

2019 Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Christopher W. Davis (EMD)	
Dean Bloch, Town Administrator	

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position , can activate the EOC?	EMD or Selectboard Chair, or in Chair's absence, Vice Chair
<i>Preferred EOC Positions and Duties</i>	
EXAMPLE TITLE	A municipality can add or subtract positions from this list as it sees fit
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response (reports to Selectboard)
EOC Director or Coordinator	Assists EOC Director with all activities; Tracks and coordinates any Requests For Support (RFS) for non-municipal resources
EOC Director or Coordinator or Call Taker	Assists EOC Coordinator; Staffs phones and radio
EOC Director or Coordinator or Public Information Officer	Produces and posts public information and press releases; Tracks and answers any Requests For Information (RFI) from media. Oversee any Rumor Control.
EOC Director or Coordinator or Safety/Security Officer	Tracks staffs and volunteers responding to emergency; ensures safety of EOC and controls access of EOC staff, volunteers & visitors to EOC
<i>Potential EOC Staff Members</i>	
<i>Name</i>	<i>Notes / Contact Information</i>
Name goes here	Potential EOC position(s), Cell-(802) xxx-xxxx, H-(802) xxx-xxxx
Christopher W. Davis	EOC Director, cell (802) 316-6270, work (802) 985-9218
Matthew Krasnow	Selectboard Chair, cell (802) 922-2153
Frank Tenney	Selectboard Vice Chair, cell (802) 355-6966
Dick St. George	Fire & Rescue Chief, cell (802) 922-4994, work (802) 488-4807
Rob Mullin	Fire & Rescue Deputy Chief, cell (802) 316-0477, work (802) 425-3111
Dean Bloch	Town Administrator, cell (802) 557-7293, work (802) 425-3071 ext. 5
Patrice Machavern	Fire & Rescue Business Operations Manager, cell (802) 233-3209, work (802) 425-3111

Primary EOC Location	
Facility / Address:	Charlotte Fire-Rescue Station 170 Ferry Road
Phone Numbers:	(802) 425-3111
Equipment/Notes:	Emergency power, 2 phone lines, radio base station, kitchen, fire-rescue personnel sleeping quarters
Alternate EOC Location	
Facility / Address:	Town Office, 159 Ferry Rd.
Phone Numbers:	(802) 425-3071 ext. 5 for Dean Bloch or ext. 1 for Mary Mead, Town Clerk
Alternate Locations:	Charlotte Central School, 408 Hinesburg Rd., (802) 425-2771 Shelburne Town Offices, 5420 Shelburne Rd., (802) 985-5110 Charlotte Congregational Church, 403 Church Hill Road, (802) 425-3176 or Rev. Kevin Goldenbogen (802) 391-0901

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:		Emergency spending limits
EOC Director; Selectboard Chair		\$5,000
Town Administrator; Fire & Rescue Business Manager; Town Clerk/Treasurer; Ass't. Town Clerk/Treasurer		\$1,000
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Examples: snow plowing, trash hauling, tree-leaf removal, hardware stores, gasoline stations, computer IT, etc		
Road maintenance, snow plowing	Hugh Lewis, Jr. ("Junior")	(802) 338-6412/425-2223
Myers Container Services (CVFRS) Casella Waste Management (Town)	Carol Lachaussie, Dora Cote	(802) 655-4312 (802) 651-5430, 651-5433
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Similar to above but without standing contract in place		
Disaster clean up contractor	G.W. Savage Corp	(802)660-8900
Septic tank pumping Wastewater system repairs	P&P Septic Service J&A Pump & Motor Service Jim Raabe	(802) 658-6243 (802) 658-5564; 752-5651; 658-6243 japumpservice@gmail.com
Wastewater system repairs	Steve Williams, SJW Docks	(802) 324-5307 sjwdocks@gmavt.net
Aubuchon Hardware, Shelburne	Scott Law, manager	(802) 985-3349
Towing service (if roads are blocked)	Tailhook Towing, Hinesburg, Skip Hockner owner	(802) 482-6869
Skilled volunteer groups:		
Charlotte Shelburne Hinesburg Rotary	Erik Kolomaznik	(802) 825-1976 erik.csh.rotary@gmail.com

	Fritz Tegatz	425-5564 (home) 818-640-3009 (cell)
Charlotte Grange	Dorothy Hill	Windytop2@aol.com
Charlotte Congregational Church	Rev. Kevin Goldenbogen	(802) 391-0901 rev.kemg@gmail.com
Our Lady of Mt. Carmel Church Alt contacts for Our Lady of Mt. Carmel	Father David Cray Secretary Marie Cookson	dcray@gmail.com mariecookson@aol.com carmel@gmavt.net
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support <p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

Copy info from Task #7 of 2018 LEOP and update

National Incident Management System (NIMS) Typed Resources												
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other	
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A		
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation			1			
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact			1			
All-Terrain Vehicles	N/A	N/A	N/A	N/A	1	Road Sweeper						
Marine Vessels	N/A	N/A	N/A	N/A	2	Snow Blower, Loader Mounted						
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer				1		
Public Safety Dive Team						Track Loader						
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer	1			N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A		1	Trailer, Dump		N/A	N/A	N/A		
Fire Engine (Pumper)	3					Trailer, Small Equipment		1	N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump		1		1		
Aerial Fire Truck			N/A	N/A		Truck, Plow	1	4				
Foam Tender			N/A	N/A		Truck, Sewer Flusher						
Hand Crew						Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					1	
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)				N/A	1	Water Pumps, Water Distribution						
Fire Boat				N/A		Water Pumps, Wastewater						
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A		
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A		
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe						
Aerial Lift - Truck Mounted						Wheel Loader, Large						
Air Compressor					1	Wheel Loader, Medium			1			
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A		
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A		
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler						
Floodlights				N/A		Wood Chipper		N/A	N/A	N/A	1	
Generator						Wood Tub Grinder						
Grader				N/A	1							

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

4. Public Information and Warning

<p><i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i></p>	
<p>VT-Alert message - State: Other VT-Alert managers:</p>	<p>Vermont Emergency Management: 800-347-0488</p>
<p>Important Local Websites / Social Media channels:</p>	<p>Town of Charlotte: www.charlottevt.org Front Porch Forum</p>
<p>Local Newspaper, Radio, TV:</p>	<p>The Charlotte News news@charlottenews.org The Citizen news@thecitizenvt.com Shelburne News news@shelburnenews.com Burlington Free Press metro@freepressmedia.com Channel 5 WPTZ newstips@wptz.com Channel 3 WCAX news@wcax.com Channel 22/44 WVNY news@mychamplainvalley.com</p>
<p>Public Notice locations:</p>	<p>Town Office, Post Office, Brick Store, Spear's Corner Store, CCS, Library, Senior Center, Fire Station, Town Beach, Children's Center, Point Bay Marina (May-Nov), Ferry Dock, Congregational Church, Our Lady of Mt. Carmel, Grange, Little Garden Market, Ferrisburgh Mobil</p>
<p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i></p>	
<p>To provide information for 2-1-1</p>	<p>Dial 211 or (802) 652-4636</p>

5. Vulnerable Populations

<p><i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i></p>	
Name / Notes	Contact Info
<p>CARE (Citizen Assistance Registration for Emergencies) https://e911.vermont.gov/care</p>	<p>(Supporting PSAP)</p>
<p>Charlotte Central School 408 Hinesburg Rd</p>	<p>(802) 425-2772</p>
<p>Charlotte Senior Center 212 Ferry Rd.</p>	<p>(802) 425-6345</p>
<p>Charlotte Library 115 Ferry Road</p>	<p>(802) 425-3864</p>
<p>Charlotte Children's Center 116 Ferry Rd.</p>	<p>(802) 425-3328</p>

Charlotte Children's Center Extension 403 Church Hill Rd	(802) 425-3328 / 425-3176
Charlotte Family Health Center 527 Ferry Road	(802) 425-2781
Cynthia Bradley daycare 584 One Mile Rd.	(802) 425-3331
VNA Burlington – for list of patients being treated in Charlotte	(802) 658-1900
Age Well (Champlain Valley Agency on Aging) – might have a contact list for people they have assisted in Charlotte	(802) 865-0360 1-(800) 642-5119
Lake Champlain Ferry 2901 Ferry Rd	(802) 425-2504 / 864-9804
Mt. Philo State Park 5425 Mount Philo Road	(802) 425-2390

6. Shelters Copy

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
Spontaneous Sheltering	
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 	
Regional Shelter	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Charlotte Senior Center 212 Ferry Road
Facility Contact(s):	Day-time: Carolyn Kulik, Director, Peggy Sharpe, Volunteer Coordinator
	Night-time: Charlotte Fire & Rescue
Phone Numbers:	(802) 425-6345; (802) 425-6371
Shelter Manager:	
Staff Requirements:	2-4
Services:	Warm/Cool Overnight Food Prep-Yes Healthcare-No
Notes:	Day-time Capacity: 50 Generator-Yes Only Service Animals Allowed—no pets
	Overnight Capacity: 10
Alternate Local Shelter	
Location / Address:	Charlotte Central School 408 Hinesburg Rd
Facility Contact(s):	Chris Giard, Principals Stephanie Sumner or Jen Roth
Phone Numbers:	(802) 425-2771, (802) 316-0382, (802) 786-3617, (802) 598-6135
Shelter Manager:	
Staff Requirements:	2-4
Services:	Warm/Cool Overnight Food Prep Showers
Notes:	Day-time Capacity: 500+ Generator? No Pets Allowed?
	Overnight Capacity: 100+

Annexes (Optional, create and letter as needed)

See list below.

See also list of maps created by CCRPC for municipality's All-Hazards Mitigation Plan <https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/#municipal-plans> as example of types of maps CCRPC could provide as an Annex. We can also make maps showing locations of multi-family buildings, nursing homes, assisted or senior living facilities, mobile home parks, etc.

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

The following could be helpful supporting documents:

- Existing Land Use Map (Town Plan Map 11)--showing all residences and structures, as well as all roads and the railroad tracks
- Utilities, Facilities & Services (Town Plan Map 8)—showing childcare establishments, churches, and town buildings
- Public Water Supply Map (Town Plan Map 5)
- Charlotte Rail Hazmat Emergency Response Plan
- Google Earth Map of west village center including the RR Crossing and siding

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Christopher W. Davis	(802) 316-6270	(802) 985-9218	(802) 425-6515	cdavis@meachcovefarms.org
EM Coordinator	vacant				
Local Response Organization Contacts					
Fire & Rescue Chief	Dick St. George	(802) 922-4994	(802) 425-2901		Dick.stgeorge@cvfrs.org
Fire & Rescue Deputy Chief	Rob Mullin	(802) 425-3111	(802) 316-0477		r.mullin@cvfrs.org
Constable	Josh Flore	(802) 233-3162	(802) 985-8051		Jflore1@gmavt.net
State Police	Williston Barracks	(802) 878-7111			
State Police	Matt Daley, Local Trooper	(802) 585-0083			Matthew.daley@vermont.gov
County Sheriff	South Burlington	(802)863-4341			
Local Dispatch Center	Shelburne Police Dept	(802) 985-8051			
Local Public Works Contacts					
Road Commissioner	Hugh "Junior" Lewis	(802) 338-6412	(802) 425-2223	(802) 351-3691	
Town Garage		(802) 425-2591			
Wastewater Utility	Steve Williams (only Thompson's Point)	(802) 324-5307			
Municipal Government Contacts					
Town Administrator	Dean Bloch	(802) 425-3071 ext. 205	(802) 557-7293	(802) 899-5127	dean@townofcharlotte.com
Town Clerk/Treasurer	Mary Mead	(802) 425-3071 ext. 200	(802) 881-7177	(802) 425-5304	mary@townofcharlotte.com
Selectboard Chair	Matthew Krasnow	(802) 922-2153			mkrasnow@townofcharlotte.com

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Selectboard Vice Chair	Frank Tenney	(802) 355-6966	(802) 425-4572		fwhitneyt@gmail.com
Ass't. Town Clerk/Treasurer	Christina Booher	(802) 425-3071 ext. 201	(802) 363-8080		cbooher@townofcharlotte.com
Town Health Officer	Aaron Brown	(802) 425-3071 ext. 207	(802) 359-2448		zoningadmin@townofcharlotte.com
Forest Fire Warden	Dick St. George, Fire Chief	(802) 425-3111	(802) 922-4994	(802) 425-2901	
Animal Control Officer	Cali Griswold	(802) 373-3442			caligriswold@gmail.com
Tree Warden	Mark Dillenbeck	(802) 355-0407	(802) 383-0476 ext. 1		mark@ocmqa.com
School Contact #1	Stephanie Sumner, Co-Principal	(802) 425-2771	(802) 786-3617		
School Contact #2	Jen Roth, Co-Principal	(802) 425-2771	(802) 598-6135		
School Contact #3	Chris Giard, Facilities Mgr.	(802) 316-0382			
School Contact #4	Naomi Strada, Admin.	(802) 855-3494			
School District Office	Shelburne	(802) 383-1234			cvsdinformation@cvsdvt.org
Other Contacts					
Vermont Hazmat		1-800-641-5000			
VT Railways	24 Hour Dispatch Center	1-888-265-2735			
Green Mountain Power	Control Room	(802) 655-8478			
Green Mountain Power	General Information	1-888-835-4672			
VELCO	Control Room	(802) 770-6261			
VTRANS Dist. 5 Colchester	David Blackmore	(802) 655-1580			david.blackmore@vermont.gov
American Red Cross	Burlington Office	(802) 660-9130			
U.S. Coast Guard	Burlington Station	(802) 951-6792			
Patterson Fuels	24 hour fuel	(802) 434-2616			
Jackman Fuels	24 hour fuel	(802) 877-2661			
P & P Septic Service - 24 hrs	Pump outs, pump repair	(802) 658-6243			
Fresh Water Hauling - 24 hrs	P & P Septic Service	(802) 658-6243			

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
G.W. Savage Corporation	24 Hour Disaster clean up	(802) 660-8900			
PuroClean	24 Hour Disaster clean up	(802) 864-5551	1-800-775-7876		
Food for the EOC	CFRS Auxiliary	(802) 425-3111			
Old Brick Store - food		(802) 425-2421			
Little Garden Market - food		(802) 425-5336			
Philo Ridge – food, catering					philoridgefarm.com
Spears Corner Store - food		(802) 425-4444			
Tenney's Snack Bar - food		(802) 425-2180			
Gilfeather's - catering	Ferrisburgh, Rick Benson	(802) 870-7315			
Shelburne Market - catering		(802) 985-8520			
La Villa Restaurant	Shelburne	(802) 985-2596			
City Market - catering	Flynn Ave, Burlington	(802) 540-6400			