

Local Emergency Management Plan Municipal Adoption Form 2023

Town of Proctor 45 Main Street Proctor, VT 05765

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the Rutland Regional Planning Commission (RRPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) **on the date shown at right.**

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) **on the date shown at right.**

If Vermont Emergency Management 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 (POCs) who should have authoritative local information **are listed at right.**

☐ Mark this block if a readopted plan has no changes since the previous year.


Municipality	Town of Proctor
LEMP Adoption Date	March 27, 2023
NIMS Adoption Date	March 27, 2023
EMD Name	Michael Ramsey
Position	EMD
Primary Phone ¹	1-802-459-3333 Ext 13
Alternate Phone ¹	1-434-942-4843
Email	manager@proctorvermont.com
Public Contact ²	Michael Ramsey
POC 2 Name	Kevin, Blongy
Position	EMC
Primary Phone ¹	1-802-345-5780
Alternate Phone ¹	
Email	kblongy@gmail.com
POC 3 Name	Kyle Thornton
Position	PW Foreman
Primary Phone ¹	1-802-342-1900
Alternate Phone ¹	1-802-459-2789
Email	pwforeman@proctorvermont.com

¹Indicate whether phone is mobile (M), home (H), work (W).

²EMD Public Contact will be posted on the VEM website.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

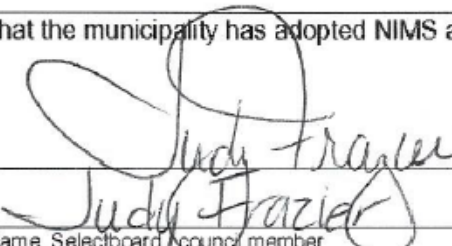
Signed*


Joshua Webb

Printed Name; 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 as stated above:

Signed*


Judy Frazier

Printed Name, Selectboard/council member

*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.

**Once completed, send Adoption Form and copy of Local Emergency Management Plan to
Rutland Regional Planning Commission.**



Local Emergency Management Plan (LEMP)

Required Elements

Municipal Adoption	
<input type="checkbox"/>	Municipal Adoption Form
<input type="checkbox"/>	Municipal adoption of National Incident Management System (NIMS)
<input type="checkbox"/>	Contact information for local authorities during an emergency
<input type="checkbox"/>	Certification that LEMP meets Vermont NIMS / Implementation Guidance
<input type="checkbox"/>	LEMP adoption by local selectboard / city council (annual)
<input type="checkbox"/>	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
<input type="checkbox"/>	Planners
<input type="checkbox"/>	List of people who wrote / maintain the LEMP
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)
<input type="checkbox"/>	Activation authority
<input type="checkbox"/>	EOC staff positions and duties (minimum 1)
<input type="checkbox"/>	List of potential EOC staff members (minimum 1)
<input type="checkbox"/>	Facility information for potential EOC locations (minimum 1)
<input type="checkbox"/>	Resources
<input type="checkbox"/>	Emergency purchasing agent and spending limits (if any)
<input type="checkbox"/>	List of standing municipal contracts that can be used during an emergency
<input type="checkbox"/>	National Incident Management System (NIMS) Typed Resource List
<input type="checkbox"/>	List of other local resources that could be used during an emergency
<input type="checkbox"/>	Public Information and Warning
<input type="checkbox"/>	VT-Alert contact information
<input type="checkbox"/>	Local website / social media information (if any)
<input type="checkbox"/>	List of local media outlets (if any)
<input type="checkbox"/>	Public notice sites for non-phone/Internet information
<input type="checkbox"/>	Vermont 2-1-1 contact information
<input type="checkbox"/>	Vulnerable Populations
<input type="checkbox"/>	List of organizations/facilities that serve local vulnerable populations
<input type="checkbox"/>	Identification and monitoring process
<input type="checkbox"/>	Shelters
<input type="checkbox"/>	Spontaneous and regional shelter information
<input type="checkbox"/>	Opening information for local shelters (if any)
<input type="checkbox"/>	Service information for local shelters (if any)
<input type="checkbox"/>	Contact Information
<input type="checkbox"/>	Emergency Management personnel
<input type="checkbox"/>	Response organizations
<input type="checkbox"/>	Municipal officials / public works
<input type="checkbox"/>	State, region, and adjacent municipality contacts

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

**NIMS Adoption Document for
Town of Proctor, Vermont**

**DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF PROCTOR, VERMONT**

WHEREAS, Homeland Security Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to provide a consistent nationwide approach for federal, state, local, and tribal governments to work together to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, Presidential Policy Directive (PPD)-8 describes the approach to national preparedness, including the National Preparedness System, as the instrument the nation will employ to build, sustain, and deliver core capabilities; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources improve the Town of Proctor's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

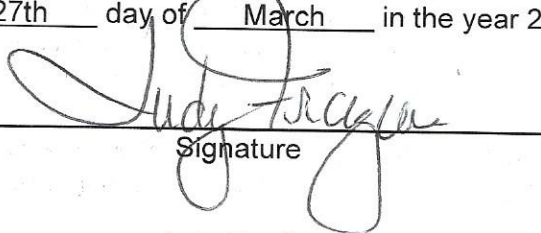
WHEREAS, the Incident Command System components of NIMS are integral to various incident management activities, including emergency management training programs.

NOW, THEREFORE, I, Judy Frazier, of the Town of Proctor, Vermont, by the virtue of the authority vested in me by the Constitution and Laws of the State of Vermont, do hereby establish the National Incident Management System (NIMS) as the Town of Proctor's standard for incident management.

GIVEN under my hand and the Privy Seal of the Town of Proctor
this 27th day of March in the year 2023.

BY

/s/



Signature

Judy Frazier

Print Name

Municipality: **Town of Proctor** Date Updated: **3/27/2023**

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Michael Ramsey	Kevin Blongey

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>	
Who, by position, can activate the EOC?	Town Manager/EMD
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Communications Support	Staffs phones and radio
Situational Awareness	Tracks and answers any Requests For Information (RFI)
Logistics	Tracks and coordinates any Requests For Support (RFS)
Public Information Officer	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Kevin Blongey	LOC Officer 802-345-2780 kblongy@gmail.com
Fire Depart Person	As assigned 802-459-9640 proctorfire27@yahoo.com
Michael Ramsey	Town Manager 802-459-3333 manager@proctorvermont.com
Ben Curtis	Selectboard Vice Chair 802-282-8706 bencurtis@proctorvermont.com
Tom Hogan	Selectboard 802-459-3507 tomhogan@proctorvermont.com
Bruce Baccei	Selectboard 802-459-2826 brucebaccei@proctorvermont.com
Celia Lisananti	Town Clerk 802-236-8711 clerk@proctorvermont.com
Primary EOC Location	
Facility / Address:	Fire Station, 41 Main Street, Proctor, VT
Phone Numbers:	802-459-3640 proctorfire27@gmail.com
Equipment/Notes:	Telephones, radio base station, internet connection, computers, printers, kitchen, restrooms, cots, television
Alternate EOC Location	
Facility / Address:	Town Offices, 45 Main Street, Proctor, VT
Phone Numbers:	802-459-3333
Equipment/Notes:	Telephones, radio base station, internet connection, computers, printers, restroom, television, elevator

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Purchasing agents for emergencies:	Town Manager, Selectboard
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Emergency spending limits:	\$50,000
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Businesses with Standing Municipal Contracts

Type of Contract	Name	Contact Info
Curbside Trash	Casella	802-772-6974
Hardware	Noble Ace Hardware	802-773-6261
Building Supplies	LaValley Building Supplies	802-775-0834
Building Supplies	Rotella Building Supplies	802-773-3100
Water & Wastewater Engineering	Aldrich + Elliot	802-879-7733

Other Local Resources

Type of Resources/Skills	Name	Contact Info
Contractor	Richard Reed & Sons	802-459-2171
Contractor	T.W. Grace, Inc	802-458-2885
Contractor	Markowski Excavating	802-483-6469
Contractor	Fabian Earth Moving	802-438-5040
Sewer & Drain Service	A-1	802-438-5722
Computer Services	VT Digital	802-775-9812
Waterworks Supplies	Ferguson Waterworks	802-871-8156
Plumbing & Supplies	F.W. Webb	802-773-1922
Gravel & Stone	Florence Crushed Stone	802-770-8295
Truck Repair	Earle's Truck Repair	802-773-9198
Diesel Fuel	Champlain Valley Fuels	802-388-4975
Tree Removal	Vailancourt	802-773-3215
Tree Removal	McCullough Brothers Inc	802-747-7103
Electrician	Patch Electric	802-558-5036
Electrician	Gearwar Electric LLC	802-459-2021

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 and Special Teams
- Community Emergency Response Teams (CERTs)
- Swiftwater Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

State support the municipality will normally eventually have to pay for:

- Supplies and equipment (including sandbags)
- 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*											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A	1	Road Sweeper	N/A	N/A	N/A	N/A	1
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)	2					Trailer, Small Equipment	N/A	N/A	N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	2
Aerial Apparatus, Fire	1					Truck, Plow	N/A	N/A	N/A	N/A	
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering					
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pump, Water Distribution					
Fire Boat				N/A		Water Pump, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	1
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A		Wheel Loader, Medium	N/A	N/A	N/A	N/A	1
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A	
Generator	N/A	N/A	N/A	N/A	1	Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A		N/A means FEMA does not NIMS Type this piece of equipment					

*Information about the NIMS Typed resources can be found at: <https://rtlit.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

<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:	www.proctorvermont.com
Local Newspaper, Radio, TV:	Rutland Herald Brandon Reporter Peg TV
Public Notice locations:	Town Clerk's Office, Post Office Library
<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

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.

Name / Notes	Contact Info
Bayada Home Health	802-775-7272
Bayada Home Care	802-774-5111
Bayada Hospice (24-hour)	802-282-4122
CARE (Citizen Assistance Registration for Emergencies)	800-347-0488
Rutland Mental Health / Emergency Services (24-hour) (mobile)	802-775-1000 802-779-4383
Southwest Vermont Council on Aging / Helpline (8-4 M-F) Courtney Anderson, Director of Nutrition, Wellness and Community Services	1-800-642-5119 802-772-7828 (8-4 M-F) 802-734-0484 (mobile)
United Way of Rutland County Ashley Bride, Executive Director	802-773-7477 802-353-0175 (mobile)
Visiting Nurse Association & Hospice (8-4 M-F) Nicole Moran (24-hour) Mike Delehanty (24-hour)	802-775-0568 802-353-1052 (mobile) 802-683-9041 (mobile)
Vermont Council for Independent Living	802-779-9021

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

Regional Shelter

Location / Address:	Rutland High School / 22 Stratton Road, Rutland
Opening Contact:	State EOC 800-347-0488; American Red Cross 833-583-3111
Phone Numbers:	Glenn Scott, Shelter Manager 802-236-8266 Additional Numbers: 802-773-1983 / 802-770-1199

Primary Local Shelter

Location / Address:	Proctor Jr/Sr High School - 4 Park Street
Facility Contact(s):	Jenn Mclemore
Phone Numbers:	802-775-4342
Shelter Manager:	Michael Ramsey
Staff Requirements:	TBD
Services:	Warm/Cool <input checked="" type="checkbox"/> Overnight <input checked="" type="checkbox"/> Food Prep <input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Healthcare <input type="checkbox"/>
Notes:	
	Capacity: 200 Generator? No Pets Allowed? No

Alternate Local Shelter

Location / Address:	Proctor Elementary School
Facility Contact(s):	Elizabeth Coltey
Phone Numbers:	802-459-2826
Shelter Manager:	Michael Ramsey
Staff Requirements:	TBD
Services:	Warm/Cool <input checked="" type="checkbox"/> Overnight <input checked="" type="checkbox"/> Food Prep <input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Healthcare <input type="checkbox"/>
Notes:	
	Capacity: 200 Generator? No Pets Allowed? No

Annexes (Optional, create and letter as needed)

Rutland Region Public Works Mutual Aid Agreement
Vulnerable Populations Communication Protocol

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	
Local Emergency Management Team					
EMD	Michael Ramsey	802-459-3333	802-558-9995		manager@proctorvermont.com
EM Coordinator	Kevin Blongy	802-345-5780			kblongy@gmail.com
Local Response Organization Contacts					
Fire Chief	Josh Webb	802-345-8413	802-459-3640		jbwebb2714@yahoo.com
Assistant/Deputy Fire Chief	Kevin Blongy	802-345-5780			kblongy@gmail.com
EMS Chief					
Chief of Police or Constable	Donald Russell	802-459-2262			phyldonrus@aol.com
State Police or County Sheriff	Rutland Co Sheriff	802-775-8002			
Local Dispatch Center					
Local Public Works Contacts					
Road Foreman	Kyle Thornton	802-342-1900	802-459-2789		pwforeman@proctorvermont.com
Road Commissioner	Michael Ramsey	802-459-3333	434-942-4843		manager@proctorvermont.com
Town Garage		802-459-2789			jmfrasier.frazier@gmail.com
Drinking Water Utility	Rob Cathcart	802-779-5923	802-459-2510		bencurtis@proctorvermont.com
Wastewater Utility	Rob Cathcart	802-779-5923	802-459-2510		brucebaccei@proctorvermont.com
					clerk@proctorvermont.com
Municipal Government Contacts					
Town Administrator					pwforeman@proctorvermont.com
Town/City Manager	Michael Ramsey	802-459-3333	434-942-4843		manager@proctorvermont.com
Selectboard Chair	Judy Frazier	802-770-9456			jmfrasier.frazier@gmail.com
Selectboard Alt	Ben Curtis	802-353-5310	802-665-0775		bencurtis@proctorvermont.com
Selectboard Alt	Bruce Baccei	802-459-2826	802-353-5310		brucebaccei@proctorvermont.com
Town Clerk	Celia Lisananti	802-459-3333	802-236-0396		clerk@proctorvermont.com

Contact Information

[illegible]