

**Emergency Steps**

- 1) 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 (800-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Conduct damage assessment. Report to SEOC
- 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 for your Town during an emergency (ex: EMD, Town Manager, Selectboard Chair, Fire Chief)**

Job Title	First Name	Last Name	Work #	Radio call sign
Emergency Management Director	Eric	Osgood	769-9080	
Email Address	Cell #	Pager #	Home #	Time Contacted
eto1@comcast.net or eosgood@us.ibm.com	793-8491		635-2138	
Job Title	First Name	Last Name	Work #	Radio call sign
Emergency Management Coordinator	Gordon	Smith		
Email Address	Cell #	Pager #	Home #	Time Contacted
gordcare@yahoo.com	730-9285		635-7550	
Job Title	First Name	Last Name	Work #	Radio call sign
Municipal Manager	Duncan	Hastings	635-2611	
Email Address	Cell #	Pager #	Home #	Time Contacted
dhastings@townofjohnson.com	793-8480	240-1490	635-9919	

County: Lamoille

Name of town EMD/C: Eric Osgood

*Eric T. Osgood*

Date LEOP adopted: 5/18/15

Date NIMS adopted: 10/17/2005

I, the select board chair or town manager, certify that this Local Emergency Operations Plan has been adopted (certifying individual must have taken, at minimum, ICS 402 or ICS 100 training): \_\_\_\_\_

Physical Municipal Address: P.O. Box 383, 293 Lower Main Street, Johnson, VT

Telephone: 802-635-2138

Fax: 802-635-2393

E-mail: eto1@comcast.net

Alternate communication method: \_\_\_\_\_

*This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1<sup>st</sup>.*

## 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			☑	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)			<input type="checkbox"/>	
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)			<input type="checkbox"/>	

3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors			☑	Time
Call State Emergency Operations Center and notify that additional resources may be needed.	<b>1-800-347-0488</b>		<input type="checkbox"/>	
If HAZMAT involved, contact HAZMAT Hotline	<b>1-800-641-5005</b>		<input type="checkbox"/>	

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)			<input type="checkbox"/>	
Complete Planning Task #1 (see page 4)			<input type="checkbox"/>	

5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5)			☑	Time
<b>Facility Name</b>	<b>Address</b>	<b>Phone Number</b>		
Fire Station, Municipal Offices	251 Lower Main St., 293 Lower Main St	635-7224, 635-2611	<input type="checkbox"/>	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			<input type="checkbox"/>	

6) 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				<input type="checkbox"/>	
Contact Shelter Manager				<input type="checkbox"/>	
Shelter Name	Physical Address/Location of the Shelter	Shelter Phone # and Manager Name	# of occupants		
Johnson State College	131 College Hill	Woody Dionne or Sharron Scott, Call #: 802-793-6302 Home #: 244-1540, Alternate #: 635-1435	<b>1,661</b>	<input type="checkbox"/>	Opened: Closed:
Johnson Elementary School	95 School Street	635-2211	<b>265</b>	<input type="checkbox"/>	Opened: Closed:
				<input type="checkbox"/>	Opened: Closed:

