

Local Emergency Management Plan Municipal Adoption Form

Town of Starksboro 2849 Route 116 Starksboro, VT 05487

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management 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 (POCs) who should have authoritative local information are listed at right.

Municipality	Town of Starksboro
LEMP Adoption Date	, 2024
NIMS Adoption Date	June 3, 2014
EMD Name	Charlene Phelps
Position	EMD
Primary Phone	802-363-4276 (Cell)
Alternate Phone	802-453-3461 (Home)
Email	lvtwins@gmavt.net
POC 2 Name	Amy McCormick
Position	Town Clerk
Primary Phone	802-453-2639 (W)
Alternate Phone	
Email	amy@starksborovt.org
POC 3 Name	Koran Cousino
Position	Selectboard Chair
Primary Phone	802-453-4352
Alternate Phone	
Email	kcousino@starksborovt.org

☒ Mark this block if a readopted plan has no changes since the previous year.

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

Signed* Charlene Phelps

Charlene Phelps, EMD

Printed Name; 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 as stated above:

Signed* Koran Cousino

Koran Cousino, Select Board Chair

Printed Name, Selectboard / council member

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.

*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.



Local Emergency Management Plan (LEMP)

Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

Municipal Adoption		
<input type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	
	Contact information for local authorities during an emergency	
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	
	LEMP adoption by local selectboard / city council (annual)	
	Submission of LEMP to Regional Planning Commission (RPC)	
LEMP Required Elements		Page
<input type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	
	EOC staff positions and duties (minimum 1)	
	List of potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1)	
<input type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	
	List of standing municipal contracts that can be used during an emergency	
	National Incident Management System (NIMS) Typed Resource List	
	List of other local resources that could be used during an emergency	
<input type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	
	Local website / social media information (if any)	
	List of local media outlets (if any)	
	Public notice sites for non-phone/Internet information	
	Vermont 2-1-1 contact information	
<input type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	
	Identification and monitoring process	
<input type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	
	Opening information for local shelters (if any)	
	Service information for local shelters (if any)	
<input type="checkbox"/>	Contact Information	
	Emergency Management personnel	
	Response organizations	
	Municipal officials / public works	
	State, region, and adjacent municipality contacts	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Charlene Phelps, EMD	
	Andrew L'Roe, ACRPC

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Selectboard
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC Staff	Staffs phones and radio
EOC Staff	Tracks and answers any Requests For Information (RFI)
EOC Staff	Tracks and coordinates any Requests For Support (RFS)
EOC Staff	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
see Annex 1 on p. 6	
Primary EOC Location	
Facility / Address:	Starksboro Town Office, 2849 VT Route 116
Phone Numbers:	453-2639
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Old Fire Station, 3011 VT Rte 116
Phone Numbers:	453-3138
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Fire Station, 3902 VT Rte 116
Phone Numbers:	453-5893
Equipment/Notes:	

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Town of Starksboro		
Emergency spending limits: N/A	No limits set	
<i>Businesses with Standing Municipal Contracts</i>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
N/A		
<i>Other Local Resources</i>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Heavy Equipment &	Dennis Casey	453-4054
Construction Equipment	Pat Hendee	453-3424
Electrician	Don McCormick	453-4038
Town Equipment	Selectboard	453-2639
Tractors/Farm Equipment	Clifford Farm	453-4602
Tractors/Farm Equipment	Russell Farm	453-2208
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support <p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

National Incident Management System (NIMS) Typed Resources*											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper	N/A	N/A	N/A	N/A	1
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)	2					Trailer, Small Equipment	N/A	N/A	N/A	N/A	1
Firefighting Crew Transport				N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	3
Aerial Apparatus, Fire						Truck, Plow	N/A	N/A	N/A	N/A	
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering					
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pump, Water Distribution					
Fire Boat				N/A		Water Pump, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A	1	Wheel Loader, Medium	N/A	N/A	N/A	N/A	
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	1
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A	
Generator	N/A	N/A	N/A	N/A		Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A	1						

*Information about the NIMS Typed resources can be found at: <https://rtit.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List:

<https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

<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>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town of Starksboro website http://www.starksborovt.org Facebook page: https://www.facebook.com/starksborovt/ Front Porch Forum
Local Newspaper, Radio, TV:	The Addison County Independent https://www.addisonindependent.com/
Public Notice locations:	Town Office Post Office Jerusalem Store Robinson School
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of 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.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are 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.</i>	
Name / Notes	Contact Info
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Robinson Elementary School, 41 Parsonage Road	Andy Young, 453-2949 *New incoming principal
Mobile Home Park, Lazy Brook MHP	ACCT, 877-2626
Mobile Home Park, Brookside MHP	ACCT, 877-2626
Mobile Home Park, Hillside Manor	ACCT, 877-2626
Starksboro Pre-School, Starksboro Meeting House	Susan Pare, 453-4427
Handicap residents (See EMC List)	Charlene Phelps, 363-4276
Camp Common Ground Center	453-2592

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at **800-347-0488** and request support
- Track the status of residents who need shelter until their situation stabilizes

Primary Local Shelter

Location / Address:	Robinson Elementary School, 41 Parsonage Road, Starksboro
Facility Contact(s):	Andy Young
Phone Numbers:	802-453-7989 (Home), 802-453-2949 (Work)
Shelter Manager:	Andy Young / Charlene Phelps
Staff Requirements:	Volunteer
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Has a backup generator Has wiring in-place for generator hookup Capacity: 125 Generator? Y / N Pets Allowed? Y / N

Alternate Local Shelter

Location / Address:	Starksboro Town Hall, 2827 VT Rte 116, Starksboro VT
Facility Contact(s):	Selectboard
Phone Numbers:	363-4276
Shelter Manager:	Charlene Phelps
Staff Requirements:	Volunteer
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Capacity: 150 Generator? Y / N Pets Allowed? Y / N

Alternate Local Shelter

Location / Address:	Fire Station, 3902 VT Rte 116, Starksboro VT
Facility Contact(s):	Tom Estey
Phone Numbers:	453-4511
Shelter Manager:	Charlene Phelps
Staff Requirements:	Volunteer
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Has a backup generator Has wiring in-place for generator hookup Capacity: 40-50 Generator? Y / N Pets Allowed? Y / N

Annexes (Optional, create and letter as needed)









Annex 1. Maps of Road Names

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

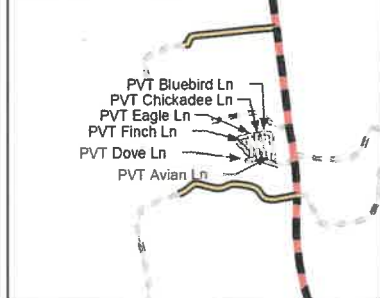
Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Charlene Phelps	802-363-4276 (Cell)	802-453-3461 (home)		lucetwins@gmail.net
EM Coordinator					
Local Response Organization Contacts					
Fire Chief	Tom Estey	802-453-2319	802-373-6529		estey463@yahoo.com
Assistant/Deputy Fire Chief	Tony Porter	802-989-5096			loggertonv@gmail.com
EMS Chief	Charlene Phelps	0802-363-4276	802-453-3461		lucetwins@gmail.net
Chief of Police or Constable	N/A				
State Police or County Sheriff	New Haven State Police Barracks	9-1-1			
Local Dispatch Center					
Local Public Works Contacts					
Road Foreman	Josh Martell	802-453-2319	802-578-4629		roads@starksborovt.org
Road Commissioner	N/A				
Town Garage	Josh Martell	802-453-2319	802-578-4629		roads@starksborovt.org
Village Drinking Water	Rick Davis	802-349-7112			rickdavis052@yahoo.com
Wastewater Utility	N/A				
Municipal Government Contacts					
Town Administrator	Rebecca Elder	802-453-8117	802-578-0501		rebecca@starksborovt.org
Town/City Manager	N/A				
Selectboard Chair	Koran Cousino	802-453-4352	802-349-8574		kcousino@starksborovt.org
Selectboard Vice Chair	John Painter				jpainter@starksborovt.org
Selectboard Alt	David Schmidt				dschmidt@starksborovt.org
Selectboard Alt	Eric Cota		802-373-9763		ecota@starksborovt.org
Selectboard Alt	Carin McCarthy				cmccarthy@starksborovt.org

Town of Starksboro Road Names

Road Class

-  US Highway
-  State Route or Class 1
-  Town Class 2
-  Town Class 3
-  Town Class 4
-  Legal Trail
-  Forest Rd
-  Private Rd

Brookside inset



0 0.5 1 2 3 Miles



Addison County
REGIONAL PLANNING COMMISSION