

VERMONT RAPID RESPONSE PLAN

Version 4 - 11/05

Adopted: April 6, 2010
(DATE)

by: Marshfield Selectboard
(LEGISLATIVE BODY)

Official Signature:
(I.E., CHAIRPERSON)

VERMONT RAPID RESPONSE PLAN

Town of Marshfield, in Washington County

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|--|
| Business Address: 122 School Street, Room 1, Marshfield, VT 05658-0098 Pop 1,569 (Mailing address, city, state, zip) |
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| | | |
|---------------|---------------|-------------------------------------|
| Tel: 426-3305 | Fax: 426-3045 | E-mail: clerk@town.marshfield.vt.us |
|---------------|---------------|-------------------------------------|

1. Alert and Mobilize the Local Emergency Management Organization

Rapid Response Team: Please provide names and titles. For example: E.M. Director and/or Coordinator, Fire Chief, Public Works Foreman, Police Chief, etc (These People Makeup your initial ICS Organization in #2 Below)

| | Name | Job Title | Email Address: | Home/Cell/Pager # | Work # |
|--------------------------|---------------------------|------------------------|------------------------------------|-------------------|----------------------|
| <input type="checkbox"/> | Tom Maclay | EMC | | 426-3265 | 426-3809 |
| <input type="checkbox"/> | Tim Maclay | Fire Chief | marshfire@fairpoint.net | 454-7853 | 476-3161 |
| <input type="checkbox"/> | Christopher Martin | Selectboard | | 454-8441 | 454-7301 |
| <input type="checkbox"/> | Dan Tetreault | Road Foreman | | 456-1977 | 426-3752 |
| <input type="checkbox"/> | VT State Police | Law Enforcement | | | 229-9191 |
| <input type="checkbox"/> | Bobbi Brimblecombe | Town Clerk | clerk@town.marshfield.vt.us | 426-4138 | 426-3305 |
| <input type="checkbox"/> | Madelyn Hamilton | Health Officer | madelynjack@aol.com | 426-3755 | Cell 793-1918 |

2. Activate the Incident Command Post

| | | | |
|--------------------------|--|---|--|
| <input type="checkbox"/> | 1. Designate an Incident Commander | | |
| <input type="checkbox"/> | 2. Designate an Incident Command Post | | |
| <input type="checkbox"/> | 3. Assess the Situation | <input type="checkbox"/> | Assess the situation (Size up) and identify needs and magnitude of disaster. Start a log of actions taken. |
| <input type="checkbox"/> | | <input type="checkbox"/> | Determine Type |
| <input type="checkbox"/> | | <input type="checkbox"/> | Determine Casualties |
| <input type="checkbox"/> | | <input type="checkbox"/> | Secure a perimeter around affected area |
| <input type="checkbox"/> | | <input type="checkbox"/> | Consider Traffic Control |
| <input type="checkbox"/> | <input type="checkbox"/> | Consider or request additional resources if needed. | |
| <input type="checkbox"/> | 4. Consider Additional staffing per ICS 203 | | |
| <input type="checkbox"/> | 5. Request Mutual-Aid if needed. | | |
| <input type="checkbox"/> | 6. Elected officials determine if a Local Emergency is requested. If so, request a Local Emergency based on the needs or magnitude of the emergency. (Use Declaration of State of Emergency Request and attach) | | |

| 3. Alert Vermont Emergency Management | | |
|---------------------------------------|-------------|---|
| <input type="checkbox"/> | Contact VEM | Alert VEM of status, need for assistance, and use of other State agencies. VEM: 1-800-347-0488, 1-802-244-8721 |

| 4. Alert General Population and Evacuate as Needed. | |
|--|--|
| Alert the Public of the potential hazards of the event at the outset and during the event. Communicate protective action to be taken and evacuation information Activities which may occur during the Incident that may be outside the Incident Command Structure at the outset Communicate protective action to be taken and evacuation information. (For example: siren, public address system, Door-to-door, etc.) | |
| <input type="checkbox"/> | Method of alert: Door-to-door, radio stations (see additional notes below) |
| <input type="checkbox"/> | Evacuation route: VT Routes 2, 215 and 232, Calais Road |
| <input type="checkbox"/> | Additional Notes: WDEV 550 AM, 244-7321 WGDR 91.1 FM, 454-7762 WORK 107.1 FM, 476-4168 WNCS 104.7 FM, 223-2396 WSNO 1450 AM, 476-4168 |

| 5. Open Emergency Shelters if evacuation requested. | | | |
|--|------------------------|---------------------------------------|--|
| Facility Name | Address | Phone | Contact Person |
| <input type="checkbox"/> # 1: Twinfield Union School District # 33 | 106 Nasmith Brook Rd | 426-3213 426-2073/ 839-0763 | Mark Moony Richard Steel |
| <input type="checkbox"/> # 2: Old Schoolhouse Common | 122 School St | 426-3305/ 426-4138 426-3200 | Bobbi Brimblecombe Ernie Penley |
| <input type="checkbox"/> Shelter # 3: Masonic Temple | 32 Hollister Hill Road | 454-8526 454-7196 | Bob Morse Vancil Perry |
| <input type="checkbox"/> Shelter # 4: Christ Covenant Church | 167 Creamery Street | 426-3744 – office 454-1072 - home | David Mulligan |
| <input type="checkbox"/> Shelter # 5: Marshfield Fire House | 1333 US Route 2 | 426-3809-station 454-7853-home | Tim Maclay |
| <input type="checkbox"/> Shelter # 6: | | | |

6. Make Additional Notifications and Requests as Needed.

Use the Local Emergency Management Director's Program Guidebook for Instructions, Forms, Phone Numbers & Tips.

Critical Phone Numbers STATE LEVEL

| Service | Phone | Contact Person |
|--|---|--|
| Vermont Emergency Management: <input type="checkbox"/> Clean Drinking Water, Generators, Heavy Equipment, Sand Bags, etc. <input type="checkbox"/> VEM can activate state resources such as AOT, Agency of Natural Resources, Dept. of Labor, National Guard, Health Dept. etc. <input type="checkbox"/> HAZMAT Hotline (spills, etc.) VEM Duty Officer will make additional State agency notifications. | 1-800-347-0488 1-802-244-8721 1-800-641-5005 | VEM Duty Officer VEM Duty Officer VEM Duty Officer |

Critical Phone Numbers LOCAL LEVEL

FUNCTIONAL AREA (may be combined based on local assigned responsibilities)

| Functional Area | Phone | Phone | Contact Person |
|--|-----------------------|----------------------|--------------------------------|
| <input type="checkbox"/> 1. Transportation | 426-3752 | 456-1977 | Dan Tetreault |
| <input type="checkbox"/> 2. Communications & Alerting | 426-3265 476-3161 | 426-3809 454-7853 | Tom Maclay Tim Maclay |
| <input type="checkbox"/> 3. Public Works & Engineering (Wastewater) | 748-9124/ 426-4138 | 283-3466 (pager) | James Brimblecombe |
| (Water Treatment) | 426-3670 | | Richard Gouge |
| <input type="checkbox"/> 4. Firefighting | 454-7853 | 476-3161 | Tim Maclay |
| <input type="checkbox"/> 5. Emergency Management | 426-3265 | 426-3809 | Tom Maclay |
| <input type="checkbox"/> 6. Mass Care & Shelter | 426-3265 | 426-3809 | Tom Maclay |
| <input type="checkbox"/> 7. Resource Support | 426-3265 | 426-3809 | Tom Maclay |
| <input type="checkbox"/> 8. Health & Medical Services | 371-4100 | 371-4263 | Central Vermont Hospital |
| <input type="checkbox"/> 9. Search & Rescue | 454-7853 | 476-3161 | Tim Maclay |
| <input type="checkbox"/> 10. Hazardous Materials | 454-7853 | 476-3161 | Tim Maclay |
| <input type="checkbox"/> 11. Animal & Plant Emergency Services | | | |
| Dog Officer | 748-4230 | 283-3065 (pager) | Josephine Guertin |
| Poundkeeper | 563-2912 | | Cheryl McQueeney |
| <input type="checkbox"/> 12. Energy Green Mtn Power | 223-5245 | | |
| Washington Electric | 800-932-5245 | | |
| Village of Marshfield | 426-3393 | 426-3310 426-3260 | Bruce Hayden Gordon Durkee |
| <input type="checkbox"/> 13. Law Enforcement & Security VSP | 229-9191 911 | | Middlesex Barracks |
| Town Constables | 426-3081 454-1634 | | Shawn Codling James Arisman |
| <input type="checkbox"/> 14. Emergency Public Information | 454-7853 426-3699 | 476-3161 426-3809 | Tim Maclay Tom Maclay |

Critical Phone Numbers MUTUAL AID and OTHER RESOURCES

| Support Agency | Phone | Phone | Contact Person |
|---|----------------------------------|------------------|--------------------------------------|
| <input type="checkbox"/> American Red Cross Berlin Chapter | 223-3701 (office hours) | 773-9159 (24/7) | Kevin White |
| <input type="checkbox"/> Fire: Capital West Mutual Aid | 223-3445 | 911 | Dispatch |
| <input type="checkbox"/> Rescue: Capital West Mutual Aid | 223-3445 | 911 | Dispatch |
| <input type="checkbox"/> EMS: Plainfield Fast/ Cabot Ambulance | 454-8479 | 563-2030 | |
| <input type="checkbox"/> Public Works: Village of Marshfield | 283-3466 (pager) (wastewater) | 426-3670 (water) | James Brimblecombe/ Richard Gouge |
| <input type="checkbox"/> CERT: | | | |
| <input type="checkbox"/> Other: Verizon | 555-1811 (Repair) | 863-0672 (Admin) | |
| <input type="checkbox"/> Other: Fairpoint New England | 888-889-9950 | | |
| <input type="checkbox"/> Other: Green Mtn Power | 800-535-7222 | | |

7. Expand the ICS Structure as Needed to the Size and Scope of the Incident per ICS 203. This section is provided as a reminder of the positions in the structure to consider. Attached ICS 203 may be completed at that time and may be required for more than one shift.

| ICS Position | Activity | Scope |
|---------------------------------|-----------------------------------|---|
| Command | | |
| Incident Commander | Direction & Control | Overall responsibility for and the management of incident activity |
| Incident Command Staff | | |
| Information Officer | Public Information | Central point for dissemination to the news media and other agencies and organizations |
| Safety Officer | Safety | Assess hazardous and unsafe situations and develop measures for assuring personnel safety |
| Liaison Officer | Government Liaison | Point of contact at the incident for personnel from assisting or cooperating agencies |
| | Assisting or Cooperating Agencies | These agencies have their own chain of command, personnel, equipment and protocols. They cooperate/work with and for the Incident Commander for assignment and tasks, and communicate with the IC through the Liaison Officer. These would include: Vermont Emergency Management, FEMA, American Red Cross, VT National Guard Units, VT HAZMAT Team, Neighboring Towns for fire, police, EMS, and Public Works and regional assistance by way of Mutual Aid compacts, County Sheriff, Search and Rescue, Civil Air Patrol and the like. |
| Operations Section | | |
| | | Responsible for the direction and coordination of all incident tactical operations, under the direction of the Operations Section Chief |
| Operations Section Chief | | Chief of Operations Section |
| | Divisions / Groups | |
| | Law Enforcement | Traffic; law & order, alert and warning |
| | Fire & Rescue | Fire & Rescue & Evacuation; alert and warning |
| | Ambulance | Emergency Medical and Emergency Transportation |
| | Public Works | Roads, Bridges, Sewer, Water |
| | HAZMAT Team | Hazardous Materials, Radiological Hazards (Hotline 1-800-641-5005) |
| | Search and Rescue | Search and Rescue |
| | Staging Areas, Division or Group | Responsible for setting up locations at an incident where resources can be placed while awaiting tactical assignment |
| Planning Section | | |
| | | Responsible for the collection and evaluation of incident situation information, preparing situation status reports, displaying situation information, maintaining status of resources, developing an Incident Action Plan, and preparing required incident related documentation. |
| Planning Section Chief | | Chief of Planning Section |
| | Units | |
| | Resources Unit | Responsible for all check-in activity and for maintaining the status on all personnel and equipment resources assigned to the incident. |
| | Situations Unit | Collects and processes information of the current situation, prepares situation displays and situation summaries, develops maps and projections. |
| | Documentation Unit | Prepares the Incident Action Plan , maintains all incident-related documentation, and provides duplication services. |
| | Demobilizing Unit | <u>On large and complex incidents</u> , this Unit will assist in ensuring that an orderly, safe, and cost-effective movement of personnel will be made when they are no longer required at the incident. |
| Logistics Section | | |
| | | Responsible for providing services and support to meet all incident or event needs. |
| Logistics Section Chief | | Chief of Logistics Section |
| | Units | |
| Service Branch | Communications Unit | Develop Communications Plan, distribute and maintain communications equipment, and manage the Incident |

| | | |
|---|--------------------------|--|
| | | Communications Center |
| | Medical Unit | Develop the Medical Plan, provide first-aid and light medical treatment <u>for personnel assigned to the incident</u> , develop emergency medical transportation plan and prepares medical reports |
| | Food Unit | Responsible for determining and supplying the feeding and potable water requirements at all incident facilities, and for active resources within the Operations Section. |
| Support Branch | Supply Unit | Orders personnel, equipment, supplies |
| | Facilities Unit | Sets up and maintains whatever facilities may be required in support of the incident. Provides managers for the Incident Base and camps. Also provides security support for the facilities and incident as required. |
| | Ground Support Unit | Provides transportation, and maintain and fuels vehicles assigned to the incident |
| Finance / Administration Section | | Responsible for monitoring incident-related costs, and administering any necessary procurement contracts |
| Fin / Admin Section Chief | | Chief of Finance and Administration Section |
| | Units | |
| | Time Unit | Ensures that all personnel time on an incident or event is recorded |
| | Procurement Unit | Processes administrative paperwork associated with equipment rental and supply contracts. Responsible for equipment time reporting . |
| | Compensation/Claims Unit | <u>Compensation</u> : Is responsible for seeing that all documentation related to workers compensation is correctly completed and maintains files of injuries and/or illnesses associated with the incident <u>Claims</u> : Handles investigation of all claims involving damaged property associated with or involved in the incident. |
| | Cost Unit | Responsible for collecting all cost information, and for providing cost estimates and cost saving recommendations |

| Local ICS Organization Assignment List | | | VT ICS 203 |
|--|--------------------------|------|-----------------|
| 1. ICS Staff Position | Contact | Name | Contact Numbers |
| 1. Incident Commander | <input type="checkbox"/> | | |
| Deputy | <input type="checkbox"/> | | |
| Safety Officer | <input type="checkbox"/> | | |
| Information Officer | <input type="checkbox"/> | | |
| Liaison Officer | <input type="checkbox"/> | | |
| Name & Contact Number | | | |
| 2. Operations Section Chief | <input type="checkbox"/> | | |
| EMS Division/Group | <input type="checkbox"/> | | |
| Police Division/Group | <input type="checkbox"/> | | |
| Fire Division/Group | <input type="checkbox"/> | | |
| Division/Group | <input type="checkbox"/> | | |
| Division/Group | <input type="checkbox"/> | | |
| Name & Contact Numbers | | | |
| 3. Planning Section Chief | <input type="checkbox"/> | | |
| Situation Unit Leader | <input type="checkbox"/> | | |
| Resources Unit Leader | <input type="checkbox"/> | | |
| Documentation Unit Leader | <input type="checkbox"/> | | |
| Demobilization Unit Leader | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| Name & Contact Number | | | |
| 4. Logistics Section Chief | <input type="checkbox"/> | | |
| Communications Unit Leader | <input type="checkbox"/> | | |
| Facilities Unit Leader | <input type="checkbox"/> | | |
| Food Unit Leader | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| Name & Contact Numbers | | | |
| 5. Finance/Admin Section Chief | <input type="checkbox"/> | | |
| Cost Unit | <input type="checkbox"/> | | |
| Procurement Unit | <input type="checkbox"/> | | |
| Prepared By: | | | Date: |

SAMPLE

| 8. Activate the Emergency Operations Center to Support the Incident Commander as Needed. | | |
|---|----------------------|-----------------|
| Facility Name | Address | Phone(s) |
| Marshfield Fire Station | 1330 US Route 2 | 426-3809 |
| Marshfield Town Offices | 122 School St | 426-3305 |
| Twinfield Union High School | 108 Nasmith Brook Rd | 426-3213 |
| Marshfield Town Garage | 232 School St | 426-3752 |

9. High Hazard/Vulnerable Sites Analysis.

(Verify low-lying areas; problem culverts & bridges; stream survey, railway crossing, etc.)

| | High Hazard and/or Vulnerable Sites | Verified by: |
|------------------------------|---|---------------------|
| <input type="checkbox"/> 1: | Floodways | |
| <input type="checkbox"/> 2: | Marshfield Village | |
| <input type="checkbox"/> 3: | GMP Generating Plant, 1078 VT Route 215 | |
| <input type="checkbox"/> 4: | VT Route 2 Corridor | |
| <input type="checkbox"/> 5: | Bridges over the Winooski River: | |
| <input type="checkbox"/> 6: | School St Bridge | |
| <input type="checkbox"/> 7: | Gilman St Bridge | |
| <input type="checkbox"/> 8: | Sass Rd Bridge Tenants on SASS Ave 793-9625 Tom Farnsworth & Jessica Manning | |
| <input type="checkbox"/> 9: | Patty Crossing Bridge | |
| <input type="checkbox"/> 10: | Nasmith Brook Rd Bridge | |
| <input type="checkbox"/> 11: | Onion River Campground Bridge | |
| | Cassady Road Bridge | |
| <input type="checkbox"/> 12: | John Fowler Rd Bridge | |
| <input type="checkbox"/> 13: | Bean's Bridge (private) Elizabeth Bean 426-3002 | |
| <input type="checkbox"/> 14: | Tenants on SASS Ave 793-9625 Tom Farnsworth & Jessica Manning | |

10. High-Risk Population Analysis.

(For example: verify schools, daycare centers, nursing homes, medical equipment-dependent seniors, handicapped residents, etc.)

| | High Risk Population | Verified by: | Evacuated by: |
|-----------------------------|---|---------------------|----------------------|
| <input type="checkbox"/> 1: | Twinfield Union School District #33 | | |
| <input type="checkbox"/> 2: | Christ Covenant School | | |
| <input type="checkbox"/> 3: | Groton State Forest Campground | | |
| <input type="checkbox"/> 4: | Onion River Campground | | |
| <input type="checkbox"/> 5: | Daycare Centers (see attached list) Robin Schunk, 2273 Vt Rte 232 Kathie Mucherino, 248 Cree Farm Rd Tonya O'Rourke, 3136 US Rte 2 Carol Bandy, 177 Bunker Hill Circle Brandy Roberts, 1267 Hollister Hill Rd Sally Brickey, 231 Bunker Hill Circle Deborah Franchi, 206 John Fowler Rd Ami Welti-Darling, 806 Maple Hill Rd Lou Dutil, 82 Starpudding Farm Road | | |
| <input type="checkbox"/> 6: | Medical equipment-dependent seniors | | |
| <input type="checkbox"/> 7: | Handicapped residents | | |

11. Evacuation Routes & Shelter Facilities.

Town of Marshfield Rapid Response Plan Maps

See Adobe file (.pdf) entitled “Marshfield RRP Map_2006.”

| | |
|---|-----------|
| Local ICS Organization Assignment List | VT |
| ICS 203 | |

| 1. ICS Staff Position | Contact | Name | Contact Numbers |
|---------------------------------------|--------------------------|------|-----------------|
| 1. Incident Commander | <input type="checkbox"/> | | |
| Deputy | <input type="checkbox"/> | | |
| Safety Officer | <input type="checkbox"/> | | |
| Information Officer | <input type="checkbox"/> | | |
| Liaison Officer | <input type="checkbox"/> | | |
| Name & Contact Number | | | |
| 2. Operations Section Chief | <input type="checkbox"/> | | |
| EMS Division/Group | <input type="checkbox"/> | | |
| Police Division/Group | <input type="checkbox"/> | | |
| Fire Division/Group | <input type="checkbox"/> | | |
| Division/Group | <input type="checkbox"/> | | |
| Division/Group | <input type="checkbox"/> | | |
| Name & Contact Numbers | | | |
| 3. Planning Section Chief | <input type="checkbox"/> | | |
| Situation Unit Leader | <input type="checkbox"/> | | |
| Resources Unit Leader | <input type="checkbox"/> | | |
| Documentation Unit Leader | <input type="checkbox"/> | | |
| Demobilization Unit Leader | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| Name & Contact Number | | | |
| 4. Logistics Section Chief | <input type="checkbox"/> | | |
| Communications Unit Leader | <input type="checkbox"/> | | |
| Facilities Unit Leader | <input type="checkbox"/> | | |
| Food Unit Leader | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| Name & Contact Numbers | | | |
| 5. Finance/Admin Section Chief | <input type="checkbox"/> | | |
| Cost Unit | <input type="checkbox"/> | | |
| Procurement Unit | <input type="checkbox"/> | | |
| Prepared By: | | | Date: |

Daycare Providers

| | | |
|-------------------|--------------------------|----------|
| Robin Schunk | 2273 VT Route 232 | 426-3566 |
| Kathie Mucherino | 248 Cree Farm Rd | 426-3089 |
| Tonya O'Rourke | 3136 US Route 2 | 426-2181 |
| Carol Bandy | 177 Bunker Hill Circle | 454-7356 |
| Brandi Roberts | 1267 Hollister Hill Rd | 454-1568 |
| Sally Brickey | 231 Bunker Hill Circle | 454-1403 |
| Deborah Franchi | 206 John Fowler Rd | 454-1152 |
| Amy Welte-Darling | 806 Maple Hill Rd | 454-4631 |
| Lou Dutil | 82 Starpudding Farm Road | 426-4117 |