

Town of
Woodstock, Vermont

EMERGENCY OPERATIONS PLAN

Town of Woodstock, Vermont
Office of Emergency Management
2025

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WHAT IS AN EMERGENCY?

Any natural or man-made disaster that could lead to loss of life or loss of property.

For example: a normal snowstorm does not pose any serious problems, however a snowstorm that produces more than two feet of snow could result in power failures and roads that are not open to emergency personnel.

Another example is a hurricane or a mini tornado that has struck without warning.

An emergency is any natural or man-made disaster that a meeting of the emergency team could reduce the consequences of the event.

It is always best to call the emergency management team together to decide upon a proper response.

HOW TO RESPOND TO AN EMERGENCY

Step 1 Call the Emergency Management Team together for a meeting.

Emergency Management Director – Eric Duffy
Emergency Management Coordinator – David Green
Highway Department Superintendent – Chris Barr
Fire Chief – David Green
Assistant Fire Chief – Rodney Kenyon
Police Chief – Interim Chris O’Keeffe
Dispatch Supervisor – Elizabeth Therrien
South Woodstock Fire Chief – Chip Kendall
Community Member -

Step 2 Call Vermont Emergency Management
1-800-347-0488 or 1-802-244-8721

PROMULGATION STATEMENT/LETTER

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for the Town of Woodstock, Vermont. It provides a framework for use in performing emergency functions during a major emergency or disaster in the town.

This Emergency Operations Plan includes the four phases of emergency management.

They are as follows:

- **Prevention** - Those activities which eliminate or reduce the probability of an incident, also known as mitigation.
- **Preparedness** – Those activities developed to save lives and minimize damage.
- **Response** – Immediate activities which prevent loss of lives and property and provide emergency assistance.
- **Recovery** – Short- and long-term activities which return all systems to normal or improve standards.

This plan is prepared in accordance with the Federal and Vermont statutes. It will be evaluated, revised, and updated as required. All recipients are requested to advise the Town of Woodstock Emergency Management Coordinator regarding recommendations for improvements.

Date: _____

Signed: _____

Chair, Selectperson _____

Selectperson _____

Selectperson _____

Selectperson _____

Selectperson _____

HOW TO USE THIS PLAN

This is the Woodstock Emergency Town in Plan. It consists of a Basic Plan covering the concepts of operation, organization and responsibilities of participants, missions to be accomplished and implementation procedures. There are two supporting sections:

- The Annexes describe the most important responsibilities to take care of during an emergency.
- The Attachments contain hazard specific response material for specific buildings.

This plan design was developed and adopted, in accordance with NIMS following the Incident Command System to provide information and direction for all organizations with emergency management roles. The plan can be used without prior response experience although participating personnel are encouraged to become familiar with those portions pertinent to their assigned functions.

The Basic Plan describes the administration, operations, and logistics of an integrated emergency management system. The supporting Annexes and Attachments provide the data necessary to implement and execute the plan.

DECLARATION OF DISASTER

In the event of a major disaster in Woodstock, the Select Board has the authority to request the Governor to declare a State of Disaster in the Village/Town of Woodstock. Vermont Emergency Management 1-800-347-0488

Fax the following form – **Local Jurisdiction Request for Emergency Declaration** to 1-802-241-5556

LOCAL JURISDICTION REQUEST FOR EMERGENCY DECLARATION

The ☐ Town ☐ Village ☐ City of Woodstock

Has suffered property damage and/or injury or loss of life resulting from a disaster that exceeds our capability to respond to and recover from and that requires the assistance of the State to protect the health, well-being and public safety or our citizens. Therefore, as provided in 20 VSA Section 10, in my capacity as a:

☐ Select board Member ☐ Town/City Manager ☐ Mayor ☐ President of the Board of Trustees

I request that the Governor declare a state of emergency for the jurisdiction of:

This disaster began on _____ 20____. We have activated and utilized our Rapid Response Plan (RRP) or Emergency Operations Plan (EOP), I request that the State of Vermont activate and utilize its Emergency Operations Plan, and authorize any resources needed to respond to, mitigate, and recover from this disaster.

☐ I shall send the initial Local Emergency Disaster Situation Report to VEM as soon as it is completed.

OR,

☐ The initial Local Emergency Disaster Situation Report is attached to this request.

Dated at _____, Vermont this _____ day of _____ 20____.

Signature and title _____

Printed name and title _____

Contact information for confirmation (email, phone, fax) _____

**Telephone Vermont Emergency Management at 800-347-0488 or 802-244-8721
and fax this request as promptly as possible to VEM at 802-241-5556**

Reference 20 VSA §10. – The all-hazards event provisions of this chapter shall not be brought into action, unless the municipal director of emergency management, a member of the legislative body of the municipality, the city or town manager, or the mayor of a city that is within the area affected by an all-hazards event shall declare an emergency and request the governor to find that a state of emergency exists and the governor so finds, or unless the governor declares a state of emergency under section 9 of this title: (Amended 2005, No 209(Adj Sess.), §11.)

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town Department and/or Agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting, and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated with the Emergency Management Coordinator and updated annually by Department/Agency head.

DISTIBUTION LIST

A public copy of his plan may be found at the following locations:

- 1) Woodstock Town Hall-Town Manager
31 The Green
Woodstock, Vermont 05091
- 2) Woodstock Public Safety Dispatch Center-Supervisor
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 3) Woodstock Fire Department-Fire Chief
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 4) Woodstock Ambulance Service-Coordinator
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 5) Woodstock Village Police Department-Police Chief
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 6) Woodstock Town Clerk Office
31 The Green
Woodstock, Vermont 05091
- 7) Vermont Emergency Management
Department of Public Safety
45 State Drive
Waterbury, Vermont 05761

REVISION SHEET

DATE OF REVISION _____

The attached pages of the Town of Woodstock Emergency Operations Plan have been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list at the Revisions Log to your copy of the plan.

PLAN COMPONENT

DATE REVISIONS POSTED _____

PURPOSE OF PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency and/or disaster response of the Town of Woodstock, Vermont.

The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disaster wherever possible. **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives, and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

This plan is intended to be both “generic” and “hazard specific.” Covering the entire range of emergency and disaster situations from age-old natural disaster to the technological hazards created as a byproduct of our modern society.

The plan is a reference of emergency and/or disaster information, and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information related to **when** and **where** the response will be effective, and even **why** it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing **how** to carry out its assignments in support of the plan.

DEFINITIONS

Director- the Emergency Management Director

Coordinator- the Emergency Management Coordinator

Department- any of the Departments of the Town of Woodstock, Vermont

Emergency- any occasion or instance for which town resources must be applied to protect life and property or relieve suffering and hardship. A **Declared Emergency** is an event which in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part to the United States (PL 100-707, Section 102)

EOC- Emergency Operations Center- a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency or disaster management in an emergency.

EOP- Emergency Operations Plan- written plan for implementing a response to emergency or disaster which have been adopted for use by the town and is updated as needed.

FEMA- Federal Emergency Management Agency- the organization created in 1978 combining all Federal emergency management functions under one agency.

ICS- Incident Command System- a systematic tool used for the command, control, and coordination of emergency response.

Major Disaster- any natural catastrophe, including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or regardless of cause, any fire, flood or explosion in any part of the United States, which by the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under (PL 100-707) to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

NIMS- National Incident Management Systems- a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters or terrorist attacks at the local, state, and federal levels of government.

Vermont Emergency Management- the Division of the Department of Public Safety assigned to coordinate emergency and/or disaster response in Vermont.

SITUATIONS AND ASSUMPTIONS

SITUATIONS:

The town of Woodstock located in Windsor County, in the Southeast section of the State near the New Hampshire border, has an area of 27,776 acres, and a population of 3,797 (2018 Census)

Highways **US ROUTE 4** running east and west through the town, and **VT ROUTE 12** running north and south through town, and **VT ROUTE 106** running south from the village, provide major highway access to the town.

The town has a Full-time fire/ambulance department. The main Fire Station is located at 454 Woodstock Rd. Station 2 is located at 1132 West Woodstock Rd. South Woodstock Fire, located at 25 Morgan Hill Rd in South Woodstock, is a private fire department which provides services to the Town of Woodstock.

Mutual Aid Systems- The Fire Department has mutual aid agreements with the Connecticut River Valley Fire Mutual Aid Association and the Upper Valley Regional Emergency Services Association.

Emergency Medical Services are provided by the Woodstock Ambulance Service.

Law enforcement is handled by the Woodstock Police Department. The Police Station is located at 454 Woodstock Rd.

Dispatching services for the Woodstock Police, Fire and Ambulance are provided by the Woodstock Public Safety Dispatch Center.

Agency assistance is provided by the Vermont State Police, Windsor County Sheriff, and Hartford Police Dept. Vermont State Police dispatching service is out of Westminster, VT (802) 457-1416 or (802) 234-9933. Windsor County Sheriff dispatching service is out of Woodstock, VT (802) 457-1420. Hartford Police, Fire and Ambulance (802) 295-9425.

The Woodstock Town Highway maintenance garage is located at 2576 West Woodstock Rd (802) 457-2233.

The Village Highway maintenance garage is located at 10 Mechanic St in the Village (802) 457-5147.

There is one elementary school located at 15 South St in the Village, and one high school located on Amsden Way off West Woodstock Rd. School buses and personal vehicles are used for transporting students to and from school.

The primary industry in town is tourism; there are many hotels, motels, bed and breakfasts, Air B&B, and restaurants in town.

The Ottauquechee Health Center is located at 32 Pleasant St in the Village. The nearest hospital is Mt. Ascutney Hospital, located in Windsor, VT. Dartmouth Hitchcock Medical Center, a level 1 Trauma Hospital is in Lebanon, NH. Woodstock has one skilled nursing facility, the Mertens House located at 73 River St, and two assisted living facilities for the elderly, The Homestead located at 73 River St and The Woodstock Terrace

located at 39 Sawyer Rd. There is low-income housing for the elderly and disabled, Mellishwood Apartments, located at 34 and 36 Pleasant St. There is low-income housing, Safford Commons, located in West Woodstock.

VULNERABILITY:

The Ottaquechee River flows west to east through town, in addition, several small brooks flow in various parts of town. These have been the cause of some problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding can impact areas in town that are located above designated flood plains, the mountainous areas in town are especially vulnerable to the phenomenon. The frequency of extreme weather events fluctuates from year to year.

ASSUMPTIONS: (HAZARD ANALYSIS)

NATURAL HAZARDS

FLOODS: Floods are the most probable natural cause of emergencies of disaster in Woodstock. Spring thaws and ice breakups may cause some lowland flooding. Summer or fall storms are most likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations are commonplace in Woodstock, Vermont. The town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures; however, ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Woodstock, Vermont. Most windstorms result in downed trees, damaged phone, and power lines, as well as crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the nationwide drought of 1988, however recovery was rapid.

WILDSFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forest contains potential fuel for serious conflagration. Some homes with single access roads are in jeopardy. Fire detection methods are good, with special efforts being made during fire season.

EARTHQUAKE: Earthquakes have been felt in Woodstock in the past and remain a geological possibility. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to unreinforced masonry (brick) buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interest, are not as likely as during the cold war. Since Woodstock is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact on the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous materials lead the list of potential hazards which could impact the town of Woodstock. Fuels are the most widespread materials likely to create problems.

Radiological emergencies are possible from vehicles traveling on highways; **US ROUTE 4, VT ROUTE 12, and VT ROUTE 106.**

Aircraft crashes can happen anywhere in Vermont. Small private planes and military aircraft are more common in Woodstock's air space. A commercial airliner, of course in bad weather, could become involved in Mount Tom or Mount Peg and remain a potential threat to creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Woodstock. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

INCIDENT MANAGEMENT

Woodstock certainly has the weather and natural elements that could combine to create a severe emergency in a very short period that could take our emergency management staff and municipal personnel by surprise.

It is the intent of this plan to help the emergency management personnel and municipal personnel to sufficiently prepare for disaster and emergency situations to minimize the loss of life and property.

INCIDENT MEETING

When the weather or other situations develop that could possibly pose situations beyond the ability of Woodstock personnel to handle, a meeting of the Woodstock emergency management team may be called to discuss the situation and determine if the plan needs to be implemented, or to determine precautionary steps to take before the need for implementing the plan becomes real.

Also, when a municipal department is faced with a situation that could affect the ability of another department to perform its duties an emergency management team meeting may be called.

For example, if the town is in the middle of an ice storm and one or more roads are closed, an emergency management team meeting may be called.

INCIDENT COMMAND ADOPTED

This plan acknowledges the need to appoint an **INCIDENT COMMANDER** in the event of an emergency or natural disaster and follow the guidelines put forth in the **INCIDENT COMMAND SYSTEM**.

If the plan is implemented, the **EMERGENCY MANAGEMENT DIRECTOR** or **EMERGENCY MANAGEMENT COORDINATOR** will appoint an **INCIDENT COMMANDER**.

If these two persons are not available, the **EMERGENCY MANAGEMENT TEAM** will appoint an **INCIDENT COMMANDER** for incident.

ACTIVATION SEQUENCE

1. Alert and order the mobilization of the Emergency Management Team
2. Activate the Emergency Operations Center. The size and composition of the staff is to be determined by the magnitude of the disaster. Any member of the Emergency Management Team may activate/open the Emergency Operations Center.
3. Alert Vermont Emergency Management office for assistance and coordination of other state agencies with disaster capabilities. (800) 347-0488
4. Alert the general population of the disaster or impending disaster. Multimedia pathways Town of Woodstock website, X, Facebook, Woodstock Police website, VT Alert, radio stations. All Multimedia alerts will be provided through Woodstock Emergency Dispatch. Dispatch Supervisor Elizabeth Therrien 802-457-1420
5. Arrange for the notification of residents within the threatened areas consider evacuation/shelter in place.
6. Notify local industries, public utilities, schools, etc.. Of the disaster or pending disaster, as necessary.
7. Establish liaison as necessary to notify public and private agencies, volunteer group, Red Cross and Salvation Army.
8. Activate temporary shelter as needed.

ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION

1. The town Select Board will convene to perform legislative and administrative duties as the situation demands and shall receive reports related to Emergency Management activities.
2. The Town Manager shall be the Emergency Management Director and shall be responsible for organization, administrative and operations.
3. The Emergency Management Coordinator, under the supervision of the Director shall be responsible for the planning, coordination, and operation of the Emergency Management activity in the town.
4. The employees, equipment and facilities of all town departments, boards, institutions, and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization should also include volunteer agencies and/or persons offering services to the town, upon acceptance thereof.
6. Duties assigned to a town department shall be the same or like the normal duties of the department.
7. The Coordinator shall oversee the recruitment of volunteer personnel and agencies to increase the personnel and facilities of the town for emergency management purposes.

RESPONSIBILITIES

The town operations plan consists of this basic plan with appropriate annexes to cover emergency operations as follows.

ANNEX A- Direction and Control: Emergency Management Director. Includes staffing and functioning of the EOC and succession of command.

ANNEX B- Evacuation: Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation, and coordination with shelters.

ANNEX C- Communications. Communications Supervisor. Includes local emergency communications to be utilized for all types of disasters.

ANNEX D- Alert and Warning. Communications Supervisor. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX E- Shelter. Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing the best available shelters and/or feeding, registering, clothing and social services.

ANNEX F- Radiological Protection. Radiological Officer. Includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.

ANNEX G- Police. Chief of Police. Includes maintenance of law and order, control of traffic. Controlling and limiting access to the scene of a disaster.

ANNEX H- Fire, Rescue, EMS. Fire Chief. Includes actions to limit or prevent loss of life and property from fire and threat of fire. The fire department rescue team will assist the EMS personnel in rescue. All fire department members shall assist in warning and evacuating. EMS is to provide medical assistance and transportation of sick and injured persons to temporary or permanent medical facilities and assist in warning and evacuating.

ANNEX I- For Future Use.

ANNEX J- Public Works. Highway Superintendent and Sewer Superintendent. Includes maintaining the town roads, bridges, and sewer systems. Assisting with equipment and personnel if a disaster threatens or occurs.

ANNEX K- Emergency Public Information. Emergency Management Director. Includes actions for providing a flow of accurate and official information and instructions to the public through all means of communication available before, during and after an emergency or disaster.

ANNEX L- Resource Management. Emergency Management Director. Includes actions to obtain vital supplies and other properties found lacking and needed for the protection of health, life and property of people and resources for special or critical facilities.

ANNEX M- Hazardous Materials. Includes the identification of HAZMAT facilities and transportation routes within the town. It also outlines the responsibility for responding to a HAZMAT incident within the town. Incident command will call the State HAZMAT team (800) 641-5005

Because of volume the Town of Woodstock EOP has a Hazardous Materials Annex for further information.

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town Department and/or Agency has the responsibility of preparing a written, functional Annex with appropriate appendices and attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated by the Emergency Management Coordinator and updated annually by Department/Agency head.

ADMINISTRATION EMERGENCY MANAGEMENT STAFF

There shall be two official positions for emergency management. (Minimum of two recommended, Director and Coordinator) The Emergency Management Director shall be the executive head of emergency management. The Coordinator will report to the Emergency Management Director but will be the individual responsible for day-to-day emergency management operations.

The Emergency Management Director shall have the general supervision of the Emergency Management Program and Emergency Management Coordinator. This will include any direction and guidance necessary. The Emergency Management Director shall be the Woodstock Town Manager by virtue of that office.

The Director or designee will be responsible for:

1. Chairing all Emergency Management meetings
2. Provide expertise and guidance to the Coordinator preparing the Emergency Operations Plan
3. Preparing and promotion enabling legislation when necessary
4. Providing town resources to the Coordinator in establishing and operating and EOC
5. Provide guidance in the annual EM budget and preparation of reports
6. Public Information Officer

The Coordinator shall be responsible for:

1. The preparation of the basic plan and its review and update.
2. With the approval of the Select Board/Town Manager, appoint service heads to the Emergency Management Program.
3. Shall have direct responsibility for the organization, the administration, and operations subject to the direction and guidance of the Director and Select Board
4. Schedule training, drills, and exercises to train and test the local government's response capability.
5. Shall be responsible for coordination with District and/or State Emergency Management.
6. Will encourage participation by staff members for Emergency Management training courses and seminars
7. Shall, with the secretary, prepare annual reports for Emergency Management.
8. Shall be responsible for establishing and setting up the EOC
9. Shall be the EOC Manager and provide for adequate staffing.
10. Attend training courses, meetings, and seminars at local, state, and regional levels

RESOURCES AND SUPPORT

RESOURCES:

1. Normal supply methods will be utilized.
2. If emergency supplies are required, they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director.

SUPPORT:

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements
2. Support by State department and/or agencies will be requested through Vermont Emergency Management by calling 800-347-0488
3. Military support can only be activated by the Governor. Requests for assistance will be coordinated through Vermont Emergency Management at the above number.

PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

This Emergency Operation Plan (EOP) was developed for the Town of Woodstock by town officials and dedicated citizens. It is implemented with complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided. It is intended that this EOP be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Emergency Management Coordinator will be responsible for keeping this plan up to date with an annual review. Following any exercise or actual emergency or disaster, the Coordinator will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of town response personnel to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the town's emergency response capability.

AUTHORITIES AND REFERENCES

FEDERAL STATUTES

- *The Federal Civil Defense Act of 1950, Public Law 81-920, (As amended by Public Law 85-606)
- The Disaster Relief Act of 1970, Public Law 91-606
- The Disaster Relief Act of 1974, Public Law 93-288, and Executive Order 11795
- *The Robert T Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707
- The Food Stamp Act of 1977, Public Law 95-113
- The Atomic Energy Act of 1954, Public Law 83-703 as amended
- *The Act of January 5, 1905 Responsibilities of the American National Red Cross
- *The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, title III (SARA)

NOTE: Local EOP's seldom need all the Federal Statutes as listed above. Those marked with (*) are the most applicable to Vermont Communities.

FEDERAL PUBLICATIONS

- Reorganization Plan No 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA)
- Regional Emergency Operation Plan, Appendix A, Emergency Response Team Plan

VERMONT STATUTES

Title 20 VSA, Chapters 1,3,5 & 7, Civil Defense and Military Aid

NOTE: All other applicable State Statutes relative to functions performed by State agencies are listed in the respective alphabetical subsections under "Authorities."

ASSOCIATED VERMONT PUBLICATIONS

Vermont Emergency Disaster Preparedness Plan (On file in the Town Clerk's office)

State of Vermont Emergency Management Administrative Plan

State of Vermont Administrative Plan for Public Assistance (includes Mitigation Grant Program)

Vermont Emergency Resource Management Plan

Vermont Hazardous Material Emergency Plan (SARA Title III on file at Vermont Emergency Management)

EXERCISES AND TRAINING

EXERCISES:

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every Town Department/Agency Head to ensure that his or her personnel receive adequate training. Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator

ANNEX A

DIRECTION AND CONTROL

Town of Woodstock, Vermont

AUTHORITY

1. US Public Law 920, 81st Congress 1950 as amended
2. Title 20, Chapter 1 and Chapter 3, VSA

PURPOSE

To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect the town. To provide emergency information and advice to the public.

SITUATION AND ASSUMPTIONS

SITUATION

1. See Situation, Basic Plan.
2. The Primary town EOC is in the Emergency Services Building located at 454 Woodstock Rd, Woodstock VT - 802-457-1420 Emergency Management Hotline – 802-457-7516. A portable phone bank and full radio services are located at the Primary EOC.
3. The Secondary EOC is in the Town Highway Garage located at 2576 W Woodstock Rd, Woodstock VT – 802-457-2233 Emergency Management Hotline – 802-457-7516. A portable phone bank and full dispatch services through portable radio equipment. Mobile units if necessary.
4. The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded or is expected to exceed the town's normal capability to respond.
5. The decision to order activation of the EOC will be made by the Emergency Management Director or the Emergency Management Coordinator or someone from the EOC team.

The primary staff may consist of:

Emergency Management Director

Emergency Management Coordinator

Woodstock Fire Chief

South Woodstock Fire Chief

Assistant Fire Chief

Police Chief

Ambulance Coordinator

Dispatch Supervisor

Highway Department Superintendent

They type of Disaster/Emergency and response may require additional staff.

ASSUMPTIONS

1. The EOC will be adequate for direction and control
2. Communications will be available
3. Close coordination will occur with neighboring jurisdictions, state officials, volunteers, and industry.

CONCEPT OF OPERATION

The EOC staff upon activation will prepare the EOC for operation and:

1. Ensure that information is being received from field forces, recorded, and evaluated.
2. Based on evaluation coordinate response.
3. Develop and maintain a town situation map identifying problem areas and deployment of responders.
4. Determine the capability of the town to respond to the situation and whether outside assistance is needed and its availability, establish liaison.
5. Issue information and advice to the public. Be prepared to brief the media and answer questions.
6. Prepare for possible 24-hour EOC operation if warranted.
7. Determine procedures for damage assessment and recovery operations.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

EOC Manager- Town Manager/Emergency Management Director has authority to:

1. Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
2. Ensure promulgation of the regulations to protect life and property and preserve critical resources.

3. Request assistance from the State or other political subdivisions where conditions in the town are beyond the control of local emergency management forces.
4. Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of people.
5. Maintain liaison with State and Federal authorities and local authorities from nearby jurisdictions.
6. Coordinate the activity of public and private agencies including volunteers, Red Cross, industry etc.
7. Assume such authority and activity as may be directed by the Emergency Management Director to promote and execute the emergency management plan.
8. Emergency purchasing agent with a limit of \$50,000.

Communications Coordinator/Dispatch Supervisor

1. Normal operational requirements of the Communications Center.
2. Provide initial communications until the EOC is operational.
3. Assist the EOC with communications.

Fire Chief

1. Normal operational requirements of the Fire Department and EMS, coordination with other services.
2. Coordinate with other services if an evacuation advisory is anticipated or issued.
3. Disseminate warnings to the public as required,

Assistant Fire Chief

1. Assume the duties of the Fire Chief in his/her absence, or by his/her direction.

Police Chief

1. Normal operation requirements of the Police Department and coordination with other services.
2. Determine traffic control points, direction for manning and operation.
3. Coordinate with other services if an evacuation advisory is anticipated or issued. Assist in warning.
4. Security of evacuated areas.
5. Security of EOC.
6. Recommendation for requesting outside assistance, including military.

Assistant to Police Chief-Sargent

1. Assume the duties of the Police Chief in his/her absence or by his/her direction.

Highway Department- Highway Superintendent or in his/her absence a designee from the Highway Department

1. Normal operational requirements of the water department and Public Works Department, and coordination with other services.
2. Debris clearance from town roads.
3. Coordination of emergency transportation through the Emergency Management Director.
4. Damage assessment as directed by Emergency Management Director.

Sewer Department-Sewer Superintendent or in his/her absence a designee from the Sewer Department

1. Normal operational requirement of the Sewer Department and coordination with other services.

2. Wastewater Treatment Facility.

ADMINISTRATION AND LOGISTICS

1. Town Manager/Emergency Management Director has the responsibility for assuring that the EOC is physically open.
2. Dispatch at the EIC has the responsibility for assuring the primary staff has been notified.
3. Department heads have a responsibility for providing radio communications to their department by bringing a portable radio.
4. Emergency Management Director or Communications Officer, if one is designated, will arrange for additional telephones or extensions in the EOC if needed.
5. The Emergency Management Coordinator has responsibility for providing personal services to the staff; food, water, sleeping accommodations, etc.

ANNEX B

EVACUATION

Town of Woodstock, Vermont

I. AUTHORITY

1. See Basic Plan.
2. Woodstock Emergency Management ordinance.

II. PURPOSE

To provide procedures that would assist the town in accomplishing or assisting in an orderly evacuation of people.

III. SITUATION AND ASSUPTIONS

A. Situation:

The Town of Woodstock has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The town could also be utilized as a host area for evacuees from disasters or emergencies outside the town's boundaries.

B. Assumptions:

The Town of Woodstock has the ability to offer some assistance if this happens. Direction and control can be accomplished through the Emergency Operators Center. Assistance will be available from local agencies, volunteers, surrounding jurisdictions and State agencies, if required. (See Basic Plan, Assumptions)

IV. MISSION:

To carry out basic government functions of maintaining the public peace, health, and safety is an evacuation of population is contemplated or occurs.

V. CONCEPT OF OPERATIONS:

Service heads of town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the town. This recommendation, time permitting will be directed to the Emergency Management Director for implementation and coordination from the Emergency Operations Center. Town agencies as covered in their respective annexes have the responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation, and coordination with shelter.

VI. ASSIGNMENT OF RESPONSIBILITIES

A. The Emergency Management Director is responsible for:

1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or without the town.
2. Regulations pertain to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
3. Such other regulations are necessary to preserve public peace, health, and safety.

B. The Emergency Management Coordinator is responsible for:

1. Development and coordination of evacuation plans.
2. Maintain liaison with State and Federal authorities of other nearby political sub-divisions.

3. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters.
 4. Coordination of the activity of all other public and private agencies.
 5. Reviewing and updating this annex on an annual or as needed basis.
- C. The Fire Chief** is responsible for:
1. Recommending and assisting in evacuation if situation warrants.
 2. Assisting in dissemination of warning.
 3. Fire inspections and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Coordinator.
- D. The Village Police Chief/Town Constables** are responsible for:
1. Assisting in dissemination of the warning.
 2. Coordinating with the Emergency Management Director or designee on transportation to shelters.
 3. Emergency traffic control and crowd control.
 4. Assisting in evacuation within capabilities and as required by service heads or Director.
 5. Security of evacuated areas and shelters.
- E. The Highway Superintendent** is responsible for:
1. Clearing debris from the town roads.
 2. Coordination of emergency transportation through the Emergency Management Director or Coordinator.

VII. DIRECTION AND CONTROL:

Responsibility for implementing an evacuation, time permitting, rests with the Town Manager/Emergency Management Director. Coordination will be accomplished through the emergency Operations Center under the general direction of the Emergency Management Coordinator who will coordinate the actions and responsibilities of the service heads as covered in their respective annexes and outlines in this annex under assignment of responsibilities.

VIII. COMMUNICATIONS:

Communications will primarily be done by telephone, town radio and cellular phone.

IX. TRAINING AND EXERCISES:

It is the responsibility of the Emergency Management Coordinator to see that training and exercises are conducted on an annual basis.

ANNEX C

COMMUNICATIONS

Town of Woodstock, Vermont

AUTHORITY

1. See Basic Plan

PURPOSE

To identify communication equipment and procedures that will be utilized during an emergency in the Town of Woodstock.

SITUATIONS AND ASSUMPTIONS

Situation

1. See Basic Plan.
2. The Emergency Management Coordinator will be responsible for coordinating all emergency communications activities during an emergency.
3. The Vermont Emergency Management has the responsibility for alert/notification of the town from outside hazards.
4. Emergency services have sufficient radios and telephones for day-to-day emergency operations.

Assumptions

1. See Basic Plan.
2. VT Alert and Social Media will be utilized for emergency warning and instructions to the public.

MISSION

To support the incident by providing the EOC staff with the capability to communicate with emergency forces in the field, the public and other essential services.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Communication Division

1. To maintain telephone and radio systems to ensure reliable communications exist between them and the resources assigned to communicate to them. Adding additional personnel to staff as needed to handle the volume of radio and phone calls.

Woodstock Emergency Management

1. To provide liaison with State and Federal agencies.

2. Ensure that the Vermont Emergency Management is aware of the local communications system procedures.
3. Revise and update this annex annually or as necessary with the department heads.
4. See that personnel are trained and that communications systems are tested periodically.

CONCEPT OF OPERATIONS

1. In an emergency the primary EOC will be in the Emergency Services Building. The EOC will use telephones for primary communications.
2. The secondary EOC will be located at **Station 2**.
3. The EOC has multiple listed telephone lines as well as a portable bank of telephones.
4. In addition to telephone communications, all town departments utilize radio communications. All town department-based radio stations are located at the **ESB**. The Police, Fire, Ambulance, Highway/Public Works, and Sewer Departments can utilize portable radio communications.
5. Cellular phones are used by all senior department supervisors.

ANNEX D

ALERT AND WARNING

Town of Woodstock, Vermont

AUTHORITY

1. See Basic Plan.

PURPOSE

To identify responsible authorities and the method that will be utilized to alert town authorities and warn the public.

SITUATION AND ASSUMPTIONS

Situation

- See Basic Plan.
- The Emergency Management Director shall appoint the Warning Officer (Dispatch) for the Town of Woodstock.
- Vermont Emergency Management has the responsibility to issue alerts/notifications to the Woodstock Public Safety Dispatch Center for any warnings being disseminated by the State of Vermont.
- The Emergency Management Director has the responsibility of notifying the EOC staff when the plan has been activated.
- 4 fire vehicles, 3 ambulances and 3 police vehicles are equipped with loudspeakers.
- A door-to-door warning will be necessary for part of the population.
- The town will utilize the VT Alert System to notify town response personnel and the school departments.

Assumptions

- See Basic Plan.
- Fire and Police vehicles will be available.
- Fire, Police and volunteers will be utilized for emergency warning, instructions, and social media.
- News media and social media will be utilized for emergency warning and instructions to the public.
- VT Alert will be utilized when necessary and available.
- Warning time will vary depending on the hazard and speed of onset. Time available can vary from ample to none but will generally allow town officials enough time to evaluate necessary actions.
- A requirement for warning may be local, area, state or national in origin.

MISSION

To notify the EOC staff and general public if the situation or hazard requires.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- Police Department
 - To receive warning notification through Dispatch, from the State or the public and disseminate as required.
 - Assist the Fire Department in warning the public.
- Fire Department
 - To disseminate a warning to the public using public address systems, town agencies, volunteers and the media as required.
- Emergency Management Agency
 - To provide liaison with State and Federal agencies.
 - Assure that VEM is aware of the local warning point and that procedures are up to date and operational for reception by Woodstock Public Safety Dispatch Center, if any warning has been disseminated from the State warning point or proper State agency.
 - Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
 - See that personnel are trained and that warning functions are exercised.
 - Provide a liaison for the Language Line System when appropriate for non-English speaking groups.
 - Check with the Warning Officer (Dispatch) that nursing homes, major industries and other key locations have been notified.
 - See that verification of warning is made before dissemination by Fire and Police.

CONCEPT OF OPERATIONS

VEM has primary responsibility for initial reception of any warning disseminated by the State. If a warning is locally generated it would normally be received by the Woodstock Public Safety Dispatch Center via phone. Dispatch Center personnel has the responsibility of making sure that all pertinent department heads have been advised. Once this is accomplished the Fire Chief has responsibility for public notification assisted by the Police. The Police Chief has responsibility for EOC staff notification. Time permitting a decision to warn the public and the method to be utilized will be coordinated with the Emergency Management Director particularly if the method of protecting the public includes sheltering and/or evacuation.

COMMUNICATIONS

Town departments will use the municipal frequency for interface including a land line to the school department to man their base if the situation so requires. Primary communications with the media, State and other surrounding local governments will be by telephone. The State Police radio and the Mutual Aid Fire radio systems can be utilized as back-up if necessary. If shelters are utilized primary communications will be by cell phone. If the situation indicates portable radios, mobile radio equipped vehicles or messengers will be used.

ANNEX E

SHELTER

PRIMARY SHELTER

The American Red Cross 855-891-7325 will typically provide the primary shelter in the town of Hartford VT. In the event Hartford is inaccessible a temporary shelter located at the Woodstock Elementary School 15 South St, Woodstock VT

OPENING THE EMERGENCY SHELTER AT WOODSTOCK ELEMENTARY SCHOOL

Overview of steps and actions to open and run the Emergency Shelter at WES:

- Decision to open shelter made by Incident Command (IC).
- Call to Maggie Mills 603-340-3691 to open the shelter and serve as Shelter Manger.
- The Shelter Manger will inspect the site for any large-scale obstructions/hazards and determine if school is ready to serve as shelter.
- Initiate volunteer phone tree.
- Post shelter opening on various websites and request volunteers to go to the school.
- Confirm areas of the school for designated purpose and post signs identifying each area.
- Set up logistics/organization meeting and working area. (Phone, copier, computer, privacy).
- Set up the registration area.
- Begin meal inventory and preparation.
- Begin setting up sleeping areas.
- Set up health station.
- Set up pet area.
- Set up an area for coordinating volunteer efforts that extend beyond the Shelter Conduct AM and PM organization meetings to assess status and plan for needs.

DETAILED STEPS

Shelter Roles and Responsibilities

One person may assume more than one role. This will likely be necessary at times and a reasonable expectation given the number of people served in the shelter.

Shelter Manager

Registration Coordinator

Meals Coordinator

Health Services Coordinator

Management/Command

1. Shelter Manager

- The Shelter Manager makes staffing assignments based on the functions necessary to carry out operations. It is up to the Shelter Manager to ensure that the needs of shelter residents are met and to provide for the overall health and safety of all residents and staff.
 - a. Inspect the facility to ensure the safety of all areas for shelter operations use. Block off unsafe areas and areas not to be used. (Refer to building map/shelter layout).
 - b. Establish communications with IC and report on needs (equipment, supplies, personnel, etc.) and shelter status.
 - c. Maintain communications with EOC.
 - d. Assign arriving staff to shelter functions. Provide ongoing supervision of shelter staff to ensure effective accomplishment of all shelter operations.
 - e. Conduct daily (and as needed) meetings with shelter staff on shelter management issues. Establish work schedules.
 - f. Refer all media contact/request for information to IC.
 - g. Gather as much information as possible from sources within and outside the shelter on needs, resource availability, services, and the status of events. Monitor media sources to keep current on all disaster-related news, especially news about relief services, recovery operations and outside assistance.
 - h. Conduct daily (more as needed) briefings with shelter residents regarding the status of the event and any confirmed related information.
 - i. Maintain an activity log with records of meetings, decisions, and actions. Record important interagency contacts and agreements.

Operations

1. Registration

- The Registration Coordinator oversees the registration of shelter occupants. In addition to collecting basic registration data, registration is an important opportunity to identify shelter residents with needs that may require additional staff support.
 - a. Choose one entrance for registration. Set up the registration table and chairs. Post a Shelter Registration sign as well as a set of the Shelter rules.
 - b. Have persons entering the shelter fill out one registration form for each household.
 - c. Identify any special needs on behalf of persons registering. This includes medical care, counselling, medications, dietary restrictions, or other accommodations.
 - d. Maintain a sign out log for shelter residents who leave temporarily.

Food Services

- The Meals Coordinator is responsible for planning, preparing, and/or ordering meals for shelter residents. This person also supervises other food services staff as needed.
 - a. Inspect the food preparation area. Obtain keys necessary to access food storage. Determine if cooking equipment is functional.
 - b. Initiate communication with retail partners for food supplies.
 - c. Coordinate with the Site Manager to secure additional food supplies from local retail partners.
 - d. Set up the dining area. Post mealtimes on the whiteboard in the cafeteria. Keep mealtimes as consistent as possible.
 - e. Recruit shelter residents to assist with food preparations, cooking, serving, and cleaning up.
 - f. Keep a log of the number of meals served and supplies ordered. Keep receipts, as necessary.

Dormitory

- The Dormitory Coordinator is responsible for setting, supervising, and closing the sleeping area. If using a school, the sleeping area for shelter residents must be separated from the area where any students remain sheltered.
 - a. Inspect the dormitory areas (refer to site map for proposed spaces). Move aide furniture or equipment that might be in the way. Request needed supplies (cots, blankets, etc.) through the Shelter Manager.
 - b. If using a school, students or children remaining at the school should have their own dormitory area. School staff must maintain supervision until the reunification with parents or guardians is complete.
 - c. Set-up the sleeping area(s) and distribute any available blankets and personal hygiene supplies.
 - d. Recruit shelter residents to assist with daily cleaning up of dormitory area(s).
 - e. Post sleeping area(s) rules (quiet hours/time lights are out, NO alcohol/drugs, use the same cot).
 - f. Monitor sleeping area(s) to ensure safety of all shelter residents.
 - g. Inform the Shelter Manager of any suspicious actions, health (physical and mental) concerns, and the status of dormitory resources.

First Aid, Health Care and Mental Health Services

- The Health Services Coordinator promotes and maintains good public health standards within the shelter. This includes overseeing the provision of basic first aid and ensuring access to other health care services as needed. The Health Services Coordinator also arranges for counseling services as needed.
 - a. Call 911 about a medical emergency.
 - b. Set aside an area for a health station. A person with health concerns will be referred to the health station.
 - c. Document all health care performed.
 - d. Stay alert for anyone with a communicable disease.

- e. Monitor the stress conditions for staff and shelter occupants.
- f. Work with Shelter Manager to plan activities or entertainment that will help morale and reduce the stress of the living environment.
- g. Debrief shelter staff before they are released.

Pet Care

- Pets (cats and dogs only) are allowed in the shelter for extreme cases. The Pet Services Coordinator will encourage and assist shelter residents in making other arrangements for their pets.
 - a. People arriving with pets will go directly to the Pet Station to register themselves and their pet(s).

Woodstock Elementary School

Emergency Shelter Registration Form

Date: _____

Time: _____

Name(s)	Special Needs/Health Concerns

Family Members NOT at this shelter:

Home Address:

Cell Phone: _____ Email: _____

Reason for Evacuation:

Obstacle(s) to Return:

☐ I DO authorize the release of information regarding my whereabouts and general condition.

☐ I DO NOT authorize the release of information regarding my whereabouts and general condition.

I am willing and able to help with the following emergency shelter functions: (cleaning, meals, health care, etc.):

Contact Number Post-Disaster: _____

Date Left Shelter: _____ Time Left Shelter: _____

Woodstock Elementary School

Emergency Shelter Map

Room Designation

Room #	Anticipated Use	Comments	Volunteers
Front lobby and stairs	Check-in	Tables to be set up in a horseshoe arrangement. Tables are stored in room #109	2-5
17 Staff Room	Health Services	Tables and chairs are in the room already	1-3
18 Gym	Cot set up station and sleeping area as needed	Cots and blankets should be delivered here	2-5
10 Conference Room/testing	Volunteer workers office space	This room has a phone, cook stove and large white board	
Hallway in front of gym	Stack bottled water		1
Hallway/Ramp	Stack emergency meals and FEMA supplies intended for shelter residents		1
11 Main office	Communication center	Use the main office and the principal's office as needed	
20 Cafeteria	Meal service		3-6
23 Pals Program	Game room	Games and activities for children (with a guardian)	1
30	FEMA workers	Meeting space for interviewing people affected by the disaster	
Library	Shelter residents gathering space	Space for conversations, reading, sitting, etc.	

Stairway open area	Phone room	Phones available for residents to make calls	1
Stairway open area	Mental health	Counselors available to meet residents	TBD
41	Pet kennels	Direct access to outside is available	1
31	Open space	To be determined/as needed	
1-4, 31-36	Sleeping areas	If the children are not at school when the disaster occurs, these classrooms may be assigned as sleeping areas for residents	

To do list:

1. **Make a set of shelter rules to post.**
2. **Comfort kids-Red Cross will be contacted in the future to request a store of these.**
3. **Make a set of dormitory rules to post.**
4. **Identify GO-TO volunteers for the shelter and provide them with basic training.**
5. **Create and store a health care supply kit.**
6. **Create a health care record form.**
7. **Create and go over shelter staff de-brief form.**
8. **Create pet registration form.**

ANNEX F

RADIOLOGICAL PROTECTION

Town of Woodstock, Vermont

PURPOSE:

To provide protection for the population of the town from the effects of radioactive materials.

SITUATION AND ASSUMPTIONS

Radioactive materials could travel through the town. An accident involving a vehicle carrying radioactive materials would be a matter of concern.

CONCEPT OF OPERATIONS

The Emergency Management Director or Coordinator will handle the situation in the same manner as any hazardous materials incident. The area would be secured at an appropriate distance, isolate and evacuate.

State assistance would immediately be requested by calling

VERMONT EMERGENCY MANAGEMENT – 800-347-0488

HAZMAT HOTLINE – 800-641-5005

RADIOLOGICAL OFFICER

RADIOLOGICAL INSTRUMENTS

The Town has 4 radiological detection instruments located in the Police vehicles.

ANNEX G

LAW ENFORCEMENT

Town of Woodstock, Vermont

AUTHORITY:

1. See Basic Plan.
2. Vermont Statutes Annotated – Titles 3,20,23.

PURPOSE:

To provide for disaster and emergency response by Woodstock Police, Town Constable, Vermont State Police, and any other agencies as needed.

SITUATIONS AND ASSUMPTIONS:

Situation

- It is recognized that there are numerous types of disasters or emergencies that could affect the town.
- The geography of the town, approximately 36 square miles, paved and secondary roads, would affect a response to disasters.
- The town has a population of 3,048 (2010 Census), located throughout with a large percentage clustered in communities and housing developments, which can create a demand for response at widely separated locations.

Assumptions

- Assistance may be available from the Vermont State Police, and other area law enforcement agencies during a major disaster or emergency affecting only Woodstock.
- Assistance may be provided from outside the town of Woodstock by requesting aid from the State of Vermont through Vermont Emergency Management.
- Assistance requested from the Woodstock Police Department from outside areas will be provided at the discretion of the Woodstock Police Chief and Emergency Management Director in the event such assistance can be spared.

MISSION

- Protection of life and property
- Assisting in warning of residents
- Assisting in evacuation
- Emergency traffic control

- Crowd control

ADMINISTRATION AND LOGISTICS

- Normal radio channels will be used for day-to-day operations.
- Emergency supplies and equipment will be secured through area supply agencies and administered by assigned logistics personnel.
- Emergency funding will be requested through the Emergency Management Director before, during, and after disasters or emergencies.
- Legal questions will be referred to the town attorney.
- Records of purchasing and disbursements applicable to the disaster/emergency will be kept by assigned finance personnel.

CONCEPT OF OPERATIONS

If a warning is received, or a disaster/emergency occurs, the following will be instituted:

- Off duty personnel will be called in as needed.
- All equipment will be checked and prepared for use.
- Security and protection of departmental personnel will be maintained by the department or by requesting assistance from area law enforcement agencies.
- Evacuation of endangered areas may be accomplished using a mobile public address system followed by a door-to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
- The Police Chief or designee will report to the EOC if activated to provide direction and coordination of police functions.
- The Police Chief may recommend the activation of the EOC if circumstances indicate.

ORGANIZATION AND ASSIGNMENTS

- The Woodstock Village Department normally consists of 6 full-time officers and several part-time officers.
- The Police Chief is responsible for day-to-day and emergency operations of his department and for coordination with other town agencies.
- The Chief or designee has authority for disaster planning and for maintaining and updating this police annex annually or on an as needed basis and coordinating changes with Emergency Management.
- The line of succession of the department is as follows:
 - Chief
 - Sergeant
 - Corporal
 - Full time Certified Officer

- The officer in charge has the responsibility on scene of reporting to an established command post or of recommending or creating a command post if the situation indicates.

DIRECTION AND CONTROL

- The Police department is located at 454 Woodstock Road.
- The Police Chief exercises direction and control of the department's emergency forces. This is accomplished at Police Headquarters under normal operating conditions and at the Town of Woodstock EOC if activated for emergency.
- Maps and markers, charts etc. needed to display the following information will be in the EOC and maintained by the Town Manager and the Emergency Management Coordinator.
 - Deployment of personnel
 - Location of vehicles
 - Lodging/shelter areas
 - Location of emergency command post
 - Location and nature of problem(s)
 - Weather information
 - Type and location of disaster area
 - Location of identified high hazard areas
 - Other pertinent information

COMMUNICATION

- Emergency Communications equipment is maintained and operated through the Town of Woodstock Dispatch Center located at 454 Woodstock Road.
- Twenty-four-hour dispatch is covered by the Woodstock Dispatch Center.
- The Police have radio capability for communicating with Woodstock Municipal Government, Woodstock Public Works, Windsor County Sheriff's Department and Vermont State Police.

TRAINING AND EXERCISES

- Emergency Operations training for department personnel will be conducted by periodic briefings and/or courses pertaining to ICS principles.
- Test exercises for department personnel will be conducted in cooperation with the Woodstock Emergency Management Director and/or Coordinator.

ANNEX H

FIRE AND RESCUE

Town of Woodstock, Vermont

I. AUTHORITY:

1. Emergency Management Ordinance of Town of Woodstock.
2. State Law #231 Acts of 1965 (as needed).
3. Chapters 1 and 3, Title 20, VSA 1951 (as amended)
4. U.S. Public Law 920, 81st Congress, 1950 (as amended).
5. Mutual Aid Compacts VSA, Title 20, Chapter 175 Section 2981-2992.

II. PURPOSE:

To develop a plan that will save lives, assist in minimizing damage to property, and improve recovery in the event of an emergency/disaster requiring a response from the Town Fire Department personnel.

III. SITUATION AND ASSUMPTIONS:

1. The Woodstock Fire Department has the primary responsibility of responding to emergencies in the Town where fire, or threat of fire may exist.
2. It has a responsibility of responding to fire emergencies outside the Town through mutual aid compacts with Connecticut River Valley Fire Mutual Aid Association and Upper Valley Fire Mutual Aid Association.
3. The Fire Department can expect assistance from other Town agencies and departments upon request.
4. Fire Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or influence their capability to respond to other emergencies.

IV. MISSION:

1. To limit or prevent loss of life and property from fires or threat of fires.
2. To assist in warning and evacuation.
3. To assist and cooperate with other Town agencies and departments responding to disaster.

V. ADMINISTRATION:

1. The Fire Department is headed by a Chief appointed by the Town Manager.
2. The Fire Department is normally composed of 7 officers, and 36 volunteers.
3. The Department is continuously in the process of re-evaluating pre-fire plans within the Town.
4. A copy of the resource inventory is included as part of this Annex and identified the type and locality of major pieces of equipment (See Appendix___).
5. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Management Center.

VI. CONCEPT OF OPERATIONS:

1. Operations of the Fire Department require a rapid and coordinated response.
2. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by the Woodstock Dispatch Center.
3. Telephone fan-out can be used as a back-up.
4. The Fire Officer in charge of the incident has responsibility for requesting additional assistance through the Fire Station base radio.
5. Initial response will include an evaluation of the on-scene situation, establishment of a command post, and identification of a staging area if additional assistance is required.

VII. RESPONSIBILITIES:

- a. Fire Chief of Designee:
 1. Responding to fire or threat of fire.
 2. Any rescue work needed, then protecting exposures as required and extinguishing fires.
 3. Assisting other Town agencies, if requested, when life or property is threatened.
 4. Assisting in dissemination of warning.
 5. Recommending and assisting in evacuation if situation warrants.
 6. Requesting assistance from Mutual Aid System and other town agencies/departments.
 7. Keeping proper authorities informed of situation.
 8. Normal operation of the Fire Department.
- b. Fire Department Officers
 1. Must have ability and knowledge to serve as officer-in-charge at an incident until superior officer or chief is on scene and assumes control.
 2. Other specific or related fire response duties as assigned by the Chief of Officer-in-charge at the scene or as indicated in standard operations procedures.

VII. DIRECTION AND CONTROL:

- a. Direction and control, as a function, is covered in Annex A
 1. Requests for off-site assistance shall be requested by the Officer-in-charge through the Woodstock Dispatch Center.
 2. A command post shall be established at the scene with responding agencies reporting on arrival.
 3. If the situation warrants the opening of the Town's Emergency Operations Center, the Officer-in-charge shall assure that communications with the EOC are established, and he/she or a designee shall go to the EOC to provide information and coordination.

IX. COMMUNICATIONS:

1. The Fire Department operates on a primary frequency of 158.835. Fireground frequencies are 2 (158.895), 3 (153.830) and 4 (154.00).

X. WARNING:

1. See Alert and Warning.

XI. SHELTER:

If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Emergency Management Director.

XII. TRAINING/EXERCISES:

The Fire Chief has the responsibility for on-going training and exercising of the Department. It is expected that the Department may be asked to coordinate with the Emergency Management Agency in an annual exercise involving other Town departments.

ANNEX J

DEPARTMENT OF PUBLIC WORKS

Town of Woodstock, Vermont

AUTHORITY

- Vermont Statutes Annotated, Title 20, 1951(As amended Chapter 1, 3).
- US Public Law 920 81st Congress, 1950(As amended).

PURPOSE

To assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the plan.

SITUATION AND ASSUMPTIONS

Situation

- A hazard analysis has been completed that identified types of disasters/emergencies that could affect the town (see basic plan).
- The geography of the town is 27,776 acres with 1 business center and 3 villages. There is 1 river running west to east through town. Routes US 4, US 12, and VT 106 all intersect in the center of Woodstock village which could affect a response to disasters.
- The distribution of the town population of 3,048 (2010 Census) throughout the area could create a demand for response to different locations.

Assumptions

- Assistance will be available from other town departments, local communities and state agencies during/after a major disaster/emergency affecting the town.
- Assistance may be secured from outside of Woodstock and from Vermont Emergency Management.
- Assistance requested from the Public Works department will be provided by the Superintendents of the Sewer, Water, and Highway departments and the Emergency Management Director in the event such assistance can be spared.

MISSION

To provide manpower, vehicles, and equipment to maintain roadways and the town sewer system and to assist other town agencies when requested with personnel material and equipment before, during and after disasters/emergencies.

ADMINISTRATION AND LOGISTICS

- Normal channels will be used for day-to-day operations.
- Emergency supplies will be secured by the Town.
- Limited emergency supplies are maintained at the Woodstock Town highway garage, located at 2576 West Woodstock Road.
- Emergency funding will be requested through the Emergency Management Director before, during and after disaster/emergencies.
- Legal questions will be referred to the town attorney.
- Record of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

WARNING

- The departments of Public Works will receive warning of a disaster/emergency through communications by telephone, municipal radio, or VT Alert system (as described in Annex D).
- They may also receive notification from:
 - The Emergency Management Director
 - The Police and/or Fire Departments
 - The Emergency Management Coordinator
- The Superintendent or designee is on 24-hour call and can be reached by telephone.
- A contact list for key personnel in the Highway and Sewer departments is in the public safety Communications Center.

CONCEPT OF OPERATIONS

If a warning is received, or a disaster/emergency occurs the following will be instituted.

- The Town Manager or designee will report to the EOC if activated to provide direction and coordination of public works functions.
- The Town Manager or designee will recommend activation of the EOC if circumstance indicates.
- Pre-Impact preparations
 - Notify key public works personnel.
 - Assign duties and crews.
 - Check all appropriate equipment.
 - Check fuel supply.
- If necessary, to restore or maintain essential services.
 - Call in former or retired department employees.
 - Make use of local contractors.
 - Contact Vermont Emergency Management through the Emergency Management Director or designee for state and/or federal assistance 1-800-347-0488

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Superintendents of Highway ,water and Sewer Departments are responsible for:

- Day to day and emergency operations of their departments and coordination with other town agencies.
- An up-to-date inventory of departmental resources and personnel maintained at the town office with a copy at the town garage and sewer plant.
- Clearing debris from the town roads.
- Maintaining roads and the sewer system.
- Supplying emergency power if needed to emergency shelters.
- Coordination of emergency transportation through the Emergency Management Director or Coordinator.
- Emergency operations training for department personnel.
- Maintenance and repair of department vehicles by department personnel.
- Maintaining and updating this annex annually or as needed as part of the town's emergency operations plan.
- Testing and evaluating the plan annually in coordination with the Emergency Management Coordinator.
- Reporting to EOC if opened and/or recommending opening the EOC if the situation warrants.
- Emergency operations are under the general direction of the Emergency Management Director or Coordinator.

The Foreman is responsible for:

1. Normal day-to-day activities of the highway or sewer departments in the absence of the Superintendent.
2. Emergency operations instructed by the Superintendent or in the absence of, under the general direction of the Emergency Management Director or designee.

Succession/Continuity

1. Emergency Management Director or designee.
2. Superintendent of Highway and Sewer departments.
3. Foreman of Highway.
4. Foreman of Sewer.

DIRECTION AND CONTROL

- The Emergency Management office is located at the Town Hall.
- The Superintendent's offices are located at the highway garage and the main sewer plant.
- Direction and control of emergency forces is accomplished from the town highway garage under normal operating conditions and from the EOC if activated for an emergency.

- Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the appropriate Superintendent of Highway or Sewer departments and the Emergency Management Coordinator.

COMMUNICATIONS

- Day to day and emergency communications are maintained and operated from the Communications Center.
- The department's vehicles have radio capability for communicating with other municipal departments on the municipal frequency.

TRAINING AND EXERCISES

- Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
- Test exercises for department personnel will be conducted in cooperation with the Woodstock Town Emergency Management Director or Coordinator.

ANNEX K

EMERGENCY PUBLIC INFORMATION

Town of Woodstock Vermont

GENERAL

- Authority – See Basic Plan
- Purpose to outline the role of the Public Information service in the event of a natural or manmade disaster/emergency.

SITUATION AND ASSUMPTIONS

Situation

- See Basic Plan
- Radio stations WJJR & VPR can provide information and instructions to the public during an emergency.
- Radio stations WJJR & VPR are the authorized emergency broadcasting stations (EBS). Authorized to provide immediate information and instructions during an emergency.
- The VT Standard will be asked to publish informational and instructional material when the situation warrants.
- Social Media, Public Access TV, and VT Alert will also be utilized.

Assumptions

- See Basic Plan
- Radio stations will be utilized.
- Area newspapers, social media, and VT Alert will be utilized.
- The local news media will be asked to cooperate with the Town Manager in providing information and instructions to the public in an emergency.
- The Town Manager or designee will ensure that the emergency public information package is printed and distributed to the public

MISSION

To provide accurate and official information and instructions to the people through all available media before, during and after disasters/emergencies

EXECUTION

Organization

- The Town Manager or designee will select personnel to assist in providing fast accurate reporting during emergencies.

Warning

- The Town Manager or designee will be alerted by Emergency Management if required when any emergency occurs.
- The Public Information Officer or designee will alert his/her assistants.

Concept of Operations

- The Public Information Officer or designee will report to the EOC or alternate EOC when requested by the Emergency Management Director
- The Public Information Officer or designee will coordinate the collection and evaluation of information instructions for the public
- All releases, information or instructions will be cleared with the Emergency Management Director before being disseminated to the public.

Assignment of Responsibilities

The Public Information Officer or designee will be responsible for the following.

- Maintaining a list of local news media personnel within the town together with their phone numbers
- Maintaining any other material necessary to conduct their assignment
- Maintaining a file of all news releases
- Establishing an information center at the EOC for the media
- Preparing appropriate new releases
- Coordinating information for public release with the other emergency services
- Contacting the Emergency Broadcast Station to determine EBS entry
- Notifying the public of information and instructions outlined in the emergency public information package and assuring that the package is up to date.
- Establishment of rumor control center

Training and Exercises

- The public information staff will undergo training, as necessary.
- Test exercises may be conducted annually. The Public Information Officer will participate or be present at the exercise.

ADMINISTRATION AND COMMUNICATIONS

Administration

- The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the Emergency Management Director
- The primary communications between the Public Information Officer and the news media will be by telephone.

LOCAL RADIO AND TELEVISION

WVFA Radio in Lebanon	802-295-9683
WNTK Radio in New London	617-999-2430
WCAX Channel 3	802-652-6300
WNNE Channel 31	802-295-3100
WJJR Radio in Rutland	802-775-6499
VPR in Colchester	802-655-9451

SOCIAL MEDIA AND WEBSITES

VT-Alert

The public can sign up for VT-Alert by going to <http://www.vtalert.gov/> they can also get the Everbridge App for Android and I-phone.

Facebook

The town of Woodstock has three Facebook pages they are as follows:

Woodstock Police Department <https://www.facebook.com/profile.php?id=100064535056811>

Woodstock Fire/EMS Department <https://www.facebook.com/profile.php?id=100079244934148>

Woodstock Town Hall <https://www.facebook.com/townofwoodstockvt>

Town Websites

The town of Woodstock has three Websites they are as follows:

Woodstock Police Department - <https://woodstockpolice.org/>

Woodstock Fire/EMS Department - <https://www.woodstockfire-ems.org/>

Town of Woodstock VT - <https://townofwoodstock.org/>

PUBLIC NOTICE SITES

Woodstock Town Hall – 31 The Green, Woodstock VT – 802-457-3456

Norman Williams Public Library – 10 The Green, Woodstock VT – 802-457-2295

Woodstock Emergency Services Building – 454 Woodstock Rd, Woodstock VT – 802-457-1420

Residents and guests of Woodstock VT can also call VT 2-1-1 for resources.

ANNEX L

RESOURCE MANAGEMENT

VTRANS District 4

Joe Ruzzo

802-295-8888

Contractors for bridge and road work

Miller Construction

802-674-5525

Daniels Construction

802-674-6323

Gurney Brothers

802-886-2210

Notts Excavating

802-295-2734

Mosher Excavating

802-422-3146

Wayne Wilson Excavating

802-457-4336

Schultz Excavating

802-457-3714

Willey Construction

802-674-2500

Woodstock Backhoe Service

802-457-3100

MATERIAL

Pike Industries

603-298-8373

603-298-8554

Twin State Sand & Gravel

603-298-8705

Carroll Concrete

603-298-8777

LINE FLUSHING

Hartigan Company

800-696-0761

WOODSTOCK HIGHWAY

UNIT	NAME	PRIMARY	SECONDARY
PW2	Chris Barr	802-230-6528	
PW3	Robert Chamberlin	802-457-4264	
PW4	Nate	802-369-5533	
PW7	Everett Chamberlin	802-369-8900	
PW8	Dan Putnam	802-342-2406	
PW9	George Colston	802-457-2692	
PW10	AJ Wright	802-275-7150	
PW11	Butch Proctor	802-291-1194	
	Town Garage	802-457-2233	
	Village Garage	802-457-5147	

WOODSTOCK SEWER

UNIT	NAME	PRIMARY	SECONDARY
PW14	Tim Lynds	802-672-3763	
PW13	Alex Beloin	802-281-2197	
PW15	Cody Parkhurst	802-234-5040	802-289-2255
	Main Plant	802-457-1910	
	On-Call Pager	802-749-5809	
	Cell Phone	802-356-0690	

WOODSTOCK POLICE DEPARTMENT

FULL-TIME

UNIT	NAME/RANK	PRIMARY	SECONDARY
M481			
M482	Christopher O'Keeffe – Interim Chief	802-291-0086	617-763-9555
M483	Kirsten Murphy – Corporal	802-291-1748	
M484	Elizabeth Turco – Officer	802-952-9537	
M485	Sanuj Arora – Officer	413-250-7135	
M486	Joseph Swanson – Officer	802-280-5030	

PART-TIME

M487	Denel McIntire – Officer	802-291-4966	
M488	Joseph Lucot – Officer	802-356-2645	
M489	Kyle Goodrich – Officer	802-236-0796	
M491	Steven Neily – Officer	802-698-3005	
M492	Joshua Linton – Officer	802-738-3345	
M494	Mark Donka – Officer	802-291-4065	

METERPERSON

P2	Terri Poljacik	802-359-2441	802-672-3756
P3	Robin Zito	802-356-7948	

CONSTABLE

K5	Kelly Linton	802-839-6238	802-457-4563
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WOODSTOCK DISPATCH CENTER

FULL-TIME

NAME	POSITION	PRIMARY	SECONDARY
Elizabeth Therrien	Supervisor	802-683-8130	
Douglas Perkins	Dispatcher	802-281-9951	
Lisa Linton	Dispatcher	802-558-9344	802-457-4563
Carolyn Lord	Dispatcher	603-843-5341	

PART-TIME

Katrina Porch	Dispatcher	802-236-5752
Hailey Corrigan	Dispatcher	802-855-3110

NEIGHBORING EMDs

BRIDGEWATER	Owen Astbury	802-672-3180
HARTFORD	John Haverstock	802-295-9353
HARTLAND	John Broker-Campbell	802-436-2119
POMFRET	Kevin Rice	802-457-3861

ANNEX M

HAZARDOUS MATERIAL INCIDENT

CONTACT FIRE CHIEF OR DESIGNEE

THEY IN TURN WILL CONTACT VERMONT HAZARDOUS MATERIALS RESPONSE TEAM if necessary

1-800-641-5005

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	1				
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	N/A	N/A	N/A	2	Road Sweeper	1				
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	1			1	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer	1			N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)	3					Trailer, Small Equipment			N/A	N/A	2
Firefighting Crew Transport				N/A	1	Truck, On-Road Dump			6		
Aerial Fire Truck			N/A	N/A		Truck, Plow			3		
Foam Tender			N/A	N/A		Truck, Sewer Flusher				1	
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			1			Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small	1	1		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			4			Wood Tub Grinder					
Grader	1			N/A							