

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.

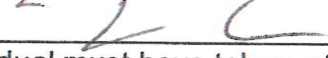
If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

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.

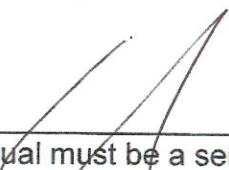
REMC Representatives	
REMC Emergency Services Appointee	Nick Chegwiddden
Email	nchegwiddden@stowevt.gov
EMD REMC Representative	Tim Lambert
Email	tlambert@stowevt.gov

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: Tim Lambert
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

Municipality	Stowe
LEMP Adoption Date	
NIMS Adoption Date	03/06/2006
EMD Name	Tim Lambert
Position	EMD
Primary Phone	802-696-8087
Alternate Phone	802-253-9060
Email	tlambert@stowevt.gov
Public contact information	
POC 2 Name	Nick Chegwiddden
Position	EMC
Primary Phone	802-730-2924
Alternate Phone	802-253-7126
Email	nchegwiddden@stowevt.gov
POC 3 Name	Jay Connors
Position	EMC
Primary Phone	434-422-6317
Alternate Phone	
Email	connorsj@stowevt.gov

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed*  Printed Name: Stowe Town Mayor
 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.



Required Elements

Municipal Adoption		
<input type="checkbox"/>	Completed Municipal Adoption Form	
<input type="checkbox"/>	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)
<input type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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)	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
<input type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
<input type="checkbox"/>	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.	

*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.

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**

<i>These are the people who wrote and maintain this plan. This must include the EMD.</i>
Tim Lambert, EMD Charles Safford, Town Manager

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/EOC Director/Coordinator, Fire Chief, EMS Chief, Police Chief, Town Manager	
Preferred EOC positions and duties	
<i>Position title</i>	<i>Duties associated with that position</i>
EMD/EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Public Information Officer	<ul style="list-style-type: none"> - Coordinates all messaging with Incident Commander(s) - Produces and posts public information and press releases - Monitors public media for useful information and to correct inaccurate reports
Admin	<ul style="list-style-type: none"> - Maintains operations log - Supports incident commanders in documenting expenses for reimbursement
Situation Awareness	<ul style="list-style-type: none"> - Updates status board and map - Track and answers Requests for Information (RFI) from incident commander(s) and town officials
Logistics Support	<ul style="list-style-type: none"> - Tracks and coordinates fulfillment of any Request for Support (RFS) from incident commander(s) - Provides resources for the EOC itself (coffee, food, sleeping areas, batteries, fuel for generators, etc.)
Communications Support	<ul style="list-style-type: none"> - Staff phones and radios
Potential EOC staff members	
<i>Name</i>	<i>Qualified position(s) and notes</i>
Tim Lambert	EMD - C: 802-696-8087, W: 802-253-9060
Nick Chegwiddden	EMC - C: 802-730-2924, W: 802-253-7126
Jay Connors	EMC/Logistics - C: 434-422-6317
Scott Brinkman	EOC - Operations - C: 802-279-5292, W: 802-253-9060
Scott Reeves	EOC - Operations - C: 802-279-1762
Charles Safford	PIO - W: 802-253-6868, C: 802-696-9399, H: 802-888-8938
Francis Gonyaw	PIO - C: 802-730-7587
Will Fricke	PIO - W: 802-253-7350

Primary EOC location	
Facility address:	Public Safety Facility 350 South Main Street
Phone numbers:	802-253-9060, 802-253-4315
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 checked="" type="checkbox"/> food prep
Alternate EOC location (if applicable)	
Facility address:	Stowe Town Hall 67 Main St
Phone numbers:	802-253-7350
Equipment 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

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.		
EMD: \$50,000		
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.		
Town or city owned resources (if applicable)		
Type of resource	Name	Contact information
2-Loaders	Highway—Brian Richardson	802-730-0444
2-Graders	Highway	
1-Backhoe	Highway	
7-Plow/Dump Trucks	Highway	
1-5500-watt generator	Highway	
1-90-gallon portable fuel tank	Highway	

1-small Skid Steer	Highway – Brian Richardson	802-730-0444
1-tag trailer 20k lbs	Highway	
1-F550 dump	Highway	
1-F550 flatbed dump	Highway	
4-pickup trucks	Highway	
1-trailer mount Jetter	Highway	
2-4WD Trucks	Parks – David Danforth	802-730-6148
2-2WD Trucks	Parks	
1-trash pump with 2" outlet	Parks	
1-bobcat skid steer	Parks	
2-Kubota tractors	Parks	
2-Kubota RTV 4WD	Parks	
2-Portable Generators	Parks	
1-4WD Utility Truck	Mtn Rescue – Jon Wehse	802-595-0341
1-4WD Pickup	Mtn Rescue	
1–18-foot trailer	Mtn Rescue	
1-Utility Trailer	Mtn Rescue	
2-ATVs	Mtn Rescue	
1–24-foot Boat Trailer	Mtn Rescue	
2-Inflatble Zodiac Boats	Mtn Rescue	
Businesses with standing municipal contracts (if applicable)		
Type of resource	Name	Contact information
Trash/Recycling	Casella Myers	888-471-3094 802-655-4312
Gasoline	Champlain Oil Co. R.L. Vallee	866-968-3835 802-524-8710
IT/Computers	Simpleroute Alario Tech	802-881-0010 802-253-3163
Telephone	AT&T Consolidated Comm.	877-905-8751 866-984-2001
Internet	Stowe Cable	802-253-9282
Generator Maintenance	Brookfield Services	802-485-6567
Fuel Oil & Propane	Fred's Energy	802-888-3827
HVAC – Public Safety Facility	Trane Inc	802-864-3816
Alarm System – Monitoring	Home Security	802-253-2141
Electrical	Gould	802-253-4190
Elevator Maintenance	Bay State Elevator	802-879-1749
Heating System Maintenance	County Oil	802-888-6688
Sprinkler System Maintenance	Firetech	802-655-1800
Other local resources (if applicable)		
Type of resource	Name	Contact information
Construction Equipment	Percy Construction Walker Construction	802-253-8503 802-244-7400

<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						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):	Tim Lambert, EMD Will Fricke, PIO Scott Brinkman, Operations
Important local websites or social media channels (if applicable):	https://dps.stowevt.gov https://www.stowevt.gov https://www.facebook.com/stowepublicsafety/ Stowe Front Porch Forum
Local newspaper, radio, TV (if applicable):	Stowe Reporter – 802-253-2101 WDEV Radio – 802-244-7321 WLBV Radio – 802-888-4294
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.	Akeley Memorial Building Stowe Free Library Stowe Public Safety Facility
<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>	

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
Copley Woodlands 125 Thomas Ln	802-253-7200	
Stowe Elementary School 254 Park Street	802-253-4154	
Stowe High School 413 Barrows Road	802-253-7229	
West Branch Apartments 276 Mountain Rd	802-253-9314	
Appletree Learning Center 1056 Mountain Rd	802-253-4321	
Lamoille South Early Childhood Program 254 Park Street	802-253-4154	
Jenn's Gems Childcare 5500 Mountain Rd	802-363-3536	
The Kid's School 56 Old Farm Rd	802-253-7866	
Mountain Village School 192 Thomas Lane	802-253-7585	
Heartworks and Renaissance Schools 618 South Main Street	802-985-2153	
Cubs Child Care 162 Red Sled Drive	802-253-3686	
Stowe Recreation Program 350 Park Street	802-253-6138	
Stowe Electric 435 Moscow Rd	802-253-7215	
Upper Golf Course Reservoir Dam Vail Resorts	Director of Response Operations	Scott Reeves: O: 802-253-3610, C: 802-279-1762, H: 802-253-9764

Lake Mansfield Dam Trout Club	President/Manager	Dean Economou; W: 802.253-7565 Andrew Vallance: Shop: 802-253-4029
Bloch Pond Dam 1509 Barrows Rd	Omar & Becky Graddock	802-253-1003

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:	Stowe High School, 413 Barrows Rd	
Facility contact(s):	Ryan Heraty, Superintendent – 802-888-4541 x5512	
Shelter manager:	David Greenfield	
Staff requirements:	N/A	
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 type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	250	
Overnight capacity: (if applicable)		
Notes:	No overnight, No Food	

Alternate local shelter (if applicable)

Location and address:	Stowe Elementary School, 254 Park St	
Facility contact(s):	Ryan Heraty, Superintendent – 802-888-4541 x 5512	
Shelter manager:	Maura Weiler 802-253-4154	
Staff requirements:		
Services (select all that 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 type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	100	
Overnight capacity:		
Notes:	No overnight, No Food	

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	Tim Lambert	802-696-8087		802-253-9060	tlambert@stowevt.gov
EM Coordinator	Nick Chegwidden	802-730-2924		802-253-7126	nchegwidden@stowevt.gov
EM Coordinator	Jay Connors	434-422-6317			connorsj@stowevt.gov
EOC Operations	Scott Brinkman	802-253-9060			sbrinkman@stowevt.gov
EOC Planning	Jeannie McGinnis	206-356-6761			jmcginnis@stowevt.gov
EOC PIO	Will Fricke	802-253-7530			wfricke@stowevt.gov
Local response organization contacts					
Fire Chief	Scott Reeves	802-253-4315			sreeves@stowevt.gov
Assistant or Deputy Fire Chief					
EMS Chief	Scott Brinkman	802-253-9060			sbrinkman@stowevt.gov
Chief of Police or Constable	Francis Gonyaw	802-253-7126			fgonyaw@stowevt.gov
State police or County Sheriff	Roger Marcoux	802-888-3502			
Local dispatch center	Lamoille Sheriffs	802-888-3502			
Local public works contacts					
Public Works Director	Harry Shepard	802-730-3773		802-253-8770	hshepard@stowevt.gov
Asst. Public Works Director	Chris Jolly	802-696-8345		802-253-8990	cjolly@stowevt.gov
Highway Superintendent	Brian Richardson	802-730-0444		802-253-6146	brichardson@stowevt.gov
Water Superintendent	Joe Donati	802-793-4103		802-253-6512	jdonati@stowevt.gov
Sewer Superintendent	Bryan Longe	802-595-1098		802-253-6135	blonge@stowevt.gov
Stowe Electric	Jackie Pratt	802-253-7215		774-275-1914	jpratt@stoweelectric.com

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Municipal government contacts					
Town Manager	Charles Safford	802-253-6868		802-696-9399	csafford@stowevt.gov
Assistant Town Manager	Will Fricke	802-253-7350			wfricke@stowevt.gov
Selectboard alt	Beth Gadbois				bgadbois@stowevt.gov
Selectboard Chair	Paco Aumand	802-747-8611			Paco.aumand@gmail.com
Selectboard alt	Nick Donza	802-272-2697			nickdonza@aol.com
Selectboard alt	Jo Sabel Courtney	802-760-8145			jcourtney@stowevt.gov
Selectboard alt	Ethan Carlson	802-233-9403			ecarlson@stowevt.gov
Town Clerk	Penny Davis	802-253-6133			
Town Finance	Cindy Fuller	802-253-6140			cfuller@stowevt.gov
Town Health Officer	Bryan Munch	802-253-9060			bmunch@stowevt.gov
Forest Fire Warden	Scott Reeves	802-253-4315			sreeves@stowevt.gov
Animal Control Officer	Marie Kingsbury	802-253-7126			mkingsbury@stowevt.gov
School contact #1	Ryan Heraty	802-888-4541		802-636-7799	Ryan.heraty@issu.org
School contact #2					
School district office					
Other contacts (including neighboring EMDs)					
Green Mountain Transit		802-864-2282			
Rural Community Transit		802-748-8170			
Lamoille Valley Transportation		802-888-2103			
United Way of Lamoille County		802-888-3252			
Stowe Mountain Resort		802-253-3000			