**Town of Pittsfield, Local Emergency Management Plan**

**May 1, 2023**

1. Overview.

1.1. Purpose. This is the Local Emergency Management Plan (LEMP) for the Town of Pittsfield. It outlines how the municipal government will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an 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, while the enclosures and (optional) annexes provide quick reference materials for specific tasks and incidents.

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

* Ryan Thompson, Emergency Management Co-Director
* Robert Giolito, Emergency Management Co-Director
* Dave Colton, Fire Chief
* George Deblon, Road Commissioner
* Ann Kuendig, Select Board Chair
* Joyce Stevens, Select Board
* AJ Ruben, Select Board
* Tricia Abbondelo, Town Clerk/Treasurer

2. Normal Operations

2.1. Information Sharing.

2.1.1. Town officials get information from many sources, including TV, radio, news websites, email, emergency dispatch, and personal interactions and observations. The Emergency Management Directors, Fire Chief, and the Road Commissioner, are the primary information collectors and coordinate as required. Town staff and the Select Board should forward any reports to the appropriate person.

*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 Foreman will not alert the town for every snowstorm.

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2.2. Incident Size up. As an incident develops, the Emergency Management Directors or Incident Commander 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 Directors, Select Board Chair, the Road Commissioner, and the Fire Chief 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. This plan routinely uses the term EOC, but in some cases the municipal EOC may also serve as the municipal Incident Command Post (ICP). 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 Emergency Management Directors make the decision to activate the EOC. These are common reasons to open the EOC.

* Request from an Incident Commander
* Request from Road Commissioner
* Directive from Select Board
* Weather forecast that may lead to widespread damage

3.3. Location.

The Emergency Management Directors & Fire Chief select the EOC location on activation. The following are established EOC locations.

* Primary: Pittsfield Volunteer Fire & Rescue Station, 2918 VT Rt. 100, Pittsfield, VT 05762
* Alternate: Pittsfield Town Office, 40 Village Green, Pittsfield, VT 05762
* Alternate: Pittsfield Town Hall, 56 Village Green, Pittsfield VT 05762

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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) or Incident Command Post (ICP), not for emergencies that the on-scene Incident Command structure can handle internally. For what to do during specific incidents, see any incident annexes.

4.1. Incident Command and the Emergency Operations Center (EOC). Each incident must have an Incident Commander (IC) in charge of the response. In some cases, the EOC will support the ICs, but in some cases the EOC may also be the municipal ICP.

4.2. Maintain Situational Awareness.

The EOC tracks events and response actions for municipal leaders.

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

4.2.2. Map - tracks events graphically on the large situation map in the EOC (or on a projected PowerPoint slide map, etc.).

4.2.3. Information Request Tracker - list of information requests and their status/answers in an Excel file (or whiteboard, 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 electric departments, public water supplies, water supply and waste water treatment plants, historic structures, public libraries, etc.) to facilitate funding requests during recovery.

4.3. Coordinate Resource Requests. See Enclosure 3.

As ICs identify resource needs, the EOC will record and track all requests using appropriate ICS forms 200, 202, 204-207, try to fulfill them locally, and if necessary request them through the State EOC.

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4.3.1. Purchasing. When the EOC is active, the EOC Directors may authorize the purchase of supplies, equipment, and services as required in support of ongoing incidents, up to a total of $3,000. Purchases over $3,000 require approval of the Select Board or, if the Select Board cannot reasonably meet because of the emergency, any available Select Board 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 (or appropriate ICS forms, or whiteboard, Word document, paper log, etc.).

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 Public Information Officer (PIO) in the EOC monitors news reports 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 local 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. High Risk Population list will be used to check on individuals possibly in need.

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 directs the opening of a daytime warming shelter in the Pittsfield Town Hall or the Pittsfield Volunteer Fire & Rescue or asks the local shelter manager to open an overnight shelter, in the Town Hall.

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4.7. Plan Future Operations and After Action Reports (AAR’s) 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 work days with additional recovery tasks. AAR & debriefs will take place within 72 hrs. of incident/event stand down.

4.8. Update Briefings. Every day the EOC will conduct full update briefings for the staff, Select Board, 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 Directors)
* Current situation (Situational Awareness)
* Resource issues (Logistics Support)
* Incident / Operations updates and issues
* Priorities and general comments (Select Board)

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

5. Demobilization.

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

* All first responders are demobilized or returned to normal work schedules
* All emergency issues for people within the town are resolved or 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

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5.2. Demobilization Process.

* Notify Select Board, Fire Department, Road Foreman, 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. If necessary, the Select Board appoints a Recovery Officer as the Incident Commander for recovery. The EOC Directors make all incident related documentation available to the Recovery Officer. The Recovery Officer establishes a Recovery Committee as his/her staff and sets operational objectives and meetings and tasks as required to achieve the objectives.

Enclosures: **(Required components of the LEMP)**

1 - Contact Information

2 - Emergency Operations Center (EOC)

3 - Resources

4 - Public Information and Warning

5 - Vulnerable Populations

6 - Sheltering and Care

Annexes: **(Optional components of the LEMP - create and letter as needed)**

A - River Flood Plan

B - Ice Storm Synch Matrix

C - Heat Wave Checklist

D - Evacuation

Z - Supporting Documentation

Municipal Emergency Management Ordinance

Municipal Delegation of Authority

School Shelter Memorandum of Agreement

Tier II Report Summaries

**Enclosure 1 (Contact Information)**

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| **Position** | **Name** | **Phone numbers - indicate Mobile, Home, Work** | | | **E-mail** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Primary** | **Alternate** | **Alternate** |
| **Local Emergency Management Team** | | | | | | |
| EM Director (EMD) | Robert Giolito | Cell  802-585-9010 | Home  802-746-8044 |  | [killingtonmountainguides@gmail.com](mailto:killingtonmountainguides@gmail.com) | |
| EM Director (EMD) | Ryan Thompson | Cell  646-725-9060 |  |  | [ryanpthompson@hotmail.com](mailto:ryanpthompson@hotmail.com) | |
| Public Information Officer (PIO) | Ann Kuendig | Cell  781-545-9999 |  |  | [acdcom@msn.com](mailto:acdcom@msn.com)  [ann.kuendig@icloud.com](mailto:ann.kuendig@icloud.com) | |
| EOC Volunteer | Sarah Gallagher | Home  802-746-8165 | Cell  802-310-9647 |  | [Sirjane320@yahoo.com](mailto:Sirjane320@yahoo.com) | |
| EOC Administrator | Tricia Abbondelo | Home | Cell  203-228-9938 | Work  802-746-8170 | Tlabbe0150@gmail.com  [Townclerk@pittsfieldvt.com](mailto:Townclerk@pittsfieldvt.com) | |
|  |  |  |  |  |  | |
| **Local Response Organization Contacts** |  |  |  |  |  | |
| Fire Chief | Dave Colton | Cell  802-342-1289 | Home  802-746-9943 | [dmjcolton@hotmail.com](mailto:dmjcolton@hotmail.com) | |  |  | Cell  802-342-1289 |  |  | [dmjcolton@hotmail.com](mailto:dmjcolton@hotmail.com) |
| Assistant/Deputy Fire Chief | Greg Martin | Cell  802-770-2790 |  |  |  | |
| EMS Chief | Vern Haskins | Home  802-746-8313 |  |  |  | |
| Constable | Doug Mianulli | Home  802-746-8514 |  |  | [kmianulli@icloud.com](mailto:kmianulli@icloud.com) | |
| Constable | Tim Hunt | Home  802-746-8586 |  |  |  | |
| County Sheriff David Fox | Rutland County- Barnard | 802-775-8002 |  |  |  | |
| Local Dispatch Center | Rutland District 10 | 802-773-9101 |  |  |  | |
|  |  |  |  |  |  | |
| **Local Public Works Contacts** |  |  |  |  |  | |
|  | | | | | | | George Deblon | Cell  802-342-2004 | Home  802-746-8527 |  |  |
| Road Commissioner | George Deblon | Cell  802-342-2004 | Home  802-746-8527 |  | [highway@pittsfieldvt.com](mailto:pittsfieldvthighway@gmail.com) | |
| Town Garage | George Deblon | Main  802-746-8406 |  |  |  | |
| Drinking Water Utility | N/A |  |  |  |  | |
| Wastewater Utility | N/A |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| **Municipal Government Contacts** |  |  |  |  |  | |
|  | | | | | | | N/A |  |  |  |  |
| Town/City Manager | N/A |  |  |  |  | |
| Select Board Chair | Ann Kuendig | Cell  781-545-9999 |  |  | [Ann.kuendig@icloud.com](mailto:Ann.kuendig@icloud.com) | |
| Select Board Alt | Joyce Stevens | Cell  802-345-6313 |  |  | [Jstevens6313@gmail.com](mailto:Jstevens6313@gmail.com) | |
| Select Board Alt | AJ Ruben | Home  802-746 8613 | Cell  802-522-8013 |  | [ajbecca@gmail.com](mailto:ajbecca@gmail.com) | |
| Town Clerk | Tricia Abbondelo | Cell  203-228-9938 | Home | Work  802-746-8170 | [townclerk@pittsfieldvt.com](mailto:townclerk@pittsfieldvt.com)  [tlabbe0150@gmail.com](mailto:tlabbe0150@gmail.com) | |
| Town Treasurer | Tricia Abbondelo | Cell  203-228-9938 | Home | Work  802-746-8170 | [townclerk@pittsfieldvt.com](mailto:townofpittsfieldvt@gmail.com)  [tlabbe0105@gmail.com](mailto:tfryer71@gmail.com) | |
| Town Health Officer |  | Cell | Home |  |  | |
| Forest Fire Warden | N/A |  |  |  |  | |
| Animal Control Officer | Doug Mianulli | Home  802-746-8514 |  |  | [kmianulli@icloud.com](mailto:kmianulli@icloud.com) | |
| School Contact #1 | N/A |  |  |  |  | |
| School Contact #2 | N/A |  |  |  |  | |
| School District Office | N/A |  |  |  |  | |
| Other |  |  |  |  |  | |
|  |  |  |  |  |  | |
| **Local Contacts** |  |  |  |  |  | |
|  | | | | | | |  | 800-660-9130 |  |  |  |
| VT211 |  | 211 | 802-652-4636 |  |  | |
| Electrical Utility | Green Mountain Power | Main  888-835-4672 |  |  |  | |
| Gas Utility | N/A |  |  |  |  | |
| Telecom Utility | Consolidated Communication | Main  844-968-7224 |  |  |  | |
| Mobile Telecom Utility | N/A |  |  |  |  | |
| Utility - other | EC Fiber | Main  802-763-2262 |  |  |  | |
| Primary Shelter Contact | Joyce Stevens | Cell  802-345-6313 |  |  | [Jstevens6313@gmail.com](mailto:Jstevens6313@gmail.com) | |
| Primary Shelter Alt Contact | Johanna Buker | Cell  802-746-9066 |  |  | [joey\_sunflower\_1977@yahoo.com](mailto:joey_sunflower_1977@yahoo.com) | |
|  |  |  |  |  |  | |
| Alt. Shelter Alt Contact | Coral Hawley | Home  802-746-8181 |  |  | [corallhawley@gmail.com](mailto:corallhawley@gmail.com) | |
| Senior Center Contact | N/A |  |  |  |  | |
| Health Center/Clinic | N/A |  |  |  |  | |
| Mental Health Services | N/A |  |  |  |  | |
| Home Health Services | N/A |  |  |  |  | |
| Nursing Home | N/A |  |  |  |  | |
| Nursing Home | N/A |  |  |  |  | |
| Child Care | N/A |  |  |  |  | |
| Child Care | N/A |  |  |  |  | |
| Child Care | N/A |  |  |  |  | |
| Private School | N/A |  |  |  |  | |
| Private School | N/A |  |  |  |  | |
| Mobile Home Park | N/A |  |  |  |  | |
| Mobile Home Park | N/A |  |  |  |  | |
| Local Community Service Org | N/A |  |  |  |  | |
| Local Community Service Org | N/A |  |  |  |  | |
| Snowmobile Club | Tweed Valley Travelers-Dot Williamson | 802-746-8189 Home |  |  | [info@tweedvalleytravelers.com](mailto:info@tweedvalleytravelers.com) | |
| Town Bank Contact | N/A |  |  |  |  | |
| 24 Hour Fuel | Greg Martin | Cell  802-770-2790 | Home  802-746-7944 | Work  802-746-8018 |  | |
| Predesignated Contractor | Mosher | Office  802-422-3146 | Cell  802-342-6675 |  | [mosherexcinc@comcast.net](mailto:mosherexcinc@comcast.net) | |
| Local Contractor | Mosher | Office  802-422-3146 | Cell  802-342-6675 |  | [mosherexcinc@comcast.net](mailto:mosherexcinc@comcast.net) | |
| Local Contractor | Dave Colton | Cell  802-342-1289 | Home  802-746-9943 | Work  802-746-8393 | [dmjcolton@hotmail.com](mailto:dmjcolton@hotmail.com) | |
| Local Building Supply | Goodro Lumber | Main  802-422-3469 |  |  |  | |
| Equipment Rental Center | Green Mountain Rutland | Main  802-775-0101 |  |  |  | |
| Local Food Vendor or Prep | VT Farms Catering | Main  802-770-4357 |  |  |  | |
| Local Food Vendor or Prep | Swiss Farm Market | Main  802-749--9939 |  |  |  | |
| Outdoor Club/Scout Troop | N/A |  |  |  |  | |
| High School Student Group | N/A |  |  |  |  | |
| Local College Resource | Vermont Technical College | Main  802-728-1000 |  |  |  | |
| Animal Shelter / Kennel | N/A |  |  |  |  | |
| Disaster Animal Rescue Team (DART) | Four Paws Rutland/Proctor | Main  802-855-8025 |  |  |  | |
|  |  |  |  |  |  | |
| Stockbridge/Killington **Adjacent Municipalities** |  |  |  |  |  | |
|  | | | | | | | Jim Shands |  |  |  |  |
| Town 1 EOC | Jim Shands | 802-746-8400 |  |  |  | |
| Town 1 Select Board Chair | Lee Ann Isaacson | 802-746-8110 |  |  |  | |
| Town 1 Clerk | Lori Scott | 802-746-8400 |  |  |  | |
| Town 2 EOC | Chief Chris LaHart | 802-855-5775 |  |  |  | |
| Town 2 Select Board Chair | Jim Haff | 802-422-3241 |  |  |  | |
| Town 2 Clerk | Lucrecia Windsor | 802-422-3241 |  |  |  | |
| **STATE/FEDERAL Partners** |  |  |  |  |  | |
| State Emergency Operations 800-347-0488  Center (SEOC) | | | | | | |  | 800-347-0488 |  |  |  |
| V-Trans District Tech | Ryan Darling | Main  802-793-4847 |  |  | [Ryan.darling@vermont.gov](mailto:Ryan.darling@vermont.gov) | |
| Vermont Dept of Health |  | Main  802-863-7200 |  |  |  | |
| State Haz-Mat |  | 800-641-5005 |  |  |  | |
| VT DPS Fire Safety Office |  | Main  802-786-5867 |  |  |  | |
| ANR River Engineer | Josh Carvajal | Cell  802-490-6163 |  |  | [Joshua.carvajal@vermont.gov](mailto:Joshua.carvajal@vermont.gov) | |
| ANR Floodplain Manager | John Broker-Campbell | Main  802-490-6196 |  |  | [John.broker-campbell@vermont.gov](mailto:John.broker-campbell@vermont.gov) | |
| ANR Dam Engineer | Ben Green | Main  802-622-4093 |  |  | [Benjamin.green@vermont.gov](mailto:Benjamin.green@vermont.gov) | |
| Regional Planning Commission  TRORC | Sydney Steinie | Main  802-457-3188 ex 3006 |  |  | [ssteinie@trorc.org](mailto:ssteinie@trorc.org) | |
| Railroad Contact | N/A |  |  |  |  | |
| U.S. Coast Guard | N/A |  |  |  |  | |
| U.S. Forest Service | Lisa Thornton | Main  802-777-7480 |  |  |  | |
| Other Agency | N/A |  |  |  |  | |
|  |  |  |  |  |  | |

**Enclosure 2 (Emergency Operations Center)**

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1. Concept. The Emergency Operations Center (EOC) is an organization that 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.

1.2. In some cases, typically during recovery or long-running, low threat incidents like pandemics or extended power outages, the EOC Director may be the Incident Commander for town-wide efforts. In that case, the EOC acts as the municipal Incident Command Post (ICP) and may direct tactical operations.

2. EOC Organizational Structure.

2.1. This is the preferred operating structure for Town of Pittsfield.

2.2. These are the functions of the positions within the preferred operating structure above. Depending on the specific emergency and staff available, positions and functions may be combined or subdivide

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|  |  |
| --- | --- |
| **Position** | **Job Description** |
| EOC Directors | To stand up and begin all EOC operations  To notify State of activation |
| Public Information Officer | Coordinates all messaging with Incident Commander(s)  Produces and posts public information and press releases  Monitors public media for useful information and to correct inaccurate reports |
| Administrator | Maintains operations logs  Supports incident commanders in documenting expenses for reimbursement |
| Volunteers | Support duties of EOC’s  Answer phone and radios |

3. Potential EOC Staff.

3.1. Town Employees / Officials.

* Ryan Thompson, Emergency Management Director
* Robert Giolito, Emergency Management Director
* Ann Kuendig, PIO
* Tricia Abbondelo, Administrator & Town Clerk/Treasurer

3.2. Volunteer Staff.

* Sarah Gallagher,

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4. Primary EOC Facility.

1. Title and E911 Address: Pittsfield Volunteer Fire & Rescue, 2918 VT Route 100, Pittsfield, VT 05762
2. Phone Number(s): 802-746-8137
3. Mobile service available / provider:
4. EOC risk factors: limitedspace/operational Fire House
5. Facility Contact: Greg Martin 802-770-2790 & Dave Colton 802-342-1289 (EOC Directors & all firefighters have access through keypad)
6. Access: Key Pad, all Fire Personnel have access
7. Internet
8. Available Equipment:
   * *Base & Portable radios*
   * *Computer*
   * *Direct Hard Line to the State*
9. Equipment needed –N/A
10. Backup power / instructions: *generator*

11.Layout

5. Alternate EOC Facility.

1. Title and E911 Address: Pittsfield Town Office, 40 Village Green, Pittsfield, VT 05762
2. Phone Number(s): 802-746-8170
3. Mobile service available / provider: EC Fiber
4. EOC risk factors: limited space/working town office T-Th 9am-5pm
5. Facility Contact: Town Clerk/Treasurer, Tricia Abbondelo 203-228-9938/802-746-8170
6. Access: Through Town Clerk/Emergency Operations Center Directors or Select Board Chair
7. Internet: *Roger Clark Memorial Library Guest*
8. Available Equipment:
   * *Generator provides heat/lights*
   * *Computer*
   * *Laptop*
   * *First Aid*
   * *AED*
   * *Copier*

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* *Mapping & all Town records*

1. Equipment needed:
2. Layout

6. Alternate EOC Facility

1. Title and E911 Address: Pittsfield Town Hall, 56 Village Green, Pittsfield, VT 05762
2. Phone Number: 802-756-8170
3. Mobile Service Available/provider:
4. EOC Risk Factors: no landline phone, computers or copier machine
5. Facility Contact: Town Clerk/Treasurer, Trish Abbondelo 203-228-9938/802-746-8170
6. Access: Through Town Clerk or Emergency Operations Center Directors or Select Board Chair
7. Internet: Roger Clark Memorial Library Guest
8. Available Equipment:
   1. Generator provides full building light/heat/cooling
   2. Kitchen
   3. Refrigerator

**Enclosure 3 (Resources)**

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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
* RACES Communications Emergency Service

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**. *When requesting resources through the SEOC, the SEOC will ask if local resources have been exhausted; if so, the SEOC will help find sources from which the municipality can buy or contract for supplies or the SEOC may coordinate supplies and other resources for the municipality if the timing and cost is acceptable.*

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2. Emergency Purchasing.

2.1. Authority. EOC Directors

Town Treasurer-uses credit card or writes checks

2.2. Processes. The EOC’s are able to authorize up to $3,000.00 for each individual incident during EOC activation i.e. emergency road repairs, materials needed for repairs, equipment rentals, and emergency equipment repairs. Anything over that will need to be authorized by Select Board.

3. Businesses with Standing Municipal Contracts.

Name/Title - resources available - contact person

* Colton Excavating-Heavy machinery-David Colton 802-342-1289
* Mosher Excavating-Heavy Equipment-Craig Mosher 802-422-3146
* Markowski Excavating-Material & Heavy Equipment 802-483-6469
* Bryon Fryer Lawn Care & Landscaping LLC-Heavy Equipment

802-746-8626/203-509-0089

* Harvey’s Plumbing & Excavating LLC- Heavy Equipment 802-767-3241

4. Other Local Resources.

Name/Title - resources available - contact person

* Snowmobile Club – Dot Williamson 802-746-8189
* Swiss Farm Market- Joyce/Roger Stevens 802 746-9939
* Excavating Contractor – See above

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5. 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 |  |  |  |  |  |
| Mobile Communications Unit |  | 3 | **N/A** | **N/A** |  | Hydraulic Excavator, Compact |  |  |  |  |  |
| 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** |  |  | Trailer, Dump |  | **N/A** | **N/A** | **N/A** |  |
| Fire Engine (Pumper) |  | 1 |  |  |  | Trailer, Small Equipment |  |  | **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 |  |  |
| 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) |  |  |  | **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 |  |  |  |  |  |
| Aerial Lift - Truck Mounted |  |  |  |  |  | Wheel Loader, Large |  |  |  |  |  |
| Air Compressor |  |  |  |  |  | Wheel Loader, Medium |  |  |  |  |  |
| Concrete Cutter/Multi-Processor for Hydraulic Excavator |  |  |  |  |  | Wheel Loader, Small |  |  | 1 | **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** |  |  |  |  |  |  |  |

**Enclosure 4 (Public Information & Warning)**

**Town of Pittsfield Local Emergency Management Plan**

**May 1, 2023**

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 normally appoints a municipal PIO, though he or she may keep those responsibilities. Incident Commanders normally appoint an incident PIO or act as the PIO for their incidents. The municipal PIO may provide PIO support for one or more Incident Commanders, as requested. The Select Board representative at the EOC usually serves as the 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. The Emergency Operations Center Directors or a designee made by EOC Director such as an Assistant EOC staff or designated Select Board member is authorized 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/Facebook page/email list as soon as possible. The Town Clerk or anyone with access to the website may be asked to assist. The main town web site/Facebook page should only contain current, accurate information - the PIO will remove or archive old or erroneous information.

3.3. Press Releases. The PIO will publish press releases as required. In addition to posting them to the town website, if there are power or connectivity issues, the PIO will make paper copies to post or distribute at key locations around town.

**Town of Pittsfield, Local Emergency Management Plan**

**May 1, 2022**

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

3.5. Media Corrections. When possible, the PIO will correct inaccurate information in news and social media by ensuring the town web site has the correct information, and then as soon as possible notifying the inaccurate source (e.g. by posting a comment, calling, sending an e-mail, etc. along with a link to the town website).

4. Monitoring Public Information.

4.1. Public Media. The PIO will monitor regular news broadcasts from WCAX, WPTZ TV and WJJR radio, and will review the daily print issue and website for the

The Herald of Randolph and the Rutland Herald.

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:

* Front Porch Forum, Pittsfield, VT & Neighbors Community Bulletin Board

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 Ways 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.

**Enclosure 6 (Sheltering and Care)**

**Town of Pittsfield Local Emergency Management Plan**

**May 1, 2023**

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 EOC will determine whether vulnerable populations may be at risk, identify individual needs, and monitor their status until normal services are restored. In many cases support for vulnerable populations may be reason to open or continue an EOC, even after initial response operations have ended.

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 (or entire 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.

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 Department or 1st and/or 2nd Constable possibly assisted by volunteers) to go to residences to check on people.

**Town of Pittsfield, Local Emergency Management Plan**

**May 1, 2023**

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 - St Albans PD - Shelburne PD - Lamoille CO SO - Williston VPS - Westminster VSP) Public Safety Answering Point (PSAP)

* Ambulance / Rescue Squad –White River Valley Ambulance, contact-

Matt Parrish 774-277-1528, serves and transports people with short and long term medical problems

* Visiting Nurses Association – Contact-Hilary Davis 888-300-8853, provides home health and hospice services
* Utility Company – EC Fiber, contact- Elizabeth Warner 860-916-8712
* Green Mountain Power (GMP) contact-Caleb Hawley 802-353-0172

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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 Rutland High School 22 Stratton Rd, Rutland, VT 05701.

3. Daytime Shelters.

3.1. Pittsfield Town Hall

* Address: 56 Village Green
* Manager: Joyce Stevens
* Phone: 802-345-6313
* Staff Required: 2 to 3
* Capacity: 100
* Generator: yes
* Pets: no
* Notes: parking at town offices

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3.2 Pittsfield Town Office

* Address: 40 Village Green
* Facility Contact: Tricia Abbondello, Town Clerk
* Phone: 802-746-8170
* Shelter Manager: Sarah Gallagher
* Staff Required: 2 for 24 hours, Sarah Gallagher maintains volunteer roster
* Capacity: 40
* Generator: yes/heat & lights only
* Pets: yes, 4 cages available
* Services: Bathroom facilities
* Agreement Summary: N/A
* Notes:

4. Overnight Shelters.

4.1 Pittsfield Town Hall

* Address: 56 Village Green, Pittsfield, VT 05762
* Manager: Joyce Stevens
* Phone: 802-345-6313
* Staff Required: 2 to 3
* Capacity: 100
* Generator: yes heat/cooling & lights
* Pets: no
* Notes: parking at town offices

4.2 Pittsfield Volunteer Fire & Rescue

* Address: 2918 Route 100, Pittsfield, VT 05762
* Chief: Dave Colton
* Phone: 802-746-8137
* Staff Required: 2
* *Capacity: 30*
* Generator: yes
* *Pets: no*