Local Emergency Management Plan Municipal Adoption Form

Town of Castleton
263 Route 30 North
Bomoseen, VT 05732

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

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

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Municipality	Town of Castleton
LEMP Adoption Date	April 24, 2023
NIMS Adoption Date	April 28, 2015 (original)
EMD Name	**Michael A. Jones**
Position	EMD/ Town Manager
Primary Phone	M: 802-779-8393
Alternate Phone	W: 802-468-5319 ext.203
Email	manager@castletonvt.org
POC 2 Name	**Peter Mantello**
Position	EMC/Police Chief
Primary Phone	M: 802-342-0347
Alternate Phone	M: 802-291-4445
Email	peter.mantello@vermont.gov
POC 3 Name	**Richard Combs**
Position	Select Board Vice Chair
Primary Phone	M: 802-236-1578
Alternate Phone	H: 802-265-4755
Email	racombs@comcast.net

☐ Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:
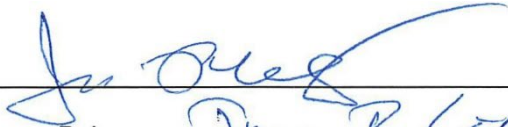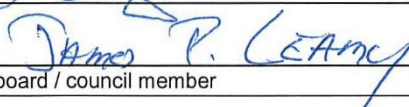
SIGNED: 4/21/2023

Michael A. Jones
Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed*_____ April 24, 2023

James P. Leamy_____
Printed Name, Selectboard / council member

2018 Version (Word): this form is used to report LEMP adoption beginning in 2018. There are no previous versions.

Required Elements

		Municipal Adoption
		Municipal Adoption Form
	X	Municipal adoption of National Incident Management System (NIMS)
	X	Contact information for local authorities during an emergency
	X	Certification that LEMP meets Vermont NIMS / Implementation Guidance
	X	LEMP adoption by local selectboard / city council (annual)
	X	Submission of LEMP to Regional Planning Commission (RPC)
		LEMP Required Elements
		Planners
	X	List of people who wrote / maintain the LEMP
		Municipal Emergency Operations Center EOC
	X	Activation authority
	X	EOC staff positions and duties minimum 1
	X	List of potential EOC staff members minimum 1
	X	Facility information for potential EOC locations minimum 1
		Resources
	X	Emergency purchasing agent and spending limits (if any)
	X	List of standing municipal contracts that can be used during an emergency
	X	National Incident Management System (NIMS) Typed Resource List
	X	List of other local resources that could be used during an emergency
		Public Information and Warning
	X	VT-Alert contact information
	X	Local website / social media information if an
	X	List of local media outlets (if any)
	X	Public notice sites for non-phone/Internet information
	X	Vermont 2-1-1 contact information
		Vulnerable Populations
	X	List of organizations/facilities that serve local vulnerable populations.
	X	Identification and monitorin process
		Shelters
	X	Spontaneous and regional shelter information
	X	Opening information for local shelters (if any)
	X	Service information for local shelters (if any)
		Contact Information
	X	Emergency Management personnel
	X	Response organizations
	X	Municipal officials / public works
	X	State, region, and adjacent municipality contacts

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional **LEMP** annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: http://vem.vermont.gov

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2018 Requirements: these requirements are valid until superseded. There are no previous versions.

NIMS Adoption Document for
Town of Castleton, Vermont

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF CASTLETON, VERMONT

    WHEREAS, Homeland Security Directive (HSPD)-5 directed the Secretary of the Department
of Homeland Security to develop and administer a National Incident Management System
(NIMS) to provide a consistent nationwide approach for federal, state, local, and tribal
governments to work together to prevent, prepare for, respond to and recover from domestic
incidents, regardless of cause, size or complexity; and

    WHEREAS, Presidential Policy Directive (PPD)-8 describes the approach to national
preparedness, including the National Preparedness System as the instrument the nation will
employ to build, sustain, and deliver core capabilities; and

    WHEREAS, the NIMS standardized procedures for managing personnel, communications,
facilities and resources improve the Town of Castleton's ability to utilize federal funding to
enhance local and state agency readiness, maintain first responder safety, and streamline
incident management processes; and

    WHEREAS, the Incident Command System components of **NIMS** are integral to various
incident management activities, including emergency management training programs.

NOW, THEREFORE, I, *:Jp,('\Q..s* ₁ₑ/-\cY\-, of the Town of Castleton, Vermont, by the virtue of
the authority vested in me by the Constituti6n and Laws of the State of Vermont, do hereby
establish the National Incident Management System (NIMS) as the Town of Castleton's standard
for incident management.

GIVEN under my hand and the Privy Seal of the Town of Castleton this
24th day of April in the year 2023.

BY
/s/ _____
            Signature

            JAMES P. LEAMY
                Print Name

2018 Requirements: these requirements are valid until superseded. There are no previous versions.

LOCAL EMERGENCY MANAGEMENT PLAN

Town of Castleton

1. Overview.

    1.1. Purpose. This is the Local Emergency Management Plan (LEMP) for Castleton. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). This is not a tactical plan for first response, fire, emergency medical service, or law enforcement issues. This base document details general municipal Emergency Management activities, while the enclosures and (optional) annexes provide quick reference materials for specific tasks and incidents.

    1.2. Planners. The following people are the Emergency Management (EM) stakeholders who wrote and maintain this plan.
- Emergency Management Director, Michael A. Jones
- Emergency Management Coordinator, Peter Mantello
- Alternate Emergency Management Coordinator – Justin Szarejko
- Emergency Shelter Coordinator, Justin Szarejko

2. Normal Operations. The primary means of communication is from the Emergency Management Director to the Select Board via cell phone communications (call and text), as well as cell phone messages to department heads (Highway Dept., Wastewater Dept., Police, Fire, and Emergency Medical Services). Much of the information is initially received through Vermont Emergency Management by the Emergency Management Director, deciphered as needed, and then disseminated.

3. Municipal Emergency Operations Center (EOC) Activation.

    3.1. General. The EOC should activate when there is an incident that requires significant coordination between responders, municipal officials, and/or residents. This plan routinely uses the term EOC, but in some cases the municipal EOC may also serve as the municipal Incident Command Post (ICP). See Enclosure 2 for facility, organization, and staffing details and specific incident annexes for action plans and municipal command and coordination relationships.

    3.2. Decision to Activate. Generally, it is the Emergency Management Director (EMD), in consultation with the Chairman of the Board of Selectman, who review information received from Federal, State, and Local officials to make the determination whether or not to activate the Emergency Operations Center (EOC). The EMD will typically notify the Police Chief, Fire Chief, EMS Chief, and Public Works Directors, and advise of them situation and why the Emergency Operations Center (EOC) is being

activated. In more instances than not, it will be a recommendation from these same individuals, based on the current situation, that drives the decision to open the EOC.

3.3. Location. The location of the Emergency Operations Center depends on the type of event, and/or where an event has happened, or is projected to happen. The primary location for the Emergency Operations Center is in the community room at the Fire Station. There is a designated area that has been outfitted/resourced in case there is a need to activate the EOC. Besides a piece of fire apparatus or a police cruiser, the Town does not have a mobile Emergency Operations Center (EOC). The alternate location for the Emergency Operations Center is the Town Highway Garage located at 272 Staso Road. This location does not have a full kitchen, but does have communications equipment, medical supplies, plenty of off-road parking, and does have portable generators for power.

4. Emergency Operations. This plan provides the general operating framework for municipal Emergency Management for events that require some form of municipal Emergency Operations Center (EOC) or Incident Command Post (ICP), not for emergencies that the on-scene Incident Command structure can handle internally. For what to do during specific incidents, see any incident annexes.

4.1. Incident Command and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of the response. In most cases, the EOC will simply support the IC in the field, but in all cases where the EOC has been activated, it will have a director in charge.

4.2. Maintain Situational Awareness. The major systems the EOC uses to maintain situation awareness are Vermont Emergency Management website, National Weather Service Channel, Vermont 511, State Police Dispatch, Vermont Alert, Green Mountain Power, and local radio stations.

4.3. Coordinate Resource Requests. See Enclosure 3. The major systems the EOC uses to coordinate resources are cell phone, land-line phone, police, fire, EMS, highway radio systems. If needed, the EOC or ICP will reach out to the Rutland Regional Planning Commission, mutual aid partners, and State resources through applicable channels.

4.4. Provide and Monitor Public Information. See Enclosure 4. The EOC is equipped with land line phones, cell phone boosters, fire, police, EMS, and Town Highway radios, as well as email capability. The Town utilizes social media such as Facebook and Front Porch Forum to monitor what is being posted during an emergency and provide

updates to Facebook and Front Porch Forum. If warranted, the EOC will contact the Vermont Emergency Management Watch Officer and request a message be sent to either registered members from Castleton or send out a blast message so anybody in range of the cell phone tower gets the message.

4.5. Vulnerable Populations. See Enclosure 5. The Town of Castleton has a couple of elderly housing developments, and several assisted living facilities that receive routine visits during emergencies by our Constables, Police Department staff, and by EMS personnel (based on need). The EOC has the contact information for these facilities and will reach out during an emergency to contact the facilities for a status report, and to let them know if the EOC has been activated, or a shelter has been opened. This has not been implemented yet, but once the Town has a list of those in the community who are under hospice care, have home nursing care, or have other medical or mental health needs, this will be placed in our Local Emergency Management Plan (LEMP) and during emergencies, either the agency caring for them will be contacted, or the people themselves will be contacted, if applicable to do so by EOC staff.

4.6. Sheltering and Care. See Enclosure 6. The primary means of support for displaced persons is self-help. If a displaced person(s) can find a place of refuge with family or friends, that serves to preserve resources for those who do not. For those who do not have a place to go with family or friends, or have special needs, have medical issues, or have pets, the Town Manager/EMD will call the American Red Cross or use the 211 system. For more large-scale events, the Town may have to open a shelter. This will be based on the severity of the event, how many are displaced, and how many have no place to go besides a shelter. There should not be a kneejerk reaction to open a shelter. This action takes a lot of resources where in the event of a smaller incidents, organizations like the American Red Cross are able to provide resources that are better suited for the situation. If it was determined that the situation dictates opening a shelter, the Sheltering Coordinator for the Town would contact the American Red Cross for assistance and notify the State EOC and the Rutland Regional Planning Commission that a shelter was open.

4.7. Tier II Sites. See Enclosure 7.

4.8 Major High Hazard Sites for Flooding

    Fort Warren Trailer Park – 81 Crampton Road
    Sucker Brook – Crystal Beach, Route 30 N
    Route 30 South – The flats just south of the sewer plant

Concrete Dam – Route 4A West and Creek Road intersection

4.9. Railroad Crossings.

North Road at Dewey Field
Crampton Road – (Unprotected, Signals only)
East Hubbardton Road
Mill Street (Unprotected, Signals only)
Cemetery Road – (Unprotected, Signals only)
Route 4A over the Castleton River – Protected with Signals
Blissville Road at Depot Terrace – (Unprotected, Signals only)

Enclosures:
1 - Contact Information
2 - Emergency Operations Center (EOC)
3 - Resources
4 - Public Information and Warning
5 - Vulnerable Populations
6 - Sheltering and Care

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	**Alternate**	**Alternate**	
Local Emergency Management Team					
EM Director (EMD)	Michael A. Jones	H:802-278-8115	M:802-779-8393	W:802-468-5319	manager@castletonvt.org
EM Coordinator (EMC)	Peter Mantello	M:802-342-0347	State Police 802-468-5012	W:802-468-2750	peter.mantello@vermont.gov
Emergency Shelter Coordinator	Justin Szarejko	(802) 468-5012	(802) 468-2750	802-558-2364	Justin.szarejko@vermont.gov
Public Information Officer	Cindy Ell	(302) 420-8348			cell@ffcancer.org
EOC Volunteer	Jennifer Jones	H:802-278-8115	M:802-779-7077	W:802-468-1315	pippick2000@yahoo.com
EOC Volunteer					
Local Response Organization Contacts					
Castleton EMS Chief – 1st Response	Justin Szarejko	M:(802) 558-2364	W:802-468-2750		Justin.szarejko@vermont.gov
Castleton Fire Chief	Heath Goyette	M:802-342-0167	H:802-265-3046	W:802-468-2459	hcg1972@aol.com
Castleton 2nd Assistant Fire Chief	Dan Ducharme	M: (802)683-9260			danducharme70@yahoo.com
Castleton Police Chief	Peter Mantello	M:802-342-0347	M:802-291-4445	W:802-468-2750	peter.mantello@vermont.gov
Castleton First Constable	Silas R. Loomis	M:802-779-1965	H:802-265-8337		silasloomis@aol.com
Castleton Second Constable	Vacant				
State Police Dispatch	VSP Westminster	802-773-9101			
Local Dispatch Center	Fire Department	802-468-5066			
Local Public Works Contacts					
Drinking Water Utility	Kerry Fowler	H:802-345-0921	M: 802-468-0109	W:802-468-3152	fowlerservices@outlook.com
Road Foreman	Jeff Davidson		M: 802-345-4588	W:802-468-2459	dpwforeman@castletonvt.org

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	**Alternate**	**Alternate**	
Road Commissioner	Michael A. Jones	H:802-278-8115	M:802-779-8393	W:802-468-5319	manager@castletonvt.org
DPW Foreman	Jeff Davidson	M:802-345-0598	W:802-468-2459	H: 518-522-1545	dpwforeman@castletonvt.org
Wastewater Utility	Russ Hallet	W:802-468-5315	M:802-779-8100	Pager :802-773-5549	wwtfchiefoper@castletonvt.org
Municipal Government Contacts					
Animal Control Officer	Chris Forrest	M: 802-342-2933			animalcontrol@castletonvt.org
Castleton Elementary School	Kim Prehoda	W:802-468-5624			kprehoda@svuvt.org 236 Elementary Road, Castleton, VT
Forest Fire Warden	Heath Goyette	H:802-265-3046	M:802-342-0167	W:802-468-2459	hcg1972@aol.com
Select Board Chair	Richard Combs	H: 802-265-4755	M:802-236-1578		racombs@comcast.net
Select Board Vice Chair	Robert Spaulding	H:802-468-5245	M:802-342-6170		rvsinc17@gmail.com
Select Board Member	Mark Brown	M:802-558-0228	W:800-660-4290		mark@brownsautosalvage.com
Select Board Member	Mary Lee Harris	M:802-468-5370			mharris5370@gmail.com
Select Board Member	Rob Steele	M:802-558-5097	W:802-265-8654		tomsbait@comcast.net
Slate Valley Unified District	Brooke Olsen-Farrell	W:802-265-4905 x 2553	M:518-469-6350		bfarrell@svuvt.org cbrill@svuvt.org
Town Accountant	Jo Carmel	W:802-468-5319	M: 802-345-8948		accountant@castletonvt.org
Town Clerk	Nedra Boutwell	M:802-342-0576	W:802-468-5319		casclerk@shoreham.net
Town Health Officer	James Leamy	M:802-236-1218	H:802-273-2703	W:802-468-5319	None
Town/City Manager	Michael A. Jones	H:802-278-8115	M:802-779-8393	W:802-468-5319	manager@castletonvt.org
Town Treasurer	Abby Cohen	M:973-202-6123		W:802-468-5319	treasurer@castletonvt.org
Tree Warden	Scott Welch	M:802-345-1897	H:802-468-2274		None
Local Contacts					
American Red Cross*cannot verify M VT seems valid but disconnects	Kerri Foley	M:802-598-0338	VT: 800-464-6692		Kerri.Foley@redcross.org

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
		Primary	Alternate	Alternate	
AT&T	W:802-773-4093	24/7: 800-288-2020			
American Legion Shelter Contact	Liz Burt	M:802-747-8114	W:802-468-8962		americanlegion@post50.comcastbiz.net
American Legion Shelter Alternate Contact	Silas R. Loomis	M:802-779-1965	H:802-265-8337		silasloomis@aol.com
Castleton University Alternate Shelter Contact	Matt Patry	W:802-468-1249			matthew.patry@vermontstate.edu
Castleton University Alternate Shelter Alt Contact	Keith Molinari	M:845-807-2779	W:802-468-1288		keith.molinari@vermontstate.edu
ABC Early Education Day Care & Pre-School	Tearsa Brannock	W:802-265-4130	M: 802-779-7120	M: 802-747-8794	abcearlyeduvt@aol.com
Birdseye Diner	John Rehlen	W:802-468-5817	M:802-345-2275		rehlenj@aol.com
Bomoseen Grange Hall	Pam Gibbs	H:802-287-9063	W:802-468-5361		nanapam003@yahoo.com
Brown's Auto Salvage	Mark Brown	W:800-660-4290	M 802-558-0228		mark@brownsautosalvage.com
Brown's Quarried Slate	Charlie Brown	M:802-236-3095			
Castleton Cares Inc. (Food Shelf)	Lynn Petty or Justin Szarjko	W:802-468-2444 W:802-558-2364	W:802-468-5101		castletoncares@yahoo.com 504 Main Street, Castleton, VT 05735
Castleton Community Seniors	Jo Ann Riley or Laurie Knauer	W:802-468-3093			homestead@shoreham.net 2108 Main Street, Castleton, VT 05735
Castleton Corner's Deli & Gas	John Sulman	W:802-468-5844			johnsulman@gmail.com 16 VT-Route 4A, Castleton, VT
Castleton Family Health Center	Dr. Bradley Berryhill	W:802-468-5641			275 Route 30N, Castleton, VT
Castleton Fire District #1	Kerry Fowler	M:802-345-0921	W:802-468-3152	H:802-468-0109	hallclanvt28@aol.com
Castleton Fire District #3	Jackie Provo or Rick Hall	Jackie Provo W:802-468-5105	Rick Hall M:802-282-9641	Rick Hall Pager 802-742-2364	hallclanvt28@aol.com
Castleton Lion's Club	Queen Lion Mary McIntyre	Mary McIntyre M: 802-770-9316	Pat Schroeder M: 802-558-7449		Marymcintyre9195@gmail.com topsun@comcast.net
Castleton Meadows Senior Living Complex	Tim Richards	W:603-231-5454			109 Castleton Meadows, Castleton
Comcast	W:800-266-2278				

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
		Primary	Alternate	Alternate	
Free and Accepted Masons Lodge #30	Worshipful Master Graham Trudo	W:802-342-0928	H:802 272-2933		595 Main Street, Castleton, VT
Fort Warren Mobile Home Park	Brian Billings	M:802-558-4041			bb2xist@gmail.com
Forty-Seven Main Street Inc.	Willem Leeman	W:802-468-5325	M:802-282-3818		706 Main Street, Castleton, VT
Fowler Services	Kerry or Bob Fowler	W:802-468-3152	M 802-345-0921	H 802-468-0109	fowlerservices@outlook.com 52 Packing House Rd, Castleton, VT
Fyles Brothers Inc (Propane)	Tad Fyles	W:802-537-2200	H:802-468-0109		fylesbrosinc@gmail.com
Gilmore's Home Center	Mark Flynn	W:802-468-5676	M:802-353-7125		mark@gilmorehomecenter.com
Green Mountain Power	Erica Pawlusiak	W:802-287-9045	M:802-287-0133		erica.pawlusiak@greenmountainpower.com
Happy Paws Daycare	Kevin Mulholland	W:802-468-3033			kjjsm869@msn.com
Hadeka's Stone Corporation	Jerry Hadeka	W:802-468-5472	M:802-353-7897	M:802-353-8297	hadeka3@myfairpoint.net
The Harvey House	Cathy Rooney & Kristen Rogers	W:802-345-3881	M:802-558-0488		1997 Main Street, Castleton, VT
Heritage Family Credit Union	Bobbi Hults	W:888-252-8932	W:802-747-2325		643 Main Street, Castleton, VT
Irving Oil		W:802-468-0576			111 VT-30 Rte 30 Castleton, VT
McClure Construction	Mickey McClure	M:802-236-7508	H:802-265-3590	802-236-4395	mcclureconstruction@myfairpoint.net
Michelle Traverse Day Care	Michelle Traverse	M: 802-417-7884			timmichtrav@comcast.net
O'Reilly's/Bond Automotive	Cliff Smith	W:802-265-8090			528 VT-4A W, Castleton, VT
Pennie Wareing Day Care	Pennie Wareing	W:802-468-2293	802-345-2126		Pjer79@comcast.net
Prunier's Market	Dave Prunier	W:802-265-4516			1687 Main Street, Castleton, VT
R&D Automotive	Rich Moss or Dan McMurray	W:802-468-5268 C (802) 345-5279			1015 Main Street, Castleton, VT

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
		Primary	Alternate	Alternate	
Rutland Veterinary Clinic	Heather Christian	W:802-468-5576	H:802-273-2546	M:802-236-7397	Bomolakeview1@comcast.net
Saltis Home	Sonya Saltis	W:802-468-5185			1141 Main Street, Castleton, VT
Trudo & Sons Excavating	Graham Trudo	W:802-273-2933	M:802-342-6708		593 Eaton Hill Rd W, Castleton, VT
RF Hall & Son's Excavation	Rick Hall	W:802-468-5712	P:802-742-2364		758 VT-Route 30 N, Castleton, VT
VNA & Hospice of the Southwest Region	No specific POC	802-775-0568 will go to answering service after hours			7 Albert Cree Drive in Rutland, VT 05701
VT211		211	802-652-4636		
VT Disaster Animal Rescue Team (VDART)	Danica Stein Nancee Shaffner	(802) 353-7042	M:802-345-6264		furrygirl@comcast.net spole8687@gmail.com
Windy Hollow Mobile Home Park	Linda Boutin	H:802-265-4526			lbou525l@gmaill.com
Verizon Wireless		W:802-747-4402			
Woodard's Marine	Eric Splatt	W:802-265-3690	M 802-236-7359		ericsplatt@woodardmarine.com
Adjacent Municipalities					
Fair Haven EMC/Fire Chief	Jim Heller	M:802-282-3476	W:802-265-3192		jimhellr@comcast.net
Poultney EMD	Terry Williams	H:802-278-4576	M:802-342-7306		slatehillfarm@comcast.net
Hubbardton Town Clerk	Dawn Custer	W:802-273-2951			clrkhubb@shoreham.net
Hubbardton Select Board Chair	Robert Gibbs	H:802-273-2841	W:802-273-2951		rgibbsps@shoreham.net
STATE/FEDERAL Partners					
State Emergency Operations Center (SEOC) / VT-Alert	Watch Officer	800-347-0488			
Amtrak Operations Center	East Operations Desk CNOC	W:302-683-2105	W:617-939-3081		Use Option #4 pugsles@amtrak.com
ANR River Engineer	Josh Carvajal	W:802-490-6163			Joshua.carvajal@vermont.gov

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
		Primary	Alternate	Alternate	
ANR Floodplain Manager		W:802-490-6154			
ANR Dam Engineer	Ben Green	W:802-622-4093			benjamin.green@vermont.gov
ANR Watershed Management Division – Rutland	Todd Menees	M:802-345-3510			todd.menees@vermont.gov
ANR Drinking/Ground Water Systems Protection	Ben Montross	W:802-498-8981	W:802-828-1535		Ben.montross@vermont.gov
Regional Planning Commission	Devon Neary	W:802-775-0871	C:802-353-4559		devon@@rutlandrpc.org
Regional Planning Commission	Steffanie Bourque	W:802-775-0871			Sbourque@rutlandrpc.org
Vermont Forest/Parks/Rec	Lars Lund	M:802-777-4188			lars.lund@vermont.gov
U.S. Forest Service		W:802-747-6700			
VTrans District Tech	Brian Sanderson	W:802-786-0027			brian.sanderson@vermont.gov
VTRANS District 3 Garage	Jeremy Waite	W:802-468-5775			143 VT-Route 30 S, Castleton, VT
VT DPS Fire Safety Office	Gerald Garrow	W:802-786-5841			
VT DPS Asst. Fire Marshal	Jane Kelly	W:802-786-5867			jane.kelly@vermont.gov
VT DPS Asst. Fire Marshal	Matthew Jakubowski	W:802-786-0075			
VT Dept of Health	Renee Bousquet	W:802-786-5811			AHS.VDHOLHRutland@vermont.gov
Vermont Rail System Dispatch		W:802-775-2711 Option #1	W:888-265-2735		rswahn@vrs.us.com sfilskov@vrs.us.com
Vermont Railway – Rutland general office	Steve Wiskoski	W:802-775-4356			swiskoski@vrs.us.com
VT State HazMat	Patrick McLaughlen	800-641-5005 Emergency Dispatch #	W:802-479-7586	W:802-828-1138	Patrick.mclaughlin@vermont.gov

1. Concept. The Emergency Operations Center (EOC) is an organization that coordinates information, support, and response across the municipality for Incident Commanders and government officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

2. EOC Organizational Structure.

    2.1. This is the preferred operating structure for MUNICIPALITY.

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                          ┌─────────────────┐
                          │    Incident     │
                          │   Commander     │
                          └─────────────────┘
                                   │
        ┌──────────────┐      ┌──────────────┐
        │   Public     │      │Police Liaison│
        │ Information  │──────│   Officer    │
        │   Officer    │      └──────────────┘
        └──────────────┘
        ┌──────────────┐      ┌──────────────┐
        │  Deputy IC   │──────│ Fire Liaison │
        │              │      │   Officer    │
        └──────────────┘      └──────────────┘
        ┌──────────────┐      ┌──────────────┐
        │ Public Works │──────│  EMS Liaison │
        │   Liaison    │      └──────────────┘
        └──────────────┘
        ┌──────────────┐
        │   Animal     │
        │  Response    │
        │   Liaison    │
        └──────────────┘
                   │
              ┌─────────────────┐
              │     HYBRID      │
              │   OPERATIONS    │
              │ LOGISTICS ADMIN │
              │    SECTION      │
              └─────────────────┘
```
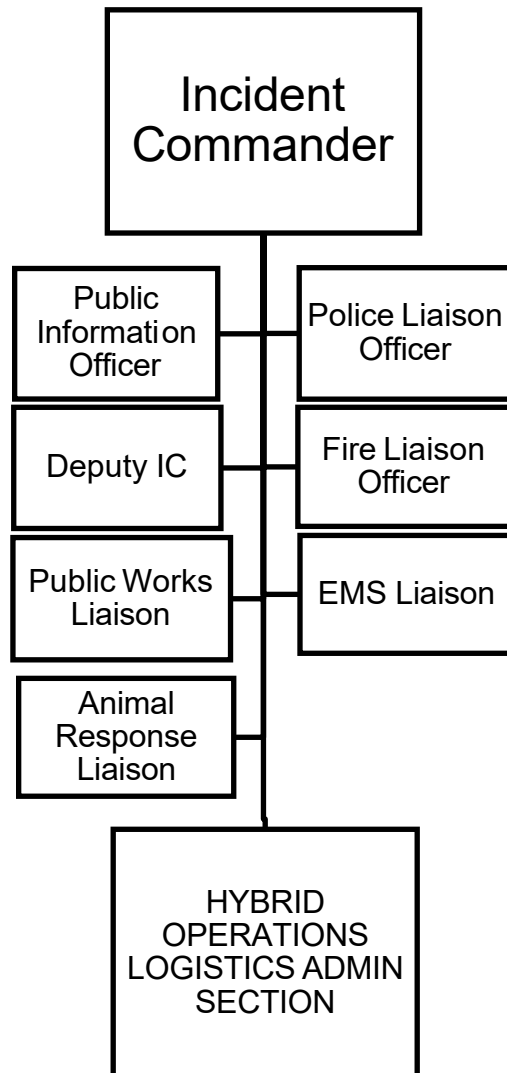
    2.2. These are the functions of the positions within the preferred operating structure above. Depending on the specific emergency and staff available, positions and

functions may be combined or subdivided. https://www.fema.gov/emergency-managers/nims/components/positions

Position	Job Description
Incident Commander	Overall management of the incident. Assess the situation at hand and determine incident objectives and strategy. Establish an Incident Command Post. Establish immediate priorities and staff it as needed. Keep agency administrator informed of incident status. Authorize release of information to the news media. Order the demobilization of the incident when appropriate.
Emergency Operations Center Director	Obtain a briefing from on-scene Incident Commander if the situation dictates. Establish EOC objectives and strategy to support the incident. Establish the EOC and staff it based on the objectives and strategy determined needed to support the incident. Approve and authorize the implementation of an Incident Action Plan. Ensure adequate safety measures are in place and assign a Safety Officer. Coordinate activity for key people and officials. Approve requests for additional resources or the release of resources based on analysis from command and general staff members. Keep the Board of Selectmen Chairman (or designed representative) informed of the incident status. Authorize release of information to the news media. Order the demobilization of the incident when appropriate.
Public Information Officer	Responsible for developing and releasing information about the incident to the news media, incident personnel, and to other appropriate agencies and organizations authorized by the IC or EOC Director.
Liaison Officers or Agency Representatives	Ensure all agency resources are properly checked-in or accounted for at the incident. Attend briefings and planning meetings as required. Provide input on the capabilities and use of agency resources. Cooperate fully with the Incident Commander, EOC Director, and General Staff on agency involvement at the incident. Ensure the well-being of agency personnel assigned to the incident. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure. Ensure that all required agency forms, reports and documents are complete prior to departure. Have a debriefing session with the Incident Commander and/or EOC Director prior to departure.

Safety Officer	Only one Safety Officer will be assigned to each incident, however, the Safety Officer may have assistants as necessary, and may also represent assisting agencies or jurisdictions. Participates in planning meetings. Identifies hazardous situations associated with the incident. Reviews Incident Action Plans for safety implications. Exercises emergency authority to stop and prevents unsafe acts. Investigates accidents that have occurred within the incident area. Review and approve any medical plans. Maintains Unit Log (ICS Form 214).
Operations Section Chief	Manages tactical operations. Works with lower level of the section to develop the operations portion of an Incident Action Plan. Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS Form 215). Assists in the development of the operations portion of an Incident Action Plan. Supervises the execution of the Incident Action Plan. Ensures safe tactical operations. Requests additional resources to support tactical operations. Approve release of resources to support tactical operations. Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary. Maintain close communication with the Incident Commander. Maintain Unit Log (ICS Form 214)
Staging Area Manager	Reports to the Operations Section Chief or to the Incident Commander if the Operations Section Chief position has not been filled. Establishes layout of the Staging Area. Posts or designates areas for identification and traffic control. Provides check-in (ICS Form 211) for incoming resources. Determine required resources reserve levels from the Operations Section Chief or Incident Commander. Advise the Operations Section Chief or Incident Commander when reserve level reach minimums. Maintain and provide status of resources in the Staging Area. Request logistical support for personnel and/or equipment as needed. Maintain Staging Area in an orderly condition. Maintains Unit Log (ICS Form 214).

Planning Section Chief	Collects, evaluates, processes, and disseminates information for use at the incident. Supervises preparation of the Incident Action Plan. Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan. Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Documentation, Demobilization). Determine need for any specialized resources in support of the incident. Establish special information collection activities as necessary, (e.g., weather, environmental, toxic, etc.), Assemble information on alternative strategies. Report any significant changes in the incident status. Compile and display incident status information. Oversee preparation of the Incident Demobilization Plan. Incorporate the incident traffic plan and other supporting plans in the Incident Action Plan. Maintains Unit Log (ICS Form 214).
Resources Unit/Person	Responsible for maintaining the status of all assigned resources (primary and support) at an incident. Oversees the check-in (ICS Form 211) of all resources. Maintains a status-keeping system indicating current location and status of all resources. Maintains a master list of all resources, (e.g., key supervisory personnel, primary and support resources, etc.). Establishes check-in function at the incident location. Prepares Organizational Assignment List (ICS Form 203) and Organizational Chart (ICS Form 207). Prepare and maintain the Command Post display (to include organizational chart and resource allocation and deployment). Maintain and post the current status and location f all resources. Maintain master roster of all resources checked in at the incident.
Situation Unit/Person	Collects, processes and organizes all incident information that takes place with the situation unit. May be required to prepare future projections of incident growth, maps, and intelligence information. Prepares, posts, or disseminates resource and situation status information as required, including any special reports. Prepares the Incident Status Summary Form (ICS Form 209). Provides photographic services and maps if required.
Field Observer	Collects and reports on situational information from the field.
Display Processor	Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.

Documentation Unit/Person	Maintains accurate and up-to-date incident files. Incident files will be stored for legal, analytical and historical purposes. Sets up work area; begin organization of incident files. Files all official forms and reports. Review records for accuracy and completeness; inform appropriate units of errors or omissions. Provide incident documentation as requested. Store files for post-incident use.
Logistic Section Chief	Determines the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief. Manages all incident logistics. Provide logistical input to the IC in preparing an Incident Action Plan. Requests additional resources as needed. Review and provide input to the Communications Plan (ICS Form 205), Medical Plan (ICS Form 206) and Traffic Plan. Supervises request for additional resources. Oversees demobilization of the Logistics Section. Orders, receives, and distributes all supplies and equipment (other than primary tactical resources), and is responsible for the service and repair of tools and equipment.
Facilities Unit/Person	Responsible for the set-up, maintenance and demobilization of all incident support facilities except Staging Areas. Determines requirements for each incident facility. Prepare layout of facilities; inform appropriate unit leaders. Obtain and supervise personnel to operate facilities. Provide security services. Provide facility maintenance services, (e.g. sanitation, lighting, etc.).
Communications Unit/Person	Responsible for developing plans for the use of incident communications equipment and facilities; installs and tests communications equipment; supervises the Incident Communications Center, and distributes, accounts for, and maintains communications equipment. Advises on communications capabilities/limitations. Prepares and implements the incident Radio Communications Plan (ICS Form 205). Establish and supervise the Incident Communications Center and Message Center. Establish telephone, computer links, and public address systems. Establish communications equipment distribution and maintenance locations. Installs and test all communications equipment. Oversees distribution, maintenance and recovery of communications equipment, (e.g., portable radios, cell phones, etc.).

Food Unit/Person	Responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Staging Areas), as well as providing food for personnel unable to leave tactical field assignments. Determines water and food requirements for operational periods. Determine method of feeding to best fit each facility or situation. Obtain necessary equipment and supplies and establish cooking facilities. Ensure that well-balanced menus are provided. Order sufficient food and potable water from the Supply Unit/person. Maintain an inventory of food and water. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed. Supervise caterers, cooks, and other Food Unit Personnel as appropriate.
Medical Unit/Person	Develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administrative Section with processing injury-related claims. Note that medical assistance to the public or victims of the emergency is an operational function and would be done by the operations sections and not by the Logistics Section Medical Unit. Acquire and manage medical support personnel. Prepare the medical emergency Plan (ICS Form 206). Establish procedures for handling serious injuries of responder personnel. Respond to requests for medical aid, medical transportation, and medical supplies.
Finance/Admin Section/Person	Responsible for managing all financial aspects of an incident. Not all incidents will require a Finance & Administrative Section/Person. Manages all financial aspects of an incident. Provides financial and cost analysis information as requested. Gather pertinent information from briefings with responsible agencies. Develop an operating plan for the Finance/Administrations Section, fill supply and support needs. Meet with Assisting and Cooperating Agency Representatives as needed. Maintain daily contact with agency(s) administrative headquarters on Finance/Administrative matters. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy. Provide financial input to demobilization planning. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

Time Unit/Person	Responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(s) time recording policies. Determine incident requirements for time recording function. Contact appropriate agency personnel/representatives. Maintain separate logs for overtime hours. Submit cost estimate data form when requested. Ensure that all records are current and complete prior to demobilization.
Procurement Unit/Person	Responsible for all financial matters pertaining to vendor contracts, leases, and fiscal agreements. Establishes local resources for equipment and supplies; manages all equipment rental agreements; and processes all rental and supply document billing invoices. Works closely with local fiscal authorities to ensure efficiency. Coordinate with local jurisdiction on plans and supply sources. Drafts memorandums of understanding (MOU). Establishes contracts and agreements with supply vendors. Interprets contracts and agreements resolves disputes. Coordinate use of impress funds as required. Complete final processing of contracts and send documents for payment. Oversees the recording of time for all equipment assigned to an incident. Also posts all charges or credits for fuel, parts, service, etc., used by equipment.
Cost Unit/Person	Provides all incident cost analysis. Ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs. Coordinate with agency headquarters on costs reporting procedures. Collect and record all cost data. Develop incident cost summaries. Make cost-saving recommendations to the Finance/Administration Section Chief.

3. Potential EOC Staff. Contact information is included in Enclosure 1.
- Michael A. Jones – Town Manager/EMD
- Peter Mantello – Police Chief/EMC
- Justin Szarejko – Police Officer/Alternate EMC
- Heath Goyette – Fire Chief/Fire Warden
- Richard Combs – Select Board Chairman
- Silas R. Loomis – First Constable
- James Leamy – Health Officer
- Jo Carmel – Accountant
- Abby Cohen – Treasurer
- Karen Stewart – Administrative Assistant/E911 Coordinator
- Scott Welch – Tree Warden

- Justin Szarejko – EMS Field Chief
- Mark Brown – Select Board Member
- Robert Spaulding – Select Board Vice Chairman
- Mary Lee Harris – Select Board member
- Rob Steele – Select Board member
- Jeff Davidson – Public Works Foreman/Safety Officer
- Chris Forrest – Animal Control Officer
- Russ Hallett – Wastewater Treatment Facility Operator
- John Alexander – Parks and Recreation Director
- Jennifer K. Jones – Resident Volunteer
- Cindy Ell – Public Information Officer

Definitions

Chief: The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Branch: The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions.

Director: The ICS title for individuals responsible for supervision of a Branch.

Division/Group: Divisions are used to divide an incident geographically. Groups are used to divide an incident functionally.

Supervisor: The ICS title for individuals responsible for a Division or Group.

Strike Team: A specified combination of the same kind and type of resources with common communications and a Leader
.
Task Force: A combination of single resources assembled for a particular tactical need with common communications and a Leader.

Unit: The organizational element having functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional Unit.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type (e.g., Type III Helicopter) and may be used in tactical, support, or overhead capacities at an incident.

Lines of Authority

ICS establishes lines of supervisory authority and formal reporting relationships. Within ICS, there is complete unity of command, meaning that each position and each person within the system has only one designated supervisor.
Direction and supervision follows established organizational lines at all times, however, information can be shared freely throughout the organization.

Chain of Command and Reporting Relationships

Chain of command means that there is an orderly line of authority and reporting relationships within the ranks of the organization, with lower levels subordinate to, and connected to, higher levels.

Chain of command is used to communicate direction and maintain management control. Although orders must flow through the chain of command, members of the organization may directly communicate with each other to ask for or share information.

ICS team members work within the ICS position descriptions and follow the designated reporting relationships, regardless of their non-emergency positions or everyday administrative chain of command.

4. Primary EOC Facility.

1. Title and E911 Address: Highway Garage, 273 Staso Road, Castleton, VT
2. Phone Number(s) - (802) 468-2459
3. Mobile service available / provider: Yes: Verizon
4. EOC risk factors: EOC is co-located at the highway department.
5. Facility Contact: Michael A. Jones / (802) 779-8393
6. Access: Access is through a keypad lock. Individuals issued their own code.
7. Internet: Comcast
8. Available Equipment: laptop computer, VHF mobile radio with police and fire frequencies, as well as a portable radio with public works frequencies programmed as well. There is one telephone, several vests with ICS position titles, two two workstations, dry erase boards, easel pads, markers, highlighters, flashlights, and various office products.
9. Equipment needed (and where it is / who has it): Laptop and EM Cell phone is stored in the Town Manager's Office.
10. Backup power / instructions: There is a back-up generator connected that starts if prime power is lost. It is fueled by propane and both the generator and propane are located on the south side of the garage.

5. Alternate EOC Facility.

1. Title and E911 Address: Castleton Fire Station/273 Route 30N, Bomoseen VT 05732
2. Phone Number(s): (802) 468-5066
3. Mobile service available / provider: AT&T & Verizon. The facility now has a Verizon signal booster.
4. EOC risk factors: Noisy and busy if the fire department is at the facility.
5. Facility Contact: Heath Goyette
6. Access: Access is through a keypad lock with members assigned their own number
7. Internet: Cable and WiFi. WiFi Password is **feast4813clever**
8. Equipment: laptop computer, VHF mobile radio with police and fire frequencies, as well as a portable radio with public works frequencies programmed as well. There are two telephones, a television, several vests with ICS position titles, two cubicle workstations, dry erase boards, easel pads, markers, highlighters, flashlights, and various office products.
9. Backup power / instructions: The fire/police stations have a back-up generator connected that starts if prime power is lost. There is nothing that has to be done to change from prime power to back-up power. It is fueled by propane and both the generator and propane are located behind the fire station.

1. Concept. The Emergency Operations Center (EOC) can coordinate resource support for Incident Commander(s). The municipality should **use municipal resources, mutual aid agreements, and local purchases first** to get resources for response as needed and available. The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

  1.1. State support that is usually at no cost to the municipality:
  - Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
  - Vermont Urban Search and Rescue (USAR, VT-TF1)
  - Vermont State Police and Special Teams
  - Community Emergency Response Teams (CERTs)
  - Swiftwater Rescue Teams
  - Regional Shelter Support
  - State government agency expertise / services
  - Federal response agency expertise

  1.2. State support the municipality will normally eventually have to pay for:
  - Supplies and equipment (including sandbags)
  - VTrans Equipment and Personnel
  - Vermont National Guard Support

  1.3. The state may be able to provide resources at no expense, and in major disasters there may be state and federal funds available to help defray expenses, but **normally municipalities are responsible for paying for emergency response costs**.

2. Emergency Purchasing.

  2.1. Authority. The Town Manager has the authority to spend up to $10,000 in case of emergency. The Select Board must authorize anything above that amount.

  2.2. Processes. The Town Manager has access to a credit card with a $5000 limit. The Town of Castleton has fuel cards to two local gas stations, and accounts set up with Gilmore's Home Center, O'Reilly/Bond Auto, Brown's Auto, and R&D Automotive. The Highway Department also has a good working relationship with District 3 Agency of Transportation Highway Garage located on Route 30S in Castleton if assistance with weather related emergencies happen, if they have resources available.

3. Businesses with Standing Municipal Contracts. The Town is in the process of establishing short contracts with Hadeka's Stone Corporation, Brown's Quarried Slate, RF Hall & Son's Construction, and Trudo Construction, should additional resources be needed with debris management and storm related emergencies.

4. Other Local Resources.
- Hadeka's Stone Corporation (802) 468-5472 or (802) 353-7897
- Brown's Quarried Slate (802) 468-2297 or (802) 236-3095
- R.F. Hall & Son's Excavation (802) 468-5712
- Trudo Construction (802) 273-2933
- Ellis Brothers Construction (802) 265-7899
- RA Filskov & Son Inc (802) 287-4768 or (802) 345-9418
- Todd Boutwell Logging (Heavy Equipment Repair) – (802) 342-0575
- Terry Morse Welding, Inc (802) 353-1838
- Ed Balch Sr. Refuse Removal (802) 468-2474
- Gilmore's Home Center (802) 468-5676
- O'Reilly /Bond Automotive (802) 265-8123
- R&D Automotive (802) 468-5268
- AR Automotive (802) 671-8069
- Bruce's Welding & Auto Services (802) 468-5447
- Hulbert's Auto Repair (802) 468-5595
- Prunier's Market (802) 265-4516
- Woodard's Marine (802) 265-3690
- Sam's U-Save Fuels, Inc. (802) 265-3608
- Castleton Pet Supply (802) 265-2227
- Happy Paws Daycare (802) 468-3033
- Rutland Veterinary Clinic at Castleton Corners (802) 468-5576
- Castleton Cares (802) 468-2444 or outside hours (802) 468-5101
- Castleton Community Center (802) 468-3093
- Paul's Pizza (802) 265-8880
- Third Place Pizzeria (802) 671-8113
- Castleton Pizza & Deli (802) 468-2911
- Castleton Corner's Gas & Deli (802) 468-5844
- Birdseye Diner (802) 468-5817 or (802) 345-2275
- Lake Bomoseen Lodge and Taproom (802) 468-5251

5. National Incident Management System (NIMS) Typed Resources.

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	1
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper	N/A	N/A	N/A	N/A	2
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	1
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	1
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A	1	Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)	1					Trailer, Small Equipment	N/A	N/A	N/A	N/A	2
Firefighting Crew Transport			1	N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	4
Aerial Fire Truck	1					Truck, Plow	N/A	N/A	N/A	N/A	5
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew			1			Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering				2	
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater				1	
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	2
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A	4	Wheel Loader, Medium	N/A	N/A	N/A	N/A	1
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A	1	Wheel Loader, Small	N/A	N/A	N/A	N/A	
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	1
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A	2	Wood Chipper	N/A	N/A	N/A	N/A	1
Generator	N/A	N/A	N/A	N/A	5	Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A	1						

Information about the NIMS Typed resources can be found at: https://rtlt.preptoolkit.org

1. Concept. During any significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

2. Public Information Officer (PIO) Coordination. The Town Manager has been trained as a Public Information's Officer and military Liaison. The PIO will work with the Incident Commander and not provide information to the media unless it has been vetted through the Incident Commander. The Public Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Public Information Officer will be assigned for each incident.

3. Releasing Public Information.

   3.1. Emergency Notifications. The VT-Alert notification system can send phone messages to all landlines in an area, and phone calls, text messages, and emails to people who have registered for them. The Town of Castleton have three personnel trained on the local use of VT-Alert and intend on coordinating refresher training in FY-2024. Until directed otherwise, the Police Chief, Emergency Management Coordinator(s) and the Emergency Management Director are the only personnel authorized to release a message through the VT-Alert system or call the State EOC and ask them to release a message.

   3.2 Important Local Websites/Social Media Channels:
   - Town Website: www.castletonvermont.org
   - Facebook Pages: https://www.facebook.com/castletonvt
   - Front Porch Forum

   3.3 Local Media Outlets:
   - Rutland Herald 800-498-4296; 802-775-5511
   - Lakes Region Free Press (518) 642-1234 or news@nyvtmedia.com
   - WVNR/WVNY (Lakes Region Radio) 802-287-9031
   - WSYB 802-775-5597
   - WJJR 802-775-6499
   - WZRT 802-773-2726
   - WVTK 802-382-9210
   - WCAX 802-773-7729
   - WPTZ 802-655-5455

3.4 Public notice sites for non-phone/internet information:
- Location 1: Town Office bulletin board
- Location 2: Castleton Post Office
- Location 3: Bomoseen Post Office
- Location 4: Hydeville Post Office

4. Monitoring Public Information.

- The presence of an obvious high visibility or sensitive incident.
- Media demands for information are reducing Incident Commander effectiveness.
- Media capabilities to acquire their own information are increasing.
- Reduces the risk of multiple sources releasing information.
- Need to alert, warn or instruct the public.
- Monitor information reported over social media to ensure it is accurate and appropriate.

5. Vermont 2-1-1. To coordinate for Vermont 2-1-1 to give out information during a local or regional emergency, call 2-1-1 directly and pass on the critical information. 2-1-1 will pass that information on to any residents who call.

RUTLAND REGION
VULNERABLE POPULATION COMMUNICATION PROTOCOL
Last Reviewed: March 12, 2024

The following is the communication protocol between Town Emergency Management Directors (EMDs) and Agencies that serve vulnerable populations. This Protocol is designed to be **a short-term incident response plan only.** Its purpose is to assist in checking on vulnerable populations *before, during, and after* hazard events they may be impacted by, and ultimately in providing timely service coordination. **This Protocol is not meant to take the role of 911 assistance or assist in providing emergency medical services.** It is meant to check on people that may need additional assistance or whose wellbeing is unknown because they are unable to be reached for a period of time.

Prior to a warned event, some EMDs and Agencies may choose to contact each other, so each is aware of the other's preparations and any specific concerns going into an event. EMDs should refer to the information in the Vulnerable Populations Section of their Local Emergency Management Plan for this purpose. In the event this protocol is activated, EMDs should *primarily* reference the agency contacts listed below. EMDs are <u>encouraged</u> to provide their contacts to Agencies during an activation to expedite information sharing.

During an event, the Protocol can be activated by either the EMD or the Agency. When activated by the EMD, they should call the VEM Watch Officer and request the send-out of the Rutland Region Vulnerable Populations Protocol VT-Alert message. If the EMD is trained as a VT-Alert Admin, they can log on to Everbridge and initiate the send out. The alert is sent to all EMDs, secondary municipal contacts, and Agency reps. The Rutland Regional Planning Commission is responsible for keeping this contact information current and can also initiate message send-out upon request.

If activated by the EMD,
1) The EMD will alert the Agencies serving their community and ask that each Agency conduct outreach to their clients/patients to check on their wellbeing. EMDs may contact <u>any</u> agency they see fit. *At a minimum*, Agencies to be alerted are those who have declared they are best suited for a short-term response:

   a) <u>Bayada Home Health</u> (802-775-7272)
   b) <u>Rutland Regional Medical Center</u> (802-775-7111)
   c) <u>Southwestern Vermont Council on Aging:</u>
      i) Courtney Anderson:
         Direct Line (8-4 M-F): 802-772-7828
         After-Work Hours: 802-734-0484
   d) <u>Visiting Nursing Association and Hospice</u>
      i) Nicole Moran: 802-353-1052
      ii) Michael Delehanty: 802-683-9041

2) The Agency will assign their staff appropriately to conduct this outreach. How these internal assignments are made is each Agency's decision and is based on individual Agency structure.

3) Once the calls are made, the staff will report up the internal Agency chain on who they reached, who they did not reach, who is having issues/needs assistance, and who is okay/does not need assistance.

4) The Agency will internally keep track of their clients/patients for follow-up and set priorities based on their knowledge of the client and the client's individual emergency plan.

5) **The assigned Agency contact will call/email the relevant EMD(s) back and report:**
   a) That they have executed their internal procedures for checking on vulnerable clients/patients. **NOTE**: Agencies that *do not* have arrangements allowing them to share personal client information may end the reporting procedure here.
   b) A prioritized list of *all* clients/patients by town – this is in case of communication cut-off.
   c) Including special needs of patients:
      i) Who is having issues/needs assistance. (The agency should prioritize need based on their knowledge of client and communicate that priority with the EMD.)
      ii) Who they did not reach, and it is a concern.
   d) Depending on time available, also report on:
      i) Who they did not reach and it's not yet a concern, but they are monitoring.
      ii) Who is okay/does not need assistance (for accountability purposes).

If activated by an Agency,

1) An Agency may independently decide that there is a need to check on their clients/patients. If so, they will follow their internal protocols to make calls to their clients/patients and compile that information. They will then reach out to relevant EMD(s) regarding the same above reporting list.

Outside of a regional or multi-town hazard event, the Protocol also provides a communication tool for routine needs between Agencies and EMDs on behalf of the wellbeing of clients/patients. For example, if a visiting nurse is not able to access a client because of a downed tree on a roadway, the nurse could call the supervisor, who could contact the town to assist in clearing the tree. Each EMD should make known to their respective Agencies how they would like situations handled, or provide direct contacts for certain circumstances, if they so choose.

Criteria for use of the Protocol outside of a regional or multi-town hazard event may be set by each EMD, and direct contacts for certain circumstances may be shared with Agencies, but at a minimum, criteria for use of the Protocol is:

- Not a medical or fire emergency (call 911).
- Assistance involving accessing patient's residence or removing patient from residence.

NOTE: Use of email in lieu of phone calls or as a back-up to phone calls should be decided between agencies and EMDs.

RUTLAND REGIONAL PLANNING COMMISSION VULNERABLE POPULATION COMMUNICATION PROTOCOL DESIGNATED OFFICIALS FORM

Designated Officials for the Town/City of Castleton, Vermont for **2024-2025**

Emergency Management Director Contact Information:

Name: Michael A. Jones
Primary Phone: (802) 468-5319 ext. 203

Alternate Phone: (802) 779-8393

Email: manager@castletonvt.org

Alternate Official Contact Information:

Name: Peter Mantello

Occupation: Police Chief

Primary Phone: (802) 468-2750

Alternate Phone: (802) 342-0347

Email: peter.mantello@vermont.gov

1. Concept. During some emergencies, the Emergency Operations Center (EOC) will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

2. Spontaneous Sheltering. If there is no local shelter available:
- Determine the approximate number of people who need sheltering.
- Call the State EOC / Watch Officer at 800-347-0488 and request support.
- Track the status of residents who need shelter until their situation stabilizes.

3. Daytime Shelters.
   a. Castleton Community Center.

4. Overnight Shelters. The Town can provide overnight sheltering that the American Legion Post #50, which has an emergency standby generator installed. The Town purchased an emergency stand-by generator for American Legion Post #50 which is installed and fully functional. The Town still needs a sheltering training class by the American Red Cross. The shelter has resources for 20 overnight accommodations, including cots, blankets, and toiletry packets. The facility has not been inspected by the Fire Marshal as of April 29, 2023, however, it will be scheduled for an inspection in 2023.

5. Regional Shelter.
   a. Rutland High School, 23 Stratton Road, Rutland VT
Facility Contact: Glenn Scott 802-342-0598 / 802-1997

Town of Castleton Public Works Mutual Aid Agreement points of contact are as follows:

a.   Primary - Road Commissioner - Michael A. Jones, (802) 779-8393 or (802) 468-5319 ext. 203.

b.   Secondary - Highway Foreman - Jeff Davidson, (802) 345-4588 or (802) 468-2459.