete first assessment of the incident to allow follow-up action to be directed and appropriate response resources to be allocated.	

2.3 Notification of Response Agencies

TELEPHONE ROSTER

Ambulance	Regional Ambulance	555-1213
FAST Squad	_____ FAST Squad	555-1446
Fire Dispatch	_____ Fire Department	555-1789
Police	Vermont State Police	743-3111
Town Clerk	_____ Town Clerk	584-3880
Hospital	Regional Medical Center	666-8979
Red Cross	Burlington	1-800-123-4567
*National Response Center		1-800-424-8802
*Vermont Hazmat Hotline		1-800-641-5005

- * For a chemical release of a CERCLA hazardous substance or a SARA Extremely Hazardous Substance above the reportable quantity, immediate notification must be provided to the National Response Center and the Vermont HAZMAT Hotline.**

The information contained on the Hazardous Materials Incident Information Summary form should be reported. Under state and federal law, primary responsibility for notifying these agencies belongs to the carrier or facility owning or transporting the material.

Written report requirements are included in Section 3.1 of this annex. The written reports need to be filed as part of the incident recovery portion of the response.

2.4 Direction and Control

During a hazardous materials incident requiring implementation of this plan, the Incident Commander shall direct and coordinate all response activities. A command post may be established at the scene or at police headquarters as deemed appropriate by the nature of the incident. The emergency services in the field shall maintain communications with the Incident Commander by radio or telephone.

INCIDENT COMMANDERS EMERGENCY ACTION CHECKLIST

- * Evaluate the release using all available product hazard, monitoring and release quantity information. Define the threat to area residents or others in the area. Establish "Hot Zones," and restricted access areas.
- * Identify immediate steps to protect the lives of area residents, other persons traveling on the highway or railroad, and emergency responders. Establish Personal Protection Protocols as appropriate to the identified hazards.
- * Implement the Alerting and Warning provisions of this plan as appropriate.
- * Identify additional resources that may be required. Call for backup forces to wait in nearby staging area.
- * Establish the hazard zone. Establish entry and exit checkpoints for contamination areas.
- * Notify local and state authorities of the incident.
- * Prepare public information statements.
- * Coordinate the emergency response activities of emergency r rescue, fire, and police services.
- * Based on the evolving nature of the incident, continuously re-evaluate the need to evacuate residents and others in the area.
- * Within the limits imposed by the exposure hazards of the in incident and the training levels of the responders, contain spill materials by building dams or dikes. Remove uninvolved materials from threatened areas if feasible. Apply cooling water spray to containers threatened by fire.

2.5 Alerting and Warning

Public warning of a hazardous materials incident can be made over local radio and television stations if necessary by activating the Emergency Broadcast System. EBS can be activated through the 24-hour Department of Public Safety HAZMAT Hotline telephone number. Callers should provide the information summarized on the Hazardous Materials Incident Information Form.

VERMONT HAZMAT HOTLINE (for EBS) 1-800-641-5005

Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door to door warning procedures may also be used.

2.6 Emergency Information

the Emergency Management Coordinator will disseminate official information and instructions to the public when in his/her judgment a potential for public harm is present. An emergency

message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a place of refuge will be designated.

A sample emergency message would be: "At (.. time), _____ emergency personnel were notified that an incident had occurred, resulting in the release of toxic chemicals. Residents of (the specific area involved) are advised to leave the area immediately.

All efforts are being made to control the release. Local, state and Federal officials have been notified. Additional details will be released as they become available."

2.7 Protective Actions for Citizens

If there is an immediate life-threatening situation, the Emergency Management Coordinator may order a precautionary evacuation of affected areas. Once the decision to evacuate has been made, the following procedures will be carried out:

1. Persons in the designated area will be notified by loudspeaker or word of mouth that the area must be evacuated. The _____ Constable will assume primary responsibility for carrying out these Alerting and Warning procedures.
2. The Police Chief will set up road blocks to control access to and from the area.

Sheltering of residents or others in buildings may be an effective alternative to evacuation when the duration of a release is expected to be short and when mass evacuation could result in greater exposure to risk. Persons who take shelter in-place should observe the following procedures:

- * Close all doors and windows.
- * Disconnect air conditioners and fans.
- * Lower the thermostat setting of any heater to minimize the intake of external air.
- * Do not leave the structure until an "all-clear" has been so sounded or an official announcement has been made that the emergency situation has ended or been down graded.

2.8 Law Enforcement

The State Police will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection to the homes and businesses in the evacuated area.

2.9 Fire and Rescue

Hazardous materials incidents are often accompanied by fire and injured persons. The Incident Commander shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be

present are not to be entered by persons that have not been trained to the Technician or Specialist level.

Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear proper protective equipment and clothing when conducting rescues as indicated by the Incident Commander.

2.10 Health and Medical Services

The Town of _____ receives ambulance service from _____ Ambulance Service and the _____ FAST Squad. Medical services are provided by the _____ Hospital in _____. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading reading hazardous materials contamination is present. The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed.

2.11. Ongoing Incident Assessment

Incidents evolve with time. If the situation is not brought under control quickly, a fire may involve other structures, pressures may build up and rupture fluid systems or structures may collapse. The Incident Command must anticipate these possibilities. The impact of an unstable, evolving incident on hazardous materials releases must be continuously reevaluated and response and resource allocations adjusted to best deal with the incident.

2.12 Local Resources

The Town of _____ has, through its various operating departments and private contractors, the following equipment and other resources which could be used in a hazardous materials incident:

_____ Fire Department	(802) 555-1313
State Police	(802) 748-3111

Cruisers, with radio communications and DOT guidebook.
Dispatch desk also has copy of DOT guidebook.

_____ Highway Department	(802) 555-2222
---------------------------------	----------------

Dump trucks, front end loader, sand stockpile. _____ FAST Squad	(802) 555-5555
---	----------------

Rescue vehicle with rescue and life support equipment.

Housing and Food for Evacuees
Earth Moving Equipment
List sources of:

Combustible gas meters, radiacmeters, chlorine detectors.

2.13 Spill Containment

Spills of petroleum products and other hazardous materials are an anticipated effect of most hazardous materials incidents. Confinement of a liquid spill to the smallest possible area will minimize the potential for release of the materials to surface waters as well as the amount of contaminated soil that will result. This is usually accomplished by constructing earth berms or dikes to pool the liquid in an area where it could be recovered or removed for disposal. Earth materials and earth moving equipment are required to construct these containment areas. The Incident Commander will be responsible for assuring that persons involved in spill containment are not exposed to hazardous materials without appropriate personal protective clothing and equipment.

V. INCIDENT RECOVERY

3.1 Written Reports

Any carrier or person in charge of a facility when a release of a hazardous material occurs is responsible for preparing written reports documenting the incident. The reports must be completed within 14 days of the release and must be filed with:

1. State Emergency Response Commission
c/o Department of Public Safety
Emergency Management Division
103 South Main Street
Waterbury, Vermont 05671-0850
2. District ____ Local Emergency Planning Committee
_____, Vermont 05XXX
3. Vermont Department of Environmental Conservation
Hazardous Materials Management Division
103 South Main Street
Waterbury, Vermont 05671
4. Vermont Department of Health
Environmental Health Division
60 Main Street
Burlington, Vermont 05402
5. Vermont Department of Labor and Industry
VOSHA
National Life Building
Montpelier, Vermont 05602
6. U.S. EPA National Response Center
Region I
60 Westview Street

Lexington, Massachusetts 02173

7. (Carriers Only: DOT Form F 5800.1)
Information Systems Manager, DHM-63
Research and Special Programs Administration
Department of Transportation
Washington, DC 20590-0001

Written reports must include the cause of the release, actions taken to respond to and control the release, known or suspected health risks and any medical requirements of exposed persons, and actions taken to avoid recurrence.

3.2 Ongoing Incident Assessment

After the immediate risks to life associated with an incident are brought under control, additional hazards may still be present that will need to be monitored and remediated. For example, the first hazard associated with a spill of petroleum products may be the fire risk. Once this risk has been addressed by containing the materials, an amount of contaminated soil may remain with a considerable threat to groundwater, surface water air quality or drinking water quality. Often the facility at which the release has occurred will have the best equipment for monitoring airborne releases.

A post-incident investigation should also be conducted to determine the cause of the release and the efficiency of the response operation; and to identify corrective measures that could be taken to prevent recurrence. Conditions which contributed to the cause of the incident should be identified. These might include: personnel error, violation of standard operating procedures, regulatory violations, mechanical or construction defects, defects in the training of facility or carrier employees, or acts of God.

Normally the assessment of environmental damage or impacts on public health from a hazardous materials incident is the responsibility of the Vermont Agency of Natural Resources, Hazardous Materials Management Division or the Vermont Department of Health.

3.3 Resource Inventory and Maintenance

As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department, Police Department and Public Works Department. Missing or damaged items or equipment shall be repaired or replaced.

VI. TRAINING AND PLAN ASSESSMENT:

4.1 Training of Responders

4.1.1 First Responder Awareness Level Training

The Town of _____ Fire Department has volunteer firefighters trained to the awareness level in accordance with 29 CFR 1910.120(q)(6)(i). The primary purpose of this level of training is to allow for the initiation of the provisions of this emergency response plan by persons that may witness or discover a hazardous material release. _____ will continue to train volunteer firefighters and members of the police department to this response level.

Persons trained to this level have developed an understanding of the following aspects of incident response:

- a. Hazardous materials recognition and the risks associated with them in an incident.
- b. Potential outcomes possible when hazardous materials are present at an incident.
- c. Ability to recognize and identify hazardous materials from placards and other warning labels.
- d. An understanding of the responsibilities of the first responder awareness individual for communications, site security and hazard recognition.
- e. Ability to assess the need for additional emergency response resources and to make the necessary notifications to obtain their response.

4.1.2 First Responder Operations Level Training

The Town of _____ Fire Department has trained several member at the operations level in accordance with 29 CFR 910.120(q)(6)(i). The primary purpose of this level of training is to contain a release of hazardous materials from a safe distance, to keep it from spreading and to prevent exposure. _____ encourages members of the Fire Department to enroll in operations level training courses and anticipates training one or two individuals at this level each year.

Firefighters trained to this level have developed the following capabilities above the awareness level training:

- a. Knowledge of basic hazard and risk assessment techniques.
- b. Selection and use of personal protective equipment.
- c. Understanding of basic hazardous materials terms.
- d. Knowledge of basic control, containment and/or confinement operations within the limits of equipment and resources available to their units.
- e. Knowledge of basic decontamination procedures.
- f. Understanding of the relevant standard operating procedures and termination procedures.

Additional Town of _____ firefighters will complete first responder operations level training as time and resources permit.

4.1.3 Hazardous Materials Technician

The primary purpose of this level of training is to allow aggressive response to a release by plugging or patching or otherwise stopping the release. In addition to the training required for Operations level response, hazardous materials technicians have knowledge in the following areas:

- a. Procedures for implementation of the employer's emergency response plan.
- b. Use of field survey equipment for the identification and verification of known and unknown materials.
- c. Use of the Incident Command System with the response unit.
- d. Selection and use of personal protection equipment.
- e. Hazard and risk assessment techniques.
- f. Use of equipment and techniques for containment of releases.

g. Decontamination.

4.1.4 Hazardous Materials Specialist

The hazardous materials specialist assists the hazardous materials technician in any containment response activity and in addition may coordinate the release of technical information to the media pertaining to exposure risks. In addition to the training and knowledge required for the technician level, hazardous material specialists have knowledge in the following areas:

- a. Procedures for the implementation of the State Emergency Response Plan.
- b. Preparation of Site Safety and Health Plan.

4.1.5 On Scene Incident Commander

The incident commander shall have at least 24 hours of training equal to the first responder operations level and in addition have knowledge in the following areas:

- a. Implementation of the Town Incident Command System.
- b. Implementation of the Town Emergency Response Plan.
- c. Hazards and risks to employees working in protective clothing.
- d. Implementation of the State Emergency Response Plan and the Federal Regional Response Team.
- e. Decontamination procedures.

The Town of _____ does not have any individuals trained at the Hazardous Materials Technician or Specialist levels at the present time.

4.1.6 Certification of Training Levels

Awareness level certification can be achieved by a competency demonstration or formal training. Certification at the operations level requires completion of eight hours of training or a combination of experience and competency demonstrations. Hazardous materials technician, specialist and on- scene incident commander levels require 24 hours of classroom training in addition to the competency demonstration of skills and knowledge described for each level. Training courses are available through the Vermont Department of Public Safety and the Vermont Fire Service Training Council and the District Local Emergency Planning Committee.

4.2 Testing the Plan

This plan will be tested annually to identify operational deficiencies and procedural improvements that should be adopted. The _____ Emergency Management Coordinator will initiate the exercises and chair a committee that will evaluate the response. He/she will also be responsible for the implementation of procedural improvements.

In addition to annual testing of the plan, an assessment of the plan should also be completed after each incident that required the plans' implementation.

Assessment of the plan at either of these two times should focus on the following aspects of the incident:

- a. Were the appropriate persons listed on the telephone rosters notified? Were individual names and telephone numbers current. Were state and federal response agencies notified?
- b. Were responders informed of the hazards of the materials at the scene prior to entry? Were additional materials discovered after the initial size up? Was the recommended personal protective equipment appropriate to all exposure hazards discovered?
- c. Was response equipment in working order?
- d. Were all persons at risk evacuated to a safe area? Was the public kept advised of the severity of the incident and the progress of corrective actions?
- e. Were all written reports properly prepared and filed?
- f. Did all aspects of the response comply with current OSHA, Health Department, Agency of Natural Resources, and Department of Public Safety regulations?

4.3 Updating the Plan

Annually or as a result of the assessment completed under section 5.2, the plan should be reviewed for necessary modifications. Revision pages will be issued to all holders of the plan. The revision will be recorded on the Revision Sheet (page iii of the plan).

PERSONNEL

The following chart identifies Town of _____ personnel and the level of hazardous materials response training they have currently been certified at.

NAME	LEVEL OF TRAINING

ANNEX M

EMERGENCY MEDICAL SERVICES
Town of _____, Vermont

This Annex is adopted directly from the Vermont Emergency Medical Services Plan for District # _____.

VERMONT EMERGENCY MEDICAL SERVICES
District # _____
MASS CASUALTY INCIDENT PROTOCOL

Section I. Dispatch Protocol

- A. Any agency or department receiving information of an incident where the potential of mass casualties exists shall immediately notify the Vermont State Police Dispatch (VSP) in _____ and relay the information they have received.
- B. The VSP will, without further confirmation, notify the following personnel there is a potential Mass Casualty Incident (MCI).
 - 1. All District ___ EMS personnel,
 - 2. Fire Departments,
 - 3. State and local police, or Sheriff's Department,
 - 4. and _____ Vermont Regional Hospital.

Section II. Response Protocol

- A. The first arriving unit; state or local police, sheriff, fire officer, or EMS crew chief; will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, and report, or cause to be reported, the information to the VSP.
- B. Based on the information received from the scene a Mass Casualty Incident may be declared.
 - 1. The basic criteria for the declaration of an MCI shall be any incident that will overload the capabilities and resources of the local medical community and EMS system.
- C. Upon receiving confirmation of an MCI the VSP will again dispatch all District 5 EMS personnel to confirm the incident.
- D. _____ Fire Dispatch will provide a secondary dispatching center to handle non-emergency dispatch for notification of back-up crews, additional equipment, etc.

Section III. Communications

- A. All responding units shall switch to channel ___ (____) after signing on with VSP.
- B. All EMS units shall turn off any PL or CG on their radio equipment when outside of the District.
- C. The following channels/frequencies shall be used by the specified officers/agencies.

1. Channel 1 (____.____): Communications directed toward _____ (hospital) for medical control and ambulance departure information.
2. Channel 2 (____.____): On scene coordination and direction of EMS units and coordination between the officers.
3. Channel 3 (____.____): VSP and _____ dispatching and communications directed toward VSP from the EMS Control officer.

Section IV. Incident Management

A. Incident Commander.

1. Will initially be assumed by the most senior member of the first arriving unit and will be relinquished to the highest ranking fire officer upon his/her arrival, or the highest ranking law enforcement officer upon his/her arrival if the nature of the incident requires command under law.

B. EMS Control Officer.

1. Shall be the most senior member of the service who's area the incident occurred and will appoint the following officers to manage the patient care.
 - a) Primary Triage Officer
 - b) Secondary Triage Officer
 - c) Triage Master
 - d) Loading Officer

Section V. Officer's Duties and Responsibilities

A. Incident Commander.

1. Shall establish a Command Post with the following components.
 - a) A flashing green light for identification.
 - b) Representatives from the fire department(s), law enforcement, EMS, Emergency Management, and any other agencies as required by the nature of the incident. All representatives must have radio communications equipment for command and control of their personnel on scene.
 - c) The location shall be up wind from, higher in elevation than, and within sight of the scene. The Command post may be located in a building or vehicle.
2. Shall hold all personnel from entering the scene until it is determined safe to do so.
3. Shall order and direct all personnel and equipment.

4. Shall maintain as safe a working environment as possible.
5. Shall update the media, outside agencies, and departments as to the status of the incident.

B. EMS Control Officer.

1. Shall report to the Incident Commander and become the EMS representative at the Command Post.
2. Shall establish, in conjunction with the Incident Commander, a decontamination area (if necessary), scene perimeter, treatment area, and staging area for the incoming EMS units.
3. Shall notify _____ ED of the number of patients and the magnitude of the incident.
4. Shall request additional medical units as required through VSP.
5. Shall oversee and direct all EMS operations and make the necessary decisions on the same.

C. Primary Triage Officer.

1. Shall perform a primary survey on each patient to identify and immediately correct any life threatening injuries involving airway obstruction and serious external bleeding. Shall spend no more than 15 seconds per patient.
2. Shall report back to the EMS Control on all he/she observes in the scene.
3. Shall oversee the extrication of, and be responsible for, all the patients being removed from the scene to the treatment area.
4. Shall hold this position until all patients are removed from the scene.

D. Secondary Triage Officer.

1. Shall perform a second primary survey and sort and tag all patients so they may be extricated from the scene and treated in the appropriate order as follows.
 - a) RED, Priority 1, Rapid transport, Code 3.
 - b) YELLOW, Priority 2, Delayed transport, Code 2.
 - c) GREEN, Priority 3, No transport required.
 - d) BLACK, Priority O, Clinically dead.
2. This position is held until all patients are removed from the scene.

E. Triage Master.

1. Shall direct all patient care in the treatment area.
2. Shall receive and constantly review patient condition.
3. Shall assign medical personnel to groups of patients for treatment.
4. Shall report to the EMS Control Officer on status of patient treatment.
5. Shall report the following information on each patient to _____ ED.
 - a) Mettag number,
 - b) Approximate age and sex,
 - c) Major characteristics of his/her injuries,
 - d) and vital signs.
6. Shall determine patient distribution to _____.

F. Loading Officer.

1. Shall assign each patient to an ambulance for transport to _____ (hospital).
2. Shall communicate the following information on each patient upon their departure to hospital.
 - a) Mettag number,
 - b) transporting ambulance,
 - c) and ETA,
3. Shall ensure each ambulance has a driver.
4. Shall maintain flow of ambulance traffic.

Section VI. Officer Identification.

- A. The officers shall be identified as follows.
1. EMS Control Officer: Orange vest lettered with EMS Co.
 2. Primary Triage Officer: Orange vest lettered with PTO.
 3. Triage Master: Orange vest lettered with TM.

Section VII. Equipment and Personnel

- A. All available equipment from EMS units will be brought to the Triage Master in the treatment area.
- B. Long boards, cervical collars, and straps shall be the only equipment brought into the scene for the removal of the patients. No treatment shall be performed in the scene.
- C. All arriving EMS personnel shall report to the EMS Control Officer for assignment. All ambulance operators shall remain with their units.

**APPENDIX 1
SCHOOL PLANS
Town of _____, Vermont**

I. AUTHORITY:

- 1. U.S. Public Law 920, 81st Congress 1950 (as amended)

II. PURPOSE:

To identify schools located in city/town of _____. Identify emergency procedures used by the schools to protect students and staff.

III. LIST OF SCHOOLS:

Name of School	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Sample School Emergency Plan

If Fire Alarm rings:

- Grades 1 and 2: exit rear door and walk off playground onto _____ Street.
- Grade 3: exit through front door off playground and walk north on _____ Street.
- Grade 4: exit down fire escape and walk off playground and north on _____ Street.
- Grade 5: exit down fire escape and walk off playground onto _____ Street.

_____ School evacuates to the _____ School.

Students and staff will leave the building upon hearing the Building Evacuation Signal and line up outside as if having a Fire Drill. Everyone will then proceed over to the front door of _____ School.

Upon entering _____ School, all will go directly to the Auditorium. If _____ School is unavailable, all will proceed over to the _____ Church parking lot after lining up and if necessary, enter the basement of the church (custodian of the Church will be contacted by phone at the church - ____ - ____).

Emergency Building Evacuation

Students and staff will leave the building upon hearing the Building Evacuation Signal (5 short blasts, repeated) and line up outside as if having a Fire Drill. Everyone will then proceed over to the front door of _____ Street School.

Upon entering _____ Street School, 2nd and 3rd graders will proceed to the upstairs hallway. Kindergartners, 1st graders will remain in the hallway on the main floor.

Staff Responsibilities: Each staff member shall supervise and account for (head count) the students that he/she is teaching at the time of the alarm. Each teacher shall see that the classroom windows and doors are closed. The custodian and/or principal shall check to see that the building is completely evacuated.

Student Responsibility and Behavior: File out of the building in an orderly manner and remain quiet to receive instructions from your teacher.

If _____ Street School is unavailable, all will proceed to the _____ Church parking lot after lining up and if necessary, enter the basement of the church. The custodian of the church should be contacted at ____ - ____.

Fire Drill Safety Plan

1. Person pulls alarm box at nearest station...then calls Fire Department.
 2. All people inside the school should evacuate building.
 3. Children exit side classroom doors after turning off lights, closing windows, checking bathroom and closing doors.
 4. Children form lines a safe distance away from the building.
 5. Teacher takes a head count.
 6. Secretary takes Attendance Register with teachers.
 7. Children sent home on District buses.
- Person made aware of emergency will ring fire bell.
 - Each teacher will account for children in room once they are outside.
 - In the event of permissible time, children will be dressed in outside clothing and lined up on the playground.
 - The custodian and principal will check the building to make certain it is empty of students.
 - Children will then be walked to SHOP & SAVE on _____ Street.

NOON HOUR EVACUATION:

- Person made aware of emergency will ring fire bell.
- All teachers will report to the playground.
- One teacher will check the rooms.
- One teacher will check the playground.
- Above procedure for the (shopping mall) will be followed.
- Custodian and principal will check the building to make certain that it is empty of students.

BOMB THREAT

1. Keep phone receiver off the hook.
2. Remain as calm as possible.
3. Ring fire alarm and await further directions from the principal.
4. Record the date and time call was received.
5. Determine the duration of the call.
6. Record wording of the message as exactly as possible.
7. Make description of the caller's voice.
 - Was it male or female? Young, middle-aged, old?
 - Tone of voice? Was voice disguised or have an accent?
 - Did you recognize the voice? Describe any background noise.
8. Report bomb threat immediately to the principal, and call the _____ Police Department. (____-____)
9. Report threat to the superintendent's office. (____-____ or ____-____)
10. All information concerning bomb threat will be reported to the superintendent's office.

EMERGENCY BUILDING EVACUATION

1. Activate the audible alarm or warning system.
2. Each staff member shall supervise and account for (head count) students the teacher is teaching at the time and shall accompany that group out of the building to his/her designated area outside.
3. Custodian and/or principal shall check to see that the building is completely evacuated.
4. School register shall be removed from the building by the staff member responsible for maintaining the register.
Backup computer diskettes shall also be removed from the building.
5. Student emergency telephone numbers will be removed from the office.

TEMPORARY SHELTER

In the event students need to be removed from the Middle School building and premises, they will walk with their teacher, group and proceed to the _____ bus maintenance building located behind the superintendent's office and remain together until the building is clear and ready to be occupied, or parents are notified and students are sent home.

Alternative temporary shelter: students will walk to the _____ on _____ Avenue and remain together until the building is clear and ready to be occupied, or parents are notified and students are sent home.

EMERGENCY NUMBERS

Emergency telephone numbers are listed by each telephone in the _____ School.