

## 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.

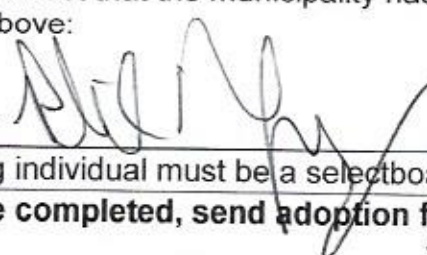
REMC Representatives	
REMC Emergency Services Appointee	Job Breitmeyer, Fire Chief
Email	gloverfiredept@gmail.com
EMD REMC Representative	Philip Brooks, EMD
Email	Ame189@yahoo.com

Municipality	Town of Glover
LEMP Adoption Date	5/22/2025
NIMS Adoption Date	3/27/2019
EMD Name	Philip Brooks
Position	EMD
Primary Phone	(802) 673-4030
Alternate Phone	(802) 525-3400
Email	ame189@yahoo.com
Public contact information	(802) 673-4030 / ame189@yahoo.com
POC 2 Name	Adam Heuslein
Position	EMS Chief
Primary Phone	(802) 673-8592
Alternate Phone	
Email	adam@gloverambulance.org
POC 3 Name	Job Breitmeyer
Position	Fire Chief
Primary Phone	(802) 323-6092
Alternate Phone	(802) 525-3400
Email	gloverfiredept@gmail.com

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: Phil Young  
 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. <span style="float: right;">TEMPLATE</span>
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)
	EOC activation authority (minimum 1)
	EOC staff positions and corresponding duties (minimum 1)
	Potential EOC staff members (minimum 1)
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment
<input checked="" type="checkbox"/>	Resources
	Emergency purchasing agent and spending limits
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)
	National Incident Management System (NIMS) Typed Resource List (if applicable)
<input checked="" type="checkbox"/>	Public Information and Warning
	Local VT-Alert managers (if applicable)
	Local website or social media information (if applicable)
	List of local media outlets (if applicable)
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)
	Note that the public can call Vermont 2-1-1 for resources.
<input checked="" type="checkbox"/>	Organizations and communities requiring additional coordination
	List of organizations or communities and contact method
<input checked="" type="checkbox"/>	Shelters
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)
<input checked="" type="checkbox"/>	Contact Information
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs
	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
- Phil Young – Selectboard Member
- Adam Heuslein – EMC
- Job Breitmeyer – Fire Chief
- Mike Pray – Road Foreman
- Bruce Melendy – NVDA

**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 Director
- Fire Chief

***Preferred EOC positions and duties***

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	- 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>
Phil Brooks	EMD
Adam Heuslein	EMC – Ambulance
Cindy Epinette	Town Clerk/Treasurer/Logistics
Phil Young	Selectboard Chair – Public Information, Communications

Theresa Perron	Town Administrator – Situational Awareness, Logistics
Anne Eldridge	Selectboard Member – Situational Awareness, Public Information
Glenn Gage	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 - Consolidated Communications, 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 Chair - \$500  
 Selectboard Member - \$500

*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 Dump Trucks	Mike Pray – Road Foreman	802 525-4025 Office
2 Plow Trucks	Mike Pray – Road Foreman	802 525-4025 Office
2 Dump Trucks	Mike Pray – Road Foreman	802 525-4025 Office
1 Excavator	Mike Pray – Road Foreman	802 525-4025 Office
2 Chainsaws & Road Signs	Mike Pray – Road Foreman	802 525-4025 Office
1 Light Pickup	Mike Pray – Road Foreman	802 525-4025 Office

**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	802 525-4468802 - 673-8528 C
Farmyard Store – Culverts	Nate Hamblett - Owner	802 766-2714 - 802 673-4522 ER
Taplins – Septic, Portable bathrooms	Hans Laggis	802 673-0213 - 802 595-1029 C
EM Browns- 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://rtit.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
Important local websites or social media channels (if applicable):	-Vermont Emergency Management Facebook Page: <a href="https://www.facebook.com/vermontemergencymanagement">https://www.facebook.com/vermontemergencymanagement</a> -Glover Fire Department Facebook Page: <a href="https://www.facebook.com/profile.php?id=100066555102177">https://www.facebook.com/profile.php?id=100066555102177</a> Glover Ambulance Squad: <a href="https://gloverambulance.org/">https://gloverambulance.org/</a> <a href="http://www.facebook.com/gloverambulancesquad">www.facebook.com/gloverambulancesquad</a> , Inc
Local newspaper, radio, TV (if applicable):	The Barton Chronicle, Newport Daily Express WCAX-TV
Public notice locations:	Currier's Market

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.	C&C Market Parker Pie Restaurant
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.	

### 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.*

Organization or community	Contact information or method of coordination	Notes
<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	802 535-3555	12 apartments with rental assistance
Daycare 77 Dexter Mtn.	802 525-3956	
Senior Meal Site Center	802 525-1000	Provides meals for the elderly and disabled
Glover Community School	802 525-6958	Emergency Shelter
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):	Dr. Jennifer Blake – Secretary Tiffany Harvey 802 525-6958	
Shelter manager:	JoAnn Martin - Principal and Tiffany Harvey - Administrative Assistant	
Staff requirements:	At least two staff required while open	
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 checked="" 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.	

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

Location and address:	Glover Town Hall, 3018 Glover Street	
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.

## Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
ame189@yahoo.com					
EMD	Phil Brooks	802 673-4030			ame189@yahoo.com
EMC - Ambulance	Adam Heuslein	802 673-8592			adam@gloverambulance.org ashley@gloverambulance.org
EOC staff	Job Brietmeyer	802 525-1305	802 323-6092		
EOC staff	(Select Board Member)				
EOC staff – Road Foreman	Mike Pray	802-323-9300	802-525-4025		mike@townofglover.com
EOC staff -					
<b>Local response organization contacts</b>					
Fire chief	Job Brietmeyer	802 525-1305	802 323-6092		gloverfiredept@gmail.com
Assistant or deputy fire chief	Jason Martin	802 673-6949			
EMS chief	Adam Heuslein	802 673-8592			
Chief of police or constable	Job Brietmeyer	802-525-1305	802-323-6092		Constable
State police or county sheriff	VSP – Derby/Orleans	802 334-8881	911		
Local dispatch center	Dispatch – Orleans County	802 334-3333	911		
<b>Local public works contacts</b>					
Road foreman	Mike Pray	802-323-9300	802-525-4025		mike@townofglover.com
Road commissioner	Selectboard				
Town garage		802 525-4025			
Drinking water utility					
Wastewater utility	Taplins - Hans Laggis	802 673-0213	802 595-1029		
Fuel	Dead River	603 800-9622			
<b>Municipal government contacts</b>					
Town Administrator	Theresa Perron	802 525-7199	802 624-3463	802 525-1115	theresa@townofglover.com

**Contact Information**

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Selectboard chair	Phil Young	802-525-4733	802-673-9193		phil@townofglover.com
Selectboard alt	Anne Eldridge	802 363-2688			anne@townofglover.com
Selectboard alt	Glen Gage				
Town clerk	Cindy Epinette	802-525-6227	802-525-5550	802 624-3774	glovertc@comcast.net
Town treasurer or finance	Cindy Epinette	802-525-6227	802-525-5550	802 624-3774	glovertc@comcast.net
Town health officer	Phil Young	802-525-4733	802-673-9193		phil@townofglover.com
Forest fire warden	Bob Richards				
Animal control officer	Job Breitmeyer	802-525-1305	802-323-6092		
School contact #1	JoAnn Martin - Principal	802-525-6958			
School contact #2	Tiffany Harvey - Administrative Assistant	802-525-6958	802-673-5138 c		Office/Secretary
School district office	Orleans Supervisory	802-525-1204			
<b>Other contacts (including neighboring EMDs)</b>					
Town of Barton EMD	EJ Rowell	802-673-4234			
Town of Sheffield EMD					
Town of Albany EMD					
Town of Craftsbury EMD					