

LOWELL 2017 LOCAL EMERGENCY OPERATIONS PLAN

Emergency Steps

Establish an Incident Command Structure and make appropriate local decisions

- 2) Delegate Authorities to Incident Commander and request Declaration if appropriate
- 3) Contact State Emergency Operations Center (SEOC) if additional help or resources may be needed beyond mutual aid and local contractors (800-347-0488)
- 4) Alert the general population and evacuate as needed
- 5) Activate your Emergency Operations Center to support the Incident Commander as needed
- 6) Contact the Shelter Coordinator and American Red Cross (802-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Assess damages
- 10) Conduct and document 'Emergency Repairs'

Future steps

- 11) Refer to your local codes and standards, Vermont Stream Alterations Rule, and local hazard mitigation plan before undertaking permanent repairs
- 12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet
- 13) Conduct an after-action review and develop an improvement plan

Jurisdictions' Points of Contact: Identify by priority the top three people to be Points of Contact

(or your Town during an emergency (ex: EMD, Town Manager, Selectboard Chair, Fire Chief))

Job Title	First Name	Last Name	Work #	Radio call is n
Fire Chief	Calvin	Allen	802-744-6129	
Email Address	Cell #	Pager #	Home #	Time Contacted
calvinallen63@gamil.com	802-578-7340		802-744-2442	
Job Title	First Name	Last Name	Work #	Radio call sign
Select Board Chairman	Richard	Pion		
Email Address	Cell #		Home #	Time Contacted
srpion@vtlink.net	802-355-3477		802-744-6838	
Job Title	First Name	Last Name	Work #	Radio call sign
EMD/Select Board	Alden	Warner		
Email Address	Cell #	Pager #	Home #	Time Contacted
alden@myfairpoint.net			802-744-2758	

County: Orleans Date LEOP adopted: 5/16/17 Name of town EMD/C: Alden Warner Date NIMS adopted:

I, Alden Warner, a select board member, town/city/village manager, or mayor, certify that this Local Emergency Operations Plan has been adopted (certifying individual must have taken, at minimum, ICS 402 or ICS 100 training): Alden Warner

Physical Municipal Address: 2170 VT Route 100, Lowell, VT 05847

Telephone: 802-744-6559

Fax: 802-744-2357

E-mail: cpion@lowelltown.org

Alternate communication method:

This Local Emergency Operations Plan must be adopted annually, after town meeting, and submitted by March 1st.

Response and Recovery Guidelines

Please use this as an aid for baseline actions that should occur in an incident.

1) Establish an Incident Command Structure and make appropriate local decisions		<input checked="" type="checkbox"/>	Time
a. Identify the Incident Commander		<input type="checkbox"/>	
b. Identify the Incident Command Post		<input type="checkbox"/>	
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))		<input type="checkbox"/>	
d. Assess the situation (deploy assessment teams)		<input type="checkbox"/>	
Determine casualties		<input type="checkbox"/>	
Determine structure/infrastructure losses		<input type="checkbox"/>	
Determine resource needs		<input type="checkbox"/>	
Identify emergency access sites or isolated citizens		<input type="checkbox"/>	
e. Request additional resources (Mutual Aid) if needed.		<input type="checkbox"/>	
f. Secure a perimeter around affected area if needed		<input type="checkbox"/>	
g. Consider potential staffing needs (extended or multiple operational periods)		<input type="checkbox"/>	

2) Delegate Authorities to Incident Commander and request Declaration if appropriate	Time
Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 — Delegation of Authority)	
If needed, the highest-ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 — Local Jurisdiction Request for Emergency Declaration)	

3) Contact State Emergency Operations Center if additional help or resources may be Time needed beyond mutual aid and local contractors

Call State Emergency Operations Center and notify that additional 1-800-347-0488 resources may be needed.

If HAZMAT involved, contact HAZMAT Hotline

1-800-641-5005

4) Alert the general population and evacuate as needed	Time
Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods siren, PA, door-to-door, town website, facebook, twitter, front porch forum	
Complete Planning Task #1 (see page 4)	

5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5)			<input checked="checked" type="checkbox"/>	Time
Facility Name	Address	Phone Number	<input type="checkbox"/>	
			<input type="checkbox"/>	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			<input type="checkbox"/>	

16) Contact the _____ Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6) _____					Time
Notify the American Red Cross that shelters are needed					
Contact Shelter Manager					
Shelter Name	Physical Address/Location of the Shelter	Shelter Phone # and Manager Name	# of occupants		
					Opened: Closed:
					Opened: Closed:
					Opened: Closed:

8) Determine if additional operational shift staffing is needed		Time
[REDACTED]		
Determine the operational period (8hrs, 12hrs, etc)		
Identify staffing for future operational periods (see Appendix A3-Organizational Assignment List (ICS Form 203))		
Develop plans for the next operational period (see Appendix A3- Incident Action Plan (ICS Forms 202, 203, 204, 205, 206))		
What is the Operational Period?	hrs to hrs	
What is the briefing time?	hrs	
As the incident winds down, release excess resources as per demobilization plans		

MO) Conduct and document 'Emergency Repairs'		Time
[REDACTED]		
Make roads passable and restore emergency access. Undertake Emergency Protective Measures (eg. removing debris threatening inhabited structures, culverts, and bridges). Emergency Protective Measures (temporary and permanent) must be consistent with the provisions of the Vermont Stream Alterations Rule (see Appendix c2)		
11) <u>Refer</u> to your local codes and standards, including the most current <u>Town Road and Bridge</u>		
Standards as provided _____ by the _____ <u>Agency of Transportation</u> , Vermont Stream Alterations Rule (See		
Appendix c2), and local hazard mitigation plan before undertaking permanent <u>repairs</u>		
[REDACTED]		
Document (photographs, maps, invoices, material quantities) all repairs for future mitigation actions. (ex: roadside/ditch erosion, repair with larger culvert, replace with better materials, etc)		
Area Damaged	Cost of repair	Mitigation Solution (see local Hazard Mitigation Plan)
Assess damages.		Time

Complete Planning Tasks 1 & 2 see age 4		
Be prepared to answer questions about public and private damages. (see Appendix Local Situation Report and Appendix A4 — Individual Assistance Worksheet		
7) Expand the ICS Structure as needed (see Appendix A3- Incident Briefing (ICS Form 201))		201))
12) If damages result in a Federal Declaration, <u>request</u> 406 mitigation when <u>completing</u> a Project Worksheet.		
13) Conduct an after-action review and develop an improvement <u>plan.</u> <u>plan.</u>		

PLANNING TASKS

Please complete the white portion of these planning tasks prior to an incident occurring. During the incident, please complete the shaded portions.

Planning Task #1				
High Risk Populations List (for special attention/possible evacuation during an incident)			Complete this information during an incident	
High Risk Population Type (school, child care, nursing home, mobile home park)	High Risk Population Location (physical location)	Point of Contact	POC Phone Number	Evacuated To (physical location)
Lowell Graded School	52 Gelo Park Road, Lowell	Anita Gagner	802-744-6641	
Carmelite Nuns	386 Stephenson Road, Lowell		802-744-2346	
Congregational Church	2506 VT Route 100, Lowell	David Dizazzo	802-673-9459	
ST Ignatius Catholic Church	151 Hazen Notch Road, Lowell	Ladislau Mwelinde	802-988-2608	
Mystic Mountain Kids Daycare	3557 VT Route 58E, Lowell	Michelle Nick	802-744-2538	

Planning Task #2			
Major High Hazard and/or Vulnerable Sites List (locations to check for damage)		Complete this information during an incident	
Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying area, tier II site)	Site Location (physical location)	Checked by	Status
Low Lying Areas	Along Missisquoi River Beds		
GMP Kingdom Community Wind Project-Tier II	4957 VT Route 100, Lowell		
GMP Lowell Substation-Tier II	2337 VT Route 100, Lowell		

* If additional space is needed, please attach information on a separate sheet.

Pre-designated

Planning Task #3

Pre-designated Local Emergency
Operations Centers

Facility Name	Facility Address Physical location	Facility Point of Contact	Facility Phone Number
Primary: Town Clerk's Office	2170 VT Route 100, Lowell	Sandy Ladeau, Town Clerk	802-744-6559
Secondary: Lowell Fire Department	2534 VT Route 100, Lowell	Calvin Allen, Fire Chief	802-744-2442
Tertiary: Town Garage	2069 VT Route 100, Lowell	Calvin Allen, Road Commissioner	802-744-6129

Planning Task #4

Functional Area/ Local Support Function

Please identify agencies responsible for maintaining resource lists, found in Appendix B5.

Local Support Function	Agency Responsible for maintaining resource list: (see Appendix B5- Resource Lists)
1. Transportation - Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	EMD
2. Communications - Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.	Fire Department
3. Public Works & Engineering - Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.	Highway Department
4. Firefighting - Resources in support of structural and wildfire firefighting.	Fire Department
5. Emergency Management, Recovery & Mitigation - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. Maintain liaison with state/federal government.	EMD
6. Mass Care, Food & Water - Resources available to coordinate sheltering, feeding and first aid for disaster victims.	EMD
7. Resource Support - Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.	EMD
8. Health & Medical Services - Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities.	Select Board

Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and rotection of human remains.	
9. Search & Rescue - Resources locally available to locate, identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.	Fire Department, Law Enforcement
10. Hazardous Materials - Resources available for response, inspection, containment and cleanup of hazardous materials.	Fire Department
11. Agriculture & Natural Resources - Assets available for use in coordinated response in the mana ement and containment of communicable diseases in an animal health or lant emer enc	Health Officer
12. Energy - Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emer enc ower and fuel.	Fire Department
13. Law Enforcement - Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.	VT State Police, Orleans County Sheriff's Dept.
14. Public Information - Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.	Town Clerk's Office

**Planning Task #5
Disaster Lead Agency/Coordinator**

Who or what agency will likely be the lead for each type of disaster?

Agency	Drought	Flood	Fire	Winter Storm	Ice Storm	Power Outage	Infectious Disease	Animal/Plant Emergency	Mass Casualty Incident	Hazardous Materials Spill	Public Gathering	Civil Unrest	Other (Please Specify)	Other (Please Specify)	Other (Please Specify)
Road Crew / Public Works				P	P										
Fire Department		P	P						P	P					
Town Selectboard											P				
Law Enforcement												P			
1 st Response / Rescue															
Shelter Coordinator								P							
Animal Control Officer							P								
Town Health Officer															
Town Clerk															
Town Treasurer						P									
VT Electric Coop.															
Other (Please Specify)															
Other (Please Specify)															

Planning Task #6

Shelters

Shelter 1

Shelter Name: Lowell Graded School	Physical Address/Location of the Shelter: 52 Gelo Park Road, Lowell	Shelter Capacity: 100
Shelter Manager: Anita Gagner	Shelter Manager Home #: 802-744-6641 Shelter Manager Pager #:	Other Contact:
C] Warming Shelter	C] Overnight Shelter	Red Cross Agreement?
Has a Backup Generator	X Has wiring in-place for generator hookup	Pets accepted?

Shelter 2

Shelter Name: St Ignatius Parish Hall	Physical Address/Location of the Shelter: 151 Hazen Notch Road, Lowell	Shelter Capacity: 70
Shelter Manager: Gail Sicotte	Shelter Manager Home 802-744-2446 Shelter Manager Pager #:	Other Contact:
Warming Shelter	C] Overnight Shelter	[3 Red Cross Agreement?
Has a Backup Generator	Has wiring in-place for generator hookup	C] Pets accepted?

Shelter 3

Shelter Name: Lowell Congregational Church	Physical Address/Location of the Shelter: 2506 VT Route 100	Shelter Capacity: 50
Shelter Manager: Pastor David Dizazzo	Shelter Manager Cell 802-673-9459 Shelter Manager Pager #:	Other Contact:
C] Warming Shelter	Overnight Shelter	Red Cross Agreement?
C] Has a Backup Generator	C] Has wiring in-place for generator hookup	Pets accepted?

Type	Variable Message Signs			
Critical Incident Stress Management Team	Floodlights	1		
Mobile Communications Center	Generator		MMS Typed Resources	
Mobile Communications Unit	Grader		Type	IV Other
All-Terrain Vehicles			Hydraulic Excavator, Large	
Marine Vessels			Mass Excavation Hydraulic Excavator, Medium	
Snowmobile			Mass Excavation	
Public Safety Dive Team			Hydraulic Excavator, Compact	
SWAT/Tactical Team			Road Sweeper	
Firefighting Brush Patrol			Snow Blower, Loader Mounted	
Engine		1	Track Dozer	
Fire Engine (Pumper)			Track Loader	
Firefighting Crew			Trailer, Equipment Tag-Trailer	
Transport			Trailer, Dump	
Aerial Fire Truck			Trailer, Small Equipment	
Foam Tender			Truck, On-Road Dump	
Hand Crew			Truck, Plow	
HAZMAT Entry Team			Truck, Sewer Flusher	
Engine Strike Team	1		Truck, Tractor Trailer	
Water Tender (Tanker)			Water Pumps, De-Watering	
Utility Van Extrication			Water Pumps, Drinking Water Supply - Auxiliary Pump	
Equipment with generator			Water Pumps, Water Distribution	
Aerial Lift - Articulating Boom	1		Water Pumps, Wastewater	
Aerial Lift - Self Propelled, Scissor, Rough Terrain		1	Water Truck	
Aerial Lift - Telescopic Boom			Wheel Dozer	
Aerial Lift - Truck Mounted			Wheel Loader Backhoe	
Air Compressor			Wheel Loader, Large	
Concrete Cutter/Multi-Processor for Hydraulic Excavator			Wheel Loader, Medium	
Electronic Boards, Arrow			Wheel Loader, Small	1
Electronic Boards,			Wheel Loader, Skid Steer	
			Wheel Loader, Telescopic Handler	

Wood Chipper

Wood Tub Grinder

Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.org/Public>

LOWELL FIRE DEP. EQUIPMENT LIST (2015)

- 1 2001 e-one pumper 1500 g. p. m. 1000gal.tank foam equipped
- 1 1992 international tanker 2500 gal. tank 6"dump
- 1 1987 utility van extracation equip.(jaws of life ,hand tools)
- 15000Kw on board generator ,light tower

PORTABLE PUMPS

- 1 750 g.p.m. 4"
- 1550 g.p.m. 4"
- 1700g.p.m.5"

HOSE

- 1500' OF 2.5
- 1000' OF 1 3/4
- 300' l'buster reel
- 30' 6" suction
- 40' 4" suction

POWER TOOLS

- 1 electric exhaust fan
 - 1 gas powered exhaust fan
-

15000 kw generator 1

2" electric sump pump

1 25000 kw generator on trailer

1700 cc AW.with tracks and rescue sled

SCB

A 6 MSA packs

6 SCOTT packs

10 spare bottles

HAND TOOLS

2 AXES 3 pike poles 5 racks 3 shovels

LADE-RS

1 30'

1 14'

1 10'

Town Maps

Please insert town maps here. These maps can include things such as roads, town boundaries, shelter locations, high hazard/vulnerable sites, etc.

Template 2016

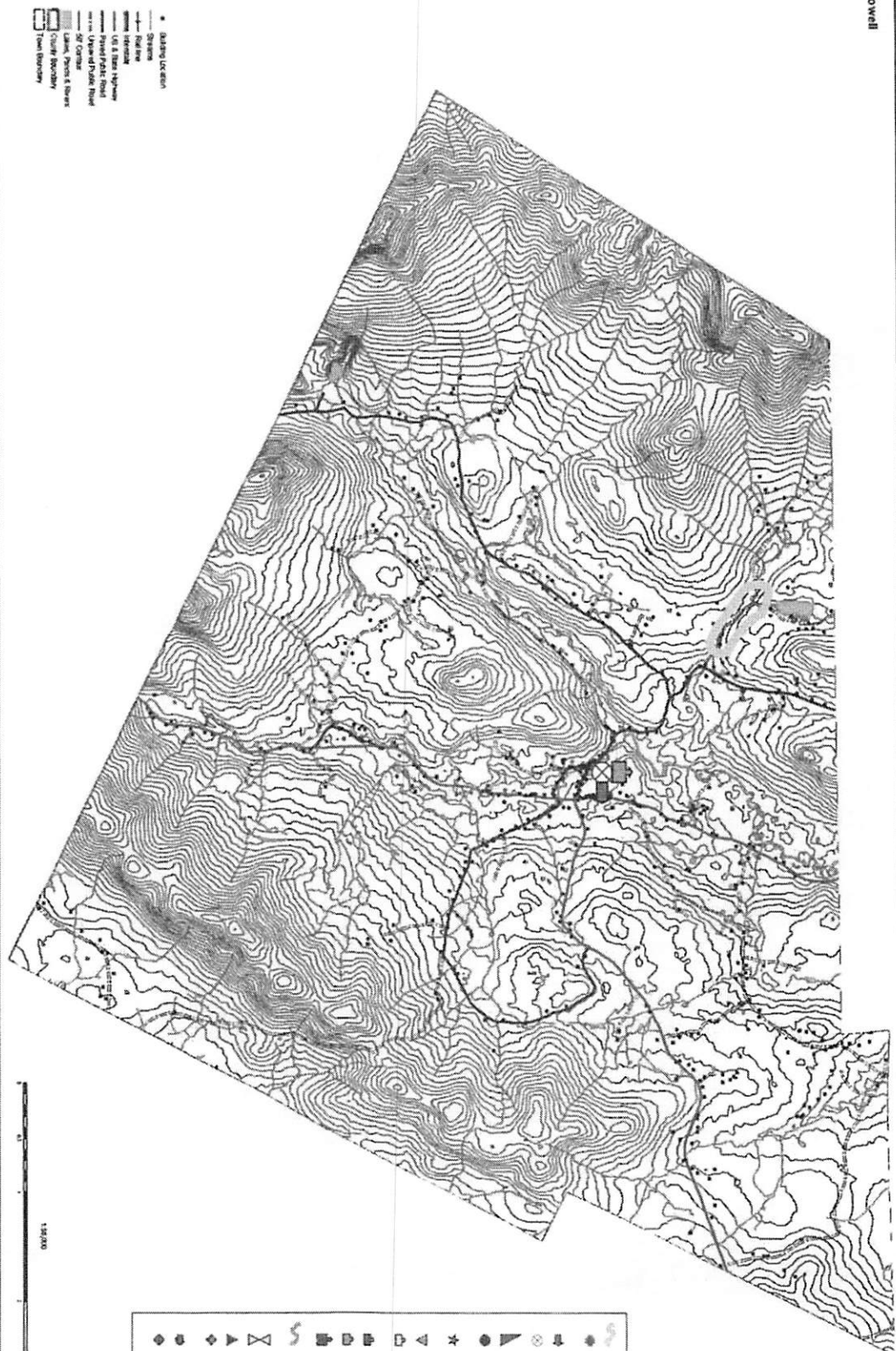
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April 2005
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A. Areas

C

Town of Lowell



- Existing Location
- Stream
- Road line
- proposed
- US 61 State Highway
- Proposed Public Road
- US 61 Upgrade of Public Road
- 20' Corridor
- Lanes, Paved & Unpaved
- County Boundary
- Town Boundary

- | | |
|---|-----------------|
|  | Pond Area |
|  | Shelter |
|  | Fire Dept. |
|  | Toon Drivers |
|  | Dams |
|  | WildMtn Water |
|  | Police/Sheriff |
|  | Toon Garage |
|  | Nursing Home |
|  | High School |
|  | Elementary Sch. |
|  | School/Shelter |
|  | Wash out area |
|  | Hospital |
|  | Dry Herbants |
|  | Moose Crossing |
|  | HEAT |
|  | Beaver Dam |

Appendix A — Disaster Forms.....	A
Local Request for Emergency Declaration.....	A1
Local Situation Report.....	A2
.....	A3
stance Form	A4

ICS Forms.....

Individual Assistance Form .

Appendix B — Local Documents..... **B**

List of Delegations of AuthorityB1

Communication Plan

.....B2

Emergency Contact List.....B3

List of Mutual Aid Agreements

.....B4

Resource ListsB5

Maps, Diagrams, Plans, and AttachmentsB6

Animal Resources87

Appendix C — References & Authorities **C**

Emergency Relief and Assistance Fund

Vermont Stream Alteration Rule and Fact Sheet

Minimum Grant Standards

Vermont Statute Title 20, Chapter 1 C4

NIMS Executive Order

. . C5

Appendix D — Templates..... **D**

NIMS AdoptionD1

Mutual AidD2

Emergency Management Ordinance.....D3

Delegation of AuthorityD4

Town of Lowell
Local Emergency Operations Plan

ADDITIONAL DOCUMENTS

Town Officers Telephone Listing
Mutual Aid Contact List

Disaster Forms

Local Request for Emergency Declaration
Local Situation Report

Local Documents

List of Delegations of Authority

References & Authorities

Vermont Stream Alteration Rule
Vermont Statute Title 20, Chapter 1

MAPS

Flood Zone Maps
Town 911 Maps

Red Cross of America Disaster Checklists

For Official Use Only

Town Officers/ Important Numbers Phone Listing				
Town Office	2170 VT Rte 100	744-6559/744-6156	Fax 744-2357	
Town Garage	2069 VT Rte 100	744-6129		
		TELEPHONE	CELL	EMAIL
Animal Control Officer	Darren Pion	744-2605	673-8169	dpiontransport@gmail.com
Asst Clerk/ Treasurer	Christy Pion	744-2605	323-8123	cpion@lowelltown.org
Auditor	Arlon Warner	744-2491		warnerai@together.net
BCA	Daphne	744-6226		daphne.christiansen@gmail.com
	Gib Hill	744-2785		
	Jeff Parsons	744-2043		
	Steve Mason	744-6600		
	Sadie Willey	744-2703		
Cemeteries	Byron Dolan	744-0404		edennotch@gmail.com
	Ilene Richardson	744-2489		
	Raymond Geoffroy	744-6584		
Constable	Darren Pion	744-2605	673-8169	dpiontransport@gmail.com
Del Tax Coil	Sandra LaDeau	744-8028	673-5271	sladeau@lowelltown.org
Emergency Manager	Calvin Allen			alden@myfairpoint.net
Fire Chief	Calvin Allen	744-2442		
	Marc Sicotte	744-2446		
Fire Station		744-2450		
Fire Warden	Gerry Nick	1744-6160		
FOLK	Amy Olsen	730-3384		
Health Officer	Carol Koob	951-5150 (w) or 735-3494 744-9995 (h), 279-4715 (c)		
Librarian	Regine Griswold	744-2447		Tues 4-6, Sat 10-12
Listers	Mark Higley (chm)	744-6379	673-3137	listers@lowelltown.org
	Chris Hagar	744-6559		
	Lerry Chase	744-6235		
Lowell Post Office	Sharon Gelo	744-2706	open 8-10, 2:45 4:45 daily	
Lowell Graded School	(73 Families - 80 Copies)	744-6641	Fax 744-9989	
Principal	Anita Gagner	635-2735	Cell 373-6907	Anita.Gagner@ncsuvt.org
Board Director	Steve Mason (chm)	744-6600		
	Jason Blay	272-6239		
	David Legacy	744-6323	624-1075	
Newport Daily		334-6568	Fax 334-6891	
Road Commissioner	Calvin Allen	744-2442	802-578-7340	
	Christopher Pion			
Selectmen	Richard Pion	744-6838	355-3477 (cell), 744-68380	srpion@vtlink.net
	Dwight Richardson	744-6564	Fax 744-6581	cyndyscrafts@hotmail.com
	Alden Warner	744-2758	Fax 744-8252	alden@myfairpoint.net
Town Lawyer	Bob Chimileski	334-6855	Fax 334-6920	Bchimo@comcast.net
Town Service Officer	Steve Mason	744-6600		
Treasurer	Sandra LaDeau	744-8028	673-5271	sladeau@lowelltown.org
Zoning Adm	Gordon Spencer	744-6612		qaspencher42@yahoo.com
Zoning/Planning Comm.				
	Sam Thurston	744-6859		samueltthurston@gmail.com
	Doug Manning	744-6320		doug.manningdc@gmail.com
	Keith Christiansen			daphne.christiansen@gmail.com

Town of Lowell
2170 VT RTE 100, Lowell VT, 05847
Tel: (802) 744-6559 Fax: (802) 744-2357

MUTUAL AID CONTACT NUMBERS

American Red Cross — Local Office in Farmington, CT	(877) 287-3387
FEMA	(800) 621-FEMA (3362)
Fire Dept. - Town of Albany	(802) 755-9240
Fire Dept. — Town of North Troy	(802) 9884700
Fire Dept. — Town of Irasburg	(802) 754-9500
Fire Dept. — Town of Jay	(802) 988-4706
Fire Dept. — Town of Orleans	(802) 754-2114
Vermont State Police: Newport	(802) 334-8881
Vermont State Police: Saint Albans	(802) 524-5993
Orleans County Sheriff	(802) 334-3333
Mississquoi Valley Ambulance	(802) 988-1098
Derby Ambulance	(802) 873-3250
Town Garage: Town of Jay	(802) 9884377
Town Garage: Town of Eden	(802) 635-2530
Town Garage: Town of North Troy	(802) 988-4377
Town Garage: Town of Montgomery	(802) 326-4418
Vermont Electric Cooperative	(802) 635-2331
	(802) 932-2667
Blue Flame Gas	(802) 487-6203
Oil Supply Corp	(802) 744-2555
FairPoint Communications	(866) 984-1611
	(802) 984-1515

VTRANS AOT District 9 Office	(802) 334-7934
VTRANS AOT District 9 Garage— Derby	(802) 334-3306
NVDA — St Johnsbury	(802) 748-5181
	(800) 639-5011
NVDA — Newport	(802) 334-5861
VLCT	(802) 229-91 11
Secretary of State's Office	(802) 439-8683