

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Holly Delisle	

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?	EOC Director
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
	Staffs phones and radio
	Tracks and answers any Requests For Information (RFI)
	Tracks and coordinates any Requests For Support (RFS)
	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Bill Cleary	Selectboard Chair 802-598-4833, mailto:bill.cleary@westfordvt.us
Sean Cushing	Road Foreman work 802-879-4306 cell 802-324-0984 home 802-309-0466 mailto:road_foreman@westfordvt.us
Garrett Bartlett	Fire Chief cell 802-343-0308 gbartlett13@hotmail.com
Primary EOC Location	
Facility / Address:	Westford Town Office, 1713 VT Route 128, Westford
Phone Numbers:	802-878-4587
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Town Garage, 35 Cambridge Road, Westford
Phone Numbers:	Sean Cushing 802-879-4306, cell 802-324-0984
Equipment/Notes:	

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: Holly Delisle and Greg Barrows		
Emergency spending limits: N/A		
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Trash and recycling collection services	Myers Container Service	Joe Sinagra 802-655-4312
IT Services	VT Connections	Dave Mahoney 802-528-5015
Seasonal mowing of properties	Robert & Sons Law Care	802-209-8923
Roadside mowing	Summit Contracting & Property	Kyle "Sully" Buoniconti 802-242-2300
Custodial services	Man Maid of Vermont	Brian Zinger 802-989-0398
Speed enforcement	Chittenden County Sheriff's Office	802-863-4341
Dispatching services (for Fairfax Rescue)	St. Albans Police Dept.	802-524-2166
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Ambulance services	Essex Rescue	802-878-4859
Ambulance services	Fairfax Rescue	802-849-2773
State support that is usually at no cost to the municipality: <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 State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<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>		

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	4	
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A		
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper	N/A	N/A	N/A	N/A		
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A		
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		
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A		
Fire Engine (Pumper)		2				Trailer, Small Equipment	N/A	N/A	N/A	N/A	1	
Firefighting Crew Transport				N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	3	
Aerial Fire Truck						Truck, Plow	N/A	N/A	N/A	N/A	2	
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A		
Hand Crew						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						
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						
Aerial Lift - Articulating Boom	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		
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	1	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		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		
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	1	Wood Chipper	N/A	N/A	N/A	N/A	1	
Generator	N/A	N/A	N/A	N/A	2	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.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

<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>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town website - https://westfordvt.us/ , Front Porch Forum
Local Newspaper, Radio, TV:	Burlington Free Press, Seven Days
Public Notice locations:	Westford Town Office, Westford Public Library, Westford Post Office, Westford Country Store
<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>	
To provide information for 2-1-1	Dial 211 or 802-652-4636

5. Vulnerable Populations

<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>	
Name / Notes	Contact Info
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Westford School 146 Brookside Road	Marcie Lewis 802-878-5932 or 802-309-8359 (cell)
Daycare – 1959 VT Route 128	Heather Lovejoy 802-872-3204
Daycare – 78 Learned Drive	Lynn Finn 802-373-1598
The Barn School 217 Brookside Road	Kara von Behren 757-880-9352 Hannah Assefa 802.989.9980 Lee Ruark 410-202-9324 School 802-528-9638 or 802-662-5954
Tender Hearts Preschool/Childcare 357 Plains Road	Kim Catella 802-989-0019
Second Spring Community Recovery Residence 1071 VT Route 15	802-433-6183

6. Shelters

<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, 802-829-6535
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Westford School 146 Brookside Road, Westford
Facility Contact(s):	Marcie Lewis School 802-878-5932, Cell 802-309-8359; Bill Cleary, 802-598-4833
Phone Numbers:	Marcie Lewis School 802-878-5932, Cell 802-309-8359; Bill Cleary, 802-598-4833
Shelter Manager:	
Staff Requirements:	
Services:	Warmth, electricity, bathrooms
Notes:	Capacity: 50-100 Generator? Yes Pets Allowed? No
Alternate Local Shelter	
Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	
Notes:	Capacity: Generator? Y / N Pets Allowed? Y / N

Annexes (Optional, create and letter as needed)

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.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Francois Ross	Cell 414-510-3840			fross72@outlook.com
Local Response Organization Contacts					
Fire Chief	Garrett Bartlett	Fire Chief cell 802-343-0308			gbartlett13@hotmail.com
Assistant/Deputy Fire Chief	Steve Willard				Willard.steve@gmail.com
EMS Chief	N/A				
State Police	Lt. Tara Thomas, Williston Barracks	802-878-7111			Tara.L.Thomas@vermont.gov
Chittenden County Sheriff's Office	Sheriff Daniel Gamelin	802-863-4341			Daniel.gamelin@vermont.gov
Local Dispatch Center	N/A				
Local Public Works Contacts					
Road Foreman	Sean Cushing	Garage 802-879-4306	Cell 802-324-0984		road_foreman@westfordvt.us
Road Commissioner	N/A				
Town Garage	Sean Cushing	Garage 802-879-4306	Cell 802-324-0984		road_foreman@westfordvt.us
Drinking Water Utility	N/A				
Wastewater Utility	N/A				
Municipal Government Contacts					

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Administrator	Holly Delisle	Work 802-878-4587	Cell 802-318-1579		townadmin@westfordvt.us
Town Clerk	Callie Hamdy	Work 802-878-4587	Cell 802-578-8141		townclerk@westfordvt.us
Selectboard Chair	Bill Cleary	Home 802-879-0393	Work 802-878-2865	Cell 802-598-4833	selectboard@westfordvt.us
Selectboard Alt	Pat Haller	Home 802-310-0533			selectboard@westfordvt.us
Selectboard Alt	Casey Mathieu	Cell 802-355-9448			selectboard@westfordvt.us
Town Treasurer	Greg Barrows	Cell 802-373-6902	Home 802-878-4395		treasurer@westfordvt.us
Town Health Officer	Devin Porter	Cell 313-570-3248			Dbporter802@gmail.com
Forest Fire Warden	Dennis Angiono	Home 802-879-1231			ubiquitoushammer@gmail.com
Animal Control Officer	Matt Bartholomew	Cell 802-881-4149			westfordvtdogwarden@gmail.com
School Contact #1	Marcie Lewis	School 802-879-5932	Cell 802-309-8359		mlewis@ccsuvt.org
School District Office	Beth Cobb, Superintendent	Office 802-878-8168			bcobb@ewsd.org
Other Contacts					