

Local Emergency Management Plan

1. Emergency management planners

<i>These are the people who wrote and maintain this plan. This must include the EMD.</i>
Sid Pollock – VEM Mary Smith – EMD/Town Manager Kevin Moulton – Interim Police Chief Pete Demasi – Fire Chief Karl Bailey – Highway Foreman Meggan McCusker – EMS Chief Jim Russo – Utility Superintendent

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>	
Which municipal position(s) can activate the EOC?	
EMD, and Selectboard Chair	
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
EOC Staff	Staffs phones and radios Tracks and answers any Requests for Information (RFI) Tracks and coordinates any Requests for Support (RFS)
PIO	Produces and posts public information and press releases
Potential EOC staff members	
<i>Name</i>	<i>Qualified position(s) and notes</i>
Mary Smith	Director, Staff, PIO
Kevin Moulton	Director, Staff
Pete Demasi	Director, Staff
Meggan McCusker	Staff
Kenneth McCann	Staff

Primary EOC location	
Facility address:	Northfield Police Station, 110 Wall Street
Phone numbers:	802-485-9181, 267-918-6377 (M)
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep Staff should bring laptops Knox box access
Alternate EOC location (if applicable)	
Facility address:	Northfield Fire Station, 128 Wall Street
Phone numbers:	802-485-8253, 802-498-8592 (M)
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> computers <input type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input type="checkbox"/> food prep

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.		
Town Manager, all Dept. Heads – No limit		
<i>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.</i>		
Town or city owned resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
1 UTV, 1 Command trailer w/ comms equipment (UHF/VHF) generator on board, 2 ambulances, 1 rescue truck	Meggan McCusker	802-279-8415 802-485-8550
1 FD Brush Truck, 2 FD Engines, 2 FD Tanker, 1 FD Aerial	Peter Demasi	802-485-4211 802-498-8592

1 Air Compressor, 2 Generators, 2 Graders, 1 Medium Excavator, 1 Trailer, 3 Full Size Dump Trucks/Plows, 3 Small 1-ton Dump truck/plows, 1 Sewer Flusher Truck, 1 Wheel Loader/Backhoe, 2 Medium Wheel Loaders, 1 Woodchipper, 1 small utility truck, 1 skid steer	Karl Bailey, Highway Dept. Jim Russo, Utility Dept.	802-793-5381 802-279-1274
4 Police Cruisers	Police Chief	802-485-9181 802-279-1147
Rescue has two WEX cards for fueling out of town	Meggan McCusker	See above
Mobile Starlink System coming in July	Meggan McCusker	See above
<i>Businesses with standing municipal contracts (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Hardware	Fernandez Hardware Kenyon's Hardware	802-485-5761 802-485-9676
Diesel Fuel	Gillespie's Fuel & Propane	802-485-8033
Gasoline	South Village Mobil	802-485-6118
<i>Other local resources (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Excavation/Heavy Equipment	Gillespie's Excavation Hallstrom Excavation Amell Excavation	802-485-8033 802-485-4240 802-498-7577
Trucking	Ben Tucker Trucking White's Trucking REM Trucking Paul Tucker Trucking Keith Duquette Trucking	802-595-1630 802-485-4624 802-343-5773 802-485-3709 802-522-2656
Transportation/Buses	Green Mountain Transit Mayo Healthcare Central Vt Supervisory Union	802-540-2468 802-485-3161 802-433-5818
Animal Resources	Onion River Animal Hospital Random Rescue Williamstown Cervantes Animal Training	802-223-7765 802-433-5912 802-461-9879

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.

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center				1		Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering					4	Water Valve Maintenance Truck			1	N/A	

*Information about the NIMS typed resources can be found at: <https://rtlt.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):

[VT-Alert Request Form](#) – Follow up request by calling the VEM Watch Officer 1-800-347-0488

Important local websites or social media channels (if applicable):

Northfield Municipal Website
 Northfield Municipal Facebook Page
 Front Porch Forum
 Northfield VT Uncensored Facebook (Unofficial)
 Greater Northfield VT Community (Unofficial)

Local newspaper, radio, TV (if applicable):

Northfield News, 802-552-4871
 WNUB Radio Station, 802-485-2560
 WDEV Radio Station, 802-244-1777

Public notice locations:
 These are physical locations that you are required to post meeting notices per [17 V.S.A. § 2641](#). Two must be in town and the third must be in or near the town clerk’s office.

Municipal Building, 51 South Main Street
 Kenyon's Hardware, 93 North Main Street
 Common Cafe, 12 Depot Square
 Brown Public Library, 93 South Main Street

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.

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
Northfield Elementary School, 10 Cross Street	Denise Russell, 802-485-7755	
Northfield Middle/High School, 37 Cross Street	Lee Ann Monroe, 802-485-7755	
Northfield Senior Center, 168 Wall Street	Susan Boyd, 802-485-8112	
Northfield Early Education, 10 Cross Street	Amanda Rogers, 802-485-8874	
Home Daycare 616 Barrows Road	Kerry Deforge 802-793-7585	
Four Seasons Nursing Home, 135 South Main St.	Courtney Tabor, 802-485-8163	
Mayo Healthcare, 610 Water Street	Shellie Stevens 802-485-3161	
Green Mountain Apartments, 144 Wall St.	Katie Edmonds 802-828-4660	
Natural Wonders Childcare, 646 Turkey Hill Road	Kathleen Burroughs 802-272-6750	
Battery Backup Site Planned on King St.		
Rainbow Gardens (childcare), 168 North Main Street	Andrea Lively 802-595-4309 802-798-4430	

Norwich University	Bizhan Yahyazadeh 802-485-2149	
Kreitzberg Arena- Norwich	Bizhan Yahyazadeh 802-485-2149	
Dogwood Glen – Low-income housing	Katie Edmonds 802-828-4660	
Veterans Place 220 Vine St	Bonny Allen 802-485-8874	

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:	Northfield Middle/High School, 37 Cross Street	
Facility contact(s):	Lee Ann Monroe, Principal - 802-485-4500	
Shelter manager:	Ermin Milak, Director of Operations, 802-485-4500	
Staff requirements:	EMS will typically assist, contact EMS Chief for assistance	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input checked="" 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 checked="" type="checkbox"/> Pets allowed
Daytime capacity:	1165 per ARC	
Overnight capacity: (if applicable)	532 per ARC	
Notes:	ARC also lists Elementary School	

Alternate local shelter (if applicable)

Location and address:	Norwich University, 158 Harmon Drive	
Facility contact(s):	Bizhan Yahvazadeh, Vice President, Facilities Operations 802-485-2149	
Shelter manager:	Bizhan Yahyazadeh	
Staff requirements:		
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input checked="" 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:	200	
Overnight capacity:	100	
Notes:		

Annexes (Optional, create and letter as needed)

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	
Local emergency management team					
EMD	Mary Smith	802-485-9822 (W)			manager@northfield.vt.us
EM coordinator					
EOC staff	Peter J. Demasi	802-498-8592 (M)	802-485-7355 (W)		firechief@northfield.vt.us
EOC staff	Meggan McCusker	802-485-8550 (W)	802-279-8416 (M)		EMSCchief@northfield.vt.us
EOC staff	Kevin Moulton	802-485-9181 (W)	802-279-1147 (M)		kmoulton@montpelier-vt.org
EOC staff	Kenneth McCann	802-485-0923 (W)			kmccann@northfield.vt.us
Local response organization contacts					
Fire Chief	Peter J. Demasi	802-498-8592 (M)	802-485-7355 (W)		firechief@northfield.vt.us
Assistant or Deputy Fire Chief	Tim Davis	802-279-9408 (M)			nfd.k2.tdavis@gmail.com
EMS Chief	Meggan McCusker	802-485-8550 (W)	802-279-8416 (M)		EMSCchief@northfield.vt.us
Chief of Police or Constable	Kevin Moulton	802-485-9181 (W)	802-279-1147 (M)		kmoulton@montpelier-vt.org
State Police or County Sheriff	Marc Poulin	802-223-3001 (W)			
Local Dispatch Center	Capital Dispatch	802-223-3445			
Local public works contacts					
Road Foreman	Karl Bailey	802-485-9851 (W)	802-793-5381 (M)		kbailey@northfield.vt.us
Road Commissioner					
Town Garage		802-485-8493 (W)			
Utility Superintendent	James Russo	802-485-7355 (W)	802-279-1274 (M)		jrusso@northfield.vt.us
Drinking Water Utility					
Wastewater Utility					

Contact Information

Municipal government contacts					
Town Administrator					
Town or City Manager	Steve Mackenzie	802-485-9822 (W)	802-343-4540 (M)		manager@northfield.vt.us
Selectboard Chair	David Maxwell	802-839-0381 (M)			dmaxwell@northfield.vt.us
Selectboard Alt	John Stevens	802-485-6448 (H)	802-272-8095 (M)		jstevens@northfield.vt.us
Selectboard Alt	Tim Davis	802-279-9408 (M)			twdavis@gmail.com
Selectboard Alt	Lydia Petty	802-595-5675 (M)			lpetty@northfield.vt.us
Selectboard Alt	Merry Shernock	802-595-3972 (M)			mshernock@northfield.vt.us
Town Clerk	Kim Pedley	802-485-5421 (W)			kpedley@northfield.vt.us
Town Treasurer or Finance					
Town Health Officer	Mitch Osiecki	802-485-9824 (W)	802-760-9674 (M)		mosiecki@northfield.vt.us
Forest Fire Warden	Brian Elwell	802-279-4023 (M)			
Animal Control Officer					
School Contact #1	Lee Ann Monroe, NMHS Principal	802-485-4500 (W)			lmonroe@cvsu.org
School Contact #2	Denise Russell NES Principal	802-485-6161 (W)			drussell@cvsu.org
School District Office	Matthew Fedders Mountain School District Superintendent	802-433-5818 (W)			mfedders@cvsu.org
Other contacts (including neighboring EMDs)					
Berlin EMD	James Pontbriand	(802) 793-8858	(802) 223-4401		james.pontbriand@vermont.gov
Williamstown EMD	Ryan Lockwood	802-433-6671	802-565-0537		twnmgr@williamstownvt.org
Brookfield EMD	Rich Doolen	603-443-3001			rtd1776@yahoo.com