

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM 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 who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

☐ Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

Municipality	Town of Orange
LEMP Adoption Date	
NIMS Adoption Date	
EMD Name	Eric Holmgren
Position	EMD
Primary Phone	802-479-1113
Alternate Phone	802-798-2619
Email	etholmgren@myfairpoint.net
Public contact information	etholmgren@myfairpoint.net
POC 2 Name	Matt Wadsworth
Position	Road Foreman
Primary Phone	(802) 479-0488
Alternate Phone	
Email	roadforeman@orangevt.org
POC 3 Name	Steve Simpson
Position	Selectboard Chair
Primary Phone	(802) 345-8761
Alternate Phone	
Email	ssimpson@orangevt.org

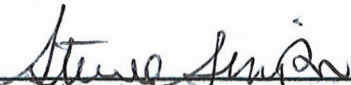
REMC Representatives	
REMC Emergency Services Appointee	Ryan Bresette
Email	Washington19k@gmail.com
EMD REMC Representative	Eric Holmgren
Email	etholmgren@myfairpoint.net

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

Signed*  Printed Name: Eric Holmgren

*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 at a **warned public meeting**, as stated above:

Signed*  Printed Name: STEVE SIMPSON

Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*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.



Local Emergency Management Plan (LEMP)

Required Elements

Municipal Adoption		
☒	Completed Municipal Adoption Form	
☐	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
LEMP Required Elements		Page # (if not using a template)
☒	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
☒	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
☒	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
☒	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)	
	Note that the public can call Vermont 2-1-1 for resources.	
☒	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
☒	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
☒	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Local Emergency Management Plan**1. Emergency management planners**

These are the people who wrote and maintain this plan. This must include the EMD.

Eric Holmgren – EMD

2. Municipal emergency operations center (EOC)

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.

Which municipal position(s) can activate the EOC?

EMD

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC Assistant	Staff's 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>
Eric Holmgren	EOC Director
Tina Otis	EOC Assistant
Diane Hallenbeck	EOC Assistant
Emily Ruff	EOC Assistant

Primary EOC location

Facility address:	Town Hall - 392 US Route 302 Orange, VT 05641
Phone numbers:	(802) 479-2673 For access contact: Town Clerk, Asst. Clerk, Road Foreman, Selectboard

Equipment and notes:	☒ generator ☒ internet ☒ phone line ☒ computers ☒ copy machine ☒ projector or large screen ☒ food prep
Alternate EOC location (if applicable)	
Facility address:	Orange Center School - 357 US RT 302, Orange, VT 05641
Phone numbers:	(802) 476-3278 (Front Desk) Jessica Aseltine - School Secretary – 802-461-6598 (C) John DeSabrai – Custodian - 802-431-8685 (C)
Equipment notes:	☒ generator ☒ internet ☒ phone line ☒ computers ☒ copy machine ☒ projector or large screen ☒ 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.		
Town Clerk, Town Treasurer, Road Foreman, Selectboard Members - \$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)		
Type of resource	Name	Contact information
1 Grader, 3 Trailers, 3 Dump Trucks/Plows, 1 Backhoe, 1 Wheel Loader	Steve Simpson, Matt Wadsworth	802-345-8761; 802-479-0488
Businesses with standing municipal contracts (if applicable)		

<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Road Materials	Northeast Materials	802-477-3140
	Pike Industries	802-455-2041
Emergency Response	Barre Town EMS	802-476-3147
	Barre Town Fire	802-479-2595
	Tri-Village Fire	802-439-5800
	Washington Fire	802-883-2208
Diesel/Fuel Oil	Gillespie Fuels	802-485-8033
<i>Other local resources (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Nurse	Kathy Battles	802-272-4534
	Mary Small	802-479-5573
Physician Assistant	Alan Small	802-479-5573
Trucking/Roads	Kyle Bellavance	802-505-8079
	Tim Stone	802-249-0778
	Dustin Comstock	802-249-2938
Private Contractor	Clark Agnew	802-479-0755
	Bob Richardson	802-369-0453
Animal Kennel	Michele Boyer	802-439-6877
Freezer Space/Meat	Central Vermont Meats	802-479-1113
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 Special Teams • Swiftwater rescue teams (both local and VT-TF1) • Regional shelter support • Subject matter expertise from state government agency or federal response agency State support and resources the municipality will normally eventually have to pay for: • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <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>		

<i>National Incident Management System (NIMS) typed resources* (if applicable)</i>											
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						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):

N/A
[VT Alert Request Form](#)

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

Front Porch Forum, www.orangevt.org

Local newspaper, radio, TV (if applicable):

Times Argus, The World Newspaper, The Journal Opinion, WCAX, WPTZ, WDEV

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.

Orange Center School, Town Hall, Town Clerk's Office

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.

Organization or community	Contact information or method of coordination	Notes
Meadowbrook Park - Smith Rd Orange, VT	802-272-4683	Trailer Park
Orange Center School	802-476-3278 (Front Desk)	Middle School
After-school in Nature	133 Provencher Lane Orange, VT 802-222-0179	
Dix Reservoir Dam	Jake Drown – Barre City Water Superintendent Office: 802-279-8953 Cell: 802-498-4494	High Hazard Dam – Could isolate homes on Lords Rd
Reservoir Rd – Foster Flats		Low Lying Area
Rt. 302 near Reservoir Rd		Low Lying Area

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:	Orange Center School	
Facility contact(s):	Jessica Aseltine - School Secretary – 802-461-6598 (C) John DeSabrais – Custodian - 802-431-8685	
Shelter manager:	Heather Fitzgibbons - School Principal - 201-248-2388	
Staff requirements:	4	
Services (select all the apply):	☒ Warming center ☒ Showers ☐ Cooling center ☒ Generator ☐ Overnight shelter ☒ Pets allowed ☒ Food preparation	
Daytime capacity:	150	
Overnight capacity: (if applicable)		
Notes:		

Alternate local shelter (if applicable)

Location and address:	Orange Town Hall	
Facility contact(s):	Diane Hallenbeck - 802-479-2673	
Shelter manager:	Tina Otis 802-249-1865	
Staff requirements:		
Services (select all that apply):	☒ Warming center ☐ Showers ☐ Cooling center ☒ Generator ☐ Overnight shelter ☒ Pets allowed ☒ Food preparation	
Daytime capacity:	135	
Overnight capacity:		
Notes:	Stockpile of emergency blankets in basement.	

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 Please review and verify all info is correct

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Eric Holmgren	(802) 479-0113			etholmgren@myfairpoint.net
EM coordinator					
EOC staff	Tina Otis				
EOC staff	Diane Hallenbeck	(802) 479-2673			townclerk@orangevt.org
EOC staff	Matt Wadsworth	(802) 479-0488			roadforeman@orangevt.org
EOC staff	Emily Ruff				
Local response organization contacts					
Fire chief – Barre Town	Andy Lange	802-479-3147	802-476-3147		alange@barretown.org
Fire Chief – Washington					
Fire Chief – Tri-Village					
EMS chief – Barre Town EMS	Dave Danforth	802-476-3147			
Chief of police or constable					
State police or county sheriff	Orange County Sheriff VSP-Berlin	802-685-4875 802-229-9191	911		gcontois@orangecountysheriff.com
Local dispatch center	Lamoille County Sheriff	802-888-3502			
Local public works contacts					

Contact Information Please review and verify all info is correct

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Road foreman	Matt Wadsworth	(802) 479-0488			roadforeman@orangevt.org
Town garage					
Drinking water utility					
Wastewater utility					
Municipal government contacts					
Town administrator					
Town or city manager					
Selectboard chair	Steve Simpson	(802) 345-8761			ssimpson@orangevt.org
Selectboard alt	Kristin Paya	(802) 338-6632			kpaya@orangevt.org
Selectboard alt	Carmella Tucker	(802) 476-6690			ctucker@orangevt.org
Town clerk	Diane Hallenbeck	(802) 479-2673			townclerk@orangevt.org
Town treasurer or finance					
Town health officer	Tina Otis	(802) 249-1865			healthofficer@orangevt.org
Forest fire warden	John Barnes	(802) 522-5091	(802) 439-5166		ocsbarnes@yahoo.com
Animal control officer	Michele Boyer	(802) 439-6877			animalcontrol@orangevt.org
School contact #1	Heather Fitzgibbons	(802) 476-3278	(201) 248-2388		hfitzgibbons@cvsu.org

Contact Information Please review and verify all info is correct

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
School contact #2	Jessica Aseltine	(802) 476-3278	(802) 461-6598		jaseltine@cvsu.org
School district office	Matthew Fedders	(802) 433-5818			mfedders@cvsu.org
Other contacts (including neighboring EMDs)					
Barre Town	Chris Violette	(802)479-9331	802-793-9898		cviolette@barretown.org
Groton	Brent Smith	802-584-3765	802-227-7719		Breann801@gmail.com
Topsham	Bradford Calhoun	802-439-6512	603-801-1790		hazenhill@hotmail.com