

Town of West Fairlee Local Emergency Operations Plan

If you are opening this packet in an active emergency or disaster

STOP !!

Take a breath. Remember your Incident Command System training.

First Responders – Police, Fire Department, EMS – are in charge during these opening hours or days – until you hear otherwise.

While the emergency is active, you are here to provide support for their efforts at the direction of the Incident Commander. The West Fairlee Fire Department has radio communication with our highway contractor. During the active phase of the emergency, WFVFD Incident Command is authorized to deploy the Town's road contractor to mitigate damage or threats to the public.

Early on, Enclosure 1 will be most useful to get organized and contains contact information for resources which may be requested by the Incident Command Post. Sample forms to record information throughout the incident are in your packet and in the Emergency File in the Town Clerk's Office.

The Selectboard email on Outlook (selectboard@westfairleevt.gov pw: ██████████) is already "subscribed" to updates from Vermont Emergency Management (VEM) and Two Rivers Ottauquechee Regional Planning (TRORC). If at all possible, monitor email for further guidance from these agencies.

The following outlines further preparations and steps to be taken -- only when it is safe to do so.

Enclosure 1 (Contact Information)

May 2024

Town of West Fairlee -- Local Emergency Management Plan

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EM Director (EMD)	Delsie Hoyt	H:802-333-9717	M:802-356-9918	W:802-333-9696	selectboard@westfairleevt.gov delsiehoyt@gmail.com
Town Officials- See below					
EOC Volunteer	Candy Malinoski	H: 802-333-9320			stevemal54@yahoo.com
EOC Volunteer	Nina Schwartz	H: 802-333-4027	M: 516-697-5142		neen813@gmail.com
Local Response Organization Contacts					
Fire Chief	Cory Austin	H: 802-333-3616			caustin@westfairleevfd.org
Deputy Fire Chief	John Jeinnings				john.jeinnings@mammothfire.com
Captain	Zach McNeal	H: 802-272-0539			firefighter24402000@yahoo.com
	Lisa Ordway	H: 802-333-9990			ordway.lisa@yahoo.com
West Fairlee VFD EMS	Cory Austin	H: 802-333-3616	M: 802-291-6980		caustin@westfairleevfd.org
Orange County Sheriff		W:802-685-4875			
Game Warden	Jeff Wipple	802-685-7813			
Local Public Works Contacts					
Road Contractor	Jonathan Blake	H: 802-333-4251	M: 802-365-2599		blaketrucking@mytopsmail.com
Rowell's Grading	Allen Rowell	H: 802-649-5111			
Municipal Government Contacts					

Enclosure 1 (Contact Information)

May 2024

Town of West Fairlee -- Local Emergency Management Plan

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Selectboard Chair	Delsie Hoyt	H: 802-333-9717			westfairleesb@hotmail.com
Selectboard	Stuart "Tiger" Bacon	H: 802-333-9473			Tiger.bacon@yahoo.com
Selectboard	Bree Carlson	H:			Selectboard2@estfairleevt.gov
Selectboard	Beverly Ash	H: 802-333-4713			Rav4girl70@gmail.com
Selectboard	Bruce Durkee	H: 802-333-9351			gbmdurkee@aol.com
Town Clerk	Staci Sargent	W:802-333-9696			townclerk@westfairleevt.gov
Town Treasurer	Joe MacPherson	W:802-333-9696			wfairleetreasurer@gmail.com
Town Health Officer	Dr. Stephen Atwood	H: 802-333-3197	M: 802-449-7011		sjatwood@gmail.com
Animal Control Officer	Nate Guyer	802-333-3239	M:802-359-2599		westfairleeac@gmail.com
Forest Fire Warden	Will Ordway	802-461-6615			Farmer_vt2@hotmail.com
Local Community Contacts					
ATV: Westshire ATV Club	Doug Stone	802-785-2140	M: 802-291-3092		802sugarshack@gmail.com
WF Neighborhood Network	Cleo Kearns	802-333-3527			Cleo.kearns1@gmail.com
Village:	Alyssa Godesky				Alyssa.godesky@gmail.com
	Laurie Hildebrandt				lwhildebrandt16@gmail.com
	Sam Newman				samuel@algerbrook.com
	Sarah Zwickelmaier				
Beaver Meadow:	Steve Atwood				sjatwood@gmail.com
	Lisa Ordway	802-333-9990			Ordway.lisa@yahoo.com
Blood Brook:	Nate Pero	802-333-4671			n.pero@aol.com
	Susan Johns				seyepez@buffalo.edu

Enclosure 1 (Contact Information)

May 2024

Town of West Fairlee -- Local Emergency Management Plan

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
	Kat Pelletier				PelletierKat15@gmail.com
Kidderhood:	Tom Masterson				
	Tomas Masterson				xtraspecialsnakes@gmail.com
Middlebrook:	Karen Bourque				karen.m.bourque@gmail.com
Wild Hill:	Peggy Willey	802-333-4155			peggywilley1@gmail.com
	Bobbi Alibozek	802-333-7071			
Upper Valley Snow Packers	Stuart "Tiger" Bacon	802-333-9473			Stuart.bacon@yahoo.com
Creative Spirit Children's Ctr.	Holly Sebring	802-333-4040			creativespirit@myfairpoint.net
EC Fiber (phone/internet)		802-763-7262			support@ecfiber.net
FOOD: WF Foodshelf	Jennifer Shatney	802-333-9937			jshatney@gmail.com
Meals on Wheels Orange East Senior Ctr.	Vicki Chaffee	802-222-4782			vchaffeeoesc@yahoo.com
Westshire School	Julie Donahue	802-333-4668			
Rivendell School District Office	Elaine Arbour	603-353-2170			
WF Center Community Club	Linda Baccei	802-333-9341			lbaccei@myfairpoint.net
Primary Shelter Contact	Delsie Hoyt	802-333-9717			selectboard@westfairleevt.gov
Primary Shelter Alt Contact					
Alt. Shelter WF Church	Bonnie Cray	802-333-9655			bonniecray@myfairpoint.net
Alt. Shelter Alt Contact					
Regional Shelter: Hartford High School	If activated, this info would come from TRORC or VEM				

Enclosure 1 (Contact Information)

May 2024

Town of West Fairlee -- Local Emergency Management Plan

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Other Community Partners/Services					
VT211		211	802-652-4636		
Red Cross		800-660-9130			
Mental Health Services	Clara Martin Center	802-222-4477			www.claramartin.org
Home Health Services	VNA/Hospice VT/NH	888-300-8853			
Green Mountain Power		(888) 835-4672			
Equipment Rental Center					
Animal Shelters:	Central VT Humane	802-476-3811			info@centralvermonthumane.org
	Upper Valley Humane	603-448-6888			
Adjacent Municipalities					
Fairlee EMD	Lance Colby	802-461-8477			
Fairlee Selectboard	Peter Berger				peter.berger@fairleevt.gov
Thetford EMD	Mariah Whitcomb				emd@thetfordvt.gov
Thetford Town Manager		W: 802-785-2922 X2	M:603-678-6254		TownManager@thetfordvt.gov
Vershire EMD					
Vershire Selectboard Chair	Vernal Stone				vstone@vershirevt.org
Vershire Town Clerk	Gene Craft	802-685-2227			clerk-treasurer@vershirevt.org
State & Federal Partners					
State Emergency Operations Center (SEOC)	Monitor on SB email -	800-347-0488			
VTrans District #4 Tech	Michael Blakslee		M:802-291-4668		michael.blakslee@vermont.gov
Vermont Dept of Health	Environmental Health	800-439-8550			

Enclosure 1 (Contact Information)

May 2024

Town of West Fairlee -- Local Emergency Management Plan

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
State HazMat		800-641-5005			
VT DPS Fire Safety Office	Maurice VanDemark	802 479-7565	M:802-585-6474		
ANR River Engineer	Jaron Borg		M:802-371-8342		Jaron.Borg@vermont.gov
ANR Floodplain Manager	Ned Swanberg	802-490-6160			Ned.swanberg@vermont.gov
ANR Dam Engineer	Ben Green	802-622-4093			Ben.green@vermont.gov
Regional Planning Commission	TRORC	802-457-3188			info@trorc.org

1. Overview.

1.1. Purpose. West Fairlee's Local Emergency Management Plan (LEMP) outlines how the town officials will coordinate support from an Emergency Operations Center (EOC) in concert with Incident Commanders and 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.

1.2. Planners. The following people are the Emergency Management (EM) stakeholders who wrote and maintain this plan.

- Delsie Hoyt, Emergency Management Director/Selectboard Chair (ICS402)
- Steve Malinoski, Selectboard Vice Chair (ICS402)
- Will Ordway, West Fairlee Volunteer Fire Department
- Jonathan Blake, Highway Contractor

2. Normal Operations.

2.1. Information Sharing.

2.1.1. Information will come from many sources, including media, alerts from Vermont Emergency Management, email, and personal interactions and observations. The Fire Chief, Road Contractor, and Emergency Management Director are the primary information collectors and coordinate as required. Residents may also call town officials and/or the Town Office with observations and reports about emergency situations; town staff and the Selectboard should forward those reports to the appropriate official as indicated. **(Example of phone log form attached)**

2.1.2. Responding organizations will not normally alert others to incidents that do not exceed their capabilities. For example, the Fire Chief will not notify the town about every fire; the Road Contractor will not alert the town for every snowstorm.

2.2. Incident Sizeup. As an incident develops, the Incident Commander and/or Emergency Management Director must validate the accuracy of reports and the severity of the situation to assess the risk to the town and the need for broader coordination.

2.3. Early Notification. As an incident develops that might affect the whole town, reports should go to the Emergency Management Director (EMD). The EMD, in turn, will keep the Selectboard, the Road Contractor, and the Fire Chief informed as appropriate.

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. (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. The EMD makes the decision to activate the EOC based on one or more of the following:

- Request from an Incident Commander -- typically Fire Chief, WFVFD
- Request from Road Contractor – typically calls Chair of Selectboard
- Directive from Selectboard
- Weather forecast that may lead to widespread damage

3.3. Location. The EMD selects the EOC location on activation:

- **Primary: Town Office, Community Building, 870 VT Route 113**
- Alternate: West Fairlee Volunteer Fire Station, 1076 VT Route 113

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), **not for emergencies that the on-scene Incident Command structure can handle internally.**

4.1. Incident Command and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of the response. For example, during a natural disaster the role of IC usually filled by the West Fairlee Fire Department; however, during an incident like an active shooter, Vermont State Police might assume Incident Command. The municipal Emergency Operation Center provides support as requested by the Incident Commander and Incident Command Post.

4.2. Maintain Situational Awareness. The municipal Emergency Operations Center tracks events and response actions for municipal leaders. The format may depend upon the skill level of volunteers assisting -- computers are great, but paper always works!

4.2.1. Operations Log - Word document (or Excel file, or paper log form, etc), chronological log of all significant activities, decisions, and communications – who, what, where, and when.

4.2.2. Map - tracks events graphically on the large situation map in the EOC. **There are wall maps in the Selectboard Office, and extra town maps are in the front of the "Highway" drawer of the town office filing cabinet**

4.2.3. Information Request Tracker - list of information requests (e.g. damage reports, etc.) and their status/answers in an Excel file (or Word document, paper log, etc).

4.2.4. Damage Report - list of public infrastructure damage (including roads, bridges, and culverts as well as town owned property etc.) to facilitate funding requests during recovery. Often helpful to also record reports of damage to private property (if received) only to assist officials in establishing magnitude of disaster.

4.3. Coordinate Resource Requests. See Enclosure 3. As Incident Commanders identify resource needs, the EMD will record them, try to fulfill them locally, and if necessary request them through Vermont Emergency Management (VEM)..

4.3.1. Purchasing. **The Selectboard has pre-authorized up to \$25,000 intended for Category A – Debris Removal; Category B – Emergency Road Repairs, and other purchases deemed necessary by the EOD.** Additional expenditures require approval of the Selectboard or, if the Selectboard cannot reasonably meet because of the emergency, any available Selectboard Member (which action must be ratified by the whole board at the earliest convenience of holding a meeting).

4.3.2. Resource Request Tracker - list of resource requests and their status in an Excel file, Word document, or paper log.

4.3.3. Financial Expenses - documentation for expenses including materials, personnel, and equipment to facilitate funding requests during recovery.

4.4. Provide and Monitor Public Information. See Enclosure 4. Incident Commanders may have Vermont Emergency Management (VEM) send out an alert notification through the VT-Alert system. The EMD and Public Information Officer (PIO) in the EOC monitors RPC/VEM Situational Awareness Reports, news and social media for information and requests from the public. In coordination with ICs, he or she creates

news updates and/or press releases to publish on the town web page and social media and makes paper copies for distribution in areas that may not have normal communications.

4.5. Vulnerable Populations. See Enclosure 5. If necessary, the EOC may contact organizations and facilities that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk, the EOC will monitor their status and if required coordinate support for them until their situation stabilizes.

4.6. Sheltering and Care. See Enclosure 6. After a natural or manmade disaster, the American Red Cross (ARC) and Vermont Economic Services Division (ESD) can shelter small numbers of people in hotels/motels. If necessary, the EOC may direct the opening of a daytime warming shelter in the town hall or church. (NOTE: Westshire Elementary is willing to establish a shelter IF there is enough trained volunteers to oversee operations.)

4.7. Plan Future Operations. The EOC supports ICs in planning and coordinating future response and recovery operations. As soon as possible, responders should begin collecting supporting documentation that will facilitate reimbursement. At the municipal level, demobilization from response normally means a return to normal workdays with additional recovery tasks.

4.8. Update Briefings. Every day the EOC will conduct full update briefings for the staff, Selectboard, and other key leaders. Depending on the emergency this may occur several times a day to set goals for the day, synchronize activities, review the day's events, or as needed. The normal format is as follows.

- Overview (EOC Director)
- Current situation (Situational Awareness)
- Resource issues (Logistics Support)
- Incident / Operations updates and issues
- Priorities and general comments (Selectboard)

4.9. Night Shifts. The EOC Director will determine the need for staffing at night and the missions for those on duty.

5. Demobilization.

5.1. Decision to Demobilize. The EOC Director will demobilize the EOC based on the situation and operational objectives. Typical conditions for demobilization may include:

- All first responders are demobilized or returned to normal work schedules
- All emergency issues for people within the town are resolved or are referred and completely transitioned to an appropriate service agency
- There are less than 10 customers without power in the town, and none of them have unresolved support issues because of the outage
- There are less than 5 homes that are inaccessible by road, and none of the occupants have unresolved support issues

5.2. Demobilization Process.

- Notify selectboard, Fire Department, Road Contractor, and State EOC that local EOC is shutting down
- Collect and file all EOC documentation for the incident
- Clean and put away all EOC equipment and supplies
- Identify any supply or equipment needs for the next EOC activation
- Release EOC staff and secure facility

5.3. Transition to Recovery. The EOC Director makes all incident related documentation available to the Selectboard which may appoint a Recovery Officer to sets operational objectives and meetings and tasks as required to achieve the objectives.

Enclosures:

- 1 - Contact Information (front of packet)**
- 2 - Emergency Operations Center (EOC)**
- 3 - Resources**
- 4 - Public Information and Warning**
- 5 - Vulnerable Populations**
- 6 - Sheltering and Care**
- 7 - Continuity of Governance Plan**

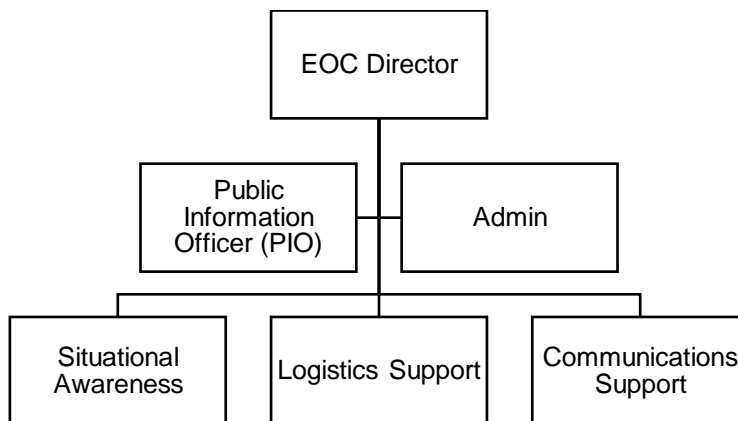
Emergency Operations Center (EOC) (Enclosure 2)

1. Concept. The Emergency Operations Center (EOC) 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.

1.1. In some cases, the EOC coordinates support for one or more ICs (for example, during an ice storm the Road Foreman may be clearing roads while the Fire Chief is fighting a fire). In that case, the EOC may request information and provide or prioritize resources, but the EOC should never direct tactical operations.

2. EOC Organizational Structure.

2.1. This is the preferred operating structure. **However, depending on the specific emergency and staff available, positions and functions may be combined.**



2.2. These are the functions of the positions within the operating structure above.

Position	Job Description
EOC Director	- Supervises and directs all EOC activities coordinating municipal support and response
Public Information Officer	- Coordinates all messaging with Incident Commander(s) - Produces and posts public information - Monitors public media for useful information and to correct inaccurate reports
<i>Admin</i>	- <i>Staffs phones, Maintains operations log</i> - <i>Supports incident commanders in documenting expenses for reimbursement</i>

<i>Situational Awareness</i>	- Updates status board and map - Tracks and answers any Requests For Information (RFI) from Incident Commander(s) and town officials
<i>Logistics Support</i>	- Tracks and coordinates fulfillment of any Requests For Support (RFS) from Incident Commander(s) - Provides resources for the EOC itself (e.g. coffee, food, sleeping areas, batteries, fuel for generator, ...)
<i>Communications Support</i>	- Staffs phones and radio

3. Potential EOC Staff and roles.

See Enclosure 3 and Enclosure 1 for contact information

3.1. Town Employees / Officials.

- Delsie Hoyt, EMD/ Selectboard Chair (ICS402 Cert.) - any
- Staci Sargent, Town Clerk - any
- Nina Schwartz, Selectboard Clerk- PIO, Communications
- Steve Malinoski, Selectboard Vice Chair (ICS402 Cert.) - any

3.2. Volunteer Staff.

- Candy Malinoski - Admin, Communications

4. Primary EOC Facility.

1. Community Building/Town Office, 870 VT Route 113, West Fairlee, VT
2. Phone Number(s): 802-333-9696 (public)
3. Mobile service available: all providers spotty
4. EOC risk factors: none known
5. Facility Contact: Town Clerk/Selectboard Chair
6. Access: Keys pre-distributed, spare keys in Town Clerk utility closet
7. Internet: Selectboard Office computer; wifi always on – public hotspot and network guest
8. Available Equipment:
 - Computer (email: selectboard@westfairleevt.gov)
 - Copy Machine
 - WIFI: Public Hotspot
 - WIFI: Office Network: guest: **West Fairlee; PW: BeanHall9696**
 - FAX:333-9611

Resources (Enclosure 3)

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 Selectboard has pre-authorized up to \$25,000 intended for Category A – Debris Removal; Category B – Emergency Road Repairs, and other purchases deemed necessary by the EOD. Should total expenses exceed this amount, an emergency Selectboard meeting may be called.**

2.2. Processes. West Fairlee's Highway Contractor "self deploys" when required in an emergency and notifies the Chair of the Selectboard of estimated emergency repair costs. Town contracting requires approval of the Selectboard and should follow the

Town’s Purchasing Policy. (Note: 1) In some cases, competitive bidding may be required for FEMA reimbursement; 2) Contractors must have required levels of liability/Worker’s Comp insurance coverage and submit other work agreement forms.) Invoices are submitted to the Town Treasurer for payment.

3. Businesses with Standing Municipal Contracts

- **J&J Blake Excavating** - standing contract with town, 3x excavators, has dispatch radio compatible with WF Volunteer Fire Department – Jonathan Blake, owner
- **Rowell’s Grading, Alan Rowell** – standing contract with town for road grading. Usually contacted by road contractor when needed.

4. Other Local Resources.

- **Westshire ATV Club** - volunteers and ATVs – Doug Stone, president
- **West Fairlee Snow Packers** - volunteers and snowmobiles - Tiger Bacon
- **Fogg’s Hardware** (Bethel Mills) – Town has charge account for purchases by, or authorized by, Selectboard
- **West Fairlee Food Shelf** -- local food distribution group located within the Community Building, contact Jenn Shatney

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

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
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Enclosure 3 (Resources)

May, 2024

West Fairlee Local Emergency Management Plan

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		Road Sweeper				
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted				
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer				
Public Safety Dive Team						Track Loader				
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer				N/A
Firefighting Brush Patrol Engine	N/A	N/A	N/A		1	Trailer, Dump		N/A	N/A	N/A
Fire Engine (Pumper)	2					Trailer, Small Equipment			N/A	N/A
Firefighting Crew Transport				N/A		Truck, On-Road Dump	2			
Aerial Fire Truck			N/A	N/A		Truck, Plow	2			
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				
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump				
Water Tender (Tanker)	1			N/A		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	1			
Aerial Lift - Truck Mounted						Wheel Loader, Large				
Air Compressor						Wheel Loader, Medium				
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
Generator	1					Wood Tub Grinder				
Grader	1			N/A						

*Information about the NIMS Typed resources can be found at: <https://rlt.preptoolkit.fema.gov>

Public Information and Warning (Enclosure 4)

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.

2.1. The EOC Director may keep the PIO responsibilities or appoint a Selectboard representative to serve as the EOC/municipal PIO.

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. To send a notification, pass the message and target area to the State Emergency Operations Center (800-347-0488).

3.2. Current Information. The PIO will post all official municipal emergency news to the town web site www.westfairleevt.gov or email list as soon as possible. The town web site should only contain current, accurate information - the PIO will remove old or erroneous information.

In a prolonged event, sector “captains” of the **WF Neighborhood Network** will repost current information at designated buildings/kiosks around town (and may also provide critical status reports/updates back to the EOC from outlying areas of town.)

3.3. Press Releases. The PIO will publish press releases as required. These should be posted to the town website under News & Announcements. If there are power or connectivity issues, the PIO will make paper copies (or abbreviated hand-drafted notices) to post or distribute **at least 3 key locations around town:**

1. Bulletin board outside Town Clerk’s Office,
2. Erin’s General Store
3. kiosk at West Fairlee Center Church, Middlebrook Road

3.4. Media Inquiries and Interviews. The PIO will answer any media inquiries and coordinate, if not give, any media interviews.

4. Monitoring Public Information.

4.1. Public Media. The PIO will monitor news as well as print/online media.

4.2. Social Media. The PIO will monitor the VEM Facebook page for state emergency news, and will also monitor these locally active social media sites:

- WF listserv west_fairlee@lists.vitalcommunities.org
- Local Email distribution list
- Front Porch Forum

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.

5.1. United Way of Vermont operates the Vermont 2-1-1 system. The system provides information and referral services to the people of Vermont 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.

5.2. In a major state emergency, the State Emergency Operations Center will coordinate with 2-1-1 to provide and collect general information and will also coordinate directly with affected governments to pass along key local information, both to and from 2-1-1, depending on the emergency.

5.3. 2-1-1 is always available (24-7-365) to provide general information and referral services - it is not just for emergencies. Individuals contact 2-1-1 by dialing 211 from a phone within Vermont, calling 1-866-652-4636 (toll free within Vermont), or (802) 652-4636 (from outside of Vermont). While 211 is the preferred number, the other numbers are useful if there are emergency issues with phone exchanges or when using a mobile phone that is reaching a tower outside of Vermont.

Vulnerable Populations (Enclosure 5)

1. Concept. During a long duration emergency, the Emergency Operations Center (EOC) may need to monitor the needs of and coordinate support for vulnerable populations. The following vulnerable populations have been identified:

Westshire Elementary School - 802-333-4668

Westshire has its own emergency plan. The Community Building is an alternate evacuation/reunification site if Westshire students and staff are unable to shelter in place at the school or unable to coordinate bus evacuation in a timely manner. School administrators have keys to access the building if the Town Office is not open.

**Aloha Hive Camp (Summer) - 802-333-3420
or Aloha Foundation (year round) - 802-333-3400**

Aloha has a robust emergency plan for its campers and staff.

Creative Spirit Children's Center – located in Community Building

Approximately 25 children ranging in age from babies to toddlers; ~5 caregivers

2. Risk Determination. An Incident Commander determines whether vulnerable populations may be at risk based on the emergency and its potential impact on local residents. For example, closed and damaged roads may prevent people from getting food and medicines, and home medical equipment may not work during power outages, but even major flooding that only affects a limited area may not present any significant problems to vulnerable residents.

3. Identification.

3.1. The EOC will create an At-Risk List of people and facilities who may have special issues based on the emergency. The EOC will contact the organizations listed below and request that they contact their clients and, if necessary, notify the EOC of any people who are having issues. Any residents the EOC staff or other responders personally know may need a welfare check (e.g., relatives and friends) should also go on the list.

3.2. Due to confidentiality restrictions, social service and medical organizations usually cannot provide towns with lists of people they serve. However, they can contact their clients and get permission to share information during an emergency, and they can request welfare checks if they cannot get in touch with a client.

4. Contact and Monitoring.

4.1. The EOC will contact people on the At-Risk List to determine if they need help soon, if they will need help if the situation continues for a given period (e.g., 48-72 hours), or if they are unaffected.

4.1.1. Phone calls are the best means of contacting people.

4.1.2. The EOC may designate a person, team, or group (e.g., the Fire Company or spontaneous volunteers) to go to residences to check on people.

4.1.3. In a long-duration emergency, the EOC may need to contact people on the At-Risk List every day or two.

4.2. The EOC will coordinate support for anyone on the At-Risk List who needs help as required and as resources allow. The EOC should continue to monitor people on the At-Risk List until everyone on the list is in a stable situation with normal services again.

5. Organizations and Facilities that Serve Vulnerable Populations. The following organizations routinely work with people who may have short- or long-term special needs

- **CARE (Citizen Assistance Registration for Emergencies)** - database of people who may need special help during an emergency, available through supporting (Hartford PD) Public Safety Answering Point (PSAP)
- **Upper Valley Ambulance** - serves and transports people with short and long term medical problems
- **Orange East Senior Center** - Meals on Wheels, other services elderly residents
- **Green Mountain Power (GMP)** - maintains a Critical Care Customers list

Sheltering and Care (Enclosure 6)

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.

2.1. Temporary Lodging. When small numbers of people are displaced by disasters, the American Red Cross (ARC) and Vermont Agency of Human Services, Economic Services Division (ESD) can provide temporary lodging in hotels or motels.

2.2. Regional Shelters. In major emergencies, the state will work with the American Red Cross to open regional overnight shelters for large numbers of displaced people. The nearest regional shelter is Hartford.

3. Warming Shelters:

3.1. Community Building

- Address: 870 VT Route 113
- Manager: Town Clerk, Staci Phone: 802-333-9696
- Staff Required: 2
- Capacity: 35+
- Generator: no
- Communication: internet, public wifi, phone
- Food Prep: no
- Cooling: no
- Pets: no

3.2. West Fairlee Congregational Church.

- Address: 914 VT Route 113
- Contact: Bonnie Cray Phone: 802-333-9655
- Staff Required: 1
- Capacity: 20
- Generator: no
- Communication: phone

- Food Prep: yes
- Cooling: no
- Pets: no
- *Notes: Church would like one person from town as a monitor when acting as a warming shelter*

4. Overnight Shelters: Currently no overnight shelter

5. West Fairlee Neighborhood Network: This informal group of 40+ community members, geographically distributed throughout town, are available for help and comfort in the event of natural disaster, prolonged power outage, or other emergencies. Each sector has one or more coordinators listed in Contact Information to help identify and address needed services. These coordinators may also assist with situational awareness in more isolated portions of town.

6. Regional Shelter: Hartford High School, 37 Highland Ave, White River Junction, VT 05001.

If activated, this information would be communicated by TRORC, VEM and/or VT 211.