

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 (EMD) 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/154/2025/09/2025-08-28%20Procurement%20Policy.pdf		
<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	<u>Wheelock Village Store</u>	802-626-8030
Heavy Equipment		

Diesel Fuel	Butler Family Auto	802-525-1255
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://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):

Vermont Emergency Management: 800-347-0488

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

<https://townofwheelockvt.org/>
<https://frontporchforum.com/>
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
 South Wheelock Fire Station
 Wheelock Village Store

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.

Location and address:	Wheelock Town Hall/ 1192 Rte. 122, Wheelock VT 05851
Facility contact(s):	Clerk 802 626-9094
Shelter manager:	Ann Lawless 802-291-4146
Staff requirements:	3 people
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Showers <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input type="checkbox"/> Food preparation
Daytime capacity:	20
Overnight capacity: (if applicable)	N/A
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"/> Showers <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Pets allowed <input checked="" type="checkbox"/> Food preparation
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)			sheffieldwheelockfire@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	Owen Montgomery	802-535-1610 (h)			owenmontgomery4@hotmail.com
Wheelock Second Constable	vacant				
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 employee	Dayton Blake				
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

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Wastewater utility	n/a				
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, Principal	802 626-9755			pham@kingdomeast.org
School contact #2	Rachel Bickford, Administrative Assistant	802-626-9755			rbickford@kingdomeast.org
School district office	Kingdom East School District	802 626-6100 (o)			

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Other contacts (including neighboring EMDs)					