

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

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
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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	454-7851	476-3161
<input type="checkbox"/>	Christopher Martin	Selectboard		454-8441	
<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"/>	Determine Type
	<input type="checkbox"/>	Determine Casualties
	<input type="checkbox"/>	Secure a perimeter around affected area
	<input type="checkbox"/>	Consider Traffic Control
	<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	Owen Bradley
<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 454-7851-home	Tim Maclay
<input type="checkbox"/> Shelter # 6:			

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 454-7851	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	454-7851	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	454-7851	476-3161	Tim Maclay
<input type="checkbox"/> 10. Hazardous Materials	454-7851	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	Gordon Durkee
<input type="checkbox"/> 13. Law Enforcement & Security VSP	229-9191 911		Middlesex Barracks
Town Constables	426-3081 426-3573		Shawn Codling Anne Nadel
<input type="checkbox"/> 14. Emergency Public Information	454-7851 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		
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		
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		
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	
<input type="checkbox"/> 9:	Patty Crossing Bridge	
<input type="checkbox"/> 10:	Nasmith Brook Rd Bridge	
<input type="checkbox"/> 11:	Onion River Campground Bridge	
<input type="checkbox"/> 12:	John Fowler Rd Bridge	

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		
<input type="checkbox"/> 8:			

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