

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

Jeff Schulz, Town Manager	
Lawton Rutter, Emergency Management Director	

## 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>	
<b>Preferred EOC Positions and Duties</b>	
Jeff Schulz	Supervises and directs all EOC activities coordinating
Lawton Rutter	municipal support and response
Municipal Staff	Staffs phones and radio
Municipal Staff	Tracks and answers any Requests for Information (RFI)
Lawton Rutter	Tracks and coordinates any Requests for Support (RFS)
Lawton Rutter	Produces and posts public information and press releases
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Municipal Staff	
<b>Primary EOC Location</b>	
Facility / Address:	Northfield Fire Station, 128 Wall Street
Phone Numbers:	485-8253, 498-8592 (M)
Equipment/Notes:	
<b>Alternate EOC Location</b>	
Facility / Address:	Northfield Ambulance Bay, 31 Dog River Drive
Phone Numbers:	485-8550, 249-1898 (M)
Equipment/Notes:	



<b>National Incident Management System (NIMS) Typed Resources*</b>												
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					1	Hydraulic Excavator, Medium Mass Excavation				1		
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact						
All-Terrain Vehicles	N/A	N/A	N/A	N/A	2	Road Sweeper						
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted						
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer						
Public Safety Dive Team						Track Loader						
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer		1		N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A		1	Trailer, Dump		N/A	N/A	N/A		
Fire Engine (Pumper)	2					Trailer, Small Equipment			N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump						
Aerial Fire Truck	1					Truck, Plow	2	2	2			
Foam Tender			N/A	N/A		Truck, Sewer Flusher					1	
Hand Crew						Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					6	
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				1		Wheel Loader, Medium				2		
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						Wheel Loader, Telescopic Handler						
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A		
Generator					2	Wood Tub Grinder						
Grader	1			N/A								

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

#### 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:	Northfield Municipal website Front Porch Forum
Local Newspaper, Radio, TV:	Northfield News, 552-4871 WNUB Radio Station, 485-2560 Trans-Video Cable, 485-3811
Public Notice locations:	Municipal Building, 51 South Main Street Kenyon's Hardware, 93 North Main Street Common Café, 12 Depot Square Brown Public Library, 93 South Main Street
<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>
Northfield Elementary School, 10 Cross Street	Denise Russell, 485-7755
Northfield Middle/High School, 37 Cross Street	Lee Ann Monroe, 485-7755
Northfield Senior Center, 168 Wall Street	Maryann Beaupre, 485-8112
Northfield Early Education, 10 Cross Street	Amanda Rogers, 485-8874
Four Seasons Nursing Home, 135 South Main Street	Courtney Tabor, 485-8163
Mayo Health Care, 610 Water Street	Danielle Nickerson, 485-3161
Green Mountain Apartments, 144 Wall Street	Rick Putney, 485-5791
Emmons Daycare, 1629 Route 64	Linda Emmons, 485-4075
Darling Daycare, 477 Messier Hill Road	Carolyn Ransom-Darling, 485-6429
Natural Wonders Child Care, 646 Turkey Hill Road	Kathleen Burroughs, 272-6750
Little Crickets Preschool, 198 South Main Street	Christa Wells, 917-8449

## 6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<b>Spontaneous Sheltering</b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b>Regional Shelter</b>	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
<b>Primary Local Shelter</b>	
Location / Address:	Northfield Middle/High School, 37 Cross Street
Facility Contact(s):	Lee Ann Monroe, Principal
Phone Numbers:	485-4500
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity:                      Generator? Y / N    Pets Allowed? Y / N
<b>Alternate Local Shelter</b>	
Location / Address:	Norwich University, 158 Harmon Drive
Facility Contact(s):	Frank Vanacek
Phone Numbers:	485-2550
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: 100                      Generator? Y    Pets Allowed? N

### 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
		Primary	Alternate	Alternate	
<b>Local Emergency Management Team</b>					
EM Coordinator	Lawton Rutter	485-8550 (W)	249-1898 (M)	485-4269 (H)	NorthhfieldEMSchief@gmail.com
<b>Local Response Organization Contacts</b>					
Fire Chief	Peter J. DeMasi	498-8592 (M)	485-7355 (W)	485-4211 (H)	firechief@northfield.vt.us
Assistant Fire Chief	Timothy Davis				
EMS Chief	Lawton Rutter	485-8550 (W)	249-1898 (M)	485-4269 (H)	NorthhfieldEMSchief@gmail.com
Chief of Police	John Helfant	485-9181 (W)	522-7262 (M)		john.helfant@vermont.gov
Washington County Sheriff	W. Samuel Hill	223-3001 (W)			samuel.hill@vermont.gov
Local Dispatch Center	Capital West Dispatch	223-3445			
<b>Local Public Works Contacts</b>					
Highway Foreman	Trent Tucker	485-9851 (W)	793-5381 (M)		ttucker@northfield.vt.us
Town Garage	Town Mechanic	485-8493 (W)			
Utility Superintendent	Patrick DeMasi	485-7355 (W)	595-5639 (M)	485-5639 (H)	pdemasi@northfield.vt.us
<b>Municipal Government Contacts</b>					
Town Manager	Jeff Schulz	343-4540 (M)	485-9822 (W)		jschulz@northfield.vt.us
Select Board Chair	K. David Maxwell	839-0381 (M)			dmaxwell@northfield.vt.us
Select Board Vice-Chair	Julie H. Goodrich	371-9422 (M)	485-3811 (W)		jgoodrich@northfield.vt.us
Select Board Alt	Charles Morse	485-8586 (H)	371-8002 (M)		cmorse@northfield.vt.us
Select Board Alt	Lydia Petty	595-5675 (M)			lpetty@northfield.vt.us
Select Board Alt	John Stevens	485-6448 (H)	272-8095 (M)		jstevens@northfield.vt.us
Town Clerk	Kim Pedley	485-5421 (W)			kpedley@northfield.vt.us
Town Health Officer	Lawton Rutter	485-8550 (W)	249-1898 (M)	485-4269 (H)	NorthhfieldEMSchief@gmail.com

**Contact Information**

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Forest Fire Warden	Brian Elwell	485-9036 (H)	279-4023 (M)		
Animal Control Officer	N/A				
School Contact #1	Lee Ann Monroe, NMHS Principal	485-4500 (W)			LMonroe@cvsu.org
School Contact #2	Denise Russell NES Principal	485-6161 (W)			drussell@cvsu.org
School District Office	Paine Mountain School District Superintendent	433-5818 (W)			sbollard@cvsu.org
<b>Other Contacts</b>					