

# Local Emergency Management Plan Municipal Adoption Form

**Town/City of Glover**  
51 Bean Hill Road  
Glover, VT

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (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.

Municipality	Glover
LEMP Adoption Date	7/27/23
NIMS Adoption Date	03/27/2019
EMD Name	Phil Brooks
Position	EMD
Primary Phone	802-673-4030
Alternate Phone	
Email	ame189@yahoo.com
POC 2 Name	Leanne Harple
Position	Selectboard Chair
Primary Phone	802-525-1389
Alternate Phone	
Email	leanne@townofglover.com
POC 3 Name	Michael Pray
Position	Road Foreman
Primary Phone	802-525-4025
Alternate Phone	802-323-9300
Email	mike@townofglover.com

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

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

Signed\* \_\_\_\_\_

Phil Brooks-EMD

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed\* \_\_\_\_\_

Leanne Harple- Selectboard Chair

Printed Name, Selectboard / council member

**Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.**

\*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.



# Required Elements

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

Municipal Adoption		
<input type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input type="checkbox"/>
	Contact information for local authorities during an emergency	<input type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/>
LEMP Required Elements		Page
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	
	EOC staff positions and duties (minimum 1)	
	List of potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1)	
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	
	List of municipal contracts that can be used during an emergency (if any)	
	List of other local resources that could be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List	
<input checked="" type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	
	Local website / social media information (if any)	
	List of local media outlets (if any)	
	Public notice sites for non-phone/Internet information	
	Vermont 2-1-1 contact information	
<input checked="" type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	
	Identification and monitoring process	
<input checked="" type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	
	Opening information for local shelters (if any)	
	Service information for local shelters (if any)	
<input checked="" type="checkbox"/>	Contact Information	
	Emergency Management personnel	
	Response organizations	
	Municipal officials / public works	
	State, region, and adjacent municipality contacts	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP 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: <http://vem.vermont.gov>

# Local Emergency Management Plan

## 1. Emergency Management (EM)planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Cindy Epinette-Town Clerk	Bruce Melendy-NVDA
Dave Simmons-Select Board	Theresa Perron- Town Administrator
Philip Brooks/EMD	Adam Heuslein EMD

## 2.Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Selectboard, EMD
<b>Preferred EOC Positions and Duties</b>	
EOC Director-Philip Brooks/Leanne Harple-Selectboard Chair	Supervises and directs all EOC activities coordinating municipal support and response
Cindy Epinette	Staffs phones and radio
Theresa Perron	Tracks and answers any Requests For Information (RFI)
Theresa Perron	Tracks and coordinates any Requests For Support (RFS)
Theresa Perron	Produces and posts public information and press releases
Philip Brooks	EMD
Adam Heuslein	EMD
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Dave Simmons	Selectboard
Theresa Perron	Town Administrator/Assistant Town Clerk
Cindy Epinette	Town Clerk
Leanne Harple	Selectboard Chair
Phil Young	Selectboard
<b>Primary EOC Location</b>	
Facility / Address:	Town Clerk's Office, 51 Bean Hill Road
Phone Numbers:	802-525-6227
Equipment/Notes:	Internet, Kitchen, Restroom, Generator, Fax Machine
<b>Alternate EOC Location</b>	
Facility / Address:	Glover Ambulance Bay, 48 County Road
Phone Numbers:	802-673-8592
Equipment/Notes:	Restroom, Generator

### 3. Resources

**Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.**

Purchasing agents for emergencies: Philip Brook-EMD, Selectboard, Michael Pray-Road Foreman	
Emergency spending limits:	\$500.00-without prior approval from the select board

**Businesses with Standing Municipal Contracts**

Type of Contract	Name	Contact Info
None		

**Other Local Resources**

Type of Resources/Skills	Name	Contact Info
Building Supplies	E.M. Brown-Barton	802 525-3422 802 323-9456 ER
Culverts	Farmyard Store Derby	802 766-2714 802 673-4522 ER
Food/Water/Hot sandwiches	Currier's Market	802 525-8822
Food/Water/Hot sandwiches	C&C Supermarket	802 525-3444
Fuel	Town Garage/Fire Dept.	802 525-3400
Heavy Equipment – Mark Colburn	Colburn's Village View Maples	802 525-4498 802 673-8528 ER
Heavy Equipment	Taplins & Precision Land Care	802 673-7450 802 525-6663 ER
Heavy Equipment	Tim Menard Trucking	802 525-3704
Heavy Equipment	Tyler Scelza Logging	802 524-4353

State support that is usually at no cost to the municipality:

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

State support the municipality will normally eventually have to pay for:

- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

*The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.*

### National Incident Management System (NIMS) Typed Resources

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

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

#### 4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) 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.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town of Glover Facebook page Town of Glover website Front Porch Forum
Local Newspaper, Radio, TV:	Orleans Record-daily newspaper The Chronicle-weekly newspaper WMOO FM 92/WGMT FM 97.7/WCAX Television
Public Notice locations:	Glover Town Clerk's Office/Parker Pie Restaurant/Curriers Market
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

#### 5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Union House Nursing Home 3086 Glover Street 802-525-6600	Pat Russell
Glover School 100 School Street 802-525-6958	Dr. Jennifer Blake
RuralEdge Senior Housing 23 Dexter Mtn. 802 535-3555	Lisa Call
Daycare 77Dexter Mtn. 802-525-3956	Tami Perron
Bread & Puppet 753 Heights Road 802-525-6972	Peter Schumann

#### 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.*

**Spontaneous Sheltering**

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

**Regional Shelter**

Location / Address:	North Country High School, 209 Veterans Avenue, Newport, VT Telephone number: 802-334-7921
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	

**Primary Local Shelter**

Location / Address:	Glover School-100 School Street-Glover
Facility Contact(s):	Dr. Jennifer Blake – Secretary Meghann Roberts 802 525-3073
Phone Numbers:	802 525-6958 (OCSU 802 525-1204)
Shelter Manager:	John Desjardin
Staff Requirements:	Minimum of 2
Services:	Warm/Cool Overnight Food Prep Showers
Notes:	Capacity: 250 Generator? Y Pets Allowed? Y

**Alternate Local Shelter**

Location / Address:	Glover Town Hall, 3018 Glover Street
Facility Contact(s):	Cindy Epinette
Phone Numbers:	802-525-6227
Shelter Manager:	Philip Brooks
Staff Requirements:	Minimum of 2
Services:	Warm/Cool -Y Overnight-Y Food Prep-Y Restrooms
Notes:	Kitchen-this location also serves as Senior Meal site Capacity: 100 Generator? N Pets Allowed? Y

**Annexes(Optional, create and letter as needed)**


See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms;delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

**Contact Information**

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail	n
		Primary	Alternate	Alternate		
<b>Local Emergency Management Team</b>						
EMD	Philip Brooks	802-673-4030			ame189@yahoo.com	
EM Coordinator	Adam Heuslein	802 673-8592				
<b>Local Response Organization Contacts</b>						
Fire Chief	Job Brietmeyer	802-525-1305	802-323-6092			
Assistant/Deputy Fire Chief						
EMS Chief	Adam Heuslein	802-673-8592			adam@gloverambulance.org	
Chief of Police or Constable	Job Breitmeyer-Constable	802-525-1305	802-323-6092			
State Police or County Sheriff	VSP-Derby/Orleans County Sheriffs Department	802 334-8881	911			
Local Dispatch Center	VSP-Williston	802 334-8881	911			
<b>Local Public Works Contacts</b>						
Road Foreman	Mike Pray	802-323-9300	802-525-4025		mike@townofglover.com	
Road Commissioner	Select Board	(See Below)				
Town Garage	Glover Town Garage	802-525-4025				
Drinking Water Utility	none	NA				
Wastewater Utility	Allen Mathews	802 525-4735				
<b>Municipal Government Contacts</b>						
Town Administrator	Theresa Perron	802-525-1115	802-624-3463		theresa@townofglover.com	
Town/City Manager	NA					
Selectboard	Dave Simmons	802-525-4234	802-745-8189		david@townofglover.com	
Selectboard Chair	Leanne Harple	802-525-1389			leanne@townofglover.com	



