**1. Emergency Management (EM) planners Updated 4/20/2020**

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| *These are the people who wrote and/or maintain this plan.* |
| Imme Maurath |  |
| Kathy Jungermann |  |
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**2. Municipal Emergency Operations Center (EOC)**

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| *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.* |
| Who, by position, can activate the EOC? |  |
| ***Preferred EOC Positions and Duties*** |
| EOC DirectorEOC co-Director | Supervises and directs all EOC activities coordinating municipal support and response |
| As above | Staffs phones and radio |
| As above | Tracks and answers any Requests For Information (RFI) |
| As above | Tracks and coordinates any Requests For Support (RFS) |
| Town Clerk | Produces and posts public information and press releases |
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| ***Potential EOC Staff Members*** |
| *Name* | *Notes / Contact Information* |
| Imme Maurath | 802-875-8755 ism777oth@yahoo.com |
| Kathy Jungermann | 802-874-4606 bsgkj@myfairpoint.net |
| Maureen Bell | 802-875-1024 mbellselectboard@gmail.com |
| Mike McLaine | 802-875-1550 windham.town@gmail.com mptmclaine@hotmail.com |
|  Ellen McDuffie | 802-874-8183 eflockwood@aol.com windham.town@gmail.com |
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| ***Primary EOC Location*** |
| Facility / Address: | Windham Town Office 5976 Windham Hill Road Windham, VT |
| Phone Numbers: | 802-874-4211 |
| Equipment/Notes: | Generator, bathroom facilities, water, cots, internet, land lines. |
| ***Alternate EOC Location*** |
| Facility / Address: | Windham Elementary 5940 Windham Hill Road Windham, VT |
| Phone Numbers: | 802-874-4159 |
| Equipment/Notes: | Generator, bathroom facilities, kitchen, internet, land lines. |

**3. Resources**

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| **Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.** |
| Purchasing agents for emergencies:Kathy Scott 802- 875-3725 windham.treasurer@gmail.net |  |
| Emergency spending limits: $200.00 |  |
| ***Businesses with Standing Municipal Contracts*** |
| *Type of Contract* | *Name* | *Contact Info* |
| Propane | Cota & Cota | 802-297-0000 Tucker contact |
| Electrician | Bob Kehoe/Sparky | 802-874-7028 |
| Power | Green Mtn. Power | 1-888-835-4672 |
| Sand/Gravel | Eastman Sand&Gravel | 802-875-2819 |
| Salt | Cargill | 802-874-7025 |
|  |  |  |
| ***Other Local Resources*** |
| *Type of Resources/Skills* | *Name* | *Contact Info* |
| Arborist | Asplundh | 603-529-1690 |
| Animal shelter | Windham Disaster AnimalResponse Team (VDART) | Joanne Bourbeaujbourbeau@humanesociety.org |
| Community resources/ emergency food and shelter | Agency of Human Services Emergency Programs | 211802-652-4636 |
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| 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 expertiseState 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.* |

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| ***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** |  | Hydraulic Excavator, Large Mass Excavation |  |  |  | **N/A** |  |
| Mobile Communications Center |  |  |  |  |  | Hydraulic Excavator, Medium Mass Excavation |  |  |  |  |  |
| Mobile Communications Unit |  |  | **N/A** | **N/A** |  | Hydraulic Excavator, Compact |  |  |  |  |  |
| All-Terrain Vehicles | **N/A** | **N/A** | **N/A** | **N/A** |  | Road Sweeper |  |  |  | 1 |  |
| Marine Vessels | **N/A** | **N/A** | **N/A** | **N/A** |  | Snow Blower, Loader Mounted |  |  |  |  |  |
| Snowmobile | **N/A** | **N/A** | **N/A** | **N/A** |  | Track Dozer |  |  |  |  |  |
| Public Safety Dive Team  |  |  |  |  |  | Track Loader |  |  |  |  |  |
| SWAT/Tactical Team |  |  |  |  |  | Trailer, Equipment Tag-Trailer |  |  |  | **N/A** |  |
| Firefighting Brush Patrol Engine | **N/A** | **N/A** | **N/A** |  |  | Trailer, Dump |  | **N/A** | **N/A** | **N/A** |  |
| Fire Engine (Pumper) | 1 |  |  |  |  | Trailer, Small Equipment |  |  | **N/A** | **N/A** |  |
| Firefighting Crew Transport |  |  |  | **N/A** |  | Truck, On-Road Dump |  |  |  |  |  |
| Aerial Fire Truck |  |  | **N/A** | **N/A** |  | Truck, Plow | 1 | 1 | 1 |  |  |
| Foam Tender |  |  | **N/A** | **N/A** |  | Truck, Sewer Flusher |  |  |  |  |  |
| Hand Crew |  |  |  |  |  | Truck, Tractor Trailer |  |  |  | **N/A** |  |
| HAZMAT Entry Team |  |  |  | **N/A** |  | Water Pumps, De-Watering |  |  |  |  |  |
| Engine Strike Team |  |  |  |  |  | Water Pumps, Drinking Water Supply - Auxiliary Pump |  |  |  |  |  |
| Water Tender (Tanker) | 1 |  |  | **N/A** |  | Water Pumps, Water Distribution |  |  |  |  |  |
| Fire Boat |  |  |  | **N/A** |  | Water Pumps, Wastewater |  |  |  |  |  |
| Aerial Lift - Articulating Boom |  |  |  |  |  | Water Truck |  | **N/A** | **N/A** | **N/A** |  |
| Aerial Lift - Self Propelled, Scissor, Rough Terrain |  |  |  |  |  | Wheel Dozer |  |  | **N/A** | **N/A** |  |
| Aerial Lift - Telescopic Boom |  |  |  |  |  | Wheel Loader Backhoe |  | 1 |  |  |  |
| Aerial Lift - Truck Mounted |  |  |  |  |  | Wheel Loader, Large |  |  |  |  |  |
| Air Compressor |  |  |  |  |  | Wheel Loader, Medium |  |  | 1 |  |  |
| Concrete Cutter/Multi-Processor for Hydraulic Excavator |  |  |  |  |  | Wheel Loader, Small |  |  |  | **N/A** |  |
| Electronic Boards, Arrow |  |  |  |  |  | Wheel Loader, Skid Steer |  |  |  | **N/A** |  |
| Electronic Boards, Variable Message Signs |  |  |  |  |  | Wheel Loader, Telescopic Handler |  |  |  |  |  |
| Floodlights |  |  |  | **N/A** |  | Wood Chipper | 1 | **N/A** | **N/A** | **N/A** |  |
| Generator |  |  |  |  |  | Wood Tub Grinder |  |  |  |  |  |
| Grader | 1 |  |  | **N/A** |  |  |  |  |  |  |  |

\*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

**4. Public Information and Warning**

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| *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.* |
| VT-Alert message - State: Other VT-Alert managers: | Vermont Emergency Management: 800-347-0488 |
| Important Local Websites / Social Media channels: | Town Website: townofwindhamvt.comEllen McDuffie: town email listFront Porch Forum:frontporchforum.comRed Cross list of regional shelters:redcross.org |
| Local Newspaper, Radio, TV: | Chester Telegraph 802-875-2703www.chestertelegraph.orgWCAX |
| Public Notice locations: | Town Office 5976 Windham Hill RoadMeeting House 26 Harrington RoadFirehouse 286 White Road |
| *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.* |
| To provide information for 2-1-1 | Dial 211 or (802) 652-4636 |

**5. Vulnerable Populations**

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| *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* |
| CARE (Citizen Assistance Registration for Emergencies) | (Supporting PSAP) |
| Neighborhood Connections (non-profit health and social services) | 802-824-4343 |
| Meals on Wheels/Valley Cares | 802-365-4115 |
| Visiting Nurse for Vermont and New Hampshire | 802-300-8853 |
| Phone Tree of Vulnerable Population compiled by WRC |  |
| WCO complied list of over 70 and At-Risk residents |  |
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**6. Shelters**



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| *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: | Brattleboro Union High Sch.131 Fairground Road Brattleboro,VT |
| Opening Contact: | State EOC, 800-347-0488; American Red Cross, 802-660-9130 |
| Phone Numbers: |  |
| ***Primary Local Shelter*** |
| Location / Address: | Windham Town Office 5979 Windham Hill Road Windham, VT |
| Facility Contact(s): | Maureen Bell Select Board Chair |
| Phone Numbers: | 802-875-1024 |
| Shelter Manager: | Imme Maurath/Kathy Jungermann |
| Staff Requirements: |  |
| Services: | Warm/Cool Food Prep  |
| Notes: | Capacity: 25 Generator? YES Pets Allowed? NO |
| ***Alternate Local Shelter*** |
| Location / Address: | Flood Brook School Regional Emergency Shelter 91 VT-11 Londonderry, VT |
| Facility Contact(s): | Kevin Beattie/EMD kevnshar@comcast.net  |
| Phone Numbers: | 802-548-8246 |
| Shelter Manager: | Marge Fish |
| Staff Requirements: |  |
| Services: | Warm/Cool Overnight Food Prep Showers  |
| Notes: | Capacity: Generator? YES Pets Allowed? NO |

**Annexes (Optional, create and letter as needed)**

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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.

| **Position** | **Name** | **Phone numbers - indicate Mobile, Home, Work** | **E-mail** |
| --- | --- | --- | --- |
| **Primary** | **Alternate** | **Alternate** |
| **Local Emergency Management Team** |
| EMD |  Imme Maurath | 802-875-8755 |  |  | Ism777oth@yahoo.com |
| EMD Co- Coordinator |  Kathy Jungermann | 802-874-4606 | M:201-315-3571 |  | bsgkj@myfairpoint.net |
|  |  |  |  |  |  |
| **Local Response Organization Contacts** |
| Fire Chief |  Jonathan Gordon | 802-875-3010 | M:802-738-2019 |  |   |
| Assistant/Deputy Fire Chief |  Rick Weitzel | 802-874-4104 |  |  |   |
| EMS Chief |  Londonderry Rescue | 911 | 866-352-1291 |  |  |
| Constable |  Joseph Lamson | 802-875-4036 |  |  |   |
| Windham County Sheriff |  Mark R. Anderson | 802-365-4942 |  |  |   |
| State Police |  Captain Roger Farmer | 802-722-4600 |  |  |   |
|  |  |  |  |  |  |
| **Local Public Works Contacts** |
| Road Foreman | Richard Pare | 802-874-4971 | M:802-379-5647 |  |  |
| Road Commissioner | Kord Scott | 802-875-3725 |  |  |   |
| Town Garage | Kurt Bostrom | 802-874-7025 |  |  |  |
| Drinking Water Utility | N/A |  |  |  |   |
| Wastewater Utility | N/A  |  |  |  |   |
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| **Municipal Government Contacts** |
| Town Administrator |  N/A |  |  |  |   |
| Town/City Manager |  N/A |  |  |  |  |
| Selectboard Chair |  Maureen Bell | 802-875-1024 |  |  | mbellselectboard@gmail.com |
| Selectboard Alt |  Kord Scott | 802-875-3725 |  |  |   |
| Selectboard Alt |  Peter Chamberlain | 802-874-4342 |  |  |   |
| Town Clerk |  Mike McLaine | 802-875-1550 | W802-824-5200 |  |  windham.town@gmail.com |
| Town Treasurer / Finance |  Kathy Scott | 802-875-3725 | Gail Wyman | 802-875-4749 | Windham.treasurer@gmail.com |
| Town Health Officer |  Marcia Clinton | 802-875-3531 |  |  |  mclinton@vermontel.net |
| Forest Fire Warden |  Rick Weitzel | 802-874-4104 |  |  |  |
| Animal Control Officer |  Joseph Lamson | 802-875-4036 |  |  |  |
| School Contact #1 |  Mr. Parker Jennings | 802-874-4159 |  |  |   |
| School Contact #2 |   |  |  |  |   |
| School District Office |  WCSU | 802-365-9510 |  |  |   |
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| **Other Contacts** |
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