

1. Overview.

1.1. Purpose. This is the Local Emergency Management Plan (LEMP) for Danville. It outlines how the town 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 town 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 maintain this plan.

- Glenn Herrin, Emergency Management Coordinator

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 Fire Chief, Road Foreman, Town Clerk, Emergency Management Director, and Selectboard Members are the primary information collectors and coordinate as required. Residents and transients may also call various offices with observations and reports about emergency situations; town staff and the Selectboard should forward those reports to the appropriate official.

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.

2.2. Incident Sizeup. As an incident develops, the EMD 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 EMD. The EMD, in turn, will keep the Selectboard Chair, the Road Foreman, and the Fire Chief informed as appropriate.

3. Town Emergency Operations Center (EOC) Activation.

3.1. General. The EOC should activate when there is an incident that requires significant coordination between responders, town officials, and/or residents. This plan routinely uses the term EOC, but in some cases the town EOC may also serve as the town Incident Command Post (ICP). See Enclosure 2 for facility, organization, and staffing details and specific incident annexes for action plans and town command and coordination relationships.

3.2. Decision to Activate. The selectboard chair makes the decision to activate the EOC and selects the EOC Director at that time. These are common reasons to open the EOC.

- Request from an Incident Commander / Road Foreman
- Weather forecast that may lead to widespread damage
- Prolonged power outage or other long-term town-wide issue

3.3. Location. The EOC Director selects the EOC location on activation. The following are established EOC locations.

- Primary: Town Office, 36 Route 2 West
- Alternate: Fire Station, 296 Peacham Rd
- Alternate: North Danville Community Center, 4215 Bruce Badger Mem Hwy

4. Emergency Operations. This plan provides the general operating framework for town Emergency Management for events that require some form of town 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 town ICP.

4.2. Maintain Situational Awareness. The EOC tracks events and response actions for town leaders.

4.2.1. Operations Log – log of all significant activities, decisions, and communications.

4.2.2. Request Tracker – list of all support or information requests and their status.

4.2.3. Damage Report - list of public infrastructure damage (including roads, bridges, and culverts as well as town owned water supply and waste water treatment plants, historic structures, public libraries, etc.) to facilitate funding requests during recovery.

4.2.4. Map – projected situation map (if available) in the EOC graphically showing incident details.

4.3. Coordinate Resource Requests. See Enclosure 3. As Incident Commanders identify resource needs, the EOC will record them, try to fulfill them locally, and if necessary request them through mutual aid or the State EOC. The EOC has no emergency purchasing power and must work through normal channels as required.

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 EOC monitors news reports and social media for information and requests from the public. In coordination with ICs, the EOC may create news updates and/or press releases to publish on the town web page 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 center in the town hall, school, or community center and during major emergencies residents may go to a regional shelter, as announced but typically in Barre.

4.7 Emergency School Support. In response to a major life-safety emergency at the Danville School, the Highway Department and other town staff may directly support the Incident Commander with personnel, equipment, and facilities, expending any needed resources and in any roles that do not endanger town personnel.

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 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

5.2. Demobilization Process.

- Notify selectboard, 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 Selectboard appoints a Recovery Officer as the Incident Commander for recovery. The EOC Director makes 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:

- 1 - Contact Information
- 2 - Emergency Operations Center (EOC)
- 3 - Resources
- 4 - Public Information and Warning
- 5 - Vulnerable Populations
- 6 - Sheltering and Care

Annexes:

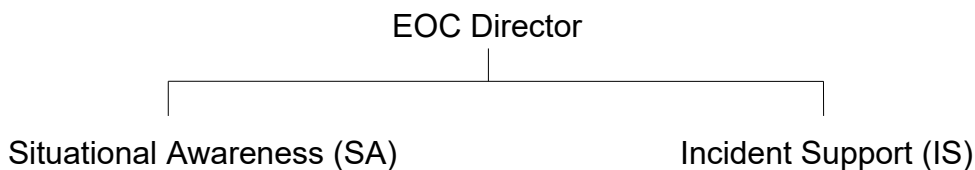
- A – Danville Map
- B – Pandemic Incident Synch Matrix
- C – Road Crew Support Checklist
- D – Shelter Checklist (to be updated in 2024)
- Z – *Supporting Documentation (None)*

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
<p>Contact information omitted for Internet version of LEMP</p> <p>Full version available at the Town Office</p>					

1. Concept. The Emergency Operations Center (EOC) is an organization that coordinates information, support, and response across the town for Incident Commanders and government officials. Its main functions are to maintain situational awareness for town leaders, coordinate resource and information requests, and provide public information.

2. EOC Organizational Structure.

2.1. This is the preferred operating structure (3 people).



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 subdivided.

Position	Job Description
EOC Director	<ul style="list-style-type: none"> - Supervise and direct all EOC activities coordinating town support and response - Coordinate all messaging with Incident Commander(s) - Produce and post public information and press releases
Situational Awareness (SA)	<ul style="list-style-type: none"> - Staff phones and radio - Update status board and map - Maintain operations log - Support incident commanders in documenting expenses for reimbursement - Monitor public media for useful information and to correct inaccurate reports
Incident Support (IS)	<ul style="list-style-type: none"> - Track and coordinate fulfillment of any Requests For Support (RFS) from Incident Commander(s) - Track and answer any Requests For Information (RFI) from Incident Commander(s) and town officials - Provide or coordinate resources for the EOC itself (e.g. coffee, food, sleeping areas, batteries, fuel for generator, ...)

3. Potential EOC Staff.

- Eric Bach, Selectboard – any position
- Michelle Leclerc, Clerk/Treasurer – any position
- Audrey DeProspero, Selectboard Assistant - SA or IS
- Sharon Daniell, Assistant Town Clerk - SA or IS
- Diane Banister, Assistant Town Clerk - SA
- Kim Prior - SA or IS
- Laural Ruggles - SA or Public Information Officer (PIO)
- Ken Linsley, Volunteer – any position
- Kim Prior, Volunteer - SA or IS
- Keith Gadapee, Road Foreman – any position (usually not available)
- Troy Cochran, Fire Chief - any position (usually not available)
- Glenn Herrin, EMC – any position (usually not available)

4. Primary EOC Facility.

1. Title and E911 Address: Town Office, 36 Route 2 West, Danville VT
2. Phone Number(s): 802-684-3352 (public), 802-684-2535 (responders)
3. Mobile service available / provider: Verizon + AT&T good
4. EOC risk factors: on Route 2
5. Facility Contact: Town Clerk
6. Access: keys and entrance instructions predistributed through Town Clerk or Selectboard Assistant
7. Internet: Consolidated Communications DSL, always on – Town Clerk has SSID and password
8. Available Equipment:
 - Base Radio
 - Projector / Portable Screen
 - Copy Machine
9. Equipment needed (and where it is / who has it):
 - EOC Staff bring radios and mobile phones if necessary
 - EOC Staff bring laptops as available
10. Backup power / instructions: none on site, Town Garage and Fire Department have generators if needed

5. Alternate EOC Facility.

1. Title and E911 Address: Fire Station, 296 Peacham Rd, Danville, VT
2. Phone Number(s): 802-684-2264
3. Mobile service available / provider: Verizon + AT&T good
4. EOC risk factors: no significant risks
5. Facility Contact: Fire Chief
6. Access: all firefighters have access
7. Internet: provider/type, check with fire department
8. Available Equipment:
 - Base radio
9. Equipment needed (and where it is / who has it):
 - Projector and screen from Town Office
 - EOC Staff bring radios and mobile phones if necessary
 - EOC Staff bring laptops as available
10. Backup power / instructions: generator available

6. Alternate EOC Facility.

1. Title and E911 Address: North Danville Community Center, 4215 Bruce Badger Memorial Highway, Danville, VT
2. Phone Number(s): 802-424-1403
3. Mobile service available / provider: AT&T good, Verizon unknown
4. EOC risk factors: no significant risks (possible isolation by overflowing brooks)
5. Facility Contact: Lee Beattie, 802-473-2046
6. Access: facility contact, town clerk, and librarians have keys
7. Internet: Spectrum high-speed, wifi available (library has SSID and password)
8. Available Equipment:
 - Copy Machine
9. Equipment needed (and where it is / who has it):
 - Projector and screen from Town Office (or neighbor)
 - EOC Staff bring radios and mobile phones if necessary
 - Library has 2 computers, bring laptops as available
10. Backup power / instructions: none on site, Beatties and Town Garage have generator if needed

7. The Danville School (see Encl 6) could also serve as an excellent alternate EOC facility, especially for collocating shelter / staging area / coordination operations.

1. Concept. The Emergency Operations Center (EOC) can coordinate resource support for Incident Commander(s). The town should **use town 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 town:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police and Special Teams
- Swiftwater Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

1.2. State support the town will normally have to pay for eventually:

- 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 and Processes. Danville does not establish special purchasing processes for emergencies. Purchases must follow standard procedures.

2.2. Purchase Card Holders. The following people have town purchase cards, with a total credit limit of approximately \$11,500.

- Michelle Leclerc
- Keith Gadapee
- Sharon Daniell

3. Businesses with Standing Town Contracts.

- Gingue Construction – sand
- Kingdom Gravel & Aggregate – sand, gravel
- CN Brown Energy – fuel oil
- Dead River Company – propane
- Calkins Excavating – truck fuel
- Matthews Excavating – excavating equipment

4. Other Local Resources.

- Danville Health Center – doctors, nurses
- Danville Animal Hospital – veterinarian
- Northeast Kingdom Wheelers – volunteers and ATVs – Chris Hill, president
- Danville S-ski-mos – volunteers and snowmobiles – Alan and Sandy Towle
- Marty's First Stop – food/supplies
- Hastings Store – food/supplies
- Point Comfort Cottages - lodging, small boats
- Larrabee's Building Supply – lumber, hardware

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	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	1
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	1	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	1
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)			1			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	5
Aerial Apparatus, Fire						Truck, Plow	N/A	N/A	N/A	N/A	5
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					1
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)				2		Water Pump, Water Distribution					
Fire Boat						Water Pump, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck			1	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		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		Wood Chipper	N/A	N/A	N/A	N/A	1
Generator (THD + FD)	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	2						

* Information about the NIMS Typed resources can be found at: <https://rttt.preptoolkit.org> Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

1. Concept. During a major emergency, the Emergency Operations Center (EOC) and Incident Command Post(s) (ICP) 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. The EOC Director normally acts as the town PIO. Incident Commanders normally appoint an incident PIO or act as the PIO for their incidents. The town PIO may provide PIO support for one or more Incident Commanders, as requested. If there is more than one PIO, **each PIO must only release information within his or her area of responsibility.**

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. Send a notification message and target area through the State Emergency Operations Center or Watch Officer at **800-347-0488**.

3.2. Current Information. The EOC (Situational Awareness) will post all official town emergency news to the town web site as soon as possible. The main town web site should only contain current, accurate information - the EOC will remove or archive old or erroneous information.

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

- Town Office
- Marty's First Stop
- Hastings Store
- North Danville Community Center

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

3.5. Media Corrections. When possible, the EOC (Situational Awareness) 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 with the correct info).

4. Monitoring Public Information.

4.1. Public Media. The EOC (Situational Awareness) will monitor regular news broadcasts from WCAX TV and will review the daily print issue and website for the Caledonian Record.

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

- Danville Fire Department Facebook, <https://www.facebook.com/danvillefire/>
- Danville School Facebook, <https://www.facebook.com/danvilleschoolvt/>
- North Danville Community Club Facebook, <https://www.facebook.com/ndcommunityclub>
- Front Porch Forum, St. Johnsbury area

5. Vermont 2-1-1. To coordinate for Vermont 2-1-1 to give out information during a local or regional emergency, dial 211 directly and give them 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 calling (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.

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.

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 may 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, friends, and neighbors) 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. The EOC may call, send teams, or request other support (e.g. the state police) to check on people.

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 or has transitioned to support from another appropriate service organization.

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 the supporting Public Safety Answering Point (Williston PSAP)
- Area Agency on Aging for Northeastern Vermont – coordinates support and services for the elderly
- Danville Health Center – serves residents with medical problems
- Northern Counties Health Care - provides home health and hospice services
- Danville Senior Action Center / Meals on Wheels – serves and delivers food to elderly residents
- The Open Door – thrift shop and food shelf
- CALEX - serves and transports people with short and long term medical problems

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, the EOC will:

- 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 shelters will usually be in Barre or Hartford.

3. Daytime Centers. Danville has no overnight shelters and no pre-coordinated centers or staff. The EOC may coordinate opening and staff with the manager as required.

3.1. Town Hall.

- Address: 36 Route 2 West, Danville, VT
- Manager: Town Clerk, Michelle Leclerc
- Phone: 802-684-3352
- Staff Required: 2
- Capacity: 100 (not validated)
- Generator: as coordinated with road crew
- Notes: meeting room or upstairs in Town Hall; no pet, shower, or food service facilities; town copier, printers, phones, Internet and wifi

3.2. Danville School.

- Address: 148 Peacham Rd, Danville, VT
- Manager: Principal, Sarah Welch or Natalie Conway
- Phone: 802-684-2292
- Staff Required: 2
- Capacity: 100 (not validated)
- Generator: yes, ~ 5 days of fuel

- Notes: cafeteria primary, with gym available, no formal pet facilities; copiers and printers, multiple phones, fiber Internet and wifi throughout

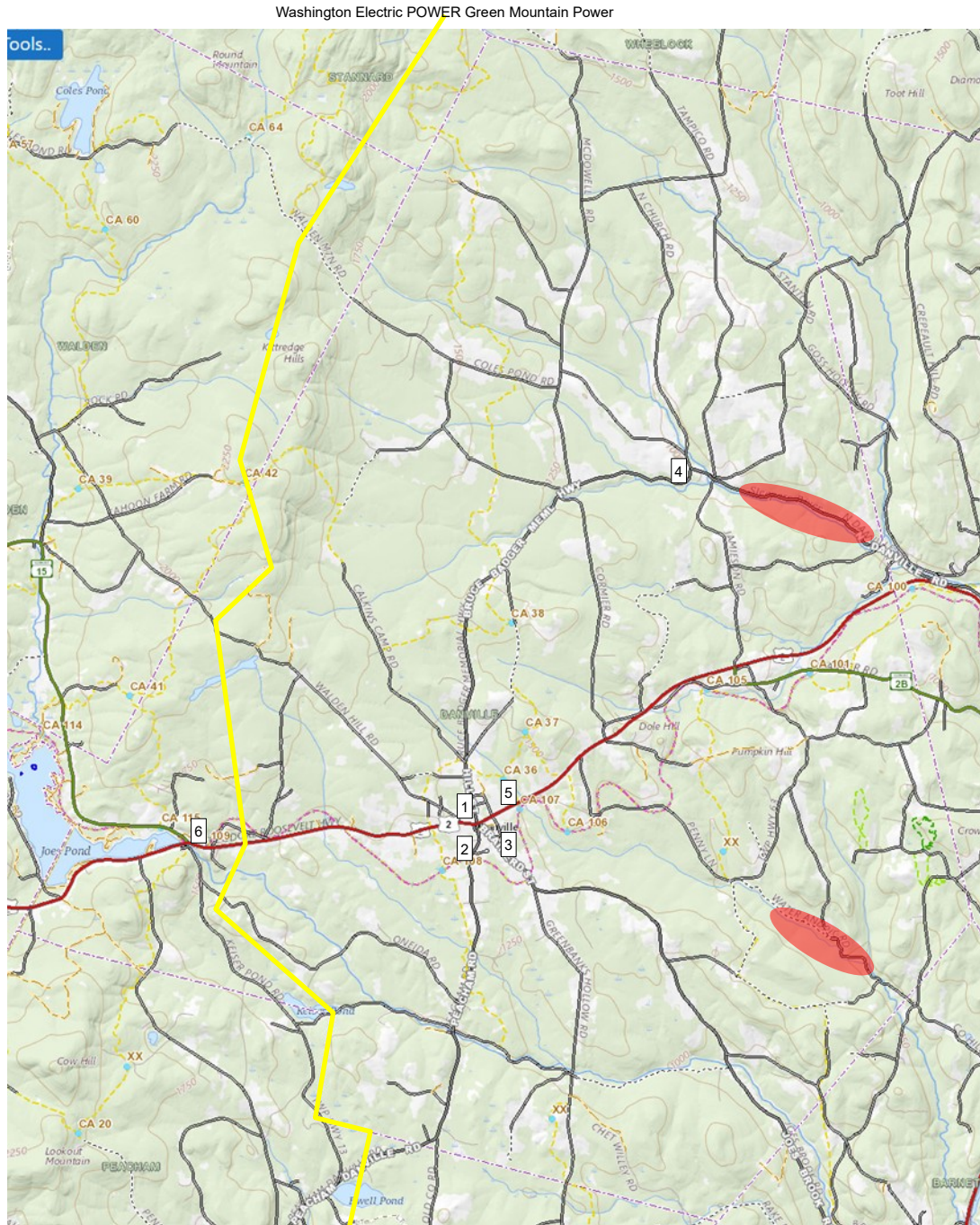
3.3. North Danville Community Center.

- Address: 4215 Bruce Badger Memorial Highway, Danville, VT
- Manager: Lee Beattie
- Phone: 802-473-2046
- Staff Required: 2-4
- Capacity: 100 (not validated)
- Generator: as coordinated with road crew or Beatties
- Notes: gym primary with several other areas including library; Internet/wifi; no formal pet facilities

3.4. CALEX Building.

- Address: 379 Brainerd St, Danville, VT
- Manager: Michael Wright, EMS Chief
- Phone: 802-684-9600
- Staff Required: 2
- Capacity: N/A
- Generator: yes, automatic standby
- Notes: base radios; possible ARC shelter with cots and meals, could be used for vulnerable populations to isolate them from other shelters

Danville Map



Washington Electric POWER Green Mountain Power

- 1 – Town Office
- 2 – Fire Department
- 3 – CALEX Ambulance
- 4 – North Danville Community Center
- 5 – Marty's First Stop
- 6 – Hasting's Store

Areas with frequent washouts

	Early Precautions	Regional Outbreak	Major Local Outbreak	Outbreak Recovery
Situation	Infectious disease may begin arriving in the area	There are more than X cases of disease within 20-30 miles	There are more than X cases of infectious disease in Danville	Most people have recovered from infectious disease in Danville
Incident Commander	Selectboard Chair	Selectboard Appointee	Selectboard Appointee	Selectboard Appointee
EOC/ICP	Town Clerk refers questions to VDH, Selectboard, or EMD	*EOC in Town Office with limited hours? Build At-Risk List *Request VT-Alert message with information and asking At-Risk population to self-identify Answer public questions, update Town website daily	EOC in Town Office (hours as required) Check on residents on At-Risk List as needed Answer public questions, update Town website daily Request VT-Alert message to send out info about town activities	*EOC in Town Office with limited hours? Answer public questions, update Town website daily *Close EOC when less than X families affected?
Town Business	Normal operations Ask people to observe good hygiene at meeting	Continue normal meetings, increase spacing for public Consider delaying public deadlines (dog registration, tax payments)	Delay non-essential meetings Hold meetings by teleconference with one body member at public location and increased spacing for public	Continue normal meetings Encourage public to keep spacing
Town Office	Normal operations Increased cleaning/sanitizing frequency	Practice social distancing Increased cleaning/sanitizing frequency Identify essential ongoing responsibilities Plan for additional customer service staff	*Limit hours if practical (delay non-essential tasks)? Practice social distancing Increased cleaning/sanitizing frequency	Practice social distancing Increased cleaning/sanitizing frequency
Highway Department	Normal operations	Practice social distancing Plan for additional support if staff fall ill	Practice social distancing Plan for additional support if staff fall ill Identify long-term projects that may be at risk if staff is not available (e.g. paving)	Normal operations
Fire Department	Respond to accidents/fires Identify and report potential resource needs	Respond to accidents/fires Follow VDH Responder guidance Plan for extended mutual aid if responders fall ill	Respond to accidents/fires Follow VDH Responder guidance Plan for extended mutual aid if responders fall ill	Respond to accidents/fires Follow VDH Responder guidance
Recycle Center	Normal operations Post information about disease	*Enforce social distancing (e.g. 3 people at a time)?	Enforce social distancing (e.g. 3 people at a time) *Extend hours (so less people are there at the same time) or close for duration?	*Enforce social distancing (e.g. 3 people at a time)?
Volunteers		*IC recruit Volunteer Coordinator? Solicit volunteers for checking on residents, potential supply delivery	Check on At-Risk residents as needed	Check on At-Risk residents every 2 days Remove residents from At-Risk List when their situation stabilizes
School	Take precautions per VDH and AOE	Take precautions per VDH and AOE *Close for several weeks? *Distribute school meals for those in need?	Take precautions per VDH and AOE *Close for several weeks? *Distribute school meals for those in need?	Take precautions per VDH and AOE School reopens
Residents	Follow VDH hygiene guidance Call doctor if disease is suspected Keep more essential, non-perishable supplies on-hand	Follow VDH hygiene guidance Practice social distancing where possible Call doctor if disease is suspected Enroll in At-Risk List if appropriate Stock up on (don't hoard!) food, water, medicine, fuel	Follow VDH hygiene guidance Practice social distancing where possible Self-isolate if sick Call 911 if medical condition worsens Call 211 or EOC if in need of other assistance Enroll in At-Risk List if appropriate	Follow VDH hygiene guidance Practice social distancing where possible Self-isolate if sick Call 911 if medical condition worsens Call 211 or EOC if in need of other assistance
Farmers		Plan for assistance if farm staff fall ill	Plan for assistance if farm staff fall ill	
	* Asterisk marks items for decision	AOE - Agency of Education EOC - Emergency Operations Center	IC - Incident Commander ICP - Incident Command Post	VDH - Vermont Department of Health

Checklist for Providing Road Crew Support

This checklist is intended to set up processes for the town to support the road crew after a major storm by collecting damage reports and sharing it with the Road Foreman and, if necessary, coordinating additional support.

Day Before Storm (if forecast)

- Road Foreman (Incident Commander) and Selectboard Chair discuss potential need to activate Emergency Operations Center (EOC)
- If warranted, Selectboard Chair identifies and coordinates with potential EOC Director and determines EOC location (Town Office or Garage)
- If warranted, potential EOC Director and road crew conduct radio check
- If warranted, EOC Director plans to preposition in or near EOC before storm hits

During and Immediately After Storm

- If conditions are unsafe, road crew shelters in Town Garage until worst of storm passes
 - Collect damage reports if possible
 - Make preliminary plans for surveying and repairing roads
- When conditions allow, road crew begins to clear debris and repair any damaged road segments
- If there is significant, widespread, damage Road Foreman:
 - Calls EOC Director and requests support if already coordinated, or
 - Calls Selectboard Chair to request EOC support if it has not already been coordinated; Selectboard chair identifies EOC Director and location

EOC Activation

- EOC Director opens EOC at Town Office or Garage
- EOC Director tracks damage reports and relays them to Road Foreman:
 - Keep activity log of damage reports and other events
 - Answer phone calls and check social media sites
 - Warn callers to treat all downed wires as live
 - Try to capture type of damage or blockage and location in relation to nearby intersection
 - Pass on reports to Road Foreman by mobile phone or radio
- Road Foreman leads road crew in repairing damage - road crew should document damage with pictures where possible; priorities will generally be:
 - Support to emergency responders as required
 - Opening routes for utility workers to restore services
 - Opening routes for parts of town that have been isolated
 - Opening all roads that are blocked or unsafe

- As needed, EOC Director coordinates additional support requirements at the Road Foreman's direction:
 - Coordinating repairs and potential mutual aid with surrounding towns and the Agency of Transportation
 - Contacting contractors for services and/or materials
 - Requesting volunteer support from volunteer contact lists
 - Requesting personnel support from Fire Department
 - Arranging for food for road crew and other responders
- As needed, EOC Director passes on incident status to Selectboard Chair and State EOC (usually through Regional Planning Commission, RPC)

Demobilization and Recovery

- Road Foreman advises EOC Director to demobilize when confident all problems are identified and any extra support coordinated
- EOC Director passes on activity log to Road Foreman for documenting potential state or federal reimbursement
- EOC Director notifies Selectboard Chair that EOC is no longer operational
- Road crew continues operations under normal procedures
- Road Foreman and Selectboard Chair discuss damage, costs, and potential reimbursement through state and federal sources
- If needed, Selectboard Chair appoints a Recovery Officer to manage reimbursement process

Checklist for Warming / Cooling Centers

This checklist sets up processes for the Town to open, operate, and close warming or cooling centers as needed. Centers are flexible, limited-hour locations intended for people to drop in, get warm/cool, find information, charge devices, use Internet or phones, and then return home or move on. They require minimal staffing and support.

*Note: Overnight **shelters** are multi-day operations intended to provide sleeping quarters, hygiene facilities, and other human services requiring significant trained staff and a fire inspection before opening. The Town does not have plans or local resources for operating a shelter.*

Incident Commander (IC) is used throughout as the Incident Command System (ICS) supervisor for the **Center Manager (CM)**. Depending on the situation, the IC may be the IC for an ongoing event, the Emergency Operations Center (EOC) Director, or the Selectboard Chair. The IC may also serve as CM and as Center staff.

Opening Decision (ideally several days prior)

- IC discusses requirement for a warming / cooling center with other town leaders
 - Are existing or forecast conditions bad enough that residents or transients are likely to need a center?
 - Are state and other area support options likely to be insufficient?
 - Are there resources available (staff, facilities, funding)?
 - Should a Center be only-if-needed, on-call, or planned (including now)?
- IC identifies a CM and determines Center location(s) [see LEMP Enclosure 6, Sheltering and Care]
 - CALEX building is best for small, only-if-needed Center
 - Town Office and/or North Danville Community Center are best for planned Centers to support up to 100 people
 - Danville School is best if there is a major ongoing incident and school is available / not in session
- CM develops and coordinates Center opening plan
 - Contact facility manager to arrange building access and identify supply needs
 - Plan for any purchasing support through IC (food, cleaning supplies)
 - Identify and brief volunteer staff (organize shifts as needed, goal should be 1 shift lead + 1 volunteer / 40 clients, minimum 2 staff)
 - Request Medical Reserve Corps support if desired (through VDH)
 - Determine whether to publicize Center
 - No if only-if-needed, yes if on-call or planned)
 - Make or arrange announcements as appropriate (social media, Front Porch Forum, town website, town bulletin boards)

Center Activation

- IC or CM determine Town should open a Center (whether at a planned time, including immediately after identifying the need, on-call, or if-needed)
- If not a planned opening, CM notifies staff and facility manager to open Center as coordinated
- CM arranges for facility to get sufficient copies of any needed forms
- Center staff opens facility
 - Take control from the facility manager as coordinated (ideally, CM conducts walkthrough with facility manager, taking pictures or video of any existing damage)
 - Determine handling for and set up trash and recycling
 - Identify bathroom facilities and cleaning supplies
 - Identify smoking area, client parking area(s), and any access issues
 - Move furniture and other items as needed to make space welcoming, comfortable, and safe for clients and staff
 - Post rules and other relevant situational information
 - Open doors to clients
- CM notifies IC of opening
- If opening was not already publicized, CM makes or arranges for announcements as appropriate
- CM notifies State Emergency Operations Center of opening (800-347-0488)

Center Operations

- Center Staff welcome clients
 - Welcome clients and record date/time of arrival (anonymously, number of adults and children only)
 - Ask if clients have any immediate needs
 - If appropriate, check clients for hot-weather / cold-weather injuries
 - Ensure clients are parked safely and appropriately
 - Point out facility layout
 - Ask clients to sign Guest Agreement Form (clients age 18 and over must sign, but forms will be destroyed if there are no issues)
- Center Staff support clients
 - Monitor Center for clients' safety at all times
 - Provide information on the current local and statewide situation
 - Provide information on Vermont 211 for human service needs
 - Answer questions and coordinate support for clients where possible
 - Record when clients leave (anonymously)
 - Clean spaces and remove trash/recycling periodically as needed
- As needed, Center Staff call 911 for law enforcement or medical support
- As needed, Center Staff contact CM for supply or other support
- As required, CM reports status periodically
 - Report any issues or support requirements to IC
 - Track and report number of current clients and total served
- As needed, CM manages shift change
 - Verify show time and transportation for incoming staff
 - Have outgoing staff share status, facility information, and lessons-learned with incoming staff
 - Identify any support issues for incoming staff
 - Release outgoing staff to return home or to other duties and verify that all demobilize safely

Center Demobilization and Recovery

- In consultation with IC, CM decides to close Center when there are no more current or expected clients
- Center staff closes facility
 - Close doors and post sign marking Center as closed, directing visitors to dial 911 for emergencies or 211 for any sheltering or human service needs
 - Restore any furniture or other items to their pre-opening state
 - Review Center operations and record any lessons-learned
 - Clean all areas the Center staff and clients used
 - Destroy all Guest Agreement Forms (unless needed to address potential legal issue)
 - Dispose of trash and recycling as the facility manager directs
 - Return control to the facility manager as coordinated (ideally, CM conducts walkthrough with facility manager)
- CM releases Center Staff to return home or to other duties and verifies that all demobilize safely
- CM notifies State Emergency Operations Center of closing (800-347-0488)
- CM notifies IC of closing
 - Report any issues from Center operations
 - Provide any expense information
 - Provide lessons-learned to improve this plan

Guest Agreement Form

All guests age 18 and over must sign; forms will be destroyed on Center closure

Center Rules

- **Respect everyone**
- Quiet time from 10:00pm to 8:00am unless otherwise posted
- No abusive or belligerent behavior toward staff or other guests
- People under the influence of alcohol or drugs are not allowed in the Center
- No alcohol or drugs
- No stealing or destruction of property
- No weapons
- No sexual activity
- Dress appropriately at all times
- Keep your personal items, valuables, etc. with you at all times - the Center will not be held responsible for any missing or lost items
- Please use mobile phones in designated areas when making calls
- Please charge your electronic devices in designated areas
- Adults must accompany their children at all times
- Smoke breaks are available only at designated areas outside of the Center
- If you have any problems or concerns, find a staff volunteer to help solve it
- Keep any area(s) you and your family members occupy, bathrooms, and common areas clean and tidy
- Keep pets in designated areas at all times
- Check out with a staff member when you leave - take all your belongings!

The goal of the Center is to create a space that is physically and emotionally safe for all, regardless of race, ethnicity, religion, gender, or sexual orientation. This agreement makes the Center a better and safer place for everyone. If any of the above agreements are broken, you will be removed from the Center. The Town reserves the right to remove anyone that is not abiding by these rules from the premises.

I agree to abide by all of the rules above.

Signature: _____

Name (Print): _____

Date: _____