

Municipality:

Date Updated:

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>
Gary Dillon, Fire Chief and EMD William Woodruff, Interim Municipal Manager. Vacant, Natural Disaster Preparedness Coordinator

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?
Emergency Management Director or Municipal Manager

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
Emergency Management Director	Activate and supervise activities at the Municipal Emergency Operations Center
Municipal Manager	Coordinate activities at the Municipal Emergency Operations Center

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Bill Woodruff	Director of Public Works
Michael Bard	Emergency Management Coordinator
	Town Clerk and Treasurer
Carolyn Picazio	Library Director
Neal Leitner	Community Planner

Primary EOC location

Facility address:	28 North Main Street, Waterbury, VT 05676
Phone numbers:	(802) 244-7033

Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input type="checkbox"/> food prep
Alternate EOC location (if applicable)	
Facility address:	43 South Main Street, Waterbury, VT 05676
Phone numbers:	(802) 244-8856
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" 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.		
EOC Director is authorized to make emergency purchases up to \$5,000.		
<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>
Fire apparatus	Gary Dillon, EMD	(802) 371-7515
Public Works Equipment	Bill Woodruff	(802) 839-6199
Businesses with standing municipal contracts (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
None		

Other local resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • 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 <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <p><i>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.</i></p>		

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						Water Pump, Water Distribution		2			
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://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):

William Woodruff, Interim Municipal Manager, Vacant

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

www.waterburyvt.com, Town of Waterbury Facebook page, textmygov

Local newspaper, radio, TV (if applicable):

WDEV, Waterbury Roundabout, Times Argus

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.

Town Office, Post Offices, Town of Waterbury website

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>
Brookside Primary School	Chris Neville, 518-879-1821, Sarah Schoolcraft, Principals, (802) 244-7195	
Kirby House Assisted Living	Kim Russell-Peck, (802) (802) 244-8998	
Chrysalis House	Zarin Bandlier, (802) 241-4124	Rehabilitation Services
Waterbury Senior Center	Charlene Sugai, (802) 244-1234	
Registered Day Cares	See Bright Futures website for current provider listing	
East Wind Mobile Home Park	James Unsworth, (802) 879-4504	
Kneeland Flats Mobile Home Park	Jeffrey Peck, (802) 746-8068	
Downstreet Housing and Community Development	Neil Smith, (802) 477-1332 or (802) 476-4493	Multiple Properties

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:	Crossett Brook Middle School
Facility contact(s):	Chris Neville, Sarah Schoolcraft, Principals (802) 244-7195
Shelter manager:	Brad Gresham
Staff requirements:	7 for a 24 hour period
Services (select all the apply):	<input type="checkbox"/> Warming center <input checked="" type="checkbox"/> Showers <input type="checkbox"/> Cooling center <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input checked="" type="checkbox"/> Food preparation
Daytime capacity:	50 or more
Overnight capacity: (if applicable)	50 or more
Notes:	

Alternate local shelter (if applicable)

Location and address:	Waterbury Congregational Church
Facility contact(s):	Peter Plagge
Shelter manager:	Polly Sabin, Carla Lawrence
Staff requirements:	Varies depending on occupants
Services (select all that apply):	<input type="checkbox"/> Warming center <input checked="" type="checkbox"/> Showers <input type="checkbox"/> Cooling center <input type="checkbox"/> Generator <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Pets allowed <input checked="" type="checkbox"/> Food preparation
Daytime capacity:	21
Overnight capacity:	21
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	Gary Dillon	(802) 371-7515			waterburyfd@waterburyvt.com
EM coordinator	Michael Bard	(802) 595-5694			Michael.bard22@gmail.com
EOC staff					
EOC staff	Bill Woodruff	(802) 839-6199			bwoodruff@waterburyvt.com
EOC staff					
EOC staff					
Local response organization contacts					
Fire chief	Gary Dillon	(802) 371-7515			waterburyfd@waterburyvt.com
Assistant or deputy fire chief	Sally Dillon	(802) 498-3761			
EMS chief	Zach Rounds	(802) 244-5003			info@waterburyambulance.org
Chief of police or constable	Lt. Thomas Howard, Vermont State Police	(802) 244-9191			Thomas.Howard@vermont.gov
State police or county sheriff	Marc Poulin, Sheriff	802-223-3001	802-279-0551		Marc.Poulin@vermont.gov
Local dispatch center	911	911			
Local public works contacts					
Road foreman	Celia Clark	(802) 244-5072			cclark@waterburyvt.com
Road commissioner	NA				
Town garage	NA				
Drinking water utility	Kyle Guyette, Kenny Ryan, Grant McCracken	(802) 244-6357	(802) 272-4333	(802) 793-6214	kguyette@waterburyvt.com kryan@waterburyvt.com
Wastewater utility	Matt Jones	(802) 244-7792			mjones@waterburyvt.com
Municipal government contacts					
Town administrator	NA				

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Town or city manager	William Woodruff Interim	(802) 244-7033	(802) 839-6199		bwoodruff@waterburyvt.com
Selectboard chair	Martha Staskus	(802) 560-5093			mstaskus@waterburyvt.com
Selectboard alt					
Town clerk	Beth Jones	(802) 244-8447			
Town treasurer or finance	William Shepeluk	(802) 244-7033			
Town health officer	William Shepeluk	(802) 244-7033	(802) 760-8560		wshepeluk@waterburyvt.com
Forest fire warden	Charlie O'Brien	(802) 249-8798			
Animal control officer					
School contact #1	Chris Neville	(802) 244-7195			cneville@huusd.org
School contact #2	Sarah Schoolcraft	(802) 244-7195	(802) 583-8007		sschoolcraft@huusd.org
Other contacts (including neighboring EMDs)					
Duxbury EMD	Ann Harvey	802-734-1174			annharveyduxbury@yahoo.com
Duxbury Clerk	Maureen Harvey	802-244-6660			annharveyduxbury@yahoo.com
Middlesex EMD	Liz Scharf	802-279-1711			
Middlesex Clerk	Cheryl Grandfield	802-223-5915			mdxclerk@comcast.net
Animal Response Team	CVDART-Lisa Lemeiux	802-505-7677			Cvdart2017@gmail.com
Waterbury Area Food Shelf	Sara Whitehair	802-244-1561			
Revitalizing Waterbury	Roger Clapp	802-793-6029			roger@revitalizingwaterbury.org