

Town of Middlebury
Emergency Management Plan
May 2025

CONTENTS

Annual Plan Adoption	2
P1 Plan Adoption - Required Elements	4
Proclamation	5
P3 Emergency Authority to Act.....	7
1.0 Emergency Management Plan Overview	9
2.0 Plan Activation.....	9
3.0 Basic Emergency Management Plan – Scope, Authority, Situation	10
4.0 Plan Execution	13
5.0 Communications	19
6.0 Increased Readiness or Pre-Disaster Phase	20
7.0 Emergency Phase.....	20
8.0 Pre-Planning	22
9.0 Training.....	22
10.0 Resources	22
11.0 Recovery Phase.....	22
12.0 After Action Review	22
13.0 Recovery	23
14.0 Common Emergency Response Tasks	23
15.0 Sample NIMS/ICS Organization Chart	24
E1. Emergency Response & Support Contact List	25
E2. Emergency Management	28
E3. National Incident Management System NIMS.....	32
E4. Public Information, Outreach, Advisories and Warnings	42
E5. MPD EOC Activation Checklist.....	43
Annex A1.0 – Implementation/Preparedness Planning.....	45
<i>Annex A1.1 - Destructive or Catastrophic Winter Storms, Blizzards, Excessive Cold</i>	46
<i>Annex A1.2 - Flood and Flash Flood</i>	49
<i>Annex A1.3 - Transportation Incidents</i>	51

<i>Annex A1.5 - Structural Fire and Explosion – Technological</i>	53
<i>Annex A1.7 - National Emergency – Attack on the United States</i>	54
<i>Annex A1.9 - Town of MiddleburyRadiological Protection Annex</i>	56
<i>Annex A1.10 - Hazardous Materials – Technological Hazards</i>	66
<i>Annex A1.11 - Pandemics, Epidemics and Widespread Health Hazards</i>	77
<i>Annex A1.12 - Amtrak Rail Incident</i>	79
Annex A2.0 - Local Response Agencies	82
<i>Annex A2.1 - Middlebury Fire Department</i>	82
<i>Annex A2.2 - Middlebury Police Department</i>	82
<i>Annex A2.3 - Middlebury Regional Emergency & Medical Services, Inc.</i>	88
<i>Annex A2.4 - Town Infrastructure Operations (DPW) as of FY '24</i>	89
<i>Annex A2.5 - Town Administration</i>	90
Annex A3.0 - Plan Support	91
<i>Annex A3.1 - Sheltering</i>	92
<i>Annex A3.2 - Child & Adult Care Facilities</i>	96
<i>Annex A3.3 - Marshalling and Staging Areas</i>	97
<i>Annex A3.4 - Emergency Re-routing and Road Closure Plan</i>	99
<i>Annex A3.5 - Sign Language Interpreters</i>	101
<i>Annex A3.6 - Commodity and Medical Points of Distribution</i>	102
<i>Annex A3.7 - Communication Plan</i>	103
<i>Annex A3.8 - Purchasing Policy</i>	106
<i>Annex A3.9 - Middlebury Maps</i>	109
<i>Annex A3.10 - Glossary of Definitions/Acronyms</i>	111
<i>Annex A3.11 - Plan Distribution</i>	114
Annex A4.0 Forms	116
<i>Reminder For: Middlebury Disaster Victims</i>	123

Annual Plan Adoption

Town of Middlebury
77 Main Street
Middlebury VT 05753

The Middlebury Emergency Management Plan (MEMP) must be (re)adopted annually, after town meeting day and submitted to Vermont Emergency Management by June 1.

At a warned public meeting (regular select board meeting), the municipality adopted the Middlebury Emergency Management Plan (MEMP) on the date shown at right.

At a warned public meeting (regular select board meeting), the municipality adopted the Middlebury Emergency Management Plan (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points of Contact (POCs) who should have authoritative local information are listed at right.

☐ Mark this block if a readopted plan has no changes since the previous year.

Municipality	Middlebury
MEMP Adoption Date	04/25/2024
NIMS Adoption Date	10/10/06
EMD Name	Jason Covey
Position	EMD
Primary Phone	802-388-3191
Alternate Phone	
Email	jcovey@middleburypolice.org
POC 2 Name	Mark Pruhenski
Position	Town Manager
Primary Phone	802-388-8100 x201
Alternate Phone	802-458-8000
Email	townmanager@townofmiddlebury.org
POC 3 Name	David Sophrin
Position	Assistant Town Manager
Primary Phone	802-388-8005
Alternate Phone	
Email	dsophrin@townofmiddlebury.org

I hereby certify that the MEMP meets Vermont National Incident Management System (NIMS) requirements and current MEMP Implementation Guidance as on page 2:

Signed: *Jason Covey*

Jason Covey

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS/IS-100 training.

I hereby certify that the MEMP meets Vermont National Incident Management System (NIMS) requirements and current MEMP Implementation Guidance as on page 2:

Signed: *Mark Pruhenski, Town Manager*

Mark Pruhenski, Town Manager

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS/IS-100 training.

Once completed, send adoption form (2 pages), and copy of Middlebury Emergency Management Plan to Vermont Emergency Management * A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A § 278.

P1 Plan Adoption - Required Elements

Check boxes below indicate plan has the required elements and, if not using a template, fill in the page numbers to report completion of required elements.

Municipal Adoption		
x	Municipal Adoption Form	
	Municipal Adoption of National Incident Management System (NIMS)	3
	Contact Information for Local Authorities During an Emergency	3
	Certification that MEMP meets Vermont NIMS/Implementation Guidance	3
	MEMP Adoption by Local Selectboard/Town Council (annual)	3
MEMP Required Elements		
x	Planners	
	List of People who wrote/maintain the MEMP	9
x	Municipal Emergency Operations Center (EOC)	
	Activation Authority	7
	EOC Staff Positions and Duties (minimum 1)	18, 25
	List of Potential EOC Staff Members (minimum 1)	25
	Facility Information for Potential EOC Locations (minimum 1)	13
x	Resources	
	Emergency Purchasing Agent and Spending Limits (if any)	118
	List of Municipal Contracts that can be used during an Emergency (if any)	X
	List of other Local Resources that could be used during an Emergency (if any)	33
	National Incident Management System (NIMS) Typed Resource List	32
x	Public Information and Warning	
	VT-Alert Contact Information	25
	Local Website/Social Media Information (if any)	42
	List of Local Media Outlets (if any)	38
	Public Notice Sites for Non-phone/Internet Information	42
	Vermont 2-1-1 Contact Information	25
x	Vulnerable Populations	
	List of Organizations/Facilities that Serve Local Vulnerable Populations	108
	Identification and Monitoring Process	X
x	Shelters	
	Spontaneous and Regional Shelter Information	104
	Opening Information for Local Shelters (if any)	105
	Service Information for Local Shelters (if any)	105
x	Contact Information	
	Emergency Management Personnel	26
	Response Organizations	27
	Municipal Officials/Public Works	101
	State, Region, and Adjacent Municipality Contacts	26

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional MEMP Annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management. See the VEM website for models, samples, and examples at: <https://vem.vermont.gov>

MIDDLEBURY EMERGENCY MANAGEMENT PLAN

Town of Middlebury, Vermont Proclamation

Designation of the National Incident Management System (NIMS) as the basis for all incident management in the Town of Middlebury.

WHEREAS, the President in Homeland Security Directive (HSPD) -5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, Local and Tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity;

WHEREAS, it is necessary and desirable that all Federal, State, Local and Tribal Governments and non-governmental agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management.

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, Local, and Tribal Organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidate action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the Town's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety and streamline incident management processes.

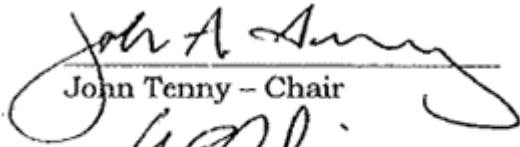
WHEREAS, the Incident Command System components of NIMS are already in integral part of the various incident management activities throughout the State of Vermont, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command system.

NOW, THEREFORE, We, the Board of Selectmen of the Town of Middlebury by the virtue of the authority vested in the Board of Town Charter and Laws of the State of Vermont, do hereby establish the National Incident Management System (NIMS) as the standard for incident management for all departments and emergency responders of the Town of Middlebury.

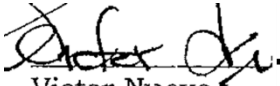
The Middlebury Board of Selectmen

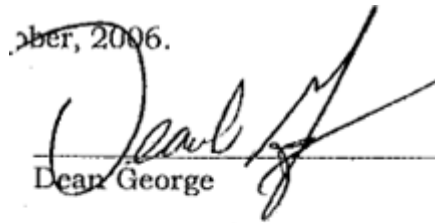
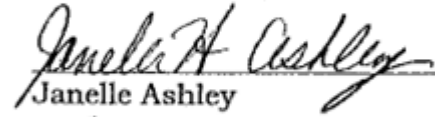
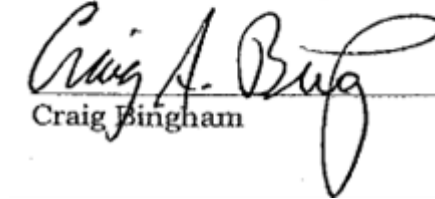
At Middlebury, Vermont, this 10th day, October 2006.


John Tenny - Chair

William Perkins

Don Keeler


Victor Nuovo

ber, 2006.

Dean George

Janelle Ashley

Craig Bingham

Adopted April 22, 2014

Town Administration

P3 Emergency Authority to Act

The Town recognizes that the possibility exists for the occurrence of disasters or emergencies of unprecedented size and destructiveness, resulting from enemy attack, sabotage, or other hostile action, or from fire, flood, storm, or other natural cause; or from radiological, hazardous chemical, or substance incident; or from catastrophic infrastructure failure; or any combination of these incidents.

The Town, therefore, must ensure the continuity of government operations to adequately deal with these disasters or emergencies to provide for the common defense and to protect the public peace, health, and safety and to preserve life and property.

P.3.1 - Authority to Act

1. Town Manager

The Town Manager or legal successor has the sole authority to:

Declare a local state of emergency and activate the Middlebury Emergency Management Plan or any section thereof;

Authorize emergency capital purchases and expenditure of funds;

Request the governor to find that a state of emergency exists and to therefore activate state and federal response.

2. Governor, State of Vermont

Title 20, Vermont Statutes Annotated, sections 9 and 11, grant the governor general and specific emergency powers in the event of an attack on the United States, a radiological or hazardous material incident, or a natural disaster.

Vermont Emergency Management acts with and on behalf of the governor in executing state response once the governor declares a state of emergency.

The town administrative response to a declared emergency or disaster is subordinate to the governor and Vermont Emergency Management.

P.3.2 – Precedence of Command – Emergency Interim Successors

1. Authority for establishing Emergency Interim Successors.

The authority for establishing Emergency Interim Successors is vested in the Town Manager per Town of Middlebury Charter, Chapter 7, Sections 704(A); 704(E); and 704(M). Title 20, Vermont Statutes Annotated, Section 186 requires the Town to designate emergency interim successors to appointed local officials and maintain the list on file with the Town Clerk.

For the purpose of this section, the term “unavailable” means either that a vacancy exists in the office and no interim successor has been formally appointed or that the lawful incumbent is absent and/or unable to exercise the powers and discharge the duties of the office.

2. Scope of Authority

The Emergency Interim Successor to the Town Manager has the authority to exercise the powers and to discharge the duties of the office during an emergency or disaster until a successor is appointed per charter or the incumbent is able to resume the exercise of powers and discharge the duties of the office.

3. Precedence of Command – Designation of Emergency Interim Successors.

When an emergency or disaster occurs and the Town Manager or the formally appointed “Acting Town Manager” is unavailable, the following list designates the precedence of command in determining the Emergency Interim Successor:

1. Town Manager
2. Assistant Town Manager
3. Director of Administration
4. Chief of Police
5. Public Works – Director of Operations
6. Public Works – Director of Planning

1.0 Emergency Management Plan Overview

1.1 Purpose

This is the Town of Middlebury Emergency Management Plan (MEMP). It outlines how the Town will coordinate support during a major incident/event. This is not a tactical plan for first response fire, ems, law enforcement or infrastructure issues. This document is a response framework for the management of multi-agency response to and recovery from emergencies, disasters, and major events. The enclosures and Annexes provide quick reference materials for specific tasks, incidents, and resources.

1.2 Planners

This plan is prepared and maintained by the Middlebury Emergency Management Director, as appointed annually by the Selectboard.

Current EMD: Jason Covey, Chief of Police

2.0 Plan Activation

2.1 Unplanned Hazards

Unplanned hazards, emergencies, incidents, and events are reported via on-sight or 3rd, party reporting, agencies notified via 9-1-1, and/or dispatch.

2.1.1 Anticipated Events

See Annex 1.1- 1.12 for planning guidelines for major events and incidents. In the absence of an event-specific plan, these guidelines contain operational instructions which are transferrable to most major incidents, along with individual agency plans.

2.1.2 Dispatch

Fire tone-out is through Middlebury PD dispatch; Police provide dispatch from police headquarters for all police services Monday through Saturday 6 am – 10 pm and at other times through DPS dispatch. In emergency events, the PD may open dispatch and pre-empt DPS dispatch. The FD opens up fireground dispatch at the fire station when activated.

2.1.3 Medical

Middlebury Regional EMS dispatch receives medical 9-1-1 calls direct, MREMS dispatch is monitored by police dispatch.

2.1.4 Notifications

Interagency notification is done primarily via radio or land line.

2.1.5 Forecasted Events

Forecasted events – gatherings for major civil disruptions, weather problems, flood watches, etc. allow the requisite incident commander to prepare Incident Action Plans. Interagency communication may be via email, land line, or in-person planning. See event Annexes for details.

3.0 Basic Emergency Management Plan – Scope, Authority, Situation

3.1 General

Emergency Management (Civil Defense) is authorized by Federal law under PL-920, The Civil Defense Act of 1950 (as amended) and by State law in Section 6, Title 20 VSA.

The Town Manager is the local government authority who can authorize expenditures of funds, execution of contracts, and deployment of resources, establishing priorities, interagency cooperation, mutual aid deployment, and delegation of authority. Field operations and activities related to the reduction of an emergency or hazard are vested in the Incident Commander or Unified Command as provided in this plan.

Individual agencies, in whole or part, may fall under the command of state, federal, or another agency in a broader, multi-jurisdictional emergency.

3.1.2 Purpose

To assign responsibilities and establish procedures to safeguard the public in the event of a natural, technological emergency or disaster through organizational, planning, and training activities designated to enhance community emergency response capability.

3.1.3 Objective

To preserve and protect life, property, and the environment in the event of emergencies or disasters, to provide for the prompt restoration of vital services, to ensure an orderly recovery from damages, and to fully utilize State and Federal resources when appropriate to help alleviate suffering and minimize losses.

3.2 Situation and Assumptions/Hazard Vulnerability Assessment

1. The Town of Middlebury has limited capacity to mitigate the effects of large-scale emergencies and disasters. Public and private resources from the Town of Middlebury will be used in the event of an emergency or disaster.

This application of local preparedness measures may not be sufficient in all situations.

2. The resident population is approximately 9,100.

3. Middlebury is served by five state highways (Route 23, Route 30, Route 125, Route 116, and Route 7), which make up approximately 20 miles of road. Another 60 miles of town highways and streets are maintained by the Department of Public Works.

4. Middlebury is home to over 40 facilities which have been required to report hazardous materials to authorities under right-to-know laws. In addition, it is likely that most farm operations and many households store lesser quantities of hazardous materials. The Middlebury Fire Department and VT Emergency Management are repositories of those notices, the “Tier II” lists.

5. Middlebury has one firm that stores dynamite, blasting caps, and related material.

6. Middlebury has a number of private, federally licensed firearms dealers with smaller inventories of arms and ammunition (primarily in private homes).

7. Past history and present conditions indicate a potential for damage from fire, flood, power failure, severe winter storms, high wind events, and tropical storms, fixed site, and in-transit (Including biological and radiological) hazardous material incident/accidents and earthquake.

8. Main Street in the downtown area (Route 30/125) crosses Otter Creek via a stone bridge constructed in 1888. The

Cross St Bridge, opened in 2010, can also carry heavy traffic across the creek. Both bridges are in close proximity to one another, and a catastrophic event downtown could close both bridges. The hospital and Middlebury College are on the west side of Otter Creek.

9. Middlebury is the site of a culturally and ethnically diverse student population, predominantly upper socio-economic class.

10. U.S. Route 7 is a major north-south highway connecting Southern New England and the New York Metropolitan area with Montreal and is used for hazardous and oversize north-south transports prohibited on the interstate highways.

11. The fire and rescue services are predominantly staffed by volunteers; the ability to fully activate during an emergency is dependent on many variables.

12. The Vermont Railway line is used for passenger and rail freight including hazardous materials, and is in proximity to the Otter Creek flood plain, industrial sites, high-density residential areas, public schools, and high traffic volume highways. The railway line crosses Otter Creek on an old iron bridge.

It bisects the downtown business area via a trestle that runs under Merchants Row and Main Street (Routes 125 and 30). Residential and commercial structures, as well as the Fire Station are within the "crash buffer" area of the tracks as defined by federal rail regulations. No crash berms exist. A derailment poses a crash/impact hazard to these and adjacent structures in addition to any hazardous materials threat. This proximity to congested areas and the Otter Creek (a federal waterway) also poses an environmental hazard as well as the potential for mass destruction and disruption to life and services.

13. Vermont State Airport is used primarily for general aviation and occasionally for National Guard Aviation and private jet aircraft. Middlebury is approximately 30 miles south of and occasionally in the flight path of aircraft using Burlington International Airport.

14. The Police Department is an emergency organization staffed 24 hours a day, with the capability to receive "watches," "warnings", and severe weather alerts from the NWS 24 hours a day. Police dispatch monitors weather conditions during times of potential and actual storms. The Police department receives intelligence warnings from state and federal sources on potential domestic unrest/terrorist activity.

3.2.2 Assumptions and Risks

The town is vulnerable to several types of hazards that could develop into emergencies or disasters.

1. Flooding is a natural hazard threat due to the low-lying nature of some areas bordering Otter Creek and Middlebury River. The Village of East Middlebury lies on an alluvial plain created by the Middlebury River and as such has the highest concentration of dwellings susceptible to flooding. While the Otter Creek also floods, its floodplain is limited to southern areas of town along Creek Road, low lying areas on Bakery Lane and proximate to the Pulp Mill Bridge.

Low-lying areas adjacent to the Middlebury River include bridges on Rte. 7, South Shard Villa, and Blake Roy Roads. Three Mile Bridge Road and the "Seeley" district are also exposed to flooding. The Muddy Branch crossing at Munger Street presents a hazard to a single home west of Munger Street built on a small island in the brook.

2. Aviation Accidents are possible due to the flight paths of commercial airliners headed to Burlington as well as those of military training runs. The Middlebury Airport sees frequent traffic due to tourist visits, flight school activity, VTANG, and general aviation use year-round. These activities present a particular hazard due to the lack of air traffic control at the airport and proximity to residential areas. Runways have no nighttime illumination.

3. Power Failures, especially during winter months, create an exposure and potential need for shelter.

4. Hazardous Materials are transported through the community, primarily to the industrial park and homes as well as along the major highways. The frequent petroleum tanker traffic on Route 7 is particularly vulnerable at Court Square and represents one of Middlebury's highest disaster potentials. Other heightened risk areas would include the Exchange Street Industrial Corridor and the Vermont Railway line as it passes through downtown Middlebury.

- a. A toxic release of a hazardous substance can occur at any time.
- b. Large-scale evacuations could be required.
- c. A large-scale release of toxic substance can cause widespread death, disfigurement, and illness. It can have a devastating effect on commerce and agriculture.

5. Winter Storms are frequent occurrences that can be accompanied by power failure, transportation accidents, extreme cold, highway closures and building collapses/structural failures. These can limit the mobility of emergency responders and interfere with basic response capability.

Storms can lead to the isolation of citizens and a need for evacuation to shelters. Heavy snowfall may also occlude propane/natural gas vents located just above ground level and under roof eaves, especially in the Battell Hill and Middlebury East condominium complexes.

In a heavy, prolonged winter storm, assets of DPW are insufficient for 24 X 7 maintenance; therefore, first responders may experience areas of inaccessibility, including ingress and egress from their own facilities due to snow/ice accumulation. Individual response agencies should prepare private road clearing contracts to ensure response capability at all times.

6. High Winds/Tornados accompanied by other severe weather can disrupt power and communications as well as pose a threat to residents from falling trees and residential damage. The Route 116 corridor between East Middlebury and Cobble Road is especially vulnerable to high winds and straight-line winds.

7. Other Natural Disasters can cause widespread property damage, damage/destroy the municipal infrastructure, and can have a devastating effect on commerce and community vitality. It can cause widespread injury, illness, and loss of life.

8. Civil Unrest – Demonstrations and Riots can result from controversial domestic public policy or political unrest or disagreement with the activities and practices of private individuals, groups, or businesses. This may require dilution of police resources and require supplemental assistance under mutual aid to protect repositories of weapons, explosives, and ammunition in addition to duties of response, control, and containment of a situation.

9. Active Shooter, Mass Casualty Incidents could occur at any time at any type of facility or venue. Reducing vulnerability requires facility and event managers to develop and promulgate plans to harden their facilities and to be able to reduce damage and casualties by effective action. Plans should be prepared to coordinate actions with first response agencies. A mass casualty event will also impact first responder capability when they or loved ones could be potential victims.

10. Hostile Actions, Terrorist Activity, or Sabotage could result due to domestic and international tensions and instability. This could include bombing, kidnapping, assassination, bioterrorism, poison gas, or other act of violence or war by an individual(s), domestic or foreign organizations or a foreign power.

This could include acts targeting specific individuals, government organization(s), and social service organizations, infrastructure, utilities, the public, or other targets. The effect on the community and surrounding area could be devastating, causing widespread death, panic, injury, fear, and unrest. This could result in the dilution of police resources to manage the event as well protect sources of weapons, ammunition, and explosives from theft.

11. Radiological Incidents Radioactive materials are used locally and are transported through the area. There is a significant inventory of nuclear weapons in the United States as well as a number of nuclear power plants within a 250 mile radius. In addition, there is a proliferation of nuclear technology among third-world nations and terrorist

organizations, the security of nuclear weapons and material in some countries is sufficient to render them inaccessible.

There are large inventories of weapons in other countries. There is a risk of accidental or intentional detonation of nuclear devices and the accidental or intentional contamination of the atmosphere with radioactive material.

12. An Emergency or Disaster in a neighboring community could adversely affect Middlebury at any time requiring deployment of town assets under mutual aid for sheltering displaced or relocated persons as well as assisting in operations.

13. Pandemic. A widespread pandemic could reduce the effective force of police, fire, EMS, health care and government operations.

14. Staffing vacancies due to turnover could impact the readiness of town departments, including emergency services, to respond to and contain emergencies or disasters. In a moderate to large scale emergency or disaster, the staffing, assets, and resources of the Town of Middlebury will not be sufficient to effectively carry out the mission as outlined in Section III of this plan.

3.3 Mission

The mission of the Middlebury Emergency Management is to prepare and implement an Emergency Operations Plan (EOP); to mitigate the effects of emergencies or disasters; to maximize the survival of people and the preservation of property and the environment; to restore and maintain public order and the continuity of government operations.

4.0 Plan Execution

4.1 Organization

The Emergency Management Organization in Middlebury is focused on the safety of the community as it relates to disaster preparedness, response, and recovery. It includes the Fire Chief, Emergency Management Director, Emergency Medical Services, Police Chief, DPW, and Town Manager.

The organizational model for managing emergencies and disasters and that which is adopted by the Town of Middlebury are the provisions of the National Incident Management System. This plan will be reviewed annually and updated as needed.

The Town Manager is responsible for ensuring the development of operational guidelines to carry out the assigned duties under this plan. The response agencies are responsible for their own procedures, i.e., fire, police, DPW, and emergency medical services action plans.

4.2 Emergency Operations Center and Shelters

The primary Emergency Operations Center (EOC) and emergency shelter is located at the Middlebury Police Department at One Lucius Shaw Lane, Middlebury. The alternate EOC is at Middlebury fire headquarters.

The EOC is a support and coordination structure for events that require multiagency response and coordination during prolonged events. It is generally not an incident command post, though in some non-location specific disasters and emergencies, it can be combined with incident command. It provides support for Incident Command – coordination, logistics, record keeping- allowing incident command to make tactical and strategic decisions in the field.

Capabilities: Uninterruptible power supply, on-site fuel storage, redundant radio systems with UHF and VHF frequencies; 2 position dispatch, 1 Emergency Operations Center planning and communications room, with dedicated phone and data circuits; facilities for emergency 24-hour lodging of staff. Sufficient off-street and on-site parking in a secure environment. The EOC is located proximate to, but not within the dispatch room.

The EOC will be opened at the direction of the town manager, fire chief, the emergency manager, or the police chief. An auxiliary communications/command post vehicle with generated power and redundant radio equipment is available for remote deployment or use as a back-up dispatch center in the event of catastrophic failure/loss of the building and redundant systems.

The EOC will be activated as provided for in this plan. The direction for emergency response is provided by implementing an Incident Command System that follows the National Incident Management System (NIMS).

Liaison will be established with the American Red Cross (See Emergency Notification List) whenever an evacuation may be necessary or when residents may be displaced or forced from their homes by an emergency situation. The primary evacuation shelter for the town is located at the Municipal Gym on Creek Road with minimal food preparation facilities, and space for overnight accommodation on site. Other evacuation/shelter facilities are available at the American Legion Post 27 on Wilson Road with full kitchen facilities and uninterruptable emergency power.

The Police Department community room may be used as a temporary evacuation holding area until a full shelter can be brought up, as can the lobbies of the Courtyard Marriott and Middlebury Inn.

The Police Department storage garage can shelter up to 20 people but can be re-arranged to accommodate up to 40 people. The site is heated, has a lavatory and fresh water. There is no food storage or food preparation facilities on-site. Shelter equipment (cots and blankets) must be provided by the Red Cross. The garage does not have emergency power.

4.3 Warning

The town will receive watches and warnings of potential natural disasters or national emergencies by radio or other devices through Vermont Alert or Emergency Alerting System (EAS). In addition, the Middlebury Police Department is linked by computer with the National Weather Service and receives all watches and warnings.

4.4 Public Alerting and Notification

Sirens and loudspeakers in police cruisers may be used for site specific alerts and notifications. Static and timely notification and updates may also be provided using town and Police Department Facebook® sites and the Vermont Alert system.

VT Alert may be activated through MPD dispatch at 388-3191, or through the VEM Watch Officer 800-347-0488, door-to-door notification may be used as well by emergency personnel.

Multi-Media

Middlebury Community Television and Comcast Cable systems may be used for broadcasting alerts and notifications.

The Town website at www.townofmiddlebury.org Town and Police Facebook sites.

Town e-mail messaging system and text messaging system

Front Porch Forum

Vermont Alert System

The Emergency Broadcast System, activated through Vermont Emergency management, may be used for wider area alerts and notifications.

Vermont 2-1-1 should be contacted and provided with information to relay critical information to the public along with updates and cancellations. This includes sheltering, road closures, routing, and any other critical information for public awareness.

4.5 Concept of Operations

4.5.1 General

The protection of the health and welfare of the residents of Middlebury is to be managed at the local level. Assistance from the State will be provided when requested, or in cases where a hazardous material emergency exceeds the capability of local response resources.

Emergency Operations should follow this basic concept:

- a. Respond safely, in an organized manner.
- b. Stabilize/contain the situation.
- c. Gain Control
- d. De-escalate – Reduce the Emergency/hazard
- e. Recover

4.5.2 Direction and Control

Purpose:

To provide for effective leadership, coordination, and unified on-scene command of emergency response forces in the event of a hazardous material emergency, or natural disaster.

Situation:

An emergency or disaster may require a broad range of on-scene response organizations including emergency services personnel from all levels of government; industry representatives; private contractors; and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in areas of release containment, emergency worker safety, public protective actions, and environmental protection.

It is recognized that response organizations are typically trained to operate within their agency command structure, but they are rarely called upon to perform their duties as part of a unified and integrated multi-organizational response, such as that required for a major hazardous materials emergency.

Therefore, this plan calls for implementation of a strong system of direction and control, where the Incident Commander can assign personnel and assets, irrespective of their agency or department affiliation, to fulfill the objectives of the Incident Action Plan.

Direction and Control begins with the initial local response, expanded as necessary as the emergency escalates to a larger, multi-jurisdictional response with the need for area control.

4.5.3 Participating Agencies Include

Police Department
Fire Department
Emergency Management Director
Town Manager
Emergency Medical Services
Health Officer
Public Works Department

Public Information Officer
Volunteer Groups
County Agencies
State Agencies (Vermont Emergency Management; VT State Police, VTRANS)
Federal Agencies (EPA, FEMA, FBI, ATF, etc.)
Facility Representative (as required)
Industry Teams and Specialists (as required)
Contractors (as needed)
American Red Cross
Local Schools and Colleges

4.6 Response Procedures

How an emergency will be managed is largely dependent on the initial response. This response must be organized, well-disciplined, and deliberate.

In every event there is always an incident commander, regardless of rank or status. The Incident Commander is the first official who receives information on an emergency disaster. That person, therefore, has a duty and obligation to act and initiate response and is the Incident Commander until relieved.

Once on-scene, unless asserted otherwise, the first responder becomes the incident commander until relieved.

4.6.1 First Responder/Initial Commander Duties

- a. Arrive safely, fully scanning and assessing the event for scope and hazards.
- b. Assess the level of aid needed and safety needs. Request aid as needed.
- c. Direct and coordinate follow-up responders.
- d. Render Aid

4.6.2 Follow-Up Responders

It is important that follow-up response is coordinated and organized. Unless there are exigent circumstances which makes this impractical, follow-up responders should always report to the command post/incident commander prior to entering the area and receive directions on how to enter, where to go, any assignments and obtain any precautionary or safety advisories.

4.6.3 Accountability

In order to maintain safety and for the Incident Commander to keep an inventory of personnel and capability resources on-scene, an accountability system must be used. This may be as simple as a check-in/check-out log or an electronic accountability system. This should include date/time in, name, position, and agency; purpose; any special training/capabilities; available equipment; date and time out of the scene.

This system must be established by the Incident Commander as soon as is feasible.

All responders are required to “check-in” and “check-out” with the incident commander or at the command post once established.

4.7 Command

4.7.1 Command Structure Follows the National Incident Management System

(See the organizational chart in this section). The command structure is scalable to the size of the event and response. All positions/tasks/sections will be assigned. In a small-scale incident, one person may be assigned more than one of these positions/sections/tasks.

4.7.2 Command Post

The Incident Commander will establish or cause to be established an operations/field command post. The location will consider safety and proximity to the incident as well as an area to stage responders.

The Command Post can be a combined EOC and incident command post for smaller scale events, or a field command post with an officer-in-charge (OIC) while the supporting EOC is located in another venue. In a wide scale multi-scene event, there could be several field command posts for managing and reducing the event.

The structure for the command system is scalable. In a wide-scale event, there may be a state EOC, local EOC and several field command posts, each with an officer-in-charge.

The Command Post will control all personnel, personnel accountability, tasks, duties, equipment, and security in its area of operations, under the auspices of the officer-in-charge or Incident Commander.

Unified Command

Unified Command addresses the need to ensure direction and control for prosecuting complex, multi- incident emergencies or disasters that cannot be adequately managed by a single response agency. Unified Command allows all agencies with jurisdictional authority or functional responsibility for an incident to jointly provide management direction to the incident. In Unified command, no agency's legal authority will be compromised or neglected. Unified Command will develop and implement an Incident Action Plan (IAP), consisting of:

- a. Developing a common set of incident objectives
- b. Developing a common set of response strategies
- c. Ensuring joint planning and application of tactical activities
- d. Ensuring integrated planning and application of operational requirements; including emergency protective measures, containment, safety, and security
- e. Maximizing use of available resources
- f. Triaging and organizing resource deployment
- g. Organizing personnel support
- h. Post event recovery
- i. Organize Command and General Staff Determine deployment priorities, consistent with the mission of this EOP.
- j. Maintaining unity of command
- k. Establish operational periods.

4.7.3 Incident Command

As response to an emergency/disaster develops, the Incident Command may change. At all times this change in command should be seamless with the relieving Incident Commander fully briefed on the status of the event and the response before there is a change in command.

4.7.4 Command Structure – Local Limited Emergencies

Limited emergencies are events that are limited in nature to one type of event or related events on a small, isolated scale - a HAZMAT event, a fire, a transportation accident, etc. They generally require a primary responding agency type (i.e. - the Fire Service) and sometimes supporting elements.

For local emergencies, following initial response, the Incident Commander may be determined by the provisions for Annex 1 of this plan.

The Incident Commander's Duties are the same as those specified under Unified Command in the prior section. In addition, the Incident Commander's Duties include:

Assess the emergency level – 1, 2, or 3

Establish the Command Post and Command Post Operations Assign radio frequencies.

Manage the response under the NIMS organization Coordinate responders.
Develop Incident Objectives and the IAP.

Many of these duties may be assigned to subordinates under the auspices of the Incident Commander.

a. Change in Type of Event – Change in Incident Command

During the management of an incident, the situation may stabilize or come under control and the nature of the event may change, necessitating a transfer in Incident Command from prosecuting an incident to recovery operations.

Many limited emergencies can be managed with a Field Command Post and do not require a fixed EOC for support.

4.7.5 Command Structure – Complex Emergencies

These events occur when there is a wide-scale emergency or disaster that creates a number of varying types of localized emergencies, which may include fire, flood, displaced persons, missing persons, infrastructure failure, and mass casualties.

Unified Command is required in complex emergencies to coordinate and triage deployment of personnel, equipment, and resources.

4.7.6 Interagency Relationships – Under Declaration of Local Emergency

Incident Command will have full access to all resources deployed to the event, irrespective of the agency these assets (personnel and equipment) come from. Once committed to the event, these assets come under the purview of the Incident Command for control and deployment as necessary to reduce the hazard(s) and pursue recovery.

Agency heads will serve to recommend and guide deployment of these assets based on personnel capability, skills, availability, tangible assets on capability and relevance to the task. The Incident Action Plan will establish priorities and it is the responsibility of the individual departments to contribute to the broad accomplishment of the mission, rather than individual tasks.

In the prosecution of an emergency or disaster, there can be no separate (though linked) autonomous agencies, but one unified Emergency Operations Team, with singular control of all assets.

4.7.7 Reassignment and Deployment of Personnel and Resources

On implementation of the Emergency Operations Center, Incident Command will assess the need for staff to fill the command and general staff and support functions in addition to operations.

Supplemental staff will be drawn from existing Town departments as the need requires. Incident Command will request department heads assign staff to the EOC. In the absence of the Town Manager or Department heads, Incident Command may requisition and assign staff as the need requires, considering the need for continued town operations on a priority basis. This could result in the temporary closure of some offices and operations to fulfill the requirements of reducing the emergency and managing operations. Incident Command may requisition town equipment and assets needed for managing the event. These are to be assigned at the disposal of Incident Command.

Personnel and equipment are assigned and deployed as needed under Incident Command until released otherwise. Incident Command will also consider the limitations on requisition of personnel from other departments/agencies that must be staffed for on-going other emergency service needs. In any case, other department heads will provide support to the incident command in so far as possible.

As other assets are brought within the scope of the EOC, they may be assigned and deployed as needed without respect to individual agency or organizational lines. It is critical that accountability is maintained, and that capabilities, skills, and

experience of staff are considered when making assignments.

5.0 Communications

5.1 The Communication Plan is found in Annex A3.7 of this plan.

General guidelines for all communications are as follows:

- a. Use Plain English language
- b. No radio codes
- c. No acronyms
- d. No slang or colloquial language
- e. Refer to frequencies by name, rather than channel number.

5.1.1 Communication with the public – Public Information Officer

During an emergency or disaster, a well-informed public is the best defense against panic, rumors, misinformation and turmoil, all of which can complicate the reduction of an Emergency or disaster.

Release of information should be from a single source, the Public Information Officer (PIO). The Public Information Officer should strive to schedule regular intervals for the release of information and to clarify any misconceptions or misinformation.

Incident Command should be available for controlled information release periodically throughout the event, in concert with the Public Information Officer.

Information should be released at regular intervals over live or instant mass media available to the general public and media outlets.

The Public Information Officer is responsible for liaison for public outreach and information to the community, other organizations, and the media outlets.

5.1.2 Information Outflow

A single point of contact should be established for the outflow of information. The JIS should include PIOs, or representatives of the different entities involved to ensure a consistent, unified, and accurate outflow of information to the media and the general public.

When established, the JIC should be the sole source of official information emanating from Incident Command. The JIC should be the single point of contact for the media for official information. The lead PIO as designated by Incident Command will liaise directly with Incident Command.

6.0 Increased Readiness or Pre-Disaster Phase

This phase is that period of time from receipt of initial notification of a potential emergency to the onset of the emergency.

1. Upon receipt of a "Watch", "Warning," "Alert" or other indication an emergency or disaster may occur, the official receiving the information will notify their agency head and the Emergency Manager.
2. The EMD, upon notification, will call together such personnel and agencies the EMD deems necessary for the purpose of briefing and reviewing the situation.
3. All equipment and supplies shall be examined for operational readiness. All equipment will be brought up to a full state of readiness. All relevant personnel shall be notified and either activated or placed on stand-by.
4. The EMD shall determine the record forms required for documenting the operation.
5. The EOC will be activated if deemed necessary by the EMD.
6. Appropriate public alerts/warnings/notifications will be transmitted.
7. Confirmation of the availability of resources identified in this plan will be made.

7.0 Emergency Phase

This phase is the period of time during which an actual emergency is occurring.

7.1 Declaring a Response Level

The Incident Commander should declare a Response Level. If necessary, the responding State agency may declare a Response Level for the purpose of activating and coordinating the state response. In all cases, the responding state agency should coordinate with the EOC in declaring a Response Level.

7.2 Criteria

The Incident Commander will recognize a Response Level based upon the following criteria:

7.2.1 Level 1 – Limited Emergency Condition

Incidents that can be controlled by the primary first response agencies of local jurisdiction. Single jurisdiction and limited agency involvement.

- a. Does not require evacuation, except for the structure or affected facility.
- b. Confined geographic area.
- c. Any threat to life or property is limited to the immediate area of the incident (such as structure fire, vehicle accident, or crime).
- d. Mutual aid may be required in some instances of a level 1 condition.

Response

- a. Responding local agency(s) designate Incident Commander
- b. Field Command Post established, Incident Command System Implemented.
- c. Incident Commander is able to manage the event without supporting, remote EOC.
- d. Incident Commander ensures the appropriate local emergency organization (s) is notified.
- e. Incident Commander evaluates the need for supplemental resources.
- f. Reduction of the hazard

7.2.2 Level 2 – Emergency Conditions

- a. Potential threat to life, health, or property
- b. Expanded geographic scope
- c. Limited evacuation of nearby residents or facilities
- d. Involvement of two, three, or more jurisdictions

- e. Limited participation or mutual aid from agencies that do not routinely respond to emergencies in the area.
- f. Specialist or technical team is called to the scene.
- g. Combined emergency operations such as firefighting and evacuation, or containment.
- h. Emergency medical care
- or**
- i. Deteriorating situation-requiring mobilization of additional resources to establish control or de-escalate.
- j. Threat of riot or violent demonstration
- k. Potential threat to life, health, or property
- l. Potential interruption of public services, utilities, or infrastructure

Response

- a. Establish Incident Command
- b. Field Command Post established, Incident Command System Implemented
- c. Incident Command establishes the IAP.
- d. Incident Command evaluates the need to declare higher or lower Response Level
- e. The EOC should be activated for operational support.
- f. Town Manager notified and briefed.
- g. On recommendation of Incident Command, Town Manager evaluates the need to declare a local state of emergency under Title 20, V SA, and Section 9 & 10 Incident Command determines the need for activation of the Emergency Operations Center (EOC)
- h. Emergency Management Director notifies the State Emergency Management Office (if relevant to the incident)
- i. Continue evaluation of incident and adjust, as necessary.

7.2.3 Level 3 Full Emergency Condition

- a. Serious hazard or severe threat to life, health, and property
- b. Large geographic impact
- c. Broad evacuation required
- d. Multi-jurisdictional involvement
- e. State and Federal Involvement
- f. Specialists and technical teams deployed
- g. Extensive resource management and allocation
- h. Multiple events requiring multiple emergency operations
- i. Protracted operational period or periods
- or**
- j. Terrorist act or act of violence causing casualties
- k. Major transportation incident involving multiple emergencies and potential casualties
- l. Riot or demonstration creating the likelihood of mass arrests, and serious injuries or death, and/or damage to property and/or interruption of public services and infrastructure.

Response

NOTE: If the incident begins at this level, response activities must include all functions designated at the previous level.

- a. The Town Manager declares a local emergency and requests the Governor to declare a State of Emergency under Title 20, VSA, Section 9 (if relevant).
- b. Emergency Management Director activates the Emergency Operations Center.
- c. Full Emergency Condition response level 3 could be of the magnitude that requires resources from state and federal agencies.
- d. Vermont Emergency Management (VEM) coordinates the application of the state's resources in an emergency.

8.0 Pre-Planning

Mutual aid agreements with appropriate emergency response organizations in neighboring communities should be executed.

9.0 Training

To ensure efficient operations, emergency response organizations should engage in exercises not less than annually.

Basic training for all emergency responders should include training in the National Incident Management System in addition to skills in their disciplines.

Community volunteers and staff from other departments should receive training in the National Incident Management System as well as any other specialties they may be assigned.

Training for all people involved in emergency response will include familiarization with the Town of Middlebury Emergency Operations Plan.

10.0 Resources

A full list of resources is available in Enclosure E.3 of the Emergency Management Plan and in the individual plans of each participating agency.

11.0 Recovery Phase

During and following an emergency or disaster, the Emergency Management Director or other person appointed by the Town Manager will work with State and Federal personnel to expedite the delivery of disaster assistance.

- a. Photograph and document all damage and losses.
- b. Obtain GPS coordinates for all damage, including trees, objects, infrastructure, and structures.

12.0 After Action Review

Purpose: To improve the Town's ability to accomplish the emergency management mission.

After each emergency/disaster operation, the Emergency Operations Team will meet and review and critique the operation. A representative from Vermont Emergency Management and from Federal Emergency Management (FEMA) should be present if they are involved.

The review will include:

- a. An assessment of the state of readiness of the Town Emergency Management Organization.
- b. An assessment of the implementation of the Emergency Operations Plan.
- c. An assessment of each phase of the operation for readiness, command, cooperation, and execution.
- d. An assessment of the resources available and deployment of the resources.
- e. Recommendations for improving the preparedness, emergency plan, resources, and operations.

The after-action review report will be forwarded to the Town Manager and the Emergency Management Director.

13.0 Recovery Responsibilities

13.1 In an emergency or disaster, the Town will not have resources to absorb the entire cost of preparation, response, management, or recovery.

13.2 The Incident Commander is responsible for ensuring adequate records are maintained during the execution of this plan. Records will include all activities, expenditures, use of equipment and personnel.

13.3 The Town will designate a person (s) to file claims, post-incident, for recovery of expenses incurred during the operation.

14.0 Common Emergency Response Tasks

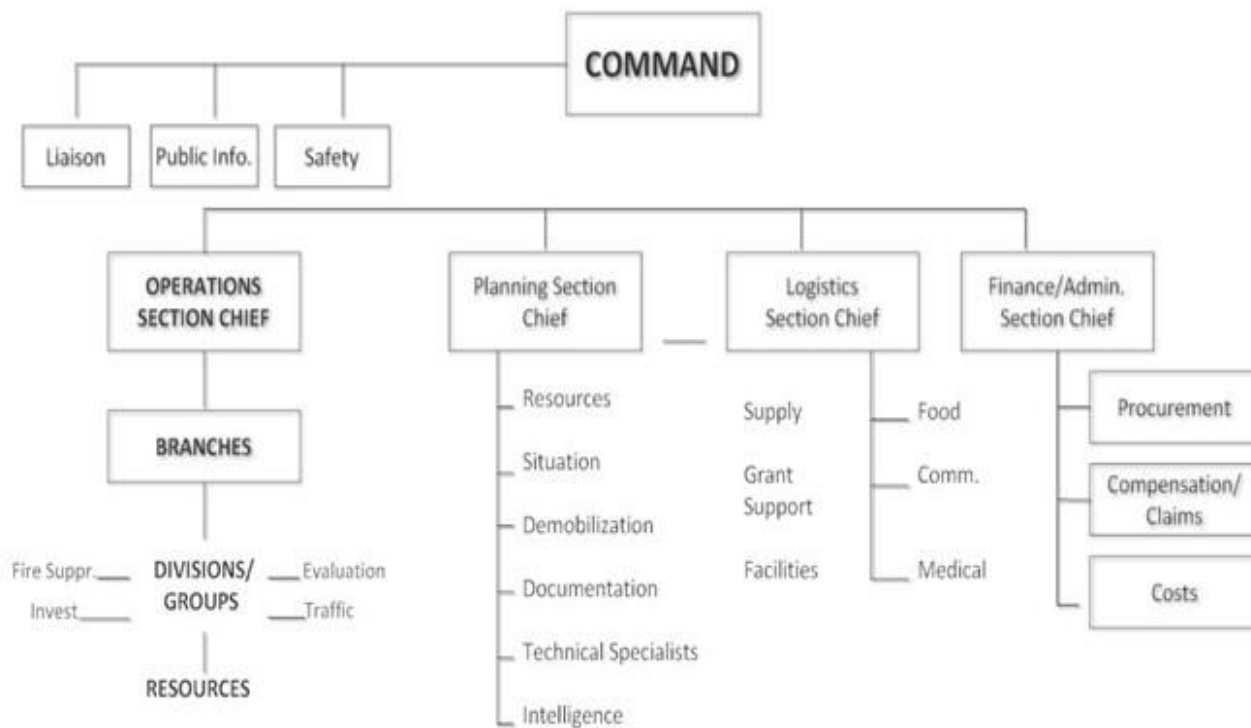
ALL DEPARTMENTS have the common tasks as follows:

- Maintain current personnel notification/recall rosters.
- Designate and establish a work/control/dispatch center to manage resources and personnel and maintain contact with the Emergency Operations Center (E.O.C.) during emergency situations.
- Designate a representative to the E.O.C. as part of the EOC team to support incident command for logistics, planning, and finance.
- Report damage observations, other emergency information, and department status to the E.O.C. during emergency operations.
- Maintain staff familiarity with the provisions of the EOP.
- Protecting records is essential for continuing government functions.
- Assist in providing necessary logistical support for continuity of operations, including interim scheduling and subsistence for all involved.
- Coordinate mutual aid as applicable.
- Support cleanup and recovery operations during disaster events.
- Maintain an inventory list of resources and equipment appropriate for use in different types of emergencies and disasters.
- Develop procedures for the protection and continuity of operations of critical facilities and essential personnel and equipment during an emergency or disaster.

15.0 Sample NIMS/ICS Organization Chart

Typical Emergency Operations Organizational Chart and Agency Relationships

The National Incident Management System organizational chart is established without consideration of any particular agency. The system may be as simple as a single agency with staff assigned multiple tasks or a multi-agency multi-jurisdictional Unified Command operation. Middlebury Emergency Management is a conglomeration of response agencies pooling resources for use as needed and directed by incident command. The Incident Commander/Unified Command may adjust this organization as needed and assign and deploy resources as needed to fulfill the Incident Action Plan.



E1. Emergency Response & Support Contact List

For resources not listed below, call VT 2-1-1 – 802-652-4636 or 2-1-1

For non-local emergency agencies – Call VEM 800-347-0488

Many numbers listed below are for information purposes.

VEM will manage notifications relieving local EOC/Dispatch/Incident Commander.

EOC Staff

The Emergency Manager or Designee -to be determined at incident preplanning or as assigned based on available personnel.

EOC staff, if any, may be requisitioned from the office of the Town Manager based on availability as well as the availability of any volunteers.

In so far as possible positions for recording, finance, logistics, public information, communications, planning and support will be staffed individually or collectively by available personnel.

Emergency Response & Support Contact List

<u>Title</u>	<u>Name</u>	<u>Primary</u>	<u>Alternative</u>	<u>Email</u>
<u>Local Emergency Management Team</u>				
EMD	Jason Covey	802-388-3191		jcovey@middleburypolice.org
EM Coordinator (EMC)				
Public Information Officer				
EOC Volunteer	Beth Dow			bdow@townofmiddleburypolice.org
<u>Local Response Organization Contacts</u>				
Fire Chief	David Shaw	802-989-3456	802-388-3652	dshaw@ciui.net
Assistant/Deputy Fire Chief	Myron Selleck		802-388-3277	
EMS Chief	Kate Rothwell		802-388-3286	
Chief of Police	Jason Covey	802-388-3191	802-989-6167	jcovey@middleburypolice.org
State Police	Tom Mozzer	802-388-4919		tom.mozzer@vermont.gov
County Sheriff	Michael Elmore	802-388-2981		micheal.elmore@vermont.gov
<u>Local Public Works Contacts</u>				
DPW Crew Leader	Matt Cram	802-388-4045		mcram@townofmiddlebury.org
DPW Director	David DiBiase	802-388-4045		ddibiase@townofmiddlebury.org
Town Garage	Patti Kirby	802-388-4045		pkirby@townofmiddlebury.org
Water Department Chief	John Trombley	802-388-4045		jtrombley@townofmiddlebury.org
Wastewater Utility	Jeremy Rathbun	802-388-4045		jrathbun@townofmiddlebury.org
Town Manager	Mark Pruhenski	802-458-8000		mpruhenski@townofmiddlebury.org
Selectboard Chair	Brian Carpenter	802-388-4967		brian11.carpenter@gmail.com
Selectboard Vice-Chair	Andy Hooper	802-229-1237		ahooper.vt@gmail.com
Town Clerk	Karin Mott	802-388-8100 x211		kmott@townofmiddlebury.org
Town Treasurer	Beth Dow	802-458-8002		bdow@townofmiddlebury.org
Finance Director	Nicholas Gill	802-458-8003		ngill@townofmiddlebury.org
Town Health Officer	Tom Scanlon	802-388-8100 x209		tscanlon@townofmiddlebury.org
Forest Fire Warden	David Shaw	802-989-3456		dshaw@townofmidbury.org
Animal Control Officer	Barry Forbes	802-349-3408	802-388-2959	

ACSD Superintendent	Wendy Baker	802-382-1274	
MUHS Principal	Caitlin Steele	802-388-1500	
MUMS Principal	Michaela Wisell	802-382-1202	mwisell@acsdvt.org
Mary Hogan Principal	Jen Kravitz	802-388-4421	
Bridge School (Head of School)	Jen Grilly	802-349-1661	
PAHCC	Nicole MacTavish	802-382-1012 (direct)	nmactavis@pahcc.org

Local Contacts

Red Cross – Vt. Chapter		800 RED CROSS	800-733-2767	
VT 211		211	802-652-4636	
Disaster Animal Rescue Team (VDART)		802-368-2790		https://vermontdart.org (DART)
Gas Utility – VT Gas		802-863-4511		
Telecom Utility – Consolidated		844-968-7221		
Cable Comcast		800-391-3000		
Railroad – VT. Railway		888-265-2735		
Primary Shelter Contact		802-388-8100 x216		
Primary Shelter Alt Contact	Jason Covey	802-388-3191	802-989-6167	
Alt. Shelter-American Leg Post 27	Tom Scanlon	802-388-8100 x209	802-989-0846	tscanlon@townofmiddlebury.org
Mental Health Services CSAC		802-388-6751	802-388-7641	
Nursing Home – Helen Porter		802-388-4001		
Porter Hospital -Dir. Of Support Services	Brian Olsen	802-388-8855		
<u>Childcare – See Annex A3.2</u>				

Ambulance

Brandon Rescue	9-1-1	802-247-6828	
Bristol Rescue	9-1-1	802-453-2401	
Bristol Rescue Garage	9-1-1	802-453-2401	
Lamoille Ambulance	9-1-1	800-639-2082	
Middlebury Regional Emergency Medical MREMS	9-1-1	802-388-2611	(E-Dispatch)
MREMS Business Line	9-1-1	802-388-3286	
Vergennes Area Rescue Squad	9-1-1	802-877-3191	
Vergennes Area Rescue Garage	9-1-1	802-877-3686	

Business Contact Information

Most Middlebury businesses and organizations file a business sheet with the police department. The list contains after hours contact and emergency information for each organization. This list is maintained at the Middlebury Police Department dispatch office.

Middlebury Fire Department maintains access to Knox Boxes located at most businesses and other facilities in Middlebury. MFD can access the Knox Boxes and obtain emergency contact information.

Chemical Biological Radioactive Nuclear Explosive (CBRNE)

For emergencies call VEM duty officer line 800-347-0488 Hazmat – 800-641-5005
VEM will contact state/federal response agencies

Bureau of Explosives	202-639-2100	www.aar.org/boe/
Chemtrec	800-424-8200	703-527-3887 www.chemtrec.com
Chem-Tel	800-255-3924	www.chemelinc.com
Dupont Chemical	302-774-7500	www.dupont.com
U.S. Nuclear Regulatory Commission	800-368-5642	301-415-7000
(VEM) Vermont Emergency Management	802-241-5556	802-347-0488 https://vem.vermont.gov/training/exercise
VSP – EOD – Explosive Ordinance Disposal (through VSP Dispatch)	802-388-4919	
VT. ANG Civil Response Team (Activate through VEM)	802-241-3888	

Daycare – The list is found in Annex A3.2 of this plan.

E2. Emergency Management Contacts

Police Chief Jason Covey	802-388-3191
(FEMA) Federal Emergency Mgmt. Agency (Call VEM)	617-223-9540
(FEMA) Regional Response Team (Call VEM)	617-565-3424
VT. Emergency Management (VEM)	800-347-0488

<u>Fire Departments</u>	<u>Dispatch</u>	<u>Tone-Out Number</u>	<u>Contact Number</u>	<u>Station Number</u>
Addison Fire Department	Shelburne	802-985-3233	802-759-2371	802-759-2337
Bridport Fire Department	Shelburne	802-985-3233	802-758-2301	802-758-2301
Bristol Fire Department	Shelburne	802-985-3233		
Charlotte Fire Department	Shelburne	802-985-3233		
Cornwall Fire Department	MRMES	802-388-2611		802-462-2551
Ferrisburgh Fire Department	Shelburne	802-985-3233		
Hinesburg Fire Department	Shelburne	802-985-3233		
Lincoln Fire Department	Shelburne	802-985-3233		
Middlebury Fire Department	MPD	802-388-2217		
Middlebury FD ST #1	MPD	802-388-4462		
Monkton Fire Department	Shelburne	802-985-3233		

New Haven Fire Department	Shelburne	802-985-3233	802-985-8051	802-453-3340
Ripton Fire Department	Shelburne	802-985-8051	802-388-4306	
Salisbury Fire Department	MREMS	802-388-2611	802-352-6656	
Starksboro Fire Department	Shelburne	802-985-3233		
Vergennes Fire Department	Shelburne	802-985-3233	802-877-3201	
Weybridge Fire Department	Shelburne	802-985-8051	802-388-0088	802-545-2265
<u>Forest Fire</u>		<u>Phone Numbers</u>	<u>Fax/Pager/Cell</u>	<u>Other Phone #'s/Website</u>
David Shaw		802-989-3456		
US Forest Service		802-388-4362		
<u>Government – State Agencies – Misc.</u>				
Governor's Office		802-828-3333		
Vt. Department of Agriculture		802-828-2431		
Vt. Department Labor & Industry		802-828-2106	802-828-2288 (fax)	802-828-2195
<u>Vt. Department of Labor & Industry</u>				
Fire Marshall		888-370-4634	802-786-5872 (fax)	802-786-0070
<u>Hazmat</u>				
EPA Environmental Protection Agency		617-918-1111		www.epa.gov/vt
<u>Hazmat Hotline</u>				
(VEM) Vermont Emergency Management		800-641-5005	802-244-8655 (fax)	https://firesafety.vermont.gov/emergency
VT. Agency of Natural Resources		800-347-0488	802-241-5556 (fax)	
VT. Agency of Natural Resources Spill Response Team		802-786-5900		
Spill Control Association (Contractors)		802-241-3888		www.cleanupoil.com/vermont/
		802-860-1200		
<u>Health and Welfare</u>				
American Red Cross NH & VT Region		800-660-9130		
(CDC) Center for Disease Control		800-232-4636		www.cdc.gov/NIOSH
(OCME) Office of the Chief of Medical Examiner		802-863-7320		
Vermont Department of Health		800-439-8550		
Vermont Poison Control Center		802-658-3456		
Vermont Department of Health Middlebury		888-253-8804	802-388-4664	156 Village Green, Middlebury

Lifeline

Porter Hospital maintains a list of Lifeline Subscribers. This list is updated periodically by Porter Hospital.

Media and Public Outreach – Critical

MCTV – Middlebury Community Television	802-388-3062		
Town of Middlebury Website			www.townofmiddlebury.org
Town of Middlebury Police Department – Website			www.middleburypolice.org
Vermont 2-1-1	802-652-4363		
WRMC 91.1 FM (Middlebury College)	801-443-6324	802-442-5108 (fax)	

Vermont Alert – through Middlebury PD Dispatch 802-388-3191 or VT. Emergency Management.

Middlebury College

Assistant Director of Public Safety - Daniel Gaiotti	802-443-5973		
Director of Facilities - Norm Cushman	802-443-5003		
Director of Public Safety - Demitria Kirby	802-443-5241		
Health Center Director - Dr. Mark Peluso	802-443-5135		
Main Switchboard	802-443-5000		
Public Safety Main Numbers - (Verizon Line)	802-388-4911	802-443-5911	

Public Works – Infrastructure

David DiBiase – Director	802-388-4045		
On-Call Person			

Wastewater Treatment Plant

Jeremy Rathbun	802-388-4045		
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TO OBTAIN ASSISTANCE FROM STATE AND FEDERAL RESOURCES (OTHER THAN VSP)

VEM	800-347-0488		
Vermont Agency of Natural Resources	800-786-5900		
Vermont Agency of Transportation	802-828-2078		
Vermont Railroad	802-658-2550	802-775-4356	www.vermontrailway.com

Schools

Bridge School	802-388-3498		
Mary Hogan Elementary School	802-382-1400		

Middlebury Union High School	802-382-1500
Middlebury Union Middle School	802-382-1600

Search and Rescue

Vermont State Police Search & Rescue (VSP Dispatch through New Haven Station)	802-388-4919
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Swift Water Rescue	802-989-3456
Middlebury Fire Department – Fire Chief or tone-out from MPD Dispatch	802-388-3191

Utilities - Private

Green Mountain Power	802-773-2711
Comcast	802-652-9765
FairPoint Communications	802-563-9908
Vermont Electric Line Company – Velco	802-773-9161
Vermont Gas	802-863-8872
Vermont Marble (Otter Creek Dams)	802-545-2415

Utilities – Town

(DPW) Department of Public Works - David DiBiase	802-388-4045
East Middlebury Water – Elias Erwin	802-465-4864
(WWTF) Wastewater Trmt. Facility – Robert Wells	(Refer to DPW Annex)

water05740@gmail.com

Weather

National Weather Service	802-862-2475	802-862-9883
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www.weather.gov/btv/

E3. National Incident Management System NIMS

Information about the NIMS Typed Resources can be found at <https://rtlt.preptoolkit.fema.gov/Public>

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)		1	N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

AMATUER RADIO (HAM) – see Communications

AMERICAN RED CROSS - NH & VT Region

Sara Jane Kershaw Disaster Prog Mgr. ARC	800-733-2767 802-829-6535(C)	833-583-3111 (1 st response) Sarajane.kershaw@redcross.org
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ANIMAL CONTROL (domestic)

Addison County Humane Society/Homeward Bound		www.homewardboundanimals.org
Vicki Colye – Interim Exec. Director.	802-388-1100	director@homewardboundanimals.org
Dog Warden – Barry Forbes	802-388-2959	

ANIMAL CONTROL (wildlife)

Vermont Fish and Wildlife (contact VSP New Haven)	802-399-4919	www.wildlife-removal.com/state/Vermont.htm
Vermont Wildlife Removal - Directory of Professional Wildlife Removal		

ANIMAL (domestic) KENNELS Transport Cages

Homeward Bound (limited supply available in emergencies)		802-388-1100
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ANIMAL RESCUE/SHELTERING

Vermont Disaster Animal Rescue Team (VDART)		https://vermontdart.org/ info@vermontdart.org
Vermont Large Animal Technical Rescue Coalition	802-368-2790	info@vermontdart.org

ARCHIVE PRESERVATION AND PROTECTION

Vermont Museum and Gallery Alliance	802-433-6010	802-355-7219
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(Response team to protect cultural institutions, museums, libraries, and historical artifacts from damage).

802-475-2022	www.facebook.com/vtlatr www.vmga.org
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AVIATION

US Border Patrol, Plattsburgh Air Branch	518-324-5200	800-533-9072	www.cbp.gov/contact
Vermont Army National Guard	800-Go-Guard	802-388-4919	
(Activate through VEM or VSP, cannot activate directory)			
Vermont State Airport, Middlebury	802-388-2022	802-828-1083	
Vermont Civil Air Patrol, South Burlington VT	802-660-8057	802-864-4758	
Middlebury Police Department (drone)	802-388-3191		

BARRICADES

Middlebury Department of Public Works	802-388-4045
Middlebury Police Department	802-388-3191

BODY REMOVAL

Sanderson Funeral Home	802-388-2311	
Brown-McClay Funeral Home	802-454-2301	802-877-3321
Miller and Ketcham	802-247-5704	

BUILDING SUPPLIES

Aubuchon Hardware	802-388-1400	
Broughton Farm Supply, Bridport	802-758-2477	
Goodro Lumber, East Middlebury	802-388-4915	
Paris Famers Union, Middlebury	802-388-3139	
r.k. Miles	802-388-2721	800-564-2721

BUCKET TRUCKS

Brown's Welding	802-453-3351	
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CABLE TELEVISION

Comcast Cable Systems (after 11-7-06)	800-347-5002	802-658-3050
Middlebury Community Television	802-388-3062	

CANINES

For tracking, explosive detection, drug detection, and crowd control).

Vermont State Police	802-388-4919	
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CARPENTRY

Mark Trudeau	802-388-0860	
George Kirchhoff	802-349-9790	518-597-4779

CHAINSaws

Middlebury Department of Public Works	802-388-4045	
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CHEMICAL HAZARD INFORMATION AND SAFETY INFORMATION

Chemtrec	800-262-8200	
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CLEANING/DECONTAMINATION

Quick and Clean Co. (24-hr number)	802-598-7258	
Mr. Mike's Cleaning Service	802-388-6427	
Serv-Pro (24-hr number)	802-655-7797	
24 Biohazard Cleanup	888-695-1615	

CLERGY

Church of Jesus Christ of Latter-Day Saints	802-453-2086	
Congregational Church	802-388-7634	
Jehovah's Witnesses	802-388-9211	
Memorial Baptist Church	802-388-7472	
Middlebury College Chaplains Office	802-388-5626	
Police Chaplain Rabbi, Ira Schiffer	)	
Middlebury United Methodist	802-388-2510	
St. Mary's Catholic Church, Father Luke Austin	802-388-2943	
St. Stevens Episcopal Church	802-388-7200	
Unitarian Universalist Society	802-388-8080	

CLERICAL ASSISTANT – EMERGENCY OPERATION CENTER

Bj Carter	802-388-3191	
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COLD WATER/ICE RESCUE

Middlebury Fire Department	802-388-2217	
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COMMUNICATIONS SYSTEMS

HAM Radio		
ARES (Amateur Radio Emergency Service)	802-897-2668	802-349-0214
RACES (Radio Amateur Civil Emergency Service)	802-347-0488	www.vem.vermont.gov/program/races

RADIOS

Bearcom/Wells		518-561-6266
(RC Allen Communications)	802-438-5410	
(Radio North Group)	802-865-0090	800-762-8974

REPAIR

BearCom Communication	800-827-2346	518-561-6266
RC Allen Communications	802-438-5410	
Vermont State Police Communications	802-244-8727	
Burlington Communications	802-862-7092	

COMMAND POST (Mobile Truck)

Middlebury Police Department	802-388-3191
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COMPUTERS

Top Floor (network service)	800-388-1600
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COPIERS

Symquest	800-374-9900
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CRANE TRUCKS

J.P. Carrara and Sons	802-388-6363
Brown Crane Service	802-453-3351

CROWD CONTROL/RIOT CONTROL

Vt. State Police, Special Response Unit	802-388-4949
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CUTTING DEVICES – METAL, LOCK, ETC.

Middlebury DPW	802-388-4045
DC Fabrications, Don Clark, Jr.	802-349-5240
Cutting Torches (See Welders)	

DEAF

(See Language – Translation)

DECONTAMINATION (Biohazard)

G.W. Savage Corp, South Burlington	802-990-3494	
Mr. Mike's Cleaning Service – Middlebury	802-388-6427	
ServicePro – Plattsburg NY	888-350-5544	518-562-9573
Vermont Emergency Management Aftermath	802-366-9923	630-551-0735
24 Biohazard Cleanup	844-539-1983	

DONATION MANAGEMENT

American Red Cross	800-660-9130	802-453-4497
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EARTH MOVING/EXCAVATION EQUIPMENT

J.P. Carrara and Sons	802-388-6363
Middlebury Department of Public Works	802-388-4045
Vt. Agency of Transportation, through Vt. Emer. Mgmt.	800-347-0488
Vermont Air National Guard	800-488-2764

ELECTRICIANS

Adams Electric	802-388-6896	
Peck Electric	802-388-2618	802-545-2151

EMERGENCY MGMT. VT. EOC AUXILLIARY STAFF

Town Office Staff	800-347-0488	802-244-8721
Bill Cunningham	802-8100 x202	
	802-388-2287 (w)	

EVACUATION TRANSPORT

Addison County Transit Resources	802-388-2287	
Bet-cha Transit (24-hr pager; code in #, then 911)	802-388-7800	802-373-2646 (emergency)
Middlebury College (Vans) – through Security	802-443-5911	

FLATBED TRAILERS

Champlain Construction	802-388-2652
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FOOD SOURCES – EMERGENCY

Addison County Emergency Food Shelf – HOPE	802-388-3608
American Red Cross	802-660-9130
Hannaford	802-388-1017
Middlebury College Dining – through Public Safety	802-443-5911
Monument Farms	802-545-2119
Shaw’s Supermarket	802-388-0930

FOUR WHEEL DRIVE PLOW VEHICLES

Champlain Construction	802-388-2652
TLC	802-388-0948

FOUR WHEEL DRIVE EMERGENCY VEHICLES

Addison County Sheriff’s Department	802-388-2981	
Vermont State Police	802-388-4919	800-347-0488
Vt/Army National Guard (auth through VSP/VEM)	802-488-2764	

FUEL

Agway (LP)	802-388-4937
Champlain Farms (gas)	802-388-2122
East Middlebury General Store (gas)	802-382-8834
Jackman Fuels – Bristol (LP)	802-453-2381
Maplefields (North Pleasant St.) (Gas, LP, Diesel)	802-388-2672
MacIntyre Fuels (gas)	802-388-9260
Maplefields (Rte. 7 So.) (Gas, LP, Diesel)	802-388-7114
Middlebury Shortstop (gas)	802-388-1150
Town Garage	802-388-4045
Jackman Fuels – Bristol (LP)	802-453-2381

GENERATORS

Middlebury Department of Public Works	802-388-4045	
Vermont Emergency Management	802-347-0488	802-244-8721

GLASS/GLAZING (includes Plexiglas)

Desabrais Glass	802-388-9049
Roger Sr.	802-352-4553
Roger Jr.	802-388-9585

HAM RADIO OPERATORS

RACES – Activate through VEM	800-347-0488		
Vt. ARES - Robin Conway	802-897-2668	802-349-0214 (c)	VTARES.org

HAZMAT CLEANUP ORGINATIONS

Environmental Compliance Corporation	802-257-1195
Heritage Environmental	802-860-2900
Reynolds and Sons	800-639-2901

HAZMAT CLEANUP SUPPLIES

Agway Energy Products	802-388-7212
#1 Auto	802-388-3143
Browns Auto	800-388-4925
Maynard Auto Supply	802-862-6478
Middlebury Fire Department	802-388-2217
Sanel Auto Parts	802-388-7971

HOSPITALS

Porter Medical Center	802-388-4701	
Rutland Regional Medical Center	802-775-7111	
University Health Center (Fletcher Allen)	802-847-0000	802-656-2434

HOUSING/SHELTERS

American Legion Post 27 Middlebury	802-388-9311	
Middlebury Union High School	802-382-1500	
Superintendent of Schools:	802-382-1274	802-382-1273
Middlebury College	802-443-5911	

Shelter Trailer – equipment & supplies (stored at MPD)	800-660-9130
Transitional shelter- MPD	802-388-3191

See Annex A3.5 for listings on Language Resources. There is normally a \$25-\$60/hr. fee for Interpreter Service.

Middlebury College Language School (through Public Safety)	802-388-4911
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LOCKSMITHS

Middlebury Lock	802-388-7633
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MAPPING AND CHARTS

Addison County Reginal Planning	802-388-3141
Town Planner and Zoning	802-388-8100

MEDIA OUTLETS – PRINT

Addison County Independent	802-388-4944
Burlington Free Press	802-863-3441

Rutland Herald	802-747-6121	
<u>MEDIA OUTLETS – RADIO</u>		
WOKO 98.9 FM	802-862-9890	
WRMC 91.1 FM (Middlebury College)	800-443-6323	
WVTK 92.1	802-388-7563	

<u>MEDIA OUTLETS – TELEVISION</u>		
Middlebury Community Television	802-388-3062	
VT. Public Television	802-655-4800	
WCAX (3)	802-652-6300	802-652-6399 (f)
WFFF (44-Fox)	802-660-9333	802-660-8673 (f)
WPTZ (5) (Night & Weekends)	802-655-5455	802-655-5451 (f)

<u>MEDICAL EMERGENCY INFORMATION</u>		
Addison Co. Regional Asst. Medical Examiner (AME List on file at Police Dispatch)	802-250-3549 (p)	
Addison County Home Health	802-388-7259	
Center for Disease Control	802-323-4636	404-639-3311
	www.healthvermont.gov/about/contact	

Middlebury Health Officer – Tom Scanlon	802-388-8100	
Vermont Dept. of Health	802-863-7200	800-464-4343
Middlebury Office – 156 S. Village Green	802-388-4664	
Vermont Poison Control Center	802-658-3456	
Vermont Officer of Chief Medical Examiner	802-863-7320	

<u>LANGUAGE/TRANSLATION</u>		
(Sign language)		
Vermont Interpreter Referral Service	800-639-1519	https://www.virs.org
Spanish/English Translation – Susan McCandless	210-287-2189	
Migrant Justice (Spanish)	802-540-8370	
(Foreign Language)	802-985-3106	

<u>MORGUE/TEMPORARY</u>		
Mass Casualty and Morgue Operation	802-388-4644	
VT. Department of Health Officer	802-352-6610	
VT. Emergency Management	800-347-0488	

<u>MUNICIPAL BLDG/EMERGENCY SHELTER</u>		
Emergency Contacts/Service Vendors		

<u>HEATING SYSTEM – BOILERS</u>		
Dundon	802-948-2082	

<u>LOCKS</u>		
Middlebury Lock	802-388-7633	

<u>PLUMBING</u>		
Dundon's	802-388-2705	802-948-2082

<u>ELECTRICAL</u>		
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Glen Peck Electric	802-388-2618	802-545-2151
<u>TELEPHONE EQUIPMENT</u>		
Telecom Utility (Consolidated)	844-968-7221	
<u>ROOF</u>		
Gym/Shelter: AC Hathorne	802-862-6473	
<u>NIGHT VISION EQUIPMENT</u>		
Middlebury Police Department	802-388-3191	
Vermont State Police	802-388-4919	
<u>OXYGEN EQUIPMENT</u>		
Apria Health Care	802-865-7801	
Merriam Graves (now Lincare)	800-281-2275	802-655-5601
Porter Hospital	802-388-4701	
The Medicine Chest	802-388-9801	
Yankee Medical Inc.	802-863-4591	
<u>PHOTOGRAPHY</u>		
Middlebury Fire Department	802-388-2217	
Middlebury Police Department	802-388-3191	
<u>PLUMBERS & PLUMBING SUPPLY</u>		
Clark Septic Service	802-453-3108	
Dundon Plumbing	802-388-2705	802-948-2082
John Fuller	802-388-2019	
<u>PUMPS, PORTABLE</u>		
Middlebury Department of Public Works	802-388-4045	
Middlebury Fire Department	802-388-2217	
Vermont Emergency Management	800-347-0488	
<u>RADIO REPAIRS</u>		
Wells Communications		
RC Allen Communications		
Vermont State Police Communications (VSP Equip Only)	802-244-8786	
<u>RAILROAD</u>		
Vermont Railway	888-265-2735	802-775-2711
<u>RESCUE EQUIPMENT</u>		
(Rope, ladders, "jaws of life," cutting devices, extrication equipment, etc.)		
Middlebury Fire Department	802-388-2217	
Middlebury Regional Emergency Medical Services	802-388-3333	
<u>RESCUE SLED</u> (snowmobile rescue)		
No Rescue Sled available in Addison & Middlebury		
<u>SEARCH AND RESCUE</u>		
Downeast Emergency Medical Institute	207-866-2109	
Middlebury Fire Department	802-388-2217	

Vermont State Police Search and Rescue	802-388-4919	
VK-9 Scent Specific Unit – Julie Jones	207-581-2380	207-989-4271 www.vk9sar.org/index.html
VK-9 Scent Specific Unit – Sarah Platts	207-735-4350 (c)	
VK-9 Sarah Platts	757-339-1902	www.vk9sar.org/index.html

SECURITY SERVICES (Private)

Censor Security	802-863-8040	
Deter Security	802-985-3495	
Hunter North	603-363-8200	
Lemieux Security	802-985-4050	
Middlebury College Public Safety	802-443-5911	
Green Mountain Concert Security	866-485-4627	www.gmcusa.com

SHELTER/HOUSING/SHELTER SUPPLIES

Addison County Courthouse (basement)	802-388-2981	Sheriff's Department
American Legion Post 27	802-388-9311	
Mary Hogan School	802-388-4421	
Middlebury College	802-443-5911	
Middlebury Union High School	802-382-1500	
Superintendent of Schools	802-382-1274	802-382-1273
MPD Community Room	802-388-3191	

(Non-residential temporary evacuation shelters & collection points may be any available structure that can hold and accommodate the evacuees pending re-location to another shelter.

American Red Cross (blankets, cots, clothing, food, etc.) 800-733-2767
Shelter Trailer – stored at MPD (shelter supplies and equipment contact American Red Cross)

SIGN LANGUAGE

(See Annex A3.5)

SNOW MACHINES

Addison County Sheriff's Department	802-388-2981	
Foote of the Mtn. Sno-Travelers – Addison County	802-985-2746	
Bridport Snowbirds (VAST)	802-758-2616	fran@champlainvalleyequipment.com
VT. Association of Snow Travelers (VAST)	802-229-0005	www.vtvast.org

(Complete list of all Addison County Snowmobile Clubs can be found on the VAST website under "Clubs")

TELEPHONE SERVICE

Telecom Utility (Consolidated)	844-968-7221	
Verizon Government Support	844-825-8389	
Local Contact: Todd Johnson	802-881-1734	Todd.Johnson2@verizonwireless.com
Jeff Witham	603-759-2631	
Business Telephone Service (BTS)	802-388-8999	

THERMAL IMAGING DEVICE

Middlebury Fire Department	802-388-2217
Middlebury Police Department	802-388-3191

TOILETS/PORTABLE

Casella Waste Management	802-388-2915	
Hartigan Co.	802-523-2698	802-523-3440 (Emergency)

TOWING/WINCHING/STANDARD DUTY

(The Towing Rotation List on file at Middlebury Police Department Dispatch contains all 24-hr. numbers for towing contacts).

Midstate Towing	802-388-1110	802-240-4112 (p)
EJ Murray	802-355-1163	802-349-7045
Mike's Auto and Towing	802-388-4138	802-250-0764 (p)

TOWING/HEAVY DUTY

Midstate Towing	802-388-1110	802-240-4112 (p)
R.R. Charlebois, Inc.	802-655-5040	802-654-7240
Sheldrick & Sons	802-758-9254	
EJ Murray Enterprises	802-355-1163	802-349-7045

TRAFFIC CONTROL EQUIPMENT

Middlebury Public Works Department	802-388-4045
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WATER – DRINKING

Vermont Emergency Management	802-828-1535	800-347-0488 https://dec.vermont.gov/water
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WELDING

Middlebury Department of Public Works	802-388-4045
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VOLUNTEER SUPPORT

Team Rubicon, Northeast (Burlington) – Peter Tousley	802-238-7629	
Disaster Response Support		www.Teamrubiconusa.org

E4. Public Information, Outreach, Advisories and Warnings

E4.1 Concept

During any significant emergency, the Incident Command Post and Emergency Operations Center (EOC, if established, 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.

E4.2 Emergency Advisories and Warnings

Sirens and loudspeakers in police cruisers may be used for site specific alerts and notifications. Static and timely notification and updates may also be provided using Town and Police Department Facebook® sites and the Vermont Alert system. The VT-Alert notification system is capable of sending phone messages to all landlines in an area; phone calls, text messages, and emails to people who have registered for them. Door-to-door notification may be used as well by emergency personnel.

E.4.3 Public Information Officer (PIO) Coordination

During an emergency or disaster, a well-informed public is the best defense against panic, rumors, misinformation, and turmoil, all of which can complicate the reduction of an Emergency or disaster. Release of information should be from a single source, the Public Information Officer (PIO). The Public Information Officer should strive to schedule regular intervals for the release of information and to clarify any misconceptions or misinformation. Incident Command should be available for controlled information release periodically throughout the event, in concert with the Public Information Officer. Information should be released at regular intervals over live or instant mass media available to the general public and media outlets. The Public Information Officer is responsible for liaison for public outreach and information to the community, other organizations, and the media outlets.

E.4.4 Joint Information System (JIS)/Joint Information Center (JIC)

A single point of contact should be established for the outflow of information. The JIS should include PIOs, or representatives of the different entities involved to ensure a consistent, unified, and accurate outflow of information to the media and the general public. When established, the JIC should be the sole source of official information emanating from Incident Command. The JIC should be the single point of contact for the media for official information.

The lead PIO as designated by Incident Command will liaise directly with Incident Command.

E4.5 Multi-Media

Middlebury Community Television and Comcast Cable systems may be used for broadcasting alerts and notifications.

The Town website at www.townofmiddlebury.org

Town and Police Facebook

Town email system/Constant Contact

Vermont Alert System

The Emergency Broadcast System, activated through Vermont Emergency management, may be used for wider area alerts and notifications.

Vermont 2-1-1 should be contacted and provided with information to relay critical information to the public along with updates and cancellations. This includes sheltering, road closures, routing, and any other critical information for public awareness.

Vermont 2-1-1 contact 802-652-4636.

Vermont Alert System may be activated through police dispatch at 388-3191 or through VEM Watch Officer 800-347-488

A contact list for regional media outlets is maintained at the Police Department.

E5. MPD EOC Activation Checklist

The Emergency Operations Center serves different functions:

1. A support and coordinating structure for Incident Command remote from the point of action;
2. Located jointly with Incident Command
3. A hybrid structure involving multiple field command posts

The EOC is best suited for large events occurring over a wide area and over a protracted time period with multiple operational periods and multiple organizations. It is also removed geographically from the distraction or danger of incident prosecution.

Checklist

- [] Determine which structure the Incident Commander orders
- [] Identify the "Director" of the EOC. May be the EMD or designee.
- [] Notify VEM Watch Officer 800-347-0488
- [] Open the EOC -In the case of the Police Department building the conference room with the larger training room as an Annex.
- [] Activate the negative pressure switch
- [] Activate the conference call phone plug into jack **A5** on the counter.

To make a call, select "CALL" , then use the dial pad, and select the handset icon to dial.



- [] Activate the second phone, plug into jack **A6**. Incoming calls come into VOIP lines 802-388-3191, 802-388-3192 or 802-388-4360 through dispatch. These phones should be used for outgoing calls.
- [] Activate the dedicated wire-line phone, plug into the wall jack V10. This is used for dedicated incoming calls directly to the EOC 802-388-4202 This does not have conference call capability. For conferences use one of the other two phones and VOIP lines.
- [] in laying out cables, cover with wire mold cable covers.
- [] Set frequencies and appropriate SCAN on UHF and VHF radios in the EOC
- [] Set up lap-tops in the room for web connections, WIFI connectivity is:

MPD-Guest Password: 2004Midd@PD!

- [] Coordinate with Incident Command to identify the IC/EOC frequency

- ☐ Coordinate use of any VCall/VTac UCall/Utac interoperable frequencies.
- ☐ Call in EOC staff as needed and assign duties (one person may have multiple duties)
- ☐ Recorder to record and manage the log of events
- ☐ logistics
- ☐ finance -personnel and supply expenditures
- ☐ liaison with other organizations
- ☐ representative from Middlebury College
- ☐ Public Information Officer and creation of the Jpoint Information Center
- ☐ Communications – telephone and radio
- ☐ determine operational periods and schedule EOC staff accordingly
- ☐ notify IC when EOC is operational
- ☐ if no police call for the incident was entered into Valcour, assign a number under “Assist Agency”.

All documents generated from the incident will be attached to this number.

DE-ACTIVATION

- ☐ Coordinate with IC on de-activation and closure of the EOC
- ☐ Notify IC of any change in EOC operation
- ☐ IF VEM notified of activation, notify VEM of de-activation
- ☐ shut down and remove and store phones, store cable covers
- ☐ shut down negative pressure switch
- ☐ Return radio settings to default and power down the radios.
- ☐ remove any debris
- ☐ recover logs and any other documents for import into the Valcour call.
- ☐ Request janitorial service to ensure room is serviced.

Notes

Annex A1.0 - Implementation/Preparedness Plans

A1.1 Winter Storms

A1.2 Flood/Flash Floods

A1.3 Transportation Incidents

A1.5 Structural Fire/Explosion/Technical Hazards

A1.7 National Emergency/Attack on the United States

A1.9 Radiological Incidents

A1.10 Hazardous Material Incidents

A1.11 Pandemic

A1.12 Amtrak Rail Emergency

Annex A1.1 - Destructive or Catastrophic Winter Storms, Blizzards, Excessive Cold

Incident Command

Incident Commander: Unified Command – Police, Fire, DPW Lead Agency: Police and Fire General Responsibilities: Develop the Incident Objectives and the Incident Action Plan. Communications; community safety and security; broadcast bulletins; removal of vehicles impeding DPW operations, road patrol, evacuation, and emergency transport, removing isolated or trapped persons; evacuations; fire safety, EOC operation.

Primary Supporting Agencies: Middlebury Public Works Department, VT Agency of Transportation, Porter Hospital, others, as necessary.

General Responsibilities: Infrastructure maintenance (snow removal, water, and sewer systems); emergency route maintenance

Others involved include the Town Manager for shelter operation.

A major storm event may create localized emergencies such as a building collapse, fire, transportation incidents, medical emergencies, exposure to elements; blocked and broken LP gas and fuel lines and exhaust systems. The appropriate response agency (fire, EMS, etc.) will manage the localized incidents, under the overall auspices of the Incident Commander. There is also the risk of exposure to the cold and elements.

Definition

Winter Storms vary in size and strength. A storm may be large enough to affect many states or only a portion of a single state. There are three categories of winter storms:

A blizzard is the most dangerous of all winter storms. It combines low temperatures, heavy snowfall, and high winds that blow the snow into drifts and may reduce visibility to only a few yards.

A heavy snowstorm is one which drops 4 or more inches of snow in a 12 hour period, or 6 or more inches in a 24 hour period. Again, high winds may accompany the storm blowing the snow into high drifts and causing low visibility.

An ice storm occurs when moisture falls from clouds and freezes immediately upon impact. This type of storm makes driving and even walking extremely hazardous.

Excessive cold can freeze water lines, interrupt utilities, render automobiles useless, and may strand people in unheated buildings.

Local Risk

Vermont is considered a high-risk area for winter storm hazards.

Signs and Warnings

The National Weather Service issues watches and warnings for hazardous winter weather.

Winter Storm Watch: Severe winter weather may affect the area.

Winter Storm Warning: Severe winter weather conditions are imminent for the area.

Ice Storm Warning: Significant, possibly damaging, ice accumulation is expected.

Heavy Snow Warning: Snowfall of at least 4 inches in 12 hours, or 12 inches in 24 hours is expected.

Blizzard Warning: Large amounts of falling or blowing snow and winds of at least 35 miles per hour are expected for several hours.

Severe Blizzard Warning: Considerable falling or blowing snow, winds of at least 45 miles per hour, and temperatures of 10 degrees F or lower are expected for several hours.

High Wind Warning: Winds of at least 40 miles per hour are expected to last at least one hour.

Immediate Dangers

Heavy snowfall and blizzards can trap motorists in their cars, cause major traffic accidents, and trap people in their homes. It can lead to food and fuel shortages.

Ice storms can break power lines causing widespread blackouts. Frozen water supplies.

Middlebury does not have an ordinance compelling the clearing and maintaining of fire hydrants; many hydrants may be buried in snow or may require GPS locating and excavation prior to use.

Poor ventilation during excessive cold may lead to carbon monoxide poisoning and other health problems. Poorly insulated homes and deficient heating systems may lead to a number of medical problems and the need to open a shelter. Heavy snow and roof-drop snow may occlude fuel system exhaust vents leading to excessive CO levels in buildings.

One of the more serious dangers accompanying any winter storm is the threat of physical overexertion that leads to heart attacks and strokes. While this occurs especially among older persons, younger/persons should take precautions.

Excessive and rapid snow build-up and duration will hamper highway maintenance operations and cause road closures and routing problems. In a heavy, prolonged winter storm, assets of DPW are insufficient for 24 X 7 maintenance; therefore, first responders may experience areas of inaccessibility, including ingress and egress from their own facilities due to snow/ice accumulation. Individual response agencies should prepare private road clearing contracts to ensure response capability at all times.

Long Term Dangers

With storms of extended duration there may be a greater possibility of utility failures and interruption of services. This can result in personal hardships; affected individuals should be prepared to have alternate heating and/or generating equipment or should consider alternate lodging in unaffected areas.

Mitigation

Prior to and during the winter season, local emergency management should provide and make available information to the public on surviving winter storms. This effort should specifically target the population most vulnerable, including senior citizens. Information should include reminders to keep fire hydrants on or abutting their property clear and accessible.

Information and publications are available through Vermont Emergency Management. Included with this information should be local resources for providing winter hazard assistance.

Preparedness and Response

Severe winter weather is usually preceded by a period of watches and warnings. Even sudden storms of greater than predicted severity may take several hours to develop. Extended periods of severe weather patterns may require long term activation of this plan.

1. Information

The police department receives weather bulletins from the following sources:

National Weather Service through the Vermont Law Enforcement Telecommunications System computer. As weather systems affecting safety development, bulletins are sent with increasing frequency to police dispatch. The department also receives watches, warnings, and weather alerts.

State Police dispatch sends both radio messages and teletype messages regarding deteriorating weather conditions. These reports are received from State Troopers in the field monitoring weather and road conditions in various areas of the state. The information is up-to-date and real time and allows police dispatch to follow the progress of a storm.

Officers in the field report weather and road conditions in Middlebury.

Both DPW and Police Dispatch can monitor storm progression and forecasting via Doppler radar, NOAA, and various internet resources.

2. Once information is received on the possibility of severe winter weather requiring activation of this plan, the following action steps should be taken:

The department receiving information should notify the Town Manager to ensure the shelter is ready, if needed. The Town Manager should ensure the shelter's emergency generator is fully fueled and tested and ready to be activated.

Winter storm bulletins are posted on the Town and Police Facebook pages as well as through email blasts.

In addition to weather bulletins people with fire hydrants abutting or on their property are urged to make sure they are kept clear.

The Department of Public Works is equipped and staffed to manage highway maintenance.

The Police Department and Public Works Department protocol for notification and call-out is up to date.

The EOC should be activated prior to the onset of the storm.

Ensure the Porter Hospital Emergency Management Director is included in all pre-storm preparations.

3. During the storm, the following actions should be taken:

Police officers should inspect road and utility conditions during the storm, reporting problems to the EOC.

Provide bulletins via radio with information that will assist the EOC manage the storm; provide information on sheltering; provide information on road conditions and road closings.

Working with the EOC, DPW should have a priority route plan to give priority maintenance to key routes for emergency response operations, including emergency service access to routes from their facilities.

In the most severe conditions, a DPW vehicle should be available to respond with emergency services in the event roads need to be cleared.

4. Recovery

The resources of the town may be insufficient to absorb the costs of implementing this plan. The Town Manager may declare a local emergency and request the governor to declare an emergency, activating state and potentially federal aid. All relevant record keeping should be done at the EOC in accordance with the general emergency plan.

Annex A1.2 - Flood and Flash Flood

Incident Command

Incident Command: Unified Command – Police & Fire Departments

Lead Agency: Police & Fire Departments

General Responsibilities: Develop Incident Objectives and the Incident Action Plan.

Communications: posting warnings and notices; evacuation; community safety and security, traffic routing and re-routing; fire operations; pumping, water rescue, sheltering, monitoring conditions.

Primary Support Agency: Middlebury Public Works Department: VT Agency of Transportation

General responsibilities: Infrastructure maintenance and repair; diking, sandbagging, pumping, placing signs and barricades.

Other Agencies: Town Government (shelter management); American Red Cross; VT Emergency Management, MREMS, and Porter Hospital.

Flooding can create ancillary localized hazards and emergencies, such as building destruction, highway and bridge washouts, medical emergencies, fires, and looting. Appropriate agencies will respond to these incidents, under the overall auspices of Incident Command.

Definition

Floods can be slow rising or sudden. Floods can be seasonal, as when winter or spring rains and melting snow drain down stream beds, filling river basins with too much water too quickly. Flash floods are usually the result of extremely heavy rains or melting snow coupled with heavy rain, exacerbated by jams caused by debris and/or ice and may develop suddenly.

Local Risk

Middlebury is considered to be a low-risk area. The area of highest risk is the Middlebury River and the surrounding alluvial plain in East Middlebury. Normal spring flooding is expected along the Otter Creek in the Creek Road area, Middlebury River east of Shard Villa Road and at the 'choke point' approaching the bridge crossing the river at Route 7, South, and the Muddy Branch crossing Munger Street.

River volume is affected by conditions east of Middlebury – Ripton, South Lincoln, Moosalamoo and Breadloaf areas. Measuring the flood risk must include monitoring weather and water conditions in these areas.

Signs and Warnings

A flood warning reports the expected severity of flooding (minor, moderate, or major), as well as where and when the flooding will begin.

A flash flood warning is the most urgent type of flood warning issued. Immediate action must be taken to evacuate high risk areas if this warning is issued for our area.

Immediate Dangers

The immediate danger from flash floods is from the strength of the water current as it surges through an area, carrying debris and causing drowning and other related injuries. Slowly developing floods can interrupt power, disable heat sources, and make roads impassable. People may be stranded in their homes or unable to reach their homes.

Long Term Dangers

Dangers include the outbreak of disease, widespread animal death, broken sewage lines and widespread water supply pollution, broken gas lines, downed power lines, and fires.

Large scale flooding can disrupt a community for a long time while utilities are restored, debris is cleared, and property is repaired.

Agricultural lands can be ruined, and crops destroyed by flooding.

Response

On receipt of a flood watch or warning, or when environmental conditions indicate a flood hazard, emergency response agencies will go into an increased readiness phase.

The police department will begin periodic monitoring of river levels and flow rates in the Middlebury River, Muddy Branch and Otter Creek. If there is any indication that the river will flood, the EOC will be activated.

The EOC will ensure the public is alerted via radio broadcasts and bulletins (see samples in the forms – 11.5 sec. 1) posted to the Town and Police Facebook pages as well as email blasts. The Police and or Fire Departments will augment radio broadcasts with local announcements via loudspeaker and/or personal notifications should evacuation is required.

In the event evacuations from flood areas are required, unified command will ensure an adequate shelter is opened.

The EOT will ensure that evacuation routes are established, and that transportation is arranged, security is in place for the affected area, and that resources are mobilized to contain and manage the event.

Once it is determined that an area will be in a flood zone, risking lives, and property, the EOC will advance to the emergency phase.

The emergency phase will require complete mobilization of all resources to minimize the effect of damage from flood waters.

In the event information is received of a flash flood endangering people and property, this plan will be activated and EOT will be in the emergency phase.

The Police and Fire Departments will respond to the affected area, assess the situation, and take appropriate action to alert and evacuate people in so far as possible to a safer location.

The EOC will be activated to mobilize all resources to contain and manage the event and to minimize the effect of the flood.

Recovery

The resources of the Town may be insufficient to absorb the cost of implementing this plan. The Emergency Manager will ensure all record keeping is complete according to the provisions of the general plan.

Annex A1.3 - Transportation Incidents

Definition

An incident involving rail, aviation, or ground transportation which creates a significant risk to life and safety, the environment, or property, and may have a devastating effect on the community and requires multi-agency response. Normally a Level 2 or 3 emergency.

Incident Command

For all incidents involving active fire and HAZMAT, the Fire Chief or designee will assume incident, however, will consider input from the ranking police official due to necessities of investigating and reconstructing the event, which may involve a criminal investigation. Incident Command will then pass it on to the agency overseeing the investigation and overall incident management.

Cooperation

All agencies will have significant roles during the initial stages of such an incident. Primarily, the fire service will coordinate fire suppression or protection and HAZMAT issues; the police will provide scene security, traffic control, and establishment of the command post and scene perimeter. Rescue will be involved with triage, rescue, treatment, and removal of casualties.

All agencies must be aware of the critical roles each will have during and after the incident and must consider requests from the other agencies when deciding on a course of action.

For example, in an air crash, investigators must, in so far as possible, reconstruct the aircraft and recover and test all systems to determine the cause of the crash. Cutting battery cables, tampering with gauges or other parts of the wreckage when not needed for fire safety or extrication, and extricating those clearly deceased may impair the later investigation.

Interagency agency training and good on-scene communication will mitigate this and result in a much better response.

Notifications to additional to local responders

Aviation Accidents

Vermont Emergency Management 800-347-0488. VEM will notify and coordinate response by VTRANS and NTSB as well as other resources as needed. Vermont State Police should the incident occur at a state facility, such as the Vermont State Airport. VSP is the agency with jurisdiction. Office of the State's Attorney should there be fatalities.

Office of the Chief Medical Examiner. The FAA medical examiner may assert jurisdiction over the state medical examiner or defer jurisdiction. These two agencies must come to an agreement on the medico- legal investigation.

Hazardous materials hotline. In most cases, the follow-up of an aviation accident may require hazmat cleanup and decontamination. This may be caused by fuel, insecticides, or by the freight on board.

Porter Hospital Emergency Department

Railroad Accidents:

Vermont Railroad

Vermont Emergency Management and the HAZMAT hotline should the accident involve hazardous materials.

Response Outline

- Arrive Safely – scan the scene – identify any hazards.
- Determine the nature of the incident.
- Identify and locate casualties and hazards.
- Establish the scene. (Incident Command, secure perimeter.)
- Establish scene control (includes fire suppression, crowd control, hazmat/pollution control, triage).
- Transport the injured, leave the dead where they are, if not treated.
- Open the EOC should this be a protracted event and establish operational periods.
- Activate the Public Information Officer, establish outreach; establish detours and publish same via mass media bulletins.
- Begin scene preservation.
- Investigation
- Recovery of evidence
- Reconstruction
- Clear the scene (this could take several days)

This outline does not suggest the process will be conducted in this step-by-step fashion. Many of the steps will be conducted simultaneously by the different agencies.

Annex A1.5 - Structural Fire and Explosion – Technological

Incident Command

Lead Agency: Middlebury Fire Department.

General Responsibilities: Fire prevention; fire suppression; rescue

Incident Command: Ranking fire officer on-scene.

Primary Support Agency: Middlebury Police Department

General Responsibilities: Fire scene protection; communications; traffic control; investigation.

Other Agencies:

Middlebury Regional Emergency Services (MREMS) EMS services and transport) State Fire Marshall

Labor and Industry

VSP Arson Investigator (investigation for cause and origin, at-scene investigation MPD is responsible for follow up criminal investigation)

American Red Cross

Sheltering; shelter supplies; food and clothing.

Mitigation

Provide education programs on fire safety measures and how to access community fire services and emergency services.

When fire hazards are identified, they should be immediately reported to the fire chief. Follow-up may include an inspection by the state Fire Marshall or inspectors from Labor and Industry.

Preparedness

Maintain proper command and control and response protocols. Ensure equipment is properly maintained and in working order.

Identify all available routes to a fire scene, considering bridges, highway condition and weight bearing loads.

Maintain an updated Tier II HAZMAT reporting roster, and an awareness of local fire hazards.

Annex A1.7 - National Emergency – Attack on the United States

RESPONSE

Initial Lead Agency: Middlebury Police Department

Incident Command: Area Command through Vermont Department of Homeland Security. Local Incident Command- Middlebury Police Department

SITUATION

A widespread or limited attack on the United States may be preceded by a period of international tension. Sufficient time may be available to take protective action.

A sudden attack on the United States, limited in scope, may occur at any time without warning.

An attack on the United States by any means – may result in widespread destruction of lives, property, and infrastructure. This will result in food and medical shortages; shelter needs for displaced persons; looting; panic; transportation and communication system failures and significant health hazards. This may also result in a number of local emergencies such as fires, medical emergencies, and the need to maintain order.

Chapter 7 of Title 20, Vermont Statutes Annotated, grants the governor of Vermont specific and general powers to act in the event of an attack on the United States. It also requires municipal government to submit to state and federal authority during the emergency.

1. Support from State and Federal authorities may not be available during an emergency.

PURPOSE

Provide a protocol for local response to an attack on the United States.

Mitigation

A. Threat Assessment

1. Develop and review the threat assessment plan to identify risks to operations, utilities, transportation systems, equipment, and public welfare. With this assessment should be contingency plans to protect these systems and to identify alternatives in the event of failure.
2. In the event of a large-scale terrorist or enemy attack on the United States, specific risks should be identified as well as procedures to reduce the effects of the attack on government operations. This should include special plans for the protection and continuity of utilities, transportation systems, medical care, and public welfare.

Any special action plans should be attached to this general plan with an effective date, revision date and expiration date.

Emergency Period

Middlebury is a low-risk area for direct attack. However, the effects of an attack in this region of the country will impact emergency and social services. During the emergency period, State and Federal assistance will most likely be unavailable.

A. Warning

1. On receipt of an attack warning, information will be broadcast by Vermont Emergency Management over the Emergency Broadcast System.
2. The Town of Middlebury is responsible to:

- Establish the Emergency Operations Center
- Establishing Evacuation Routes
- Opening shelters within limitations imposed by the environment.
- Warning the Local Population
- Organizing Emergency Evacuation Transportation
- Providing the public with sheltering instructions, evacuation instructions, and other relevant information.
- Providing the public with stand-down and post event information.

B. Priority Actions

Following an event, surviving emergency services will be activated. The standard emergency response plan will initially be followed to deal with the specific nature of the event. Local government protocol in managing the event is as follows:

1. Preservation of Government Operations

- Establish the Emergency Operations Center
- Identify the precedence of command.
- Establish an incident command system.
- Establish and secure communications.
- Ensure continuity of local government operations
- Establish liaison with State and Federal Authorities

2. Protection of Emergency Personnel

An attack, especially in a terrorist action, may be staggered to destroy emergency responders and response capability.

The initial incident commander must ensure responders are protected from secondary attacks and any nuclear, biological, or chemical hazards.

3. Emergency Care

- Contain the scene.
- Establish transportation routes.
- Establish evacuation and re-location shelters.
- Coordinate evacuation and re-location

4. Infrastructure protection

- Secure utilities
- Secure financial institutions
- Secure weapons repositories
- Secure food stores

Transition to State and Federal Authorities

Depending on the scale of the attack, assistance from the State and Federal governments may be delayed. It may be important for the local incident commander to establish a regional emergency operations center to better consolidate regional emergency service response and sheltering.

Once State or Federal assistance arrives, local emergency agencies will coordinate their position in a unified incident command system for local or regional event management.

Annex A1.9 - Town of Middlebury Radiological Protection Annex

Incident Command

Isolated incident- transportation or industrial (includes medical isotopes) accident Incident Command: Middlebury Fire Department

Intentional release (terrorist/criminal act)

Incident Command: Unified Command – Police and Fire coordinating with potential area.

Agencies:

Middlebury Police Department – Scene security, investigation, coordination for evacuation and sheltering, traffic management.

MREMS – Care and transportation – sick and injured.

Porter Hospital – Decontamination

VT Emergency Management/State HAZMAT response

Department of Energy Tel 202-586-5000

www.energy.gov/

Environmental Protection Agency Tel 202-564-9828

www.epa.gov

VT Agency of Natural Resources

Nuclear Regulatory Commission Tel 301-415-8200

www.nrc.gov

Federal Emergency Management Agency Tel 202-646-4600

www.fema.gov

National Nuclear Security Administration Tel 202-586-5000

www.energy.gov/nns

State/Federal military and law enforcement agencies.

VTANG Civil Response Team – Request through VT Emergency Management

Situation and Assumptions:

1. A release of radiation can occur at any time, without warning, by transportation accident, handling accident, hostile action, or accident at any number of nuclear power plants within a 250-mile radius.
2. Various radioactive materials are used in and are transported through Middlebury.
3. Large stockpiles of nuclear weapons are maintained by the United States. An accidental or deliberate detonation of a nuclear device can spread blast destruction and radiation over a large area.
4. The intentional detonation of a nuclear device as a hostile attack on the United States is a very real risk. The proliferation of technology and components for constructing and delivering such a device may be accessible by domestic and foreign entities, hostile to the United States.
5. Middlebury Emergency Services are neither trained nor equipped at an operations level for radiological incidents.
6. Middlebury Emergency Services have no capability to detect or monitor radiation levels.
7. In the event of a small, localized event, it may take up to 2 hours or more between the recognition of a radiation release and the arrival of trained and equipped technicians from Vermont Emergency Management. In the case of an event that covers a large area, State and Federal assistance may be insufficient, if available at all during the critical time of the emergency.

Recovery:

Vermont Emergency Management and/or any one of the Federal agencies with the capability to do so (FEMA, DOD, etc.) will maintain post incident monitoring of radiation levels to determine the extent and duration of the radiological hazard.

Vermont Emergency Management and the Federal Emergency Management Agency will coordinate decontamination and restoration. These agencies will coordinate post event disposal of contaminated material.

Emergency responders will complete individual exposure records for post- incident short- and long-term treatment. The Emergency Manager will ensure all record keeping is maintained for incident cost recovery, after action review, equipment decontamination, and emergency responder medical treatment.

Radiological Hazards Dirty Bomb

RDD:

Radioactive Destructive Device

Dirty Bomb:

A device that contains a conventional explosive along with a radioactive material.

Primary Danger – Dirty Bomb:

The conventional explosive has more immediate lethality than the release of radiation. The intent is to cause terror and panic. The dirty bomb is not similar to a nuclear weapon and is generally not a weapon of mass destruction. It is more a weapon of mass disruption.

Radioactive Danger – Dirty Bomb:

Most likely, not enough radiation would be present in a dirty bomb to kill people or cause severe illness. A common source of radioactive material is a hospital or medical facility. This material is sufficiently benign and on release poses little short-term exposure hazard.

Radioactive Danger – Other Radioactive Destructive Device:

A second type of RDD might involve a powerful radioactive source hidden in a public place, such as trash receptacles, latrines, delivery vehicles, vending machines, parked vehicles. The RDD is situated as such to avoid detection yet release sufficient radiation so as to contaminate an area and cause death and illness.

Some types of radioactive material could contaminate up to several city blocks, creating fear and panic and requiring a costly cleanup and diversion of public safety and public health resources.

Impact of a Dirty Bomb:

The extent of destruction and contamination depends on a number of factors:

- Size of the explosive
- The amount and type of radioactive material
- Weather conditions

Prompt detection of the type of radioactive material employed would greatly assist local authorities in delivering a response:

- Ordering a complete evacuation and clearing of an area
- Sheltering in place
- Determining the level of containment needed

Subsequent decontamination would require considerable time and expense.

Sources of Radioactive Material:

- Hospitals
- Research Facilities
- Industrial Sites
- Construction Sites

Radioactive material is used for diagnosing/treating illnesses, sterilizing equipment, inspecting welding seams. The majority of this type of industrial/medical radioactive material is not useful for the construction of Radioactive Destructive Devices.

Control of Radioactive Material:

The Nuclear Regulatory Commission (NRC) and states require licensees to secure radioactive material from theft and unauthorized access.

Licensees must report lost or stolen material to the local law enforcement agency.

Theft of Radioactive Material:

1. The Police Department will take the report and open an active investigation into the theft.
2. The Police Department will notify the Vermont Department of Homeland Security of the theft.
3. Every effort will be made to recover the material and identify who took it, utilizing state and federal investigative resources, as necessary.

What to do following an Explosion of a Dirty Bomb:

1. Activate the Emergency Operations Plan
2. Evacuate the immediate area of the explosion, a minimum of ¼ mile in all directions.
3. Issue an order to shelter-in-place (see EOP forms Annex for shelter-in-place order) to reduce exposure to radioactive dust.
4. Use broadcast media to broadcast alerts and advisories.
5. Remove the clothes of any person that may be contaminated and seal them in a plastic bag.
6. Notify Vermont Emergency Management of the potential radiological hazard.
7. Save contaminated clothing to allow for testing for radiation exposure.
8. Vermont Emergency Management will coordinate the process for radiation monitoring, blood tests, other tests on affected responders and citizens to determine if there was an exposure and if so, and the steps to take to protect their health.

Cancer Risk – Radiation Exposure – Dirty Bomb

1. Short time or small doses of radioactive dust does not mean a person will get cancer, but the risk is elevated.
2. A physician will be able to assess the risks and suggest mitigating measures.
3. Potassium Iodide (KI) will not be protective except in the unlikely event that the dirty bomb or RDD contained radioactive iodine isotopes. These iodine isotopes would have to be in large quantities. Potassium Iodide only protects the thyroid from radioactive iodine. Potassium Iodide offers no protection to other parts of the body or against other radioactive isotopes.
4. Radioactive iodine isotopes are not particularly attractive for use in RDD. Source: Nuclear Regulatory Commission

<http://www.nrc.gov>

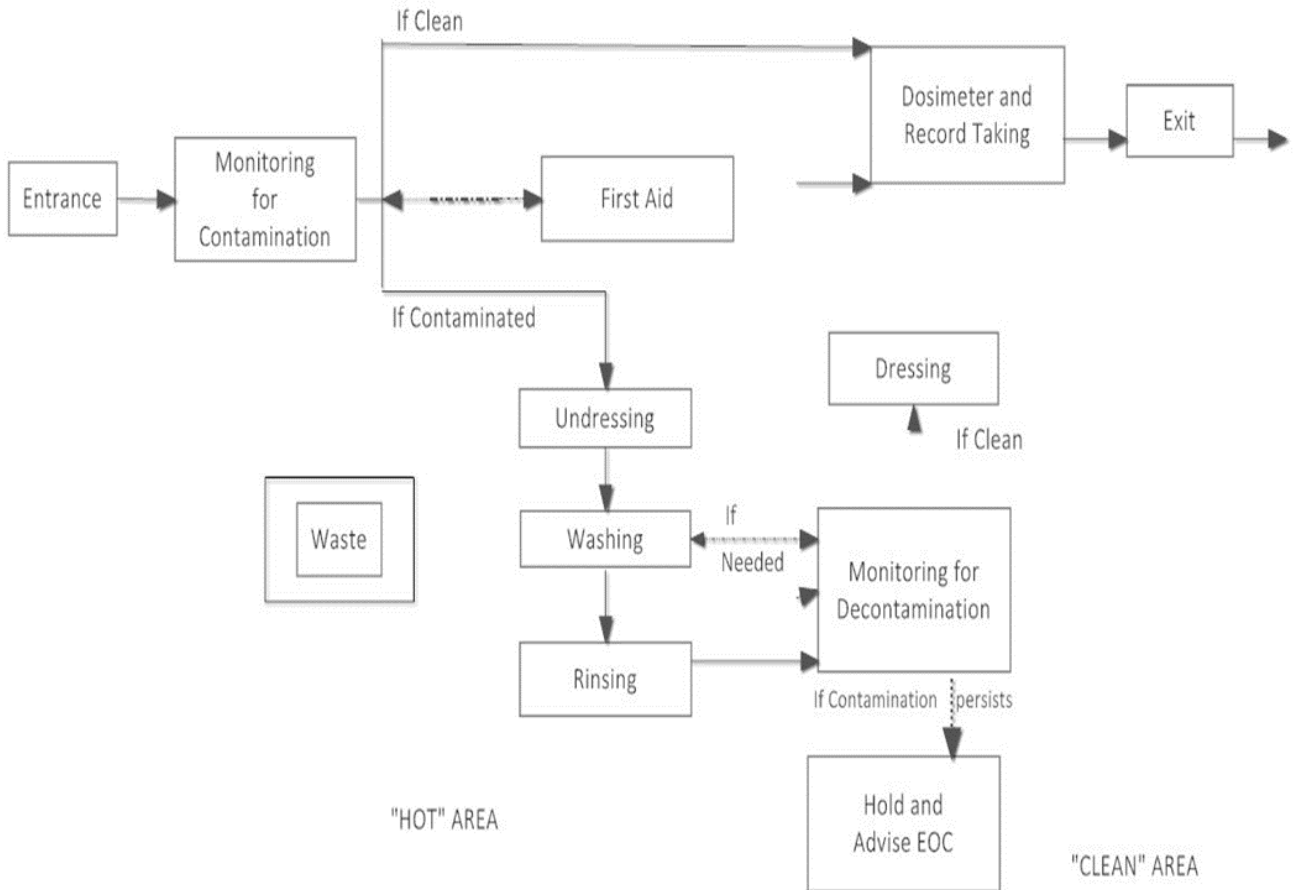
Source: Nuclear Regulatory Commission

Town of Middlebury Radiological Protection Annex
DECONTAMINATION PROCEDURES

Methods	Surfa	Technique	Limitations
Water	All surfaces	For small surfaces blot up liquid and hand wipe with water and appropriate commercial detergent.	Of little value in the decontamination of large areas, long-standing contaminants, and porous surfaces.
Steam	Nonporous surfaces especially painted or oiled surfaces).	Work from top to bottom and from upwind. Clean surface at a rate of 4 square feet per minute. The cleaning efficiently of steam will be greatly increased by using detergents.	Steam subject to same limitations as water. Spray hazard makes the wearing of waterproof outfits necessary.
Detergents	Nonporous surfaces (Metal, painted, glass, plastic, etc.).	Rub surface 1 minute with a rag moistened with detergent solution then wipe with dry rag; use clean surface of the rag for each application. Use a power rotary brush with pressure feed for more efficient cleaning. Apply solution from a distance with a pressure proportioned. Do not allow solution to drip onto other surfaces. Mist application is all that is necessary.	May require personal contact with surface. May not be efficient on longstanding contamination. 90%

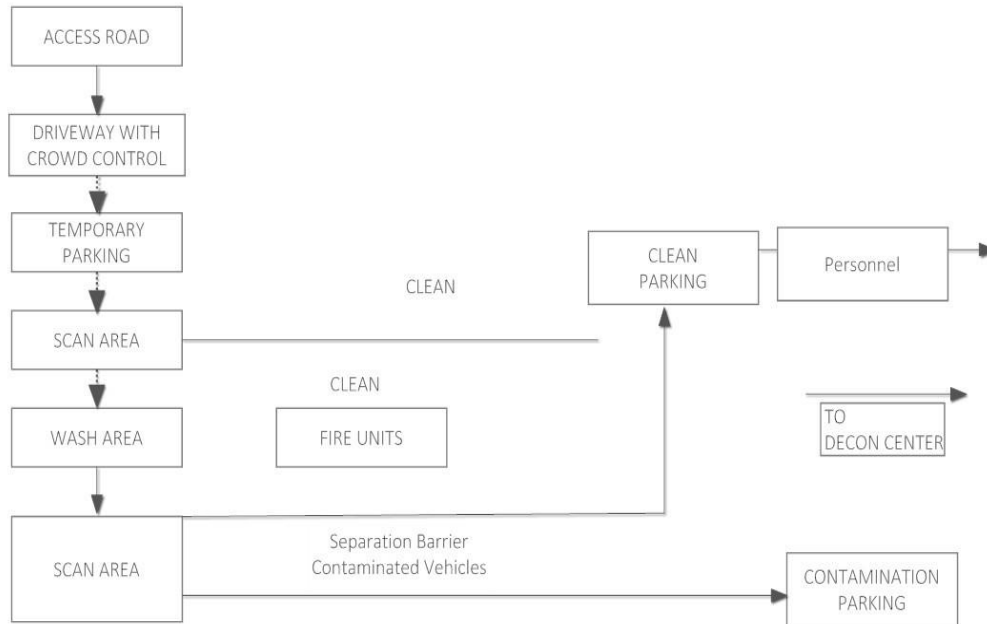
Town of Middlebury
Radiological Protection Annex
Attachment

FLOW DIAGRAM FOR PERSONNEL
MONITORING/DECONTAMINATION FACILITY



Town of Middlebury
Radiological Protection Annex
Attachment

FLOW DIAGRAM FOR EQUIPMENT AND VEHICLES
MONITORING/DECONTAMINATION FACILITY



EQUIPMENT AND VEHICLE DECONTAMINATION PROCEDURES

	Procedures, Equipment and Additives	Surfaces	Limitations
1.	Vacuuming, using appropriate capacity industrial-type vacuum cleaner plus suitable exhaust filter. No additives.	Conventional procedure, applies to almost any surface covered by dry loose containment.	Applicable only to dry loose containment. Face masks advisable. Slow rate, therefore, requires increased manpower and equipment for large areas.
2.	Hosing, using hose and nozzle. No additives.	Progress from low to high contamination areas taking advantage of available drainage. Applies to building and floor materials.	Consumes large volumes of water. Runoff must be controlled.
3.	Hosing-hand scrubbing, using hose and nozzle plus floor brushes and mop buckets. Additives: detergents (i.e., Tide)	Hose, progressing from low to high contamination areas taking advantage of available drainage, then hand scrub with solution containing 1% additive, and follow with hose flush. Applies to building materials.	Rates slower than (2). More manpower than (2). Additives use up storage space and not always available.

EMERGENCY WORKERS EXPOSURE SUMMARY LOG

TOWN/AGENCY: _____
INCIDENT: _____
DATE: _____

ASSIGNMENTS:

DOSIMETER				DATE/TIME								* *	USER** SIGNATURE
NAME	ID/TLD #	KI	TYPE	SERIAL	INITIAL READING	FINAL READING	TOTAL EXPOSURE	ISSUE	RETURN	CP-247 FORM			
			5R 200 R										
			5R 200 R										
			5R 200 R										
			5R 200 R										
			5R 200 R										
			5R 200 R										
			5R 200 R										
			5R 200 R										

**SIGNIFIES AGREEMENT WITH RECORDED EXPOSURE

SIGNATURE: _____

EXPOSURE CONTROL OFFICER OR RADIOLOGICAL MONITOR

Annex Attachment – Monitoring Stations

Name/Location

Telephone Number

Protection Factor

1.

2.

3.

4.

5.

6.

7.

8.

9.

Annex Attachment – Recommended Protective Actions

Recommended Protective Actions to Reduce Doses from Exposure to Airborne Plumes of Radioactive Gases and Particulate Materials			
Comments	Projected Dose (rem to public)	Recommended Action (a)	
Whole Body Thyroid Other organs	1 (external) 5 (inhalation) 1 (inhalation)	No planned protective actions. (b) State may issue an advisory to seek shelter and wait for further instructions. Monitor environmental radiation levels	Previously recommend protective actions may be reconsidered.
Whole body Thyroid Other organs	1 to 5 5 to 25 1 to 5	Seek shelter as a minimum. Consider evacuation. Evacuate unless constraints make it impractical. Monitor environmental radiation levels. Control access.	If constraints exist, special consideration should be given for evacuation of children and pregnant women.
Whole body Thyroid Other organs	5 and above 25 and above 5 and above	Evacuate. Monitor environmental radiation levels and adjust area for evacuation based on these levels. Control access.	Seeking shelter would be an alternative if evacuation were not immediately possible.
Dose limits (rem) to Emergency Workers			
Whole Body Thyroid Other organs	25 (external) 125 (inhalation) 25 (inhalation)	Control exposure of emergency team members to these levels except for life saving missions. (Appropriate controls for emergency workers, include time limitations, respirators, and stable iodine.)	Doses in excess of these levels should be allowed only on a voluntary basis and with an awareness of the risk involved.

A. These actions are recommended for planning purposes. Protective action decisions at the time of the incident must take existing conditions into consideration.

B. At the time of the incident, officials may implement low-impact protective actions in keeping with the principal of maintaining radiation exposures as low as reasonably achievable.

Reference: "Manual of Protective Action Guides and Protective Actions for Nuclear Incident," Environmental Protection Agency, EPA/520/1-75-001, Revised September 27, 1983. Sievert has replaced rem (roentgen equivalent in man)
1 rem=0.01 sievert.

Annex A1.10 - Hazardous Materials – Technological Hazards

Incident Command

Lead Agency: Middlebury Fire Department

General Responsibilities: Scene stabilization; fire suppression; containment.

Incident Command: Ranking fire officer on-scene (if local response only); State of Vermont Unified Command under the State Incident Command System.

A HAZMAT event could result from a transportation accident limited to a small, localized spot or a broader area depending on the nature of the release; HAZMAT could result from a non-transportation accident (such as a gasoline spill at a filling station) or an industrial accident which could have widespread implications or even an intentional act. Command must reflect the nature and complexity of the incident and the variety of actions and agencies required to reduce the incident. This may require a unified command system as opposed to a single incident command for small scale events.

In the event the HAZMAT incident is part of a terrorist act or attack on the U.S., incident command may be subordinated to larger area command specified under 8.4 civil disturbances or 8.7 National Emergency with resources falling under authority of the Governor of Vermont.

Supporting Agencies:

Middlebury Police Department: Evacuation; traffic control; scene security; establishment of perimeter boundaries; accident / incident investigation. Vermont Emergency Management Hazmat Team: Technical support; containment; clean-up, MREMS, Porter Hospital, VT Agency of Natural Resources: compliance and regulatory investigation.

Definition

Hazardous materials: Chemicals or substances that are harmful to human health and the environment. These include natural and synthetic chemicals, biological hazards such as viral or bacterial pathogens, and radiological hazards. These substances are generally used in industry, agriculture, medicine, weapons, research, and consumer goods. They present a hazard when they are released into the environment (air, water, or ground).

Chemical spill: Release of a hazardous substance around a site where the chemical is manufactured, used, stored, shipped, or piped. Manufacturing plants, fertilizer plants, processors, warehouses, shipyards, railroad yards, truck shipping, and chemical disposal sites all are vulnerable to dangerous and damaging spills.

Illegal dumpsite: A place where a hazardous substance is intentionally and illegally dumped. Dump sites for chemical waste must be carefully selected, prepared, and monitored to ensure that human or animal life is not endangered by a polluted environment. Frequently these materials are dumped illegally along roadsides, in open areas, waterways, or buried underground.

Biological hazards: May cause death or outbreaks of disease in humans or animals. These outbreaks may occur shortly after release or weeks later. Cause of illness and death may not be readily apparent. The delivery and transmission method of pathogens or poisons may not be readily known.

Signs and Warnings

Major chemical spills can occur in and around chemical manufacturing plants or any commercial facility that uses, stores, or produces chemicals. Areas within a mile of major and secondary roadways, railroad lines that carry freight and waterways that carry barges, tankers, or freight-carrying ships have the greatest threat of being affected by a transportation accident.

Some hazardous chemicals and gases cannot be detected by human senses because they are colorless and odorless. Other Chemicals discolor the ground or water, and some produce a strong odor. Often animals or birds will die mysteriously or show signs of illness.

When an emergency occurs involving hazardous substances, residents will be alerted by local or state officials such as police and fire personnel.

Immediate Dangers

Immediate dangers from hazardous materials are fires, explosions, and the possible contamination of a community's environment and resources.

The release of certain toxic gases may cause immediate death or disablement if inhaled.

Water resources, if contaminated, would be unsafe and unusable. Some chemicals can cause painful and damaging burns to the skin if you come in direct contact with them.

Long Term Dangers

The release of hazardous materials into the environment may cause debilitation, disease, or birth defects over a long period of time.

Loss of livestock and crops may lead to economic hardships within the community.

The exact effect of wildlife loss to an area is unknown. Certainly, the economy of a community which is dependent on its wildlife would suffer.

Preparedness

Identifying on-site chem-biohazards for responders

Community Right- to Know: Entities storing hazardous materials should have filed a Tier II report with the Middlebury Fire Department listing the materials and quantities on-site.

Entities with employees are required to have on-site a hazard Materials Communication Program with the Globally Harmonized System of reporting hazardous materials on-site via Safety Data Sheets. These and the Tier II lists should be made readily available to responders on demand.

Provide community awareness on the identification of hazardous materials and protective measures to reduce exposure.

Provide Hazmat Awareness level training for all first responders; provide bio-terror awareness training for all first responders.

Provide Hazmat chemical recognition books for each response vehicle.

Provide first responders basic protective gear, to include binoculars to recognize placards from a distance and pathogen and dust masks and eye protection for emergency protection until they can be moved safely away from the danger.

Response

First Responders to a Hazmat incident should:

- a. Identify, in so far as possible, the nature of the hazard before approaching.
- b. Move away from the incident scene (upwind) and help keep others away.
- c. Do not walk into or touch any spilled materials. Avoid inhalation of all gases, fumes, and smoke.
- d. Do not assume that gases and vapors are harmless because there is no odor.

e. If you cannot identify the hazardous material DO NOT go near the victims. Establish a safe perimeter and implement the emergency plan.

If you can positively identify the substance and know it is safe to go near, move accident victims to fresh air and call for emergency medical care. Remove and isolate contaminated clothing and shoes. If you or the victim has come in contact with chemicals, immediately flush skin, or eyes with running water for at least 15 minutes.

If there is a fire, consider the downwind hazard. As much as one mile may be required for evacuation.

Hazardous Materials Emergency Plan

I. AUTHORITY:

U. S. Public Law 920, 81st Congress 1950 (as amended)
Title 20, Chapter 1 and 3, VSA annotated.
29 CFR 1910.120 (OSHA Regulations)
Superfund Amendment and Reauthorization Act (SARA Title III) 1986

Purpose

To provide a hazard analysis of hazardous materials that are located in the town of Middlebury, Vermont. The analysis includes four fixed facilities as well as hazards on highways. This document provides information regarding the town's response to a hazardous materials emergency.

Information regarding follow-up procedures to a hazardous materials emergency is also included. This document lists hazmat training and plan exercise requirements.

HAZARD ANALYSIS

3.1 Summary of Hazardous Materials Incidents

A few HAZMAT incidents have occurred in the Town of Middlebury in the last decade. Propane gas leaks in homes and spills or leaks at storage facilities are not common. Because propane and fuel are stored and moved frequently and in high volumes, it can be expected to be involved in a high percentage of HAZMAT incidents.

3.2 Hazards Identification

The hazardous materials in use at fixed facilities and in transportation and the associated nature of the hazards are indicated in the list of Tier II reporting facilities and their reportable chemicals.

3.2.1 Extremely Hazardous Substances (EHS)

Pesticides, poisons, volatile chemicals, and reactive materials are stored at a number of locations as well as transported to and through town. Refer to the Tier II list for details.

3.2.2 Flammable and Combustible Liquids

The largest quantities of hazardous materials used in Middlebury are flammable or combustible liquids: heating fuels, automotive fuels, and propane. There are 10 public gasoline filling stations in the town of Middlebury as well as distributors of bulk petroleum products. In addition to these, a number of facilities store reportable quantities of fuel oil, primarily in underground tanks. Bulk quantities of fuel are transported through Middlebury by truck and rail daily.

The types of HAZMAT incidents that should be anticipated are propane and heating fuel dispensing to include spills, leaks, fires, and explosions and transportation accidents. Leaks can be considered a type of spill that occurs over a long period of time. If undetected, a small leak from an underground storage tank or above ground tank can result in the loss of hundreds of gallons of product with a high probability for the contamination of groundwater. In some cases, water supplies have been adversely impacted. Although the intensity of the response to leaks is less than the response to fires or spills, the ultimate costs of investigation and remediation can be significantly greater. The Vermont Agency of Natural Resource's Hazardous Materials Management Division will typically monitor a leak situation for several years.

3.2.3 Other Hazardous Materials at Fixed Facilities

In Middlebury, most hazardous materials storage other than petroleum products occurs within the industrial park area of Seymour Street and Exchange Street. The nature of the manufacturing processes performed in this area requires a wide variety of hazardous materials to be stored on site.

3.2.4 Transportation of Hazardous Materials

Highway

Highway corridor monitoring information is unavailable for the Town of Middlebury. Vehicle accidents are most frequently caused by poor visibility or poor road conditions, but can be exacerbated by high traffic volume, vehicle equipment failure, and impaired driver response due to drinking or other conditions. Typical hazardous materials moving over the State highways in bulk quantities would include fuel oil, gasoline, propane, and mixed gases as well as farm chemicals and other EHS's.

Railway

High volumes of petroleum and other products routinely pass through the center of town on the rail system. The area north of Elm Street as it passes along Exchange Street is at the highest risk of hazardous material spill due to the transfer of product between rail and ground storage facilities.

3.3 Vulnerability Analysis

The impact of a hazardous materials incident in Middlebury will depend on the location of the incident, the characteristics of the release, and the size and types of vulnerable populations and receptors in the impact area. The areas considered most vulnerable include the populated Town of Middlebury, water supplies, and the sensitive environmental areas adjacent to the tributaries of the Otter Creek. The Route 7 turn at Court Square is most often highlighted due to the tightness of the corner and the downstream proximity to Otter Creek and the business district.

3.4 Risk Analysis

The probability of an occurrence of a given hazardous materials incident scenario will depend on many factors. The following has a high probability for occurrence: Transportation Accident Involving Flammable Liquids - Based on the large number of vehicles transporting flammable materials relative to other hazardous materials, this type of incident is considered more probable than the others. The presence of a fire condition is likely. The incident would disrupt traffic flow and could result in casualties from smoke inhalation or burns to those people immediately involved in the accident or response. A spill of the liquid to surface water or soil is likely.

II. CONCEPT OF OPERATIONS

4.1 Emergency Action Checklist for Hazardous Materials Incidents

Before Responding to the Incident:

1. If there is a suspected HAZMAT incident, the Fire Department toned out immediately.
2. Ascertain wind direction.
3. Ascertain wind speed.
4. Try to get a name of hazardous material involved if possible.
5. Try to find out the state of material - solid, liquid, gas and if vapor cloud, fumes, or spill was observed.
6. Plan route to approach from the upwind direction only.

While Enroute to the Incident

1. Plan route to approach from the upwind direction only.
2. Look up the material (if known) in your books for:
 - a. Toxic effects
 - b. Symptoms of exposure
 - c. Reactions (i.e., water reactive)
 - d. Health effects (i.e., skin exposure/breathing vapors)
 - e. What to do first information

Upon Arrival:

1. The first responder, in most cases a Middlebury police officer, will establish incident command and transition command as practicable consistent with the provisions of this EOP.
2. If a suspected HAZMAT incident, have the Fire Department toned out. Provide responding units (FD PD) of any placard or other information from your observations to help identify the hazard. Provide responding units information on a route to the scene and location and identity of incident command.
3. If a suspected HAZMAT incident is caused, have the Fire Department toned out. Provide responding units (FD PD) of any placard or other information from your observations to help identify the hazard. Provide responding units information on a route to the scene and location and identity of incident command.
4. From a distance and upwind, use binoculars to look for placards on vehicles. Be sure no flares or sources of ignition are used at the scene.
5. If you don't know stay back (down) the road or outside the gate) and check it out slowly and carefully before doing anything.
6. If spill or wet areas are seen - stay away from them. Park uphill from spills.
7. If vapor release is suspected, stay far away and upwind from them as invisible could is usually much larger than visible cloud.
8. Always go in slowly to avoid getting in too deeply before you realize it.
9. If no release is seen, look at spectators to spot any people who are ill or unconscious. If people are down, stay away until you know what the situation is and can protect yourself.
10. You may have to stop well back from an incident and wait for two techs in full gear and SCBA to check the situation out. They should go in slowly, approach from upwind, use detection and explosion meters, explosion proof lights, no radios, and stay out of observed chemicals.
11. Get information from people on scene (driver, plant officials, eyewitnesses, shipping papers, Material Safety Data Sheets, MSDS).
12. Establish control points for egress into incident area for emergency services (and public if necessary).
13. Establish separate holding areas for personnel or victims who accidentally become contaminated.
14. Get technical help with expertise on the hazardous materials involved.
15. Remember - You do not carry the equipment and entry suits for all chemicals, so you cannot deal with all chemicals.
16. Some gases are toxic and are absorbed through the skin, through standard turnout gear, and have no odor.
17. If you cannot find out what chemical is involved, treat it as highly toxic, violently reactive, or explosive.
18. Establish field command post and staging areas far away from the area on the upwind side only.

4.2. Hazardous Materials Incident Information Summary

A supply of Hazardous Materials Incident Information Summary forms are kept at the Middlebury Fire Department. The forms are intended to allow an efficient and complete first assessment of the incident to allow follow-up action to be directed and appropriate response resources to be allocated.

Written report requirements are included in Section 3.1 of this Annex. The written reports need to be filed as part of the incident recovery portion of the response.

Direction and Control

During a hazardous materials incident requiring implementation of this plan, the Incident Commander shall direct and coordinate all response activities. Establish a field command post in an area safe from the hazard. In the event of a complex event requiring multiple resources, the EOC should be opened up to manage resources and support incident command.

Incident Commanders Emergency Action Checklist

Incident command should follow NIMS structures for logistics, operations, finance, and planning in carrying out incident objectives and utilize the EOC for these support functions.

- a. Evaluate the release using all available product hazard, monitoring, and release quantity information. Define the threat to area residents or others in the area. Establish "Hot Zones," and restricted access areas.
- b. Identify immediate steps to protect the lives of area residents, other persons traveling on the highway or railroad, and emergency responders.
- c. Establish Personal Protection Protocols as appropriate to the identified hazards.
- d. Implement the Alerting and Warning provisions of this plan as appropriate.
- e. Identify additional resources that may be required. Call for backup forces to wait in nearby staging area.
- f. Establish the hazard zone. Establish entry and exit checkpoints for contamination areas.
- g. Ensure Vermont Emergency Management, HAZMAT Hotline has been notified of the incident.
- h. Prepare public information statements.
- i. Coordinate the emergency response activities of emergency rescue, fire, and police services.
- j. Based on the evolving nature of the incident, continuously re-evaluate the need to evacuate residents and others in the area.
- k. Within the limits imposed by the exposure hazards of the incident and the training levels of the responders, contain spill materials by building dams or dikes. Remove uninvolved materials from threatened areas if feasible. Apply cooling water spray to containers threatened by fire.
- l. In radiological incidents, do not move equipment or vehicles from the scene until they are decontaminated.

4.4 Alerting and Warning

Public warning of a hazardous materials incident can be made over local radio and television stations if necessary by activating the Emergency Broadcast System. EBS can be activated through the 24-hour Department of Public Safety HAZMAT Hotline telephone number. Callers should provide the information summarized on the Hazardous Materials Incident Information Form.

VERMONT HAZMAT HOTLINE 1-800-641-5005

Emergency Information

Official information and instructions to the public will be ordered by incident command and disseminated by the Public Information Officer when in his/her judgment a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves, shelter in place or a recommendation to evacuate with route instructions as well as shelter information.

4.5 Fire and Rescue

Hazardous materials incidents are often accompanied by fire and injured persons. The Incident Commander shall regulate access to hazardous materials scenes by fire fighters and emergency rescue personnel to control risk exposure. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be present are not to be entered by persons that have not been trained to the Technician or specialist level.

Fire fighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear proper Protective equipment and clothing when conducting rescues as indicated by the Incident Commander.

4.6 Health and Medical Services

The Town of Middlebury receives ambulance service from the Middlebury Regional Emergency Medical Systems. Medical services are provided by Porter Hospital and UVM (Fletcher Allen Medical Center). Chemical-specific treatment and decontamination protocols for personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading hazardous materials contamination is present. The Incident Commander through the EOC will ensure the treatment facility is of the materials to which incident casualties have been exposed.

4.7 Ongoing Incident Assessment

Incidents evolve with time. If the situation is not brought under control quickly, a fire may involve other structures, pressures may build up and rupture fluid systems or structures may collapse. The Incident Command must anticipate these possibilities. The impact of an unstable, evolving incident on hazardous materials releases must be continuously reevaluated and response and resource allocations adjusted to best deal with the incident.

4.8 Local Resources

The Town of Middlebury has, through its various departments and private contractors, equipment and other resources which could be used in a hazardous materials incident (See the Resources List).

4.9 Spill Containment

Spills of petroleum products and other hazardous materials are an anticipated effect of most hazardous materials incidents. Confinement of a liquid spill to the smallest possible area will minimize the potential for release of the materials to surface waters as well as the amount of contaminated soil that will result. This is usually accomplished by constructing earth berms or dikes to pool the liquid in an area where it could be recovered or removed for disposal. Earth materials and earth moving equipment are required to construct these containment areas. The Incident Commander will be responsible for assuring that persons involved in spill containment are not exposed to hazardous materials without appropriate personal protective clothing and equipment.

III. INCIDENT RECOVERY

5.1 Written Reports

Any carrier or person in charge of a facility when a release of a hazardous material occurs is responsible for preparing written reports documenting the incident. The reports must be completed within 14 days of the release and must be filed with:

1. State Emergency Response
Commission c/o Department of Public Safety Emergency Management Division
103 South Main Street
Waterbury, Vermont 05671-0850
2. Local Emergency Planning Committee
c/o ACRPC
14 Seminary Street
Middlebury, VT 05753
3. Vermont Department of Environmental Conservation Hazardous Materials Management Division
103 South Main Street
Waterbury, Vermont 05671
4. Vermont Department of Health Environmental Health Division
60 Main Street
Burlington, Vermont 05402

5. Vermont Department of Labor and Industry (VOSHA)
National Life Building
Montpelier, Vermont 05602
6. U.S. EPA National Response Center Region I
60 Westview Street
Lexington, Massachusetts 02173
7. (Carriers Only: DOT Form F 5800.1) Information Systems Manager,
DHM-63 Research and Special Programs Administration Department of Transportation
Washington, DC 20590-0001

Written reports must include the cause of the release, actions taken to respond to and control the release, known or suspected health risks and any medical requirements of exposed persons, and actions taken to avoid recurrence.

5.2 Ongoing Incident Assessment

After the immediate risks to life associated with an incident are brought under control, additional hazards may still be present that will need to be monitored and remediated. For example, the first hazard associated with a spill of petroleum products may be the fire risk. Once this risk has been addressed by containing the materials, an amount of contaminated soil may remain with a considerable threat to groundwater, surface water air quality or drinking water quality. Often the facility at which the release has occurred will have the best equipment for monitoring airborne releases.

A post-incident investigation should also be conducted to determine the cause of the release and the efficiency of the response operation; and to identify corrective measures that could be taken to prevent recurrence. Conditions that contributed to the cause of the incident should be identified.

These might include personnel error, violation of standard operating procedures, regulatory violations, mechanical or construction defects, defects in the training of facility or carrier employees, or acts of God.

Normally the assessment of environmental damage or impacts on public health from a hazardous materials incident is the responsibility of the Vermont Agency of Natural Resources, Hazardous Materials Management Division, or the Vermont Department of Health. Middlebury Emergency Management group will review and prepare corrective action reports and updates to the EOP.

5.3 Resource Inventory and Maintenance

As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department, Police Department and Public Works Department.

IV. TRAINING AND PLAN ASSESSMENT

6.1 Training of Responders

6.1.1 First Responder Awareness Level Training

The Town of Middlebury police and fire fighters have trained at the awareness level in accordance with 29 CFR 1910.120(q) (6) (i). The primary purpose of this level of training is to allow for the initiation of the provisions of this emergency response plan by persons that pay witness or discover a hazardous material release. Middlebury will continue to train volunteer fire fighters to this response level.

Persons trained to this level have developed an understanding of the following aspects of incident response:

- a. Hazardous materials recognition and the risks associated with them in an incident.
- b. Potential outcomes possible when hazardous materials are present at an incident.
- c. Ability to recognize and identify hazardous materials from placards and other warning labels.
- d. An understanding of the responsibilities of the first responder awareness individual for communications, site security and hazard recognition.
- e. Ability to assess the need for additional emergency response resources and to make the necessary notifications to obtain their response.

6.1.2 First Responder Operations Level Training

The Town of Middlebury Fire Department has trained several members at the operations level in accordance with 29 CFR 910.120(q) (6) (i i). The primary purpose of this level of training is to contain a release of hazardous materials from a safe distance, to keep it from spreading and to prevent exposures. Middlebury Fire Department encourages members of the Fire Department to enroll in operations level training courses and anticipates training one or two individuals at this level each year.

Fire fighters trained to this level have developed the following capabilities above the awareness level training:

- a. Knowledge of basic hazard and risk assessment techniques.
- b. Selection and use of personal protective equipment.
- c. Understanding of basic hazardous material terms.
- d. Knowledge of basic control, containment and/or confinement operations within the limits of equipment and resources available to their units.
- e. Knowledge of basic decontamination procedures.
- f. Understanding of the relevant standard operating procedures and termination procedures.

6.1.3. Hazardous Materials Technician

The primary purpose of this level of training is to allow aggressive response to a release by plugging or patching or otherwise stopping the release. In addition to the training required for operations level response, hazardous materials technicians have knowledge in the following areas:

- a. Procedures for implementation of the employer's emergency response plan.
- b. Use of field survey equipment for the identification and verification of known and unknown materials.
- c. Use of the Incident Command System with the response unit.
- d. Selection and use of personal protection equipment.
- e. Hazard and risk assessment techniques.
- f. Use of equipment and techniques for containment of releases.
- g. Decontamination.

6.1.4 Hazardous Materials Specialist

The hazardous materials specialist assists the hazardous materials technician in any containment response activity and in addition, may coordinate the release of technical information to the media pertaining to exposure risks. In addition to the training and knowledge required for the technician level, hazardous material specialists have knowledge in the following areas:

- a. Procedures for the implementation of the State Emergency Response Plan.
- b. Preparation of Site Safety and Health Plan.

Annex A1.11 - Pandemics, Epidemics and Widespread Health Hazards

LEAD AGENCY: As assigned by the Town Manager

LOCAL COORDINATOR: Emergency Management Director

ORGANIZATIONS : All Town departments, VT Department of Health, Porter Hospital, others as relevant such as VT Department of Agriculture

PANDEMIC DEFINED: An epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people. The classical definition includes nothing about population immunity, virology, or disease severity. By this definition, pandemics can be said to occur annually in each of the temperate southern and northern hemispheres, given that seasonal epidemics cross international boundaries and affect a large number of people. However, seasonal epidemics are not considered pandemics. (World Health Organization)

EPIDEMIC DEFINED: when an infectious disease spreads quickly to more people than experts would expect. It usually affects a larger area than an outbreak.

OUTBREAK DEFINED: when an illness happens in unexpected high numbers. It may stay in one area or extend more widely. An outbreak can last days or years. Sometimes, experts consider a single case of a [contagious disease](#) to be an outbreak. This may be true if it's an unknown disease, if it's new to a community, or if it's been absent from a population for a long time.

RESPONSE

Watch Phase - on alert that a situation is developing, contagion or otherwise, which could adversely impact the health of humans and husbandry in Middlebury. Each department head shall ensure protective policies are in place to resist the contagion and ensure continuity of government and services.

This includes assessment of vulnerabilities, inventory of protective equipment, alternate staffing schedules, relevant vaccinations in place, and functionality of communication systems.

Liaison is in place with schools, Middlebury College, and state entities to monitor the situation and maintain situational awareness and readiness.

Department heads must coordinate town-wide response to the potential hazard and disruption of services and focus on continuity of government operations.

The Town process for emergency interim successors is in place in the event of incapacitation of the Town Manager. The listing of Emergency Interim Successors is found in the Middlebury Emergency Management Plan (MEMP) Section P3 Authority to Act. Each department must have an emergency interim succession plan of not less than 3 levels with considering expanding that if necessary.

Emergency Purchase authority is found in the MEMP Section A3.8

A designee should be named to coordinate public information and liaison with other organizations.

Warning Phase – The contagion or health hazard is imminent and will adversely affect Middlebury. Departments initiate individual emergency plans and protective orders.

Operations – Plans are activated, monitoring and distribution of up-to-date information is obtained from state, federal, and local health officials.

Arrangements are made for enforcement of emergency orders, compliance checks, publication of advisories.

In cases of localized health hazards- (i.e., hoof and mouth disease, other bacterial or viral hazards) requiring quarantine and isolation to limit the spread of the hazard and/or isolation of specific geographic areas, state or other resources must be obtained to assist with traffic re-routing, transportation, food and medical provisions, and water.

Depending on the size and scale of the event, Town emergency operations may be subordinate in a NIMS environment as a branch of state operations to carry out local provisions of state or federal plans.

Annex A1.12 – Amtrak Rail Incident

AMTRAK PASSENGER TRAIN EMERGENCY INCIDENT CHECKLIST

This checklist is designed for emergency response and railroad response personnel and is designed to assist them with ascertaining important information necessary for the initial response to a railroad emergency Remember: Amtrak Ethan Allen & VRS freight train movements are controlled by the Vermont Rail System, 1-888-265-2735.

INCIDENT:

Nature of the incident (smoke condition, fire, disabled train, derailment, power issue, medical condition, intentional/criminal act, something unusual, etc.) _____

Location of the incident by station, mile marker, signal number:

Closest Cross Streets to the incident: _____

County & Village/Town/City where incident is located: _____

How will emergency responders access the incident scene? _____

Amtrak Train Number: _____. Which end of the consist is the locomotive on

Does the train have head end power (lighting, air conditioning, heat)? _____

Number passengers on board: _____ ill, or injured passengers: _____

Passengers with special needs? _____ People trapped? Environment on train (hot/cold)? _____

Has a victim removal corridor been established? _____ Who is doing victim tracking? _____

--	--	--	--	--	--	--	--	--	--	--	--	--

ENTER THE LOCOMOTIVE AND CAR NUMBERS IN THE BOXES ABOVE. ALSO NOTE THE DIRECTION OF TRAVEL THAT THE TRAIN WAS TRAVELING IN.

What are we doing to move the passengers? (Shelter in Place, Move to a Passenger Reception Center, (etc.)

Damage to equipment/infrastructure? _____

What has the RR done to assess/mitigate the situation (dispatched personnel to the location, readied a rescue, readied a rescue train, removed power, hold on train movement, etc.)?

Who is the railroad Incident Commander, (the Conductor, Road Foreman, Superintendent)?

Who is the Incident Commander (rank/name/agency) from the local emergency response agencies?

COMMUNICATION:

If the train is between stations, does the train dispatcher have direct communication with the train crew/railroad employee at the incident site? If so, who?

Contact the train crew for an update on conditions (ill/injured passengers, hot or cold, etc.) every 10 to 15 minutes. The train dispatcher should relay that information to the command post.

TRAIN MOVEMENT:

Has train movement been _____ stopped?

Time confirmed and name: _____

Is this a power issue? _____

Will the train equipment be able to move on its own? _____

ACTIONS:

DERAILMENTS/COLLISIONS: Can we walk the passengers through from one end of the train to the other for an end to end passenger transfer? _____

What is Plan A to get the passengers into the station? What is Plan B in case Plan A fails (end to end train rescue, side to side rescue, etc.)? What is Plan C in case Plans A and B don't work?

Keep in mind, if we can't get the passengers off the train in one hour, before we get to that point, we need to plan how we will get a limited number of fire/EMS/police personnel out to and onboard the train (engine).

Fires — is there a train involved? If not, exactly what is burning (debris, signal cable, etc.)

Has a safety watch been established at both ends of the train (for other trains/track equipment)? _____

REMEMBER, REMOVING THE PASSENGERS FROM THE TRAIN, SAFELY, (ON A TRAIN/BUS, NOT ON FOOT) TO THE STATION IS OUR NUMBER ONE PRIORITY!

REMINDERS:

- The Conductor is in command of the train and the initial railroad Incident Commander.
- The Engineer will be found in the cab car/locomotive, in the direction of travel and operates the
- Treat the Engineer as a victim. Have EMS stand-by with Engineer until additional RR personnel arrive.
- **AT THE COMPLETION OF FD OPERATIONS, THE INCIDENT COMMANDER MUST RELEASE THE HOLD ON TRAIN MOVEMENT OR TRANSFER IT TO THE RR INCIDENT COMMANDER.**

Annex A2.0 - Local Response Agencies

Annex A2.1 - Middlebury Fire Department

Chief David Shaw

Radio #C1

W 802-388-7917

C 802- 989-3456

Annex A2.2 - Middlebury Police Department

EMERGENCY OPERATIONS ANNEX 1994

Rev.1: July 1999

Rev. 2: April 2001

Rev. 3: November 2001

Rev.4: April 2002

Rev. 5 August 2008

Rev. 6 May 2014

Rev. May 1, 2019

Rev. May 1, 2021

Rev. April 1, 2022

Rev. May 1, 2024

TOWN OF MIDDLEBURY POLICE DEPT. - SUMMARY OF GENERAL RESPONSIBILITIES:

- A. Traffic Control
- B. Crowd Control
- C. Investigation
- D. Provide alert/warning/notification to the public.
- E. Operate communications/dispatch.
- F. Security
- G. Transportation
- H. Police chief or designee is on the EOT at theEOC
- I. Crowd Control
- J. Investigation
- K. Provide alert/warning/notification to the public.
- L. Operate communications/dispatch.
- M. Security
- N. Transportation
- O. Provide escorts, as necessary.
- P. Law enforcement services and actions
- Q. Coordinate and manage evacuation and relocation.
- R. Operate EOC
- S. Maintain Mobile Command Post
- T. Other support services may be required to accomplish the mission.

AUTHORITY

Authority for this Annex is contained in Chapter 55 of Title 24, Vermont Statutes Annotated, Chapter 1, Section 111 of the Middlebury Town Charter, Chapter 1 of Title 20, Vermont Statutes Annotated, the Town of Middlebury Emergency Operations Plan, and such Selectmen's Policies, Manager's Directives, and Town Ordinances as may be applicable.

MISSION

- A. In the event of a natural or man-made emergency or disaster, the department's mission is to:
 - 1. Maximize the survival of people.
 - 2. Maintain/restore public order and the continuity of government operations
 - 3. Preserve property.
- B. Specific missions assigned to this department by the Town's Emergency Operations Plan are enumerated in Attachment 5 of this Annex.

SITUATION AND ASSUMPTIONS

A. SITUATION & LIMITS OF SERVICE CAPABILITY

- 1. Past history and present conditions indicate a potential for damage from fire, flood, power failure, severe winter storm, tropical storm, fixed site, and in-transit (including biological and radiological) hazardous material incidents/accidents, civil unrest, terrorist attack, nuclear attack, aviation accident, and bridge failure.
- 2. While well trained in personal defense, control and restraint, use of deadly force, and many technical aspects of police service, the department has no special teams, units or training specializing in the management of a hostage situation, "SWAT" operations, riots, or a large scale act of terrorism.
- 3. The department has no capability to recover, neutralize, or destroy incendiary or explosive devices.
- 4. The department is trained in HAZMAT awareness level only. The department has no capability for HAZMAT technician operations or decontamination. The department has no equipment or technical training in the handling or recovery of poison gas or airborne pathogens.
- 5. The department has no capability for underwater rescue or recovery, or other rescue operations that require special equipment and training. The department has no equipment or capability to mount marine operations and must rely on MFD or other agencies for this.
- 6. The police department can securely detain up to 6 people. The department can detain up to another 4 people in a non-secure capacity.
- 7. The police department has facilities for public broadcast through the local cable channel outlet and has an account with Vermont Alert.
- 8. The Police Department is an emergency organization staffed 24 hours a day, with the capability to receive "watches", "warnings", and alerts 24 hours a day from the National Weather Service.
- 9. The department utilizes all-wheel drive sedans as routine patrol vehicles, which contain equipment that could be utilized in an emergency or disaster. This includes public address capability, radios, and warning devices. These vehicles are not designed or intended for off-road use. The department has one 4-wheel drive mobile command post equipped with UHF frequencies for local and state police, Middlebury College Public Safety, and the local schools; VHF frequencies for Addison County fire and rescue services and VTAC, VCALL, UTAC, and UCALL frequencies.
- 10. The department has full facility emergency power on-site.
- 11. The department has a meeting room that can accommodate up to 20 people in a briefing format or up to 25 in a "round table" format with multi-media equipment.
- 12. The department has a conference room designated as the EOC with analog and PBX telephones, FAX, and data capability for managing major events, and a full spectrum VHF and UHF radio system.

B. ASSUMPTIONS

- 1. An emergency or disaster could affect the Town at any time. An emergency or disaster in a neighboring community could affect the town at any time.
- 2. In a moderate to large scale emergency or disaster, the staffing and resources of the Public Department will not be sufficient to effectively carry out the mission outlined in Section II-A of this Annex.

3. Excessive snowfall, flooding, or road collapse will prevent the department from moving personnel or equipment to the scene of an emergency without special equipment assistance (snowplow, off road equipment). Contracts have been tendered for such assistance.
4. Additional staffing and resources may be available from the Vermont State Police, the Vermont National Guard, Addison County Sheriff's Department, and may also be available through mutual aid with the communities of Bristol, Brandon, and Vergennes, as well as Middlebury College Public Safety.
5. In the event of a failure of the Seymour St rail underpass, residences, and properties from Jackson Lane (Pine Meadows) south to the Marble Works condos are not accessible by fire or ambulance apparatus. They cannot pass through the Pulp Mill bridge or through Printer's Alley off Main St. There is no alternate grade crossing.

THE GENERAL PLAN

A. ORGANIZATION

1. The Police Chief, or his designee, will have overall supervision and control of all Middlebury Police forces except those transferred to other commands. Those assigned to police duties have the responsibility for completion of the police mission.
2. The current command structure will be maintained, except as may be noted in the department manual.
3. Any person assigned to the police will be under the overall command of the Police Chief or his designee.
4. Staffing and supervision of all police functions shall be determined and assigned by the Chief of Police or his designee.

B. CONCEPT OF OPERATIONS

In the event of a major emergency or disaster, the Police Department will conduct or participate in operations under the provisions of the Town's Emergency Management Plan, this Annex, and the Police Department Manual, in consideration of the need for continued police service irrespective of the event.

1. INCREASED READINESS OR PRE-DISASTER PHASE

This phase is that period of time from receipt of initial notification of a potential onset of the emergency.

- a. Upon receipt of a "watch" or "alert" notification, the ranking officer on duty will monitor the situation. If there is an indication that the situation is deteriorating to a warning or actual event, the Police Chief will be notified.
- b. The Police Chief, upon being notified of this phase, will call together such personnel as he deems necessary for the purpose of briefing and review of the situation.
- c. All equipment and supplies shall be examined for operational readiness; patrol vehicles filled with gas and oil; portable radios and flashlights fully charged; on-duty officers have coveralls and protective gear; sufficient personal protective equipment is available.
- d. The Chief shall determine the needed record forms and arrange for logistics for continuous operations and interim scheduling.
- e. Appropriate public alerts/warnings/notifications will be transmitted.
- f. Confirmation of the availability of resources identified in this plan will be made.

2. EMERGENCY PHASE

This phase is the period of time during which an actual emergency is occurring

- a. In an emergency or disaster, police department responsibilities include:

Respond safely;

Identify the nature and scope of the incident.

Take command of the scene, if necessary, until relieved per the provisions of this plan; Render aid to the injured;

Notify the appropriate response agencies;

Secure the scene.

Coordinate with other officers and agencies for specific task assignments; Implement the emergency plan.

Control the incident.

De-escalate the incident;
Move to the recovery phase.

3. RECOVERY PHASE

- a. Immediately following an emergency, actions should be directed to restore to the extent feasible, normal operations conditions
- b. The Police Chief should coordinate receipt of damage and casualty reports in order to better identify and coordinate recovery in affected areas.
- c. Ensure access to emergency areas continues to be limited to authorized personnel only.
- d. Police personnel assignments should be reviewed by the Police Chief, and non-essential posts or assignments discontinued. Available personnel should be re-deployed to other recovery operations.

4. AFTER ACTION REVIEW

On completion of Emergency or Disaster operations, a review is required. This review will include all organizations involved in the operation. This review is intended to:

- a. Assess the implementation of the plan.
- b. Note and correct any deficiencies.
- c. Identify successes and operations requiring improvement.
- d. Upgrade the plan as needed.

SUPPORT

Supporting and assisting agencies, depending on the nature of the event, may include the following:

- a. Local Police from surrounding communities
- b. State Police
- c. Middlebury Fire Department
- d. Fire Departments from surrounding communities
- e. Office of Emergency Management (state and federal and Local Emergency Planning Committee for Addison County)
- f. Public Works Department
- g. Addison County Sheriff's Department
- h. Civil Air Patrol
- i. Corrections Department Personnel
- j. FBI
- k. Secret Service
- l. Bureau of Alcohol, Tobacco, and Firearms
- m. Drug Enforcement Administration
- n. Other federal and state agencies as needed.
- o. Vermont Army National Guard
- p. Federal Troops
- q. Boy Scouts
- r. HAM radio operators
- s. Middlebury Regional Emergency Medical Service.

Refer to the RESOURCE list Enclosure E.3 and the Contact List in Enclosure E.1 in the Emergency Management Plan for a complete list of agencies.

COMMAND AND CONTROL

A. The Police Chief, or anyone legally administering the office, will exercise complete authority over all Police Department operations in the town in accordance with mission assignments contained in the Emergency Operations Plan and its Annexes. As the emergency situation requires, the chief may make such other assignments of command and control the chief deems necessary to accomplish the mission.

B. When the Middlebury Police Department personnel are operationally engaged in the town itself, both operational control and direction of police personnel and resources are retained.

When operating on a mutual aid basis in another community, operational control is then exercised by the authority at the scene of the operation. However, control is retained by Middlebury authority. The personnel assigned to another agency must operate within the scope of Middlebury regulations and policies.

Conversely, personnel sent to Middlebury's aid come under assignment of the Middlebury authority but remain under the control of the parent department and its regulations and policies.

C. In order to ensure continuity in the operation of the Middlebury Police Department, the following line of succession is in effect:

1. Chief of Police
2. Sergeants in order of seniority
3. Corporals in order of seniority
4. Patrol Officers in order of seniority

SPECIAL REQUIREMENTS

A. Record Keeping

The department will keep accurate records and logs of all actions taken during disasters and emergencies. All funds expended and materials or supplies obtained by purchase or otherwise, must be accounted for by receipts and written records in detail.

B. Annex Review and Update

This Annex shall be updated as changes occur. All changes shall be reviewed by the Chief and shall be forwarded to the Town Manager and Emergency Manager as they occur.

PROMULGATION

This Annex will become effective upon the adoption by the Selectboard. This Annex and any amendments will be effective on an interim basis as approved by the Chief of Police, review, and approval of the Town Manager.

This Annex is intended to conform to the terms and conditions of Chapter 1, Title 20, Vermont Statutes Annotated, the Middlebury Town Charter, the State of Vermont Emergency Management Plan, such Federal Acts and Regulations as may be applicable and any local ordinances and Selectmen's policies.

DEPARTMENT STATISTICS

Name of Department	Middlebury Police Department
Department Address	One Lucius Shaw Lane Middlebury VT 05753-1199
Telephone Number:	802-388-3191 (primary); 388-3192, 388-4360 (rollovers#s)
Telephone Number Fax:	802-388-4201
Email:	first initial last name @middleburypolice.org

Channel/Frequency List – Portable and Mobile Radios:

<u>Ch.</u>	<u>TX Freq.</u>	<u>RX Freq.</u>	<u>PL Code</u>	<u>Agency</u>
1	453.625	458.625	118.8	Middlebury PD Channel 1
2	460.500	460.500	118.8	State Channel 2
3	465.375	460.375	151.4 (5Z)	VSP-Middlebury-(VSP Channel-3)
4	452.700	452.700	118.8	School Emergency - Middlebury
5	465.250	465.250	118.8	Explorers
6	460.425	460.425	118.8	Middlebury PD Tactical
7	460.150	460.150	210.7 (M2)	VSP - Rutland (VSP Channel 7)
8	465.225	460.225	203.5 (M1)	VSP - Williston (VSP Channel 1)
9	460.450	460.450	118.8	Addison County Sheriff's Dept.
10	464.825	464.825	311	Middlebury College DPS
11	460.050	460.050	118.8 (2B)	Brandon PD
12	465.025	460.025	173.8 (6A)	VSP - St. Albans (VSP Channel 2)
13	465.300	460.300	192.8 (7A)	VSP - St. J's (VSP Channel 4)
14	465.150	460.150	179.9 (6B)	VSP - Derby (VSP Channel 5)
15	458.300	453.300	167.9 (6Z)	VSP - Bradford (VSP Channel 6)
16	465.375	460.375	186.2 (7Z)	VSP - Shaftsbury (VSP Channel 8)
17	465.475	460.475	162.2 (5B)	VSP - Rock'hm (VSP Channel 9)
18	458.300	453.300	146.2 (4B)	VSP - Brat'boro (VSP Channel 10)
19	465.425	460.425	136.5 (4Z)	VSP - Mid'sex (VSP Channel 11)
20	465.025	465.025	156.7 (5A)	VSP - Bethel (VSP Channel 12)
21	460.400	460.400	118.8	MPD - Talk around
22	465.275	460.275	151.4	VSP - C-2
23	458.2125	453.2125		UCALL 40
24	453.2125	453.2125		UCALL 40D
25	458.4625	453.4625		UTAC 41
26	453.4625	453.4625		UTAC 41D

MOBILE RADIOS: **VHF Band**

Middlebury Police Department & Other Agency Interoperability System

VHF RADIOS

<u>Ch.</u>	<u>TX Freq.</u>	<u>RX Freq.</u>	<u>Agency</u>
1	155.760	155.760	Middlebury Department of Public Works
2	153.830	154.400	Middlebury Fire Dept. Repeater & Tone-out
3	155.160	155.160	Middlebury Fire Department Channel 2
4	155.220	155.220	Middlebury Volunteer Ambulance
5	155.715	155.715	County Fire Channel 1
6	154.280	154.280	County Fire Channel 2
7	155.415	155.415	Addison County Sheriff's Department
8	155.235	155.235	American Red Cross – Northern VT Chpt.
9	155.925	155.925	Bridport Fire Department
10	158.865	155.715	Bristol Fire Department
11	155.805	155.805	Cornwall Fire Department
12	153.950	155.715	New Haven Fire Department
13	154.415	154.415	Salisbury Fire Department

14	154.100	154.100	Ripton Fire Department
15	153.770	154.430	Bristol Rescue Squad
16	150.775	155.265	Vergennes Area Rescue Squad
17	158.835	155.715	Ferrisburgh Fire Department
18	155.340	155.340	Porter Hospital - HEAR – I
19	155.7525	155.7525	VCALL 10 156.7
20	151.1375	151.1375	VTAC 11 156.7
21	154.4525	154.4525	VTAC 12
22	158.7375	158.7375	VTAC 13
23	159.4725	159.4725	VTAC 14

Annex A2.3 - Middlebury Regional Emergency & Medical Services, Inc.

Kate Rothwell, Executive Director
Middlebury Regional Emergency Medical & Emergency Services, Inc. 55 Collins Drive
Middlebury, VT 05753
(802) 388-3286 – office

krothwell@middleburyems.com
<http://www.middlebury911.org/>

MREMS DOES NOT have water rescue capabilities – for those services dispatch:

- 1). Middlebury Fire Department
- 2). Saranac Lake Rescue (NY)
- 3). Colchester Technical Rescue

MREMS DOES NOT have ropes rescue capabilities – For these services dispatch:

- 1). Middlebury Fire Department
- 2). Colchester Technical Rescue

For any MREMS services dispatch through 911 or MREMS Central Communications (802) 388-2611

Annex A2.4 - Town Infrastructure Operations (DPW) as of FY '25

TOWN OPERATIONS

Radio & Telephone Numbers

The DPW will provide assistance and town resources to the incident commander.

Public Works

Operations Director

David DiBiase	#31	(C)
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Planning Director

Emmalee Cherington	#26	(C)
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Wastewater Treatment Plant

Superintendent

Jeremy Rathbun	#40	C)
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Water Department

Water Division Chief

John Trombley	#20	(C)
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Pagers for on-call Staff

Highway Department	802-250-0320
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Wastewater Department	802-250-2599
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Water Department	802-250-0310
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Parks & Recreation Director

Scott Bourne

Annex A2.5 - Town Administration

The purpose of Town Administration during an emergency or disaster is to provide for continuity of government and to provide support to the Emergency Operations Center.

On request of the Emergency Management Director or the Incident Command, Town Administration may reassign municipal building office staff to the Emergency Operations Center or Field Command Post to provide support services such as financial, logistical, clerical, and record keeping.

Municipal Building Staff

Administration/Continuity of Government

Town Manager

Assistant Town Manager

Director of Administration

Support Staff

Treasurer/ Account Services Manager, Accounting Clerk

Assistant Town Clerk

(2) Lister's Assistant

Zoning Assistant

Annex A3.0 - Plan Support

- A3.1 Sheltering
- A3.2 Vulnerable Populations
- A3.3 Marshalling/ Staging Locations
- A3.4 Emergency Routes
- A3.5 Language
- A3.6 Commodity Points of Distribution; Medical Points of Distribution
- A3.7 Communication Plan
- A3.8 Town of Middlebury Purchase Policy and Authorization
- A3.9 Middlebury Road Maps
- A3.10 Acronym Glossary
- A3.11 Plan Distribution

Annex A3.1 - Sheltering

Types of Sheltering

- In-Place sheltering
- Local evacuation shelters
- Crisis re-location sheltering

A. In-Place Sheltering

In-place shelters are existing, occupied structures. In-place sheltering refers to the hardening and use of these existing structures as shelters by their occupants in lieu of evacuation to other shelters during an emergency.

1. Use of In-Place Shelters

- a. When the environment outside the shelter is toxic or otherwise hazardous, and evacuation of the occupants increases their exposure to injury or death.
- b. When the evacuation transport is unavailable or delayed;
- c. When other shelters are unavailable, and the risk of evacuation is greater than the risk to shelter-in- place

2. Preparation

- a. Every institution, business, manufacturing facility, health care facility, hi-density housing unit, high-risk residential units should have an emergency plan which contains information on in-place sheltering for residents, customers, employees, patients, students, visitors, and all other occupants.
- b. As part of community emergency readiness, residents should be provided information on in place sheltering to include sheltering instructions and how to receive sheltering instructions during emergencies.

3. In-Place Sheltering Instructions

Broadcast in-place sheltering instructions over the appropriate and relevant medium that may include:

Broadcast media
The police/school emergency radio network;
Vermont Alert System
Middlebury College F.M. radio station;
Loudspeakers
MCTV bulletin board
Vermont Emergency Management Emergency Broadcast System
Facebook – Middlebury Police
Police website – www.middleburypolice.org
Town website - www.townofmiddlebury.org

Sheltering instructions will include:

- Close all doors. Seal all doorways with wet towels or thick tape.
- Close all windows. Seal all windows with wet towels or thick tape.
- Turn off ventilation systems and all climate control systems that circulate outside air.
- Seal any voids in the structure, such as air conditioner units, exhaust fans; dryer vents; bathroom exhaust fans; range vents.
- Close fireplace dampers. If the fireplace is equipped with doors, close and seal the doors.
- Limit the shelter area to as small an area as possible, close and seal off all other areas at the doors.
- If an explosion hazard exists, tape large panes of glass to reduce flying glass; close all drapes; position yourself away from the windows.
- Do not use any appliance that emits spark or flame.
- Avoid the use of tap water-contaminated water systems can carry hazardous and toxic substances into the structure
- In the event of explosive or toxic gases move to a level of the structure that provides the most protection (use upper

levels for heavier-than-air gases; lower levels for lighter-than-air gases.

- Keep a portable Am/FM receiver on to receive official bulletins and further instructions.

B. Local Evacuation Shelters

1. Initial Shelters – Short term

a. Location

Middlebury Police Department – Community Room and Storage Building

- b. Shelter Manager - On-duty ranking police officer
- c. Emergency Power (Community Room Only)
- d. On-site generator
- e. Resources – community room only
 - Microwave, sink, counter
 - Warming/cooling capability
 - Telephone line
 - Lavatory (no shower)
 - Sleeping capacity: 20
 - Connected to municipal water and sewer.
 - Ground elevation, about 340 feet above sea level.
 - Out of the flood zone.

Storage garage has heat and hot water and lavatory facilities. Capacity up to 40.

a. Limitations

- No food or water stores
- No medicine, access only to rudimentary first aid supplies.
- No on-site blankets, cots, or bedding (these are available through the American Red Cross)
- No radiological protection
- Utilities are serviced by overhead wires.
- No utility redundancy

d. Animals

- Service animals must be under the control of the owner.
- Pets must be in enclosed carriers; owners must have equipment to control animals for exercise/relief purposes outside shelter.
- Telephone systems require electrical power.

e. Transportation

Refer to transportation list in resource section of plan. Arrangements are in place for Middlebury Transportation Group, Addison County Transit Resources, and Middlebury College for emergency transportation.

Resources to provide evacuation and transport to the shelter.

Primary Shelter – overnight and long term

a. Municipal gymnasium- Creek Road

b. Shelter Manager – Scott Bourne, Director of Parks and Recreation

c. Resources:

- Capacity – 100 persons, limited by the availability of sufficient beds
- Lavatory facilities on-site

- Shower facility on-site
- The shelter is out of the flood zone
- On-site parking
- Warming/cooling capability

Limitations

- No on-site food storage, refrigeration, or food preparation
- No cots or beds on-site- these must be provided by Red Cross
- No emergency power on-site
- Service animals must remain under control by their handler. Small animals are accepted only if kenneled in a carrier or portable cage- the handler must have a leash and collar or other restraint to be able to take the animal outdoors for exercise or relief.
- There is no provision for livestock or large animals.
- The shelter is proximate (1/4 mile west) to Court Street (U.S. Route 7) and to the railway (1/8 mile to the north) and may be in an exclusion zone subject to a HAZMAT transportation accident.

Secondary Shelter – Overnight and Long Term

a. American Legion Post 27 on Wilson Rd /Boardman Street

b. Shelter Manager – Tom Scanlon

c. Resources

- Out of a flood zone
- Off-street parking
- Transfer Panel – the Town generator must be used for power.
- On-site refrigerated food storage
- On-site full commercial kitchen
- Can house 100
- Lavatories
- Tables and chairs stored on-site

d. Limitations

- May not be available for extended operation
- Proximate to and east (1/8 mile) of Court St Ext (U.S. Route 7)
- No bedding or cots on site
- Must use the town generator during a power loss. Moving the generator requires a truck with a pinto hitch.

Temporary Relocation Shelter

e. Memorial Sports Center – Rick Marshall – 802-388-1238 – (C) 802-233-4099 manager@memorialsportscenter.org

2. Other Shelters

Mary Hogan School Gymnasium

Frank Mahady Courthouse Basement

In-place sheltering of students and staff may preclude the school facilities from being available.

The principal at each school is considered the shelter manager. The Addison County Sheriff is the facility and security manager for the courthouse.

C. Crisis Relocation

1. Emergencies occurring away from Middlebury may require the town to open shelter (s) for relocation purposes. Support for crisis relocation shelters will come from Vermont Emergency Management, American Red Cross, and the

Federal Emergency Management Agency.

Requests for relocation shelters will be directed to the local shelter manager

2. Evacuation and relocation of Middlebury may be required. Vermont Emergency Management may provide remote shelter information.

In a wide-scale incident, evacuation may be required for survivors to distant shelters. In lieu of waiting for State or Federal agency support, the EOC should make arrangements with other communities for relocation of shelters.

Recovery

The town does not have the resources to absorb the costs of evacuation and sheltering. The town must maintain records to document all expenses to submit a claim to the Federal government for reimbursement.

When an emergency is declared, the Emergency Manager will ensure record keeping is maintained complete and accurate to ensure the State and Federal government can assume responsibility for funding or expense reimbursement following implementation of this plan.

Annex A3.2 - Child & Adult Care Facilities

During an incident, the EOC should identify, insofar as possible, potentially vulnerable populations at risk and monitor their needs.

Child and adult care facilities – Licensed and registered Day Care Centers – Child and Adult

www.brightfutures.dcf.state.vt.us

1.	Addison County Parent/Child Center	126 Monroe Street	802-388-3171
2.	Aurora Preschool	238 Peterson Terrace	802-388-2637
3.	Bridge School After School Program	1469 Exchange Street	802-388-3498
4.	Bridge School Preschool	1469 Exchange Street	802-388-3498
5.	College Street Children's Center	228 College Street	802-388-2401
6.	Mary Johnson Children's Center	81 Water Street	802-388-2853
7.	Middlebury Coop Nursery School	391 East Main Street	802-388-7338
8.	Middlebury School Age Program	19 Mary Hogan Drive	802-382-1402
9.	Middlebury Summer Lunch and Rec	201 Mary Hogan Drive	802-349-5523
10.	Otter Creek Child Center	150 Weybridge Street	802-388-9688
11.	Quarry Hill School	1622 Quarry Road	802-388-7297
12.	Project Independence – Adult Day Care	Exchange Street	802-388-3983
13.	Red Clover Childrens Center	30 North Pleasant St	802458-8152

Home Day Care Providers

1.	Rose Brady	11 Meadow Way	802-881-6966
2.	Jennifer Cyr	161 Creek Road	802-388-0611
3.	Tammy Lathrop	172 Valley View Drive	802-388-7271
4.	Molly Leach	193 Colonial Drive	802-388-1164

Annex A3.3 - Marshalling and Staging Areas

For Level 2 and Level 3 emergencies/disasters staging areas are required for the mustering, organizing, and deployment of personnel, supplies, and equipment that are sent by various organizations.

- Selecting a staging area requires the following considerations:
- Proximity to the EOC
- Adequate space for the assets to be staged
- Proximity to any hazards that may endanger the staging area
- Transportation routes to the staging area from the source.
- Ingress and egress to and from the staging area to the scene(s)
- On-site security
- On-site capacity for a field office to manage the assets.

Keeping this criterion in mind, the following is a list of staging areas:

- Middlebury Police Department
- Location of police EOC
- Inside storage available for large assets
- Parking for up to 30 small trucks/trailers/personal vehicles
- Fenced-in and lockable impound for secure assets
- Monitored by security cameras and DVR recorded
- Space for large trailers- tractor/trailers
- Site is staffed 24 X 7
- 600' from railway line and switching yard

Middlebury Wastewater treatment Plant

- May be used as primary commodities POD location
- Storage available for large vehicles
- Security gate for complex
- Not staffed evenings and weekends
- Close to railway line
- Contact Wastewater Treatment Superintendent for authorization for use.
- Interior office space for command and control of resources
- Yard maintained year-round

Middlebury Sports Center – Buttolph Drive Extension

- Not staffed
- Contact recreation department for use
- Large parking area
- Heavy equipment must ingress and egress from Washington Street
- Close to downtown
- Interior space for command and control of resources
- Yard maintained year-round

Middlebury Beef – Truck Parking Area – East Middlebury

- Contact Maplefields/Middlebury Beef management for permission
- Large parking area, suitable for heavy equipment
- Not monitored
- Located on US Route 7 South near intersection with Rtes. 116 and 125
- Field office required.

Middlebury College – Kenyon Arena and parking area/Center for the Arts lot

- Contact Middlebury College Public Safety to request permission for use.
- Located on VT Rte. 30 just west of downtown.
- Field office required.
- Yard maintained year round
- Not available when semesters are in session

Middlebury College – Porterfield Road Parking Lot

- Gravel lot
- Maintained year round
- Limited capacity
- Field office required
- Contact Middlebury College Public Safety to request permission for use.

American Legion Post 27 – Boardman Street

- Contact American Legion via emergency business contact list maintained at Police Department
- Also, site of back-up shelter
- Close to US Route 7, 1 mile south of downtown
- Can store 60+ personal vehicles, adequate for heavy equipment and tractor trailer units.
- Field office required for asset management
- No on-site security

In selecting a staging area, the incident commander/general staff should not be limited to the list herein. The purpose of this list is to provide a ready reference in the selection of sites. Due to prevailing conditions and circumstances, the Incident Commander may elect a more suitable location.

Annex A3.4 - Emergency Re-routing and Road Closure Plan

In re-routing around an incident area, consider the following:

1. Load capacity of alternate routes

Most of the Class 2 highways in Middlebury are rated for state highway weight limits (80,000 pounds). Cross Street, Battell, and Lower Plains Rd bridges are rated at 80,000 lbs.

2. Surface type and road condition

frozen
soft (mud)
gravel
pavement

3. Load, width, and height capacity of any bridges on the route

4. Lane width

5. Traffic volume and nature of traffic.

6. Emergency Actions affecting state highways or highways and routes in other towns.

a. State Highways: notify VTRANS of the need to close a class 1 state highway or any section thereof.

b. For detouring traffic through other towns, notify and request permission from the local highway authority to reroute traffic on other than class 1 highways.

The following highways or bridges shall be restricted to a weight not to exceed 24,000 lbs. at all times:

Highways

Bakery Lane	Benedict Lane	Birchard Park
Blake Roy Road	Boardman Street (east & west)	Brookside Drive
Butternut Ridge Drive	Buttolph Drive	Charles Avenue
Chipman Heights	Chipman Park	Colonial Drive
Cone Road	Creek Road (from end of pavement to Three Mile Bridge Road)	
Dragon Brook Road	Danyow Drive	Drew Lane
Dwire Circle	East Munger Street	East Road
Fairview Circle	Foote Street	Forbes Circle
Forrest Ridge Road	Forrest Lane	Foster Circle
Franklin Street	Fred Johnson Circle	Gambrel Court
Gorham Lane	Green Mountain Place	Grey Ledge Road
Grist Mill Road	Halladay Road	Halpin Road
Halpin Covered Bridge Road	Happy Valley Road	Harrow Way
Heritage Circle	High Street	Hillcrest Road
Juniper Lane	Kings Row	Locust Lane
Lower Foote Street	Lower Plains Road	Maecliff Court
Maple Court	Maple Street	Mary Hogan Drive
Mead Lane	Meadow Glen Drive	Meadow Way
Methodist Lane	Middle Road (north & south)	Mill Street
Monroe Street	Morningside Drive	Morse Road
Munger Street	Murdock Court	North Leno Lane

North Street
Park Street
Piper Road
Rolling Acres
Shannon Street
Shard Villa Road
South Pleasant Street
South Street Extension (from end of pavement south to end of road)
Star Point Drive
Swanage Court
Upper Plains Road
Water Street
Willow Drive

Painter Road
Peterson Terrace
Quarry Road
School House Hill Road
Seymour Street Extension
South Gorham Lane
South Ridge Drive
Stewart Lane
Thomas Street
Valley View Road
Willard Street
Wilson Road

Painter Hills Road
Pinewood Road
Rogers Road
Seminary Street & Extension
Short Shannon Street
South Leno Lane

Springside Road
Stonegate Drive
Three Mile Bridge Road
Washington Street & Extension
Wilmar Street
Woodland Park

Bridges

Battel
Blake Roy
Cross Street
Grist Mill
Lower Plains
Halpin Bridge
Poor Farm
Pulp Mill
Shard Villa

Annex A3.5 - Sign Language Interpreters

Addison County - Vermont

Wendy Schneider	Ripton	802-388-9360/802-598-0243	wendybethschneider@yahoo.com
Eliza Goodhue	Lincoln	802-777-1256	elizagoodhue@gmail.com
Lindsey Bixler	Colchester	802-878-7738/802-318-0900	lindseybixler@yahoo.com
Lisa Bixler	Colchester	802-238-2521	Leesahbixler@yahoo.com
Cory Brunner	Middletown Springs	802-235-1343/802-236-8409	corybrunner@gmail.com
Stephanie Cramer	Waitsfield	802-496-9598/802-734-7343	stephaniecramer@gmavt.net
Janet Dattilio	S. Burlington	802-999-4884	j2dat1@comcast.net
Patrick Galasso	Burlington	503-371-0391	pglso@mac.com
Kristal Hier	Middletown Springs	802-235-1297/802-309-8202	kristalhaynes@hotmail.com
Joe Loga	Montpelier	802-595-0766	waderightin@hotmail.com
Joan Pellerin	Waterbury Center	802-999-6254	joanpellerin@hotmail.com
Lynette Reep	Burlington	802-658-9507	lreeep@uvm.edu
Barbara Walker	St. Johnsbury	802-748-8905/802-535-5613	hagbarb@aol.com
Amy Williamson	Montpelier	802-279-1321	williamson.loga@gmail.com

Annex A3.6 - Commodity and Medical Points of Distribution

A 3.6.1 Commodity Point of Distribution (CPOD)

The Commodity Point of Distributions are located at VT State Airports. In Middlebury this is the Vermont State Airport on Airport Road off of Route 116. All commodity distribution will be coordinated by Vermont Emergency Management.

CPODS provide water and meals.

A 3.6.3 Medical Point of Distribution

The Medical POD for the public-at-large is located at the American Legion Post 27 building on Wilson Drive, Middlebury.

The Medical POD for the Middlebury College community will be held at the Middlebury College Kenyon Arena on South Main St., Middlebury.

Medical PODS are provided by the Vermont Department of Health.

Annex A3.7 - Communication Plan

ICS 205

Incident Radio Communication Plan

Purpose.

The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talk groups and the assignments of those resources by Incident Command for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talk group assignments is normally placed on the Assignment List (ICS 204).

Preparation.

The ICS 205 is prepared for inclusion in the Incident Action Plan.

Distribution.

The ICS 205 is duplicated and attached to the Incident Objectives (ICS form 202 may be used) and given to all recipients as part of the Incident Action Plan (IAP). **All** completed original forms must be retained. Information from the ICS 205 is placed on assignment lists.

Forms

ICS 205 and 205A are in Annex A4 of this plan.

Frequency and Radio Channel Assignments and Inventory

Middlebury Police Department Radios

UHF Radios

Middlebury Police Department

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
453.625	458.625	118.8	Middlebury PD Channel 1
460.500	460.500	118.8	State Channel 2
460.400	460.400	118.8	MPD Talk around
452.700	452.700	118.8	School Emergency – Middlebury
460.425	460.415	118.8	Middlebury PD Tactical

Vermont State Police

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
465.375	460.375	151.4 (5Z)	VSP-New Haven-(VSP Channel-3)
460.150	460.150	210.7 (M2)	VSP - Rutland (VSP Channel 7)
465.225	460.225	203.5 (M1)	VSP - Williston (VSP Channel 1)
465.025	460.025	173.8 (6A)	VSP - St. Albans (VSP Channel 2)
465.300	460.300	192.8 (7A)	VSP - St. J's (VSP Channel 4)
465.150	460.150	179.9 (6B)	VSP - Derby (VSP Channel 5)
458.300	453.300	167.9 (6Z)	VSP - Bradford (VSP Channel 6)
465.375	460.375	186.2 (7Z)	VSP - Shaftsbury (VSP Channel 8)
465.475	460.475	162.2 (5B)	VSP - Rock'hm (VSP Channel 9)

458.300	453.300	146.2 (4B)	VSP - Brat'boro (VSP Channel 10)
465.425	460.425	136.5 (4Z)	VSP - Mid'sex (VSP Channel 11)
465.025	460.025	156.7 (5A)	VSP - Bethel (VSP Channel 12)
465.275	460.275	151.4	VSP - C-2 Temp.

Other Agencies

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
460.450	460.450	118.8	Addison County Sheriff's Dept.
464.825	464.825	311	Middlebury College DPS
460.050	460.050	118.8 (2B)	Brandon PD

National Calling and Tactical

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
458.2125	453.2125		UCALL
458.4626	453.4625		UTAC1
458.7125	453.7125		UTAC2
458.8625	453.8625		UTAC3
453.2125	458.2125		UCALL40
453.2125	453.2125	156.7	UCALL40D
453.4625	458.4625	156.7	UTAC41
453.2625	453.4625	156.7	UTAC41D
453.7125	453.7125	156.7	UTAC42
453.7125	453.7125	156.7	UTAC42D
453.8625	458.8625	156.7	UTAC43
453.8625	453.8625	156.7	UTAC43D

Middlebury Town Services

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
155.760	155.760		Middlebury Fire Tone-Out/Middlebury DPW

Middlebury Fire Department

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
155.760	155.760		Middlebury Fire Tone-out/Dispatch
153.830	154.400		Middlebury Fire Department Repeater
155.160	155.160		Middlebury Fire Department Channel 2

County Fire Services

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
155.715	155.715		County Fire Channel 1
154.280	154.280		County Fire Channel 2
155.925	155.925		Bridport Fire Department
158.865	155.715		Bristol Fire Department

155.805	155.805	Cornwall Fire Department
153.950	155.715	New Haven Fire Department
154.415	154.415	Salisbury Fire Department
154.100	154.100	Ripton Fire Department
158.835	155.715	Ferrisburgh Fire Department

VHF Radios

Addison County Ambulance/Rescue Services

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
155.220	155.220		Middlebury Regional Emergency Services
153.770	154.430		Bristol Rescue Squad
150.775	155.265		Vergennes Area Rescue Squad
155.340	155.340		Porter Hospital - HEAR – I

Addison County Sheriff's Department

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
155.415	155.415		Addison County Sheriff's Department

Other Agencies

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
155.235	155.235	American	Red Cross - Northern VT Chapter

National Calling/Tactical Frequencies

<u>TX FREQ.</u>	<u>RX FREQ.</u>	<u>PL CODE</u>	<u>AGENCY</u>
155.7525	155.7525		VCALL 10
151.1375	151.1375		VTAC 1
154.4525	154.4525		VTAC 2
158.7375	158.7375		VTAC 3
159.4725	159.4725		VTAC 4
151.1375	155.7525		VTAC 11
154.4525	154.4525		VTAC 12
158.7375	158.7375		VTAC 13
159.4725	159.4725		VTAC 14

No Receive CTCSS code for VCall/VTAC frequencies CTCSS code for Transmit frequencies is 156.7.

Annex A3.8 - Purchasing Policy

TOWN OF MIDDLEBURY

Purpose

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Middlebury that are in the best interests of the Town, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

Purchase Authorization

No purchases over \$999 shall be made by any Town officer or employee without prior approval of the Town Manager. When making any purchase not subject to the bid process described below, officers and employees must solicit quotes from at least two vendors unless the Select Board has approved a sole-source vendor. Vendors will be selected based on the best interest of the Town, based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town.

Bid Process

All purchases of \$3,000 or more shall be subject to a bidding process. The bid process shall be initiated by the issuance of a request for bids prepared by the Town Manager. Notice of the request for bids shall be made by letters to known providers soliciting bid responses, advertisements posted in the Town Offices and on the Town's website, and advertisements placed in a newspaper of general circulation in the region.

Bid Specifications

Bid specifications shall include:

Bid name.

Bid submission deadline.

Date, location, and time of bid opening.

Specifications for the project or services including quantity design, and performance features.

Bond and/or insurance requirements.

Any special requirements unique to the purchase.

Delivery or completion date.

The right of the Town of Middlebury to reject any or all bids if such action is deemed in the best interest of the Town.

Once a request for bids has been issued, the bid specifications will be available for inspection at the Town office.

Bid Submission

All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid for specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

Bid Opening

Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Town Manager. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid, and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

Criteria for Bid Selection

In evaluating bids, Town Department Heads and the Select Board will consider the following criteria:

- The best interests of the Town
- Price.
- Bidder's ability to perform within the specified time limits.
- Bidder's experience and reputation, including past performance for the Town.
- Quality of the materials and services specified in the bid.
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- Bidder's financial responsibility.
- Bidder's availability to provide future service, maintenance, and support.
- Nature and size of bidder.
- All other things being equal, additional consideration should be given to local vendors.
- Any other factors that the Select Board determines are relevant and appropriate in connection with a given project or service.

The Select Board reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Select Board reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to ensure service throughout the term of the contract.

Change Orders

If specification changes are made prior to the close of the bid process, the Request for Bids will be amended, and notice shall be sent to any bidder who already submitted a bid, and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Select Board will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

Exceptions

Sole Source Purchases.

For purchases over \$3,000, if the Select Board determines that there is only one best possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. The Town Manager may do likewise for purchases under \$3,000. Sole source solicitations should be reviewed to determine the price offered is fair and reasonable or that there is only one manufacturer/supplier of the item to be purchased.

Recurring Purchases

If the total value of a recurring purchase of a good or service is anticipated to exceed \$6,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Select Board votes to initiate a new bid process. The following recurring purchases are exempted from the bid process but require quotations;

- a. Copper pipes and tubing;
- b. Water and sewer pipes;
- c. Chemicals and supplies used in water and sewer work;
- d. Heating and vehicle fuel;

- e. Highway, water and sewer repair and maintenance work under \$10,000.
- f. Salt;
- g. Repairs on Equipment;
- h. Equipment repair supplies;
- i. Brass valves and other fittings;
- j. Fire Hydrants; and
- k. Utilities.

Emergency Purchases

The Town Manager may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

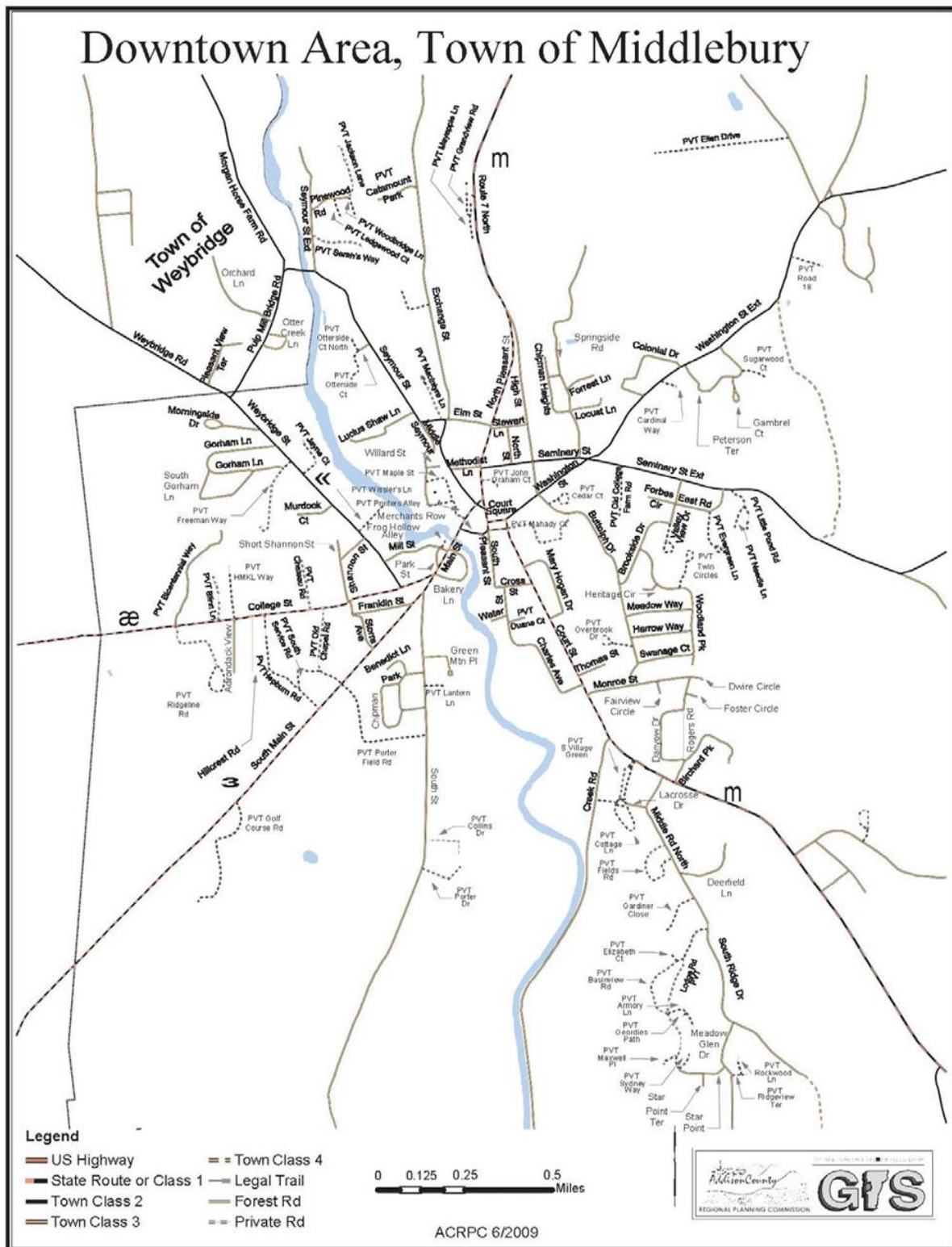
Professional Services

The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, risk management, and insurance services.

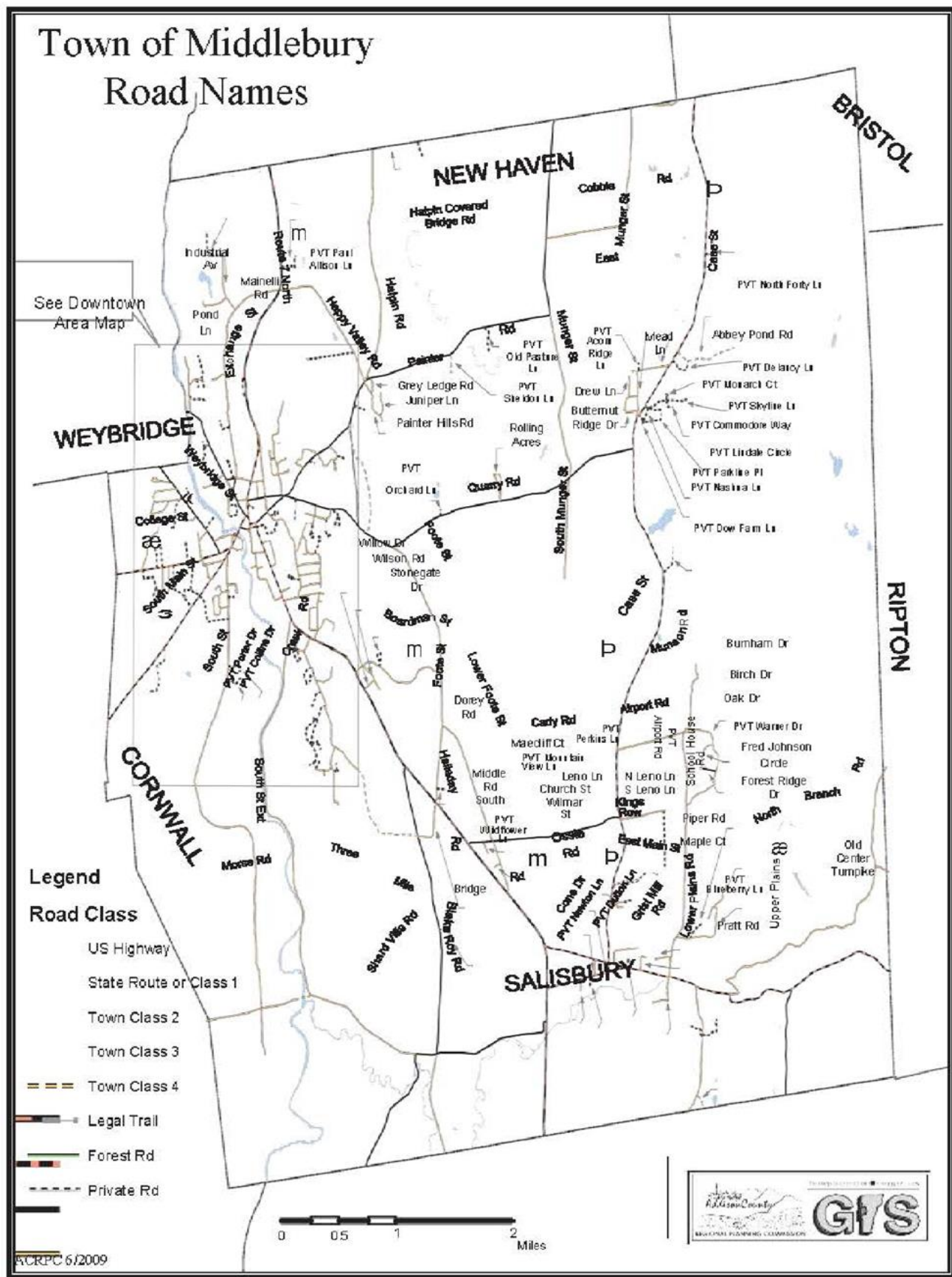
Adopted by the Middlebury Selectboard on December 9, 2014.

This policy hereby repeals and replaces the previous policies adopted by the Board on August 21, 1973, as amended on November 21, 1978, June 18, 1991, and December 9, 2003.

Annex A3.9 - Middlebury Maps



Town of Middlebury Road Names



Annex A3.10 - Glossary of Definitions/Acronyms

ACCD (VT): Agency of Commerce & Community Development

ANR (VT): Agency of Natural Resources

AOT (VT): Agency of Transportation (Vtrans is also used)

ARC: American Red Cross

ARES: Amateur Radio Emergency Services. Operate HAM radio systems.

BGS (VT): Buildings & General Services

BISHCA (VT): Department of Banking, Insurance, Securities & Health Care Access

CAP: Civil Air Patrol

CCP: Citizens Corps Program

CDC: Centers for Disease Control and Prevention

CERCLA: Comprehensive Environmental Response, Compensation, and Liability

CERT: Community Emergency Response Team

CFR: Code of Federal Regulations

CHEMTREC: Chemical Transportation Emergency Center

COG: Continuity of Government Plan

COOP: Continuity of Operations Plan

DEC (VT): Department of Environmental Conservation

DHCA (VT): Department of Housing and Community Affairs

DHS: Department of Homeland Security (Federal)

DISASTER: An event(s) that causes significant loss to infrastructure, and/or property; a threat or actual loss of life and results in economic loss. A disaster results in disruption of normal community life and actual or potential displacement of people. A disaster demands a response beyond the scope of any single agency. Disasters are distinguished from emergencies by the greater level of response required and extended duration of the event. Disaster response generally requires state and/or federal assistance.

DPS (VT): Department of Public Safety

EAL: Emergency Action Level

EAS: Emergency Alert System

ELC: Emergency Classification Level

EMAC: Emergency Management Assistance Compact

EMAP: Emergency Management Accreditation Program

EMERGENCY: An event that while dangerous and even devastating is immediate and short in duration. An emergency or series of emergencies can escalate to a disaster.

EMERGENCY MANAGER (EM): The Emergency Manager is the individual who is directly responsible, on a day-to-day basis, for the Town's effort to develop the capability for coordinated response to and recovery from the effects of emergencies and other large-scale disasters. This individual is responsible for assisting the Town in developing a comprehensive effort to mitigate, prepare for, respond to, and recover from natural and technological disasters. The Emergency Manager is a key primary link between the State and local level Emergency Operations personnel.

EMERGENCY OPERATIONS CENTER (EOC): The EOC is the site from which the Emergency Operations Team exercises direction and control in an emergency or disaster. The EOC will ordinarily be fully activated by the Emergency Operations Team who will assume control of emergency operations in any situation of such magnitude as to require mobilization of elements of the Town other than those principally involved in services on a day-to-day basis. In the Town of Middlebury, the police station at One Lucius Shaw Lane is the Primary EOC with its backup being The Middlebury Fire Department on Seymour St. An alternate location may be at the Department of Public Works offices at 1020 Route #7 South. The EOC may also operate out of a mobile command post.

EMERGENCY OPERATIONS PLAN (EOP): The EOP is a management tool, which lists the decision-making requirements on a priority basis, to be followed in the event of an emergency or disaster. It also includes other pertinent data, such as the rapid response plan, notifications listings, emergency contract personnel and the resource list.

EMERGENCY OPERATIONS TEAM (EOT): The Emergency Operations Team is a group that can be made up of the designated government officials and representatives of the various response agencies. It is activated only when the

Incident Commander or his duly appointed representative has declared a Level 2 or higher emergency. It will assemble as soon as possible after the emergency or disaster has been declared or anticipated. The Emergency Operations Center (EOC) will then be established. It will be the team's responsibility to ensure that operations are normalized as rapidly as possible with a unified recovery effort.

EMD: Emergency Management Director

EMI: Emergency Management Institute

EMPG: Emergency Management Performance Grant

EMS: Emergency Medical Services

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

EPA: Environmental Protection Agency

EPCRA: Emergency Planning and Community Right-to-Know Act

EPZ: Emergency Planning Zone

FE: Functional Exercise

FEMA: Federal Emergency Management Agency

FMA: Flood Mitigation Assistance Program

GAR: Governor's Authorized Representative

HAZARD: A dangerous event or circumstance that has the potential to lead to an emergency or disaster.

HAZARD PROBABILITY: The likelihood that a hazard will occur in a particular area.

HAZMAT: Hazardous Material

HMEP: Hazardous Materials Emergency Planning (Grant)

HMGP: Hazard Mitigation Grant Program

HSU (VT): Homeland Security Unit

HVA: Hazard Vulnerability Assessment

IAP: Incident Action Plan

IC: Incident Commander

ICS: Incident Command System

ICT (VT): Incident Coordination Team

IEMAC: International Emergency Management Assistance Compact

IEMG: International Emergency Management Group

IFO: Incident Field Office

JIC: Joint Information Center. I structure established for a single point of contact to the media and public.

LEOC: Local Emergency Operations Center

LEPC: Local Emergency Planning Committee. LEPC District 8 covers the Addison County area. The local name for the LEPC is Addison County Emergency Planning.

MAA: Mutual Aid Agreements

NAS: Nuclear Alert Systems

NAWAS: National Warning System

NIMS: National Incident Management System

NOAA: National Oceanic and Atmospheric Administration

NWS: National Weather Service

OCME (VT): Office of the Chief Medical Examiner

ODP: Office of Domestic Preparedness

OMB: Office of Management and Budget

PA: Public Affairs or Public Assistance

PDA: Preliminary Damage Assessment

PDD: Presidential Decision Directive

PDM-C: Pre-Disaster Mitigation Competitive Program

PIO: Public Information Officer – designated by Incident Command as the single point of contact with the media; assigned to the JFI if one established; also responsible for outreach to the public.

PPE: Personal Protective Equipment

PSD (VT): Department of Public Service

RACES: Radio Amateur Civil Emergency Services
REP: Radiological Emergency Preparedness
RERP: Radiological Emergency Response Plan
RPC: Regional Planning Commission
SAFETY OFFICER: A person appointed by the Incident Commander to oversee operations and ensure all safety regulations are followed and to mitigate unreasonable risks.
SCO: State Coordination Officer
SDO: Supervisory Duty Officer
SEOC: State Emergency Operations Center
SEOP: State Emergency Operations Plan
SERC: State Emergency Response Commission
SHMC: State Hazard Mitigation Committee
SHMO: State Hazard Mitigation Officer
SOG: Standard Operating Guidelines
SOPs: Standard Operating Procedures
SRAAT: State Rapid Assessment & Assistance Team
SSF: State Support Function
TTX: Tabletop Exercise
TTY: Teletypewriter
VDH (VT): Department of Health
VEM: Vermont Emergency Management.
VEMDO: Vermont Emergency Management Duty Officer
VEPARDS: Vermont Emergency Planning & Response Database System
VERV: Vermont Emergency Response Volunteers
VOAD: Voluntary Organizations Active in Disasters
VSP: Vermont State Police
VTHMRT: Vermont Hazardous Materials Response Team
VTANG: Vermont Air National Guard
VTNG: Vermont National Guard
VULNERABILITY: The susceptibility of life, property, or the environment to damage if a hazard occurs.

Annex A3.11 - Plan Distribution

#1

Town Manager
Town of Middlebury
77 Main Street
Middlebury VT 05753 Digital

#2

Fire Chief
Middlebury Fire Department
5 Seymour Street
Middlebury VT 05753 Digital

#3

Emergency Management Director Town of Middlebury
77 Main Street
Middlebury VT 05753 Hard Copy

#4

Town Clerk (Public Version)
Town of Middlebury
77 Main Street
Middlebury VT 05753 Digital

#5

Police EOC
1 Lucius Shaw Lane
Middlebury VT 0575 Hard Copy

#6

Addison Local Emergency Planning Committee
14 Seminary Street
Middlebury VT 05753 Digital

#7

Middlebury Regional Emergency Medical Services
54 Collins Drive
Middlebury VT 05753 Digital

Valcour Digital

#8

Police Mobile Command Post Middlebury Police Department
1 Lucius Shaw Lane
Middlebury VT 05753 Hard Copy

#9

Department of Public Works

1020 Rte. 7 South

Middlebury VT 05753 Digital

#10

Emergency Planner

Porter Hospital Digital

#11

Emergency Planner/Coordinator

Middlebury College Digital

Annex A4.0 Forms

MIDDLEBURY EMERGENCY MANAGEMENT
EMERGENCY ANNOUNCEMENT

Date: _____

Time: _____

The following is a message from Middlebury Emergency Management:

_____ has announced that an emergency exists (in) (at)
(in the area of) _____.

There is no need to evacuate or take shelter.

The following travel restrictions are in place (road closures, detours, etc.):

Please do not call 9-1-1 or Middlebury Police or Fire dispatch for information. All official information and advisories will be broadcast over this station.

Message Authorization: _____

Local Declaration of Emergency

Date: _____

As a result of _____

occurring _____ on _____, in the Town of Middlebury has sustained severe damage to infrastructure, public, and private property. The Town has exhausted its resources and requests State and/or Federal assistance.

On _____ I declared that a local State of Emergency exists.

(Printed Name)

Signature

☐ Town Manager

☐ Emergency Interim Successor Town of Middlebury, VT

FAX to Vermont Emergency Management - 1-802-241-5556

Evacuation Announcement

DATE: _____

Time: _____

_____ has announced that an emergency condition exists
[at] _____

[in] [in the area of] _____

Due to _____

and has [] **[ordered]** [] **[recommended]** the evacuation of all persons in the following area(s):

The following is the established evacuation route:

The following (are) (is) the evacuation pick-up area(s) if you do not have transportation:

If you have housebound, impaired persons in your home who require assistance in evacuation please call

The following evacuation shelters have been established:

Shelter name: _____

Location: _____

Please assist emergency management by checking on people who may be disabled or living alone in your area.
Please call to advise emergency management if they need transportation.

Persons affected by this evacuation should be prepared to spend a minimum of three days away from home and should take sufficient clothing, blankets, sleeping bags, prescription medicines, and personal care items for this time period.

Food and sanitary facilities will be provided in the shelter. Pets Will not be allowed into the center. If time allows, when leaving your home:

1. Lock all doors and windows.
2. Turn off all lights and electrical appliances.
3. Turn down heating systems (or air conditioning).
4. Proceed calmly via the evacuation route, drive carefully and considerately.
5. Please obey all traffic control.

The preceding was an announcement of Middlebury Emergency Management. Please stay tuned to this station for further information.

Authorization:

In-Place Sheltering Information

Date: _____ Time: _____

An emergency exists which may make it hazardous to evacuate your home/business/institution. Sheltering in-place is recommended. The following are guidelines for sheltering in-place:

- Close all doors; close and lock all windows. Seal gaps around doors and windows with wet towels or thick tape (such as duct tape).
- If you have a ventilation system, turn it off.
- Turn off all heating systems, air conditioners, and fans.
- Seal any gaps around air conditioners, bathroom exhaust fans, range, and dryer vents.
- Close fireplace dampers; wood stove dampers and doors.
- Close as many internal doors as possible.
- Close drapes, shades, curtains over windows; stay away from windows.
- If you suspect that a gas or vapor has entered your shelter, cover your mouth and nose with a wet cloth. Isolate the area of the building where the breach may be.
- Use [an upper level] [a lower level] in the building for a shelter.
- If you are in an automobile, roll up the windows tightly, turn off heaters/vents/air conditioners. Place a handkerchief, towel, or other similar item snugly over the mouth and nose until you are safely out of the area.
- Do not call 9-1-1 or police/fire dispatch for information. Stay tuned to this station for further official information.

Flood/Flash Flood Advisory

Date: _____

Conditions exist that could lead to floods and flash floods. Middlebury Emergency Management is providing the following information:

Flash floods occur swiftly and without warning. If you hear a flash flood warning or hear the roar of approaching waters, **ACT IMMEDIATELY**.

- Head for the highest ground available
- Call 9-1-1 and report rapidly rising waters.
- Seconds may make the difference between death and survival

The National Weather Service may provide flood warnings.

- A flood warning reports the expected severity and location of flooding.
- A flash flood warning is an urgent message and must be heeded immediately.

If you live near a river or other flood area the following precautions will help when a flood threatens:

- Make evacuation plans.
- Rehearse the evacuation plans, so that all family members are familiar with them. Be aware of several different evacuation routes.
- Keep a portable radio with fresh batteries available to monitor flood warnings and official information.
- Keep flashlights available with fresh batteries.
- Keep a first aid kit available.
- Make note of any conditions that could create a flood –such as ice and log jams in a river.

When flood waters are rising:

- Secure all outdoor items or store inside on upper levels.
- Move valuable equipment and records to upper levels if they can't be removed.
- Move vehicles to higher ground. Do not attempt to drive over flooded roads.
- Check emergency food and water supplies, and ensure they stay dry.
- Stay tuned to this station for official information during a flood.
- Do not attempt to cross a flowing or flooding stream.
- If time allows, turn off all utilities and the main breaker. Do not touch electrical that is wet.
- Avoid wooden bridges during a flood.
- Be aware that floods can cause mudflows, landslides, sewer backups, and can spread disease

After a flood:

- Use caution re-entering a building, due to potential structural damage and the build-up of harmful gases.
- Do not use food or water that has been contaminated by flood waters.
- Do not turn on electrical appliances if they were under water.

Authorized: _____

Take Shelter Announcement

The following message is released through the authority of,

Date: _____ Time: _____

has announced that an emergency presently exists (at) (in) (in the area of)

Persons living, working, or traveling within should take shelter.

This includes the following areas:

There is no need for residents to evacuate the area. Please stay tuned for in-place sheltering Information. Do not call 9-1-1 or Middlebury Police and Fire Dispatch for information. All relevant information will be broadcast on this station.

Message Authorization:

MIDDLEBURY EMERGENCY MANAGEMENT

Reminder For: Middlebury Disaster Victims

Until drinking water is considered safe, the National Guard will provide 'water buffaloes' (trailer water tanks) at a designated distribution site(s) on a daily or 'as needed' basis.

- Please remember to bring your own plastic containers to fill up at these sites.
- Drinking water from the 'water buffaloes' is considered safe for drinking.
- Bottled water may or may not be available at the distribution site.

DISTRIBUTION SITES:

The National Guard will not provide water. The local incident commander/emergency manager will locate a water supply source. The National Guard will transport the water buffaloes to the supply source and to the distribution site. Local workers will be required to fill the water buffaloes at the supply site and distribute the water at the distribution site.

MIDDLEBURY EMERGENCY MANAGEMENT

DATE:

Winter Storm Advisory

Date: _____

A severe winter storm has been forecast for the Middlebury area. Emergency management offers the following recommendations to reduce the risks created by a winter storm:

- Before a storm hits, ensure you have at least several days' supply of heating fuel, food, and water.
- A storm may create an extended period of loss of utilities. If you do not have an alternate heating system with sufficient fuel or electrical generating capacity, it may be wise to make temporary alternate housing arrangements away from the area affected by the storm.
- Maintain a battery powered radio to monitor emergency broadcasts and weather forecasts. Stay tuned for shelter and transportation information.
- Make sure fresh batteries are available for flashlights.
- Ensure all heating system exhaust vents remain clear of snow and ice to prevent CO backup.
- Test batteries in smoke detectors and CO alarms, replace, as necessary.
- Fully charged marine batteries as a power recharge source have the capacity to keep rechargeables (cell phone, tablets, devices, and flashlights) powered for an extended period of time. With an attached inverter they can power low-amperage devices for an extended period
- Solar charging devices may also maintain power to batteries.
- Ensure extra blankets are available.
- Avoid unnecessary travel. Unnecessary travel hinders highway road maintenance and creates a risk of being stranded.
- If you must be outdoors, wear sufficient layered clothing and minimize bare skin exposure. Mittens are warmer than gloves; hoods are more efficient at retaining heat than a hat is. Cover your mouth and nose to protect your lungs from extremely cold air.
- Avoid overexertion in extreme cold. This can lead to a sudden heart attack or other problems.
- If you have access to a cellular phone or radio, keep them with you if you must travel.
- If you are stranded on a road, display a trouble signal, turn on hazard lights. Run the engine intermittently, making sure the exhaust pipe is clear. When running the engine, keep a window open enough for ventilation.

Above all –do not wait for a winter storm to hit before taking precautions. Be prepared!

Re-location Shelter Registration Form

This form is used to register persons at Town of Middlebury shelters who have been evacuated or re-located from other towns. This form is also used to register displaced persons evacuated to Middlebury Who may not require public shelters. This form may be used at a pre-shelter reception center.

Family Name (last name) _____

Home Address _____

Do you need shelter? Yes [] No []

If you do not require a public shelter in Middlebury, where will you stay?

List all persons who are with you:

Last Name First Name MI M-F Age

Please list any medical problems or special needs you may require:

Shelter Name _____

Shelter Location _____

Address _____ Middlebury, VT

Local Jurisdiction Request for Emergency Declaration

The Town of Middlebury has suffered property damage and/or injury or loss of life resulting from a disaster that exceeds our capability to respond to and recover from and that requires the assistance of the State to protect the health, well-being, and public safety of our citizens. Therefore, as provided in 20 VSA Section 10, in my capacity as a:

☐ Selectboard Member ☐ Town Manager ☐ Emergency Interim Successor

I request that the Governor declare a state of emergency for the jurisdiction of: Middlebury

This disaster began on _____.

We have activated and utilized our Emergency Operations Plan (EOP), I request that the State of Vermont activate and utilize its Emergency Operations Plan, and authorize any resources needed to respond to, mitigate, and recover from this disaster.

☐ I shall send the initial Local Emergency Disaster Situation Report to VEM as soon as it is completed or,

☐ The initial Local Emergency Disaster Situation Report is attached to this Request.

☐ Dated at _____, Vermont this day of _____, 20____.

Signature: Title: _____

Printed or typed name and title: _____

Contact information for confirmation (email/phone/fax/radio):

**Telephone Vermont Emergency Management at (800) 347-0488 or (802) 244-8721
and fax this request as promptly as possible to VEM at (802) 241-5556**

Reference: 20 VSA §10. - The all-hazards event provisions of this chapter shall not be brought into action, unless the municipal director of emergency management, a member of the legislative body of the municipality, the city or town manager, or the mayor of a city that is within the area affected by an all- hazards event shall declare an emergency and request the governor to find that a state of emergency exists and the governor so finds, or unless the governor declares a state of emergency under section 9 of this title. (Amended 2005, No. 209 (Adj. Sess.), § 11.)

**TOWN/CITY OF MIDDLEBURY
LOCAL EMERGENCY/DISASTER SITUATION REPORT**

Please:

1. **Fill out this Situation Report first**
2. **Then print it out**
3. **FAX the document to the State Emergency Operations Center (802)241-5556**

INCIDENT NAME:

Operational Period Date:

Operational Period Timeframe:

Situation Report #

Current Date:

Current Local Time (24 hr.)

LOCAL EMERGENCY OPERATIONS CENTER (EOC)

[] No information at this time [] A Local EOC Has Been Activated

Location of the Local EOC:

Local EOC Director:

Local EOC Phone Number:

IF NO LOCAL EOC HAS BEEN ACTIVATED THE LOCAL CONTACTS ARE:

Incident Commander

IC Phone Number

Is this a cell phone

Dispatch Contact Phone Number

Is this a cell phone

Attachments

Reminders

CURRENT SITUATION (What is happening in your town?)

[] No information at this time

Attachments

Reminders

INFRASTRUCTURE STATUS (Public Roads, Bridges, Critical Facilities)

[] No information at this time

Please provide a description of damages in your Town with: Current status of power?

% of town restored

Current status of road network? All roads passable (one lane or both lanes), specific roads closed; (estimated time to be open)

Schools in session? Bus transport restricted?

Estimated cost of local jurisdiction debris clearing & removal efforts? Any assistance requested?

Attachments

Reminders

ESTIMATED COSTS FOR THE FOLLOWING

[] No information at this time

Please submit to VEM one form per town with ESTIMATED damages listed below no later than _____. We are trying to compile a comprehensive assessment for affected VT communities to prepare for a FEMA Presidential Declaration if eligibility requirements are met. You will be contacted by VEM.

Road and bridge damage \$ _____
 Public utility (overtime, debris clearing, replacement) \$ _____
 Town road debris clearing (overtime, no private roads, or drivers) \$ _____
 Other public property damage \$ _____
 Contracted services for debris clearing \$ _____ Other costs \$ _____

RESIDENTIAL DAMAGES

[] No information at this time

Individual Home Damage

Guideline: Affected -no

access, loss of power

Minor-small amount of roofing or siding lost or windows broken, basement flooding in non-living space. **Major**-Large amount of roofing or siding lost; some structural damage; basement flooding of living space. Structure habitable with short-term repairs.

Destroyed-Major structural damage, building not habitable without long-term repairs.

Foundation damage.

	Affected	Minor	Major	Destroyed
Single Family - This Operational Period				
Single Family - Total per Incident				
Mobile Homes - This Operational Period				
Mobile Homes – Total per Incident				
Apartments - This Operational Period				
Apartments - Total per Incident				
Total the Operational Period				
Total for Incident				
Attachments	Reminders			

<u>BUSINESS DAMAGES</u>			
No information at this time			
Shelter/Reception Center Location	Has the Red Cross Opened a Shelter?	Shelter Population	Shelter Capacity
	[]		
	[]		
	[]		
Comments: ARC on scene for shelter support and food provisions.			
Attachments:		Reminders	
LOCAL DECLARATIONS:			
[] No information at this time			
[] Request for Declaration Date		[] Declaration Approved Date	
Attachments: See Last page of this document for a request form		Reminders	
LOCAL SUPPORT FUNCTION / DEPARTMENT SUMMARY			
[] No information at this time			
Attachments		Reminders	
NEXT ANTICIPATED REPORT			
[] No information at this time		[] No Further Situation Reports Expected	
Date:		Time:	
Site Rep - Prepared By:		Site Rep - Approved By:	

(Federal Emergency Management Agency, 2009, pp. f-1)