

SHOREHAM BASIC EMERGENCY OPERATIONS PLAN 2011

Town of: Shoreham in Addison County

Date of Initial Approval: 2009 Date Updated: 6/18/11 Latest Adoption Date: 6/22/11
 Name of Senior Local Official Reviewing this plan: Paul Saenger, Selectboard Chair
 Municipal Business Address: 297 Main, Shoreham VT 05770
 Telephone: 897-5841 Fax: 897-2545 E-mail: shorehamtown@shoreham.net

Emergency Steps

1) Alert Emergency Coordinator, if not yet aware [see page 2]

- Contacts Emergency Committee Members
- Activates Emergency Operations Center to support the Incident Commander as needed
- Alerts Vermont Emergency Management if additional help or resources may be needed (800-347-0488)
- Contacts Shelter Coordinator to arrange a shelter opening if needed (Red Cross: 800-660-9130)

2) Establish an Incident Command Structure and make appropriate local decisions [see page 2]

3) Alert the general population and evacuate as needed. [see page 2 & 3]

4) Utilize Delegation of Authority, or Selectboard delegates as appropriate [see page 3]

5) Expand the ICS Structure as needed [see page 3]

6) Determine if additional operational shift staffing is needed [see page 3]

7) Selectboard and EM Coordinator confer to determine if *Emergency Declaration* is needed.
[see page 3]

8) Shelter Setup if needed. [see page 3 & 4]

9) Conduct damage assessment

10) Document emergency repairs

11) Conduct repairs. [see page 4]

12) Conduct an After-Action Review and develop an improvement plan. [see page 4]

Jurisdiction's Point of Contacts: The top three people who are to be the Point of Contacts for Shoreham					
Time Contacted	Job Title	First Name	Last Name	Work #	
<input type="checkbox"/>	EM Coordinator	Robin	Conway	897-2668	
<i>Date</i>	<i>Email</i>	<i>Cell #</i>	<i>Pager #</i>	<i>Home #</i>	
	emc@shorehamvt.org	349-	250-	897-2668	
Time Contacted	Job Title	First Name	Last Name	Work #	
<input type="checkbox"/>	EM Deputy Coord.	Marthe	Fisher	388-5643	
<i>Date</i>	<i>Email</i>	<i>Cell #</i>	<i>Pager #</i>	<i>Home #</i>	
	DeputyEMC@shorehamvt.org			897-	
Time Contacted	Job Title	First Name	Last Name	Work #	
<input type="checkbox"/>	Selectboard Chair	Paul	Saenger	897-5331	
<i>Date</i>	<i>Email</i>	<i>Cell #</i>	<i>Pager #</i>	<i>Home #</i>	
	SBChair@shorehamvt.org	802 236-0098			

INITIAL EMERGENCY ACTIONS

1) ALERT EMC, if not already aware

A	CONTACT EMERGENCY COMMITTEE MEMBERS/ LSF HEADS as deemed necessary		
<input type="checkbox"/> Time:			
<input type="checkbox"/> Time:			
B	ACTIVATE EOC TO SUPPORT INCIDENT COMMAND		
	<i>FACILITY</i>	<i>LOCATION</i>	<i>PHONE</i>
<input type="checkbox"/> Time:	Shoreham Town Office	297 Main	897-5841
<input type="checkbox"/> Time:	Shoreham Firehouse	51` Firehouse Rd	897-5451
<input type="checkbox"/> Time:			
C	ALERT VERMONT EMERGENCY MANAGEMENT		
<input type="checkbox"/> Time:	Call VEM For: activation of state resources such as SRAAT, VTtrans, Agency of Natural Resources, Dept. of Labor, National Guard, Health Dept., CERT, etc. to provide State resources. (i.e. Clean Drinking Water, Generators, Heavy Equipment, etc.)		1-800-347-0488 1-802-244-8721
<input type="checkbox"/> Time:	HAZMAT Hotline (spills, etc.) VEM Duty Officer will make additional State agency notifications.		1-800-641-5005
D	PUT SHELTER MANAGER ON STAND-BY should a shelter be needed		
<input type="checkbox"/> Time:	Contact: Rita Baccei See Section #8 for shelter set up steps		897-2374
<input type="checkbox"/> Time:	Northern VT Chapter, Red Cross		800-660-9130

2) ESTABLISH INCIDENT COMMAND Structure and make appropriate local decisions

<input type="checkbox"/> Time:	A. Identify the Incident Commander:	
<input type="checkbox"/> Time:	B. Identify the Incident Command Post:	
	C. Assess the situation:	
	<input type="checkbox"/> Time:	Start a log of actions taken-Delegate to:
	<input type="checkbox"/> Time:	Determine Type of Disaster:
	<input type="checkbox"/> Time:	Determine Casualties:
	<input type="checkbox"/> Time:	Secure a perimeter around affected area, if needed Y / N
	<input type="checkbox"/> Time:	Reroute traffic if necessary Y / N
	<input type="checkbox"/> Time:	Notify VEM Duty Officer for a "Heads Up"-(800) 347-0488
	<input type="checkbox"/> Time:	Request additional resources (Mutual Aid) if needed.
<input type="checkbox"/> Time:	D. Consider potential staffing needs (extended or multiple operational periods)	
<input type="checkbox"/> Time:	E. Complete necessary ICS Forms found at the end of this document	

3) ALERT GENERAL POPULATION. Evacuate as Needed. (ex: siren, PA, door-to-door, etc.)

Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event.
Communicate protective actions to be taken and evacuation information
<ul style="list-style-type: none"> • Situation: _____ • Action: _____ • Find Info @: _____ • Evacuation routes: _____

Notifications:		
<input type="checkbox"/>	Time:	VEM Duty Officer 800 347-0488 [will activate EAS and Nat'l Weather systems on request]
<input type="checkbox"/>	Time:	2-1-1 [see LSF 2]
<input type="checkbox"/>	Time:	Post to Facebook page [see LSF 2]
<input type="checkbox"/>	Time:	Send EmailALERT message(s) [see LSF 2]
<input type="checkbox"/>	Time:	Send to SMS list [see LSF 2]
<input type="checkbox"/>	Time:	Activate Phone-Tree [see LSF 2]
<input type="checkbox"/>	Time:	Activate Provider Tree [see LSF 2, LSF 6, or LSF 8]
<input type="checkbox"/>	Time:	Middlebury radio station WVTK 388-7563 [92.1 FM]

4) DELEGATIONS OF AUTHORITY

Who has been named and provided with a SIGNED and Executed Delegation of Authority		
Title	Coverage	Date Executed
Selectboard/CHAIR	All incidents <i>not</i> delegated to Fire Chief by statute	May 2009
Fire Chief	As provided by VT Statute, per SB Deleg.	May 2009

5) EXPAND THE ICS STRUCTURE as needed to the size and scope (Use ICS Forms).

6) ADDITIONAL STAFFING- If the incident expands over multiple operational periods, determine the next operational shift staffing. As the incident winds down, release excess resources as per demobilization plans.

7) EMERGENCY DECLARATION-Selectboard CHAIR and EM Coordinator confer to determine if Emergency Declaration is needed

8) OPEN SHELTER If Needed [Northern Vermont Chapter American Red Cross (800) 660-9130]

Shelter 1 Name		Physical Address/Location of the Shelter	
Elementary School		School Street	
<input type="checkbox"/>	Time Contacted:	Shelter Manager Rita Baccei	
Shelter Manager Cell. #		Shelter Manager Pager #	Other Contact #
<input type="checkbox"/>	Warming Shelter?	<input checked="" type="checkbox"/> Overnight Shelter?	<input checked="" type="checkbox"/> Red Cross Certified?
<input type="checkbox"/>	Has a Backup Generator	<input checked="" type="checkbox"/> Has wiring in-place for generator hookup	
<input type="checkbox"/>	Time Opened:	Capacity:	
<input type="checkbox"/>	Time Closed:	Total Number of Occupants:	

Shelter 2 Name		Physical Address/Location of the Shelter	
Firehouse		51 Firehouse Rd	
<input type="checkbox"/>	Time Contacted:	Shelter Manager Rita Baccei	
Shelter Manager Cell. #		Shelter Manager Pager #	Other Contact #
<input checked="" type="checkbox"/>	Warming Shelter?	<input type="checkbox"/> Overnight Shelter?	<input type="checkbox"/> Red Cross Certified? pending
<input checked="" type="checkbox"/>	Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	
<input type="checkbox"/>	Time Opened:	Capacity:	
<input type="checkbox"/>	Time Closed:	Total Number of Occupants:	

Shelter 3 Name		Physical Address/Location of the Shelter	
TBD		Orwell, or Middlebury	
<input type="checkbox"/>	Time Contacted:	Shelter Manager Sandy Korda, or Tom Hanley EMDs for Orwell, Midd	
Shelter Manager Cell. #		Shelter Manager Pager #	Other Contact #
<input checked="" type="checkbox"/>	Warming Shelter?	<input checked="" type="checkbox"/>	Overnight Shelter?
<input checked="" type="checkbox"/>	Has a Backup Generator	<input type="checkbox"/>	Has wiring in-place for generator hookup
<input type="checkbox"/>	Time Opened:	Capacity:	
<input type="checkbox"/>	Time Closed:	Total Number of Occupants:	

Northern Vermont Chapter American Red Cross (800) 660-9130

Central Vermont Chapter American Red Cross (802) 773-9159 • Green Mountain Chapter American Red Cross (802) 442-9458

9) DAMAGE ASSESSMENT- As incident enters Recovery Phase, conduct a complete damage assessment for public and private damages. Meet with State and Federal Officials to map out next steps.

10) DOCUMENT EMERGENCY REPAIRS.

11) CONDUCT REPAIRS according to Mitigation Plan or adopted codes and standards when feasible and document all repairs; (ex: repair with larger culvert, replace with better materials, etc)

	Date/Tim format: MM/DD--HH	Identified Problem	Mitigation Solution
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		
<input type="checkbox"/>	D/T:		

12) CONDUCT AN AFTER-ACTION REVIEW (AAR) of any incident and develop an improvement plan based on AAR results.

<input type="checkbox"/> Scheduled	Date/Time: Location:	Notification:
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Local Support Function/ State Support Function Review

For small towns, create lists of locally available resources based on these general categories
Assign **Primary** and **Secondary** responsibility for updates of these lists in Planning Task #3

- LSF 1. Transportation**—Assets in support of the movement of emergency resources, including the evacuation of people, and distribution of food and supplies. **Transportation Coordinator-HW, FD**
- LSF 2. Communications** - Includes emergency warning, information and guidance to the public and responders. Includes resources, back-up resources, and maintenance for all means of communication. **Comms Coord.**,
- LSF 3. Public Works & Engineering**—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. **Transportation Coord-HW**
- LSF 4. Firefighting**—Resources in support of structural and wildfire fire fighting. **Fire Co-Coordinators /FD**
- LSF 5. Emergency Management, Recovery & Mitigation**—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..
EM, EMC
- LSF 6. Mass Care, Food & Water**—Resources available to coordinate sheltering, feeding and first aid for disaster victims. **Mass Care Coord / Medical Svces Coord, Rescue**
- LSF 7. Resource Support**—Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.
Treasurer/TC, Selectboard
- LSF 8. Health & Medical Services**—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.
Medical Services Coord / MassCare Coord, Rescue
- LSF 9. Search & Rescue**—Resources locally available to find, 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. **Fire Co-Coordinators /FD**
- LSF 10. Hazardous Materials**—Resources available for response, inspection, containment and cleanup of hazardous materials. . **Fire Co-Coordinators /FD**
- LSF 11. Agriculture & Natural Resources**—Locally available assets for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency. **Ag Coord/Energy Coord***
- LSF 12. Energy**—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. **Energy Coord/Ag Coord**
- LSF 13. Public Safety [Law Enforcement]**—Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.
PublicSafety Coord/ Constable(s)/VSP
- LSF 14. Public Information**—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. **PIO/ Comms Coord, Selectboard/IC**
- LSF 15. Outreach-Food/"SneakerNet"/Public Education/Preparedness sub-committees**

Planning Task #3 - Local Support Functions (LSF)

Responsibility for UPDATES/ACCURACY of LSF Resource Lists

<i>Agency</i>	<i>Local/State Support Function</i>	LSF 1—Transportation	LSF 2—Communications	LSF 3—Public Works/Engineering	LSF 4—Firefighting	LSF 5—Emergency Mgmt, Recovery, Mitigation	LSF 6—Mass Care, Food & Water	LSF 7—Resource Support	LSF 8—Health & Medical Services	LSF 9—Search & Rescue	LSF 10—Hazardous Materials	LSF 11—Agriculture & Natural Resources	LSF 12—Energy	LSF 13—Public Safety [Law Enforcement]	LSF 14—Public Information	LSF 15—Outreach
Transport.Coord/ HyWy		P		P	s	s	M	s	M	s	s	s	s	s	s	s
Fire/HazMat Coord		M	s		P	s	s	s	s	P	P	s	s	s	s	s
Rescue		s	s		M	s	s	s	s	M	M	s			s	s
Elementary School						s	M	s							s	s
Selectboard		s	M	M	s	M	s	P	s	s	s	M	M	P	P	s
Public Safety Coord. VSP, Constable(s)		s				s	s	s	s	M	M	M	s	M	s	s
MassCare/Shelter Coord						s	P	s	M			s				
Animal Control						s	s	s	s			s				
Health Officer			s			s	s	s	M	s	s	s			s	
Treasurer/Clerk		s	s	s	s	s	s	M	s	s	s	s	s	s	s	s
Med Svces Coord						s	M	s	P	s	s	s				
Tri-Town				s		s		s	s			s				
Waste Water				s		s		s	s			s				
Communications Coord.		s	P	s	s	s	s	s	s	s	s	s	s	s	s	M
Ag Coord.		s		s		s	s	s				P			s	s
Energy Coord:		s	s	s		s	s	s	s				P			
CERT		s	s	s	s		s		s	s	s	s	s	s	s	
Red Cross					s		M			s	s					
Ham Radio Ops			M		s		s	s	s	s	s	s	s	s	s	
EM Coord		s	s	s	s	P	s	s	s	s	s	s	s	s	s	M
Outreach		s	s		s		s	s	s	s		s	s			P

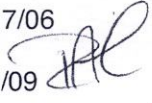
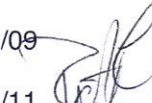
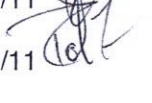
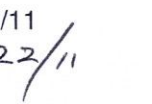
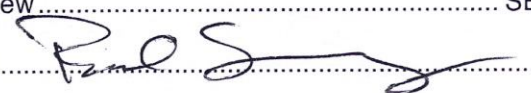
P= Primary Agency, M= Major Support Agency, s=Secondary Support

Planning Task #4 Lead Agency/Coordinator													
Who, or what agency, will LEAD DURING each type of disaster													
<i>Agency</i>	<i>Incident Type</i>	Drought/Potable Water	Flood	Fire	Winter/Ice Storm/B lizzard	Power Outage	Infectious Disease	Animal/Plant Emergency	Mass Casualty Incident	Hazardous Materials Spill	Public Gathering/Civil Unrest	Lake Incidents/Emergencies	Evacuation/Shelter-in-Place
Road Crew/DPW			P	S	P	S	S	S	S	S			M
Fire Dept		S	S	P	M		S	S	M	P	S	P	S
Rescue/EMS		S	S	M	S	S	S		M	S	S	M	S
School							S	S	S				
Selectboard		P	M	S	M	P	P	P	P	S	P	M	P
Public Safety/VSP, Constable(s)			S	S	M		S	M	S	M	M	M	M
MassCare/Shelter Coord			S	S	S		S	S	M	S			S
Animal Control		S	S	S	S		S	S	S	S			S
Health Officer		S	S	S		S	M	S	M	S			S
Treasurer/Clerk		S	S	S	S	S	S	S	S	S		S	S
MedSvces Coord			S	S	S	S	M	S	M	S	S	S	S
WasteWater			S		S			S					
Tri-Town		M	S	S				S					
EM Coord		M	M	M	M	M	M	M	M	M	S	S	M
Communications Coord		S	S	M	M	M	M	M	M	M	S	S	M
Outreach:		S	S	S	S	S	S	S	S	S	S	S	S
Ag Coord.		M			S			M	S				

- Primary agencies will need to provide a qualified Incident Commander.
- Selectboard may provide *Delegation of Incident Command Authority* as it deems best, according to the event/incident circumstances.

ICS Responsibilities Review	
Command Section	
Incident Commander	Overall responsibility for and management of the incident
Public Information Officer	Central contact for gathering from and dissemination to the news media and other agencies and organizations
Safety Officer	Assess hazardous and unsafe situations and develop measures for assuring personnel safety
Liaison Officer	Point of contact at the incident for personnel from assisting or cooperating agencies These agencies have pre-existing chains of command, and protocols. They work for the Incident Commander and are given assignment and tasks, through the Liaison Officer. These would include: Vermont Emergency Management, FEMA, American Red Cross, VT National Guard Units, VT HAZMAT Team, County Sheriff, Search and Rescue, Civil Air Patrol and the like.
Operations Section	
Operations Section Chief	Responsible for the direction and coordination of all incident tactical operations,
Divisions /Groups	
Law Enforcement	Traffic; law & order, alert and warning
Fire & Rescue	Fire & Rescue & Evacuation; alert and warning
Ambulance	Emergency Medical and Emergency Transportation
Public Works	Roads, Bridges, Sewer, Water
HAZMAT Team	Hazardous Materials, Radiological Hazards
Search and Rescue	Search and Rescue
Staging Areas	Locations at an incident where resources are placed while awaiting tactical assignment
Planning Section	
Planning Section Chief	Responsible for the collection and evaluation of incident situation information, preparing situation status reports, displaying situation information, maintaining status of resources, developing an Incident Action Plan, and preparing required incident related documentation.
Units	
Resources	Responsible for all check-in activity and for maintaining the status of all personnel and equipment resources assigned to the incident.
Situations	Collects and processes information of the current situation, prepares situation displays and situation summaries, develops maps and projections.
Documentation	Prepares the Incident Action Plan , maintains documentation, and provides duplication services.
Demobilizing	Assists in ensuring that an orderly, safe, and cost-effective movement of personnel will be made when they are no longer required at the incident.
Logistics Section	
Logistics Section Chief	Responsible for providing services and support to meet incident needs.
Units	
Communications	Develop Communications Plan, distribute and maintain communications equipment, and manage the Incident Communications Center
Medical	Develop a Medical Plan, provide 1 st aid and light medical treatment for personnel assigned to the incident, develop emergency medical transportation plan and reports
Food	Supplies feeding and potable water requirements at all incident facilities.
Supply	Orders personnel, equipment, and other supplies as needed
Facilities	Sets up and manages facilities in support of the incident. Also provides security support for the facilities and incident as required.
Ground Support	Provides transportation, maintains and fuels vehicles assigned to the incident
Finance / Administration Section	
Finance/Admin. Section Chief	Responsible for monitoring incident-related costs, and administering any necessary procurement contracts
Units	
Time	Ensures that all personnel time on an incident or event is recorded
Procurement	Processes paperwork associated with equipment rental and supply contracts. Responsible for equipment time reporting.
Compensation/Claims	Compensation: Responsible for workers' compensation claims and maintains files of injuries and/or illnesses associated with the incident Claims: Handles investigation of all claims of damaged property associated with or involved in the incident.
Cost	Responsible for providing all cost estimates and cost saving recommendations

Appendix I – Document Change & Review Log

<u>Activity: Purpose/Prior to</u>	<u>by whom</u>	<u>when</u>
Rapid Response Plan Approved.....	Selectboard.....	2/15/02
.....		10/17/06
RRP updated to BEOP Format.....	RAC	9/09 
BEOP Approved	Selectboard.....	12/09 
Review BEOP	EM Cttee.....	3/11 
Corrections, Updates	RAC	5/11 
Selectboard Review.....	SB.....	6/22/11
BEOP Approved		6/22/11