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 Alternations 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
EMD	**Herbert**	**Meyer**	**257-1256**	
Email Address	Cell #	Pager #	Home #	Time Contacted
Hsmeyer33@yahoo.com	**579-8024**	**250-4624**		
Job Title	First Name	Last Name	Work #	Radio call sign
Selectboard Chair	**Richard**	**Clark**		
Email Address	Cell #	Pager #	Home #	Time Contacted
Plowguy41@yahoo.com	**451-8339**			
Job Title	First Name	Last Name	Work #	Radio call sign
Fire Chief	**Jared**	**Bristol**	**451-6826**	**C-ONE**
Email Address	Cell #	Pager #	Home #	Time Contacted
jbbristol@comcast.net	**451-6826**			**257-8986**

County: **Windham**
Name of town EMD/C: **Herbert S. Meyer**

Date LEOP adopted: 15 march 2014
Date NIMS adopted: **28 September 2009**

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): **Richard Clark**

Richard J Clark

Physical Municipal Address: **236 School Road Guilford, VT 05301**

Telephone: **802-254-6857** Fax: **257-5794** E-mail: **guilfordta@comcast.net**

Alternate communication method: _____

This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 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	☑	Time
a. **Identify the Incident Commander**	☐	
b. Identify the Incident Command Post	☐	
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))	☐	
d. Assess the situation (deploy assessment teams)	☐	
Determine casualties	☐	
Determine structure/infrastructure losses	☐	
Determine resource needs	☐	
Identify emergency access sites or isolated citizens	☐	
e. Request additional resources (Mutual Aid) if needed.	☐	
f. Secure a perimeter around affected area if needed	☐	
g. Consider potential staffing needs (extended or multiple operational periods)	☐	

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 needed beyond mutual aid and local contractors		☑	Time
Call State Emergency Operations Center and notify that additional resources may be needed.	**1-800-347-0488**	☐	
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)			☑	Time
Facility Name	**Address**	**Phone Number**		
EOC (located at Fire Dept)	108 Guilford Center Road	254-9328	☐	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			☐	

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				☐	
Contact Shelter Manager				☐	
Shelter Name	**Physical Address/Location of the Shelter**	**Shelter Phone # and Manager Name**	**# of occupants**		
Guilford Community Church	**38 Church Drive**	**802-254-0994**	**45**	☐	Opened: Closed:
				☐	Opened: Closed:
				☐	Opened: Closed:

7) Expand the ICS Structure as needed (see Appendix A3 – Incident Briefing (ICS Form 201))

8) Determine if additional operational shift staffing is needed		☑	Time
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		☐	

9) Conduct damage assessment. Report to the State Emergency Operations Center	☑	Time
Complete Planning Task #2 (see page 4)	☐	
Conduct a complete damage assessment for public and private damages. Submit Local Situation Report to the State Emergency Operations Center (see Appendix A2 – Local Situation Report)	☐	

10) Conduct and document 'Emergency Repairs'	☑	Time
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) Refer to your local codes and standards, including the most current Town Road and Bridge Standards as provided by the Agency of Transportation, Vermont Stream Alterations Rule (See Appendix C2), and local hazard mitigation plan before undertaking permanent repairs

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)

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.

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 before an incident				Complete this information during an incident	
High Risk Population Type (school, daycare, nursing home, medical equipment-dependent resident, handicapped resident)	**High Risk Population Location** (physical location)	**Point of Contact**	**POC Phone Number**	**Evacuated To** (physical location)	**Time**
Guilford Central School	**374 School Rd**	**John Gagnon**	**802-254-2271**		

Planning Task #2 Major High Hazard and/or Vulnerable Sites List (locations to check for damage)				
Complete this information before an incident		Complete this information during an incident		
Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying area)	**Site Location** (physical location)	**Checked by**	**Status**	**Time**
Covered Bridge & Dam	**Near 2435 Stage Road**			
River Road	**All**			
Slate Rock Road	**From Beginning to Midford Rd**			
Bridge on Green River Rd	**Near 202 Green River Rd**			
Bridge on Green River Rd	**Near 1428 Green River Road**			

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

Planning Task #3 Pre-designated Local Emergency Operations Centers			
Facility Name	**Facility Address** (physical location)	**Facility Point of Contact**	**Facility Phone Number**
Primary: EOC	**108 Guilford Center Road**	**Jared Bristol, Fire Chief**	**EOC phone 254-9328**
Secondary: Highway Garage	**114 Bennett Rd**	**Dan Zumbruski**	**254-2755**
Tertiary: Town Office	**236 School Road**	**Penny Marine**	**254-6957**

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. May provide liaison with state/federal government.*
6. Mass Care, Food & Water - *Resources available to coordinate sheltering, feeding and first aid for disaster victims.*

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.*	**Highway**
2. Communications - *Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.*	**EOC**
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**
4. Firefighting - *Resources in support of structural and wildfire firefighting.*	**Fire Department**
	EOC Staff
	Town Health Officer
7. Resource Support - *Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.*	**Selectboard**
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. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains.*	**Rescue, INC**
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-VSP**
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 management and containment of communicable diseases in an animal health or plant emergency*	**Selecboard**
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 emergency power and fuel.*	**Selecboard**
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.*	**Vermont State Police**
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.*	**Selectboard-EOC staff**

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	Vermont Yankee Incident	Other (Please Specify)	Other (Please Specify)
Road Crew / Public Works		P		P	P	A									
Fire Department		P	P	A	P	P				P					
Town Selectboard	P							P			A				
Law Enforcement											P	P			
1st Response / Rescue									P	A					
Shelter Coordinator		A		A	A	P									
Animal Control Officer								A							
Town Health Officer							P		A						
Town Clerk															
Town Treasurer															
Radiological Officer										A			P		
Other (Please Specify)															
Other (Please Specify)															

Planning Task # 6
Shelters

Shelter 1		
Shelter Name: **Guilford Community Church**	**Physical Address/Location of the Shelter:** **38 Church Drive**	**Shelter Capacity:** **45**
Shelter Manager: **Fred Ashworth**	**Shelter Manager Cell #: 451-6673** **Shelter Manager Pager #:**	**Other Contact:** **Elly Majonen** **H 257-4064 C 579-2720**
X☐ Warming Shelter	**X☐ Overnight Shelter**	**X☐ Red Cross Agreement?**
X☐ Has a Backup Generator	**☐ Has wiring in-place for generator hookup**	

Shelter 2		
Shelter Name: **Grange Hall**	**Physical Address/Location of the Shelter:** **3940 Guilford Center Road**	**Shelter Capacity:**
Shelter Manager:	**Shelter Manager Cell #:** **Shelter Manager Pager #:**	**Other Contact:**
☐ Warming Shelter	**☐ Overnight Shelter**	**☐ Red Cross Agreement?**
☐ Has a Backup Generator	**☐ Has wiring in-place for generator hookup**	

Shelter 3		
Shelter Name:	**Physical Address/Location of the Shelter:**	**Shelter Capacity:**
Shelter Manager:	**Shelter Manager Cell #:** **Shelter Manager Pager #:**	**Other Contact:**
		☐ **Warming Shelter** ☐ **Overnight Shelter** ☐ **Red Cross Agreement?**
		☐ **Has a Backup Generator** ☐ **Has wiring in-place for generator**

Planning Task #7 - NIMS Typed Resources											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	N/A	N/A	N/A	1	Road Sweeper					
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted		1			
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer				N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)	3					Trailer, Small Equipment			1	N/A	
Firefighting Crew Transport			1	N/A		Truck, On-Road Dump					
Aerial Fire Truck			N/A	N/A		Truck, Plow	2	1	3		
Foam Tender			N/A	N/A		Truck, Sewer Flusher					
Hand Crew		1				Truck, Tractor Trailer				N/A	
HAZMAT Entry Team	1			N/A		Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1			N/A		Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe			1		
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium	1				
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	
Electronic Boards, Variable Message Signs					2	Wheel Loader, Telescopic Handler					
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A	
Generator						Wood Tub Grinder					
Grader	1			N/A							

Information about the NIMS Typed resources can be found at: http://www.fema.gov/resource-management

Town Maps

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

Appendix A – Disaster Forms ..... A
Local Request for Emergency Declaration A1
Local Situation Report A2
ICS Forms A3

Appendix B – Local Documents ..... B
List of Delegations of Authority B1
Communication Plan B2
Emergency Contact List B3
List of Mutual Aid Agreements B4
Resource Lists B5
Maps, Diagrams, Plans, and Attachments B6
CPOD Profile B6.1

Appendix C – References & Authorities C
Emergency Relief and Assistance Fund C1
Vermont Stream Alteration Rule C2
Minimum Grant Standards C3
Vermont Statute Title 20, Chapter 1 ..... C4
NIMS Executive Order C5

Appendix D – Templates ..... D
NIMS Adoption D1
Mutual Aid D2
Emergency Management Ordinance D3
Delegation of Authority D4

EMERGENCY CONTACT LIST

Emergency Management Contact List PLEASE DO NOT USE THE SAME TELEPHONE NUMBERS IN MULTIPLE BOXES.					
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Co-EMD	**Candace**	**Stoumen**	**254 6851**
	Date	Email Address	Cell #	Pager #	Home #
		Jolea2@comcast.net	**380 4051**	**250 4673**	**258 3826**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		DPW/Road Commissioner	**Daniel**	**Zumbruski**	**254 2755**
	Date	Email Address	Cell #	Pager #	Home #
		dan.zumbruski@gmail.com	**380 2233**		**254 9874**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Asst Fire Chief**	**Mike**	**Tkaczyk**	
	Date	Email Address	Cell #	Pager #	Home #
		mtkaczyk55@hotmail.com	**254 1688**	**742 2127**	**254 2838**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Animal Control Officer	**Walter**	**Thorn**	**257 8932**
	Date	Email Address	Cell #	Pager #	Home #
		wwthorn@myfairpoint.net	**380 8148**		**257 8932**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Town Health Officer	**Dolores**	**Hale**	
	Date	Email Address	Cell #	Pager #	Home #
		Dhale17@myfairpoint.net			**257 5819**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Deputy Health Officer	**Joy**	**Hayes**	
	Date	Email Address	Cell #	Pager #	Home #
		Hayes32@myfairpoint.net			**257 6937**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Constable (Law Enforcement)	**Walter**	**Thorn**	**357 8932**
	Date	Email Address	Cell #	Pager #	Home #
		wwthorn@myfairpoint.net	**380 8148**		**257 8932**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Town Clerk	**Penny**	**Marine**	**254 6857 ext 101**
	Date	Email Address	Cell #	Pager #	Home #
		guilfordtc@yahoo.com	**254 4764**		**254 3979**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Town Treasurer	**Penny**	**Marine**	**254 6857 ext 101**
	Date	Email Address	Cell #	Pager #	Home #
		guilfordtc@yahoo.com	**254 4764**		**254 3979**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		SelectBoard	**Anne**	**Rider**	
	Date	Email Address	Cell #	Pager #	Home #
		rider.anne@gmail.com	**380 3586**		**254 5300**

	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		SelectBoard	**Troy**	**Revis**	**254 2271**
	Date	Email Address	Cell #	Pager #	Home #
		Troy_Revis_13@yahoo.com	**579 8512**		**257 1807**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Communications Officer	**Cathrine**	**Wilken**	**254 6545**
	Date	Email Address	Cell #	Pager #	Home #
		wilken@sover.net	**380 8252**		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Rad Officer	**Nancy**	**Evans**	
	Date	Email Address	Cell #	Pager #	Home #
		Henievan1230@myfairpoint.net	**258 7933**		**234 8082**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Admin Officer	**Katie**	**Buckley**	**254 6857 ext 105**
	Date	Email Address	Cell #	Pager #	Home #
		guilfordta@yahoo.com	**802 343 6223**		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Guilford Cares (spc needs off)	**Leah**	**Gessner**	
	Date	Email Address	Cell #	Pager #	Home #
		leahgessner@gmail.com	**718 924 0329**		**254 5561**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		RACES	**John**	**Borichevsky**	**257 5526**
	Date	Email Address	Cell #	Pager #	Home #
		N1tox@comcast.net	**413 658 8602**	**290 9899**	**413 545 2041**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		RENTS Coordinator	**Anne**	**Emerson**	
	Date	Email Address	Cell #	Pager #	Home #
		xerxesae@yahoo.com	**579 6611**		**257 5558**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Public Information Officer	**Harry**	**Evans**	
	Date	Email Address	Cell #	Pager #	Home #
		Henievan1230@myfairpoint.net			**254 8082**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Principal Guilford Central School	**John**	**Gagnon**	**254 2271**
	Date	Email Address	Cell #	Pager #	Home #
		john_gagnon@wsesu.org	**258 7933**		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Shelter Volunteer	**Lucy**	**Spahr-Blazej**	
	Date	Email Address	Cell #	Pager #	Home #
		Lucyb1@gmail.com	**380 3695**		**257 7274**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Shelter Volunteer	**Brian**	**Remer**	

	Date	Email Address	Cell #	Pager #	Home #
					257 7247
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Deputy Commo Officer	**Marilyn (Dolly)**	**Stone**	
	Date	Email Address	Cell #	Pager #	Home #
		Dollyst298@comcast.net			**254 2259**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #

LOCAL EMERGENCY OPERATIONS PLAN

TOWN OF GUILFORD, VERMONT

A. Foreword

The Town of Guilford Local Emergency Operations Plan, hereafter know as theLEOP, is designed to provide a framework to address the response to consequences of any disaster or emergency situation that would effect the population and/or property within Guilford, and to provide more specific response information on the most likely disasters. The EOP is applicable to natural disasters such as ice storms and hurricanes, human caused incidents such as civil disturbances, and technological situations, such as hazardous materials incidents and power failures.

B. Scope

Where possible, this LEOP corresponds with the National Incident Management System (NIMS) of March 1, 2004. The Town of Guilford LEOP incorporates the basic principles of NIMS, including the Incident Command System (ICS).

C. Situation

The Town of Guilford is located in the Southeast corner of the State of Vermont, and is bordered on the South by the towns of Bernardston, Colrain, and Leyden, in the State of Massachusetts, on the east by the Town of Vernon, VT, on the north by the Town of Brattleboro, VT, and on the west by the Town of Halifax, VT.

It has no railroad within the town limits, but a major rail line runs north and south two miles to the east. Two major highways, I-91, and US Route 5 run north and south through the eastern part of town. The town is also within in the 5-mile EPZ for the Vermont Yankee Nuclear Power Station. The Guilford Volunteer Fire Dept. is assigned as the first back-up for the Vernon Fire Dept. Primary medical first response is provided by Guilford Fire, 108 Guilford Center Road, and Rescue, Inc.' two miles north in Brattleboro, VT.

The Town Emergency Operations Center is co/located with the Guilford Fire Dept. at 108 Guilford Center Road. The Guilford Fire Department is a member of the Southwestern New Hampshire Fire Mutual Aid Dispatch Center.

The Town of Guilford has mutual aid agreements with the towns of Brattleboro, Halifax, Marlboro and Vernon.

The Town has a qualified Constable, but primary law enforcement is provided by Vermont State Police.

ANNEX **A- Operations**

1. **The EOC will be activated:**
   At the request of:
   1. **The Selectboard Chair**
   2. **The Fire Chief**
   3. **The Road Commissioner OR the Incident Commander**
2. **The EMD shall be informed of situation which requires:**
   1. **Support beyond the Highway Department resources, or beyond the Fire Department resources**
   2. **The notification of the State EOC, The State Duty Officer, The Vermont State Police: The Windham County Sherriff's Dept, OR any abutting or adjacent Town, or agency, which may become effected by the incident.**

Operational Levels:

When the EMD (or a designated representative) opens the EOC, it shall be deemed at

OPERATIONAL LEVEL 1.

When 3 individuals are present, and one is a devoted radio operator the EOC shall be at

OPERATIONAL LEVEL 2.

When the EOC Staff is sufficient to operate DLAN, Radio, and keep appropriate logs, the EOC shall be at OPERATIONAL LEVEL 3.

When the EOC is organized to the extent that it can operate for 24 hours, it shall be at

OPERATIONAL LEVEL 4.

Town of Guilford – LEOP

Annex B – COMMUNICATIONS

A. The Town of Guilford has Radio Communication Capabilities with;
In Town: Highway, School, Fire Department.
This includes all mobile highway equipment; all school buses , and with base radios at the Highway Garage, the Town Office, the Central School, the Fire Department, and the EOC.
In addition, the Fire Department , through its membership in KMA Dispatch in Keene, has communications capability with all agencies served by KMA.

B. It SHALL be the responsibility of the EMD and the EOC staff to assure that ALL appropriate Towns, and agencies are kept informed of ANY incident that:
   a. May effect them
   b. That that agency, Town, or Group MAY need to respond to, or react with.

C. Operational Implementation.

It is essential that appropriate public announcements regarding personal safety , public action, or re-action, are initiated through:

1. RENTS (initiated from the EOC (by phone) communication with the Code Red operator, or by KMA dispatch by phone call (followed by a FAX).
2. LOCAL Radio stations (by phone)
3. NOAA Radio (Via phone call to VEM EOC Waterbury) to request the message. The message will probably be added to an already programmed message unless this is a very local emergency.

ii. The EOC Staff shall be responsible for logging and maintaining all radio, phone, and FAX communications, and keeping an operational log of the incident. THIS IS ABSOLUTELY ESSENTIAL.

iii. The EOC Staff shall assure that an appropriate digital photo record be kept of all damage to ANY infrastructure within to the Town. In addition, a photo record should be kept of damage to private property to assure a comprehensive overall record of damage within the Town is available

Town of Guilford – LEOP

ANNEX C – RENTS PROCEDURES

Effective 05/01/2012 RENTS Coordinator has the ability to DIRECTLY initiate a RENTS call.

CODES and passwords are stored in the DISASTERLAN folder, and the CODE RED instruction Manual. IF ALL ELSE FAILS use the alternate procedure below.

1. A RENTS message can be sent out to all Guilford citizens registered in the system very simply.
2. The following phone numbers are essential for initiation of this system.
   KMA (Keene Mutual Aid) 1-866-352-1291
   KMA FAX line 1-603-358-3420
3. Initiator must think out and prepare a written brief message before calling KMA. You will have to briefly explain the emergency to the operator. Be prepared to read your message to the operator, and then send a FAX of the message to the KMA FAX number.

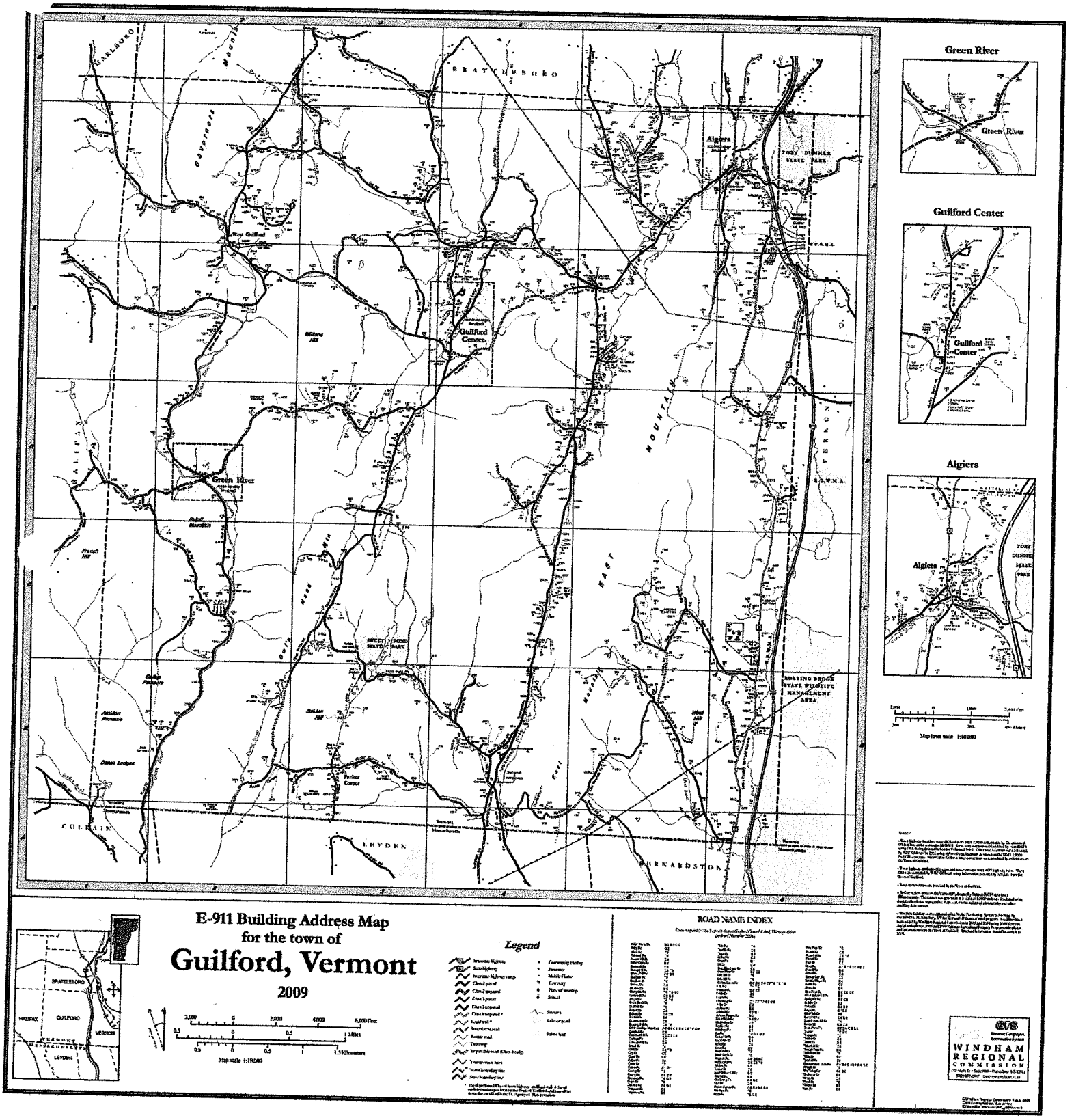
THAT IS IT! Simple and quick.

AT THIS TIME THE EMD, SELECTBOARD CHAIR, and the FIRE CHIEF are the designated originators.

If questions about the system arise; **Mark Gilmore of Entergy VY** is the contact. Phone #s 802-380-4716 or 802-258-4168

ANNEX D – EMERGENCY SHELTER OPERATIONS

1. The Town of Guilford, the Guilford Community Church (G.C.C.), and the American Red Cross (ARC) have entered into an agreement whereby the G.C.C. has been certified as an ARC approved shelter.
2. The American Red Cross (ARC) has begun a "Shelter Initiative" whereby designated shelters can be opened by local volunteers who have completed training by the ARC.
3. The Shelter Initiative provides a pre-positioned set of equipment, (blankets, pillows, cots, water, forms and an operating kit). The Guilford Fire Department has graciously agreed to store this EQ at the Fire Station.
4. The Selectboard, the EMD, (or his/her designee) or the Fire Chief shall determine the necessity of opening the above shelter, and shall then notify the "Shelter Manager" (who shall be appointed by the G.C.C.).
5. The Shelter Manager will then alert the Volunteer Staff, arrange to have the appropriate EQ brought to the G.C.C. Shelter and prepare to receive the persons requiring shelter.
6. Unlike a "normal" ARC Shelter this type of shelter is authorized to utilize donated food, and may also use whatever initiatives are required. (This, however, is for a limited period.)
7. The Shelter Manager must keep the EOC informed of concerns and requirements, and the EMD, (EOC Staff) must likewise advise the Shelter Manager and update the shelter as to the ongoing situation.
8. The closing of the Shelter can be initiated by either the EMD or the Shelter Manager after consulting with the other. The Shelter Staff is responsible for securing and returning all EQ to the storage area. The Church Area used as a shelter must be returned to the state it was before being used as a shelter .



Green River
Guilford Center
Algiers
BRATTLEBORO
HALIFAX
COLRAIN
LEYDEN
BERNARDSTON
VERNON
Algiers
Green River
Guilford Center
Guilford Center
Green River
Map inset scale 1:10,000
E-911 Building Address Map
for the town of
Guilford, Vermont
2009
Legend
ROAD NAME INDEX
WINDHAM
REGIONAL
COMMISSION