

*Town of
Woodstock, Vermont*

***EMERGENCY
OPERATIONS
PLAN***

*Town of Woodstock, Vermont
Office of Emergency Management
2014*

TABLE OF CONTENTS

Table of Contents	2
What is an Emergency	4
Emergency Team	4
Promulgation Statement (Implementation of the Plan)	5
Plan Instructions	6
Local Jurisdiction Request for Emergency Declaration	7
Distribution List	8
Revision Sheet(s)	9
Purpose of Plan	10
Definitions	11
Situations and Assumptions (Hazard Analysis)	12
Incident Management	15
Activation Sequence	16
Organization and Responsibilities	17
Administration Emergency Management Staff	20
Resources and Support	21
Plan Development and Maintenance	22
Exercises and Training	24
ANNEXES	
Annex A - Direction and Control	25
Annex B - Evacuation	29
Annex C - Communications	32
Annex D - Alert & Warning	34
Annex E - Shelter	37
Annex F - Radiological	38
Annex G - Police	39
Annex H - Fire & Rescue	42
Annex I - Emergency Medical	45
Annex J - Department of Public Works, Sewer, and Woodstock Aqueduct Co.	46
Annex K - Emergency Public Information	51
Annex L - Resource Management	54
Annex M - Hazardous Materials	57
Annex N - Public Information	63
APPENDIXES	
1. Emergency Operations Ordinance	
2. Emergency Response Agreements (Red Cross)	
3. Hospital Emergency Plan (Ottawaquechee Health Center)	
4. School Emergency Plan(s) WES WUHS	

5. Nursing/Convalescent Center Emergency Plan (s)
(Homestead, Mertens House, Woodstock Terrace)

ATTACHMENTS

- . Emergency Maps of Woodstock, Vermont
 - A. Street/Road Maps
 - B. Street/Road Names
 - C. Vermont National Guard
 - D. Ordinance
 - E. Water
 - F. Schools
 - G. Elementary School Disaster Plan
 - H. Ottauquechee Health Center Disaster Plan
 - I. Homestead Disaster Plan
 - J. Road List

WHAT IS AN EMERGENCY?

Any natural or man made disaster that could lead to loss of life or loss of property.

For example: A normal snow storm does not pose any serious problems, however a snow storm that dumps more than two feet of snow could result in power failures and roads that are not open to emergency personnel.

Another example is a hurricane or mini tornado that has struck without warning.

An emergency is any natural or man made disaster that a meeting of the emergency team could reduce the consequences of the event.

It is always best to call the emergency management team together to decide upon a proper response.

HOW TO RESPOND TO AN EMERGENCY

STEP 1: Call the Emergency Management Team together for a meeting.

TEAM:

Emergency Management Director	Philip B. Swanson
Emergency Management Coordinator	Dwight Camp
Highway Department Supervisor	Ken Vandenburg
Fire Chief	David Green
Assistant Fire Chief	Emo Chynoweth
Police Chief	Robbie Blish
Dispatch Coordinator	Elizabeth Therrien
Ambulance Coordinator	TBA
South Woodstock Fire Chief	Paul Kendall, II
Community Member	Byron Kelly, Jr.
Community Member	TBA

STEP 2: Call Vermont Emergency Management
1-800-347-0488

PROMULGATION STATEMENT/LETTER

To All Recipients:

Transmitted herewith is the **Emergency Operations Plan** for the Town of Woodstock, Vermont. It provides a framework for use in performing emergency functions during a major emergency or disaster in the town.

This Emergency Operations Plan includes the four phases of emergency management. They are:

- **Prevention** - Those activities which eliminate or reduce the probability of an incident, also known as **mitigation**.
- **Preparedness**- Those activities developed to save lives and minimize damage.
- **Response** - Immediate activities which prevent loss of lives and property and provide emergency assistance.
- **Recovery** - Short and long term activities which return all systems to normal or improve standards.

This plan is prepared in accordance with Federal and Vermont statutes. It will be tested, revised, and updated as required. All recipients are requested to advise the Town of Woodstock Emergency Management Coordinator regarding recommendations for improvements.

Date: _____

Signed:

Chair, Selectperson _____

Selectperson _____

Selectperson _____

Selectperson _____

Selectperson _____

HOW TO USE THIS PLAN

This is the Woodstock Emergency Town Plan. It consists of **BASIC PLAN** covering the concepts of operation, organization and responsibilities of participants, missions to be accomplished and implementation procedures. There are two supporting Sections:

1. The **Annexes** describe the most important responsibilities to take care of during an emergency.
2. The **Attachments** contain hazard specific response materials for specific buildings.

This plan design was developed and adopted, in accordance NIMS following the Incident Command System to provide information and direction for all organizations with emergency management roles. The plan can be used without prior response experience although participating personnel are encouraged to become familiar with those portions pertinent to their assigned functions.

The Basic Plan describes the administration, operations and logistics of an integrated emergency management system. The supporting Annexes and Appendices provide the data necessary to implement and execute the plan.

DECLARATION OF DISASTER

In the event of a major disaster in Woodstock, the Select Board has the authority to request the Governor to declare a State of Disaster in the Village/Town of Woodstock. Telephone Vermont Emergency Management at 1-800-347-0488.

Fax the following *Local Jurisdiction Request for Emergency Declaration* to 1 802 241-5556

LOCAL JURISDICTION REQUEST FOR EMERGENCY DECLARATION

The Town Village City of **WOODSTOCK**
has suffered property damage and/or injury or loss of life resulting from a disaster that exceeds our
capability to respond to and recover from and that requires the assistance of the State to protect the
health, well-being and public safety of our citizens. Therefore, as provided in 20 VSA Section 10, in my
capacity as a:

Selectboard Member Town/City Manager Mayor President of the Board of Trustees

I request that the Governor declare a state of emergency for the jurisdiction of:

=

This disaster began on _____ (mm/dd/yyyy). We have activated and utilized our Rapid Response Plan
(RRP) or Emergency Operations Plan (EOP), I request that the State of Vermont activate and utilize its
Emergency Operations Plan, and authorize any resources needed to respond to, mitigate, and recover
from this disaster.

I shall send the initial Local Emergency Disaster Situation Report to VEM as soon as it is completed;

OR,

The initial Local Emergency Disaster Situation Report is attached to this Request.

Dated at _____, Vermont this _____ day of _____ 20 _____.

Signature and title _____

Printed or typed name and title _____

Contact information for confirmation (email/ph/fax/radio): _____

<p style="text-align: center;">Telephone Vermont Emergency Management at (800) 347-0488 or (802) 244-8721 and fax this request as promptly as possible to VEM at 1-802-241-5556</p>
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Reference: 20 VSA §10. - The all-hazards event provisions of this chapter shall not be brought into
action, unless the municipal director of emergency management, a member of the legislative body of the
municipality, the city or town manager, or the mayor of a city that is within the area affected by an all-
hazards event shall declare an emergency and request the governor to find that a state of emergency
exists and the governor so finds, or unless the governor declares a state of emergency under section 9 of
this title. (Amended 2005, No. 209 (Adj. Sess.), § 11.)

DISTRIBUTION LIST

A public copy of this plan may be found at the Municipal Manager's office or at www.townofwoodstock.org

1. Woodstock Town Hall - Municipal Manager, Philip B. Swanson
31 The Green
Woodstock, VT 05091

2. Woodstock Public Safety Dispatch Center - Coordinator, Elizabeth Therrien
Woodstock Emergency Services Building
454 Woodstock Road
Woodstock, VT 05091

3. Woodstock Fire Department, Fire Chief, David Green
Woodstock Emergency Services Building
454 Woodstock Road
Woodstock, VT 05091

4. Woodstock Ambulance Service - Representative
Woodstock Emergency Services Building
454 Woodstock Road
Woodstock, VT 05091

5. Woodstock Village Police Department - Police Chief, Robbie Blish
Woodstock Emergency Services Building
454 Woodstock Road
Woodstock, VT 05091

6. Woodstock Town Clerk's Office
Town Clerk, F. Charles Degener
31 The Green
Woodstock, VT 05091

7. Vermont Emergency Management
Department of Public Safety
103 South Main Street
Waterbury, VT 05671-0850

REVISION SHEET

DATE OF REVISION _____

The attached pages of the Town of Woodstock Emergency Operations Plan have been revised.

Please replace older pages with these revised pages and discard the older pages.
Retain this list as the Revisions Log to your copy of the plan.

Plan Component

Remove Pages Numbered

Insert Pages Numbered

Date Revisions Posted _____

PURPOSE OF PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency and/or disaster response of the Town of Woodstock, Vermont.

The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters wherever possible. **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific". Covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is a reference of emergency and/or disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information relative to **when** and **where** the response will be effective, and even why it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing "**how**" to carry out its assignments in support of the plan.

DEFINITIONS

Director - the Emergency Management Director

Coordinator - the Emergency Management Coordinator

Department - any of the Departments of the Town of Woodstock, VT.

Emergency - any occasion or instance for which town resources must be applied to protect life and property or relieve suffering and hardship. A "Declared Emergency" is an event which in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. (PL 100-707, Section 102)

Federal Emergency Management Agency (FEMA) - the organization created in 1978 combining all Federal emergency management functions under one agency.

EOC- Emergency Operations Center - a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency or disaster management in an emergency situation.

EOP - Emergency Operations Plan – written plan for implementing a response to emergency or disaster which has been adopted for use by the town and is updated as needed.

ICS – Incident Command System – a systematic tool used for the command, control, and coordination of emergency response

Major Disaster- any natural catastrophe, including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or regardless of cause, any fire, flood or explosion in any part of the United States, which is the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under PL 100-707 to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

NIMS – National Incident Management System - a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters or terrorist attacks at the local, state, and federal levels of government.

Vermont Emergency Management - the Division of the Department of Public Safety assigned to coordinate emergency and/or disaster response in Vermont.

SITUATIONS AND ASSUMPTIONS

SITUATIONS:

The Town of Woodstock located in Windsor County, in the South East section of the State near the New Hampshire Border, has an area of 27,776 acres, and a population of 3,048 (2010 census).

Highways **U.S. Route 4** running east and west through town and **U.S. Route 12** running north and south through town, and **Route 106** south from town, provide major highway access to the town.

The town has a volunteer fire department. The main Fire Station is located at 454 Woodstock Road. Station 2 is located at 1132 West Woodstock Road.

Mutual Aid Systems- The Fire Department has mutual aid agreements with the Connecticut River Valley Fire Mutual Aid Association and the Upper Valley Regional Emergency Services Association.

Emergency Medical Services are provided by the Woodstock Ambulance Service.

Law enforcement is handled by the Woodstock Police Department and the Town Constables for the Village and Town of Woodstock. The Police Station is located in the Emergency Services Building at 454 Woodstock Road.

Dispatching services for the Woodstock Police and Town Constables is provided by the Woodstock Public Safety Dispatch Center.

Agency assist is provided by the Vermont State Police. Dispatching services for the Vermont State Police are provided by the Royalton Barracks at 802 457-1416 or 802 234-9933. Windsor County Sheriff located at 62 Pleasant St in Woodstock at 802 457-5212.

The Town Highway maintenance garage is located at 2576 West Woodstock Road and is responsible for 63 miles of highways within the town.

The State Highway district garage is located at 3396 West Woodstock Road.

There is one elementary school located on South Street in the Village, and one high school located on Amsden Way Road off of West Woodstock Road. School buses transport the students to school.

Primary industry in town is tourism, there are many hotels, motels, bed and breakfasts, and restaurants in town.

The nearest hospital is Mt. Ascutney Hospital, located in Windsor, VT. Dartmouth Hitchcock Medical Center, a Level 1 Trauma Hospital, is located in Lebanon, NH. Woodstock has one skilled nursing facility, the Mertens House, and two assisted housing facilities for the elderly, The Homestead, located at 73 River Street, and Woodstock Terrace at 456 Woodstock Road. There is also housing for the elderly and disabled (Mellishwood Apartment) located at 34 and 36 Pleasant Street.

VULNERABILITY:

The Ottauquechee River flows West to East through town, in addition, several small brooks flow in various parts of town. These have been the cause of some problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in town that are located above designated flood plains. The mountainous areas in town are especially vulnerable to this phenomena. The frequency of extreme weather events fluctuates from year to year.

ASSUMPTIONS; (HAZARD ANALYSIS)

NATURAL HAZARDS

FLOODS: Floods are the most probable natural cause of emergencies or disasters in Woodstock. Spring thaws and ice breakups may cause some lowland flooding. Summer or fall storms are most likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combination, are fairly commonplace in Woodstock, Vermont. The town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Woodstock, Vermont. A hurricane hit Vermont in 1938. Most windstorms result in downed trees, damaged phone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all time low during the nationwide drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire season.

EARTHQUAKE: Earthquakes have been felt in Woodstock, Vermont in the past and remain a geological possibility. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to unreinforced masonry (brick) buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interest, are not as likely as during the cold war. Since Woodstock, Vermont is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous Materials lead the list of potential hazards which could impact the town of Woodstock, Vermont. Fuels are the most widespread materials likely to create problems.

Radiological Emergencies are possible from vehicles traveling on highways; U.S. Route 4, U.S. Route 12 and Route 106.

Aircraft Crashes can happen anywhere in Vermont. Small private planes and military aircraft are more common in Woodstock's air space, A commercial airliner, off course in bad weather, could become involved with Mount Tom or Mount Peg and remain a potential threat for creating mass casualties.

SHORTAGES: The shortage of energy of food supplies could threaten the welfare of the citizens of Woodstock, Vermont. The dependency upon out-of state sources can become a problem when normal deliveries are interrupted.

INCIDENT MANAGEMENT

Woodstock certainly has the weather and natural elements that could combine to create a severe emergency in a very short period of time that could take our Emergency management staff and municipal personnel by surprise.

It is the intent of this plan to help the emergency management personnel and municipal personnel to sufficiently prepare for disaster and emergency situations to hopefully minimize the loss of life and property.

INCIDENT MEETING

When the weather or other situations develop that could possibly pose situations beyond the ability of Woodstock personnel to handle a meeting of the Woodstock Emergency management Team will be called to discuss the situation and determine if the PLAN needs to be implemented, or; to determine precautionary steps to take before the need for implementing the PLAN becomes real.

ALSO; When a municipal department is faced with a situation that could affect the ability of another department to perform its duties, an emergency management team meeting will be called.

For example, if the town is in the middle of an ice storm and one or more roads is closed, and Emergency Management Team meeting will be called.

INCIDENT COMMAND ADOPTED

This plan acknowledges the need to appoint an INCIDENT COMMANDER in the event of an emergency or natural disaster and follow the guidelines put for forth in the Incident Command System.

If the PLAN is implemented, the Emergency Management Director or the Emergency Management Coordinator will appoint an INCIDENT COMMANDER.

If these two persons are not available, the Emergency Management Team will appoint an INCIDENT COMMANDER for the incident.

ACTIVATION SEQUENCE

1. Alert and order the mobilization of the Town Emergency Management organization.
2. Activate the Town Emergency Operations Center. Size and composition of the staff is to be determined by the magnitude of the disaster.
3. Alert State Emergency Management office for assistance and coordination of other State Agencies with disaster capabilities. 1-800 347-0488
4. Alert the general population of the disaster or impending disaster. Multimedia pathways, IPAWS, Town of Woodstock Website; Twitter, Facebook, Phone Tree, Radio, Posters on the Green, Town Crier, Neighborhood Captains.
5. Arrange for the notification of residents within the threatened areas – consider evacuation/shelter in place.
6. Notify local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.
7. Establish liaison (PIO) as necessary to notify public and private agencies i.e., Volunteer Group, Red Cross and Salvation Army, etc.
8. Activate temporary shelter, as needed.

ORGANIZATION AND RESPONSIBILITIES

Organization

1. The Town Select Board will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
2. The Town Manager shall be the Emergency Management Director and shall be responsible for organization, administration and operations.
3. The Emergency Management Coordinator, under the supervision of the Director, shall be responsible for the planning, coordination and operation of the Emergency Management activity in the Town
4. The employees, equipment and facilities of all Town Departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization shall also include volunteer agencies and /or persons offering services to the Town, upon acceptance thereof.
6. Duties assigned to a Town Department shall be the same or similar to the normal duties of the Department.
7. The Coordinator shall oversee the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

Responsibilities

The Town operations plan consists of this basic plan with appropriate annexes to cover emergency operations as follows.

ANNEX A. - Direction and Control: Emergency Management Director. Includes staffing and functioning of the EOC and succession of command.

ANNEX B. - Evacuation: Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation and coordination with shelters.

ANNEX C. - Communications: Communications Supervisor. Includes local emergency communications to be utilized for all types of disasters.

ANNEX D. - Alert and Warning: Communications Supervisor. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX E. - Shelter: Emergency Management Coordinator. Includes actions to protect the population before, during, and after disasters by establishing best available shelters and/or feeding, registering, clothing and social services.

ANNEX F. - Radiological Protection: Radiological Officer. Includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.

ANNEX G. - Police - Chief of Police/Constable. (Sheriff Dept. or State Police) Includes maintenance of law and order, control of traffic. Controlling and limiting access to the scene of a disaster.

ANNEX H. - Fire and Rescue - Fire Chief: Includes actions to limit or prevent loss of life and property from fire and threat of fire. The fire department rescue team will assist the EMS personnel in rescue. All fire department members shall assist in warning and evacuation.

ANNEX I. - Emergency Medical Services - Ambulance Coordinator: Includes actions to provide medical assistance and transportation of sick and injured persons to temporary or permanent medical facilities and also assist in warning and evacuation.

ANNEX J. - Public Works: Highway Superintendent & Sewer Superintendent: Includes maintaining the Town's roads, bridges, and sewer systems and assisting with equipment and personnel if a disaster threatens or occurs.

ANNEX K. - Emergency Public Information: Emergency Management Director. Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.

ANNEX L. - Resource Management: Emergency Management Director. Includes actions to obtain vital supplies and other properties found lacking, and needed for the protection of health, life and property of people, and resources for special or critical facilities.

ANNEX M. - Hazardous Materials: Hazmat Technician. Includes the identification of HAZMAT facilities and transportation routes within the town. It also outlines the responsibility for responding to a HAZMAT incident within the town. (See NOTE below) Incident Command will call STATE HAZMAT TEAM 1-800-641-5005

NOTE: Because of volume, The Town of Woodstock EOP has a HAZARDOUS MATERIALS ANNEX for further information.

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town Department and/or Agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting, and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated with the Emergency Management Coordinator and updated annually by Department/Agency head.

ADMINISTRATION EMERGENCY MANAGEMENT STAFF

There shall be two official positions for emergency management. (Minimum of two recommended, Director and Coordinator) The Emergency Management **Director** shall be the executive head of emergency management. The **Coordinator** will report to Emergency Management **Director** but will be the individual responsible for day-to-day emergency management operations.

The Emergency Management Director shall have the general supervision of the Emergency Management Program and Emergency Management Coordinator. This will include any direction and guidance necessary. The Emergency Management Director shall be the Woodstock Town Manager by virtue of that office.

The **Director** will be responsible for:

- Chairing all Emergency Management meetings
- Provide expertise and guidance to the E.M. Coordinator preparing the Emergency Operations Plan.
- Preparing and promoting enabling legislation when necessary.
- Providing Town resources to the E.M. Coordinator in establishing & operating an EOC.
- Provide guidance in the annual EM budget and preparation of reports.
- Public Information Officer

The **Coordinator** shall be responsible for:

- The preparation of the basic plan and its review and update.
- With the approval of the Select Board/Town Manager, appoint service heads to the Emergency Management Program.
- Shall have direct responsibility for the organization, the administration and operations subject to the direction and guidance of the Emergency Management Director and Select Board.
- Schedule training, drills, and exercises to train and test the local government's response capability.
- Shall be responsible for coordination with District and/or State Emergency Management.
- Will encourage participation by staff members for Emergency Management Training courses and seminars.
- Shall, with the secretary, prepare annual reports for Emergency Management.
- Be responsible for establishing and setting up the EOC.
- Be the EOC Manager and provide for adequate staffing.
- Attend training courses, meetings and seminars and seminars at local, state and regional levels.

RESOURCES AND SUPPORT

RESOURCES;

1. Normal supply methods will be utilized.
2. If emergency supplies are required they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director.

SUPPORT:

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements.
2. Support by State department and/or agencies will be requested through Vermont Emergency Management by calling: **1-800-347-0488**
3. Military support can only be activated by the Governor. Requests for assistance will be coordinated through Vermont Emergency Management at the above number.

PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

This Emergency Operations Plan (EOP) was developed for the Town of Woodstock by town officials and dedicated citizens. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided. It is intended that this EOP be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Emergency Management Coordinator will be responsible for keeping this plan up-to-date by an annual review. Following any exercise or actual emergency or disaster, the Coordinator will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of town response personnel in order to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the towns emergency response capability.

AUTHORITIES AND REFERENCES

FEDERAL STATUTES

- * The Federal Civil Defense Act of 1950, Public Law 81-920,
(As amended by Public Law 85-606)
The Disaster Relief Act of 1970, Public Law 91-606;
The Disaster Relief Act of 1974, Public Law 93-288 and,
Executive Order 11795; and
- *The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law
100-707
The Food Stamp Act of 1977, Public Law 95-113
The Atomic Energy Act of 1954, Public Law 83-703, As amended
- * The Act of January 5, 1905, Responsibilities of the American
National Red Cross
- * The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499,
title III (SARA)

NOTE: Local EOPs seldom need all of the Federal Statutes as listed above. Those marked with (*) are the most applicable to Vermont Communities.

FEDERAL PUBLICATIONS

Reorganization Plan No. 3 of 1978, Establishing the Federal Emergency Management

Agency (FEMA)

Regional Emergency Operations Plan, Appendix A, Emergency Response Team Plan

VERMONT STATUTES

Title 20 VSA, Chapters 1,3,5, & 7, Civil Defense and Military Aid

NOTE: All other applicable State Statutes relative to functions performed by State agencies are listed in the respective alphabetical Subsections under "Authorities".

ASSOCIATED VERMONT PUBLICATIONS

Vermont Emergency Disaster Preparedness Plan, October 1, 1990

(On file in the Town Clerk's Office)

State of Vermont, Emergency Management Administrative Plan, Revision 3, June 30, 1988

State of Vermont, State Administrative Plan for Public Assistance (includes Mitigation Grant Program)

Vermont Emergency Resource Management Plan

Vermont Hazardous Material Emergency Plan, (SARA, Title III)

(On file at Vermont Emergency Management)

EXERCISES AND TRAINING

EXERCISES:

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every Town Department/Agency head to ensure that his or her personnel receive adequate training.

Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator.