

Local Emergency Management Plan Municipal Adoption Form

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

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

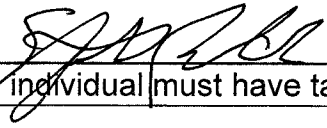
VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

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

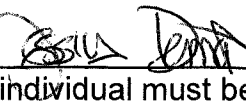
REMC Representatives	
REMC Emergency Services Appointee	
Email	
EMD REMC Representative	
Email	

Municipality	MOOKTON
LEMP Adoption Date	5/13/2025
NIMS Adoption Date	
EMD Name	STEPHEN PILCHER
Position	
Primary Phone	802-598-1935
Alternate Phone	
Email	
Public contact information	Stephen Pilcher 802-453-3800
POC 2 Name	
Position	
Primary Phone	
Alternate Phone	
Email	
POC 3 Name	
Position	
Primary Phone	
Alternate Phone	
Email	

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

Signed\*  Printed Name: Stephen Pilcher  
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

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

Signed\*  Printed Name: Jessica Demeritt  
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

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

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



## Required Elements

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

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

## Local Emergency Management Plan

### 1. Emergency management planners

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

Stephen Pilcher (EMD) and Harry Schoppmann (VEM)

### 2. Municipal emergency operations center (EOC)

*The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.*

**Which municipal position(s) can activate the EOC?**

Emergency Management Director (EMD)

#### ***Preferred EOC positions and duties***

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
all Taker	Staffs' phones and radio.
Public Information Officer	Produces and posts public information and press releases
Logistics	Tracks and Coordinates any requests for support
Situational Awareness	Tracks and answers requests for information
Admin	Maintains operations log, documents expenses for reimbursement

#### ***Potential EOC staff members***

<i>Name</i>	<i>Qualified position(s) and notes</i>
Stephen Pilcher	EOC Director

#### ***Primary EOC location***

Facility address:	Monkton Fire Station- 3747 States Prison Hollow Road
Phone numbers:	802-453-3869
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

**Alternate EOC location (if applicable)**

Facility address:	Monkton Town Hall- 92 Monkton Road
Phone numbers:	802-453-3800
Equipment notes:	<input checked="" type="checkbox"/> generator ( <b>Hook up in place for the generator</b> ) <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input type="checkbox"/> food prep

**Alternate EOC location (if applicable)**

Facility address:	Monkton Central School-1036 Monkton Road
Phone numbers:	802-453-3800
Equipment notes:	<input type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

**3. Resources**

**Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.**

Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

The EMD, Selectboard, Fire Chief and Road Foreman have a \$5,000 emergency spending limit.

*Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.*

**Town or city owned resources (if applicable)**

Type of resource	Name	Contact information
3 fire engines, 1 tanker	Fire Department	Chief Curtis Layn
5 dump trucks, excavator, grader, generator, 2 loader/backhoes, woodchipper	Highway Department	Road Foreman Shane Lawrence

**Businesses with standing municipal contracts (if applicable)**

<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Public Works Mutual Aid Agreement		

**Other local resources (if applicable)**

<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Diesel Fuel	Hart and Mead	802-482-2421
Heavy Equipment	Parker Excavation	Roger Parker 802-877-3434
Heavy Equipment	Acker Excavating	Chris Acker 802-453-4678
Waste hauling	Acker Waste Management	Wade Acker 802-453-6701
Landscaping	Wahl Landscaping	Bob Wahl 802-453-3158

State support that is usually at no cost to the municipality:

Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)

Vermont Urban Search and Rescue (USAR, VT-TF1)

- Vermont State Police Special Teams
- Swiftwater rescue teams (both local and VT-TF1)
- Regional shelter support
- Subject matter expertise from state government agency or federal response agency

State support and resources the municipality will normally eventually have to pay for:

- Supplies and equipment
- VTrans equipment and personnel
- Vermont National Guard support

*The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.*

<b>National Incident Management System (NIMS) typed resources* (if applicable)</b>											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

\*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

#### 4. Public Information and Warning

<p><i>During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i></p> <p><i>Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.</i></p> <p><i>Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the <u><a href="#">Buildings and General Services website</a></u> to meet these needs. Please consider what those needs may be, and how those needs can be met.</i></p>	
Local VT-Alert managers and managers of other notification systems (if applicable):	Vermont Emergency Management Watch Officer 800-347-0488
Important local websites or social media channels (if applicable):	Town Website: <a href="http://www.monktonvt.com">www.monktonvt.com</a> Front Porch Forum, Community Facebook
Local newspaper, radio, TV (if applicable):	The Addison Independent <a href="https://www.addisonindependent.com">https://www.addisonindependent.com</a>
Public notice locations: These are physical locations that you are required to post meeting notices per <u>17 V.S.A. § 2641</u> . Two must be in town and the third must be in or near the town clerk's office.	Monkton Town Office Monkton Library Monkton Post Office
<p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.</i></p>	

**5. Organizations and communities requiring additional coordination**

*This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through Citizen Assistance Registration for Emergencies (CARE). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.*

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
CARE	VEM Watch Officer 800-347-0488	Call Watch Officer to Request
Monkton Central School 1036 Monkton Road (N. Ferrisburgh)	Mike Lansing (Principal) 802-453-4211	
Special Needs Residents	Bailey Gordon- Town Service Officer-922-1653	
Carolyn Fogg Daycare 545 Monkton Road	Carolyn Fogg 377-5326	





**Contact Information**

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
<b>Local emergency management team</b>					
EMD (Emergency Management Director)	Stephen Pilcher	598-1931 (C)	453-3800 (W)	425-2178 (H)	<a href="mailto:spilcher@monktonvt.com">spilcher@monktonvt.com</a>
EMC (Emergency Management Coordinator)					
EOC Staff					
EOC Staff					
EOC Staff					
EOC Staff					
<b>Local response organization contacts</b>					
Fire Chief	Curtis Layn	355-3570 (C)	453-6919 (W)	453-3869	
Assistant/Deputy Fire Chief					
EMS Chief	Monkton First Response	911			
Addison County Sheriff	Michael Elmore	802-388-2981			Michael.elmore@vermont.gov
State Police	New Haven Barracks		802-388-4919		
Local Dispatch Center	Shelburne Dispatch	911	802-985-8051		
E-911 coordinator	Susan Gulranjani	802-453-3800			
<b>Local public works contacts</b>					
Road Foreman	Shane Lawrence	453-3263 (W)	349-4820 (C)		
Road Commissioner					
Town Garage		453-3263 (W)			
Drinking Water Utility					
Wastewater Utility					
<b>Municipal government contacts</b>					

