

# CHARLOTTE LOCAL EMERGENCY OPERATIONS PLAN

## Emergency Steps

- 1) Establish an Incident Command Structure and make appropriate local decisions
- 2) Delegate Authorities to Incident Commander and request Declaration if appropriate
- 3) Contact State Emergency Operations Center (SEOC) if additional help or resources may be needed beyond mutual aid and local contractors (800-347-0488)
- 4) Alert the general population and evacuate as needed
- 5) Activate your Emergency Operations Center to support the Incident Commander as needed
- 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Conduct damage assessment. Report to SEOC
- 10) Conduct and document 'Emergency Repairs'

## Future steps

- 11) Refer to your local codes and standards, Vermont Stream Alterations Rule, and local hazard mitigation plan before undertaking permanent repairs
- 12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet
- 13) Conduct an after-action review and develop an improvement plan

**Jurisdictions' Points of Contact: Identify by priority the top three people to be Points of Contact for your Town during an emergency (ex: EMD, Town Manager, Selectboard Chair, Fire Chief)**

Job Title	First Name	Last Name	Work #	Radio call sign
Fire Chief	Dick	St. George	802-922-4994	5C1
Email Address	Cell #	Pager #	Home #	Time
<a href="mailto:captaincvfd@aol.com">captaincvfd@aol.com</a>	802-922-4994		802-425-2901	
Job Title	First Name	Last Name	Work #	Radio call sign
Selectboard Chair	Lane	Morrison		
Email Address	Cell #	Pager #	Home #	Time Contacted
<a href="mailto:lmorrison@gmavt.net">lmorrison@gmavt.net</a> <a href="mailto:lmorrison@townofcharlotte.com">lmorrison@townofcharlotte.com</a>	802-777-9191		802-425-2495	
Job Title	First Name	Last Name	Work#	Radio Call Sign
Emergency Management/ Assistant Fire Chief	Christopher	Davis	(802)316-6270	5C3
Email Address				
<a href="mailto:cdavis@meachcovefarms.org">cdavis@meachcovefarms.org</a>				
Job Title	First Name	Last Name	Work #	
Assistant Fire Chief	Rob	Mullin	(802) 425-3111	5C2
Email Address				
<a href="mailto:r.mullin@cvfrs.org">r.mullin@cvfrs.org</a>				
	Please see next page			

Town Administrator	Dean	Bloch	802-425-3071 ext. 5	
Email Address	Cell	Pager	Home:	
<a href="mailto:dean@townofcharlotte.com">dean@townofcharlotte.com</a> <a href="mailto:dtbloch@gmail.com">dtbloch@gmail.com</a>	802-557-7293		802-899-5127	

County: **Chittenden**

Date LEOP adopted: **4/ /2016**

Name of town EMD/AC: **Christopher W. Davis**

Date NIMS adopted: **12/14/2009**

I, the select board chair or town manager/administrator, certify that this Local Emergency Operations Plan has been adopted (certifying individual must have taken, at minimum, ICS 402 or ICS 100 training): **Dean Bloch**

Physical Municipal Address: **159 Ferry Road, Charlotte, VT**

Telephone: **802-425-3071 ext. 5** Fax: **802-425-4713**

E-mail: **dean@townofcharlotte.com**

Alternate communication method: **802-557-7293**

*This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1<sup>st</sup>.*

## Response and Recovery Guidelines

Please use this as an aid for baseline actions that should occur in an incident.

1) Establish an Incident Command Structure and make appropriate local decisions		<input checked="" type="checkbox"/>	Time
<b>a. Identify the Incident Commander</b>		<input type="checkbox"/>	
b. Identify the Incident Command Post		<input type="checkbox"/>	
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))		<input type="checkbox"/>	
d. Assess the situation (deploy assessment teams)		<input type="checkbox"/>	
	Determine casualties	<input type="checkbox"/>	
	Determine structure/infrastructure losses	<input type="checkbox"/>	
	Determine resource needs	<input type="checkbox"/>	
	Identify emergency access sites or isolated citizens	<input type="checkbox"/>	
e. Request additional resources (Mutual Aid) if needed.		<input type="checkbox"/>	
f. Secure a perimeter around affected area if needed		<input type="checkbox"/>	
g. Consider potential staffing needs (extended or multiple operational periods)		<input type="checkbox"/>	

2) Delegate Authorities to Incident Commander and request Declaration if appropriate		<input checked="" type="checkbox"/>	Time
Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority)		<input type="checkbox"/>	
If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration)		<input type="checkbox"/>	

3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors		<input checked="" type="checkbox"/>	Time
Call State Emergency Operations Center and notify that additional resources may be needed.	<b>1-800-347-0488</b>	<input type="checkbox"/>	
If HAZMAT involved, contact HAZMAT Hotline	<b>1-800-641-5005</b>	<input type="checkbox"/>	

4) Alert the general population and evacuate as needed		<input checked="" type="checkbox"/>	Time
Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum)		<input type="checkbox"/>	
Complete Planning Task #1 (see page 4)		<input type="checkbox"/>	

<b>5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5)</b>			<input checked="" type="checkbox"/>	Time
<b>Facility Name</b>	<b>Address</b>	<b>Phone Number</b>		
Charlotte Fire & Rescue Station	170 Ferry Road	(802) 425-3111	<input type="checkbox"/>	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			<input type="checkbox"/>	

<b>6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6)</b>				<input checked="" type="checkbox"/>	Time
Notify the American Red Cross that shelters are needed				<input type="checkbox"/>	
Contact Shelter Manager				<input type="checkbox"/>	
<b>Shelter Name</b>	<b>Physical Address/Location of the Shelter</b>	<b>Shelter Phone # and Manager Name</b>	<b># of occupants</b>		
Charlotte Senior Center	212 Ferry Road, Charlotte, VT 05445	(802) 425-6345	100	<input type="checkbox"/>	Opened: Closed:
Charlotte Congregational Church	403 Church Hill Road, Charlotte, VT 05482	(802) 425-3176	300	<input type="checkbox"/>	Opened: Closed:
Charlotte Central School	408 Hinesburg Road< Charlotte, VT 05482	(802) 425-2771	500	<input type="checkbox"/>	Opened: Closed:

**7) Expand the ICS Structure as needed (see Appendix A3 \_ Incident Briefing (ICS Form 201))**

<b>8) Determine if additional operational shift staffing is needed</b>		Time	<input checked="" type="checkbox"/>	
Determine the operational period (8hrs, 12hrs, etc)			<input type="checkbox"/>	
Identify staffing for future operational periods (see Appendix A3_Organizational Assignment List (ICS Form 203))			<input type="checkbox"/>	
Develop plans for the next operational period (see Appendix A3_ Incident Action Plan (ICS Forms 202, 203, 204, 205, 206))			<input type="checkbox"/>	
	What is the Operational Period? _____ hrs to _____ hrs		<input type="checkbox"/>	
	What is the briefing time? _____ hrs		<input type="checkbox"/>	
As the incident winds down, release excess resources as per demobilization plans			<input type="checkbox"/>	

<b>9) Conduct damage assessment. Report to the State Emergency Operations Center</b>			<input checked="" type="checkbox"/>	Time
Complete Planning Task #2 (see page 4)			<input type="checkbox"/>	
Conduct a complete damage assessment for public and private damages. Submit			<input type="checkbox"/>	

--	--

10) Conduct and document ‘Emergency Repairs’	<input checked="" type="checkbox"/>	Time
Make roads passable and restore emergency access. Undertake Emergency Protective Measures (eg. removing debris threatening inhabited structures, culverts, and bridges). Emergency Protective Measures (temporary and permanent) must be consistent with the provisions of the Vermont Stream Alterations Rule (see Appendix C2)	<input type="checkbox"/>	

**11) Refer to your local codes and standards, including the most current Town Road and Bridge Standards as provided by the Agency of Transportation, Vermont Stream Alterations Rule (See Appendix C2), and local hazard mitigation plan before undertaking permanent repairs**

Document (photographs, maps, invoices, material quantities) all repairs for future mitigation actions. (ex: roadside/ditch erosion, repair with larger culvert, replace with better materials, etc)

Area Damaged	Cost of repair	Mitigation Solution (see local Hazard Mitigation Plan)

**12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet.**

**13) Conduct an after-action review and develop an improvement plan.**

## PLANNING TASKS

Planning Task #1						
High Risk Populations List (for special attention/possible evacuation during an incident)						
Complete this information before an incident					Complete this information during an incident	
High Population (school, daycare, nursing home, medical equipment-dependent resident, handicapped resident)	Risk Type	High Risk Population Location (physical location)	Point of Contact	POC Phone Number	Evacuated To (physical location)	Time
Charlotte Central School; Y School Age Program; Early Education Program		408 Hinesburg Road	Dave Leblanc, Naomi Strada	802-425-2771		
Charlotte Senior Center		212 Ferry Road	Mary Recchia, Pat Gray	802-425-6345		
Charlotte Children's Center		116 Ferry Road	Nancy Elder	802-425-3328		
Charlotte Children's Center Extension		403 Church Hill Road		802-425-3328		
Cynthia Bradley		584 One Mile Road	Cynthia Bradley	802-425-3331		
Pully Russell Daycare		15 Dorset Street	Paullette Russell	802-985-2119		
Megan Pidgeon Daycare		151 Murphy Road	Megan Pidgeon	802-324-9826		
Lake Champlain Ferry		2901 Ferry Road		802-425-2504 802-864-9804		
Mount. Philo State Park (campground)		5425 Mount Philo Road	State Park Staff	During Season: 802-425-2390		

Planning Task #2				
Major High Hazard and/or Vulnerable Sites List (locations to check for damage)				
Complete this information before an incident		Complete this information during an incident		
Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying area)	Site Location (physical location)	Checked by	Status	Time
Railway Crossings	Ferry Road, Thompson Point Road, Town Line Road			
Covered Bridge	Lake Road near Town Beach			
Covered Bridge	Roscoe Road (north end)			
Covered Bridge	Between Spear Street and Monkton Road			
Bridge	Carpenter Road, between Spear and Dorset Street.			
Bridge	Dorset Street south of Carpenter Road			
Bridge	Spear Street north of Carpenter Road			
Railway Overpass	Greenbush Road south of Lake Rd.			
Low Lying Area	Albert's Way Development, west off of Spear Street just south of the Shelburne Town line.			
Low Lying Area	Flood Hazard Overlay District, district map attached.			
Rail Propane Storage Terminal	735 Ferry Road at Rail Station siding (888) 265-2735 Rutland Dispatch 24 Hrs.			
VELCO Power Substation	690 Ferry Road (802) 770-6261 24 Hrs.			
GMP Power Substation	690 Ferry Road (802) 655-8478 24 Hrs			
Point Bay Marina (Gasoline/Diesel)	1401 Thompsons Point Road (802) 877-8322			
Spear's Corner Store (Gasoline)	20 Jackson Hill Road S.B. Collins (802) 933-5529 24 Hrs.			
Steve's Citco (formerly) (Gasoline tanks)	3171 Ethan Allen Highway Champlain Oil Co. (802) 864-5380 24 Hrs.			
American Tower Corp.	3245 Spear Street			
Verizon Wireless Cell Network	Tower at 22 Church Hill Road			
Cellular Network	Antennas on silo at 5692 Ethan Allen Hwy			
Cellular Network	Antennas on silo at Ferry Rd & Lake Rd			

Planning Task #3 Pre-designated Local Emergency Operations Centers			
Facility Name	Facility Address (physical location)	Facility Point of Contact	Facility Phone Number
Primary: Charlotte Fire and Rescue Station	170 Ferry Road, Charlotte, VT 05445	Rob Mullin	802-425-3111
Secondary: Charlotte Town Office	159 Ferry Road, Charlotte, VT 05445	Dean Bloch/ Mary Mead	802-425-3071 ext. 5 802-425-3071 ext. 1
Tertiary: Charlotte Central School	408 Hinesburg Road, Charlotte, VT 05445	Dave LeBlanc	802-425-2771

Planning Task #4 Functional Area/ Local Support Function	
Please identify agencies responsible for maintaining resource lists, found in Appendix B5.	
Local Support Function	Agency Responsible for maintaining resource list: (see Appendix B5- Resource Lists)
<b>1. Transportation</b> - Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	Road Commissioner, Selectboard
<b>2. Communications</b> - Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.	Fire and Rescue , Town Administrator, Selectboard
<b>3. Public Works &amp; Engineering</b> - Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.	Road Commissioner, Selectboard, Town Administrator
<b>4. Firefighting</b> - Resources in support of structural and wildfire firefighting.	Charlotte Fire Department – Dick St. George, Fire Chief
<b>5. Emergency Management, Recovery &amp; Mitigation</b> - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.	Fire and Rescue , Town Administrator, Selectboard
<b>6. Mass Care, Food &amp; Water</b> - Resources available to coordinate sheltering, feeding and first aid for disaster victims.	Selectboard, Town Administrator
<b>7. Resource Support</b> - Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.	Selectboard, Town Administrator
<b>8. Health &amp; Medical Services</b> - Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains.	Charlotte Fire and Rescue
<b>9. Search &amp; Rescue</b> - Resources locally available to locate, identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.	Charlotte Fire and Rescue
<b>10. Hazardous Materials</b> - Resources available for response, inspection, containment and cleanup of hazardous materials.	Charlotte Fire and Rescue
<b>11. Agriculture &amp; Natural Resources</b> - Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency	Selectboard, Health Officer, Deputy Health Officer
<b>12. Energy</b> - Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel.	Green Mountain Power, VELCO
<b>13. Law Enforcement</b> - Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.	Vermont State Police, Shelburne Police, Constable
<b>14. Public Information</b> - Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.	Town Administrator, Town Clerk, Ass't. Town Clerk, Selectboard

**Planning Task #5  
Disaster Lead Agency/Coordinator**

**Who or what agency will likely be the lead for each type of disaster?**

Agency	Drought	Flood	Fire	Winter Storm	Ice Storm	Power Outage	Infectious Disease	Animal/Plant Emergency	Mass Casualty Incident	Hazardous Materials Spill	Public Gathering	Civil Unrest				
Road Crew / Public Works		X		X	X											
Fire Department	X	X	X						X	X						
Town Selectboard																
Law Enforcement											X	X				
1 <sup>st</sup> Response / Rescue			X						X	X						
Shelter Coordinator																
Animal Control Officer																
Town Health Officer								X								
Town Clerk																
Town Treasurer																
American Red Cross							X		X							
VTEM	X															
GMP						X										

**Planning Task # 6  
Shelters**

**Shelter 1**

<b>Shelter Name:</b> Charlotte Senior Center	<b>Physical Address/Location of the Shelter:</b> 212 Ferry Road	<b>Shelter Capacity: 30 (Estimate)</b>
<b>Shelter Manager:</b>	<b>Shelter Phone #:</b> 425-6345	<b>Contact: Activity Director</b> P.O. Box 207, Charlotte, VT <a href="mailto:charlottesrctr@gmavt.net">charlottesrctr@gmavt.net</a>
<input checked="" type="checkbox"/> <b>Warming Shelter</b>	<input checked="" type="checkbox"/> <b>Overnight Shelter</b>	<b>Red Cross Agreement? Yes</b>
<b>Has a Backup Generator? No</b>	<b>Has wiring in-place for generator hookup? No</b>	

**Shelter 2**

<b>Shelter Name:</b> Charlotte Congregational Church	<b>Physical Address/Location of the Shelter:</b> 403 Church Hill Road, Charlotte, VT 05445	<b>Shelter Capacity: 60 (Estimate)</b>
<b>Shelter Manager:</b>	<b>Shelter Phone Number:</b> 425-3176	<b>Other Contact:</b> Chris Burger & Susan Cooke Kittredge
<input checked="" type="checkbox"/> <b>Warming Shelter</b>	<input checked="" type="checkbox"/> <b>Overnight Shelter</b>	<b>Red Cross Agreement? No</b>
<b>Has a Backup Generator? No</b>	<b>Has wiring in-place for generator hookup? No</b>	

**Shelter 3**

<b>Shelter Name:</b> Charlotte Central School	<b>Physical Address/Location of the Shelter:</b> 408 Hinesburg Road, Charlotte, VT 05445	<b>Shelter Capacity: 100 (Estimate)</b>
<b>Shelter Manager:</b> Dave LeBlanc	<b>Shelter Number:</b> 802-425-2771 <b>Shelter Manager Pager #:</b> 425-2771 ext. 126	<b>Other Contact:</b> Naomi Strada
<input checked="" type="checkbox"/> <b>Warming Shelter</b>	<input checked="" type="checkbox"/> <b>Overnight Shelter</b>	<b>Red Cross Agreement? No</b>
<b>Has a Backup Generator? No</b>	<b>Has wiring in-place for generator hookup? No</b>	

American Red Cross – Vermont & the New Hampshire Upper Valley Region: 1-800-660-9130  
*Burlington Office – (802)660-9130    Rutland Office – (802) 773-9159    Brattleboro Office – (802) 254-2377*

**Planning Task #7 - NIMS Typed Resources**

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

---

Grader					1
--------	--	--	--	--	---

Information about the NIMS Typed resources can be found at: <https://rtlt.ptaccenter.org/Public/Combined>

## **Town Maps**

Please insert town maps here. These maps can include things such as roads, town boundaries, shelter locations, high hazard/vulnerable sites, etc.

Inserted in pdf:

Zoning Map, Charlotte Vermont,  
Adopted March 1, 2016  
Shows: Roads & Flood Hazard  
Areas

# Zoning Map Charlotte, Vermont

**Adopted March 1, 2016**

## Legend

### Zoning District

-  Commercial/Light Industrial
-  Conservation
-  East Charlotte Village
-  Rural
-  Shoreland
-  Shoreland Seasonal Home Management
-  Village Commercial
-  West Charlotte Village
-  Flood Hazard Area Overlay
-  Route 7 Scenic Overlay
-  2015 Tax Parcel Boundary
-  Subdivision Line\*
-  Private ROWs
-  Road Centerline
-  Railroad
-  Stream Centerline

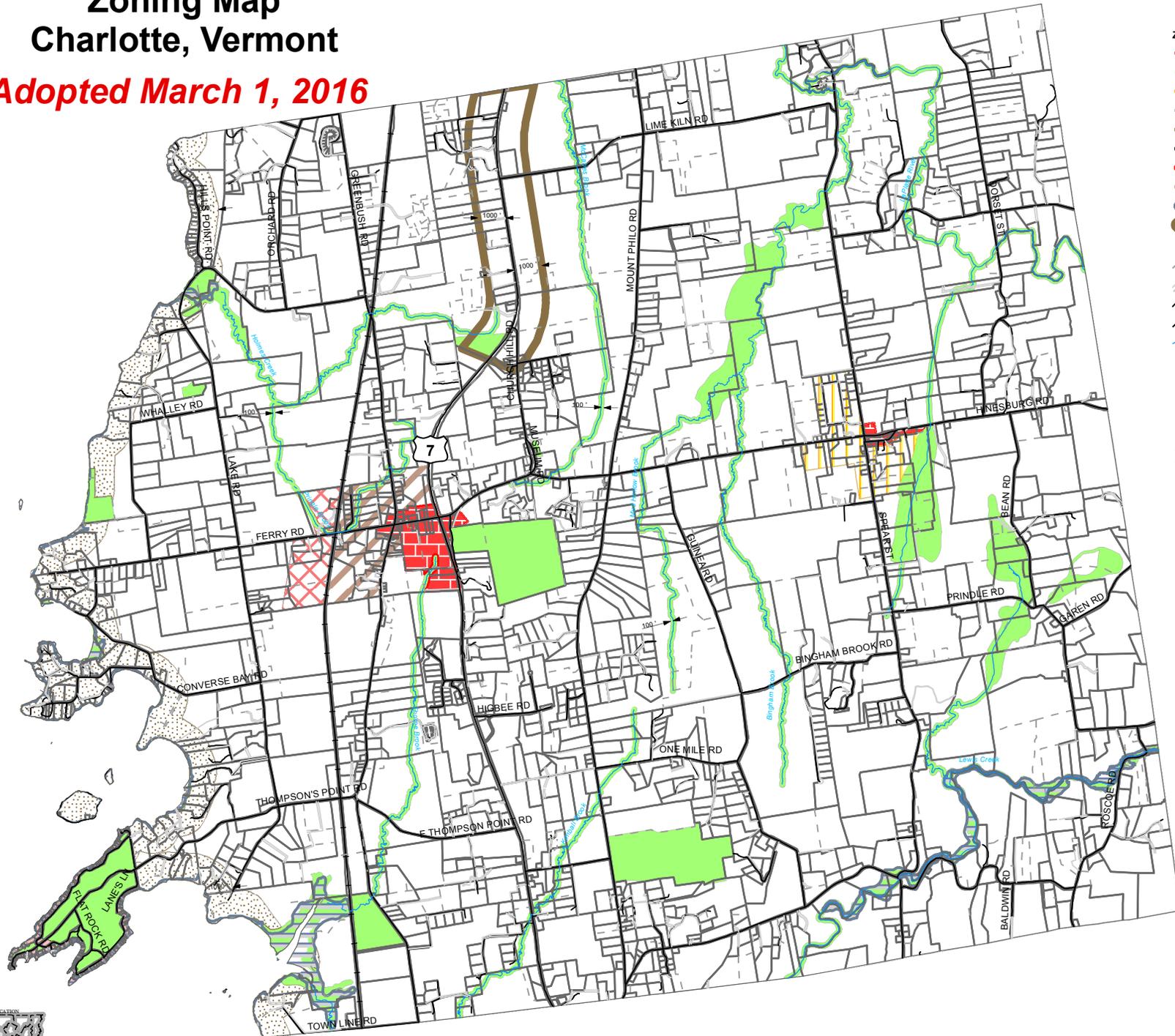
\*Subdivision Line data is not 100% complete. It is a work in progress and depicts only those lots that have been researched and verified.



Sources:  
zoning and overlays - 2008, developed by CCRPC w/ guidance from Charlotte Planning Office.  
Parcel Boundary - Updated 2015 by Robert Turner.  
roads - 9911 road data, last updated July 2015.  
surface water - VT Hydrography set - 2009.

NOTE:  
Parcels depicted are from Town tax records as of April, 2015; these are depicted for informational purposes only, and are not part of the Zoning Map.

DISCLAIMER:  
The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Questions of on-the-ground location can be resolved by site inspections and/or surveys by a registered surveyor. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for surveyed information or engineering studies.



1:60,000



**Appendix A – Disaster Forms ..... A Local**

Request for Emergency Declaration ..... A1

Local Situation Report ..... A2

ICS Forms ..... A3

**Appendix B – Local Documents ..... B**

List of Delegations of Authority ..... B1

Communication Plan ..... B2

Emergency Contact List ..... B3

List of Mutual Aid Agreements ..... B4

Resource Lists ..... B5

Maps, Diagrams, Plans, and Attachments ..... B6

    CPOD Profile ..... B6.1

**Appendix C – References & Authorities ..... C**

Emergency Relief and Assistance Fund ..... C1

Vermont Stream Alteration Rule ..... C2

Minimum Grant Standards ..... C3

Vermont Statute Title 20, Chapter 1 ..... C4

NIMS Executive Order ..... C5

**Appendix D – Templates ..... D**

NIMS Adoption ..... D1

Mutual Aid..... D2

Emergency Management Ordinance ..... D3

Delegation of Authority ..... D4