

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>
Selectboard Road Crew Shane Lanpher Zachary Borst – VEM Regional 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?	
EMD/Selectboard	
Preferred EOC positions and duties	
<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director Shane Lanpher	Supervises and directs all EOC activities coordinating municipal support and response
	Staffs phones and radio
	Tracks and answers any Requests For Information (RFI)
	Tracks and coordinates any Requests For Support (RFS)
	Produces and posts public information and press releases
Potential EOC staff members	
<i>Name</i>	<i>Qualified position(s) and notes</i>
Shane Lanpher FD	802 473-8274
Erin Swigart, clerk/treas	802 626-9094 (o), 802-397-1260 (m)
Ann Lawless	802 626-3109 (h), 802 291-4146 (m)
Primary EOC location	
Facility address:	Wheelock Town Clerk- 1192 VT-122, Wheelock VT 05851
Phone numbers:	802 626-9094

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 Notes: Radio, computers, landline telephone, fax, copier, internet, maps, generator
Alternate EOC location (if applicable)	
Facility address:	Sheffield Town Clerk - 37 Dane Rd, Sheffield VT 05866
Phone numbers:	802 626-8862
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input type="checkbox"/> food prep Notes: Radio, computers, landline phone, internet, maps, generator

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.		
Wheelock Purchasing Policy (https://storage.googleapis.com/juniper-media-library/154/2024/10/2017-08-09_Purchasing_Policy.pdf) EXCEPTIONS TO BID PROCESS: Emergency purchases; recurring purchases over \$2K once a bid has been accepted.		
<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>
Businesses with standing municipal contracts (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Fuel / Food / Water		

Heavy Equipment		
Diesel Fuel		
Other local resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
MOU	Town of Sheffield	802 626-5806
MOU	Town of Lyndon	802 626-5785
	Town of Stannard	
<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					
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://rilt.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

<p><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></p> <p><i>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.</i></p> <p><i>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.</i></p>	
Local VT-Alert managers and managers of other notification systems (if applicable):	Vermont Emergency Management: 800-347-0488
Important local websites or social media channels (if applicable):	https://townofwheelockvt.org/ https://frontporchforum.com/wheelocksheffield/forum https://www.facebook.com/people/Wheelock-Community-Initiative-Town-News-and-Events/100067109312753/?_rdr
Local newspaper, radio, TV (if applicable):	Caledonian Record Magic 97.7- 802 626-9800 Kix 105.5- 802 748-2345 NVU College- 802 626-6413 Kingdom Access TV - 802 745-8100 x10 211
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.	Wheelock Town Hall Wheelock Transfer Station South Wheelock Fire Station
<p><i>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.</i></p>	

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.

Organization or community	Contact information or method of coordination	Notes
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)	
Miller's Run School	802 626-9755	

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:	Wheelock Town Hall/ 1192 Rte. 122, Wheelock VT 05851	
Facility contact(s):	Clerk 802 626-9094	
Shelter manager:	Ann Lawless	
Staff requirements:	3 people	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input type="checkbox"/> Overnight shelter <input type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	20	
Overnight capacity: (if applicable)		
Notes:		
<i>Alternate local shelter (if applicable)</i>		
Location and address:	Lyndonville Fire Dept./ 316 Main St. Lyndonville VT 05851	
Facility contact(s):	Chief Corrow 802 745-7376	
Shelter manager:	Fire Dept	
Staff requirements:	5	
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 checked="" type="checkbox"/> Pets allowed
Daytime capacity:	75	
Overnight capacity:		
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	Shane Lanpher	802 473-8274 (m)			Smokeeaterc1@gmail.com
EM coordinator					
EOC staff					
Fire chief	Shane Lanpher	802 473-8274 (m)			shanesconstruction@gmail.com sheffieldwheelockfire@gmail.com
Assistant or deputy fire chief	Aaron Stetson	802 745-7065 (m)			
EMS chief	Lyndon Rescue	911	802 626-1101 (o)		
Wheelock First Constable	Charles Lacillade				
Wheelock Second Constable	Owen Montgomery	802-535-1610 (h)			
State police or county sheriff	State Police	911	802 748-3111 (o)		
Local dispatch center	St. Johnsbury Dispatch	911	802 748-5050 (o) Emergency	802 748-2825 (o)	
Local public works contacts					
Road employee	Luke Stevens	802-473-8903 (m)			
Road commissioner	Selectboard, Chuck Dill	603-866-6487 (m)			chuckdill@comcast.net
Town garage		802 626-1060			
Drinking water utility	Jim Blackbird	802 535-2451 (m)			Homesrus2@gmail.com
Wastewater utility	n/a				

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Municipal government contacts					
Town administrator	n/a				
Town or city manager	n/a				
Selectboard chair	Ann Lawless	802 626-3109 (h)	802 291-4146 (m)		alawless.townofwheelockvt@gmail.com
Selectboard vice-chair	Mike Richardson	802-535-5729 (m)	802 533-7133 (w)		roadyrichardson@gmail.com
Selectboard	Chuck Dill	603-866-6487 (m)			chuckdill@comcast.net
Town clerk	Erin Swigart	802 626-9094 (o)	802-397-1260 (m)		wheelocktown@gmail.com
Town treasurer	Erin Swigart	802 626-9094 (o)	802-397-1260 (m)		wheelocktown@gmail.com
Town health officer	Peter Miller	802-249-7047 (m)			springpromisefarm@yahoo.com
Forest fire warden	Marc Brown	802-274-2850 (m)	802 626-7244 (h)		Smokeeaterc1@gmail.com
Animal control officer	Cindy Cady	802-535-7127 (m)			cindycady.aco@gmail.com
School contact #1	Patrick Ham	802 626-9755			pham@kingdomeast.org
School contact #2					
School district office	Kingdom East School District	802 626-6100 (o)			
Other contacts (including neighboring EMDs)					

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	