

## Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM 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 who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.


REMC Representatives	
REMC Emergency Services Appointee	Adam Heuslein
Email	<a href="mailto:adam@townofglover.com">adam@townofglover.com</a>
EMD REMC Representative	Philip Brooks
Email	<a href="mailto:chief@gloverfire.com">chief@gloverfire.com</a>

Municipality	Town of Glover
LEMP Adoption Date	05/14/2026
NIMS Adoption Date	03/27/2019
EMD Name	Philip Brooks
Position	EMD
Primary Phone	802-673-4030
Alternate Phone	802-525-3400
Email	<a href="mailto:chief@gloverfire.com">chief@gloverfire.com</a>
Public contact information	802-673-4030 <a href="mailto:chief@gloverfire.com">chief@gloverfire.com</a>
POC 2 Name	Adam Heuslein
Position	EMC/Selectboard Chair
Primary Phone	802-673-8592
Alternate Phone	802-525-3560
Email	<a href="mailto:adam@townofglover.com">adam@townofglover.com</a>
POC 3 Name	Michael Pray
Position	Road Foreman
Primary Phone	802-525-4025
Alternate Phone	802-323-9300
Email	<a href="mailto:mike@townofglover.com">mike@townofglover.com</a>

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

Signed\*  Printed Name: Philip Brooks  
 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 at a **warned public meeting**, as stated above:

Signed\*  Printed Name: Adam Heuslein  
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

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

\*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

Municipal Adoption	
<input checked="" type="checkbox"/>	Completed Municipal Adoption Form
<input checked="" type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.
LEMP Required Elements	
Page # (if not using a template)	
<input checked="" type="checkbox"/>	Emergency Management planners
	List of people who wrote or maintain the LEMP. Must include EMD. 1
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)
	EOC activation authority (minimum 1) 1
	EOC staff positions and corresponding duties (minimum 1) 1
	Potential EOC staff members (minimum 1) 1
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment 2
<input checked="" type="checkbox"/>	Resources
	Emergency purchasing agent and spending limits 3
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any) 3
	National Incident Management System (NIMS) Typed Resource List (if applicable) 4
<input checked="" type="checkbox"/>	Public Information and Warning
	Local VT-Alert managers (if applicable) 5
	Local website or social media information (if applicable) 5
	List of local media outlets (if applicable) 5
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office) 5
	Note that the public can call Vermont 2-1-1 for resources. 5
<input checked="" type="checkbox"/>	Organizations and communities requiring additional coordination
	List of organizations or communities and contact method 6
<input checked="" type="checkbox"/>	Shelters
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1) 7
<input checked="" type="checkbox"/>	Contact Information
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs 9
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

**Local Emergency Management Plan****1. Emergency management planners**

*These are the people who wrote and maintain this plan. This must include the EMD.*

Philip Brooks – EMD/Fire Chief  
 Adam Heuslein – EMC/Selectboard Chair  
 Mike Pray – Road Foreman  
 Theresa Perron-Jankowski – Town Administrator

**2. Municipal emergency operations center (EOC)**

*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.*

Which municipal position(s) can activate the EOC?

Emergency Management Directors  
 Fire Chief

**Preferred EOC Positions and Duties**

<i>Position Title</i>	<i>Duties associated with that position</i>
EOC Directors	- Supervises and directs all EOC activities coordinating municipal support and response
Public Information Order	- Coordinates all messaging with Incident Commanders - Produces and post public information and press releases - Monitors public media for useful information and to correct inaccurate reports
Admin	- Maintains operations log - Supports incident commanders in documenting expenses for reimbursement
Situational Awareness	- Updates status board and map - Tracks and answers Requests for Information (RFI) from incident commanders and town officials
	- Tracks and coordinates fulfillment of any Requests For Support (RFS) from incident commanders - Provides resources for the EOC itself (coffee, food, sleeping areas, batteries, generator, etc.
Communications Support	-Staffs' phones and radios

**Potential EOC Staff Members**

<i>Name</i>	<i>Qualified position(s) and notes</i>
Philip Brooks	EMD – Fire Department (EOC Director)
Adam Heuslein	EMC – Ambulance
Cindy Epinette	Town Clerk/Treasurer/Logistics
Adam Heuslein	Selectboard Chair – Public information, Communications
Theresa Perron	Town Administrator – Situational Awareness, Logistics
Anne Eldridge	Selectboard Member – Situational Awareness, Public Information
Tabitha Armstrong	Selectboard Member – Situational Awareness

<b>Primary EOC Location</b>	
Facility Address:	63 Bean Hill Road, Glover, VT
Phone Numbers:	802 525-3400
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet - Comcast, located in office, wireless <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers – Two computers (one is dispatch) <input checked="" type="checkbox"/> copy machine – Canon, in office <input checked="" type="checkbox"/> projector or large screen - mobile <input checked="" type="checkbox"/> food prep
<b>Alternate EOC Location (if applicable)</b>	
Facility Address:	51 Bean Hill Road, Glover, VT
Phone Numbers:	802 525-6227
Equipment notes:	<input type="checkbox"/> generator <input checked="" type="checkbox"/> internet - Comcast, router located right of the vault on a table. Password located on the side of the router. <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers - 3 Town computers on each desk including upstairs office. 2 Computers in the Library <input checked="" type="checkbox"/> copy machine – Next to vault <input type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep - minimal, sink, water, mini fridge, coffee machine, mic

### 3. Resources

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

Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

EMD - \$500 - without prior approval from the select board  
 Selectboard Member - \$5000 Road Foreman - \$5000  
 Town Clerk/Treasurer - \$5000 Town Administrator - \$5000

*Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.*

#### **Town or city owned resources (if applicable)**

Type of resource	Name	Contact information
2 Plow Trucks	Mike Pray – Road Foreman	802 525-4025 – Garage
2 Dump Trucks	Mike Pray – Road Foreman	802 673-9513 – Cell
1 Excavator	Mike Pray – Road Foreman	
2 Chainsaws & Road Signs	Mike Pray – Road Foreman	
1 Light Pickup	Mike Pray – Road Foreman	

#### **Businesses with standing municipal contracts (if applicable)**

Type of resource	Name	Contact information
Butlers Bus Service	Julie Sicard – Supervisor	802 754-6508
Menards Excavating	Tim Menard – Owner	802 525-3704
Heavy Equipment	Mark Colburn – Owner	802 525-4468/802 - 673-8528 C
Farmyard Store – Culverts	Nate Hamblett - Owner	802 766-2714 - 802 673-4522 ER
Taplin's – Septic, Portable Toilets	Hans Laggis	802 673-0213 - 802 595-1029 C
EM Brown's - building supplies		802 525-3422 - 802 323-9456C

#### **Other local resources (if applicable)**

Type of resource	Name	Contact information
Currier's Market	Ray & Jessica Sweeney	802 525-8822 525-3444
Busy Bee	Denise Royer	802 525-4800

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 Special Teams
- Swiftwater rescue teams (both local and VT-TF1)
- Regional shelter support
- Subject matter expertise from state government agency or federal response agency

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

- Supplies and equipment
- 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.*

<b>National Incident Management System (NIMS) typed resources* (if applicable)</b>											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team	2	N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source	2				
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering			2			Water Valve Maintenance Truck				N/A	

\*Information about the NIMS typed resources can be found at: <https://rllt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

*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.*

*Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.*

*Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the Buildings and General Services website to meet these needs.*

*Please consider what those needs may be, and how those needs can be met.*

Local VT-Alert managers and managers of other notification systems (if applicable):	Phil Brooks, EMD Adam Heuslein EMC/Selectboard Chairman
Important local websites or social media channels (if applicable):	<p>-Vermont Emergency Management: <a href="http://www.facebook.com/vermontemergencymanagement">www.facebook.com/vermontemergencymanagement</a></p> <p>-Glover Fire Department: <a href="http://www.gloverfire.com">http://www.gloverfire.com</a> OR <a href="http://www.facebook.com/gloverfiredepartment">www.facebook.com/gloverfiredepartment</a></p> <p>Glover Ambulance Squad: <a href="https://gloverambulance.org/">https://gloverambulance.org/</a> OR <a href="http://www.facebook.com/gloverambulancesquad">www.facebook.com/gloverambulancesquad</a></p> <p>Town of Glover: <a href="https://townofglover.com">https://townofglover.com</a></p>
Local newspaper, radio, TV (if applicable):	The Chronicle, Barton Newport Daily Express, Newport WMOO 92.1 FM, Derby WJJJ 94.5 FM, Irasburg WIKE 1490 AM, Derby WCAX-TV, Burlington
Public notice locations: These are physical locations that you are required to post meeting notices per <u>17 V.S.A. § 2641</u> . Two must be in town and the third must be in or near the town clerk's office.	Currier's Market C&C Market Parker Pie Restaurant Town Clerk's Office
<p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many 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. Dial 211 or (802) 652-4636.</i></p>	

## 5. Organizations and communities requiring additional coordination

*This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through Citizen Assistance Registration for Emergencies (CARE). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be 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. Please ensure these contacts have updated EMD contact information.*

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
<b>Vulnerable Populations</b>		
Union House Nursing Home 3086 Glover Street	802-525-6600	Coordinates food, nursing and other services for elderly
RuralEdge Senior Housing 23 Dexter Mtn. Road	802 535-3555	12 apartments with rental assistance
Tammy Perron Daycare 77 Dexter Mtn. Road	802 525-3956	Tammy Perron, Daycare Provider
Senior Meal Site Center 3018 Glover Street	802 525-1000	Provides meals for the elderly and disabled
Glover Community School 100 School Street	802 525-6958	Emergency Shelter; 103 students plus staff when school is in session
The New School, 77 Maple Lane	802 525-4665	School for disabled population
<b>Additional Coordination</b>		
Glover Ambulance Squad	911	Transport with medical issues
Meals on Wheels	802 642-5119	Provides packaged meals for Seniors

## 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.*

### **Spontaneous sheltering**

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

### **Primary local shelter**

*This must be a location that your city or town has the authority to open*

Location and address:	Glover Community School, 100 School Street, Glover	
Facility contact(s):	Mark Fiorentino (Principal), Jennifer Doucet (Secretary)	
Shelter manager:	Philip Brooks	
Staff requirements:	Minimum of 2 persons	
Services (select all the apply):	<input type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	100	
Overnight capacity: (if applicable)	100	
Notes:	The gymnasium would be utilized as the shelter. (802) 525-6958	

### **Alternate local shelter (if applicable)**

Location and address:	Glover Town Hall, 3018 Glover Street, Glover	
Facility contact(s):	Cindy Epinette	
Shelter manager:	Philip Brooks	
Staff requirements:	Minimum of 2 persons	
Services (select all that apply):	<input type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	100	
Overnight capacity:	100	
Notes:	Kitchen - this location also serves as Senior Meal site so there is a supply of food for prep.	

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

<b>VT Emergency Management Headquarters</b> 45 State Drive, Waterbury, VT 05671-1300 (800) 347-0488 * (802) 244-8721 * (888) 545-7598 (TTY)

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



