

STATE OF VERMONT EMERGENCY OPERATIONS PLAN

I. INTRODUCTION

PURPOSE OF THE PLAN

This plan is a state-level integrated emergency management document. It is designed to describe the Vermont emergency disaster response support and recovery processes and serve as a guideline for all phases of comprehensive emergency management.

The Vermont State Emergency Operations Plan (SEOP) is the basis for the Vermont emergency management system. It is the primary outline for the coordination of Vermont capabilities in compliance with state and federal guidelines. Vermont Division of Emergency Management and Homeland Security (DEMHS) personnel and its many response and recovery partners assisted in the development of this plan.

The plan is intended to be “All Hazards,” covering the entire range of emergency and disaster incidents from natural disasters and technological hazards, to the impact of the threat of terrorism. Although it is called a “State Emergency Operations Plan,” the scope extends from preventive measures and preparations through local and state response actions, to recovery, post-disaster programs and Federal Disaster Assistance.

This plan is a reference of emergency disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions that could confront Vermont State government. Special information required to deal with specific hazards in response or recovery is summarized in the fourteen (14) State Support Functions (SSFs) and nine (9) Recovery Support Functions (RSFs) in this plan, with reference to supporting documents, annexes and attachments. Details may be in separate annexes for the convenience of response or response support personnel.

This plan does not contain resource inventories or personnel directories; resource inventories are maintained by each agency and personnel directories are maintained in VTAlert. Specific Operating Instructions are included in Tabs to each SSF Annex, included in the Agency Annex section of the plan, or held by the responsible agency. This plan is designed to bring the user to the point of knowing what is to be done and who is to do it, and may include information relative to when and where the response or recovery activities will be concentrated. Each participating organization, private or governmental, must depend on its own expertise to develop the guidelines describing how it will carry out its assignments. Logistics, techniques, methodologies and implementation strategies are components of organizational procedure manuals. The development of these “Standard Operating Procedures” (SOPs), or “Emergency Service Operational Procedures” (ESOPs) or “Field Operating Guides” (FOG) is the logical extension of this plan and the responsibility of each contributing agency.

This State Comprehensive Emergency Management Plan fully addresses the efforts of the State in mitigation though the State Hazard Mitigation Plan located in Support Annex 3.

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SCOPE AND APPLICABILITY

Scope

The SEOP covers the full range of complex and constantly changing requirements in anticipation of, or in response to, threats or acts of terrorism, major disasters, catastrophic incidents and other emergencies. The SEOP also provides the basis to initiate short and long-term community recovery and mitigation activities.

The SEOP establishes interagency and multi-jurisdictional relationships and mechanisms for State Government involvement in, and with DEMHS or the State Emergency Operations Center (SEOC) coordination of, incident support activities depending on the magnitude of the incident.

This includes coordinating structures and processes for incidents requiring:

- State support to local governments;
- State agency to state agency support;
- The exercise of direct state authorities and responsibilities, as appropriate under the law;
- Public and private-sector incident management integration;
- Support to other states; and
- Support to eastern Canadian Provinces

In addition, the SEOP:

- Recognizes and incorporates the various jurisdictional and functional authorities of state departments and agencies, local governments and private-sector organizations in incident management; and
- Recognizes supporting statutory obligations for continuity of government operations for local and state levels, as well as judicial, legislative and executive branches in response as outlined in the Hazard Identification/ Risk Assessment (HIRA).

Applicability

The SEOP applies to all state departments and agencies that may be requested to provide assistance or conduct operations in actual or potential incidents. These incidents require a coordinated response by an appropriate combination of federal, state, local, private-sector and non-governmental entities.

Incident Management Activities

Incident Command System

The Incident Command System (ICS) is the model for command, control and coordination of an emergency response. It provides a means to coordinate the efforts of individual agencies as they work toward stabilizing the incident and protecting life, property and the environment. ICS uses principles proven to improve efficiency and effectiveness in an emergency response. Due to the increased complexity of events

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occurring in Vermont and the number of agencies/departments with responsibility to act, Vermont has adopted the National Incident Management System (NIMS) as indicated in Executive Order No. 30-05 (Appendix V of this plan).

The Incident Command System can be scaled up or down to meet the need, which makes it a flexible model for situations widely disparate in scope and nature. It can be applied to a wide variety of emergency and non-emergency situations, such as:

- Fires
- Hazardous material accidents
- Multi-casualty incidents
- Events involving multi-jurisdictional and multi-agency responses
- Wide-area search and rescue missions
- Oil spill response and recovery incidents
- Single and multi-agency law enforcement incidents
- Air, rail, water or ground transportation accidents
- Planned events (i.e., celebrations, parades, concerts)
- State or local major natural hazards management
- Acts of Terrorism and/or Weapons of Mass Destruction Incidents

ICS Organization

Every incident or event has certain major management activities or actions that must be performed. Even if the event is small, and only one or two people are involved, these activities still apply to some degree.

The organization of the Incident Command System is built around five major management activities. They are:

Command

- Sets objectives and priorities
- Has overall responsibility at the incident or event

Operations

- Conducts tactical operations to carry out the plan
- Develops the tactical objectives
- Organizes resource and response organizations
- Directs all resources

Planning

- Develops the action plan to accomplish the objectives
- Collects and evaluates information
- Prepares situation reports
- Maintains resource status
- Documents incident activities

Logistics

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- Responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment and supplies
- Provides support to meet incident needs

Finance/Administration

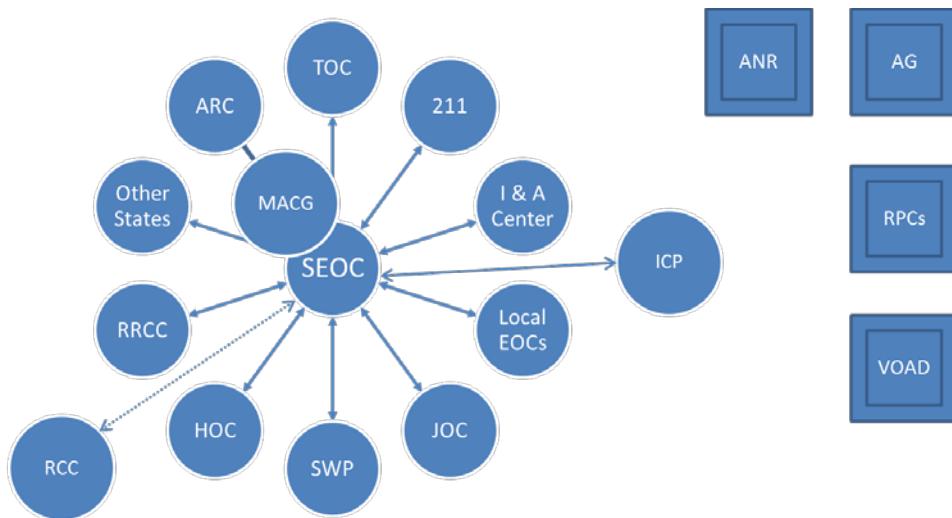
- Monitors costs related to incident
- Provides accounting, procurement, time recording and cost analyses

These activities are the foundation upon which the ICS organization develops. They apply to any emergency, organizing for a major event or managing a major response to a disaster.

For small incidents one person, the Incident Commander (IC) may manage these major activities. Large incidents usually require that they be set up as separate sections within the organization. Each of the primary ICS Sections may be subdivided as needed. The ICS organization can be sized to meet the needs of the incident.

When the state activates in response to an emergency, it is usually in support of local operations that are already under way. In the overwhelming majority of incidents where state assistance is requested by a local jurisdiction, that request will be made to the DEMHS Watch Officer or the State Emergency Operations Center (SEOC). The SEOC will act as a Multi-Agency Coordination Center (MACC) within the State Multi-Agency Coordination System (MACS) and is responsible for coordinating or assigning agency resources in a multi-agency or multi-jurisdictional environment.

Department Operations Centers (DOCs) may be activated in response to an emergency, including the Transportation Operations Center (TOC), Joint Operations Center (JOC), and Health Operations Center (HOC). These DOCs serve as an extension of their corresponding State Support Function at the SEOC.



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If a catastrophic incident occurs statewide or regionally and the capability of the SEOC to coordinate resource support may be overwhelmed, public safety officials may activate one or more of the four Public Safety Districts as outlined in 20 V.S.A., Chapter 1, subsection 5. These public safety districts are coincident with the Vermont State Police (VSP) "Troop" areas and may operate a Resource Coordination Center (RCC) as an extension of the SEOC within the state Multi-Agency Coordination System (MACS). The SEOC will provide assistance to Regional Coordinators, coordinate resources from outside the area command or coordination center and establish and maintain contact with the Governor and the DHS, FEMA.

Staffing and operation of these RCCs use resources from the VSP barracks, members of the State Rapid Assessment & Assistance Team (S-RAT), volunteers and private agencies. A map of the Public Safety Districts is contained in Support Annex 17, Tab D of this plan.

AUTHORITIES AND REFERENCES

Federal Statutes

- The Homeland Security Act of 2002
- The Disaster Relief Act of 1970, Public Law 91-696
- The Disaster Relief Act of 1974, Public Law 93-238 and, Executive Order 11795
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707
- The Atomic Energy Act of 1954, Public Law 83-703 as amended
- The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, Title III (SARA)
- 10 CFR Part 50, Nuclear Regulatory Commission Domestic Licensing of Production and Utilization
- 44 CFR Part 10, Environmental Considerations
- 44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements
- 44 CFR Part 14, Audits of State and Local Governments
- 44 CFR Parts 59-78, National Flood Insurance Program and related programs
- 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988
- 44 CFR Part 350, Review and approval of State and local radiological emergency plans and preparedness

Executive Orders

- 10222, Providing for certain transfers to the Federal Civil Defense Administration
- 11179, Providing for the National Defense Executive Reserve
- 11795, Delegating disaster relief functions pursuant to the Disaster Relief Act of 1974
- 11988, Flood Plain Management
- 11990, Protection of Wetlands
- 12127, Federal Emergency Management Agency

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- 12148, Federal emergency management
- 12241, National Contingency Plan
- 12656, Assignment of emergency preparedness responsibilities
- 12657, Federal Emergency Management Agency assistance in emergency preparedness planning at commercial nuclear power plants
- 12658, President's Commission on Catastrophic Nuclear Accidents
- 13286, Amendment of Executive Orders, and Other Actions, in Connection With the Transfer of Certain Functions to the Secretary of Homeland Security

Presidential Directives

- Presidential Policy Directive – 8, National Preparedness
- Presidential Policy Directive – 21, Critical Infrastructure Security and Resilience
- Presidential Decision Directive - 39, United States Policy on Counter Terrorism
- Presidential Decision Directive - 62, United States Policy on Combating Terrorism
- Presidential Decision Directive - 63, United States Policy on Protecting America's Critical Infrastructures
- Homeland Security Presidential Directive - 5, Management of Domestic Incidents
- Homeland Security Presidential Directive – 7, Critical Infrastructure Identification, Prioritization and Protection

Federal Supporting Documents

- National Prevention Framework, May 2013
- National Mitigation Framework, May 2013
- National Response Framework, May 2013
- National Recovery Framework, September 2011
- Natural Oil and Hazardous Materials Pollution Contingency Plan
- Continuity Guidance Circular 1, July 2013
- Nuclear Regulation 0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- Federal Radiological Monitoring and Assistance Plan
- The Federal Bureau of Investigation's Weapons of Mass Destruction Directorate, 2006
- The Federal Radiological Emergency Response Plan
- Chemical/Biological Incident Contingency Plan (Federal Bureau Investigation, Unclassified)
- Nuclear Incident Contingency Plan (Federal Bureau Investigation, Unclassified)
- Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism (Department of Health and Human Services)
- National Emergency Repatriation Plan, as revised February 1986
- Department of Defense Plan for Integrating National Guard and Reserve Component Support for Response to Attacks Using Weapons of Mass Destruction, 1998
- Reorganization Plan No. 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA)
- Digest of Federal Disaster Assistance Programs, FEMA 322

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- Public Assistance, Public Assistant Guide, Federal Emergency Management Agency, FEMA 322

Vermont Statutes

- Title 18 V.S.A., Chapter 31, New England Compact on Radiological Health Protection
- Title 20 V.S.A., Chapter 1, Emergency Management
- Title 20 V.S.A., Chapter 4, Emergency management Assistance Compact
- Title 20 V.S.A., Chapter 5, Military Aid
- Title 20 V.S.A., Chapter 7, Emergency Interim Succession to Offices
- Title 20 V.S.A., Chapter 8, Internal Emergency Management Assistance Compact
- Title 20 V.S.A., Chapter 21, General Provisions
- Title 20 V.S.A., Chapter 29, Calling Out the National Guard
- Title 20 V.S.A., Chapter 111, General Provisions
- Title 20 V.S.A., Chapter 113, Commissioner and Members
- Title 24 V.S.A., Chapter 1, Division of State into Counties
- Title 32 V.S.A., Chapter 7, The Public Moneys

Note: Other applicable state statutes relative to functions performed by state agencies are listed in specific plans under “Authorities”.

Associated Vermont Publications

- Vermont Hazardous Materials Emergency Plan, (SARA, Title III) an extension of Subsection 8 of this Plan.
- Vermont Emergency Relief and Assistance Fund, 2012

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II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

PLANNING ASSUMPTIONS

1. Although the majority of disasters in Vermont are managed locally, a disaster will occur with little or no warning, and will escalate to exceed the response capability of any single local authority or responding organization.
2. Achieving and maintaining effective individual and community preparedness is the first line of defense against disasters and can reduce the immediate stress on response organizations. This level of preparedness requires continual public awareness and education to ensure residents and businesses take precautions to reduce their emergency vulnerability, especially during and immediately after disaster impact.
3. Local governments utilize available resources and access mutual aid before requesting state assistance.
4. Evacuation and sheltering may rely upon regional (in state) or across state boundaries coordination.
5. Local officials involved in emergency management initiate actions that save lives and protect property and the environment while maintaining direction and control of resources within their areas based on procedures outlined in a Local Emergency Operations Plan (LEOP).
6. The State Emergency Operations Center (SEOC) is always activated to monitor or support local emergency operations.
7. When state resources and capabilities are exhausted, additional resources are available through the Emergency Management Assistance Compact (EMAC), the International Emergency Management Compact (IEMC), other regional compacts and the federal government.
8. Emergency and incident planning at the regional and state levels is based on the pre-incident identification of at-risk populations and facilities and the determination of resource shortfalls and contingencies.
9. Persons who anticipate needing special care in emergency situations will relay their special needs requirements to their Local Emergency Management Director or other local officials before an emergency occurs.
10. Each state agency and volunteer organization responds or supports response without consideration of financial concerns but documents and seeks reimbursement, as appropriate, for expenses incurred during disaster operations.
11. DEMHS or the SEOC utilizes the principles of the National Incident Management System (NIMS), when coordinating a state-level response to or supporting recovery in an incident.

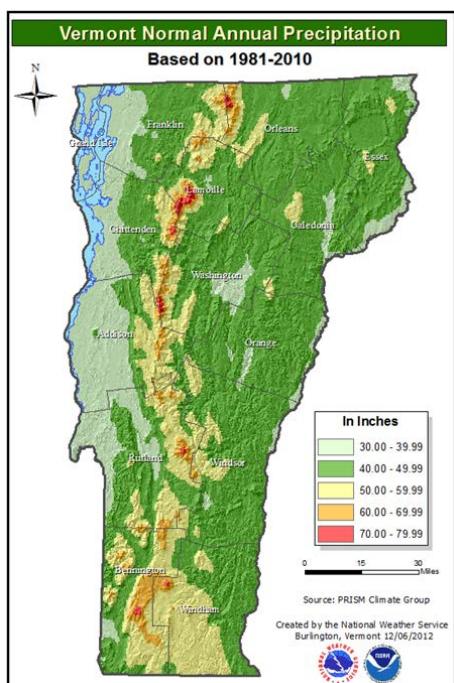
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12. The State Emergency Operations Center acts as a multi-agency coordination center (MACC) when activated and is a component of the state Multi-Agency Coordination System (MACS).
13. The Vermont Public Safety Districts are geographically and administratively congruent with the Vermont State Police Troop Areas (Support Annex 17 Tab D - Public Safety Districts).
14. The Vermont State Police Troop Commander may act as the Regional Coordinator under the principles of NIMS.
15. Government actions at local, state, judicial, legislative, and executive levels are executed according to statute and based on the continuity of government section outlined later in this plan to ensure stability of leadership in preparing for and responding to all hazards.
16. The purpose of State government and its respective agencies and subdivisions during incidents and emergency situations is to assist local jurisdictions in providing for residents and visitors based on the following priorities: life safety, incident stabilization, and property conservation in that order.

SITUATION

This section of the plan provides background information about the State of Vermont, a summary of the major hazards faced by Vermont, and those pertinent planning considerations used in the preparation of this document.

Geography and Climate



Vermont occupies a geographical location astride the Green Mountains in the center of three ranges of the Appalachians. With the Adirondacks to the west and the White Mountains to the east, the state is partially shielded from many of the severe weather conditions that affect the northeastern United States.

Vermont has four (4) distinct seasons with daytime temperatures averaging in the mid-70s to low 80s during the summer months and in the 20s to lower 30s during the winter months. Overnight low temperatures averaging in the 50s to lower 60s during the summer months and 5 to 15 degrees above zero during the winter months. Annual rainfall ranges from 35 to 40 inches in the Champlain Valley and 40 to 45 inches elsewhere, except 50-60+ inches along the higher elevations. Annual winter snowfall averages between 50 to 80 inches in the Champlain, Connecticut River Valleys and southern Vermont to 80-130 inches in northern Vermont, depending on elevation, to more than 200 inches in Vermont's highest peaks.

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Normal Summer Highs - 77 to 84 degrees*
Normal Summer Lows - 54 to 62 degrees*
Normal Winter Highs - 24 to 31 degrees*
Normal Winter Lows - 4 to 12 degrees*
Precipitation (see attached graph)*
Snowfall - 60 to 120 inches (200+ Mountain Ridges)*

* NOAA-NWS: 2013

In comparison with most states, Vermont is small in total area. However, Vermont is the second largest state in New England after Maine, just a few hundred square miles larger than New Hampshire. Vermont, the Green Mountain State, is bordered by Canada, New York, Massachusetts and New Hampshire. The Connecticut River forms the eastern boundary, while the western boundary runs down the middle of Lake Champlain for more than half of its length.

The state has 223 mountains over 2,000 feet in elevation. The mountainous areas of the state are primarily forested. Although Vermont was virtually clear-cut of timber during the late 19th century, more than 75% of the state's total area is now forested. Beneath the mountains and rolling hills are the fertile valleys that support an extensive dairy industry.

As mountain ranges go, the Green Mountains are very old, and have been sculpted to their present form during several ice ages. Granite, marble, slate asbestos and talc have all been mined from the range.

Major Mountains:

- Mt. Mansfield, 4393 ft.
- Killington, 4229 ft.
- Mt. Ellen, 4083 ft.
- Camel's Hump, 4083 ft.
- Mt. Abraham, 4017 ft.

Major Rivers:

- Missisquoi River
- Lamoille River
- Winooski River
- White River
- Otter Creek
- West River
- Battenkill River
- Connecticut River (which runs along Vermont's eastern boundary)

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Major Lakes:

- Memphramagog
- Willoughby
- Bomoseen
- St. Catherine
- Lake Champlain, the nation's sixth largest lake, runs along Vermont's western boundary and separates Vermont and New York

The state is divided north to south by the Green Mountains, with few direct east-west transportation corridors. Montreal, Quebec, with a population of 3.4 million, is the closest large city. Montreal is located 72 miles north of the international border, and approximately 110 miles from Burlington, Vermont's largest city.

Vermont's northern border is comprised of land area, as well as two (2) large bodies of water: Lake Champlain and Lake Memphremagog. Both lakes define a portion of the Vermont/Canadian border. Lake Champlain is part of the Intracoastal Waterway and is the nation's sixth largest lake. In addition, the border bisects several rivers and lakes or runs through exceptionally remote and rugged terrain.

The terrain along the border varies from gently rolling hills, farm and pasturelands, rivers and swamps to densely wooded forests and steep mountains. During the winter months, heavy snowfall can make a portion of the border region inaccessible. The two (2) major lakes can freeze during winter months, making them accessible by foot, ATV, snowmobile or other means and thus potentially exploited by criminals. The resident population along the international border is sparse. The porosity of the border and the known existence of criminal organizations (to include terrorist cells) within two (2) hours of the Vermont/Canadian border make it an ideal staging ground to plan crimes against and/or enter the US.

The State of Vermont's population, as of the 2010 census, is 625,741 residents. This population is divided among fourteen (14) counties, with one (1) major population center in the Greater Chittenden County area. Vermont does not have any Urban Area Security Initiatives, but does have a Cities Readiness Initiative (CRI) in Chittenden, Franklin and Grand Isle Counties. In addition to the resident population, tourism adds thousands to the state's population. In 2005, visitors made an estimated 13.4 million person trips to Vermont for leisure, business and personal travel.

Vermont Demographics and Vulnerability Analysis

Total Area	9,615 square miles		
Total Land Area	9,249 square miles		
Total Water Area	366 square miles		
Length	160 miles		
Width	80 miles	Rank	45th

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Highest Point	4,393 feet (Mount Mansfield)	Rank	43rd
Lowest Point	95 feet (Lake Champlain)	Rank	47th
Highest Temp	105 degrees on July 4, 1911 at Vernon		
Lowest Temp	-50 degrees on December 30, 1933 at Bloomfield		
Population (U.S. Census, 2010)	625,741		
Population per square mile (Pop./Land)	67.65		
Median Age (2010)	41.5		
Per capita income (2010)	\$28,089		
Median income of households (2010)	\$52,776	Rank	42nd

Industry

Vermont's robust travel and tourism industry is a significant economic driver providing substantial employment opportunities to Vermonters while generating considerable tax revenue for the state's general fund. Visitor spending directly and indirectly supports 37,490 Vermonters (approximately 12% of all jobs). Tourism spans all four seasons as visitors are attracted to Vermont's scenic beauty and iconic working landscape, diverse recreational opportunities, vibrant arts and cultural scene, and rich heritage.

In addition to the significant economic benefit, the travel and tourism industry enhances the quality of life in Vermont for Vermonters. Small businesses, such as B&B's, country stores, attractions, restaurants and maple sugar houses are the backbone of Vermont's economic structure, as well as a significant component of the "Vermont brand."

Manufacturing and goods producing is a major employer and the second largest sector of the state's economy (after services), producing \$2.9 billion in goods. In the past 30 years, thriving electronics, information technology and consumer goods sectors have developed in the state's most populous regions. The world's largest quarries are found in central Vermont. A high percentage of the non-agricultural labor force works in technology industries throughout the state. The majority of Vermont's employers are small. Approximately 96% of the labor force works for employers of 50 or fewer employees. They are dotted around the state with the largest number of employers in the northwestern corner of the state.

Employment (as of the 2011): Professional and business services, 8%; Trade, transportation and utilities of 19%; professional and business services, 8%; education and health services, 19%; all goods producing, 16%; and farming, fishing and forestry occupations approximately 1%.

Industry is invited and encouraged to: participate in all exercises that DEMHS coordinates; participate in local and regional all-hazards planning through the Local Emergency Planning Committees (LEPCs) and partner with Vermont in the development of Critical Infrastructure and Key Resources emergency response plans. State and local transportation authorities participate in various aspects of all-hazards planning in Vermont in an effort to support safe travel for the tourism industry as well as the

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inhabitants of the state. The Agency of Agriculture, Food & Markets represents the interests of the local agricultural industry in Vermont. They are involved in many aspects of the Emergency Management and Homeland Security Program, including grants review, strategy and plan development and capabilities assessments.

Agriculture

Vermont's agriculture is diverse. Approximately 6,000 farms in Vermont produce everything from emus to sheep's milk cheese. Nearly 1.5 million acres of Vermont land are in agriculture, sustaining the pastoral landscape that has made Vermont famous.

Dairy is the primary farm industry in Vermont, producing more than 2 billion pounds of milk annually. Approximately half the milk consumed in New England is produced on Vermont farms. Milk, cheese, ice cream, butter, yogurt and other popular dairy foods are produced from Vermont's rich milk.

Vermont is America's largest producer of maple syrup and also produces substantial crops of Macintosh apples, potatoes, eggs, honey, vegetables, Christmas trees, lumber, pulp wood and green house nursery products. Aquaculture, sheep, goat, turkey and horse rearing, especially of the famous Morgan horse, have been steadily increasing during recent years.

Vermont has hundreds of roadside farm stands, and dozens of farmers markets. The farms in our rural communities provide a sense of place, an identity and a connection to land and heritage that is invaluable to Vermonters.

Transportation

Vermont shares several key infrastructure connections with Canada. Major roadways include I-89 and I-91, both of which terminate at the Canadian Border. These interstates allow easy access to major east coast cities, such as Boston and New York. Additional roads such as US Routes 2, 5, and 7 and Vermont Routes 78, 102 and 114 are all relatively short distances from one (1) of the major interstates, while also providing access to the border area. There are numerous county and town roads which both parallel and lead south from the international border. There are four (4) rail crossings on the international border.

Air Service

The State of Vermont has one (1) major international airport and sixteen (16) public-use airports. Burlington International Airport (BTV) is a full service airport covering 942 acres in South Burlington, Vermont. BTV utilizes two (2) runways, 15-33 at 8,320' long and 1-19 at 3,611' long. The main runway is capable of handling almost any aircraft, including Air Force One. Military aircraft of all types (up to and including the G-5 Galaxy) have utilized the airport. The east side of the airfield is utilized by Vermont Air National Guard (VTANG), 158th Fighter wing, and is currently serving a primary alert mission for the Northeastern United States. The VTANG also provides

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crash, fire and rescue services for the entire airport with the exception of the terminal which is provided by South Burlington Fire Department. The north end of the field is the home of a new Vermont Army National Guard Readiness Center which also houses Black Hawk helicopters. The south end of the airport is the home of general aviation, cargo and maintenance activities. In 2011, BTV handled in excess of 650k passengers. Approximately 30% of passengers come from Canada.

Bus Service

The State of Vermont has two (2) major commercial and one smaller intercity bus company servicing the citizens and guests of the state with regularly scheduled trips, Greyhound and Megabus. Additionally, there are three (3) charter bus companies. Greyhound Lines, Inc. operates scheduled intercity bus service to Quebec, Vermont, New Hampshire, Massachusetts. Annually, Greyhound operates approximately 450,000 miles in Vermont and carries approximately 85,000 passengers. Vermont Transit provides ground transportation connecting Vermont to Montreal, Quebec, Boston, MA, New York City and points in between. Megabus provides links to Boston, Massachusetts and New York City and some points in between. Megabus operates approximately 250,000 miles in Vermont and carries approximately 85,000 passengers. Yankee Trails provides service from Albany and Hoosick Falls, NY to Bennington 5 days/week. Annually Yankee Trails operates approximately 15,000 miles in Vermont and carries approximately 15,000 passengers.

Rail Service

The State of Vermont rail service is covered by multiple rail companies that handle both freight and passenger service. Due to the Green Mountain range, the rail systems run primarily in a north-south and north-westerly direction. There are 617 miles of railroad operated in Vermont. The rail system makes Vermont accessible from large metropolitan cities like New York, Boston and Montreal. Vermont has a short line of track in the northeastern section of the state that belongs to St. Lawrence Atlantic Quebec Railroad. This line connects the State of New Hampshire to the east and Canada to the north. The passenger service includes Amtrak and several tourist train routes throughout the state. Amtrak connects to Vermont from the State of Massachusetts on the eastern rail system. Amtrak continues through the entire State of Vermont and ends in St. Albans, Vermont. Amtrak also has a line that runs from eastern New York State in Whitehall to Rutland, Vermont. This is a common line used by passengers coming from the New York City area. The Vermont Rail System includes several scenic tourist train rides: Green Mountain Flyer, White River Flyer and the Champlain Valley Flyer. These three (3) tourist trains carry an estimated 25 to 30 thousand passengers per year. The bulk of the rail system is used by freight trains that carry a variety of products including petroleum, lumber and wood, minerals, food and agriculture. An estimated 30% of the freight is petroleum products.

Ferry Service

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The State of Vermont is bordered to the northwest by the nation's sixth largest lake, Lake Champlain. Lake Champlain Transportation Company has three (3) ferry crossings that traverse Lake Champlain. All three (3) ferry crossings take both cars and trucks. The Inter-State Connection from Grand Isle, VT to Plattsburgh, NY, the Scenic Line from Burlington, VT to Port Kent, NY, and the Southern Crossing from Charlotte, VT to Essex, VT. All three (3) ferry crossings take both cars and trucks, noting however there are weight and height restrictions. Overweight/over width vehicles can be accommodated with proper notice and special permits, please see www.ferries.com for more details. Lake Champlain Transportation Company services over a million passengers per year. It is estimated that on two (2) of the three (3) crossings in Vermont, between 50 and 75% of the passengers are commercial. The Burlington crossing carries mainly tourist populations. All vessels at the crossings are under the Maritime Transportation Security Act (MTSA). All crossings take limited hazardous materials vehicles. Vehicles carrying hazardous materials that limit the ferries passenger count are taken in the overnight hours at the Grand Isle Vermont to Cumberland Head New York Crossing.

Government

Vermont government is distinctive for its local tradition of Town Meeting Day, held the first Tuesday in March. In many towns and villages, municipal and school budgets are voted from the floor as they have been for nearly 200 years. Vermont is among the few states in the nation that does not utilize county government structures. State government consists of a bicameral legislature of 30 senators and 150 representatives. Legislative and Gubernatorial elections are held every two (2) years. Vermont has two (2) United States Senators and a single Congressional Representative.

HAZARDS INVENTORY and RISK ASSESSMENT (HIRA)

The impact of expected, but unpredictable, natural and human-caused events can be reduced through emergency management planning. That planning must be grounded in the rational evaluation of the hazards and the risks they pose in order to prioritize actions designed to mitigate their effects. This Hazards Inventory and Risk Assessment (HIRA), in essence, asks and answers three (3) basic questions:

- What are the hazards that threaten Vermont?
- What is the chance that any one of these hazards will occur (How likely)?
- What are the consequences if the hazard occurs (How bad will the impact be)?

Disasters that have previously occurred within the state give us information about what Vermont can reasonably expect, and the damages that may result. Looking at the disasters that have occurred in other states and the nation as a whole also provides useful information for planning purposes. Such potential hazards have been separated below and assigned likelihood and severity levels.

History of Major Disasters

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<u>Number</u>	<u>Declared</u>	<u>Description</u>
<u>4232</u>	07/29/15	Severe Storms and Flooding
<u>4207</u>	02/03/15	Severe Winter Storm
<u>4178</u>	06/11/14	Severe Storms and Flooding
<u>4163</u>	01/29/14	Severe Winter Storm
<u>4140</u>	08/02/2013	Severe Storms and Flooding
<u>4120</u>	06/13/2013	Severe Storms and Flooding
<u>4066</u>	06/22/2012	Severe Storm, Tornado, And Flooding
<u>4043</u>	11/08/2011	Severe Storms And Flooding
<u>4022</u>	09/01/2011	Tropical Storm Irene
<u>4001</u>	07/08/2011	Severe Storms And Flooding
<u>1995</u>	06/15/2011	Severe Storms And Flooding
<u>1951</u>	12/22/2010	Severe Storm
<u>1816</u>	01/14/2009	Severe Winter Storm
<u>1790</u>	09/12/2008	Severe Storms and Flooding
<u>1784</u>	08/15/2008	Severe Storms, a Tornado, and Flooding
<u>1778</u>	07/15/2008	Severe Storms and Flooding
<u>1715</u>	08/03/2007	Severe Storms and Flooding
<u>1698</u>	05/04/2007	Severe Storms and Flooding
<u>1559</u>	09/23/2004	Severe Storms and Flooding
<u>1488</u>	09/12/2003	Severe Storms and Flooding
<u>1428</u>	07/12/2002	Severe Storms and Flooding
<u>1358</u>	01/18/2001	Severe Winter Storm
<u>1336</u>	07/27/2000	Severe Storms And Flooding
<u>1307</u>	11/10/1999	Tropical Storm Floyd
<u>1228</u>	06/30/1998	Severe Storms and Flooding
<u>1201</u>	01/15/1998	Ice Storms
<u>1184</u>	07/25/1997	Excessive Rainfall, High Winds, Flooding
<u>1124</u>	06/27/1996	Flooding
<u>1101</u>	02/13/1996	Storms and Flooding
<u>1063</u>	08/16/1995	Heavy Rain, Flooding
<u>990</u>	05/12/1993	Flooding, Heavy Rain, Snowmelt
<u>938</u>	03/18/1992	Flooding, Heavy Rain, Ice Jams
<u>875</u>	07/25/1990	Flooding, Severe Storm

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<u>840</u>	09/11/1989	SEVERE STORMS, FLOODING
<u>712</u>	06/18/1984	SEVERE STORMS, FLOODING
<u>518</u>	08/05/1976	Severe Storms, High Winds, Flooding
<u>397</u>	07/06/1973	SEVERE STORMS, FLOODING, LANDSLIDES
<u>277</u>	08/30/1969	SEVERE STORMS, FLOODING
<u>164</u>	03/17/1964	FLOODING
<u>160</u>	11/27/1963	Drought, Impending Freeze

Discussion by Hazard Type

This section contains excerpts for the State Hazard Mitigation Plan. Hazards are listed by Ranking, based on Risk and Vulnerability. For additional information about Hazards, please see the 2013 State Hazard Mitigation Plan.

Flooding and Fluvial Erosion

Flooding is the most common recurring hazard event in the State of Vermont. In recent years, flood intensity and severity appear to be increasing. It is highly likely that flooding will continue in both the short-term and long-term. There are three main types of flooding that occur in Vermont: flooding from rain or snowmelt, flash flooding, and urban flooding. Flooding has also been known to occur as a result of ice jams in rivers adjoining developed towns and cities. Flood damages are associated with inundation and fluvial erosion hazards. Data indicate that greater than 75 percent of flood damages in Vermont, measured in dollars, are associated with fluvial erosion. These events may result in widespread damage in major rivers' floodplains or localized flash flooding caused by unusually large rainstorms over a small area. The effects of all types of events can be worsened by ice or debris dams and the failure of infrastructure (especially culverts), private dams, and beaver dams.

Terrorism

Terrorism is defined in the Code of Federal Regulations 25.2 as, "The unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." Many people associate terrorism with large events like the Oklahoma City Federal Building bombing of 1995 or the September 11, 2001 attacks on the World Trade Center in New York City. However, terrorism can come in the form of a school shooting, a car bomb, or tainting the agricultural supply system.

Earthquakes

According to the USGS, an *earthquake* occurs when two blocks of the earth suddenly slip past one another. The surface where they slip is called the *fault* or *fault plane*. The location below the earth's surface where the earthquake starts is called the *hypocenter*, and the location directly above it on the surface of the earth is called the *epicenter*.

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Earthquakes in the northeastern United States generally have deep foci (> 10 km) and are considered to be intraplate. The deep faults along which these earthquakes occur are not expressed on the ground surface. Although there are numerous faults exposed at the ground surface in the northeastern United States, there is no evidence for significant motion along these faults (e.g., Jacob, 1991; Ebel and Kafka, 1991).

Infectious Disease Outbreak

Infectious diseases are caused by organisms, typically bacteria, protozoan, fungi, or viruses that enter the body and grow there. Many of these diseases require continuous monitoring, as they present seasonal threats to the general population. An epidemic emerges when an infectious disease occurs suddenly in numbers that are in excess of normal expectancy. Infectious disease outbreaks put a strain on the healthcare system, may cause continuity issues for local businesses, and can affect the economy when worker absences decrease overall production. These outbreak incidents are a danger to emergency responders, healthcare providers, schools, and the public. This can include influenza (e.g., H1N1), pertussis, West Nile virus, and many other diseases.

Hurricanes/Tropical Storms

A hurricane is a tropical cyclone with sustained winds that have reached speed of 74 mph or higher. A storm reaches hurricane status only after strengthening over a period of days or even weeks. A tropical storm has a maximum sustained one-minute wind speed of 39–73 mph. The National Hurricane Center through the NWS names a tropical cyclone once it reaches tropical storm status. As a hurricane moves toward the coast, it loses wind speed and may be downgraded to a tropical storm. This is the case in many of the tropical storms that have reached Vermont.

Tornadoes

A tornado is a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of 1 mile wide and 50 miles long. Tornado season in Vermont runs ordinarily from March through August; however, tornadoes can strike at any time of the year if the essential conditions are present.

Nuclear Power Plant Failure

Nuclear power plant incidents refer to the release of radioactive material at a commercial power plant or nuclear facility in sufficient quantity to constitute a threat to the health and safety of the off-site population. Examples of nuclear power plant incidents include Three-Mile Island, Pennsylvania in 1979, and Chernobyl, Ukraine in 1988. There is one commercial nuclear power plant in Vermont, located 5 miles south of Brattleboro.

In response to the March 1979 accident at the Three Mile Island Nuclear Reactor, there was an increased Federal oversight of commercial nuclear power plants. The Nuclear Regulatory Commission (NRC) continued to regulate the plants but FEMA was tasked with evaluating and assisting state and local agencies in their efforts to respond in the event of an accident at a plant in their vicinity.

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Landslides/Rockslides

The term "landslide" describes a wide variety of processes that result in the downward and outward movement of slope-forming materials including rock, soil, artificial fill, or a combination of these. The materials may move by falling, toppling, sliding, spreading, or flowing. For a general introduction to landslides, Highland and Bobrowsky (2008) provide a good introduction to classification, causes, and associated hazards. Turner and Schuster (1996) and Sidle and Ochiai (2006) provide comprehensive overviews of landslide analysis, including detailed summaries of landslide types, field investigation methods, and strength and stability analysis.

Severe Thunder Storms

Severe thunderstorms are capable of producing high winds (including downdrafts), large hail, lightning, flooding, rains, and tornadoes. Thunderstorm winds are generally short in duration, involving straight-line winds and/or gusts in excess of 50 mph. Thunderstorm winds tend to affect areas of Vermont with significant tree stands as well as areas with exposed property and infrastructure and aboveground utilities. Thunderstorm winds can cause power outages, transportation and economic disruptions, and significant property damage, and pose a high risk of injuries and loss of life.

Wildfires

Wildfires can be a result of naturally occurring influences such as lightning, extreme drought and heat, and human influences such as a discarded cigarette butt, improperly extinguished campfire, or a stray spark from nearby railroad tracks. The potential for threat of wildfires is dependent upon topography and slope, surface fuel characteristics, recent climate conditions, current meteorological conditions, and fire behavior. Once a wildfire threatens a community, it is often too late to protect nearby structures, and populations have to be evacuated for their own safety. These fires have damaged structures and utilities as well as hundreds of acres of woodlands.

Dam Failure

A dam failure may occur for multiple reasons, such as an overtopping caused by floods that exceed the capacity of the dam, deliberate acts of sabotage, structural failure, movement of the foundation supporting the dam, soil erosion in embankment dams, and inadequate maintenance and upkeep.

DEMHS classifies dams according to a dam's potential for causing loss of life and property damage in the area downstream of the dam if it were to fail.

Severe Winter Storms

Severe winter storms bring the threat of heavy accumulations of snow, cold/wind chills, strong winds, and power outages that result in high rates of damage and even higher rates of expenditures.

A heavy accumulation of snow, especially when accompanied by high winds, causes drifting snow and very low visibility. Sidewalks, streets, and highways can become extremely hazardous to pedestrians and motorists. Severe winter storms develop through the combination of multiple meteorological factors. In Vermont and the

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northeastern United States, these factors include the moisture content of the air, direction of airflow, collision of warm air masses coming up from the Gulf Coast, and cold air moving southward from the Arctic.

Hail

Hail is a form of precipitation composed of spherical lumps of ice. Known as hailstones, these ice balls typically range from 5–50 mm in diameter on average, with much larger hailstones forming in severe thunderstorms. The size of hailstones is a direct function of the severity and size of the thunderstorm that produces it. Hail causes \$1 billion dollars in damage to crops and property in the United States each year. An example of the economic destruction a hailstorm can cause is one that struck the Kansas City area in 2001 caused an estimated \$1.5 billion dollars in damage. No matter the size, hail can damage property, young and tender plants, and cause bodily harm to those unfortunate enough to be caught outside.

Ice Jams

The Northeast States Emergency Consortium states that ice jams occur when warm temperatures and heavy rain cause snow to melt rapidly. Snowmelt combined with heavy rains can cause frozen rivers to swell, which breaks the ice layer on top of the river. The ice layer often breaks into large chunks, which float downstream and often pile up near narrow passages or other obstructions, such as bridges and dams.

Drought

Drought is defined as a water shortage with reference to a specified need for water in a conceptual supply and demand relationship. It is a complex phenomenon that is difficult to monitor and assess because it develops slowly and covers extensive areas, as opposed to other disasters that have rapid onsets and obvious destruction. Also unlike most disasters, the effects of drought can linger long after the drought has ended. It is an inherent, cyclical component of natural climatic variability and can occur at any place at any time. It is difficult to determine the onset, duration, intensity, and severity of a drought, all of which affect the consequences and mitigation techniques. High winds, low humidity, and extreme temperatures can all amplify the severity of the drought.

Rock Cuts

Vermont's highways required the construction of significant rock cuts to traverse its often topographically challenging terrain. Many of these cuts were constructed using uncontrolled blasting techniques resulting in slopes that are uneven and contain numerous weak areas. Even slopes cut utilizing newer pre-split blasting techniques deteriorate over time as a consequence of Vermont's harsh northern climate. Areas of high risk for rockfalls develop during the numerous freeze-thaw cycles that characterize Vermont's winters.

Invasive Species

The National Invasive Species Council defines an invasive species as one that is non-native to the ecosystem under consideration and whose introduction causes or is likely to cause economic or environmental harm or harm to human health. Invasive species can overwhelm native species and their habitats, forcing the native species out. Invasive plants in Vermont, such as Japanese knotweed, phragmites, and purple

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loosestrife, can change soil composition, change water tables, and disrupt insect cycles. They often lack food value that wildlife depends upon. Some invasive animals prey heavily upon native species while others such as the alewife and zebra mussel out-compete native species for food and nutrients with significant impacts reverberating up and down food chains.

Extreme Temperatures

Extreme temperatures include both cold and hot events, which can have a significant effect on human health and commercial/agricultural businesses, and primary and secondary effects on infrastructure (for example, burst pipes and power failure). What constitutes “extreme cold” or “extreme heat” can vary across different areas of the country based on what the population is accustomed to in their respective climates. The table below summarizes important elements of both hot and cold extremes.

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III. ROLES AND RESPONSIBILITIES

PREPAREDNESS

Preparedness to fulfill the roles and responsibilities outlined above is an expected task to be undertaken for all partners to this plan at all levels of government and in both the private and public sectors to include individuals and households.

Preparedness involves measures designed to deal with events that cannot be prevented. Preparations made to reduce danger, such as evacuation, is an example of a protective action taking in an emergent situation to reduce the potential for injury or loss of life. Other preparedness activities include planning, training and exercises. As a minimum, each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan (LEOP) and larger jurisdictions with more significant risk and resources are expected to expand upon the LEOP with incident and/or functional specific annexes. Local Emergency Operations Plans should be implemented during an exercise, where procedures in need of revision are identified in preparation for actual events. RPCs provide technical assistance to the jurisdictions in developing and maintaining these LEOPs. In addition to these plans, the Local Emergency Planning Committee (LEPC) is expected to develop and maintain an "all-hazards" District Resource Plan.

Development of a protective actions capability is a significant part of the preparedness phase of emergency management. Life safety, incident stabilization, and property and environmental protection can be achieved through a wide range of activities. Development of local Incident Command capability for emergency response and incident management is a primary and vital consideration.

The availability of prepared Emergency Public Information (EPI) notices on individual protection measures related to those hazards affecting Vermont, aids officials in public notification during times of emergency. Advisory information in the form of notices, pamphlets or brochures is effective in preparing a specific group, or an entire population, for a hazardous event is part of the preparedness phase.

Programs that identify, organize, train and exercise the capability of volunteers in providing crisis services are crucial to preparedness activities.

Security is a necessary protective measure in an emergency or disaster. The confusion created by unusual circumstances and stress may require additional security measures. Security is the responsibility of every organization with vulnerable equipment or property.

Sources of critical materials, supplies and equipment, systems of priorities and emergency mobilization criteria are the basic elements of resource management.

Planning for and handling hazardous materials accidents is preparation for a specific type of problem. The state response to Hazardous Materials (HAZMAT) incidents is described in SSF Annex 10 (Hazardous Materials).

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Radiological Protection is a combination of very specialized Preparedness and Protective Measures. The amount of information necessary to respond to a radiological emergency is contained in Incident Annex 9, Nuclear/Radiological Incident.

Participation in Mutual Aid Agreements and Interstate Compacts are preparations for cooperative emergency response. Vermont participates in several interstate compacts, and there are many mutual aid agreements, written and oral, between communities in Vermont and bordering states. Support Annexes 1 and 2 contain the Vermont Emergency Management Assistance Compact and International Emergency Management Assistance Compact information relative to mutual assistance and existing agreements.

ROLES

Incident management, emergency response and recovery is a shared responsibility of local and state government, non-government volunteers and private organizations when the magnitude of the incident or event dictates. Federal partners provide or coordinate support based on the magnitude of the incident and the capability necessary.

The duties and functions of these groups are usually similar to their everyday functions, except that they must be performed at speed or maximum operational capacity. Occasionally, assignments may be made to a particular organization because of specialized resources or capabilities.

Areas of responsibility of public and private response agencies are listed in the major categories known as State Support Functions (SSFs) or Recovery Support Functions (RSFs) outlined in each of the SSF annexes and the Recovery Annex respectively. The use of the term State Support Function is used to differentiate from Emergency Support Function (ESF) which is used at the federal level in the National Response Framework (NRF). There are fifteen (15) ESFs and fourteen (14) SSFs that are summarized and aligned in Appendices III and IV of this plan. Detailed roles and responsibilities are found in the appropriate State Support Functions and Agency Annexes. The SSF chart should be used as a guide for determining statewide responsibilities. RSF terminology is consistent with that found in the National Disaster Recovery Framework (NDRF) except that the NDRF has six (6) RSFs and Vermont sees the need for nine (9) RSFs. The individual plan of each participating agency, department or private organization contained in the Agency Annexes outlines its mission, legislated mandate, situation, organization and implementation protocols for its areas of responsibility. See the specific annexes for details.

Police, fire, public health and medical, emergency management, public works, environmental response and other personnel are often the first to arrive and the last to leave an incident site. In some instances, a federal agency in the local area may act as a first responder, and the local assets of federal agencies may be used to advise or assist state or local officials in accordance with agency authorities and procedures. Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support the incident command. When state resources and capabilities are overwhelmed, the Governor may request federal assistance under a Presidential major disaster or emergency declaration. Summarized below are the responsibilities of the Governor and Local Chief Executive Officer.

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RESPONSIBILITIES

State Government

Governor

As the state's chief executive, the Governor is responsible for the public safety and welfare of the people of Vermont. The Governor:

- Is responsible for coordinating state resources to address the full spectrum of actions to prevent, mitigate, prepare for, respond to and recover from incidents in an all-hazards context; to include terrorism, natural disasters, accidents and other contingencies;
- In accordance with state law, may make, amend or suspend certain orders or regulations associated with response;
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within state jurisdiction;
- Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states and provinces to facilitate resource-sharing (see Support Annex 1 – Emergency Management Assistance Compact and Support Annex 2 – International Emergency Management Assistance Compact);
- Is the Commander-in-Chief of state military forces (National Guard when in State Active Duty or Title 32 Status and the authorized state militias); and
- Requests federal assistance when it becomes clear that state capabilities will be insufficient or have been exceeded or exhausted.

State Homeland Security Advisor

The State Homeland Security Advisor is the Public Safety Commissioner who serves as advisor to the Governor on homeland security issues and serves as liaison between the Governor's office, the state emergency management and homeland security structure, DHS and other organizations inside and outside the state. The Homeland Security Advisor facilitates the activities of the Emergency Preparedness Advisory Council that is chaired by the Lieutenant Governor. The Commissioner, subject to the approval of the Governor, shall delegate to the several departments and agencies of the state government appropriate emergency management responsibilities and review and coordinate the emergency management activities of the departments and agencies with each other and with the activities of the districts and neighboring states, the neighboring Canadian province of Quebec and the federal government.

Director, Emergency Management and Homeland Security Division

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The Vermont State Emergency Management and Homeland Security Director (Director, DEMHS) ensures that the state is prepared to deal with emergencies and incidents beyond the capability of local jurisdictions and is responsible for coordinating state response and response support activities. He or she will:

- Coordinate the activities of all emergency management organizations within the state; and
- Maintain liaison and cooperation with emergency management agencies and organizations of the federal government, other states and Canada.

Regional Planning Commissions

Regional Planning Commissions (RPCs) have a unique strength in connections to the local level and their ability to bridge local <-> state level particularly in transportation planning, flood regulations, emergency planning, public communications and GIS. In terms of integrating into the state emergency management for response/recovery, the RPCs are able to assist the state and local jurisdictions in the following functional areas:

- SSF 1 (Transportation)
- SSF3 (Public Works & Engineering),
- SSF5 (Emergency Management, Recovery and Mitigation) and
- SSF14 (Public Information),
- with lesser roles in SSF6 (Mass Care, Emergency Services, Housing & Human Services) and SSF7 (Resource Support).

This assistance could be directly augmenting state resources or serving to liaison between the state and local levels, coordinating information flow with local officials during times of disaster. These same areas would be mirrored in terms of training and preparedness planning assistance. Additionally, the best fit in terms of NIMS/ICS and the SEOC or other state external facilities would mainly be in the planning section, as well as assisting Command staff under the PIO or Liaison Officer.

Other State Agencies and Departments

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency but multi-level, interagency training and exercises to develop and maintain necessary capabilities.

Facilities and Response Resources

Incident Command Post (ICP)

The tactical-level, on-scene incident command and management organization is located at the ICP. It is typically comprised of designated incident management officials and responders from federal, state, local, and tribal agencies, as well as

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private-sector and non-governmental organizations. When multiple command authorities are involved, the ICP may be led by a Unified Command (UC), comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance or agreement. The Unified Command provides direct, on-scene control of tactical operations and utilizes a NIMS/ICS incident management team organization, typically including Operations, Planning, Logistics and Finance/Administration Sections. The ICP is usually located at or in the immediate vicinity of the incident site but not in a designated "hot" zone. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs managed by an Area Command (AC).

State and Local Operations Centers

State and local EOCs represent the physical location at which the coordination of information and resources to support incident management activities normally takes place. EOCs are typically organized by major functional discipline (fire, law enforcement, medical services, and so on); by jurisdiction (town/city, region and so on); or, more likely, by some combination thereof. State and local EOCs facilitate the execution of local, state, and interstate mutual aid agreements to support on-scene operations.

Department Operations Centers

Department Operations Centers (DOCs) supplement the capacity of the SEOC to fulfill State agency response, response support and recovery responsibilities. DOCs may be activated to provide support to external entities (local jurisdictions, hospitals, farms & farmers, etc.) under their own authorities or to support agency and SSF representatives at the SEOC.

Vermont Information & Analysis Center (VTIAC)

The mission of the Vermont Information & Analysis Center (VTIAC) is to receive, analyze, disseminate and gather information in an effort to identify, investigate, and prevent criminal activity and terrorism. These capabilities are critical to ensure the protection of the citizens and critical infrastructures of Vermont and the Homeland.

The VTIAC is Vermont's fusion center and serves as Vermont's comprehensive criminal information center to assist all law enforcement with criminal investigations and operations. Through a collaborative effort, the VTIAC seeks to advance the efficient, timely and accurate exchange of information between law enforcement agencies within and external to Vermont, at all levels of government while safeguarding the rights and privacy of all citizens. Primary partners are the local, county, state and federal and international law enforcement agencies. The VTIAC will also partner with public and private entities in all sectors to ensure all information pertaining to criminal activity or the protection of critical infrastructure is appropriately gathered and disseminated. The VTIAC will strive to examine all aspects of criminal activity tied to, and found within the State of Vermont.

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Access to the VTIAC shall be through the SSF 13 (Law Enforcement) in the SEOC.

Regional Coordination Center (RCC)

The RCC is established upon the approval of the Commissioner, Public Safety or Designee based on the joint recommendation of the Director, DEMHS or Designee and the affected troop commander or designee. This facility coordinates available state resources within Public Safety District(s) when the capability of the Incident Coordination Team (ICT) at the SEOC to support multiple operations in the field is exceeded. The RCC may be staffed with State Police resources but usually will be augmented by the deployment of a State-Rapid Assessment & Assistance Team (S-RAAT) and other qualified individuals.

Area Command/Unified Area Command

An Area Command is established to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large or complex incident that has multiple incident management teams engaged. The Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

Hazardous Materials Response Team (HMRT)

The State HAZMAT Response Team (HMRT) offers technician level response to all fire departments in the State of Vermont. The team consists of HAZMAT technicians (located throughout the state), HAZMAT response vehicles and equipment ranging from simple absorbents to sophisticated detection instruments. The trucks are located strategically around the state for rapid response. The Team offers support to the local Incident Commander through phone consultation and on scene response. In addition, the team coordinates decontamination trailers located throughout the state.

State-Rapid Assessment & Assistance Team (S-RAAT)

A stand-alone team deployed to provide a coordination element for responding state resources (supports local jurisdictions or a Regional Coordination Center – RCC). The Team ensures interface between local, state, federal and private response organizations. The Team will usually be lead by a Department of Public Safety representative and will include technical specialists as needed from the SSFs or designated agencies. A Mobile Command Post (MCP) may be deployed with the S-RAAT to provide communications support.

Water Search and Rescue Team

Team conducts search and rescue operations in all-water environments, including swift water and flood conditions. Water rescue teams come with all team equipment required to safely and effectively conduct operations.

Collapse Search and Rescue Team

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Team responds to locate, rescue, and recover individuals trapped in a fallen structure or buried in structural collapse.

Tactical Services Unit (TSU)

The Mission is to expend all reasonable efforts to bring about peaceful resolution of incidents. The team provides tactical resources to include entry teams, less lethal/chemical munitions, marksmen.

Hostage Negotiation Unit

This unit strives for peaceful resolution of incidents by negotiation when person(s) may be threatening harm. They are equipped with throw phones and internal communications systems.

Bomb Squad

The Mission to render safe, with minimum risk, all improvised explosive devices, military ordnance, commercial explosives. Team equipment includes remote control robot, video surveillance, portable x-ray, and disruption devices. Bomb Squad has two canines for bomb detection.

Crowd Control

This is a 25-member unit skilled in crowd control maneuvers and equipped with protective equipment.

Canine Team

The team is comprised of fifteen (15) handlers and canines statewide. They have varied skills in tracking, drug and evidence detection, affecting arrests, searching buildings and crowd control.

Search and Rescue

This is a 20-person team providing management of search incidents as well as trained field personnel to conduct a search.

Scuba

A ten (10) member public safety dive team with technical scuba diving capabilities, (night/low light, zero visibility, current, deep and ice diving) for underwater search, rescue and recovery.

Critical Incident Dispatch Team/Mobile Command Post

The team is comprised of eight (8) Vermont State Police dispatchers and two (2) team leaders. The team responds with the mobile command post to incidents where localized, specialized dispatch and communications functions are needed.

Local Jurisdictions

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Chief Executive Officer

A mayor or city or town/village manager or administrator, as a jurisdiction's chief executive, is responsible for the public safety and welfare of the people of that jurisdiction. The statutory authority is as follows:

- Is responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, mitigate, respond to and recover from incidents involving all hazards including terrorism, natural disasters, accidents and other contingencies;
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses and organizations cope with the consequences of any type of domestic incident within the jurisdiction;
- Supports participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector;
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing; and
- Requests state and, if necessary, federal assistance through the Governor of the state when the jurisdiction's capabilities have been exceeded or exhausted.

Emergency Management Director/Coordinator

The appointed local emergency management director/coordinator works with the chief elected officials to ensure that there are unified objectives with regard to the emergency plans and activities of the jurisdiction. 20 V.S.A. § 6. Local organization for emergency management outlines the statutory requirement for a local emergency management organization and associated responsibilities.

Department Heads and Local Non-Governmental Agencies

Department heads and local non-governmental agencies should work with the emergency management director during the development local emergency plans and be prepared to provide response resources.

Individuals and Households

Although not formally a part of emergency management operations, individuals and households have a responsibility to make their homes as safe as possible and be prepared for emergency situations. They can contribute by:

- Reducing hazards in and around their homes;
- Preparing an emergency kit and household emergency plan;
- Monitoring emergency communications carefully;
- Volunteering with an established organization; and
- Enrolling in emergency response training courses.

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Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery and mitigation. The U.S. Citizen Corps brings these groups together and focuses efforts of individuals through education, training and volunteer service to help make communities safer, stronger and better prepared to address the threats of terrorism, crime, public health issues and disasters of all kinds.

Local Citizen Corps Councils implement Citizen Corps programs (which include Community Emergency Response Teams [CERTs], Medical Reserve Corps [MRCs], Neighborhood Watch [NWP], Volunteers in Police Service [VIPS], Fire Corps and all affiliated programs) and which: provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events.

Citizen Corps affiliated programs expand the resources and materials available to states and local communities through partnerships with programs and organizations that offer resources for public education, outreach and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of federal response to major disasters and events of national significance. One example is the National Animal Health Emergency Response Corps (NAHERC) that helps protect public health by providing a ready reserve of private and state animal health technicians and veterinarians to combat threats to U.S. livestock and poultry in the event of a large outbreak of a foreign animal disease. State and local authorities should include representatives in planning and exercises.

Federal Government

The Homeland Security Act of 2002 established DHS to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies. The act also designates DHS as “a focal point regarding natural and manmade crises and emergency planning.”

The National Response Framework outlines the Roles and Responsibilities of appropriate responding and supporting agencies in further detail.

Facilities and Response Resources

State Liaison Officer

The State Liaison Officer (SLO) is an individual with alternate in DHS, FEMA Region 1 that is the initial point of contact for the state with the region for response requests and activities. Depending on the type incident, the SLO may deploy at the request of the state as the first federal representative on scene to act as liaison and provide support for resource requests between the state and the region.

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Joint Field Office

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state short- and long-term recovery operations. The system provides that the Federal Coordinating Officer and the State Coordinating Officer co-locate in the Joint Field Office, along with other federal and state personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the Joint Field Office.

Disaster Recovery Center (DRC)

When established in coordination with state and local jurisdictions, a DRC is a satellite component of the JFO and provides a central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various federal, state and local sources.

Interim Operating Facility (IOF)

The IOF is a temporary field facility used by a DHS/ FEMA-led Incident Management Assistance Team (IMAT) in the early stages of an incident when the team cannot operate at the State EOC due to space limitations or other reasons, and the JFO is not yet established. An IOF is generally located at or near the State EOC, or near the incident site. The IOF remains in operation until the JFO is established. Functions accomplished at the IOF include interaction with state representatives and key ESF agencies, collection and assessment of information and initiation of assistance programs.

Emergency Response and Support Teams (Field Level)

Various teams are available to deploy during incidents or potential incidents to assist in incident management, set up emergency response facilities or provide specialized expertise and capabilities. These teams are trained and credentialed to the standards published by the NIMS Integration Center. Teams that may be utilized during NRF operations are described below.

Incident Management Assistance Team (IMAT)

The IMATs are full-time, rapid-response teams with dedicated staff able to deploy within two (2) hours and arrive at an incident within twelve (12) hours to support state, county or local emergency managers. The teams support the initial establishment of a unified command and provide situational awareness for federal and state decision-makers crucial to determining the level and type of immediate federal support that may be required. IMATs provide a forward federal presence to facilitate the management of the national response to catastrophic incidents. The primary mission of a FEMA IMAT is to: rapidly deploy to an incident or incident-threatened venue; provide leadership in the identification and provision of federal assistance; and coordinate and integrate inter-jurisdictional response in support of an affected state or territory. IMATs are led by experienced, senior-level emergency managers and staffed with a core of permanent full-time employees. IMATs are designated as National or Regional teams. The National IMATs consist of 26 team members full-time team members each. There are two (2)

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National IMATs: IMAT East is team located in Washington, DC; and IMAT West is located in Sacramento, CA. Regional IMATs are comprised of four (4) full-time team members augmented by an additional six (6) positions that are filled by Regional staff as collateral duty. Both national- and regional-level teams can be augmented with additional staff from other departments and agencies as needed to fully staff an IOF and, ultimately, a JFO. The teams are fully compliant with the National Incident Management System and the Incident Command System and they train and exercise as a unit.

Other Federal Teams

In addition, there are numerous special teams available to support incident management and disaster response and recovery operations. Examples include:

- Damage Assessment Teams
- Nuclear Incident Response Team (NIRT)
- Disaster Medical Assistance Teams (DMATs)
- HHS Secretary's Emergency Response Team
- DOL/OSHA's Specialized Response Teams
- Veterinarian Medical Assistance Teams (VMATs)
- Disaster Mortuary Operational Response Teams (DMORTs)
- National Medical Response Teams (NMRTs)
- Scientific and Technical Advisory and Response Teams (STARTs)
- Donations Coordination Teams
- Urban Search and Rescue (US&R) task forces
- US&R Incident Support Teams
- Federal Type 1 and Type 2 Incident Management Teams (IMTs)
- Domestic Emergency Support Team (DEST)
- Domestic Animal and Wildlife Emergency Response

Defense Support to Civil Authorities (DSCA)

The Department of Defense (DOD) provides DSCA in response to requests for assistance during domestic incidents, to include: terrorist attacks; major disasters; and other emergencies. DSCA refers to DOD support provided by federal military forces, DOD civilians and contract personnel and DOD agencies and components, in response to requests for assistance. Continuous coordination with federal, state, local and tribal elements before, during and after an event is essential for efficient and effective utilization of DOD's DSCA efforts.

In most instances, DOD provides DSCA in response to requests for assistance from a lead or primary agency. However, support provided under Immediate Response DSCA refers to DOD support provided by federal military forces, DOD civilians and contract personnel and DOD agencies and components, in response to requests for assistance during domestic incidents to include terrorist threats or attacks, major disasters and other emergencies.

Non-Governmental and Volunteer Organizations

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Non-Governmental Organizations (NGO) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also provides significant assistance to SSF 6 (Mass Care, Emergency Assistance, Housing & Human Services). Other community-based organizations receive government funding to provide essential public health services.

The Vermont Voluntary Organizations Active in Disasters (VTVOAD) is a consortium of more than 30 recognized organizations of volunteer's active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. For example, the animal rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies.

Private Sector

The roles, responsibilities and participation of the private sector during Incidents is based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

Type of Organization and Role

Impacted Organization or Infrastructure

Private-sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources and those main private-sector organizations that are significant to local, regional and national economic recovery from the incident. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions and hospitals.

Response resource private-sector organizations provide response resources (donated or compensated) during an incident including specialized teams, equipment and advanced technologies through local public-private emergency plans, mutual aid agreements or incident specific requests from government and private-sector volunteered initiatives.

Regulated and/or Responsible Party

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, federal regulations require owners/operators of Nuclear Regulatory Commission (NRC)-regulated nuclear facilities and activities to maintain emergency (incident) preparedness plans, procedures and facilities and to perform assessments, prompt notifications and training for a response to an incident.

State/Local Emergency Organization Member

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Private-sector organizations may serve as an active partner in local and state emergency preparedness and response organizations and activities.

Response Resources

Unless the response role is inherently governmental (i.e., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. The Vermont State Government maintains ongoing interaction with the critical infrastructure and key resources industries to provide coordination for prevention, preparedness, response and recovery activities.

When practical, or when required under state law, private sector and SEOP lead and support agencies coordinate with the private sector to effectively share information, form courses of action and incorporate available resources to prevent, prepare for, respond to and recover from major or catastrophic incidents within the state.

Components of the Economy

As a key element of the state and local economy, private sector resilience and continuity of operations planning, as well as recovery and restoration from an incident, represent essential activities to the jurisdictions impacted.

Responsibilities

Private-sector organizations support the SEOP (voluntarily or to comply with applicable laws and regulations) by sharing information with the government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of a catastrophic incident, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

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IV. CONCEPT OF OPERATIONS

IMPLEMENTATION OF PLAN

The framework for response, response support and recovery established in this document is always in effect. Unless otherwise described in the accompanying incident annexes that address specific situations, SEOP implementation will be in accordance with the Base Plan.

The first indication of an emergency situation that could affect Vermont and Vermonters might come without warning: terrorist attack, flooding caused by a break in a dam or an ice jam or a hazardous materials spill. In other cases, the state might receive warning from sources such as law enforcement agencies, the National Weather Service or the U.S. Geologic Survey. In the first case, since responders will have little notice of the emergency, they will need to assemble resources quickly to aid in the response. In the second case, warning means more time to coordinate efforts to prevent or mitigate the hazard and prepare to respond or implement protective action measures should the incident occur.

This plan can be used at any time before, during or after an emergency or disaster, or for events affecting small areas or a larger region (or even the entire state), depending on the severity of the emergency. A situation should never be allowed to reach crisis status for the response outlined in this plan to be initiated.

In emergency situations affecting limited areas or populations, local government officials must coordinate the first response in their jurisdictions. They may ask for state assistance by requesting a local emergency declaration if an incident exceeds the local capacity to cope. Local flooding, for example, might affect only small areas of one jurisdiction and have little or no impact on surrounding areas. The authority for undertaking action is vested in the chief executive of the jurisdiction (mayor or chair of the council or board), or other person (town manager, etc.) delegated by the local government. The request for assistance should be forwarded through the Division of Emergency Management and Homeland Security of the Department of Public Safety (SSF Annex 5, Tab H Local Jurisdiction Declaration of Emergency Request).

In potential or actual emergency situations, the Director, DEMHS has the option to open the State Emergency Operations Center (SEOC) at the Department of Public Safety Headquarters in Waterbury. Small or isolated incidents such as a hazardous substance spill might not require the opening of the SEOC but the monitoring level is always present. Larger events might require the opening of the SEOC and activation of personnel to staff state facilities. The team formed when this occurs is designated as the Incident Coordination Team (ICT). The ICT is responsible for establishing lines of communication and maintaining a log of events. The State Disaster Management Software is routinely used for that purpose in both the primary and alternate SEOC. The ICT will monitor developing situations, assist/coordinate local officials' response efforts and provide assistance as requested and appropriate. The SEOC activation levels are defined below. Refer to SSF Annex 5, Tab B of this plan for further information about SEOC operations.

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The three (3) SEOC activation levels in response to those types of incidents are defined as follows:

LEVEL	DEFINITION
Monitoring	The DEMHS Watch Officer (WO) receives and acts upon calls from the public and/or other branches of state government or local agencies notifying the State of emergent situations such as flooding, ice storms, hazardous materials incidents, etc. Monitoring may include the activation of a second DO and supervisor and/or additional DPS staff (this may be accomplished "virtually" by use of the state disaster management software):
Partial Activation (Additional Support Staff, and some SSFs)	When the situations outlined below are encountered, operations may shift to Partial Activation: <ul style="list-style-type: none">• With multiple or simultaneous events/incidents;• When events/incidents anticipated to require protracted coordination or response within multiple functional disciplines by the State;• When events/incidents affect large geographic areas;• Upon declaration of an ALERT at the Vermont Yankee Power Plant; or• When local officials activate an incident command post.• When another state agency activates an operations center.• When state special teams are deployed.
Full Activation (Additional Support Staff, All SSFs and Federal representation)	The State will activate the EOC at either the primary site in Waterbury or a secondary location shifting to Full Activation when: <ul style="list-style-type: none">• More than two (2) operational periods are anticipated;• There is an escalation of event(s);• Significant State resources are activated and deployed;• There is a need for resources outside the affected area(s);• Directed by the Governor, Commissioner of Public Safety or Director of DEMHS;• Preliminary damage assessments (PDAs) may lead to a Governor's request for a Presidential declaration; or• The incident exceeds the capability of the Incident Coordination Team (ICT) to coordinate resources during a Major or Catastrophic incident.• Warning or anticipation of WMD or Terrorism incident,• Federal representation is likely.

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TYPES OF INCIDENTS THAT WE RESPOND TO IN VERMONT			
TYPE OF INCIDENT	DIR & CONTROL and SUPPORT	WHO RESPONDS	PLANNING
Local Single or Multiple Jurisdictions or incident sites. Response within capabilities of the town and/or routine Mutual Aid Partners.	Incident Command (IC), Unified Command (UC) Incident Command Post (ICP), Local Emergency Operations Center (EOC), if necessary. SEOC operating at Monitoring (DEMHS Watch Officer).	Local Fire, Emergency Medical Services (EMS), Law Enforcement and/or Mutual Aid Partners.	Agency Standing Operating Procedures (SOP's) or Local Emergency Operations Plan (EOP) Regional All-Hazards Resource Plan.
Minor Single or Multiple Jurisdictions - Regional within the State. Beyond the capabilities of Local Responders & routine Mutual Aid Partners. Local Emergencies may be Requested & Declared, State Request for Federal Assistance Considered & Requested, if needed.	IC, UC ICP, State Emergency Operations Center (EOC). SEOC operating at Partial Activation (DEMHS Watch Officer, Support Staff, and Designated State Support Functions)	Same as above with response from the State [State-Rapid Assessment & Assistance Team (S-RAAT), Hazardous Materials Response Team (HMRT), Other Special Teams and SSFs] Other regional agencies (hosp, etc.) Federal Agencies (DHS, FEMA, SBA, other)	Local EOP Regional All-Hazards Resource Plan State EOP/ National Response Framework (NRF)
Major/Catastrophic State/Multi-State/Federal. State Declaration of Emergency and/or Request for Federal Assistance likely.	IC, UC Regional Coordination Center (RCC), State EOC. SEOC operating at Full Activation (DEMHS Watch Officer, Support Staff, All State Support Functions, and Federal representation)	Same as above with the likely involvement of additional State Resources Emergency Management Assistance Compact (EMAC) & International Emergency Management Group (IEMG) Resources Additional Federal Agencies	Local EOP Regional All-Hazards Resource Plan State EOP NRF & National Disaster Recovery Framework (NDRF)

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After the Director, DEMHS decides a state-level response is indicated, the Commissioner of the Department of Public Safety and the Governor (or his/her designee) are advised of the situation and appropriate State Support Functions and state organizations are notified that assistance will be needed. State agencies often self-activate under existing statutory authority before receiving notification from the Director, DEMHS or receiving direction from the Governor.

At any time, the Governor or designee may implement the SEOP with or without declaring a State of Emergency and assuming emergency powers under 20 V.S.A. Chapter 1, subsection 9. At such time, DEMHS will coordinate the activities of all emergency responders within the State 20 V.S.A., Chapter 1, subsection 3 (b)(1)).

In situations that overwhelm the state's resources or require additional assistance, the Governor may request a Presidential Major Disaster or Emergency Declaration through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA).

A military response to a disaster on the part of the Vermont National Guard requires authorization from the Governor or designee. The Vermont National Guard may be activated under a State of Emergency or for some other reason. The Governor may also activate the Vermont National Guard and operate under a federal declaration when necessary. If called to active duty, the National Guard is federalized and under military orders from the United States Army and/or Air Force. If already on federal orders for training, such as with a required 15-day Annual Training period, soldiers and airmen can have their effort redirected in response to a state support request. The Adjutant General, under his own existing authority, can order this change in mission.

The National Guard has developed a "Dual-status commander" (DSC) which are National Guard Generals, nominated by their Governors, and appointed as Dual Status Commanders for a specific event by the Secretary of Defense. The Dual Status Commander has a dual chain of command. On one side the DSC reports up through the State Adjutant General to the Governor, on the other side the DSC reports up through Northern Command to the President. Up until Super Storm Sandy all of these previous Dual Status Commanders were appointed and exercised control of Title 10 and 32 forces in pre-planned events. In November 2012 with Super Storm Sandy, we saw for the first time Dual Status Commanders being stood up for a real world, unplanned emergency and actually taking command of federal personnel.

ORGANIZATION

The Governor has the duty to oversee the general direction and control of State Emergency Management and state government to respond to emergencies (20 V.S.A., Chapter 1, subsection 8). DEMHS is the division charged by the Legislature and the Governor to coordinate all emergency management organizations within the state.

When the need occurs, state emergency disaster response/recovery operations are organized into two (2) stages or phases. The first stage is the response phase and activation of the State Emergency Operations Center (SEOC) using Agency Representatives and staff from state Agencies and Departments and representatives of non-governmental organizations. This group is called the Incident Coordination Team (ICT). The ICT is notified by DEMHS and

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requested to report to the State Emergency Operations Center. SEOC personnel are considered as “Primary” response personnel.

Agencies that are part of state level response and/or recovery operations fall into three (3) categories:

- **Lead Agency** – The designated agency responsible for coordinating State Support Function (SSF), Recovery Task Force (RTF) or functional annex preparedness, response & recovery activities. An SSF, RTF or functional annex may have co-leads;
- **Support Agency** – The designated agency that supports the Lead Agency in accomplishing the SSF, RTF or functional annex mission or purpose
- **Assisting Agency or Organization** – Agencies not designated as Lead of or support to a particular SSF, RTF or functional annex but may provide general support during a state level response to emergencies.

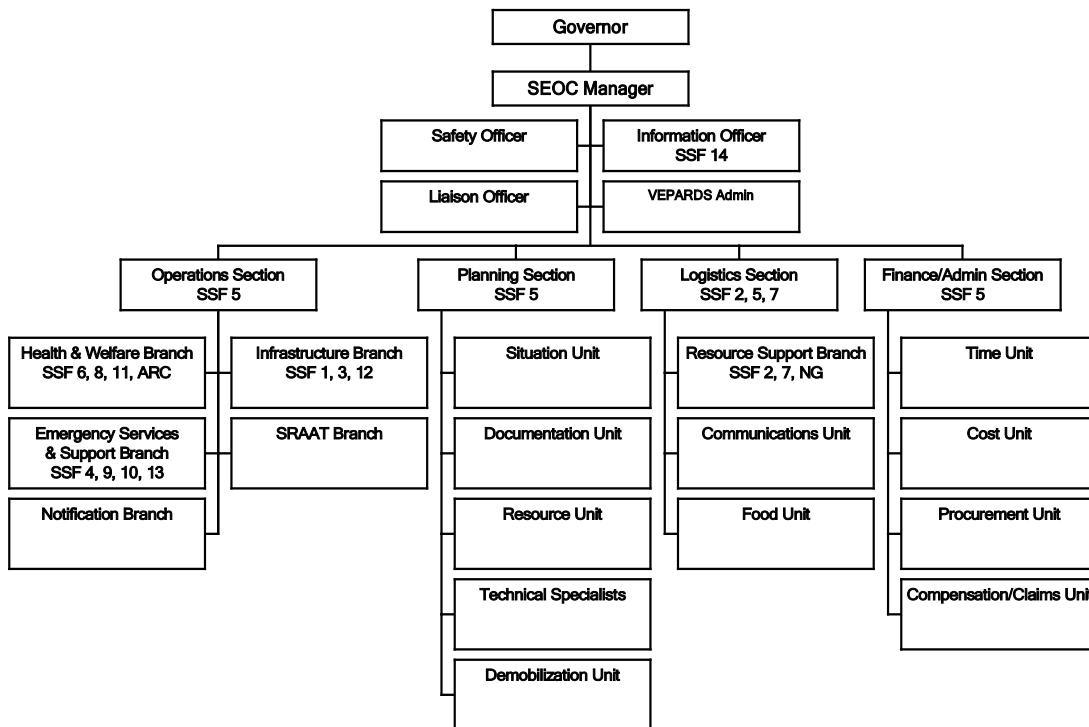
State Support Functions (SSFs)

The SSF structure provides a modular structure to energize the precise components that can best address the requirements of the incident. For example, a large scale natural disaster or massive terrorist event may require the activation of all SSFs. A localized flood, hazardous materials incident or tornado might only require activation of a select number of SSFs. Based on the requirements of the incident, SSFs provide the interagency staff to support operations of the SEOC, ICPs in the field, local EOCs and RCCs, if activated.

Depending on the incident, deployed assets of the SSFs, as a part of the S-RAT, may also participate in the staffing of an ICP, local EOC or RCC. Under the SEOP, each SSF is structured to provide optimal support of evolving incident management requirements. SSF activities and involvement vary throughout an incident from high-visibility, high-intensity activities during early response, to program implementation and management during recovery (RTFs), to a stage of declining requirements and demobilization as SSFs.

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Vermont SEOC Incident Coordination Team ICS Organization



The ICT includes, but is not limited to, the designated representatives of each appropriate SSF and emergency response organization and such additional staff as may be required for the type and magnitude of the event. Agency Representatives are “qualified” representatives of their agency and must have authority to act on behalf of the Secretary/Commissioner/ Director. Minimal staffing might be limited to DPS personnel or involve other State and volunteer agencies.

State Support Function (SSF) Alignment

DEMHS will host the participating SSFs and agencies at its own premises and will provide operational space and communications equipment to support emergency operations. The composition of the ICT, operating under the National Incident Management System (NIMS) as a Multi-Agency Coordination Center (MACC), will vary depending on need. The core SEOC participants may include, but are not limited to:

- The Governor, or designated representative, and appropriate staff
- The Secretary of Transportation, or designated representative and Department Commissioners or designated representatives as appropriate [SSF 1 (Transportation) and SSF 3 (Public Works & Engineering)]
- The Commissioner of Information & Innovation, or designated representative [SSF 2 (Communications)]
- The Commissioner of Public Safety, or designated representative, and the Director of Vermont State Police, or designated alternate [SSF 2 (Communications), SSF 3]

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- (Public Works & Engineering), SSF 4 (Firefighting), SSF 9 (Search & Rescue) , SSF10 (Hazardous Materials) and SSF 13 (Law Enforcement)]
- The Secretary of Natural Resources, or designated representative, and Department Commissioners or designated representatives as appropriate [SSF 4 (Firefighting) and SSF 11 (Agriculture & Natural Resources)]
 - The Director, DEMHS, or designated alternate [SSF 5 (Emergency Management) and SSF 14 (Public Information)]
 - The Secretary of Human Services, or designated representative, and Department Commissioners or designated representatives as appropriate [SSF 6 (Mass Care, Emergency Assistance, Housing & Human Services)]
 - The Commissioner of Buildings and General Services, or designated representative [SSF 7 (Resource Support)]
 - The Executive Director, SerVermont, or designated representative [SSF 7 (Resource Support)]
 - The Commissioner of Health, or designated representative [SSF 8 (Health & Medical Services)]
 - The Secretary of Agriculture, Food & Markets, or designated representative [SSF 11 (Agriculture & Natural Resources)]
 - The Commissioner of Public Service, or designated representative [SSF 12 (Energy)]
 - The Adjutant General, or designated representative (Military Support)

Each of these agencies, as **Lead or Co-Lead for their respective SSF**, may request assistance from support agencies as outlined in that SSF annex. This assistance may require representation as a part of the ICT or may be accomplished remotely. Requested notifications will be coordinated by DEMHS.

In limited emergency situations, some members of the ICT may not be required or may operate from their respective department or agency locations.

State agencies, departments and organizations that are not designated as SSF Leads or Co-Leads may be designated **SSF Support agencies**. Each SSF annex lists those agencies and outlines general responsibilities. Additional more specific responsibilities may be outlined in the SSF Implementing Procedures prepared by the SSF Lead and included as a Tab to the appropriate SSF Annex. Those agencies are also highlighted in Appendices III and IV of this document. During an emergency these agencies may perform their responsibilities in the SEOC as a part of the ICT or remotely, as required by the SSF Lead. Agencies and organizations designated as SSF Support (SSF Leads may be Support Agencies for other SSFs) are:

- The offices of:
 - The Attorney General
 - The Secretary of State
 - The State Treasurer
- The Agency of Administration:
 - Buildings & General Services
 - Finance & Management
 - Human Resources
 - Information & Innovation
 - Taxes

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- The Agency of Agriculture, Food & Markets
- The Agency of Commerce and Community Development:
 - Department of Housing and Community Development
 - Department of Economic Development
 - Department of Tourism & Marketing
- The Agency of Education
- The Agency of Human Services:
 - Department of Disabilities, Aging & Independent Living
 - Department for Children & Families
 - Department of Corrections
 - Department of Health
 - Department of Mental Health
 - SerVermont
- The Agency of Natural Resources:
 - Department of Environmental Conservation
 - Department of Fish & Wildlife
 - Department of Forests, Parks & Recreation
- The Agency of Transportation:
 - Department of Motor Vehicles
- The Adjutant General
- The Department of Financial Regulation
- The Department of Labor
- The Department of Liquor Control
- The Department of Public Safety
- The Department of Public Service
- The Department of States Attorneys
- Enhanced 911 Board
- Vermont Fire Service Training Council
- Vermont Geographic Information System
- Vermont Criminal Justice Training Council
- Vermont Judiciary

In addition to state personnel, representatives of private and non-governmental relief and support organizations may be present at the SEOC as a part of the ICT and as SSF Support agencies. All representatives must have authority to make decisions and commit resources on behalf of their organization. Depending on the nature, scope and severity of the situation, participating organizations might include:

- The American Red Cross
- The Mennonite Disaster Service
- The Salvation Army
- The Seventh Day Adventists
- Vermont Foodbank
- Vermont Volunteer Organizations Active in Disaster (VTVOAD)
- UVM Extension
- VT 2-1-1

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Note: The American Red Cross may represent a number of relief organizations at the SEOC.

Other organizations that may provide support to SSFs include, but are not limited to:

- The Amateur Radio Organizations (ARES/RACES)
- The Civil Air Patrol (CAP)
- The Humane Society of the United States
- The National Weather Service
- Vermont Association of Planning & Development Agencies (VAPDA)
- Civilian Emergency Response Teams (CERT) and other Citizen's Corps entities
- Designated Utilities
- Other Private Sector Entities providing logistical or technical expertise

Agencies and organizations that are not designated as SSF Leads or Co-Leads or SSF Support are called **Assisting Agencies and Organizations** and they include:

- The Auditor of Accounts
- The Agency of Administration, Department of Libraries

Assisting agencies and organizations may be involved with both response and recovery operations. This assistance may be initiated from an immediate need, but may continue for an extended period of time following a disaster.

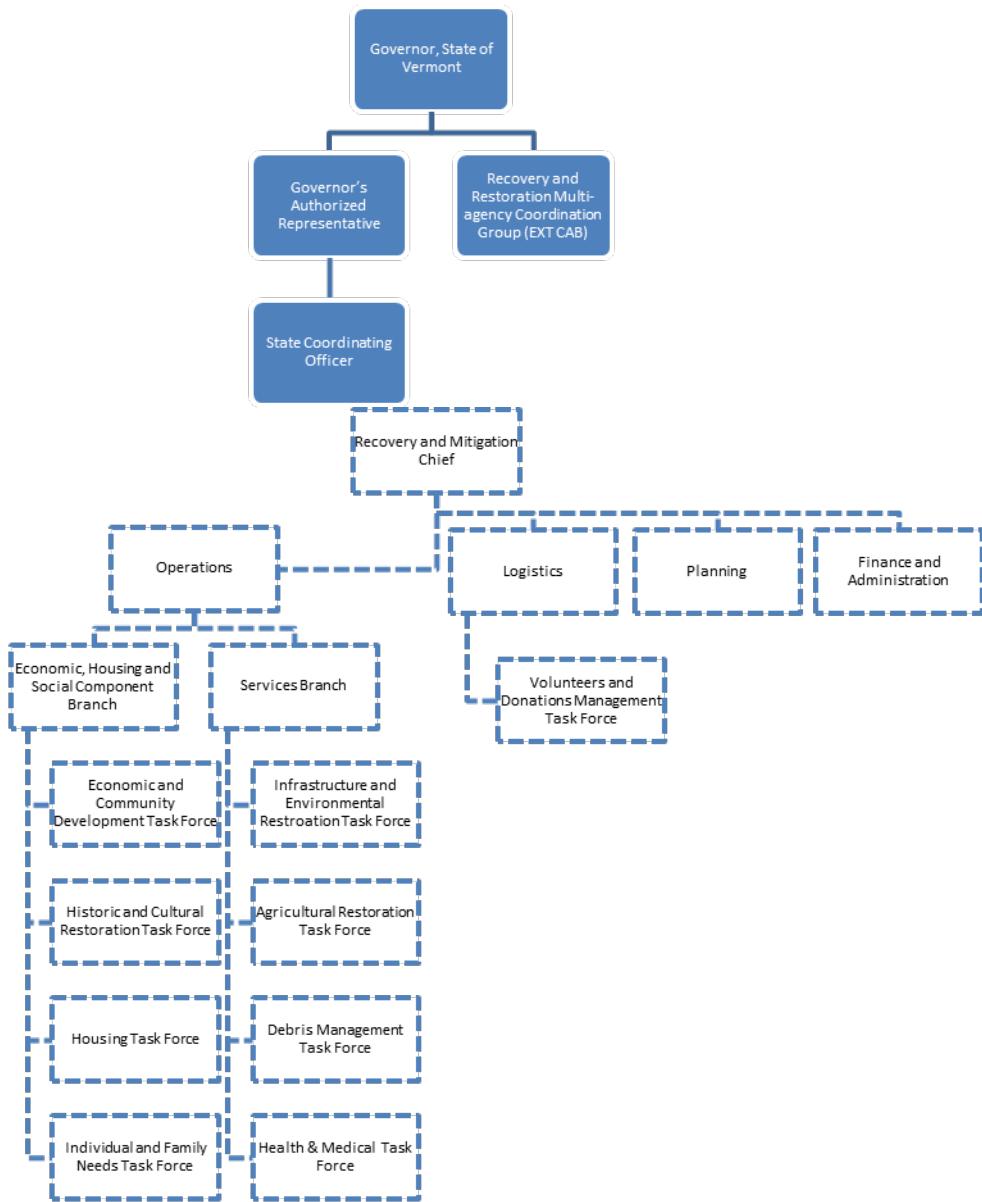
Assisting agencies and organizations may also participate in preparedness activities, such as orientations, exercises and planning or coordination meetings to ensure that the state level effort for both response and recovery is fully coordinated and effective.

Recovery & Restoration Multi-Agency Coordination Group (RRMACG)

The RRMACG structure provides a modular structure to energize the precise components that can best address the requirements of the recovery from an incident. For example, recovery from a large scale natural disaster or massive terrorist event may require the activation of all RSFs. A localized flood, hazardous materials incident or tornado might only require activation of a select number of RSFs. Based on the requirements of the incident RTFs provide the interagency staff to support operations of the Incident Recovery Coordination Team (IRCT).

Depending on the incident, the Recovery Support Functions will form one of the Recovery Task Forces to address those needs. Each RTF is structured to provide optimal support of evolving incident management requirements. RTF activities and involvement vary throughout an incident from high-visibility, high-intensity activities during early response, to program implementation and management during recovery, to a stage of declining requirements and demobilization as RTFs.

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Recovery Task Force (RTF) Alignment

DEMHS may host the participating RTFs and agencies at its own premises and will provide operational space and communications equipment to support recovery operations. However, after the initial stages of recovery, designated recovery task forces are expected to meet as needed and will likely perform recovery functions from agency or other designated facilities. The core Incident Recovery Coordination Team (IRCT) participants may include, but are not limited to:

- State Recovery Officer (if designated) or the DEMHS Recovery & Mitigation Branch Chief

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- The Secretary of Transportation, or designated representative and Department Commissioners or designated representatives as appropriate for the Infrastructure & Environmental Restoration RTF
- The Secretary of Natural Resources, or designated representative, and Department Commissioners or designated representatives as appropriate for the Debris Management RTF
- The Secretary of Human Services, or designated representative, and Department Commissioners or designated representatives as appropriate for the Individual & Family Needs RTF and Health & Medical RTF
- The Secretary of Agriculture, Food & Markets, or designated representative for the Agriculture RTF
- The Secretary of Commerce & Community Development, or designated representative for the Housing RTF, Historic & Cultural Restoration RTF, and Economic & Community Development RTF
- The Commissioner of Buildings and General Services, or designated representative for the Volunteer & Donations Management RTF
- The Executive Director, SerVERMONT for the Volunteer & Donations Management RTF

Each of these agencies, as **Lead or Co-Lead for their respective RTF**, may request assistance from support agencies as outlined in Support Annex 7, Recovery & Restoration. This assistance may require representation as a part of the IRCT periodically or may be accomplished remotely. Requested notifications will be coordinated by DEMHS.

State agencies, departments and organizations that are not designated as RTF Leads or Co-Leads may be designated **RTF Support agencies**. Each RTF annex lists those agencies and outlines general responsibilities. Additional more specific responsibilities may be outlined in the RTF Implementing Procedures prepared by the RTF Lead and included as a Tab to the appropriate RTF Annex. Those agencies are also highlighted in Appendices III and IV of this document. During an emergency or during recovery these agencies may perform their responsibilities in the SEOC as a part of the IRCT or remotely, as required by the RTF Lead. Agencies and organizations designated as RTF Support (RTF Leads may be Support Agencies for other RTFs) are:

- The offices of:
 - The Attorney General
 - The Secretary of State
 - The State Treasurer
- The Agency of Administration:
 - Buildings & General Services
 - Finance & Management
 - Human Resources
 - Information & Innovation
 - Taxes
- The Agency of Agriculture, Food & Markets
- The Agency of Commerce and Community Development:
 - Department of Housing and Community Development
 - Department of Economic Development

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- Department of Tourism and Marketing
- The Agency of Education
- The Agency of Human Services:
 - Department of Disabilities, Aging & Independent Living
 - Department for Children & Families
 - Department of Corrections
 - Department of Health
 - Department of Mental Health
 - SerVermont
- The Agency of Natural Resources:
 - Department of Environmental Conservation
 - Department of Fish & Wildlife
 - Department of Forests, Parks & Recreation
- The Agency of Transportation:
 - Department of Motor Vehicles
- The Adjutant General
- The Department of Financial Regulation
- The Department of Labor
- The Department of Liquor Control
- The Department of Public Safety
- The Department of Public Service
- The Department of States Attorneys
- Enhanced 911 Board
- Vermont Fire Service Training Council
- Vermont Geographic Information System
- Vermont Criminal Justice Training Council
- Vermont Judiciary

In addition to state personnel, representatives of private and non-governmental relief and support organizations may be represented as a part of the IRCT and as RTF Support agencies. All representatives must have authority to make decisions and commit resources on behalf of their organization. Depending on the nature, scope and severity of the situation, participating organizations might include:

- The American Red Cross
- The Mennonite Disaster Service
- The Salvation Army
- The Seventh Day Adventists
- Vermont Foodbank
- Vermont Volunteer Organizations Active in Disaster (VTVOAD)
- UVM Extension
- VT 2-1-1

Other organizations that may provide support to RTFs include, but are not limited to:

- The Amateur Radio Organizations (ARES/RACES)
- The Civil Air Patrol (CAP)
- The Humane Society of the United States

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- The National Weather Service
- Vermont Association of Planning & Development Agencies (VAPDA)
- Civilian Emergency Response Teams (CERT) and other Citizen's Corps entities

Agencies and organizations that are not designated as RTF Leads or Co-Leads or RTF Support are called **Assisting Agencies and Organizations** and they include:

- The Auditor of Accounts
- The Agency of Administration, Department of Libraries

Assisting agencies and organizations may be involved with both response and recovery operations. This assistance may be initiated from an immediate need, but may continue for an extended period of time following a disaster.

Assisting agencies and organizations may also participate in preparedness activities, such as orientations, exercises and planning or coordination meetings to ensure that the state level effort for both response and recovery is fully coordinated and effective.

RESPONSE

Overview of Response to Emergencies/Disasters

Local government must meet the immediate health and safety needs of residents in the event of emergency or disaster. However, state resources will supplement those of local government if:

- the needs generated by an incident exceed the response capability of the local government or mutual aid resources;
- the State has a specialized resource needed by local government; and
- the scope of the event is widespread and the need for a centralized incident management and resource allocation system is clear (a nuclear power generating plant accident/incident is an example of this situation).

Operational Assumptions

1. Life safety, incident stabilization, and property and environmental protection are the most significant objectives of local and state government in emergency situations.
2. Chief executives or designee (incident commander) of local government will assume direct control of the emergency operations of all government and non-government resources that by law are subject to their authority.
3. Military resources employed in support of emergency operations will remain under military command and control at all times.
4. State agencies involved in the response to an emergency will maintain a disaster record of their activities in the event making use of the state disaster

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management software when available, as well as documentation their disaster-related expenditures.

5. DEMHS or SSF 5 will coordinate all requests for state, interstate, federal and international assistance.
6. The state will operate using the principles of the Incident Command System (ICS) as prescribed by the National Incident Management System (NIMS). Refer to the NIMS Executive Order, found in Appendix V of this document.

Coordination

Coordination is a broad function involving staff members engaged in both direction and control. Some situations might require an incident commander to execute coordinating functions.

In times of emergency or disaster there are several levels of coordination involved with the administration of this plan. They work through three levels from local, to state and finally to federal authorities, when required.

The Local Emergency Management Director exercises two (2) areas of coordination:

- Coordinating the work of local responders to ensure internal cooperation and functional teamwork in support of the incident commander; and
- Arranging for outside assistance when the need arises when requested by the incident commander through mutual aid or through a unified command or the Area Command structure or the SEOC.

The local chief executive, or other authorized person, may designate a Local Emergency Management Director/Coordinator to act for the affected jurisdiction as a Disaster Recovery Coordinator and submit all necessary documentation for the jurisdiction for individual assistance or public assistance resources.

State-level emergency response and response support coordination is the primary function of DEMHS and SSF 5. The Director of DEMHS is the principal coordinator of the state emergency response and response support.

When the need arises, State-Rapid Assessment and Assistance Teams (S-RAATs) may assist area operations and local emergency management coordinators with technical advice and operational support. (See Support Annex 12– State-Rapid Assessment & Assistance Team (S-RAAT) Field Operating Guidelines)

Upon the declaration of an Emergency or Major Disaster by the President of the United States, the Governor will appoint a State Coordinating Officer (SCO). The SCO reports directly to the Governor or the Governor's Authorized Representative (GAR) and acts as the state liaison with the DHS, FEMA. The appointment of the GAR and the SCO occurs at the time of execution of the Federal/State Agreement for the Emergency or Major Disaster.

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The SCO is the ranking coordinator on the state level for federal-state relations. The Governor may appoint the Director of DEMHS, or other designee, as the SCO, and thereby consolidate the multi-level coordination of Vermont's emergency response and recovery.

The President of the United States, through DHS, FEMA, appoints a Federal Coordination Officer (FCO) to act on behalf of the United States. The FCO represents the Federal government when a disaster is declared. The duties of the FCO include coordination of all federal assistance with state and local governments, through the State Coordinating Officer.

Alert and Warning

Vermont has several ways to warn residents when a disaster occurs or is likely to happen. These alert and warning systems include a combination of the Emergency Alert System (EAS), the VTALERT.GOV mass notification system, the FEMA NAWAS network, the media, personal notifications and alert sirens. Some or all methods may or may not be available in all communities. A warning does not always mean an emergency is imminent, but it usually indicates a need to be prepared for the possibility of an emergency or disaster.

The EAS system is utilized by the Vermont Department of Public Safety to notify citizens of potential or actual emergency conditions. Notification messages originate from either the Vermont Department of Public Safety, the National Weather Service or National EAS network. Messages are relayed into the radio, television or cable networks to provide the public with immediate notifications. Relevant messages, recorded or live, may be broadcast over the Emergency Alert System.

The VTALERT.GOV mass notification system is a web based public and private notification network that disseminates urgent and emergency messages to subscribers, the public (based on geographic location) and the media via email, SMS text, phone (cell or landline), webpage, Facebook/Twitter, and fax. VTALERT.GOV additionally provides the capability to alert specific groups to support disaster response and other missions. The Department of Public Safety's Communications Division operates a microwave communications network ring for several Vermont State Agencies that supports the many elements of the alerting systems.

The National Alert Warning System (NAWAS) has a primary state warning point at the Vermont State Police barracks in Rockingham, and at 3 additional Public Safety Answering Points (PSAPs) located in Vermont State Police (VSP) Stations throughout the state. The Alternate State Warning Point is located at the VSP dispatch center in Derby and the Vermont State Emergency Operations Center (SEOC). Under a weather warning, the SEOC may be activated depending on the severity of the incident.

In certain areas of the state, warning sirens may be activated during a disaster or nuclear emergency.

Reports of severe weather conditions may be relayed from the public to one or more of the 4 Vermont State Police public safety answering points. State Police troopers in the

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field and Vermont Agency of Transportation crews on duty may forward weather information over their respective radio systems.

State Police information is relayed from the Public Safety Answering Points (PSAPs), the media, and then to DEMHS or through the DEMHS Watch Officer. Weather-related events, such as road washouts, land/mudslides, bridge closings, wind damage, etc., are reported to the NWS via the disaster management software, NAWAS or a low-band radio system.

Additional avenues to capture weather information are the Severe Weather Spotter program which may also contribute to advanced news of weather conditions as members report observations to the NWS (Burlington, VT or Albany, NY). The SKYWARN Program is also sponsored by the National Weather Service (NWS), the American Red Cross and DEMHS. Additionally, the NWS coordinates the "Storm Ready" Program which trains communities in weather preparedness.

Emergency Response

Actions taken to save lives and protect property in immediate danger are emergency responses. Local government is the first line of responsibility for emergency response. Fire, police, emergency medical service and public works agencies respond to emergencies with locally available resources. Local emergency management personnel provide coordination with the activation of Incident Command Posts (ICPs) or local Emergency Operations Centers (EOCs).

State government is kept advised of local events through DEMHS. Specific State organization responses are described in the state support function annexes.

Emergency medical services may be provided by municipal ambulances or private ambulance companies and local hospitals. Fire and police personnel with training may administer first aid. SSF's 6 (Mass Care, Emergency Assistance, Housing & Human Services) and 8 (Health & Medical Services) include further information pertaining to emergency medical capacities.

Emergency response personnel usually include local fire, police and organized rescue personnel, as well as volunteers with useful skills who are willing to help. Using volunteer assistance to maximum benefit often depends on on-scene supervision. Such oversight requires technically trained fire, police or rescue personnel. Coordination of emergency actions requires knowledge of the services being rendered, experience in crisis situations and use of the Incident Command System.

Responsibility for coordination and resourcing the response to and recovery from emergencies exceeding local capabilities is a basic function of state government. The Incident Coordination Team at the SEOC provides the coordination as a part of the statewide multi-agency coordination system. The Incident Command System (ICS) is routinely used by the State's first responders and the SEOC, especially in fire and hazardous materials incidents.

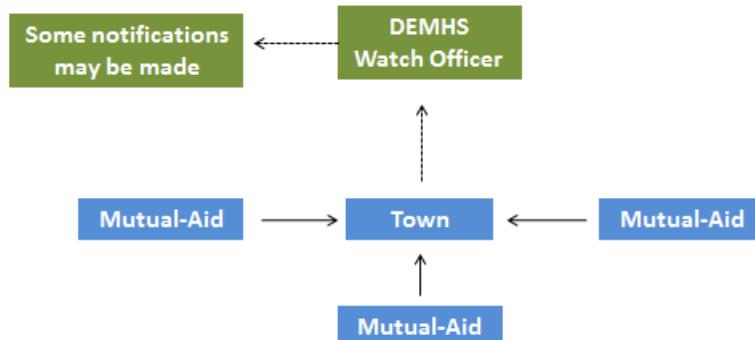
Information about the emergency is relayed by the local Incident Commander to a local EOC, if activated, then to the DEMHS Watch Officer or the ICT at the SEOC, if activated.

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This is the normal method of incident support coordination. The following figure graphically depicts incident support coordination associated with local incidents.

Local Incident

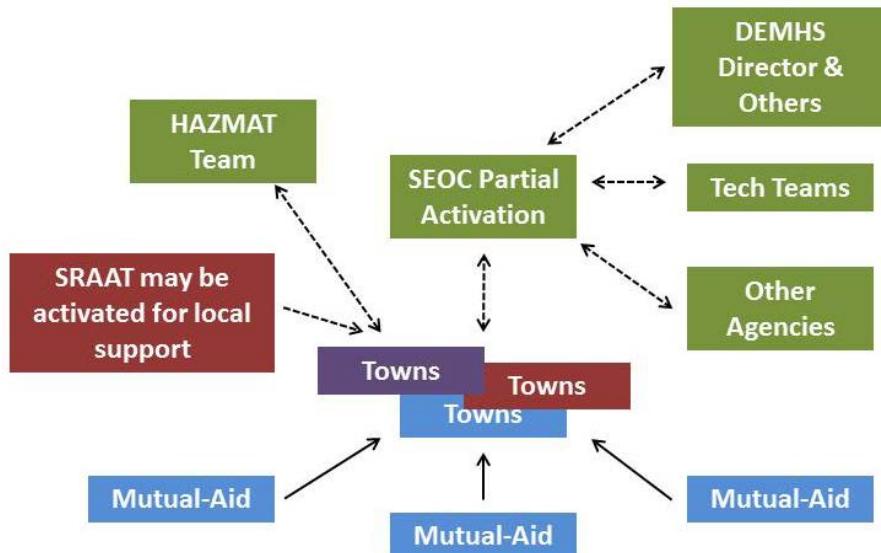
No State Level Support Requested/Required



During an emergency where state assistance is not required, towns may notify the DEMHS Watch Officer. Depending on the severity of the incident, the Watch Officer may make additional notifications.

Minor Incident

With State Notifications and Minimal State Assistance Required



During an emergency where state assistance is required, the ICT assumes their roles and begin operations. Until primary SEOc personnel report for duty, Division of Emergency Management and Homeland Security staff may perform the different roles of emergency management in support of the Local Incident Commander(s).

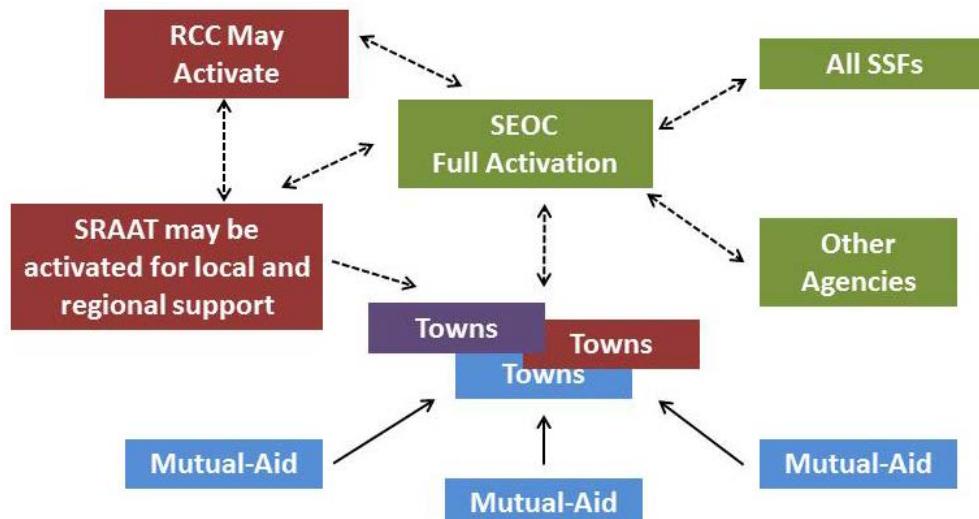
Depending on the developing situation and the magnitude of the disaster, one of four (4) Regional Coordination Centers (RCCs) may be activated to assist in coordination of incident support. This facility coordinates available state resources within Public Safety District(s) when the capability of the Incident Coordination Team (ICT) at the SEOc to support multiple operations in the field is exceeded.

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A State-Rapid Assessment and Assistance Team may be deployed to provide a coordination element for responding state resources (supports local jurisdictions or a Regional Coordination Center – RCC). This team ensures interface between local, state, federal and private response organizations. This figure represents the process of incident support coordination for a major/catastrophic incident after that decision and activation have occurred.

Major/Catastrophic Incident

Significant Multi-Agency State Assistance Required



During an incident requiring significant multi-agency state assistance, the ICT will be activated in support of Local Incident Commanders(s), including all SSFs.

Effective disaster response depends on appropriate field information promptly reaching the SEOC. Without information from the field, decision-makers at the SEOC cannot direct state and federal resources to where help is most needed. Every state and local organization is responsible for data collection and situation assessment.

Emergency response actions are those actions taken during the crisis period and continue throughout the emergency until the threat passes. Measures begun as emergency actions may continue throughout all phases of operations.

Impact and Damage Assessment

Impact assessments are intended to provide the early “snapshot” of an incident impact on individuals and households, infrastructure, government, businesses, and the private sector, and their ability to operate normally, in a degraded manner or not at all. Without impact assessment and the identification of needs, appropriate Federal and State assistance may be delayed.

In terms of the phases of incident management, the conduct of damage assessment marks an element of transition from response to recovery as it allows local, state and federal officials more clearly determine needs for recovery.

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A progressive approach to the recovery includes two stages of damage assessment:

- Situation Appraisal and
- Preliminary Damage Assessment

Regardless of if there is an expectation that a disaster will be declared, Situational Appraisals must be conducted at both the local and state levels. This appraisal determines the extent of harm in measurable terms. Negative reports are expected and desired as it is also important to know where there is “no impact”.

Utilizing the Local Situation Report, the local situation appraisal is performed by the local jurisdiction to determine the need for immediate aid, estimate the magnitude of damage and severity of the situation and prioritize relief efforts. The need for long-term outside assistance may be identified during this initial phase. When conducting this phase, the emphasis is on efficiency and accuracy. Regional Planning Commission personnel work with local officials to gather and compile the Local Situation Report information, and these reports are then submitted to the SEOC Planning Section.

Utilizing the Essential Elements of Information, the state situation appraisal is performed by the SSFs and RSFs by functional area. These reports are directly submitted to the SEOC Planning Section and, with the information of the Local Situation Reports, form the basis of the State Situation Report.

The Governor may declare a State of Emergency, if local officials request it and the damage is so severe that it overwhelms the ability of local authorities to cope. Local governments may request the emergency declaration from the Governor in any disaster situation if local resources are overwhelmed. If the Governor agrees, and a State of Emergency is declared, a larger area specific or state-wide State of Emergency may be declared by the Governor.

Post-event damage assessment is also conducted to determine the extent to which local and state responses will manage an emergency situation. Local resource inventories may be used to determine capabilities, estimate loss of critical resources and monitor the need for “mutual aid” from surrounding communities.

The Preliminary Damage Assessment (PDA) brings local, State and, if requested and approved, Federal emergency management personnel into the process. The PDA is designed to provide the information necessary to make a recommendation to the Governor to request a Presidential Declaration of Emergency or Major Disaster. This phase also considers and confirms the damage assessments performed by local officials. The PDA indicates whether the damages are of sufficient severity and magnitude to warrant Federal assistance under the Stafford Act.

Infrastructure Preliminary Damage Assessment determines what actions must be taken to alleviate the situation. The personnel involved include local officials familiar with specific classes of infrastructure damage that are part of the FEMA Public Assistance Program:

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- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, Other
- Category H: Private Homes

The threshold formula for federal disaster assistance is based on population and the per capita cost of damages at the county and state levels. The state has a program of reimbursement to local communities through the Emergency Relief and Assistance Fund, 20 V.S.A., 001, section 45, by which it distributes funds to supplement the federal disaster relief for damages. FEMA provides 75% of eligible damage reimbursement, while a combination of state and local funds must pay the remaining 25%.

In addition to the above categories that address infrastructure, there is also a need to conduct a PDA for individual homes, businesses and property. Local officials will collect and categorize information about the number of households that have been impacted and provide that information to the state through the Local Situation Report.

The PDA is also a verification process of the local damage assessment incorporating cost estimates for infrastructure. PDA team members represent the Governor and DHS, FEMA and appropriate state and Federal agencies with expertise in the fields related to the damages.

The combined dollar estimate for infrastructure damage and the count of households and businesses that have been damaged or affected provides an estimate of the overall impact of the incident on the state and local jurisdictions. Depending on the magnitude of the impact, the results of the PDA may form the basis for a request from the Governor for a Presidential Declaration. The request for a Major Disaster Declaration must be made within thirty (30) days of the beginning of the incident period.

Emergency Financing

The Vermont Emergency Board and the Secretary of Administration have the authority to commit State funds and authorize expenditures necessitated by unforeseen emergencies. They may also borrow against the credit of the State of Vermont for such financing when the Vermont Legislature is not in session.

The Emergency Board meets to consider disaster recovery financing following a Declaration of Emergency or Major Disaster by the President.

Equipment and Facilities

Response personnel may require varied types of equipment in emergency or disaster situations. State, municipal and privately owned equipment can be used when the magnitude of the disaster warrants. Local governments are responsible for maintaining resource inventories as part of their Local Emergency Operations Plans (LEOPs). State

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agencies with equipment and facilities may make such resources available for local use during emergencies.

The priority for equipment usage rests with the Incident Commander supported by Local Emergency Management Directors. State equipment may be brought into use when local resources, including mutual aid, are insufficient to meet the need and resources are requested by local incident commanders. National Guard equipment becomes available following a declaration of a State of Emergency by the Governor. Federal equipment becomes available under specific conditions when Federal agencies are activated to assist in response and recovery. Privately owned equipment may be hired or leased to augment or supplement local and state resources.

State resources may include Agency of Transportation equipment and materials located at State Highway Garages throughout the state, Vermont Department of Public Safety Search and Rescue Teams, the State HAZMAT Team, and Vermont National Guard equipment located at armories throughout the state.

The usual use of the equipment is projects such as:

- Debris or snow removal
- Emergency road or bridge repairs
- Safeguarding areas against floods
- Water pumping equipment
- Auxiliary electric generators
- Sand bags

Equipment for housing and feeding of displaced residents includes emergency bedding (cots and blankets) are available through the American Red Cross and other relief agencies.

The Vermont National Guard describes its capabilities through the use of 42 specifically-designed force packages. These force packages are defined by the unit that generates them, assets and manpower needed to accomplish a task, and where the resources are located in the State.

Public buildings and facilities, and some privately owned buildings normally used for public purposes, may operate as emergency shelters, first aid and emergency medical treatment centers and morgues, and for other critical functions during a disaster. The use of schools is under local jurisdiction, or by agreement with the American Red Cross. The American Red Cross currently has agreements in place for 8 regional shelters in Vermont.

Emergency Personnel

The majority of emergency personnel in Vermont responding to disaster situations come from local fire, police or rescue/ambulance services. These are cadres of trained personnel that, coupled with State and Federal personnel activated specifically for the event, are the first responders in an event.

Emergency response personnel also come from other sources. Volunteer relief organizations provide personnel for many emergency duties from debris removal to

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emergency repairs. The Volunteer Organizations Active in Disasters (VOAD) may coordinate the delivery of services from volunteer agencies such as Mennonite Disaster Service, the Salvation Army, and Team Rubicon. These services are described under SSF's 6 (Mass Care, Emergency Assistance, Housing & Human Services), 7 (Resource Support) and 8 (Health & Medical Services).

The Agency of Administration, Department of Human Resources, conducts a continual recruitment and qualification system that can expand to meet emergency needs. State employees can be a large and dependable source of emergency personnel. Acting as an extension of their regular duties, or on predetermined emergency assignments, State employees are the basic foundation of the state's emergency personnel pool. (See Agency Annexes). The Department of Labor may provide records of available personnel with specific skills through a computerized Job Bank. (See Agency Annexes).

Individual volunteers at the scene of an emergency are a valuable, often unexpected resource. Utilization of people on-scene depends upon local coordination. Local response organizations should include in their emergency operations plans and operational procedures some provisions for the use of unaffiliated volunteers. Coordination of unaffiliated volunteers at the state level is accomplished by SSF 7 (Resource Support) described at SSF Annex 7.

Emergency personnel are also available from the Vermont National Guard. The Governor may call out the National Guard after declaring a State of Emergency. (See Agency Annexes)

Supplies

The Department of Buildings and General Services provides for the acquisition of post-disaster supplies for State agencies and State programs. (See SSF Annex 7 – Resource Support). Emergency supplies to support local residents are available through the Agency of Human Services, Volunteer Organizations Active in Disaster (VOAD), the American Red Cross and others. (See SSFs 6, 7, 8 and 11).

Supplies may include many types of materials, including food, blankets, bedding, clothing, personal comfort items, and muck out kits. Methods of acquisition and distribution should be detailed in organizational emergency procedure manuals.

Transportation

The priority for transportation in an emergency-disaster situation is ensuring that roadways allow passage of personnel, equipment and supplies to and from locations of immediate need, and the evacuation of residents from unsafe places.

Intrastate air transportation is impractical for large payloads within Vermont because of the lack of airports of sufficient size to accommodate commercial (jet) aircraft. Small, grass airfields are incapable of handling larger aircraft of any type due to their relatively short runways, lack of 24-hour tower service, and instrument-landing facilities. They can, however, land rotary wing and small personal aircraft. An interstate airlift is possible utilizing Burlington International, Montpelier and Rutland Airports. Light cargo can be delivered to several other airports located throughout the state.

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Army National Guard helicopters provide some transportation for state personnel during an emergency and can provide airlift capabilities to distribute products from the Strategic National Stockpile (SNS) or other emergency supplies. (See Incident Annex 8C).

The Civil Air Patrol may provide some special air transport of small items for State Response or Recovery Operations.

Transportation by water into Vermont is seasonal and limited to Lake Champlain and some larger rivers and streams. Water transportation is highly dependent on weather conditions, water levels and the availability of suitable watercraft. This source of transportation for emergency supplies is unreliable. Moreover, the City of Burlington has limited dockage and facilities for cargo vessels.

Land transportation within Vermont consists of several rail routes, a modern Interstate highway system and a system of state and local roads. East/west portions of all systems are limited by terrain in that the Green Mountains bisect the state north to south.

The majority of emergency transportation is likely to occur by highways, unless this system is interrupted by physical damages. Problems of providing adequate detours and re-routing traffic can be expected in many areas serviced by secondary roads, and some state highways. (See SSF's 1 - Transportation, 3 - Public Works & Engineering, 12 - Energy and 13 - Law Enforcement).

The Agency of Transportation is responsible for maintenance and construction of all State highways.

RECOVERY

As a part of incident management, Recovery may begin during the Response Phase but depending on the magnitude of the incident, may continue well past (days, weeks, months, years) past the completion of the Response Phase. During Recovery, organizations provide services that might include Individual Assistance and Public Assistance. Such organizations may send representatives to the State Emergency Operations Center during the response phase, but during the recovery phase may operate from their own facilities or other designated locations. This is a decision made in coordination with the appropriate agency and the Director of DEMHS.

Each emergency/disaster has a unique set of short- and long-term recovery needs and mitigation opportunities. Various disaster assistance programs have different eligibility criteria, funding limits and delivery systems. To ensure that aid is provided in a coordinated and timely manner, DEMHS, together with appropriate federal and state agencies, will coordinate the assessment of jurisdictions that warrant disaster assistance and/or hazard mitigation funds. When the State Emergency Operation Center is activated for response to an emergency/disaster, a recovery and mitigation component is activated as well. The purpose is to initiate activities necessary to ensure a successful recovery effort (i.e., condition monitoring, situation evaluation, identification of recovery sites, damage, identification of hazard mitigation issues, etc.).

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Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). After the initial damage assessment is conducted by local government and reported to the State Emergency Operations Center, a joint Preliminary Damage Assessment may be scheduled that could include FEMA. This damage assessment validates the local data and is the basis for requesting a Presidential Emergency or Major Disaster Declaration by the Governor.

Based on authorities held at other federal agencies, emergency or disaster declarations may occur coincident with or separate from a Stafford Act Declaration. Those include but are not limited to health emergencies, agricultural emergencies, declarations by the Federal Highway Administration, Small Business Administration or the Department of Homeland Security.

Recovery Field Operations

In the aftermath of a disaster, with or without a Presidential Declaration, the state may: deploy recovery teams into a disaster area to assist local jurisdictions with assessing the human impact; initiate recovery; conduct damage assessment; inform victims of what recovery assistance programs are available; and mobilize other aspects of recovery. Recovery activities are more fully described in the Support Annex 7 – Recovery.

Public Assistance Activities

A Presidential Major Disaster Declaration initiates a process that begins with impacted jurisdictions and other eligible applicants filing a Request for Public Assistance at an Applicant's Briefing. These briefings are to be publicized through the media and notifications made to Local Emergency Management Directors.

Local emergency-disaster preparedness plans should make provisions for damage estimating, recording expenses and compiling accurate verification reports. Proof of damage that was repaired as an emergency measure (early in the recovery period) must be carefully documented.

The use of photography, both still camera and video, will support accurate assessments of damage in the area and to structures. This may be necessary in cases where federal assistance may be forthcoming. Local estimates must withstand the scrutiny of trained damage estimators.

Individual Assistance Activities

A Presidential Declaration authorizing individual assistance permits the Individual Assistance Officer, in conjunction with the federal counterpart, to facilitate all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F. Individual Assistance (IA) activities include but are not limited to:

1. Temporary Housing – Those whose homes have been destroyed may be eligible for temporary housing;

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2. Disaster Loan Programs – The Small Business Administration may provide low-interest loans to individuals, families and businesses to restore property damaged by a major disaster;
3. Individual and Household Grant Programs – Cost-sharing grants are available to individuals and households who have incurred damages from a major disaster;
4. Emergency Food Stamps – Food stamp assistance is available to disaster victims;
5. Employment and Unemployment Assistance – Disaster victims are eligible for unemployment benefits and job placement assistance;
6. Social Security Benefits – Expedited delivery of death and disability payments may be arranged for disaster victims;
7. Veterans Benefits – Disaster victims with existing VA loans may qualify for financial consideration;
8. Tax Assistance – The IRS will assist victims with tax issues relative to disaster circumstances;
9. Legal Services – Legal counsel is available through Vermont Legal Aid and other organizations;
10. Insurance Information – Several victims insurance programs are available through disaster information networks in Vermont;
11. Agricultural Assistance – Financial assistance is available in conjunction with the U.S. Department of Agriculture to offset crop loss and grain purchasing costs.
12. Farm Loans – Financial aid is available for structural damage; and
13. Consumer Assistance – Disaster victims may seek guidance on consumer protection practices and guidelines from the Vermont Attorney General's Office.

Hazard Mitigation Activities

See the Support Annex 3 - State Hazard Mitigation Plan

CONTINUITY OF GOVERNMENT

The occurrence of a disaster could impede the ability of state and local governments to function. Provisions for the continuity of government include a variety of activities designed to ensure the preservation of government, as it exists, and the continued ability of state and local governments to provide protection and essential services to the public. This section of the Base Plan outlines those provisions established by statute in the State of Vermont. The statutes do not specifically operate within the realm of the implementation of the SEOP but provide the overarching authority for continuity of government no matter what the situation so that it is uniform across all incidents and events.

Continuity-of-government requirements include:

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- a. Key direction and control actions that must be accomplished so that state and local government can continue to operate effectively, regardless of the emergency or disaster situation,
- b. Actions necessary for the reconstruction of state and local government, should that be necessary.

Lines of Succession

General: Vermont State Statutes, Title 20, Part 1, Chapter 7 provides for the prompt and temporary succession to the powers and duties of public offices, whether by election or appointment.

Executive

§ 183. Additional successor to office of Governor

“In the event that there is a vacancy in both the offices of governor and lieutenant governor within the meaning of the constitution and the speaker of the house of representatives is unavailable, the president pro tempore of the senate, the secretary of state and the treasurer, shall, in the order named, act as governor until such vacancy is terminated, or until a governor is elected, or until such speaker or a preceding interim successor becomes available. (1959, No. 13, § 4, eff. March 4, 1959.)”

Legislative

The lines of succession for the State Legislature are detailed in the *Emergency Interim Legislative Succession Act (Title 3, Chapters 304.001 - 304.011)* and extend seven deep for each Legislative position.

Judiciary

§ 187. Special emergency judges

“In the event that any district judge is unavailable to exercise the powers and discharge the duties of his or her office, the duties of the office shall be discharged and the powers exercised by one of three special emergency judges residing in the district served by such judge, and designated by him within sixty days after the approval of this chapter, and thereafter immediately after the date that he shall have been appointed and qualified as such. Such special emergency judges shall, in the order specified, exercise the powers and discharge the duties of such office in case of the unavailability of the regular judge or persons immediately preceding them in the designation. The designating authority shall, each year, review and shall revise, as necessary, designations made pursuant to this chapter to insure their current status. Forthwith after such designations are made and after a revision thereof copies shall be filed in the offices of the Governor and the county clerk. Said emergency special judges shall discharge the duties and exercise the powers of such office until such time as a vacancy which may exist shall be filled in accordance with the constitution and statutes or until the regular judge or one preceding the designee in the order of designation becomes available to exercise the powers and discharge the duties of his office. While exercising the powers and discharging the duties of the office of a district

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judge a special emergency judge shall receive the pro rata salary and perquisites thereof. (1959, No. 13, § 8, eff. March 4, 1959; amended 1965, No. 194, § 10.)"

State Agencies

§ 184. Emergency interim successors for state offices

"All state officers, subject to such exceptions and regulations as the Governor (or other official authorized under the constitution and this chapter or other act to exercise the powers and discharge the duties of the office of, or to act as, Governor) may issue, shall, within sixty days after the approval of this chapter, and thereafter immediately after the date that they shall have been appointed and qualified, in addition to any deputy authorized pursuant to law, designate by title emergency interim successors and specify their order of succession. The officer shall, each year, review and shall revise, as necessary, designations made pursuant to this chapter to insure their current status. Forthwith after such designations are made and after a revision thereof the officer shall file copies in the offices of both the governor and the secretary of state. The officer shall designate a sufficient number of such emergency interim successors so that, including deputies, there will be not less than three emergency interim successors. In the event that any state officer (or his deputy) is unavailable, the said powers shall be exercised and said duties shall be discharged by his designated emergency interim successors in the order specified. Such emergency interim successors shall exercise said powers and discharge said duties only until such time as the governor (or other official authorized under the constitution and this chapter or other act to exercise the powers and discharge the duties of the office of, or to act as, governor) shall, where a vacancy exists, appoint a successor to fill the vacancy or until a successor is otherwise appointed, or elected and qualified as provided by law; or an officer (or his deputy or a preceding named emergency interim successor) becomes available to resume the exercise of the powers and discharge the duties of his office. (1959, No. 13, § 5, eff. March 4, 1959.)"

Local Government

§ 185. Emergency interim successors for local elected officers

"The elected officers of political subdivisions shall, within sixty days after the approval of this chapter, and thereafter immediately after the date that they shall have been appointed and qualified, designate by title (if feasible) or by named person, emergency interim successors and specify their order of succession. The officer shall, each year, review and shall revise, as necessary, designations made pursuant to this chapter to insure their current status. The officer shall designate a sufficient number of persons so that, including deputies, there will be not less than three emergency interim successors. Forthwith after such designations are made, and after a revision thereof, copies shall be filed in the office of the county clerk. In the event that any officer of any political subdivision (or his deputy provided for pursuant to law) is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successors in the order specified. The emergency interim successors, in the order specified, shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the officer (or his deputy or a preceding emergency interim successor) again

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becomes available to exercise the powers and discharge the duties of his office. (1959, No. 13, § 6, eff. March 4, 1959.)"

§ 186. Emergency interim successors for local appointed officers

"The legislative branch of a municipal corporation, as defined in section 1751 of Title 24, shall, with the same effect as in section 185 of this title, designate emergency interim successors to any officer appointed by it, and likewise review and revise designations so made, as shall also the assistant judges of the superior court to any officer appointed by them. Copies of all such designations and revisions shall likewise be filed in the office of the county clerk. (1959, No. 13, § 7, eff. March 4, 1959; amended 1973, No. 193 (Adj. Sess.), § 3, eff. April 9, 1974.)"

ADMINISTRATION

Support

In most situations, requests for Federal assistance will be made through the DEMHS to FEMA. The request for and provision of intra- and inter-state mutual aid is detailed in Support Annexes 1 & 2.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease or otherwise use of equipment and services will be in accordance with state law and procedures. The declaration of a State of Emergency, issued by the Governor, may suspend selected rules and regulations that impede emergency response and recovery operations. (Support Annex 8 – Financial Management).

Reports and Records

1. In addition to individual intra-agency recording and reporting requirements, all involved organizations will provide emergency management reports in accordance with this plan, its annexes and procedures.
2. Situational reports will be submitted by impacted jurisdictions affected by the emergency to Regional Planning Commissions for review and consolidation. Regional Planning Commissions will then submit the consolidated reports to the State Emergency Operations Center. In the event that a Regional Coordination Center (RCC) is activated, the SEOC will provide these consolidated reports to the applicable RCC. This reporting requirement is applicable to local governments, field-deployed state command posts, activated elements of the state multi-agency coordination system (state agency operations centers) and all organizations conducting emergency response activities within the geographical boundaries of a Public Safety District.
3. Upon determination of need, the Division of Emergency Management and Homeland Security Director, the State Coordinating Officer, or the GAR may authorize and impose additional emergency recording and reporting requirements applicable to local governments and state agencies.

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Expenditures and Record Keeping

1. It is the intent of the Legislature and the policy of the state that funds to meet disaster emergencies always be available and that the first recourse be the funds regularly appropriated to state and local agencies. Accurate and detailed record keeping at the local level is paramount to support requests for state and federal funding.
2. Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established federal program guidelines or standard cost accounting procedures, if acceptable by the reimbursing federal agency.
3. Under the provisions of EMAC, the State of Vermont is responsible for the reimbursement of expenses incurred by responding states during the delivery of mutual aid or for the out-of-state sheltering or repatriation of Vermont residents. The State of Vermont is likewise responsible for the computation and submission of bills for reimbursement of expenses incurred while responding to a requesting state. This same process is used by the International Emergency Management Association (IEMA) for an international response.

After Action Reviews

If requested by the Division of Emergency Management and Homeland Security, “Lead”, “Support” and “Assisting” state agencies are responsible for participating in After Action Reviews following the conclusion of a significant emergency situation. These reviews will gather both written and verbal input from all appropriate participants, including field personnel, and result in the creation of an After Action Report and Improvement Plan(AAR/IP). The information contained in the AAR/IP will be used to capture best practices and improve future actions.

V. PLAN DEVELOPMENT AND MAINTENANCE

DEVELOPMENT

- a. The Vermont Department of Public Safety, Division of Emergency Management and Homeland Security has the overall responsibility for emergency planning and coordination of state resources in emergency operations.
- b. Each agency with emergency management responsibility is responsible for the development and maintenance of appropriate planning documents that address responsibilities assigned in this plan, to include standard operating procedures, implementing procedures or operational guidelines.
- c. The Director of DEMHS will ensure appropriate distribution of the Base Plan and any changes thereto. Distribution of functional annexes and changes will be accomplished by the designated agency with primary responsibility for the annex.

STATE OF VERMONT EMERGENCY OPERATIONS PLAN

MAINTENANCE

- a. The Director of DEMHS will authorize and issue changes to this plan until the plan is superseded. The plan will be reviewed annually and be subject to revision every five (5) years unless incidents or other events dictate otherwise.
- b. The Director of DEMHS will maintain and update this plan, as required. Authorized representatives may recommend changes and will provide information concerning capability changes that affect their emergency management responsibilities.
- c. "Lead" state agencies are responsible for participating in the annual review of the plan. DEMHS will coordinate all review and revision efforts, and ensure that the plan is updated as necessary, based on lessons learned during actual occurrence events and exercises and other changes in organization, technology and/or capabilities.
- d. Agencies/Organizations have the responsibility for maintaining annexes, appendices, standard operating procedures, implementing procedures, notification lists and resource data to ensure prompt and effective response to emergencies. Agency resource data must be accessible to agency representatives at the SEOC and at each affected Public Safety District to facilitate the capability of the agency to support its emergency management responsibilities. These agencies are also required to conduct and/or participate in training activities designed to enhance their ability to accomplish their responsibilities as assigned by this plan.
- e. This plan shall be exercised at least annually in the form of a simulated emergency in order to provide practical, controlled, operational experience to those who have ICT responsibilities. An actual incident response in which the SEOP is activated satisfies this requirement. This requirement is applicable to the State EOC and each Regional Coordination Centers.
- f. All emergency management related exercises will be designed to evaluate the effectiveness of this plan and its parts, including its associated annexes and procedures. These exercises will be coordinated with the Director of DEMHS. The agency having primary responsibility for hazard-specific tasks, in consultation with appropriate support agencies, will develop, conduct, and evaluate discussion-based or operational exercises of this plan. As part of the evaluation process, the primary responsible state agency will provide written recommendations for revisions to this plan to the Director of DEMHS.

VI. Supporting Documents and Standards for Other State Emergency Plans

The SEOP, as the core plan for state-level incident management, provides the structures and processes for coordinating incident management activities for terrorist attacks, natural disasters, and other emergencies. Following the guidance provided in Title 20, the SEOP incorporates existing State emergency and incident management plans (with appropriate modifications and revisions) as integrated components of the SEOP, as supplements, or as supporting operational plans.

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Accordingly, state agencies and departments must incorporate key SEOP concepts and procedures for working with SEOP organizational elements when developing or updating incident management and emergency response plans. When an agency develops an interagency plan that involves events within the scope of a Major Incident, these plans are coordinated with DEMHS to ensure consistency with the SEOP, and are incorporated into the SEOP, either by reference or as a whole. DEMHS will maintain a complete set of all current state interagency plans and provide ready public access to those plans via website or other appropriate means.

Incident management and emergency response plans must include, to the extent authorized by law:

- Principles and terminology of the NIMS;
- Reporting requirements of the SEOP;
- Linkages to key SEOP organizational elements (such as the ICT, RCC, JIC, etc.); and
- Procedures for transitioning from localized incidents to Major Incidents.

The broader range of SEOP-supporting documents includes strategic, operational, tactical, and incident specific or hazard-specific contingency plans and procedures. Strategic plans are developed by headquarters-level entities based on long-range goals, objectives, and priorities. Operational-level plans merge the on-scene tactical concerns with overall strategic objectives. Tactical plans include detailed, specific actions and descriptions of resources required to manage an actual or potential incident. Contingency plans are based on specific scenarios and planning assumptions related to a geographic area or the projected impacts of an individual hazard. The following is a brief description of SEOP-related documents.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The NIMS provides a core set of doctrine, concepts, terminology and organizational processes to enable effective, efficient and collaborative incident management at all levels.

STATE INTERAGENCY PLANS

State interagency plans are based either on statutory or regulatory authorities, and/or specific contingencies and types of incidents. These plans provide protocols for managing the preponderance of incidents that are likely to occur at all levels of government and that may require DEMHS coordination. These plans can be implemented independently or concurrently with the SEOP.

When the SEOP is activated, these interagency plans are incorporated as supporting and/or operational plans. Examples of state interagency plans that are incorporated into the SEOP as supporting and/or operational plans include:

- Strategic National Stockpile Program Plan
- SARS Plan
- West Nile Virus Surveillance & Response Plan
- Highly Contagious Animal Disease Response Plan

For purposes of full incorporation into the SEOP, these plans will be referred to as SEOP supplements for the specific contingency or mission area that constitutes the main focus of such plans.

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AGENCY-SPECIFIC PLANS

Agency-specific plans are created to manage single hazards or contingencies under the purview of the responsible department or agency.

OPERATIONAL SUPPLEMENTS

Operational supplements typically are detailed plans relating to specific incidents or events. Operational supplements routinely are developed to support planned significant events.

REGIONAL PLANS

Regional plans typically are operational supplements to state plans and provide region-specific procedures and guidance. An LEPC District Plan designed to prevent, prepare for, respond to and recover from oil and hazardous substance incidents would be an example.

LOCAL EMERGENCY OPERATIONS PLANS

Local emergency operations plans are created to address a variety of hazards at the municipal level and to complement State emergency operations plans.

REGIONAL/LOCAL MULTI-HAZARD MITIGATION PLANS

Regional/local multi-hazard mitigation plans are developed by local communities to provide a framework for understanding vulnerability to and risk from hazards, and identifying the pre-disaster and post-disaster mitigation measures to reduce the risk from those hazards. Multi-hazard mitigation planning requirements were established by Congress through the Stafford Act, as amended by the Disaster Mitigation Act of 2000.

PRIVATE-SECTOR PLANS

Private-sector plans are developed by privately owned companies/corporations. Some planning efforts are mandated by statute (i.e., nuclear power plant operations), while others are developed to ensure business continuity.

VOLUNTEER AND NON-GOVERNMENTAL ORGANIZATION PLANS

Volunteer and non-governmental organization plans are plans created to support local, state, regional, and federal emergency preparedness, response, and recovery operations. Plans include a continuous process of assessment, evaluation and preparation to ensure that the necessary authorities, organization, resources, coordination and operation procedures exist to provide effective delivery of services to disaster clients as well as provide integration into planning efforts at all government levels.

INTERNATIONAL PLANS

International plans between the state and foreign governments typically deal with natural disasters, mass-casualty incidents, pollution incidents, terrorism or public health emergencies.

PROCEDURES/GUIDELINES

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Procedures provide operational guidance for use by emergency teams and other personnel involved in conducting or supporting incident management operations. These documents fall into five basic categories:

- Overviews that provide a brief concept summary of an incident management function, team, or capability;
- Standard operating procedures (SOPs), standard operating guidelines (SOGs), or operations manuals that provide a complete reference document, detailing the procedures for performing a single function (i.e., SOP/SOG) or a number of interdependent functions (i.e., operations manual);
- Field operations guides (FOGs) or handbooks that are produced as a durable pocket or desk guide, containing essential tactical information needed to perform specific assignments or functions;
- Point of contact (POC) lists; and
- Job aids such as checklists or other tools for job performance or job training.

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STATE SUPPORT FUNCTION ANNEX 1 TRANSPORTATION

PRIMARY AGENCY:

Agency of Transportation

SUPPORT AGENCIES:

Agency of Natural Resources; Department of Environmental Conservation
Department of Buildings and General Services
Department of Corrections
Department of Motor Vehicles
Department of Public Safety; Division of Emergency Management and Homeland Security, Vermont State Police, Division of Fire Safety
Department of Public Service
Vermont National Guard, Office of the Adjutant General
Department of States Attorneys and Sheriff's Association
Civil Air Patrol

I. MISSION

The mission of State Support Function (SSF) 1 is to facilitate restoration of transportation capabilities in impacted areas of the state by leveraging available resources, including those provided by private sector partners, federal, state, and local agencies.

Support includes, but is not limited to:

- Coordinate assessments of the transportation system to support emergency operations;
- Make prioritized, necessary emergency repairs to the state transportation system;
- Assist local jurisdictions with emergency repairs to their transportation system when resources are available;
- Identify and obtain appropriate transportation assets and/or transportation support capabilities to meet response and recovery needs;
- Coordinate establishment of emergency vehicle maintenance facilities;
- Identify evacuation routes and coordinate evacuations along state and federal highway systems with the assistance of SSF 13 (Law Enforcement) as required.

II. INTRODUCTION

The purpose of this annex is to establish guidelines in order to support the mission and to ensure transportation assets and networks are available across the state during emergencies in which SSF 1 is activated within the State Emergency Operations Center (SEOC).

Any disaster or emergency may severely disrupt activities on state transportation infrastructure. The state's emergency responsibility will primarily include route assessment and the allocation and prioritization of state transportation assets, to include processing transportation requests from state agencies, local governments and voluntary organizations.

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Further, as necessary, SSF 1 will acquire and coordinate the use of air, rail, and water transportation assets and provide transportation damage assessment information.

III. CONCEPT OF OPERATIONS

- A. As Primary Agency, the Vermont Agency of Transportation (AOT) is responsible for the coordination of all SSF 1 activities relative to this annex. This may include developing, coordinating, and maintaining the SSF 1 Annex and supporting documents. SSF 1 Support Agencies will assist AOT in the planning and execution of the above.
- B. SSF 1, in coordination with the federal government and the transportation industry, will coordinate for necessary transportation equipment, facilities and personnel in response to emergency requirements of state and local entities.
- C. SSF 1 will assess immediate essential transportation requirements to support the incident and take necessary actions to provide for these needs. In addition, SSF 1 will concurrently plan for future transportation needs and prioritize distribution of transportation assets based on the needs of the incident. Priority will be given to restoring transportation infrastructure (roads, routes, rail, and channels) supporting mobilization sites, distribution points, staging areas, post-impact evacuations, and medical facilities.
- D. This SSF Annex is supported by the National Response Framework ESF 1, Transportation. Emergency public transportation may be made available under PL 93-288 following a Presidential Declaration of a major disaster or emergency. Any transportation provided under this provision of PL 93-288 is intended to supplement, but not replace, normal transportation facilities that remain operable after a major disaster. Such emergency transportation will be discontinued immediately when the emergency needs of the community have been met.

IV. SSF ACTIONS

Operations necessary for the performance of this function include but are not limited to:

Prevent and Protect:

1. Maintain current inventories of transportation facilities, supplies and equipment by mode.
2. Maintain current resource directories of all commercial and industrial transportation assets, facilities and supplies within the state, to include maintaining points of contact, their geographic locations, territories and operating areas.
3. Establish and maintain communications with federal, international, and border state transportation officials.

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4. Plan for supporting all types of evacuation(s) to include suspension of state highway construction and maintenance, lane reversal on evacuation routes and Department of Public Safety, Vermont State Police (VSP) traffic management plans and operations.
6. Identify and train SSF 1 personnel, as required, to staff the SEOC for determining requirements and for developing plans for an immediate state response.
7. Participate in exercises to evaluate the SSF 1 state emergency response capability. Develop appropriate transportation packages and estimate logistical requirements needed to support likely exercise scenarios.

Respond:

1. Identify transportation needs required to respond to the emergency.
2. Conduct prioritized damage assessments of the state transportation infrastructure and assist local jurisdictions in doing their damage assessment when requested.
3. Coordinate with Vermont National Guard for use of state military transportation assets.
4. Identify, obtain, prioritize and allocate available transportation resources.
5. Report the locations of damage to transportation infrastructure, degree of damage, and other available information (incident related Essential Elements of Information) to SSF 5.
6. Establish communications with the Federal Regional Emergency Transportation Coordinator (RETCO) to coordinate transportation required beyond the state's capability. RETCO will coordinate ESF 1 representatives to the Regional Response Coordination Center (RRCC), Emergency Response Team (ERT), and field Movement Coordination Centers (MCCs).
7. Coordinate with FEMA to ensure appropriate ESF 1 support is provided, as necessary.
8. Assist local governments in determining the most viable, available transportation networks into, out of, and within the disaster area; and regulate the use of state owned networks as appropriate.
9. Assist local emergency management officials in assessing the incident and developing appropriate response objectives to inform relevant Incident Action Plans (IAPs).
10. Support the coordination of emergency public information for release through SSF 14 (Public Information and Warning).

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11. Facilitate coordination of resources within Public Safety Districts (PSDs) in the event of establishment of a Regional Coordination Center (RCC).
12. Develop, maintain, and distribute a list of damaged state transportation infrastructure and evacuation routes.

Recover:

1. Continue to provide and coordinate transportation support when required.
2. Conduct and/or validate damage assessments on all transportation infrastructure within the state. Consolidate damage information and provide to SSF 5 for potential request of a federal emergency or major disaster declaration.
3. Coordinate the repair and restoration of transportation infrastructure.
4. Evaluate and task transportation support requests for impacted areas.
5. Support incident recovery through assigned responsibilities in the State Emergency Operations Plan, Support Annex 7 (Recovery and Restoration).
6. Support the deployment of state and mutual aid teams, and other state and/or federal emergency work teams and activities in the impacted area.
7. Anticipate and plan for arrival of, and coordination with, FEMA ESF 1 personnel in the SEOC and the Joint Field Office (JFO).
8. Ensure maintenance of appropriate records of costs incurred during the event.
9. Evaluate and respond to all requests for temporary infrastructure restrictions, including airspace restrictions, according to established procedures.

Mitigate:

1. Support requests for infrastructure mitigation measures and/or redevelopment activities.

V. RESPONSIBILITIES

Primary Agency:

Agency of Transportation

1. Identify, train, and assign AOT personnel to staff SSF 1 in the SEOC.
2. Monitor status of state road networks and report any updates to the SEOC.
3. Assist SSF 5 and SSF 13 with the development of evacuation routes to include physical identification of routes.

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4. Provide required barrier material, signage, and manpower to support evacuation operations.
5. Conduct route reconnaissance to ensure structural integrity of road network; suspend and clear all construction along evacuation routes.
6. Provide SEOC and SEOC-deployed teams with routes for all modes of transportation.
7. Maintain database of all state-owned civil aviation assets.
8. Identify and maintain lists of all public and private airports, heliports, and hospital helispot data including location, elevation, navigation and communications aids, runways, maximum aircraft size and weight, aviation fuel availability, and owner-operator points of contact.
9. Evaluate and coordinate requests for temporary flight restrictions, including low-level flights, with the Federal Aviation Agency (FAA).
10. Monitor status of air and rail infrastructure and report any updates to the SEOC.
11. Assist in the assessment and restoration of damaged transportation infrastructure, including air, rail, and water resources.
12. Identify and maintain railroad transportation systems data and points of contact.
13. Coordinate with SSF 5 to obtain assistance should state capabilities be surpassed and civil transportation assets not be available to assist.

Support Agencies:

Common Responsibilities for each Support Agency:

1. Identify, train, and assign personnel as necessary to maintain contact with and prepare to execute missions in support of SSF 1 during periods of SEOC activation.

Specific Responsibilities for each Support Agency:

Agency of Natural Resources, Department of Environmental Conservation

1. Communicate and coordinate with National Weather Service (NWS), Army Corps of Engineers (USACE) and other weather and river forecasting/ monitoring organizations to develop status reports on waterways, river and dam levels, and the potential or actual impact of such levels of the transportation infrastructure.

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Department of Buildings & General Services

1. Maintain and provide database of all state-owned vehicles to SSF 1 during periods of activation.
2. Provide information concerning parking and storage areas that could be used for staging, categorizing, storing and distributing resources to SSF 1.
3. Provide motor pool and vehicle service facilities and personnel to SSF 1.

Department of Corrections

1. Provide transportation to state and local inmates to alternate correctional facilities.
2. Provide personnel and equipment for debris clearance.

Department of Public Safety:

Division of Emergency Management and Homeland Security

1. Provide communications and equipment to support operations in the SEOC.

Vermont State Police

1. Be prepared to assist SSF 1 in conducting route reconnaissance.
2. Through the Vermont Intelligence Center (VIC), assess and verify status of National Terrorism Advisory System (NTAS) and provide any applicable threat information, as appropriate.

Division of Fire Safety

1. Provide State HAZMAT Response Team capability

Office of the Adjutant General, VT National Guard

1. Coordinate with the AOT for use of state military transportation assets.
2. Maintain a database of all state military transportation assets.
3. Act as the state air space control entity during emergency situations.

Department of States Attorneys & Sheriffs' Association

1. Be prepared to assist SSF 1 in conducting route reconnaissance.
2. Be prepared to assist Department of Corrections and Department of Health in transportation security

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Civil Air Patrol

1. Maintain and distribute to SSF 1 an Alert Roster for mission requests and coordination.
2. Provide as requested:
 - a. Air search and land rescue support.
 - b. Aerial surveillance of surface routes and traffic.
 - c. Aerial courier and messenger service.
 - d. Aerial reconnaissance and photographic flights for damage assessment.
 - e. Light transport flight for movement of personnel and supplies.
 - f. Fixed, mobile and airborne communications.

**TAB A to STATE SUPPORT FUNCTION (SSF) ANNEX 1
OPERATING PROCEDURES**

This document provides general guidance to the State Support Function (SSF) 1 Lead or other Agency Representatives who act as members of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response to a minor, major or catastrophic incident affecting Vermont.

SEOC Monitoring Level (including VY Unusual Event):

- 1. Receive notification of expected/occurring incident.
- 2. Make any internal agency notifications, as appropriate.
- 3. Report to the SEOC, if requested.

SEOC Partial or Full Activation Level (including VY Alert):

- 1. Receive and confirm notification of expected/occurring incident.
- 2. Make any internal agency notifications, as appropriate.
- 3. Report to the SEOC as soon as possible. If not a member of Department of Public Safety, sign in at security desk and obtain security badge.
- 4. Sign in on the ICS 211 form in the SEOC.
- 5. Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- 6. Open the DisasterLAN ticket manager & make appropriate entries concerning information received and actions undertaken.
- 7. Ensure adequate staffing requirements for 24-hour coverage, if necessary. Notify staff for subsequent shifts appropriately. Confirm names and hours of liaison staff with appropriate agencies.
- 8. Establish filing system for status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc.
- 9. Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for these assets.
- 10. Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- 11. Prepare for periodic incident coordination team situational updates and State Situation Report information requests. Refer to the SEOC Planning P for

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general guidance on when these updates will occur.

- _____ 12. Conduct shift change briefings, as needed.
- _____ 13. Retain all documentation developed in support of your activities

DEMOBILIZATION

- _____ 16. Receive demobilization briefing from SEOC Manager or Planning Section Chief.
- _____ 17. Make any internal agency notifications, as appropriate.
- _____ 18. Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- _____ 19. Identify and update internal agency procedures, as needed.
- _____ 20. Provide recommendations for changes to the SEOC Standard Operating Guidelines or these SSF Operating Procedures to the DEMHS Planning Section Chief.
- _____ 21. Provide additional after action comments to the SEOC Manager as soon as possible or at a scheduled After Action Review.
- _____ 22. Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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STATE SUPPORT FUNCTION ANNEX 2 COMMUNICATIONS

PRIMARY AGENCIES:

Department of Information and Innovation
Department of Public Safety, Radio Technology Services

SUPPORT AGENCIES:

Agency of Transportation
Department of Buildings and General Services
Department of Public Safety; Division of Emergency Management and Homeland Security, Office of Technology Management, and Vermont State Police
Department of Public Service
Vermont National Guard, Office of the Adjutant General
E-911 Board
Civil Air Patrol

I. MISSION

The mission of this annex is to facilitate restoration of communication capabilities in impacted areas of the state by leveraging available resources, including those provided by private sector partners, federal, state, and local agencies. Communications, as a function of this annex, includes physical hardware, software, and the physical act of communicating between personnel.

II. INTRODUCTION

The purpose of this annex is to establish guidelines in order to support the mission and to ensure reliable communications systems are available across the state during emergencies in which this State Support Function (SSF) Annex is activated within the State Emergency Operations Center (SEOC).

Specifically, this SSF Annex will be responsible for the utilization of state assets in order to support the objectives of an incident and assessing the overarching communications needs and requirements for missions supporting any SSFs activated in the SEOC. Lead Agencies identified in this annex will ensure the processes and partnerships are established in order to monitor the status of all communications infrastructure and restoration priorities of communications networks are identified in the event of an emergency.

III. CONCEPT OF OPERATIONS

- A. Related to their respective areas of responsibility, the Primary Agencies are responsible for coordinating all SSF 2 activities relative to response and recovery as a function of the SEOC. These may include developing, coordinating, and maintaining the SSF 2 annex and supporting documents. SSF 2 Support Agencies will assist the Primary Agencies in the planning and execution of the above.
- B. The Department of Information and Innovation can assist in the coordination of restoration of voice and network services. In the event of a cyber incident, SSF 2 will act in accordance with Incident Annex 5 (Cyber Incident Annex).

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- C. The Department of Public Safety, Radio Technology Services can assist in the coordination of restoration of wireless telephone and radio network services.
- D. In the event of an incident, the Primary Agencies will initiate actions appropriate to the functions of communications systems. Every effort will be made to support local equipment and personnel needs when requested and to integrate local resources when appropriate to a regional or statewide response.
- E. In support of and coordination with the State-Rapid Assessment & Assistance Team (S-RAAT), assess the incident and develop response objectives with local emergency management officials to inform any relevant Incident Action Plans (IAPs).
- F. Maintenance of Emergency Communications Vehicle (ECV) capabilities. For the purposes of this annex, ECVs can be defined as Radio Amateur Civil Emergency Services (RACES) communications trailers, Mobile Command Posts, "Cell on Wheels" (COWs) and/or radio communications network capabilities, and other mobile communications vehicle capabilities. During an emergency, deployment of ECVs may:
 - 1. Support local government emergency communications in the event of a catastrophic system failure as a result of an incident;
 - 2. Act as a Mobile Command Post (MCP) to provide on-the-scene coordination and support of resources participating in local operations and;
 - 3. Require coordination with FEMA for potential use of Federal assets to support this capability should State and local capacity be exceeded.
- G. Maintain contact with other Federal, State, and Local EOCs, Federal Emergency Management Agency (FEMA) Region I, and other state and local emergency management organizations.
- H. Potential alternate communications solutions can be evaluated in impacted areas to determine feasibility of use in the event existing government systems are damaged or rendered inoperable.
- I. Participate in state exercises in which SSF 2 is activated and conduct communications training and exercises to validate this annex and supporting documents. Involvement in actual incidents in which the State Emergency Operations Plan (SEOP) is activated satisfies this requirement.

IV. SSF ACTIONS

Operations necessary for the performance of this function include but are not limited to:

- A. Prevent and Protect
 - 1. Identify public and private communications facilities, equipment, and personnel located throughout Vermont including emergency communications vehicles or mobile command posts.

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2. Assist in the development of communications plans for use during an incident.
3. Assess pre-event/ incident needs and develop plans to stage assets for rapid deployment into impacted areas.
4. Develop plans to prioritize the deployment of services based on available resources and critical needs.
5. Plan for operations involving coordination with the FEMA Region 1 Federal Emergency Communications Coordinator (FECC) through Emergency Support Function (ESF) 2.
6. Develop and maintain roster of RACES radio technicians.
7. Recruit, train, and designate radio operators to operate equipment in the Mobile Command Post (MCP), S-RAAT teams, RACES, and the SEOC radio room.
8. Provide reliable links and maintain available support services for state disaster communications with, local, state, and federal government agencies.
9. Participate in exercises to evaluate the SSF 2 state emergency response capability.
10. Develop and maintain points-of-contact with private sector industry partners to coordinate support in emergency situations.

B. Respond

1. Survey and report a communications impact assessment (incident related Essential Elements of Information) to SSF 5 regarding loss of service, restoration timeline and area impacted.
2. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities.
2. Conduct communications needs assessment (to include determining status of all communications systems), prioritize requirements and make recommendations to appropriate decision making authority(s) to deploy equipment and personnel to affected area, as required.
3. Act as a liaison between commercial telecommunications and internet providers and the SEOC to determine the extent of the outage and restoration timeframes in the affected areas. Promote priority restoration to critical facilities within affected areas.
4. Maintain radio and/ or phone communications with all appropriate emergency operating centers of state and local governments.
5. Utilize National Calling and Tactical Interoperability Frequencies to implement a radio frequency management plan in impacted area(s).

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6. In coordination with the Operations Section in the SEOC, deploy and/ or request ECVs, as required.
7. Coordinate with FEMA Region 1 to establish temporary communications available to state and local governmental officials and appropriate personnel when state capabilities are exceeded.
8. In the case of a cyber incident, DII will integrate into the operation as per guidance found in Incident Annex 5 (Cyber Incident Annex).

C. Recover

1. Coordinate with system operator(s) to reestablish communication capabilities damaged in impacted area(s).
2. Maintain or restore contact with other EOCs (i.e. FEMA Regional Operations Center, other states, cities, and local emergency management/preparedness organizations), as capabilities allow.
3. Support Public Information (SSF 14) dissemination of information to the public concerning safety and resources required for disaster recovery.
4. Maintain or restore communications with all appropriate emergency operations services of state government.
5. Survey and report communications damage assessment information from public and private organizations to SSF 5 to inform a Situation Report and/ or any potential emergency or disaster declaration process through the Stafford Act.
6. Assess the need for and request telecommunications and information technology support as needed.
7. Prioritize the deployment of services based on available resources and critical needs.
8. Coordinate with FEMA for any potential ESF 2 personnel to assist within the SEOC and/ or Joint Field Office (JFO) operations.
9. Document all costs incurred during the event.
10. In the case of a cyber incident, DII will integrate into the operation as per guidance found in Incident Annex 5 (Cyber Incident Annex).

D. Mitigate

1. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
2. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

STATE OF VERMONT EMERGENCY OPERATIONS PLAN

3. Coordinate with private sector industry partners to assist in developing appropriate mitigation strategies in order to reduce communications impacts in future disasters.

V. RESPONSIBILITIES

Primary Agencies:

A. Department of Information and Innovation

1. Identify, train, and assign personnel to staff SSF 2 within the SEOC.
2. Develop and maintain current resource lists for all state-owned telecommunications and commercial assets to include availability and points-of-contact for services.
3. Identify alternate private sector technology providers, as needed, in order to support state governmental telecommunications needs.
4. Coordinate the deployment of information technology and communications equipment, personnel and resources to restore capabilities within impacted area(s).
5. Identify actual and planned actions of commercial information technology and telecommunications companies to restore services.

B. Department of Public Safety, Radio Technology Services

1. Identify, train, and assign personnel to staff SSF 2 within the SEOC
2. Identify and distribute communications equipment and personnel, as necessary, within affected areas.
3. Maintain the state radio and/ or phone wireless communications capabilities.
4. Coordinate restoration of communication capabilities within impacted area(s).
5. Support the development of the SEOC communications plan.
6. Maintain lists of wireless communications capabilities available throughout the state; and procedures to request and deploy those assets.
7. Maintain and ensure operation of Department of Public Safety telephone and radio capabilities.

Support Agencies:

A. Agency of Transportation

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.

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2. Provide communications, facilities, equipment, and personnel during periods of activation.
3. Support access to RACES stations in Agency of Transportation District Offices for radio operators.

B. Department of Buildings and General Services

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.
2. Provide communications, facilities, equipment, personnel, and security during periods of activation.

C. Department of Public Safety, Division of Emergency Management and Homeland Security

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.
2. Provide communications, facilities, equipment, and personnel during periods of activation.
3. Notify and mobilize other Support Agencies as requested by a Primary Agency during an SEOC activation.
4. Provide primary Emergency Alert System (EAS) and National Alert Warning System (NAWAS) capability.
5. Incorporate military frequencies as a part of the SEOC communications plan during as assigned.
6. Provide RACES operators in support of the SEOC as well as field operations for periods of up to 72 hours.
7. Maintain RACES communications equipment contained within trailers, the SEOC, and designated RACES sites statewide.

E. Department of Public Safety, Office of Technology Management

1. Identify, train, and assign personnel to support Department of Public Safety software, hardware, and cellular services within the SEOC during times of activation.
2. Provide assistance within the SEOC in regards to potential hardware and software malfunctions.
3. Maintain coordination with the Department of Information and Innovation in order to ensure resolution of network connectivity issues within the SEOC.
4. Maintain and update contact information for cellular service providers.

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5. Maintain a cellular telephone cache for deployment during an incident.

F. Department of Public Safety, Vermont State Police

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.
2. Provide communications, facilities, equipment, personnel, and security during periods of activation.
3. Provide primary and alternate state warning point facilities and personnel.
4. Deploy and operate ECVs, MCPs, and/or communications equipment as requested.
5. Provide and/or coordinate security for communications facilities as requested.

G. Department of Public Service

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.
2. Provide communications, facilities, equipment, and personnel during periods of activation.
3. Coordinate commercial telecommunications information to include:
 - a. Identifying coverage areas, major communications centers, and points-of-contact.
 - b. System status and restoration estimates during emergency situations.
4. Provide regulatory guidance to providers as needed during emergency situations.

H. Vermont National Guard, Office of the Adjutant General

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.
2. Provide communications, facilities, equipment, personnel, and security during periods of activation.
3. Provide personnel, equipment for point-to-point or mobile communications, and backup generator support to maintain 24-hour communications operations.
4. Provide video and aerial reconnaissance assistance for damage assessment and traffic management support.

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I. E-911 Board

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.
2. Provide communications, facilities, equipment, and personnel during periods of activation.

J. Civil Air Patrol

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF 2 during periods of SEOC activation.
2. Provide communications, facilities, equipment, and personnel during periods of activation.
3. Provide video and aerial reconnaissance assistance for damage assessment and traffic management support.
4. Provide point-to-point high frequency (HF) radio communications assistance.
5. Provide support for airborne repeaters.

**TAB A to STATE SUPPORT FUNCTION (SSF) ANNEX 2
OPERATING PROCEDURES**

This document provides general guidance to the State Support Function (SSF) 2 Lead or other Agency Representatives who act as members of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response to a minor, major or catastrophic incident affecting Vermont.

SEOC Monitoring Level (including VY Unusual Event):

- 1. Receive notification of expected/occurring incident.
- 2. Make any internal agency notifications, as appropriate.
- 3. Report to the SEOC, if requested.

SEOC Partial or Full Activation Level (including VY Alert):

- 1. Receive and confirm notification of expected/occurring incident.
- 2. Make any internal agency notifications, as appropriate.
- 3. Report to the SEOC as soon as possible. If not a member of Department of Public Safety, sign in at security desk and obtain security badge.
- 4. Sign in on the ICS 211 form in the SEOC.
- 5. Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- 6. Open the DisasterLAN ticket manager & make appropriate entries concerning information received and actions undertaken.
- 7. Ensure adequate staffing requirements for 24-hour coverage, if necessary. Notify staff for subsequent shifts appropriately. Confirm names and hours of liaison staff with appropriate agencies.
- 8. Establish filing system for status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc.
- 9. Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for these assets.
- 10. Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- 11. Prepare for periodic incident coordination team situational updates and State Situation Report information requests. Refer to the SEOC Planning P for

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general guidance on when these updates will occur.

- _____ 12. Conduct shift change briefings, as needed.
- _____ 13. Retain all documentation developed in support of your activities

DEMOBILIZATION

- _____ 16. Receive demobilization briefing from SEOC Manager or Planning Section Chief.
- _____ 17. Make any internal agency notifications, as appropriate.
- _____ 18. Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- _____ 19. Identify and update internal agency procedures, as needed.
- _____ 20. Provide recommendations for changes to the SEOC Standard Operating Guidelines or these SSF Operating Procedures to the DEMHS Planning Section Chief.
- _____ 21. Provide additional after action comments to the SEOC Manager as soon as possible or at a scheduled After Action Review.
- _____ 22. Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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STATE SUPPORT FUNCTION (SSF) ANNEX 3

PUBLIC WORKS AND ENGINEERING

PRIMARY: Agency of Transportation; Vermont Division of Fire Safety (VDFS);

SUPPORT: Agency of Administration; Office of the Attorney General; Agency of Agriculture, Food and Markets; Agency of Natural Resources, Department of Forests, Parks & Recreation; Agency of Natural Resources, Department of Environmental Conservation; Department of Buildings & General Services; Department of Health; Department of Public Safety, Division of Emergency Management and Homeland Security; Department of Public Service; Office of The Adjutant General, VT National Guard; US Army Corps of Engineers; Civil Air Patrol

I. INTRODUCTION

- A. Public works refers to those engineering and procurement activities required to provide or restore: emergency power supplies for critical facilities; water and sewer services, including emergency supply of potable water, temporary restoration of water supply and sewer systems and providing water for firefighting.
- B. Engineering activities include emergency ice, snow and debris removal; post disaster evaluation of buildings and similar structures to determine safety and usability, evaluation of bridges and highways; restoration of transportation infrastructure; coordination of emergency repairs to public facilities; appropriate construction services (i.e., electrical, plumbing, soils, etc.), and emergency demolition or stabilization of damaged structures and facilities designated as hazards to public health and safety.
- C. The evaluation of electrical safety and restoration of electrical service for individual buildings is coordinated with SSF-12 (Energy). The preparedness, response, recovery and mitigation of electrical utility transmission lines and facilities are covered under SSF-12 (Energy).

II. MISSION

The mission of State Support Function 3 is to provide technical advice and evaluation, engineering services, contracting for or providing construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities when resources are available, potable water and ice, emergency power and real estate support to assist the State in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities following a major disaster or emergency.

III. CONCEPT OF OPERATIONS

- A. SSF-3 consists of separate components for buildings & similar structures and public works or utilities, with separate agencies responsible for each component. The Vermont Division of Fire Safety is responsible for the coordination of all administrative, management, planning, training, preparedness, mitigation, response and recovery activities pertaining to buildings & similar structures, tents or other structures including temporary structures and emergency power supplies for all buildings and similar

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structures. The Agency of Transportation is responsible for the coordination of all administrative, management, planning, training, preparedness, mitigation, response and recovery efforts pertaining to water and wastewater services, emergency supplies of potable water, water for firefighting services, highways and bridges, transportation infrastructure, emergency repairs to public facilities, emergency ice, snow and debris removal, construction services and emergency demolition of damaged structures and facilities. The Agency of Transportation and the Vermont Division of Fire Safety are jointly responsible for the coordination of all SSF-3 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-3 Annex and Implementing Procedures. All SSF-3 supporting agencies will assist the Agency of Transportation and the Fire Safety Division in the planning and execution of the above.

- B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.
- C. In coordination with, and in support of, the State-Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management and public works officials, develop strategies to respond to the emergency.
- D. Public Works and Engineering Services
 - 1. The Department of Environmental Conservation will provide overall guidance concerning public water supply matters and will provide guidance for sewage treatment and disposal.
 - 2. The Agency of Transportation will provide overall guidance concerning structural safety of damaged bridges and roads and will provide guidance for the restoration of the transportation infrastructure.
 - 3. The Department of Public Safety, Vermont Division of Fire Safety will provide overall guidance concerning building safety and code enforcement matters associated with assessment of structures for occupation subsequent to an emergency or disaster that causes safety concerns to those structures.
 - 4. SSF-3 will coordinate with DEMHS and other SSF-3 support agencies to provide emergency power and the restoration of water and sewer services, debris management, potable water supplies and engineering activities as required.
 - 5. SSF-3 will cooperate and coordinate with other SSFs to ensure that state assets are deployed effectively and in response to appropriate priorities for the protection of the health, safety and welfare of state citizens.

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E. Damage Assessment

1. Local officials shall conduct an Initial Damage Assessment (IDA) to ascertain the dollar amount of damage to public property. The results of the IDA will be reviewed by DEMHS and VTrans to determine if a Preliminary Damage Assessment (PDA) will be requested from DHS, FEMA Region 1 to gather information to support a possible request by the Governor for a Presidential Declaration.
2. SSF-3 will support DEMHS in the direction and execution of PDA operations. PDA's may be performed by teams consisting of personnel from the Agency of Transportation, Vermont Division of Fire Safety, Agency of Natural Resources, DEMHS, FHWA, FEMA and local officials. The PDA teams may be augmented by representatives from the American Red Cross to assist in assessing damage to individual households.
3. For long term damage assessment activities following a significant disaster, maximum use will be made of supporting agency staff and other qualified volunteer organizations such as private businesses, insurance companies and associations to support operations in the field under the overall supervision of the Vermont Division of Fire Safety.

IV. SSF ACTIONS

The emergency operations necessary for the performance of the Public Works and Engineering Services function include but are not limited to:

A. Preparedness

1. General

Participate in state exercises and conduct, at least annually, an SSF-3 workshop, drill or exercise to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.

2. Public Works and Engineering

- a. Plan for the provision of potable water into the disaster area if local supplies become inadequate.
- b. In coordination with the S-RAAT and local emergency management officials, develop policy for conservation, distribution and use of potable and firefighting water.
- c. Identify and locate chemicals to maintain a potable water supply.
- d. Include in SSF-3 Standard Operating Procedures an alerting list, to include points-of-contact and telephone numbers, of agencies, counties, municipalities and organizations supporting public works and engineering functions.

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- e. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
- f. Establish operational needs for restoration of public works service during the emergency.
- g. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
- h. Plan engineering, contracting, and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, and water supply, and sewer missions.
- i. In conjunction with VT National Guard, plan for use of state military resources to support SSF-3 operations.
- j. Coordinate available data on buildings, structures and related risks with SSF-4 (Fire Services).
- k. Organize and train a support unit of structural engineers to support operations of the Vermont Division of Fire Safety in post disaster building evaluation.
- l. Develop and maintain a system to recognize the credentials of individuals who support SSF-3.

3. Damage Assessment

Coordinate the deployment of state damage assessment teams and other engineer teams into any area of the state.

B. Response

1. Public Works and Engineering

- a. Identify water and sewer service restoration, debris management, potable water supply and engineering requirements as soon as possible.
- b. Evaluate status of current resources to support SSF-3 operations.
- c. Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
- d. As needed, recommend priorities for water and other resource allocations.

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- e. Procure equipment, specialized labor and transportation to repair or restore public works systems.
 - f. Coordinate with VT National Guard for use of state military assets.
 - g. Coordinate with SSF-6 (Mass Care, Emergency Assistance, Housing & Human Services) for shelter support requirements.
 - h. Coordinate with SSF-11 (Agriculture & Natural Resources) for advice and assistance regarding disposal of debris containing or consisting of animal carcasses.
 - i. Support SSF-4 (Search and Rescue USAR teams), with building evaluation.
 - j. Prioritize needs for post disaster building and structure evaluation as follows:
 - 1) Important Buildings (Critical Infrastructure): fire, rescue & police stations, hospitals or similar buildings that have surgery or emergency treatment facilities, emergency command centers and shelters, power generating and other electrical and communication centers
 - 2) Necessary Buildings: residential and buildings used for shelter, retail stores, gas stations and similar buildings that have goods or services necessary to the recovery effort, water and waste water facilities
 - 3) Other Buildings: all other buildings not related to the initial recovery effort
 - k. Conduct post disaster building and structure evaluations using Fire Safety Division operating procedures based on ATC-20.
 - l. Vermont Division of Fire Safety shall coordinate and track all SSF-3 evaluation teams and inspection results.
 - m. Plan for and establish relief resources to replace or rotate with committed resources for extended disaster operations.
 - n. Require that all supporting organizations maintain appropriate records for costs incurred during the disaster.
 - o. Coordinate restoration of electrical power for buildings with SSF-12 (Energy).
2. Damage Assessment
- a. At the onset of an emergency or disaster, notify department/agency heads and local governments and volunteer organizations to have damage assessment and safety evaluation personnel available to deploy to affected area(s) and pre-position as appropriate.

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- b. Provide damage assessment coordinators and support for joint state/federal teams into the affected area, as required.
- c. Coordinate with SSF-12 for public utility damage assessment information.
- d. Collect, evaluate, and send damage/impact assessment reports (incident related Essential Elements of Information) to SSF-5 and other appropriate agencies.
- e. Coordinate state and local damage assessment operations with related federal activities.
- f. Prepare damage assessment documents to be submitted to DEMHS where appropriate for a presidential emergency or major disaster declaration when necessary.

C. Recovery

- 1. General
 - a. Anticipate and plan for arrival of and coordination with FEMA ESF-3 personnel in the SEOC and the Joint Field Office (JFO).
 - b. Ensure that SSF-3 team members, their agencies, or other tasked organizations, maintain appropriate records of time and costs incurred during the event.
- 2. Public Works and Engineering
 - a. Maintain coordination with all supporting agencies and organizations on operational priorities for emergency repair and restoration. Coordinate, as needed, for debris management operations on public and private property.
 - b. Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.
 - c. Provide safety information for the public in coordination with SSF-14 (Public Information).
 - d. Continue post disaster building and structure evaluation until all buildings and structures are not restricted for use and occupancy according to Vermont Division of Fire Safety operating procedures based on Applied Technology Council (ATC) procedures and standards.
 - e. Continue coordination with SSF-12 (Energy), of the restoration of power on an individual building basis.
 - f. Continue record keeping and data of operations and costs incurred.

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3. Damage Assessment

In conjunction with FEMA, develop disaster project worksheets as required.

D. Mitigation

- 1. Support and plan for mitigation measures.**
- 2. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.**
- 3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.**

V. RESPONSIBILITIES

A. General: All SSF-3 primary and support agencies must maintain inventories and procedures to deploy the public works and engineering assets of their agency.

B. Agency of Transportation

- 1. Coordinate all SSF-3 administrative, management, planning, training, preparedness/mitigation, response and recovery activities pertaining to water and waste water services, emergency supplies of potable water, water for firefighting services, highways and bridges, transportation infrastructure, emergency repairs to public facilities, emergency ice, snow and debris removal, construction services and emergency demolition of damaged structures and facilities..**
- 2. Identify, train, and assign personnel to staff SSF-3 in the SEOC.**
- 3. Provide all available public works and engineering assets.**
- 4. Coordinate state level public works & engineering damage assessment activities.**
- 5. Support local jurisdiction public works & engineering damage assessment activities when resources are available. Local governments are responsible for their own public works and infrastructure and have the primary responsibility through all phases of emergency management.**

C. Department of Public Safety, Division of Fire Safety

- 1. The coordination of all SSF-3 administrative, management, planning, training, preparedness/mitigation, response and recovery activities pertaining to buildings and similar structures, tents and other structures, including temporary structures and all emergency power supplies.**

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2. Identify, train, and assign Vermont Division of Fire Safety personnel to staff SSF-3 in the SEOC.
3. Coordinate and maintain records on related risks, inspection, evaluation and the safety status of buildings and similar structures,
4. Organize and train a support unit of structural engineers to support operations of the Vermont Division of Fire Safety under SSF-3.
5. Develop and maintain a system to recognize the credentials of individuals who support SSF-3.
6. Conduct post disaster building and similar structure evaluations, coordinate and track all evaluation teams.
7. Provide safety information for the public in coordination with SSF-14 (Public Information).

D. Agency of Administration

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Provide damage assessment and personnel support.
3. Provide the Governor Authorized Representative (GAR) for Presidential declared emergencies and major disasters.

E. Office of the Attorney General

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Provide legal assistance including eminent domain and emergency demolition or stabilization of damaged structures and facilities.

F. Agency of Agriculture, Food and Markets

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Provide inspectors and advise on agricultural debris removal.
3. Conduct damage assessment and provide information on agricultural facilities and properties.

G. Agency of Natural Resources, Department of Environmental Conservation

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1. Identify, train, and assign personnel to staff SSF-3 during periods of activation.
2. Provide emergency survey, surveillance, sampling, testing, and monitoring of water and sewage pumping, treatment, distribution, and collection systems to ensure public health and safety integrity of such systems.
3. Provide technical assistance concerning the disposal of waste materials, including household hazardous waste and debris containing or consisting of animal carcasses.
4. Provide damage assessment information regarding the above.

H. Agency of Natural Resources, Department of Forests, Parks & Recreation

1. Identify and assign personnel to maintain contact with SSF-3 during periods of activation.
2. Provide all available public works and engineering assets. ** Shouldn't this be a part of Department of Environmental Conservation??
3. Provide damage assessment assistance and coordination for forested areas.

I. Department of Buildings and General Services

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Be prepared to provide personnel and equipment to support SSF 3 operations related to state buildings and facilities.
3. Provide damage/impact assessment regarding state facilities information to SSF-5.

J. Department of Health

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Be prepared to provide personnel and equipment to support SSF 3 operations related to hospitals and health care facilities..
3. Provide damage/impact assessment regarding hospitals and health care facilities information to SSF-5.

K. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.

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- b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-3 concerning Threat Condition Levels.
 - d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.
- L. Department of Public Service
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
 - 2. Provide damage/impact assessment information for public utilities to SSF-5.
 - 3. Provide public utility restoration information and estimates to SSF-5.
- M. US Army Corps of Engineers
- 1. Identify, train, and assign personnel to staff SSF-3 during periods of activation.
 - 2. Provide all available public works and engineering assets.
- N. VT National Guard
- 1. Coordinate with the Agency of Transportation for use of state military assets.
 - 2. Maintain a database of all state military assets that could be used for SSF-3 operations.
 - 3. Provide available military resources when requested to support SSF-3 operations.
- US Army Corps of Engineers**
Train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
- Provide available resources when requested to support SSF-3 operations..
- O. Civil Air Patrol
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-3 during periods of activation.
 - 2. Maintain and distribute to VTrans an Alert Roster for mission requests and coordination.

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3. Provide aerial reconnaissance and photographic flights for damage assessment.
4. Provide light transport flight for movement of personnel and supplies.
5. Provide fixed, mobile and airborne communications.
6. Provide supplemental communication for building and structure evaluation teams.

VI. FEDERAL INTERFACE

- A. This annex is supported by the National Response Framework ESF-3, Public Works and Engineering. Activities within the scope of Federal ESF-3 include:
 1. Participation in pre-disaster activities, such as pre-positioning assessment teams and contractors, and deployment of other advance elements.
 2. Participation in needs/damage assessment immediately following a disaster.
 3. Emergency clearance of debris to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, property protection, and health and safety.
 4. Removal and disposal management of debris from public property.
 5. Provision of expedient emergency access routes, which includes repairs to damaged streets, bridges, ports, waterways, airfields, and other facilities necessary for emergency access to disaster victims.
 6. Emergency restoration of critical public facilities, including the temporary restoration of water supplies and wastewater treatment systems.
 7. Emergency demolition or stabilization of damaged structures and facilities designated by state or local governments as immediate hazards to public health and safety; or as necessary to facilitate lifesaving operations (temporary protective measures to abate immediate hazards to the public for health and safety reasons until demolition is accomplished).
 8. Emergency contracting to support public health and safety, such as providing for potable water, ice, power, or temporary housing.
 9. Technical assistance; including inspection of private residential structures and commercial structures.
 10. Provision of emergency power to public facilities.
- B. A Federal ESF-3 representative may be assigned to the SEOC as a part of the Incident Management Assistance Team (IMAT) and a supplemental ESF-3 cell will also deploy which will

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evolve into the ESF-3 cell after the JFO is established. Normally, FEMA will provide representatives to the state damage assessment teams.

- C. SSF-3 will coordinate with Federal ESF-3 to obtain federal assistance as required.

TAB A TO SSF ANNEX 3 (SSF-3)

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**TAB B TO SSF ANNEX 3
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-3**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

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DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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**STATE SUPPORT FUNCTION (SSF) ANNEX 4
Fire Services**

PRIMARY: Department of Public Safety, Division of Fire Safety
Agency of Natural Resources, Department of Forests, Parks & Recreation

SUPPORT: Agency of Transportation; Vermont National Guard; American Red Cross; U.S. Forest Services; Department of Public Safety, Vermont State Police, and Division of Emergency Management and Homeland Security

I. INTRODUCTION

State assistance under this function shall be a cooperative effort between the Division of Fire Safety and the VT Department of Forests, Parks and Recreation and supporting agencies and shall include the administrative, management, planning, training, preparedness, mitigation, and response, for firefighting and other fire and rescue services in the state under this function.

- A. The Department of Public Safety, Division of Fire Safety (DFS) is principally responsible for:
 1. The coordination of administrative, management, planning, training, preparedness, mitigation, response, and recovery activities relative to structural fires and other fire department based rescue operations in accordance with statewide and local mutual aid agreements and established recognized standard firefighting methods and the State Fire Marshals statutory authorities and responsibilities.
 2. Coordinate disaster building and structure evaluation. (see SSF-3 Public Works and Engineering)
 3. The preparedness, response, recovery and mitigation of hazardous materials incidents. (see SSF Annex 10 Hazardous Materials).
 4. Coordinate administrative, management, planning, training, preparedness, mitigation, response, and recovery activities relative to urban search and rescue. The preparedness, response, recovery procedures relative to missing persons are covered under state police (see SSF 13 Law Enforcement)
- B. The Department of Forests, Parks and Recreation, Agency of Natural Resources (FPR) is principally responsible for:
 1. The coordination of activities pertaining to wild-land fires in accordance with mutual aid agreements, fire districts and the Forestry and Parks Divisions statutory authorities and responsibilities including cooperative agreements for assistance from other state, regional and federal agencies including the Northeastern Forest Fire Protection Commission, U.S. Forest Service, Green Mountain National Forests and U.S. Forest Service, Northeastern Area, S&P Forestry.

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The coordination of activities pertaining to wild-land fires on state lands.

II. MISSION

The mission of State Support Function 4 is to manage and coordinate firefighting activities and other fire department based special operations (USSAR), in addition to supporting local agencies or departments. Including the prevention, detection, suppression and recovery from urban, rural, and wild-land fires and other fire department based operations resulting from, or occurring coincidentally with a catastrophic or major disaster or other emergencies where the resources of the municipality or fire district are not adequate.

III. CONCEPT OF OPERATIONS

- A. SSF-4 manages and coordinates State firefighting activities. This function is accomplished by mobilizing firefighting resources in support of State, and local firefighting agencies.
- B. The Division of Fire Safety and the FPR will coordinate with all supporting departments/agencies, municipalities, fire districts and state and federal organizations who may support SSF-4 to ensure operational readiness prior to, during or after an incident, emergency, or disaster to achieve the public safety and fire prevention missions.
- C. SSF-4 will use DFS procedures, SOPs, field operation guides and established firefighting and support organizations, processes and NIMS procedures.
- D. Municipalities and fire districts are responsible for providing fire prevention, detection, suppression and recovery services within their response areas. SSF-4 will provide assistance when requested. Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander. Priority is given to 1) Life Safety (firefighters and the public), and 2) Protecting Property and 3) the Environment, in that order.
- E. Municipalities and fire districts are responsible for requesting state support in accordance with the SEOP when a fire hazard, fire incident, wild-land fire or disaster exceeds local capabilities. Based on known or projected threats, imminent hazards or predicted disasters that may require additional resources, SSF-4 may mobilize resources and stage them at designated locations in a condition to respond if assistance is requested.
- F. SSF-4 may mobilize DFS teams to provide field technical assistance and incident support to state and local fire suppression organizations. The coordination of operations shall be organized in the DFS Fire Services Coordination Center located at the DFS central office.

IV. SSF ACTIONS

In preparation for and execution of its fire protection mission, SSF-4 will:

A. NOTIFICATION

Upon notification of a potential or actual event requiring SSF-4 response, the SSF-4 lead coordinator shall establish the response levels (see tab E) and then notify the SSF-4

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SEOC team and the regional managers/team chiefs. Each position will then complete the check list for the position.

B. PREPAREDNESS - Pre-incident

General Fire Operations / Wildland Fires

1. Maintain current inventories of fire service facilities, equipment, special capabilities and personnel throughout the state.
2. Develop and maintain a system to recognize the credentials of individuals who are a part of department/agencies, municipalities, fire districts and organizations that support SSF-4.
3. Organize and train fire service and emergency teams to rapidly respond to requests for assistance.
4. Monitor weather and hazardous conditions that contribute to increased fire danger.
5. Maintain DFS & FPR personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
6. Based on hazardous conditions, conduct fire prevention, public education and information activities for the general public.
7. Participate in state exercises and conduct at least one exercise annually to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.
8. Coordinate available data on buildings, structures and related risks with SSF-3 (Public Works and Engineering)

Urban Search and Rescue

1. Maintain a current inventory of resources, including trained personnel, which could support search and rescue operations. Maintain records reflecting local capability.
2. Participate in state exercises and conduct at least one exercise annually to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.
3. Maintain liaison with federal urban search and rescue assets and plan for reception of external assets.
4. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.

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5. Assist local governments in training of personnel and rescue organizations for search and rescue operations.
6. Develop and maintain a system for deployment the of US Army Corps of Engineers structures specialists.

C. RESPONSE – Incident

General Fire Operations / Wildland Fires

1. Establishes communication links with support agencies and SSF4-SEOC Team.
2. Establishes communication links with the regional managers & team chiefs.
3. Obtains an initial fire situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance; and obtains and distributes resources, through appropriate channels, incident contact information to emergency responders mobilized. Participates in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures (SOPs), checklists, or other job aids, in concert with existing first-responder standards.
4. Provide coordination and support to other SSFs, and the State-Rapid Assessment & Assistance Team (S-RAAT), in assessing building safety situations (both pre- and post-event), and in coordination with local officials jointly develop strategies to respond to the emergency.
5. Coordinate with the Vermont National Guard for use of state military assets to support firefighting operations.
6. Coordinate and track all SSF-4 firefighting resources committed to an incident. This may include placing personnel at an incident command center staging area or by deploying an incident support team to assist the incident commander.
7. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
8. Support the DPS Fire Investigation Team, as requested.
9. Obtain and submit fire situation and damage assessment reports and provide information to SEOC.
10. Establish communications with the Federal Regional Fire Coordinator, when activated, to coordinate fire service response beyond the state's capability.
11. Work with appropriate private-sector organizations to maximize use of all available resources.

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Urban Search and Rescue

1. Support local agencies with appropriate resources, to include mobilizing and deploying teams and equipment as needed.
2. Using an incident command system, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.
3. Deploy support teams to local incident base of operations, as needed.
4. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
5. Coordinate other state and federal support for search and rescue operations to include planning for reception and deployment to area of operations.
6. Request US Army Corps of Engineers structures specialists as appropriate.
7. Be prepared to coordinate transportation assets for movement of personnel and equipment.

D. RECOVERY - Post-incident

General Fire Operations / Wildland Fires

1. Obtains, maintains, and provides incident situation and damage assessment information through established procedures.
2. Conduct reviews of incident actions with teams involved to improve future operations.
3. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
5. Anticipate and plan for arrival of and coordination with FEMA personnel in the SEOC and the Joint Field Office (JFO).
6. Provide fire safety information for the public in coordination with SSF-14 (Public Information).
7. Coordinate post disaster building and structure evaluation with SSF-3 (Public Works and Engineering) and provide resources as requested.
8. Ensure DFS & FPR personnel maintain appropriate records of activities and costs incurred during the event.

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9. Develop a plan for the demolition of personnel.

Urban Search and Rescue

1. Continue to support local operations and plan for a reduction of operations.
2. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
3. Anticipate and plan for arrival of, and coordination with, FEMA personnel in the SEOC and the Joint Field Office (JFO).
4. Require team members and their agencies maintain appropriate records of costs incurred during the event.
5. Develop a plan for the demobilization of personnel.

E. MITIGATION

General Fire Operations / Wildland Fires - Urban Search and Rescue

1. Support and plan for mitigation measures.
2. Support requests and directives from the Governor and/or DHS, FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Department of Public Safety, Division of Fire Safety

1. Identify, train, and provide DFS personnel to staff SSF-4 in the SEOC.
2. Request assistance from DEMHS to notify SSF-4 supporting agencies upon activation as needed.
3. Maintain database inventories of fire service facilities, equipment, special capabilities and personnel throughout the state. Develop policies and procedures for the effective use and coordination of fire and urban search and rescue assets in the state.
4. Develop and maintain a system to recognize the credentials of individuals who are part of department/agencies, municipalities, fire districts and organizations that support SSF-4.
5. Develop, organize, train, alert and activate teams.

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6. Monitor status of all fire service operations and provide updates to SEOC.
 7. Obtains an initial fire situation and damage assessment and determines the appropriate management response to meet the request for assistance; and obtains and distributes resources, through appropriate channels.
 8. Provide fire and building safety information for the public in coordination with SSF-14.
 9. Provide coordination and support to other SSFs, and the State-Rapid Assessment & Assistance Team (S-RAAT), in assessing building safety situations including, available data on buildings, structures and related risks, and post disaster building and structure evaluation.
 10. Coordinate logistical support for urban search and rescue team deployment and redeployment from disaster areas. Provide search and rescue teams, technical assistance, equipment and communications support during field operations.
 11. Coordinate and conduct fire investigations as part of the DPS team.
- B. Agency of Natural Resources, Department of Forests, Parks & Recreation
1. Identify, train, and provide ANR personnel to staff SSF-4 in the SEOC.
 2. Request assistance from DEMHS to notify all SSF-4 (wild-land fires) supporting agencies upon activation.
 3. Maintain inventories of FPR fire facilities, equipment, and personnel throughout the state.
 4. Support SSF-4 with technical staff and maintain FPR/ANR resources ready to respond to support SSF-4 and wild-land fires.
 5. Provide fire weather and danger forecasts to all wildfire suppression forces through the ANR communication network.
 6. Monitor weather and forest fuel hazardous conditions that contribute to increased fire danger.
 7. Provide wild-land fire prevention information and education activities for the public in coordination with SSF-14.
 8. In coordination with the National Weather Service, issue Red Flag Fire Alert warnings. State-wide Burning Bans and total woods closures will be coordinated through the ANR Secretary and the Governor's offices.
 9. Conduct evaluation of burned areas with regard to need for salvage and reforestation.

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10. If required, coordinate the evaluation of wildlife habitat and watershed damage from responsible agencies.

C. Agency of Transportation

1. Identify, train, and assign VTrans personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.
2. Maintain inventories of VTrans assets used to support fire service operations.
3. Provide equipment, fuel, personnel, shop service and transportation assets to support fire service operations as needed.
4. Assist with evacuations and highway closings resulting from fires maintaining control of highways as required.

D. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.
 - b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-4 concerning threat condition levels.
 - d. Provide coordination for the implementation of protective actions or measures related to any change in threat condition level.
2. Vermont State Police
 - a. Identify, train, and assign VSP personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.
 - b. Coordinate and conduct fire investigations as part of the DPS team.
 - c. Assist with evacuations and highway closings resulting from fires maintaining control of highways as required.
 - d. Be prepared to provide or coordinate security at an incident scene as requested by the incident commander or SSF-4
 - e. Coordinate and conduct investigations or operations for missing persons.

F. VT National Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.

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2. Be prepared to provide staging area facilities for wild-land firefighting operations.
3. Be prepared to provide emergency power generation capability, as requested and available.
4. Assist with search and rescue (ground and air), as personnel and equipment availability allow.

G. American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.
2. Be prepared to provide mass care support to displaced personnel and families.

VI. FEDERAL INTERFACE

- A. This Annex is supported by National Response Framework ESF-4 (Fire Fighting). Federal assistance for fire suppression in support of state fire services under the Stafford Act will be provided in accordance with the current Federal-State Agreement for Fire Suppression. This agreement contains the necessary terms and conditions with the provisions of applicable laws, executive orders, and regulations as the Administrator of the Federal Emergency Management Agency (FEMA) deems necessary at time of execution.
- B. Federal firefighting response support is coordinated thru an agreement between the State Forester and the Area Director of the U.S. Forest Service State and Private Forestry Office in New Town Square, Pa. The Regional Fire Coordinator is responsible for establishing and maintaining coordination with the National Fire Suppression Liaison Officer, Forest Service Region, regional support agencies, and the Emergency Response Team (ERT). A Fire Suppression Support Coordinator at the Joint Field Office (JFO) will represent ESF-4.
- C. ESF-4 will manage and coordinate federal firefighting activities. This will be accomplished by mobilizing firefighting resources in support of state and local wild land, rural, and urban firefighting agencies. ESF-4 will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the local incident commanders in coordination with the ERT at the JFO.
- D. SSF-4 will coordinate with Federal ESF-4 to obtain federal assistance as required.

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**TAB B TO SSF ANNEX 4
INCIDENT COORDINATION TEAM (ICT) ACTIVATION & IMPLEMENTING PROCEDURES – SSF-4**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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STATE SUPPORT FUNCTION (SSF) ANNEX 5 EMERGENCY MANAGEMENT, RECOVERY & MITIGATION

PRIMARY: Department of Public Safety, Division of Emergency Management & Homeland Security (DEMHS)

SUPPORT: All State Support Functions and other agencies. Actual participation in the overall effort is dependent of the size and scope of the disaster or incident and the phase of incident and emergency management (awareness, preparedness, prevention, response, recovery or mitigation).

I. INTRODUCTION

- A. The purpose of this State Support Function is to support the overall activities of the State government for incident management. SSF 5 provides the core management and administrative functions in support of the State Emergency Operations Center (SEOC), established Regional Coordination Centers (RCC) and field operations to include deployment of the State Rapid Assessment and Assistance Team (SRAAT). This SSF also supports state operational elements at the Joint Field Office (JFO), if established.
- B. This SSF includes support of community recovery and restoration efforts by providing the framework and to establish uniform policies for the State to address those needs for local governments, nongovernmental organizations (NGOs) and the private sector to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster.
- C. Recovery and restoration actions following any emergency or disaster will be determined by the specific event. Several federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation. Local jurisdictions will lead recovery activities for their jurisdiction.
- D. Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the State Emergency Operations Center (SEOC) as staff works to assemble data on the extent of damages. If warranted, the Director, DEMHS may recommend that the Governor seek federal disaster assistance, which may include a Presidential Emergency or Disaster Declaration. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a state/federal Joint Field Office (JFO), if and when it is established.
- E. In the wake of a catastrophic disaster, the Governor may direct the formation of the Vermont State Recovery and Restoration Multi-Agency Coordination Group (RRMACG). The RRMACG initially will be composed of the Governor's Cabinet and may additionally include the extended Cabinet depending on the type and magnitude of the emergency. The purpose of the RRMACG is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. RRMACG members are further explained in the Concept of Operations of this SSF. The Director, RRMACG will coordinate support for the RRMACG, as necessary. If a JFO is established, the activities

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of the RRMACG and the JFO must be coordinated through the State Coordinating Officer (SCO).

- F. Emergencies or disasters involving radiological materials will require special attention in the recovery and restoration phase. Activation of the RRMACG can be expected as a response to fixed facility radiological emergencies.

II. MISSION

The mission of this State Support Function is to support all State agencies and departments across the spectrum of incident management from preparedness and prevention to response and recovery, as well as mitigation. That includes but is not limited to: facilitating information flow in all phases of incident management from pre-incident prevention and awareness to recovery and mitigation, supporting and facilitating multi-agency planning and coordination and coordination of available Federal and State programs and resources for recovery and mitigation.

III. CONCEPT OF OPERATION

- A. DEMHS is responsible for the coordination of all SSF-5 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities. This includes Emergency Alert System (EAS) and disaster management software coordination, training and management; and developing, coordinating, and maintaining the SSF-5 disaster management software and EAS SOPs and guidelines. All SSF-5 supporting agencies will assist DEMHS in the planning and execution of the above.
- B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness. Per the Governor's endorsement of this plan, participating agencies will identify points of contact to facilitate that coordination.
- C. SSF 5 is organized in accordance with the National Incident Management System (NIMS). The structure supports the general staff functions described in the NIMS at each of the State multi-agency coordination centers (e.g., SEOC, RCC, Health Operations Center – HOC, Transportation Operations Center – TOC and other department operations centers). These functions include: Command Support, Operations, Planning, Logistics and Finance/Administration. They are more fully described in Tab B (SEOC Emergency Operations Procedures) of this Annex.
- D. The Recovery and Restoration Multi-Agency Coordination Group (RRMACG) activation may be requested when a significant statewide emergency exists or a federal disaster assistance request is anticipated. Should the National Disaster Recovery Framework (NDRF) be activated, the Governor may appoint a state recovery officer/coordinator to coordinate with Federal Disaster Recovery Coordinator (FDRC). The coordination link between the Federal Coordinating Officer (FCO) and SCO will continue.
- E. The RRMACG will serve as the policy group for the Governor on a program of recovery and restoration. The RRMACG is intended to complement, not conflict with, the activities of the JFO. The focus will include:

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1. Determining the economic and environmental impact of the recovery to the state, the affected local jurisdictions, people, property, businesses, and industry.
2. Determining the measures for losses necessary to continue recovery such as:
 - a. Contamination clean up.
 - b. Control of adulterated food.
 - c. Financial aid and compensation.
3. Continuing public information activities such as public announcements on recovery and restoration and instructions on applying for financial aid and compensation.
4. The RRMACG will be supported as needed by incorporating the necessary SSFs, RSFs and agencies into the Incident Coordination Team (ICT) or the Incident Recovery Coordination Team (IRCT) of the SEOC.

F. SSF-5 will perform the following functions:

1. Information Gathering and Processing: Collect and process Essential Elements of Information (EEI) from local governments, municipalities, SSFs, and other sources; disseminate information for use by Operations and provide input for reports and briefings to support incident situational awareness. As a minimum, the following information is required:
 - a. Deaths.
 - b. Injuries/Disease Cases.
 - c. Hospitalizations.
 - d. Missing persons.
 - e. Boundaries of the disaster area and designation of an area of operations (Hot Zone, Contaminated Areas).
 - f. Political boundaries.
 - f. Infrastructure status (transportation, communications, dams, public works, energy, medical and agriculture).
 - g. Private sector impact information (Businesses, private homes, rental units).
 - h. Hazard-specific information.
 - i. Weather data.
 - j. Activated emergency management facilities (SSF/State Agency Operations Centers, RCCs. Local EOCs).
 - k. Shelter and mass care information (Shelters open, # of occupants, # of meals served).
 - l. Immediate life threatening needs.
 - m. Fires reported in impacted area.
 - n. Lists of non-state resources operating within state boundaries.
 - o. Re-entry guidelines.
2. SSF-5 will consolidate information into Situation Reports (SITREPs), situation updates, and situation briefings, as required, to describe and document overall response activities. The SSF provides information to the Governor's Office, Command Group and DHS, FEMA concerning all aspects of response and recovery operations to include evacuations, shelters, damages, injuries and fatalities.

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3. SSF-5 will maintain and update status boards with current information, maps, charts and other means such as electronic displays as available.
4. SSF-5 will coordinate the operation of EAS when required by the SEOC Operations Section Chief.
 - a. EAS will disseminate disaster related information to include, but not limited to, recommended protective actions, shelter locations, current situation, and re-entry.
 - b. EAS may be activated at any time during emergency operations. During a hurricane scenario, EAS normally becomes operational upon the declaration of a State of Emergency by the Governor or upon his request for a voluntary evacuation.
5. SSF-5 will provide weather and climate information during emergencies and disasters as required.
6. SSF-5 will organize, develop, and provide staff supervision for hazard-specific advisory teams (i.e. hydrology and dam failure).
7. SSF-5 will consolidate and disseminate State-Rapid Assessment & Assistance Team (S-RAAT) information.
8. Accomplish Resource Allocation and Tasking through Operations Section Chief.
9. Coordinate the transition from response to recovery in field operations.
10. Identify appropriate Federal and State programs and agencies to support implementation of the incident recovery plan (Support Annex 7 – Recovery & Restoration), ensure coordination of those efforts and identify gaps in resources available.
11. Determine and identify responsibilities for recovery activities and provide a vehicle to maintain continuity in program delivery among Federal, State, local governments and other involved partners, to ensure follow-through on recovery and hazard mitigation efforts.

IV. SSF ACTIONS

A. Preparedness

1. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
2. Train support agencies on roles and responsibilities.
3. Train ICT member, state agencies and local jurisdictions on the use of the state disaster management software.

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4. In coordination with the Operations Section, develop information displays within the SEOC.
5. Ensure weather products are up to date and available.
6. Identify and provide supervision for hazard-specific advisory teams.
7. Plan for support of mobilization sites, staging areas, and distribution points.
8. In coordination with Planning Section, develop plans for JFO transition.
8. Participate in state exercises and conduct, at least annually, an SSF-5 workshop, drill or exercise to validate this annex and supporting SOPs and annexes. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.
9. Develop and maintain Field Operating Guidelines for the S-RAAT and other field elements.
10. Integrate identified recovery and mitigation action steps and planning efforts with preparedness and response planning.
11. Be prepared to increase SEOC activation levels, as needed, should an incident have the potential to occur based on increased awareness information (e.g. Weather Warning or Threat Condition change). Provide a situational awareness briefing to SSFs and supporting State agencies.

B. Response

1. Notify all SSF-5 supporting agencies upon activation.
2. Activate appropriate SSFs as required by the incident.
3. Provide a situational awareness briefing to SSFs.
4. Develop the initial Incident Action Plan.
5. Coordinate and schedule a staffing pattern for the period of activation.
6. Assign duties to support agency personnel and provide training as required.
7. Maintain communications with DHS, FEMA Region I and provide a SITREP as required by the situation.
8. Coordinate SEOC effort in collecting, processing, reporting and displaying essential information to include development of the SITREP.
9. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.

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10. Activate EAS, as required.
11. In coordination with the Operations Section Chief, activate hazard-specific advisory teams, as required.
12. Provide weather information and coordinate briefings to the State Incident Coordination Team (SICT) and/or the Governor, as required.
13. Coordinate and document initial damage assessment activities related to critical facilities, other infrastructure, businesses (including agricultural) and individual homes.
14. Identify and request the appropriate level of Federal assistance.
15. Coordinate the reception of DHS, FEMA Incident Management Assistance Team (IMAT) personnel.
16. Plan for transition to JFO and recovery operations.

C. Recovery

1. Continue information gathering and processing.
2. Collect and process information concerning recovery activities to include anticipating types of recovery information the SEOC and other government agencies will require.
3. Identify appropriate Federal and State programs and agencies to support implementation of the incident recovery plan (Support Annex 7 –Recovery and Restoration), ensure coordination of those efforts and identify gaps in resources available.
4. Assist in the transition of direction and control from the SEOC to the JFO.
5. Anticipate, plan for, and ready the necessary notification systems to support establishment of staging areas, distribution sites in coordination with SSF-7, a JFO, DRCs, JICs and other local, state and/or federal emergency work teams and activities in the impacted area.
6. Operate SSF-5 cells in both the SEOC and JFO, as required.
7. Ensure that SSF-5 team members or their agencies maintain appropriate records of costs incurred during the event.

D. Mitigation:

1. Provide assistance as requested.
2. Per the State Hazard Mitigation Plan, identify losses avoided due to previous mitigation efforts.

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3. Assist local jurisdictions and State agencies in identifying new projects and priorities for mitigation in the impacted area and throughout the State.
4. Implement the post-disaster mitigation actions outlined in the State Hazard Mitigation Plan.

V. RESPONSIBILITIES

- A. Department of Public Safety, Division of Emergency Management and Homeland Security (DEMHS)
 1. Identify, train, and assign DEMHS personnel to staff SSF-5 in the SEOC. Identify, train, and assign a DEMHS Liaison Officer to EAS.
 2. In coordination with other SSFs and agencies, develop procedures and formats for information gathering, reporting, and SEOC displays. Provide continuous updated information to EAS.
 3. Develop and conduct training to ensure support agencies understand roles and responsibilities to include disaster management software and EAS staff training.
 4. Identify hazard-specific advisory team requirements.
 5. Plan for support of mobilization sites, staging areas, and distribution points.
 6. Develop plans, procedures, equipment lists and staffing rosters for JFO transition.
 7. Be prepared to increase SEOC activation levels, as needed, should an incident have the potential to occur based on increased awareness information (e.g. Weather Warning or Threat Condition change). Provide a situational awareness briefing to SSFs.
 8. Coordinate and document initial damage assessment activities related to critical facilities, other infrastructure, businesses (including agricultural) and individual homes.
 9. Identify appropriate Federal and State programs and agencies to support implementation of the incident recovery plan (Support Annex 7 –Recovery & Restoration), ensure coordination of those efforts and identify gaps in resources available.
 10. Implement the post-disaster mitigation actions outlined in the State Hazard Mitigation Plan.
- B. General for all supporting Agencies, Departments and Organizations
 1. Provide situational awareness information (incident specific EEI) to SSF 5 during emergency situations, as requested.

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2. Execute responsibilities as outlined in the SEOP Base Plan and in the SSF, Organizational and Support Annexes.
3. Provide personnel to the SICT, SRAAT, JIC, RRMACG, IFO and EOF, as requested and outlined in Tab 1 and 7 to this annex, to assist SSF operations.
4. Identify staff technical experts to provide subject matter expertise, data, advice and staff support for operations that fall within the domain of each agency.
5. Provide mitigation program support as outlined in the State Hazard Mitigation Plan.
6. Support emergency planning efforts, as requested.
7. Participate in preparedness activities, orientations, drills and exercises to support the execution of the SEOP and RERP.

C. Specific Agency Responsibilities for SSF 5

1. Agency of Agriculture, Food and Markets
 - a. Provide agricultural disaster impact assessment information.
 - b. Provide technical assistance for agricultural market recovery.
 - c. Provide technical assistance for resource conservation.
2. Agency of Commerce and Community Development
 - a. Provide technical assistance for community economic recovery.
 - b. Provide technical assistance in community planning.
 - c. Provide technical assistance on facility and site historic preservation and recovery.
3. Agency of Human Services
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-5 during periods of activation.
 - b. Provide PIO personnel to support EAS operation.
 - c. Provide disaster impact assessment information regarding nursing homes and assisted living facilities.
4. Agency of Natural Resources
 - a. Department of Environmental Conservation

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- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-5 during periods of activation. On order, staff SSF-5 in the SEOC.
 - (2) Organize an advisory team to assess the situation, project future requirements, and provide information in the event of a dam failure emergency.
 - (3) Organize an advisory team to assess the situation, project future requirements, and provide information in the event of a flood emergency (river management or debris).
- b Department of Fish and Wildlife
- Monitor the effects of contamination on fish and wildlife.
- c Department of Forests, Parks and Recreation
- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-5 during periods of activation.
 - (2) Provide personnel to support SSF-5 operations and provide state park camping occupancy data.
 - (3) Provide damage impact assessment information regarding state parks and recreational facilities.
 - (4) Support and report on activities associated with wildland firefighting as outlined in SSF 4 (Firefighting).
- d State Climatologist
- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-5 during periods of activation.
 - (2) Ensure weather products are up to date and available and provide training as required.
 - (5) Provide weather information and briefings to the SICT and/or the Governor, as required.
5. Department of Financial Regulation
- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-5 during periods of activation.
 - b. Coordinate the activities of private sector insurance disaster specialists working within the area of operations.
6. Department of Taxes

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- a. Assists in compiling statistics related to the fiscal impacts of the emergency or disaster.
 - b. Provides assistance to local jurisdictions for maintenance or reconstruction of tax records.
 - c. Adjusts tax reporting/collection requirements to allow for business resumption.
7. VT Interactive Television
- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-5 during periods of activation.
 - b. Provide training and exercise assistance to DEMHS, as required.
 - c. Be prepared to provide video-teleconferencing capability during actual incidents, as required.
8. American Red Cross

Provides disaster and claims assistance to victims and workers.

VI. FEDERAL INTERFACE

- A. This SSF is supported by National Response Plan ESF-5, Emergency Management and ESF-14, Long-Term Community Recovery and Mitigation. Federal response for this function will be limited to the provision of representatives from federal agencies as requested by the Director, DEMHS. These representatives are authorized to provide emergency/disaster assistance available under statutory or secretarial authorities. The Federal Coordinating Officer (FCO), appointed by the President, will coordinate the provision of federal assistance subsequent to an emergency or major disaster declaration, in conjunction with the State Coordinating Officer (SCO).
- B. Federal ESF-5 and 14 personnel will normally deploy to the state as a part of the ERT-A and later staff the JFO. When feasible, Federal ESF-5 and ESF-14 will collocate with SSF-5. Once established in the JFO Federal ESF-5 executes four functions:
 1. Situation Status: Collects, analyzes, and displays information pertaining to the disaster situation and the location of critical resources.
 2. Planning Support: Analyzes long-term trends and develops strategic plans.
 3. Documentation: Maintains archival files and records.
 4. Technical Services: Establishes and maintains geographic information system (GIS) capability within the JFO.
- C. SSF-5 will coordinate with Federal ESF-5 and ESF-14 to obtain federal assistance as required.

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**STATE SUPPORT FUNCTION (SSF) ANNEX 6
MASS CARE, EMERGENCY ASSISTANCE, HOUSING & HUMAN SERVICES**

VTSEOP

PRIMARY: Agency of Human Services

SUPPORT: Agency of Agriculture, Food and Markets; Agency of Education; Agency of Natural Resources; Agency of Transportation; Agency of Commerce and Community Development; Department of Buildings & General Services; Department for Children & Families; Department of Corrections; Department of Disabilities, Aging & Independent Living; Department of Forests, Parks and Recreation; Department of Health; Department of Housing and Community Development; Department of Labor; Department of Mental Health; Department of Public Safety, Division of Emergency Management and Homeland Security, Division of Fire Safety, and State Police; Office of The Adjutant General, VT National Guard; American Red Cross; VT Food Bank; Vermont VOAD; Radio Amateur Civil Emergency Services; Vermont Association of Hospitals and Health Systems (VAHHS)

I. INTRODUCTION

- A. The Agency of Human Services is the Primary State Agency designated for coordinating/managing this State Support Function.
- B. **Mass Care** encompasses shelter (existing or constructed facilities); feeding (fixed sites, mobile feeding units); bulk distribution of food and supplies; first aid at mass care facilities and designated sites and family well-being inquiry. The American Red Cross (ARC) is the primary organization that operates mass care shelters in Vermont. Both the American Red Cross and the Salvation Army (SA) provide feeding capability through their own resources.

SSF-6 ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering. SSF-8 (Health & Medical Services) and SSF-11 (Agriculture & Natural Resources) ensure support to SSF-6 through an integrated response. SSF-11, under SSF-6, coordinates support services for household pets and service animals during disasters.

The Department of Health will facilitate the placement of Functional Needs and Medical Surge individuals in existing operational facilities, e.g. nursing homes, care homes, etc. in coordination with the Agency of Human Services.

- C. **Emergency Assistance** includes assistance required by individuals, families and their jurisdictions to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

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- D. **Housing** includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance.
- E. **Human Services** includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property and help to obtain disaster loans, food assistance benefits, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits.

II. MISSION

To coordinate assistance in support of State and local efforts to meet the mass care, emergency assistance, housing and human services needs of disaster survivors.

III. CONCEPT OF OPERATIONS

- A. AHS is responsible for coordinating all SSF-6 administrative, management, planning, training, preparedness, mitigation, response and recovery activities to include coordinating, and maintaining the SSF-6 Annex. All SSF-6 supporting agencies will assist AHS in the planning and execution of the above.
- B. AHS will coordinate with the American Red Cross (ARC), other volunteer relief organizations and all supporting and other appropriate agencies/organizations to facilitate interagency/inter-organizational planning and to promote operational coherence.
- C. AHS shall act as the primary Mass Care coordinator. However, each Mass Care member agency/organization will manage its own program(s) and maintain administrative and financial control over its activities.
- D. The Department of Disabilities, Aging & Independent Living will provide assistance with issues concerning the elderly population. This will include coordination of expansion of the Meals on Wheels Program and other services to the elderly population as needed.
- E. The Department for Children and Families will provide assistance with issues concerning children. This will include the expansion of existing programs and other services to children and families as needed
- E. In coordination with, and support of, the State-Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency. SSF-6 staff will assess the effectiveness of the food and water distribution network and oversee the inventory of food and water resources procured by this SSF. Staff will coordinate with local officials to ensure timely deliveries of food.

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F. Mass Care encompasses the following:

1. Shelter
 - a. The provision of emergency shelter for disaster survivors and emergency workers includes the use of pre-disaster designated shelter sites in existing structures, temporary shelters, or the use of similar facilities outside the disaster area should evacuation be necessary. Mass Care shelters may be opened by the ARC or other organizations. However, ARC shelter operations are managed by the ARC trained volunteers and AHS staff.
 - b. Listings of pre-disaster designated shelters may be found in the Local EOPs (Mass Care Annex), individual ARC Chapter Disaster Plans, the Tab 4 of this Annex and the Vermont Radiological Emergency Response Plan (VTRERP).
 - c. Expedient post-event sheltering may occur in other facilities not pre-designated if the primary facilities have been made unsuitable by the impact of the event.
2. Feeding
 - a. The ARC will manage feeding programs for disaster survivors and emergency workers through a combination of fixed sites, mobile feeding units, and if needed, bulk food distribution.
 - b. Feeding operations will be coordinated through SSF-6 and supported by the VT Food Bank, USDA Food and Consumer Service, and major volunteer organizations. Under the general coordination of AHS, SSF-6 will operate under existing USDA authorities and regulations as well as the requirements of supporting agencies, to provide disaster food supplies to designated disaster staging areas and/or authorize the issuance of disaster food stamps. Coordination with all supporting agencies and other appropriate departments, agencies and organizations will be performed to ensure operational readiness. Each agency/organization will operate under their mandated federal, state, or organizational regulations and will maintain complete administrative and financial control over their activities.
 - c. Under the general coordination of AHS, the food services function will operate in accordance with existing USDA authorities and regulations, as well as the Stafford Act, to provide USDA food supplies to designated disaster staging areas.
 - d. Feeding operations will be based on sound nutritional standards and will strive to include provisions for meeting any special dietary requirements of disaster victims. Menus will be determined by volunteer organizations conducting food preparation with full consideration of special population dietary needs. Menus may be built around USDA foods that are available. Other mass care organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities and needs as determined by volunteer agencies.

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- e. AHS will manage the Disaster Supplemental Nutrition Assistance Program (D-SNAP) under the rules and regulations of the USDA Food and Nutrition Service (FNS). The purpose of D-SNAP is to provide temporary food assistance to victims of a disaster that has disrupted commercial channels of food distribution if such households are in need of temporary food assistance. Following a Presidential disaster declaration, and upon a request from the Governor, the United States Secretary of Agriculture may direct USDA Food Nutrition Services (FNS) to distribute supplemental nutrition assistance benefits if:
 - (1) Commercial channels of food distribution have been restored.
 - (2) As a result of the disaster, income or resources are reduced or inaccessible, and food assistance needs cannot be met by the regular 3 Squares Vermont procedures.
 - h. The Vermont Food Bank will manage donated food in accordance with Tab 4 to Annex G (SSF 7 – Resource Support) of this plan.
3. Water
- a. VDH, assisted by ANR, will manage water programs for disaster victims and emergency workers through a combination of fixed sites, mobile supply of water, sampling and testing public and private water supplies/sources and if needed, bulk water distribution.
 - b. SSF-6 will coordinate with SEOC Operations to determine an estimate of the number of people that may be affected in order to assess the amount of water needed to meet the anticipated demand.
4. Emergency First Aid
- The ARC and SA will provide emergency first aid services to disaster victims and workers at their facilities. This will not supplant required medical services provided by local EMS, or support under SSF-8 of the VTEOP.
5. Family Well-Being Inquiry
- a. The ARC will administer a Family Well-Being Inquiry system. Information regarding individuals within the affected area will be obtained from ARC documents.
 - b. FW-BI will also be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.
6. Bulk Distribution of Emergency Relief Supplies

Sites may be established within the affected area for distribution of emergency relief supplies. Distribution will be determined by the requirement to meet urgent needs of

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disaster survivors for essential items in areas where commercial trade is inoperative or insufficient to meet emergency needs of survivors.

G. Functional Needs and Medical Surge Shelters

1. VDH and AHS will jointly coordinate the placement of those with functional needs in existing facilities.
2. There are medical surge sites being developed in eight locations around Vermont.

H. Emergency Assistance includes assistance required by individuals, families and their jurisdictions to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering and other emergency services for household pets and service animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services and coordination of voluntary agency assistance.

1. Assistance to individuals and households beyond the traditional “mass care” services will be coordinated by SSF-6 with the support of volunteer and non-governmental agencies.
2. Support to evacuations will be coordinated by SSF-6 with the assistance of local receiving jurisdictions, volunteer and non-governmental agencies. SSF-1 (Transportation) will identify evacuation routes and SSF-13 (Law Enforcement) assist with traffic control as needed. AHS will establish reception centers proximate to receiving jurisdictions to register and track evacuees. SSF-6 will build on the Family Well-Being Inquiry capability to assist in family reunification during evacuations.
3. Coordination of donated goods and services and coordination of voluntary agency assistance is accomplished by SSF-7 (Resource Support).
4. SSF-6 supported by ARC, SSF-8 and SSF-11 provide services to functional needs populations, services to household pets and service animals and support for specialized shelters.

I. Housing includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance.

1. Vermont does not have parallel housing programs to those existing at the federal level and would request that assistance should the mass care sheltering of survivors extend beyond 30 days.

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2. SSF-6 would additionally be reliant on local jurisdiction volunteer efforts, non-governmental organizations and the VTVOAD consortium to assist with housing as a part of the recovery and restoration process.
- J. **Human Services** includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations and other Federal and State benefits.
 1. The Agency of Human Services would continue existing human services programs and expand where possible to meet the disaster need of survivors.
 2. The Department of Mental Health would provide and facilitate crisis counseling and survivor disaster mental health needs.

IV. SSF ACTIONS

A. Preparedness

1. The primary agency will prepare for disaster exercises by coordinating with support agencies for their participation in exercises.
2. SSF-8 and SSF-6 will regularly monitor space availability in existing facilities for special needs patients.
3. SSF-6 will maintain a roster of primary contact SSF personnel.
4. SSF-6 will coordinate with ARC, SA, DEMHS, and municipalities to ensure an up-to-date shelter list is available.
5. SSF-6 will have, procure and regularly update a list of all agencies (public and private) that have a mission and capability to provide mass feeding in times of disaster.
6. Identify likely transportation needs and coordinate with SSF-1.
7. SSF-6 agencies will participate in state exercises and conduct, at least annually, SSF-6 training to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.

B. Response

1. Lead and support agencies will have and maintain appropriate listings of agency staff to notify for response activities.
2. SSF-6 will coordinate with SSF-5 and 7 regarding mass feeding sites established by responding emergency management agencies.

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3. Shelters will be opened and closed in accordance with public need as assessed by the appropriate volunteer organization, DEMHS, and local emergency management agencies. Final decision rests with the ARC for ARC managed shelters.
4. SSF-6 will monitor occupancy levels and ongoing victims' needs, and will provide SSF-5 with an updated list of operational shelters.
5. SSF-6 will coordinate with DEMHS, ARC, VDH, and municipalities to update lists of available shelters.
6. SSF-6 will coordinate with SSF-8 for the provision of medical services and mental health services in shelters with the appropriate agencies.
7. SSF-6 will coordinate with appropriate agencies to ensure that each shelter has a working communications system and has contact with the local Emergency Operations Center (EOC) and the managing agency. This may include radio, telephone, computer, or cellular telephone communication devices.
8. SSF-6 will provide a list of mass care sites requiring restoration of services to SEOC Operations.
9. SSF-6 will coordinate with SSF-13 regarding the need for additional security resources at mass care shelters, as needed.
10. Coordinate with SSF-7 to acquire food, equipment and supplies required to support food service operations. Acquisitions include, but are not limited to, donated food, purchase of additional food, and refrigerated trailers.
11. Coordinate with SSF-1 for transportation of food and water supplies into the disaster area.
12. Assess warehouse space and needs for staging areas.
13. If a Regional Coordination Center (RCC) is established in a Public Safety District (PSD), facilitate coordination of resources by respective district representatives/technicians within that PSD.

C. Recovery

1. SSF-6 will coordinate with SSF-5 and 7 to establish or support existing mass feeding sites operated by the American Red Cross, Salvation Army, and other volunteer agencies. The first priority of mass feeding activities will be disaster victims. Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.
2. SSF-6 will coordinate mass feeding locations to ensure optimal access for public service based on emergency needs.

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3. SSF-6 will ensure that SSF 3 coordinates garbage removal and SSF 8 coordinates sanitation provisions and inspections at mass feeding sites in conjunction with county agencies.
4. SSF-6 will coordinate with responsible agencies for the provision of food and water to mass feeding sites, if needed. Liaison will be established with SSF-13 to ensure continued coordination for mass feeding.
5. Anticipate and plan for arrival of and coordination with FEMA ESF-6 personnel in the SEOC and Joint Field Office (JFO).

D. Mitigation

1. SSF-6 agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
2. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

V. RESPONSIBILITIES

A. Agency of Human Services

1. Preparedness
 - a. Identify, train, and assign AHS personnel to staff SSF-6 in the SEOC.
 - b. Plan for mitigation, preparedness, response, short-term and long-term recovery actions.
 - c. Maintain and disseminate current information on federal and state policies, laws, and regulations relevant to AHS responsibility in Mass Care operations.
 - d. Coordinate with FEMA Regional Branch to ensure that the state is up-to-date on current policies, procedures and guidance related to the Individual Assistance Program.
- e. Disseminate administrative procedures for specific AHS administered programs designed to meet post-disaster needs (e.g., Disaster Supplemental Nutrition Assistance Program and the Individual and Household Program).
- f. Develop Mass Care training programs for AHS personnel and participate in ARC shelter operations training.

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- g. Maintain formal agreements, SOUs, MOUs, and working relationships with supporting Mass Care agencies and organizations.
 - h. Maintain written operating procedures including alert list of appropriate Mass Care organizations, and disaster response personnel.
 - i. Participate in periodic Mass Care drills and exercises. Evaluate and coordinate necessary revisions to Mass Care plans with Mass Care member agencies/organizations.
 - j. Provide guidance and consultation to local government in developing and maintaining a local Mass Care capability and capacity.
2. Response
- a. Provide AHS staff to support shelter operations, as required.
 - b. Communicate with all Mass Care agencies and organizations to compile and exchange information concerning the extent of the disaster and the status of response operations. Provide such information to the SEOC Operations.
 - c. Provide a State Mass Care Coordinator to the State Emergency Operations Center upon request of the VT Emergency Management Director.
 - d. Coordinate with Mass Care organizations to ensure operational coordination in disaster response of mass care services and support to local government.
 - e. Keep the public informed of available Mass Care assistance programs, in coordination with Mass Care support agencies and organizations through SSF-14 (Public Information).
 - f. Provide information on the human-need situation (major problems and needs) to the Department of Health and Human Services, Region I, the USDA Food and Consumer Service, and the Federal ESF-6 representative in FEMA Region I, as required.
 - g. Collect, compile, and maintain all essential information, generate reports and records concerning Mass Care disaster response.
 - h. Determine the need for Individual Assistance Preliminary Damage Assessments (PDA)
 - i. Establish and direct state and local PDA teams through IA Program Officer
 - j. Coordinate with FEMA, state and local officials to determine the need for and placement of Disaster Recovery Centers (DRCs)

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3. Recovery

- a. Continue to coordinate with Mass Care agencies and organizations.
- b. Continue to keep the public informed of available Mass Care state and federal assistance programs.
- c. Administer recovery programs; e.g., the Disaster Supplemental Nutrition Assistance Program and the Individual and Household Program.
- d. The AHS, ARC, SA, and other Mass Care support agencies will use normal supply channels with a priority status. AHS will coordinate with all Mass Care agencies/organizations and support agencies to ensure that all state assets have been applied prior to requesting federal assistance.
- e. Coordinates with USDA food distribution agencies and with agencies and organizations involved in feeding, to collect reports and records of USDA food usage, man-hours, and associated expenditures. Compiles a final report for SEOC Operations.

B. American Red Cross

1. Preparedness - The ARC mitigates suffering by meeting the immediate emergency needs of victims in advance of a potential disaster or after a disaster has struck.
 - a. Identify, train, and assign ARC personnel to staff SSF-6 in the SEOC.
 - b. Plan for disaster mitigation, preparedness, response, short-term, and long-term recovery actions in coordination with government agencies based on hazard analysis and history of disaster.
 - c. Recruit and train disaster volunteer workers.
 - d. Conduct Community Disaster and Mitigation Education programs.
 - e. Conduct shelter surveys with school districts and other agencies. Identify shelters throughout Vermont.
 - f. Coordinate with the news media to issue preparatory measures to be taken by persons threatened by a disaster.
 - g. Promote mitigation at the state and local government levels to include involving disaster relief to victims.
 - h. Evaluate validity of disaster response plans and procedures through internal and inter-agency disaster response exercises. Evaluate and coordinate necessary revisions to Mass Care plans with government agencies.

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2. Response
 - a. Establish an ARC headquarters in the affected area for coordination of services.
 - b. Assign a liaison to the SEOC.
 - c. Provide initial damage assessment surveys of affected areas.
 - d. Establish and manage mass care shelters (facilities) and provide first aid nursing coverage. Provide list of operational shelters to SSF-6 during disasters. Report the shelter population and number of meals served in these shelters to SSF-5.
 - e. Provide meals at fixed sites and through mobile feeding units.
 - f. Assist in securing additional first aid supplies for ARC facilities.
 - g. Provide family well-being inquiry service on a continuing basis.
3. Recovery - Disaster-caused need, not loss, is the basis upon which ARC assistance is provided. Depending upon an evaluation of need and resources available, the ARC may provide:
 - a. Food, clothing, and other emergency needs or vouchers for the same.
 - b. Temporary housing assistance, up to thirty (30) days following a Presidential Declared disaster, or until other resources are available to meet the need.
 - c. Temporary repair of owner-occupied homes.
 - d. Household furnishings for basic items essential to family living.
 - e. Essential medical and nursing care items and/or assistance/referral for those injured or made ill because of the disaster, or whose condition is aggravated by the disaster.
 - f. Occupational supplies and equipment needs due to loss/damage as the result of the disaster.
 - g. Assistance in providing information about federal and other resources available for additional assistance to disaster victims
 - h. Provide representatives or information at Disaster Recovery Centers (DRC) to inform applicants of available ARC assistance.
 - i. The American Red Cross manages its own logistics system of procurement, warehouses, relief facilities, transportation, and communication networks.

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C. Agency of Agriculture, Food and Markets

1. Preparedness
 - a. Develops plans and SOPs for deployment of Agency of Agriculture, Food and Markets personnel and resources in an emergency.
 - b. Participates in exercises to train department personnel in emergency operations and procedures.
2. Response
 - a. Coordinates response of University of Vermont Cooperative Extension in deploying extension personnel as needed.
 - b. Provides assistance in locating privately held stores of food.
 - c. Provides inspection and embargo authority where necessary to prevent use of food supplies which are damaged or suspected of being unsuitable for use.
3. Recovery
 - a. Coordinates recovery assistance efforts, which engage Agency of Agriculture, Food and Markets field inspectors.
 - b. Supervises salvage or other disposition of food and feeds, which may have been damaged or compromised in an emergency event.

D. Agency of Education

1. Preparedness
 - a. Develops operating procedures to implement this Annex, including an alerting list of Agency of Education emergency food services responders.
 - b. Assesses the stock levels of USDA food administered by the Agency of Human Services and the availability of storage space, handling equipment, and support personnel. Coordinate with the contracted commercial distributors.
 - c. Assists school district food services supervisors by disseminating information and providing guidance in their development of emergency response operational procedures.
 - d. Assist in the identification of mass care shelter facilities.
2. Response
 - a. Provide Agency of Education staff to SEOC.

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- b. Coordinate with affected school districts in their assessment of USDA food requirements and the condition of the school districts' food preparation facilities. Assist AHS in coordinating with other food service agencies and organizations to gather information concerning their food requirements and food preparation facilities and to respond to requests for USDA food.
 - c. Assess USDA food stocks stored in schools and administered by the Agency of Human Services and distribution facilities.
 - d. Maintain logistical links with school districts involved in feeding shelter population, and in providing USDA food to established feeding sites. Arranges shipment of USDA food to such school districts as required and assists in problem resolution when requested.
 - e. Coordinate the availability of transportation for USDA food with SSF-1
3. Recovery
- a. Initiate a phase-down of USDA food distribution as feeding operations decrease.
 - b. Coordinate with affected school districts to collect and record USDA food (administered by the Agency of Human Services) usage and distribution, man-hours, and associated expenditures. Compiles and provides a final report to SSF-6, American Red Cross, and US Department of Agriculture.
- E. Agency of Natural Resources
- 1. Identify, train, and assign ANR personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
 - 2. Be prepared to assist in sampling public water supplies, as needed.
- F. Agency of Transportation
- 1. Identify, train, and assign VTrans personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
 - 2. Be prepared to coordinate transportation in support of SSF-6 operations. (An SSF-1 function)
- G. Department of Buildings & General Services
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
 - 2. Be prepared to identify and acquire mass care shelter facilities, if needed.

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3. Be prepared to identify and acquire food and water warehousing facilities, if needed. (An SSF 7 function)
4. Be prepared to provide contracting services for the acquisition of food, water and ice commodities. (An SSF 7 function)
5. Be prepared to assist in the acquisition and storage of donated goods to support SSF 11. (An SSF 7 function)

H. Department for Children and Families (DCF)

1. Preparedness
 - a. Identify, train, and assign DCF personnel to staff SSF-6 in the SEOC.
 - b. Ensure that the DCF staff develops disaster preparedness plans for area offices and local providers.
 - c. Ensure that the DCF area offices and local networks are prepared to activate disaster plans and have methods and procedures for identifying clients at high risk of needing disaster assistance.
 - d. Develop procedures for protection and back up of client data to aid in response and recovery actions.
 - e. Disseminate current disaster information to DCF area offices and network.
 - f. Review emergency procedures to prepare to activate DCF members of the S-RAAT.
2. Response
 - a. Identify client population disaster caused needs.
 - b. Request and coordinate the resources to address those needs.
3. Recovery
 - a. Provide support in DRCs to assist the elderly with applying for State and Federal assistance programs.
 - b. With regional offices, assist with handling logistics for personnel working the recovery phase.
 - c. Assist in providing information and referral services for disaster survivors.
 - d. Provide support and or assistance to the regional and local offices in the distribution of food and commodities and identifying unmet needs.

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- e. Assist DCF and aging offices in applying for State and Federal assistance and in re-establishing routing provisions of service delivery.
- I. Department of Corrections
 - 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
 - 2. Provide mass care shelter security at shelters pre-determined by SSF-6 (An SSF-13 function).
 - 3. Provide food preparation service, if required.
- J. Department of Disabilities, Aging & Independent Living (DAIL)
 - 1. Preparedness
 - a. Identify, train, and assign DAIL personnel to staff SSF-6 in the SEOC.
 - b. Ensure that the Department of Disabilities, Aging & Independent Living staff develop disaster preparedness plans for area offices, Area Agencies on Aging, and local aging providers.
 - c. Ensure that the DAIL area offices and local aging networks are prepared to activate disaster plans and have methods and procedures for identifying clients at high risk of needing disaster assistance.
 - d. Develop procedures for protection and back up of client data to aid in response and recovery actions.
 - e. Disseminate current disaster information to DAIL area offices and aging network.
 - f. Review emergency procedures to prepare to activate DAIL members of the S-RAAT.
 - 2. Response
 - a. Identify aging and disabled population disaster caused needs.
 - b. Request and coordinate the resources to address those needs.
 - 3. Recovery
 - a. Provide support in DRCs to assist the elderly with applying for State and Federal assistance programs.
 - b. With regional offices, assist with handling logistics for personnel working the recovery phase.

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- c. Assist in providing information and referral services for disaster victims.
- d. Provide support and or assistance to the regional and local offices in the distribution of food and commodities and identifying unmet needs.
- e. Assist DAIL and aging offices in applying for State and Federal assistance and in re-establishing routing provisions of service delivery.

K. Department of Forests, Parks and Recreation

- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
- 2. Provide facilities, as needed and available, to support shelter requirements.

L. Department of Health

- 1. Identify, train, and assign VDH personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
- 2. Provide personnel, sanitation inspection and health care services to support mass care operations.
- 3. Provide personnel, sanitation inspection and water quality services to support SSF-6 operations.
- 4. Identify and facilitate the placement of those with functional needs.
- 5. Provide nurses to staff ARC shelters, if necessary.

M. Department of Housing and Community Development

- 1. Assist in meeting the housing recovery needs of survivors and communities
- 2. Chair the Housing Task Force, if activated.
- 3. Coordinate with the appropriate federal agencies such as the Department of Housing and Urban Development, FEMA and the Department of the Interior for resources and technical assistance in achieving long term housing recovery.
- 4. Administer Community Development Block Grant Disaster Recovery funds, if available to assist in housing recovery.

N. Department of Mental Health

- 1. Be prepared to coordinate and provide mental health assistance and support to disaster survivors.

N. Department of Labor

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1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.

2. Be prepared to provide worker safety inspections for mass care shelters prior to use.

O. Department of Public Safety

1. Division of Emergency Management and Homeland Security

- a. Make notifications of supporting agencies as requested by the lead agency.

- c. Provide communications and equipment to support operations in the SEOC.

- d. Provide information to SSF-6 concerning Threat Condition Levels.

- e. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.

2. Fire Safety Division

- a. Be prepared to provide safety inspections for mass care facilities.

3. State Police

- a. Be prepared to coordinate and provide SSF-13 (Law Enforcement) support to SSF-6.

P. Office of the Adjutant General, VT National Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.

2. Provide facilities, as needed and available, to support shelter requirements.

3. Provide food preparation service, if required.

Q. VT Food Bank

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.

2. Be prepared to acquire and distribute bulk food supplies, as needed.

3. Provide USDA and non-USDA food supplies.

4. Be prepared to receive and warehouse donated food supplies.

R. VT Voluntary Organizations Active in Disaster (VOAD)

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1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
2. Be prepared to assist with emergency assistance and human services needs during the response and recovery phases of an incident.

S. VT Association of Hospitals & Health Systems (VAHHS)

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
2. Be prepared to coordinate the use of hospital or health care facilities for food preparation, as needed.
3. Be prepared to identify bed availability by type in association hospitals.

T. Radio Amateur Civil Emergency Services (RACES)

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-6 during periods of activation.
2. Be prepared to provide communications support to mass care facilities, as needed.

VI. FEDERAL INTERFACE

- A. This annex is supported by the National Response Framework ESF-6, Mass Care. When fully operational the ARC regional-level response structure is composed of ARC representatives at the Regional Response Coordination Center (RRCC), representatives on the Advance Emergency Response Team (ERT-A), a regional ESF-6 JFO element, as well as a regional ESF-6 EOC, in proximity to the JFO.
- B. The regional ESF-6 JFO element will coordinate Federal resources to support Mass Care response activities in cooperation with the affected State(s).
- C. SSF-6 will coordinate with Federal ESF-6 and volunteer agencies to obtain assistance as required.

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**TAB B TO SSF ANNEX 6
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-6**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

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DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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STATE SUPPORT FUNCTION (SSF) ANNEX 7 RESOURCE SUPPORT

VTSEOP

PRIMARY: Department of Buildings & General Services and Agency of Human Services, SerVermont

SUPPORT: Agency of Administration; Agency of Human Services; Agency of Transportation; Department of Forests, Parks and Recreation; Department of Health; Department of Human Resources; Department of Public Safety, Division of Emergency Management and Homeland Security Unit; Department of Tourism & Marketing; Office of The Adjutant General, VT National Guard; American Red Cross; VT Food Bank; VT VOAD;

I. INTRODUCTION

- A. Disasters can close normal resource channels, deplete vital commodities, impact response capabilities, and place high demand on specialized personnel.
- B. SSF-7 will have methods and procedures to evaluate, locate, procure, and through coordination with SSF-1, deliver essential material and personnel resources upon request by state and local officials.
- C. In addition to procurement of resources as described above, State assistance under this function consists of two other components: donated goods and volunteer management services. Donated goods consist of commodities provided by public and private sources without charge to the government. Volunteer management services consist of assistance provided by personnel without charge to the government.
- D. Historically, the public has responded to disasters with offers of donated goods and volunteer services. In large-scale disasters, public response is often significant and the scope of this function is to manage the volume of this assistance and ensure the expeditious delivery of donated goods and volunteer services to the affected area.
- E. An emergency or disaster may deprive substantial numbers of people of access to food and water or the means to prepare food. In addition, commercial food and water supplies and distribution networks may be substantially disrupted due to partial or total devastation of food products stored in the affected area. There also may be disruption of energy sources (e.g., electricity and gas) causing most commercial cold storage and freezer facilities to be inoperable in the affected areas. The emergency or disaster may also cause the loss of access to safe and sufficient public water supply.
- F. On the fringes of the affected areas, schools and small institutions with food inventories could be used to begin the feeding of disaster victims. An effective feeding operation must be immediately initiated.

II. MISSION

This State Support Function is responsible for providing personnel, logistical and resources support to state and local emergency response and recovery efforts. Support includes, but is

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not limited to: locating, procuring, and issuing resources (facilities, furniture, office equipment, airline tickets, vehicles, cargo trucks, fuel, lodging, power generation equipment, communications gear, etc.) necessary to support response and recovery efforts which are not readily available in a cost efficient manner from other state agencies or existing state resources.

Additionally, BGS will serve as central point for the coordination of the operations of the State's donations management program to include providing information thru the PIO Officer to the public on what is needed and the most appropriate methods for donating; properly and efficiently handling donations of goods and services; and assisting voluntary disaster relief agencies, as needed, in their donations, storage and distribution functions.

SerVermont will act as a statewide clearinghouse for support and coordination of volunteer management. This will most effectively be executed through local volunteer coordinators. SerVermont will process volunteer needs and ideally match them with volunteer offers at the local level. SerVermont will coordinate with the PIO communication of public messaging to manage spontaneous volunteers. Priority will be given to soliciting volunteer support from affiliated volunteer organizations that will provide training, supervision, and liability insurance for volunteers.

III. CONCEPT OF OPERATIONS

- A. The Department of Buildings & General Services, is responsible for all SSF-7 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining the SSF-7 Standard Operating Procedures (SOP). All SSF-7 supporting agencies will assist the Department of Buildings & General Services, in the planning and execution of the above.
- B. The Director of the Division of Emergency Management and Homeland Security (DEMHS) shall act as the principal advisor to the Governor on emergency resource management activities and shall act on behalf of the Governor in coordinating the emergency resource activities between State Support Functions (SSFs).
- C. The primary source of equipment, supplies, and personnel shall be from existing state-owned resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be obtained through commercial sources and/or donated resources. Logistical support necessary to save lives will receive first priority.
- D. The SEOC Operations Section will task donated resources first to fill requirements. In the event that no donated resource is available to match the need, the request is directed to the Logistics section for fulfillment.
- E. The Department of Buildings & General Services will provide the foundation and is responsible for assisting in procurement activities necessary to support the emergency operations of state agencies. To the extent practical, state contracts will be utilized with local vendors to ensure expedient emergency purchases.
- F. All procurement will be made in accordance with current policy, state laws and regulations.

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- G. SSFs requiring assistance in procuring needed items will contact SSF-7 which will locate a source, a point of contact, a price and a schedule by which the material will be available.
- H. SSF-7 will gather information from food services member agencies and organizations concerning their operational response, location of established staging areas and feeding sites, and any problems. SSF-7 will, as required, compile a report, which will be provided to the SEOC and the member agencies/organizations of the food services.
- I. Offers of donated goods and volunteer services will be received via a toll-free telephone number by operators in the Call Center. Individuals will be encouraged to donate cash to local organizations of their choice. Under certain circumstances donated goods and volunteer services may not be accepted.
 - 1. Donated goods: solicited donated goods (non-food items) maybe delivered to a central staging area(warehouse, storage truck , local community center or the like) that is established by BGS... Goods may be delivered upon request from the defined staging area to a local reception center. All food donations will be delivered to the VT Food Bank warehouse or upon the direction of VT Food Bank, delivered to other affiliated food banks in the state as necessary. Food will be distributed by VT Food Bank in accordance with their Disaster Relief Plan. See SSF-6 Annex and SOP.
 - 2. Volunteer Services: The SerVermont unit will manage all offers and requests for volunteer services. They will also decide the usefulness of donated goods that do not appear on the pre-approved list of "needed" and "not needed" goods. Spontaneous volunteers will be directed to organizations and local entities in need of volunteers as well as local volunteer reception centers where skills can be matched with the most appropriate projects.

K. Local Government Coordination

- 1. Local governments shall develop procedures to certify and maintain a list of local relief agencies, areas, districts, municipalities, etc. to request available support.
 - 2. Local governments shall be responsible for coordinating support for implementation of donated goods and volunteer services including developing agreements with volunteer organizations as well as coordinating the activation of volunteer reception centers.
- L. In coordination with, and support of, the State-Rapid Assessment & Assistance Team (S-RAT), assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency.
- M. Under certain circumstances a statewide logistics system may be activated to ensure timely delivery of material and equipment into the disaster area. The system consists of one or more of the following components:
- 1. Mobilization Center - A designated location at which federal resources are received and pre-positioned for deployment to logistic staging areas, distribution points, or

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directly to an incident site. Federal Initial Response Resource (IRR) packages consisting of pre-stocked equipment (e.g., emergency generators and refrigerated vans) and supplies (e.g., food, water, and personal hygiene items) will usually be deployed to a mobilization center. Burlington International Airport has been identified as a potential mobilization center location.

2. Logistic Staging Areas (LSA) - Designated state locations normally near the impacted area at which resources will be received, classified, and prepared for delivery to distribution points or directly to an incident site. Agency of Transportation maintenance facilities, throughout the state, have been identified as potential LSA locations.
3. Distribution Points - Designated locations normally in the impact area at which resources will be turned over to county authorities for distribution. State resources may be used to augment distribution point operations.

IV. SSF ACTIONS

A. Preparedness

1. Develop methods and procedures for responding to and complying with requests for resources.
2. Develop procedures for reimbursing private vendors for services rendered.
3. Develop lists of private vendors and suppliers and their available resources.
4. Establish pre-incident contracts where necessary to ensure prompt support from vendors and volunteer coordinators during emergencies.
5. Develop and train SSF personnel on state emergency procurement procedures for acquiring supplies, resources and equipment.
6. Develop resource inventories (like sandbags) based on hazard specific studies and corresponding likely resource requests by SSF.
7. Coordinate with United Way, VT Volunteer Organizations Active in Disasters (VTVOAD), or other relief organizations as necessary to maintain a listing of available support services and capabilities.
8. Maintain a SOP and a Memorandum of Understanding (MOU) with other organizations to include, but not limited to VT Food Bank.
9. Coordinate with BGS Property Management to identify prospective staging area warehouse space for possible lease before an event occurs.
10. Develop procedures for the Decision makers to facilitate the response to donor offers of donated goods and volunteer services.

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11. Participate in state exercises and conduct, at least annually, an SSF-7 exercise to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.

11. Develop a statewide logistics plan jointly with DEMHS and other SSF partners

13. Provide training for local volunteer coordinators through SerVermont's volunteer management system.

B. Response

1. Establish a resource tracking and accounting system, including management reports.

2. Assess initial reports to identify potential resource needs.

3. Identify procurement resources and potential facility locations in the disaster area of operations.

4. Provide data to the SSF 14 (Public Information) for dissemination to the public for any needed resources or donations that may be required during the response and recovery of an incident as well as safety information for spontaneous volunteers.

5. Locate, procure, and issue to state agencies the resources necessary to support emergency operations .This includes space for both operations and warehousing if needed.

6. Execute statewide logistics plan and coordinate with SSF-1 (Transportation) to support logistics operations.

7. Coordinate with VT National Guard to develop procedures for deploying state military department personnel in support of emergency operations at staging facilities, and other areas where the need exists.

8. Activate the VT Donated Goods and Volunteer Services Management System as directed by SEOC Operations Section Chief.

9. Implement any established MOU's with organizations as required.

10. Coordinate delivery of donated goods and volunteer services to the victims; maintain records of volunteer services being provided, the location of operations and requirements for support.

11. Ensure maintenance of accurate records of expenditures for State incurred expenses related to the delivery of services during emergency operations.

12. Coordinate with VT VOAD to access affiliated volunteer services from local and national organizations.

C. Recovery

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1. Support the long term recovery effort thru procurement activities until all needs have been met.
2. Provide recommendations to the SEOC Manager to determine appropriate distribution of remaining donated goods to State Agencies and/or volunteer groups.
3. Assist FEMA in locating office space suitable for JFO operations.
4. Solicit local and national volunteer organizations with skills and expertise to assist in local recovery efforts.

D. Mitigation

1. Support requests and directives from the Governor and/or DHS, FEMA concerning mitigation and/or re-development activities.
2. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Department of Buildings & General Services

1. Identify, train, and assign personnel to staff SSF-7 in the SEOC.
2. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
3. Develop procedures for the temporary loan and return of state equipment.
4. Develop procedures for allocating resource support.
5. Identify prospective staging areas available for lease before an event occurs.
Provide a location for the Donated Goods and Volunteer Services Call Center.
6. Maintain accurate records of personal services and operational expenditures related to the delivery of services during emergency operations.
7. Develop procedures to distribute donated goods to State Agencies and/or volunteer groups.

B. Agency of Human Services, SerVermont

1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Manage and develop procedures for the Donated Goods and Volunteer Services Decision Cell involving donated goods and volunteer services.

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3. Manage the callback process of notifying donors of decisions in regard to their offer of questionable donated goods and all volunteer services.
4. Coordinate the match of requestors to donors of volunteer services. Requestors and donors of these services are responsible for arranging locations, accommodations, and times to report.
5. Coordinate with United Way, VTVOAD, and other relief organizations and volunteer centers as necessary to provide Telephone Operators with an updated list of voluntary organizations' disaster response telephone numbers to refer all donors, specifically those with cash donations.
6. Coordinate with United Way, VTVOAD, or other relief organizations and volunteer centers as necessary to maintain a listing of available support services and capabilities. Communicate on a regular basis with VTVOAD Chairman and attend scheduled VTVOAD meetings.
7. Identify and train local volunteer coordinators to receive and support unaffiliated volunteers.

C. Agency of Administration

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Provide assistance in financial matters associated with the incident response, recovery and mitigation.

D. Agency of Human Services

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Be prepared to provide personnel resources to support incident response and recovery needs. Provide personnel for telephone operators at the Donated Goods and Volunteer Services Call Center.

E. Agency of Transportation

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Provide personnel and equipment to assist in offloading, receiving, handling, loading and transporting of materials to support logistics operations.
3. Provide facilities for warehousing and/or storage, as available.

F. Department of Forests, Parks & Recreation

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1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Provide personnel and equipment to assist in offloading, receiving, handling, and loading of materials to support logistics operations.

G. Department of Health

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Be prepared to identify and coordinate medical personnel and equipment resources to support incident response and recovery needs.

H. Department of Human Resources

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Identify personnel resources from the pool of state employees to fill incident response and recovery needs.

I. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.
 - b. Provide communications and equipment to support operations in the SEOC.
 - c. Coordinate training of Donated Goods and Volunteer Services Call Center and Decision Cell.
 - d. Provide information to SSF-7 concerning Threat Condition Levels.
 - e. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.

J. Department of Taxes

1. Identify and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Provide personnel for telephone operators at the Donated Goods and Volunteer Services Call Center.

K. Touring and Marketing Department

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1. Identify and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Be prepared to support SSF 7 with information concerning available lodging for emergency workers and evacuees.

L. Office of the Adjutant General, VT National Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Provide personnel and equipment to assist in offloading, receiving, handling, loading and transporting of materials to support logistics operations, as available.
3. Provide facilities for warehousing and/or storage, as available.
4. Provide support for Donated Goods and Volunteer Services Decision Cell.
5. Provide personnel at Welcome Centers to assist truck drivers of donated goods with information concerning location of BG&S warehouse, etc.
6. Provide State Liaison at the warehouse.

M. American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Be prepared to provide personnel for the Donated Goods and Volunteer Services Call Center and Decision Cell.
3. Be prepared to assist in the redistribution of donated goods after disaster needs have been met.

N. VT Food Bank

1. Identify and assign personnel to SSF-7 to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Provide SSF-7 with addresses to the central VT Food Bank and other food banks in the impacted area and with directional maps for faxing to donors.
3. Be prepared to receive and warehouse donated food supplies.

O. VT Voluntary Organizations Active in Disaster (VT VOAD)

1. Identify and assign personnel to SSF-7 to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.

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2. Coordinate with the VT Commission on National & Community Service and other relief organizations as necessary to maintain a listing of available support services and capabilities.
3. Be prepared to assist in the receipt, storage and assignment of Donated Goods and Volunteer Services as designated by SSF 7.
4. Be prepared to assist in the redistribution of donated goods after disaster needs have been met.

VI. FEDERAL INTERFACE

- A. This annex is supported by ESF-7 (Resource Support) and the Volunteers and Donations Management Annexes of the National Response Framework. The General Services Administration (GSA) will be the mechanism through which the federal government provides procurement activities. All procurement will be made in accordance with current federal laws and regulations. Current laws and regulations authorize other than "full and open competition" under any "situation of unusual and compelling urgency."
- B. GSA is the central procurement authority for the federal government. All procurement actions made at the request of the federal agencies in support of the plan will be in accordance with GSA's statutory and administrative requirements and will be accomplished using the appropriate Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) fund citation/reimbursement procedures, etc. The provision of the logistical support necessary to establish the response capacity of federal agencies will be the major element in the execution of this support function.
- C. The GSA Regional Administrator or Regional Emergency Coordinator (REC) is the regional ESF head. Normally, the REC will deploy a team to the State EOC as part of the Incident Management Assistance Team (IMAT). The REC is responsible for JFO location identification, deployment of Initial Response Resources (IRR) packages, and management of mobilization centers.
- D. SSF-7 will coordinate with Federal ESF-7 to obtain federal assistance as required.

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**TAB B TO SSF ANNEX 7
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-7**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

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DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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**STATE SUPPORT FUNCTION (SSF) ANNEX 8
HEALTH AND MEDICAL SERVICES**

VTEOP

PRIMARY: Department of Health

SUPPORT: Secretary of State; Agency of Agriculture, Food & Markets; Agency of Education; Agency of Human Services; Agency of Natural Resources; Agency of Transportation; Department for Children and Families; Department of Disabilities, Aging and Independent Living; Department of Financial Regulation; Department of Labor; Department of Mental Health; Department of Public Safety, Division of Emergency Management and Homeland Security, State Police, and Division of Fire Safety; Office of The Adjutant General, VT National Guard; Vermont Office of Veteran's Affairs; American Red Cross; VT Funeral Directors Association; VT Pharmacists Association; VT State Medical Society

I. INTRODUCTION

State assistance under this function consists of health and medical service resources (including transportation) temporarily realigned from established programs having coordination or direct service capability for medical care, public health and sanitation, crisis counseling and deceased identification and mortuary services.

- A. MEDICAL CARE refers to emergency (including field operations) outpatient and inpatient medical care and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning and operation of facilities, and services.
- B. PUBLIC HEALTH AND SANITATION refers to the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; and laboratory testing.
- C. CRISIS COUNSELING refers to the professional personnel, services, and facilities to relieve mental health problems caused or aggravated by a disaster or its aftermath.
- D. DECEASED IDENTIFICATION AND MORTUARY SERVICES refers to the identification and disposition of human remains.

II. MISSION

To ensure emergency provision of the state's governmental resources for medical and personal care; to facilitate and/or coordinate the provision of private resources for medical and personal care for disaster victims; to supplement and support disrupted or overburdened local medical service personnel and facilities; to perform deceased identification and mortuary services operations; and to relieve personal suffering and trauma.

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III. CONCEPT OF OPERATIONS

- A. VDH is responsible for the coordination of all SSF-8 administrative, management, planning, training, preparedness/mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-8 annex. All SSF-8 supporting agencies will assist VDH in the planning and execution of the above.
- B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.
- C. VDH shall provide a Qualified Representative or Alternate, designated by the Commissioner, to represent him/her at the SEOC, who, on the behalf of, or in the Commissioner's absence from the SEOC, shall act to meet the SSF-8 health responsibilities.
- D. In coordination with, and in support of, the State Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency.
- E. Medical Care: Provide or coordinate emergency outpatient and inpatient medical care and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, ambulance service, hospitals, clinics and first aid units, planning and operation of facilities, and services. Stage medical assets and deploy as needed to affected areas. Assist with coordination of patient relocation and establishment of emergency medical care centers.
- F. Public Health and Sanitation: Coordinates the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; surveillance; disease vector and epidemic control; immunization; and laboratory testing.
- G. Crisis Counseling: Manage crisis counseling and mental health assistance in coordination with the Department of Mental Health, American Red Cross, local clergy and other private resources.
- H. Deceased Identification and Mortuary Services.
 - 1. The Office of the Chief Medical Examiner has overall responsibility for care, identification, and disposition of human remains within his jurisdiction.
 - 2. SSF-8 shall contact authoritative organizations, local government entities and district health officials to assess the magnitude of need, determine appropriate location for mortuary and temporary facilities and specify equipment or materials deemed necessary. SSF-8 will coordinate security issues with SSF-13 (Law Enforcement).
 - 3. SSF-8 will assure the procurement of supplies and equipment (i.e. refrigeration units, body bags, stretchers, embalming supplies, transportation, etc.), as required to maintain appropriate condition of the deceased until proper identification, notification

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and disposition can be determined. Use of existing morgues and forensic personnel will be coordinated with state personnel and with dental/medical school personnel, as necessary.

4. In the event a deceased victim has no surviving family or next-of-kin, the State, shall assure that a dignified burial is provided by the local government with jurisdictional responsibility. Burial assistance to families of deceased veterans will be provided through the VT Office of Veterans Affairs.

IV. SSF ACTIONS

The emergency operations necessary for the performance of this function include but are not limited to:

- A. Preparedness
 1. General.
 - a. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
 - b. Participate in state exercises and conduct, periodically, an SSF-8 exercise to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.
 2. Medical Care.
 - a. Coordinate the provision of emergency outpatient and inpatient medical care and dental care.
 - b. Identify and coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
 - c. Maintain inventory lists of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units. Ensure an adequate supply of pharmaceuticals, supplies and equipment are on hand to respond to an emergency.
 - d. Plan for establishment of staging areas for medical personnel, equipment, and supplies.
 - e. Develop and distribute protocols for the diagnosis and treatment of diseases/conditions that may be the result of a Weapons of Mass Destruction (WMD) incident and train health care providers on their use.
 - f. Develop plans to implement strategic national (pharmaceutical) stockpile operations in Vermont.

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- g. When emergency facilities are not available, plan for establishment of emergency medical care centers.
 - h. With the assistance of DEMHS, develop plans for emergency medical services response and transportation of patients to medical facilities.
 - i. Develop protocols and maintain liaison with Disaster Medical Assistance Teams (DMAT).
 - j. Assist in the organization of a Vermont disaster medical capability, which can be deployed to a disaster area on short notice and provide emergency medical care in either a fixed facility or field environment.
 - k. Plan for requesting federal medical assistance teams and coordinate for their support while operating in Vermont.
 - l. Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.
 - m. Identify agencies, organizations, and individuals capable of providing support services or assistance including Vermont Association of Hospitals and Health Systems and Vermont State Medical Society.
 - n. Develop plans with the SSF-14 (Public Information) for communication to the public regarding the emergency, personal protection, resources for care and information.
 - o. Prepare to assist in hazardous materials response.
 - p. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.
3. Public Health and Sanitation.
- a. Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies.
 - b. Develop systems to collect, analyze and monitor data on diseases and risks for diseases.
 - c. Develop sanitation inspection procedures and protocols to control unsanitary conditions.
 - d. Develop procedures for inspection of individual water supplies.
 - e. Develop procedures for identification of disease, vector and epidemic control.
 - f. Develop procedures for mass prophylaxis and immunization.

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- g. Develop procedures and train laboratories for handling and testing of specimens and reporting results.
 - h. Develop plans with the SSF-14 (Public Information) for communication to the public regarding the emergency, personal protection, resources for care and information.
 - i. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.
4. Crisis Counseling.
- a. Provide rapid response mechanism for crisis counseling (DMH).
 - b. Develop support relationships with government agencies, professional associations, private services and volunteer organizations (DMH).
 - c. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.
5. Deceased Identification and Mortuary Services.
- a. Develop plans for location, identification, removal and disposition of the deceased.
 - b. Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with the SSF-14 (Public Information).
 - c. Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT).
 - d. Identify agencies, organizations, and individuals capable of providing support services for deceased identification including Vermont Funeral Directors.
 - e. Maintain a roster of agency, organizations and individuals capable of support services for deceased identification.
 - f. Assure the procurement of supplies and equipment (e.g. refrigeration units, body bags, stretchers, embalming supplies, transportation), as required, to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined. Coordinate use of existing morgues and forensic personnel with state personnel and with dental/medical school personnel, as necessary.
 - g. In the event a deceased victim has no surviving family or next-of-kin, the State shall assure that a dignified burial is provided. Burial assistance to families of

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deceased veterans will be provided through the Vermont Office of Veterans Affairs.

- h. Develop procedures and forms for tracking expenditures and resources for possible reimbursement.

B. Response

- 1. General.
 - a. Coordinate information releases to the public with the public information officer in the SSF-14 (Public Information).
 - b. Coordinate with federal regulatory agencies as required.
 - c. Maintain records of expenditures and resources used for possible later reimbursement.
 - d. If a Regional Coordination Center (RCC) is established in a Public Safety District (PSD), facilitate coordination of resources by respective district technicians within that PSD.
 - e. Collect and report disaster impact information regarding hospitals and other health care facilities to SSF-5.
- 2. Medical Care.
 - a. Coordinate the delivery of health, medical and dental services as outlined in paragraph IV. A. 2. above.
 - b. Arrange for the provision of medical personnel, equipment, pharmaceuticals, and supplies with VAHHS.
 - c. Assure the coordination of patient evacuation and relocation.
 - d. Track inventories of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units.
 - e. Establish emergency medical care facilities, when needed.
 - f. Organize a Vermont disaster medical capability to be deployed to a disaster area on short notice and provide emergency medical care in either a fixed facility or field environment.
 - g. Request federal medical assistance teams and coordinate for their support while operating in Vermont.
 - h. Implement strategic national stockpile operations.

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- i. Arrange for DMAT services.
 - j. In conjunction with VAHHS and other appropriate organizations (VT Health Care Association), identify hospital and nursing home vacancies statewide.
 - k. Assist with hazardous materials response.
 - l. Coordinate information releases to the public with SSF-14 (Public Information).
 - m. With the assistance of DEMHS, develop plans for emergency medical services response and transportation of patients to medical facilities.
3. Public Health and Sanitation.
- a. Manage the public health and sanitation services as outlined in paragraph IVA3 above.
 - b. Determine need for health surveillance programs throughout the state.
 - c. Issue Public Health notice for clean up on private property using public support.
 - f. Implement mass prophylaxis and immunization clinics, when appropriate.
 - g. Collect, analyze and monitor data on diseases and risks for diseases.
 - h. Analyze lab specimens and receive/compile reports from other laboratories.
 - i. Coordinate information releases to the public with SSF-14 (Public Information).
4. Crisis Counseling: Coordinate for the provision of mental health and recovery services to individuals, families, and local jurisdictions with DMH.
5. Deceased Identification and Mortuary Services.
- a. Initiate the notification of deceased identification teams.
 - b. Retain victim identification records.
 - c. Coordinate DMORT services.
 - d. Coordinate state assistance for next-of-kin notification.
 - e. Coordinate use of existing morgues and forensic personnel with state personnel and with dental/medical school personnel, as necessary.
 - f. Procure supplies and equipment (e.g. refrigeration units, body bags, stretchers, embalming supplies, transportation), as required, to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined.

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- g. In the event a deceased victim has no surviving family or next-of-kin, the State shall assure that a dignified burial is provided.
- h. Collect and disseminate information regarding victims in coordination with SSF-14 (Public Information).

C. Recovery

- 1. General.
 - a. Anticipate and plan for arrival of, and coordination with, Federal ESF-8 personnel in the SEOC and the Joint Field Office (JFO).
 - b. Ensure SSF-8 members or their agencies maintain appropriate records of activities and costs incurred during the event.
- 2. Medical Care.
 - a. Assist BISHCA, VAHHS and VSMS with restoration of essential health and medical care systems.
 - b. Assist BISHCA and VAHHS with restoration of permanent medical facilities to operational status.
 - c. Assist the Vermont Pharmacists' Association with restoration of pharmacy services to operational status.
 - d. Coordinate local emergency services staff until local system is self-supporting.
 - e. Assist the Vermont Pharmacists' Association and VAHHS with emergency pharmacy and laboratory services.
 - f. Coordinate information releases to the public with SSF 14 (Public Information).
 - g. Request reimbursement for expenses, if authorized.
- 3. Public Health and Sanitation.
 - a. Monitor environmental surveillance.
 - b. Continue epidemiological surveillance.
 - c. Continue long-term emergency environmental activities in conjunction with the Agency of Natural Resources.
 - d. Continue sanitation inspections.
 - e. Coordinate information releases to the public with SSF 14 (Public Information).

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- f. Request reimbursement for expenses, if authorized.
- 4. Crisis Counseling.
 - a. Coordinate the management of crisis counseling and mental health assistance to individuals and families.
 - b. Request reimbursement for expenses, if authorized.
- 5. Deceased Identification and Mortuary Services.
 - a. Continue the operations necessary for the identification and disposition of the deceased and their personal effects.
 - b. Provide a final fatality report.
 - c. Request reimbursement for expenditures, if authorized.
 - d. Receive the required death reports.
 - e. Disseminate information regarding victims.

D. Mitigation

- 1. Support and plan for mitigation measures with VAHHS, DEMHS, DHS, FEMA and other appropriate entities.
- 2. Support requests and directives from the Governor and/or DHS, FEMA concerning mitigation and/or re-development activities.
- 3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Department of Health

- 1. Identify, train, and assign VDH personnel to staff SSF-8 in the SEOC.
- 2. Collect and report disaster impact information regarding hospitals and other health care facilities to SSF-5.
- 3. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during emergencies or disasters.

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4. Coordinate and direct the activation and deployment of state agencies, volunteer health/medical personnel, supplies, equipment and provide certain direct resources under the control of VDH.
5. Develop and conduct drills and exercises to coordinate medical emergencies in disaster situations.
6. Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.
7. Coordinate the medical care for standard and special medical needs shelters to include providing interim nursing support to all shelters until the American Red Cross can provide the function.
8. Coordinate the medical care of the special medical needs shelters to include reimbursing the facility for replacement of medical supplies (when necessary); ensure sufficient medical staff are available to open shelters and approve admissions; maintain and ensure confidentiality of medical records; assist sheltenees in making arrangements for essential medical equipment, as the situation allows (patients should bring medicine and equipment with them if possible); evaluate and arrange for special medical diets.
9. Coordinate need for initiating any waiver of rules and regulations or implementing special rules or regulations regarding licensed professional personnel.
10. Maintain and provide a listing of hospitals, nursing homes and adult care facilities including names of CEOs and 24 hour phone numbers.
11. In conjunction with VAHHS, maintain and provide bed availability status of all hospitals throughout the state.
12. In conjunction with VAHHS, determine status (bed availability, emergency room and decontamination capability) of hospitals.
13. Provide nursing personnel to assist in shelters, tent cities, public health clinics, etc.
14. Provide staff and services for monitoring public health conditions.
15. Restrict consumption of water supplies in the event of contamination and assist in inspection of water supplies.
16. Implement quarantine procedures as appropriate.
17. Coordinate with professional organizations for the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
18. Maintain current inventory lists of critical medical supplies, pharmaceuticals, equipment, licensed ambulance services, hospitals, and clinics.

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19. Develop protocols and maintain liaison with Disaster Medical Assistance Teams (DMAT).
 20. In conjunction with DEMHS, develop a medical team capable of evacuating critically ill patients using air transport.
 21. Develop and coordinate a plan to receive and distribute pharmaceuticals under the strategic national (pharmaceutical) stockpile plan.
 22. Provide food inspectors to assist in the inspection of restaurants and provide technical advice to mass feeding sites.
 23. Provide transportation for health and medical services.
- B. Secretary of State
1. Assist with temporary licensing of health care workers.
 2. Maintain and be prepared to provide lists of pharmaceutical, dental and nursing personnel.
- C. Agency of Agriculture, Food and Markets
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 2. Be prepared to provide laboratory capabilities for screening and testing, as appropriate for identified incident requirements.
- D. Agency of Education
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 2. Identify medical personnel from within the educational system to support emergency operations.
 3. Assist in distributing public health information to the state K-12 school system.
 4. Assist in the coordination of school clinics based on the needs of the incident
- E. Agency of Human Services
1. General:
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.

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- b. Be prepared to provide personnel resources to support incident response and recovery needs.
- 2. Department for Children and Families
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 - b. Be prepared to provide information for health and medical services to providers.
- 3. Department of Disabilities, Aging & Independent Living
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 - b. Be prepared to provide disabilities and special needs information for health and medical services.
 - c. Be prepared to identify and coordinate the provision of accessible transportation assets.
- 4. Department of Mental Health
 - a. Provide rapid response mechanism for crisis counseling .
 - b. Develop support relationships with government agencies, professional associations, private services and volunteer organizations .

F. Agency of Natural Resources

- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
- 2. Provide personnel and equipment to assist in offloading, receiving, handling, loading and transporting of materials to support logistics operations.
- 3. Be prepared to provide laboratory capabilities for screening and testing, as appropriate for identified incident requirements.
- 4. Be prepared to assist in testing water supplies as identified by SSF-8.
- 5. Provide facilities for warehousing and/or storage, as available.
- 6. Support the continuation of long-term emergency environmental activities.

G. Agency of Transportation

- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.

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2. Provide personnel and equipment to assist in offloading, receiving, handling, loading and transporting of materials to support logistics operations.
3. Provide facilities for warehousing and/or storage, as available.
4. Be prepared to coordinate transportation assets for movement of personnel and equipment (an SSF-1 function).

H. Department of Financial Regulation

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Assist in sustainment and restoration of essential medical services.
3. Assist in the restoration of impacted permanent medical facilities to operational status.

I. Department of Labor

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Provide technical assistance related to worker safety issues.

J. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.
 - b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-8 concerning Threat Condition Levels.
 - d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.
2. Fire Safety Division
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
 - b. Be prepared to provide facility safety inspections for emergency medical facilities prior to use.
 - c. Be prepared to coordinate assistance from the State HMRT for the collection or rapid transportation of laboratory samples for testing and analysis.
3. State Police

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- a. Identify, train, and assign VSP personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
- b. Be prepared to provide assistance for the collection or rapid transportation of laboratory samples for testing and analysis.
- c. Provide technical assistance, equipment, laboratory, and body location documentation services for deceased identification and mortuary services.
- d. Be prepared to provide or coordinate the provision of security for public clinics and medical points of dispensing.

K. Office of Veterans Affairs

1. Identify, train, and assign VT Department of Veterans Affairs personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Assist with deceased identification of veterans through medical and dental records and provide liaison to US Veterans Affairs, as required.

L. Office of the Adjutant General, VT National Guard

1. Identify, train, and assign VTNG personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Assist with patient evacuation (ground and air).
3. Provide temporary morgue facilities, as available.
4. Provide security, transportation and personnel to implement the strategic national (pharmaceutical) stockpile operations.
5. Be prepared to provide assistance for the collection or rapid transportation of laboratory samples for testing and analysis.

M. American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-8 during periods of activation.
2. Be prepared to provide medical and disaster mental health personnel for emergency operations.
3. Be prepared to provide biomedical supplies to support emergency operations.

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- N. VT Funeral Directors Association: Provide mortuary services including personnel, supplies, equipment, transportation, and obtaining information from the families of deceased.
- O. VT Pharmacists Association: Assist with the procurement of pharmaceuticals or identification of sources for the procurement of pharmaceuticals.
- P. VT State Medical Society: Assist with procurement of physicians for emergency operations.

VI. FEDERAL INTERFACE

- A. This annex is supported by National Response Framework ESF-8, Health and Medical Services. Regional Health Administrators (RHA) with the Department of Health and Human Services are responsible for directing regional ESF-8 operations. Regional ESF-8 representatives will deploy with the Advance Emergency Response Team (ERT-A) to the SEOC or other designated location.
- B. Medical Care and Public Health and Sanitation
 - 1. In any emergency or major disaster, federal agencies are authorized, on the directive of the President, to provide states and local governments with emergency equipment, facilities, personnel, and supplies including medicines and consumables for emergency assistance to disaster victims.
 - 2. National Disaster Medical System (NDMS) DMATs will be activated and deployed as needed. DMATs may be activated for provision of patient reception, patient staging, casualty clearing, or other medical care activities.

C. Crisis Counseling Assistance and Training

Consistent with delegated authority, the responsible federal authority will, subject to general policy guidance and coordination of the administrator:

- 1. Provide professional counseling services to victims of major disasters in order to relieve mental health problems caused or aggravated by such major disaster or its aftermath.
- 2. Provide financial assistance to state or local agencies or private mental health organizations to provide such services or training of disaster workers.
- 3. Issue such rules and regulations as may be necessary and appropriate to effectuate this delegation.

D. Deceased Identification and Mortuary Services

- 1. Federal financial assistance is eligible only under Section 408, Individual Family Grant Program, for eligible individuals or families for burial or mortuary expenses. United States Military Veteran victims may be eligible for mortuary and burial

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services provided by the U. S. Veterans Affairs on an individual basis whether or not a declaration is established. VT Office of Veterans Affairs will provide liaison to the US Office of Veterans Affairs. Social Security Administration burial benefits are available for victims meeting eligibility requirements.

2. If it is determined by the Regional Administrator of the Federal Emergency Management Agency (FEMA) that other federal aid or assistance will be provided, such aid will be channeled through the Director, DEMHS, who will be assisted in the administration of federal aid by the Commissioner of VDH.

E. SSF-8 will coordinate with Federal ESF-8 to obtain federal assistance as required.

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**TAB B TO SSF ANNEX 8
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-8**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

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DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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**STATE SUPPORT FUNCTION (SSF) ANNEX 9
SEARCH AND RESCUE**

VTEOP
September 2nd, 2014

PRIMARY: Department of Public Safety

SUPPORT: Agency of Natural Resources, Department of Environmental Conservation, Department of Fish & Wildlife and Department of Forests, Parks & Recreation; Agency of Transportation; Department of Labor; Department of Public Safety, Division of Emergency Management and Homeland Security, Division of Fire Safety, Vermont State Police; Department of Health, Emergency Medical Services; Office of The Adjutant General, VT National Guard; Department of States Attorneys & Sheriffs' Association; Civil Air Patrol; American Red Cross

I. INTRODUCTION

Search and Rescue consists of three components:

- A. Urban search and rescue is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by any emergency or hazardous event when they cannot remove themselves.
- B. Rural search and rescue activities include, but are not limited to, emergency incidents involving locating missing persons whose whereabouts are unknown within the backcountry, remote areas or waters of the State, locating downed aircraft, extrication if necessary, and first responder first aid medical treatment of victims.
- C. Swiftwater rescue is the process of locating, accessing and rescuing or removing from harm's way individuals who are in distress or danger due to moving or rising water.

II. MISSION

The purpose of this State Support Function is to rapidly deploy designated response units to provide specialized lifesaving assistance to local authorities in the event of a major disaster or emergency. Search & Rescue operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures, lost in remote areas of the State, or in dangerous water environments.

III. CONCEPT OF OPERATIONS

- A. The Department of Public Safety Search and Rescue Coordinator is responsible for the coordination of all SSF-9 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-9 annex and implementing procedures relative to rural search and rescue. All SSF-9 supporting agencies will assist the Department of Public Safety Search and Rescue Coordinator, in the planning and execution of the above.

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- B. The Department of Public Safety Urban Search and Rescue Program Manager, is responsible for the coordination of all SSF-9 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-9 annex and implementing procedures relative to urban search and rescue and swiftwater rescue. All SSF-9 supporting agencies will assist the Department of Public Safety in the planning and execution of the above.
- C. The Agency of Transportation is responsible for preparation and execution of plans for conducting missing aircraft search and rescue as an element of SSF-9.
- D. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.
- E. SSF-9 shall organize, train, equip, and employ regional teams and resources; conduct periodic testing of team capabilities and be prepared to coordinate the integration of local efforts with state and federal assistance teams when necessary.
- F. At the request of local officials, SSF-9 will coordinate the state search and rescue response. Whenever possible, SSF-9 in consultation with DEMHS Director or designee will stage assets before actual requests are forwarded. When state assets are exhausted, or in anticipation of large-scale disasters beyond the state's capability, SSF-9 will coordinate with the Division of Emergency Management Homeland Security (DEMHS) to obtain assets from other states and/or the federal government. SSF-9 will integrate the use of all search and rescue personnel and resources made available. Implementation of state search and rescue response will be in accordance with the Incident Command System structure.
- H. SSF-9 will coordinate deployment of liaison staff to local ICPs/EOCs to support the implementation of this plan and supporting SOP.

IV. SSF ACTIONS

The emergency operations necessary for the performance of this function include, but are not limited to:

- A. Preparedness
 - 1. Maintain a current inventory of resources, including trained personnel, which could support search and rescue operations. Maintain records reflecting local capability.
 - 2. Participate in state exercises and conduct, at least annually, an SSF-9 exercise to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.
 - 3. Maintain liaison with federal urban search and rescue assets and plan for reception of external assets.

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4. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
5. Assist local governments in training of personnel and rescue organizations for search and rescue operations.
6. Plan for employment of US Army Corps of Engineers structures specialists and System to Locate Survivors (STOLS).

B. Response

1. Support local agencies with appropriate resources, to include mobilizing and deploying teams and equipment as needed.
2. Using an incident command system, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.
3. Deploy liaison teams to local ICP/EOC or incident base of operations, as needed.
4. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
5. Coordinate other state and federal support for search and rescue operations to include planning for reception and deployment to area of operations.
6. Request US Army Corps of Engineers structures specialists and System to Locate Survivors (STOLS), as appropriate.
7. Coordinate with SSF-1 for use of buses to transport rescue teams or rescued victims or persons evacuated from an emergency area to a safe location or emergency shelter.

C. Recovery

1. Continue to support local operations and plan for a reduction of operations.
2. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
3. Anticipate and plan for arrival of, and coordination with, SSF-9 personnel in the SEOC and the Joint Field Office (JFO).
4. Require SSF-9 team members and their agencies maintain appropriate records of costs incurred during the event.

D. Mitigation

1. Support and plan for mitigation measures.

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2. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Department of Public Safety

1. Search and Rescue Coordinator
 - a. Identify, train, and assign personnel to staff SSF-9 in the SEOC.
 - b. Advise DEMHS to notify all SSF-9 supporting agencies, as needed, upon activation.
 - c. Identify and maintain a current resource inventory of all rural search and rescue assets within the state.
 - d. Coordinate rural search and rescue team deployment to, employment in, and redeployment from disaster area.
 - e. Coordinate logistical support for rural search and rescue assets during field operations.
 - f. Develop policies and procedures for the effective use and coordination of rural search and rescue assets.
2. Urban Search and Rescue Program Manager
 - a. Identify and maintain a current resource inventory of all urban and swiftwater search and rescue assets within the state.
 - b. Coordinate urban and swiftwater search and rescue team deployment to, employment in, and redeployment from disaster area.
 - c. Coordinate logistical support for urban and swiftwater search and rescue assets during field operations.
 - d. Develop policies and procedures for the effective use and coordination of urban and swiftwater search and rescue assets.
3. Division of Emergency Management and Homeland Security
 - a. Provide communications and equipment to support operations in the SEOC.
 - b. Notify all SSF-9 supporting agencies, as needed, upon activation.

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- c. Provide information to SSF-9 concerning Threat Condition Levels.
 - d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.
- B. Agency of Natural Resources
- 1. Department of Environmental Conservation
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.
 - b. Provide technical assistance for water and mountain area operations.
 - 2. Department of Fish and Wildlife, Law Enforcement Division
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.
 - b. Plan, coordinate and execute rural search and rescue operations as requested by SSF-9.
 - c. Provide search and rescue teams, technical assistance, equipment and communications support.
 - 2. Department of Forests, Parks & Recreation
 - a. Identify, train, and assign FPR personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.
 - b. Provide personnel for search operations.
 - c. Provide communications, personnel, equipment, and transportation.
- C. Agency of Transportation
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.
 - 2. Assist with debris removal and engineering support. (An SSF 3 function)
 - 3. Assist with coordination of transportation support assets. (An SSF 1 function)
 - 4. Assist with coordination of locating lost or downed aircraft including coordination with Civil Air Patrol.
- D. Department of Labor

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1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.

2. Provide technical assistance related to worker safety issues.

E. Department of States Attorneys & Sheriffs' Association

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.

2. Assist with search and rescue (ground and air), as personnel and equipment availability allow.

F. Department of Health

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.

2. Provide personnel for EMS response in support of SSF-9 as personnel and equipment availability allow.

G. Office of the Adjutant General, VT National Guard

1. Identify, train, and assign VTNG personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.

2. Assist with search and rescue (ground and air), as personnel and equipment availability allow.

3. If an air branch is established, VTNG will provide an air boss to coordinate use of airspace.

H. Civil Air Patrol

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.

2. Plan and execute aerial search and rescue operations in coordination and cooperation with other air assets that may be operational at an incident.

3. Be prepared to provide personnel for rural search operations.

I. American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-9 during periods of activation.

2. Be prepared to provide mass care services to rescue workers during extended operations.

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VI. FEDERAL INTERFACE

- A. This annex is supported by National Response Framework ESF-9 (Urban Search and Rescue). The Regional Director of the Federal Emergency Management Agency (FEMA) is authorized to provide federal assistance as emergency protective measures under the emergency and major disaster provisions of the Stafford Act. ESF-9 will generally be a part of the Emergency Response Team (ERT) and may be represented on the advance element of that team Incident Management Assistance Team (IMAT).
- B. ESF-9 rapidly deploys components of the National Urban Search and Rescue (US&R) Response System to provide specialized lifesaving assistance. Operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures. ESF-9 addresses only urban search and rescue and does not include any other form of search and rescue (e.g. water, wilderness, subterranean).
- C. The National US&R Response System is an integrated system of US&R task forces, Incident Support Teams (ISTs), and technical specialists.
 - 1. The system is built around a core of task forces primarily staffed by local emergency services personnel who are prepared to deploy immediately and initiate US&R operations. There are 28 task forces composed of 72 individuals in 31 positions. These positions are organized in five functional teams (management, search, rescue, medical, and technical), with each team staffed to permit 24-hour operations. On activation, US&R task forces become federal assets.
 - 2. ISTs provide coordination and logistical support to US&R task forces during emergency operations. They also provide needs assessments and provide technical advice.
 - 3. Technical specialists provide expertise in various US&R disciplines to supplement task force and IST resources.
- D. SSF-9 will coordinate with DEMHS and Federal ESF-9 to obtain federal assistance as required.
- E. The State of Vermont has an agreement with the Inland SAR Coordinator (United States Air Force Rescue Coordination Center – AF RCC) in support of the National Search and Rescue Plan.
 - 1. This agreement provides for federal assistance to local or state agencies conducting SAR missions.
 - 2. This agreement addresses two types of SAR incidents; civil incidents and non-civil incidents.
 - a) Civil incidents, to aid distressed civilian persons, will be under the operational control of the State of Vermont as described elsewhere in this annex.
 - b) Non-civil incidents are defined as those involved scheduled air carriers, an aircraft on interstate flights, missions of national concern and missions

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involving military personnel as the objective. All non-civil SAR incidents will be under the operational control of the AFRCC. The State of Vermont may be requested to assist the AFRCC on non-civil SAR incidents.

- c) The AFRCC will notify the Agency of Transportation or the Department of Public Safety prior to initiating any active search within Vermont.

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**TAB B TO SSF ANNEX 9
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-9**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

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DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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STATE SUPPORT FUNCTION ANNEX 10 HAZARDOUS MATERIALS

PRIMARY AGENCY:

Department of Public Safety; Division of Fire Safety, Vermont Hazardous Materials Response Team

SUPPORT AGENCIES:

Agency of Agriculture, Food, and Markets
Agency of Natural Resources; Department of Environmental Conservation
Agency of Transportation
Department of Health
Department of Labor
Department of Motor Vehicles
Department of Public Safety; Division of Emergency Management and Homeland Security, Vermont State Police
Vermont National Guard, Office of the Adjutant General
Department of States Attorneys and Sheriff's Association
American Red Cross

I. MISSION

The mission of State Support Function (SSF) 10 is to coordinate a response to threatened or actual releases or discharges of hazardous materials and oil spills.

Support includes, but is not limited to:

- Coordinate and manage the overall state effort to detect, identify, contain, clean up, and/or dispose of hazardous materials and petrochemicals released into the environment;
- Coordinate State efforts when assisting federal and local agencies involved in emergency response, clean up, and recovery actions pursuant to federal statutes;
- Coordinate assessments of the effects of spills, discharges, and releases on people and the environment;
- Provide technical advice and emergency public information on protective actions necessary to preserve health and protect property;
- Serve as the State's primary incident coordinator for site-specific response activities involving hazardous materials and oil spills;
- Coordinate State efforts to recover emergency response and clean up costs from responsible parties.

II. INTRODUCTION

The purpose of this annex is to establish guidelines in order to support the mission and to ensure appropriate hazardous materials response assets are available across the state during emergencies in which SSF 10 is activated within the State Emergency Operations Center (SEOC).

Any disaster or emergency may result in hazardous materials being released into the environment. Fixed facilities (e.g., chemical plants, nuclear facilities, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or

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dispose of hazardous materials could be damaged so severely that on-site spill control apparatus and containment measures are not effective. Transported hazardous materials can be involved in air, rail, roadway, waterway, and/ or pipeline incidents which will require an on-scene response. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums.

Local response efforts may be overwhelmed by the extent of the response effort required to assess, identify, contain, mitigate, monitor, clean up and dispose of hazardous materials released into the environment. Response personnel, cleanup crews and response equipment may have difficulty in reaching the site of a hazardous materials release because of the damage sustained by the transportation infrastructure. Additional response/cleanup personnel and equipment might be needed to supplement existing capabilities and to provide backup or relief resources. Air assets may be needed for damage reconnaissance and to transport personnel and equipment to the site of a release.

Even if a disaster does not cause situations where there are actual releases, there may be considerable public concern about facilities located in or near the affected area. Facilities in these areas identified due to Superfund Amendments and Re-authorization Act (SARA) Title III compliance will need to be assessed and monitored.

III. CONCEPT OF OPERATIONS

As Primary Agency, the Vermont Hazardous Materials Response Team (VHMRT) is responsible for the coordination of all SSF 10 activities. This may include developing, coordinating, and maintaining the SSF 10 Annex and supporting documents.

- A. Support Agencies will assist VHMRT in the planning and execution of the above.
- B. State program assistance under this function will include the application of available resources and technical expertise necessary to contain, counteract, and supervise cleanup of hazardous materials.
- C. SSF 10 will coordinate, integrate, and manage the overall state effort to detect, identify, contain, clean up, dispose of, or minimize releases of petrochemical or hazardous substances and minimize the threat of potential releases. Primary and Support Agencies will maintain a contingency plan for spills and releases that will coordinate and establish necessary standard operating procedures for response work.
- D. Several releases could potentially occur simultaneously, which would stress demands for response resources. Best practices will be utilized for prioritization of resources in order to ensure the most efficient overall response.
- E. In coordination with, and in support of VHMRT, the Department of Environmental Conservation (DEC) will assess the situation and develop strategies to respond to the emergency in coordination with local emergency management officials.
- F. Owners and users of hazardous materials are responsible for subsequent cleanup and containment in the event of a spill. Local response agencies will respond to hazardous material incidents of all types and sizes, make initial assessments as to the

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severity/magnitude of the situation, and take appropriate first responder protection measures to prevent or minimize injuries and property damage.

- G. If a hazardous materials release is suspected to be a terrorist or criminal act, SSF 10 will act in a support capacity to SSF 13 (Law Enforcement). Additional Federal agencies may be activated by SSF 13 during a response effort of this type.
- H. This SSF Annex is supported by National Response Framework, Emergency Support Function (ESF) 10, Oil and Hazardous Materials Response. ESF 10 Assistance related to hazardous materials incidents is available from any federal agency identified under the National Oil and Hazardous Pollution Contingency Plan (NCP).

IV. SSF ACTIONS

Operations necessary for the performance of this function include but are not limited to:

Prevent and Protect:

1. Comply with the requirements as defined in SARA Title III, Tier II. This may include collecting and utilizing licensing, permitting, monitoring, and/or transportation information from appropriate local, state, or federal agencies and/or private organizations to facilitate emergency response.
2. Provide, obtain, and/or recommend hazardous materials and/ or Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) training for response personnel using courses made available by the State and Federal governments as well as private industry manufacturers and transporters of hazardous materials. Trainings are based on Occupational Safety and Health Administration (OSHA) requirements for each duty position.
3. Maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
4. Maintain a current inventory of state assets capable of responding to a hazardous materials incident.
5. Develop and maintain plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, other state agencies, contiguous states, federal agencies, and private organizations as required.
6. Identify and train Primary and Support Agency personnel, as required, to staff the SEOC for determining requirements and for developing plans for an immediate state response.
7. Participate in exercises to evaluate the SSF 10 state emergency response capability.

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Respond:

1. SSF 10 will assess the situation to include:
 - Nature, amount and location of real or potential releases of hazardous materials;
 - Pathways to human and environmental exposure;
 - Probable direction and time of travel of the materials;
 - Potential impact and priorities for protecting human health, welfare, safety, and the environment;
 - Types, availability, and location of response resources, technical support, and cleanup services;
 - Coordinate with deployed assets on scene to determine any additional requirements and information.
2. Determine and provide appropriate level of assistance based on reports, information, and consultation with appropriate agencies.
3. Coordinate with FEMA to ensure appropriate ESF 10 support is provided, as necessary. FEMA ESF 10 response activities can include situational assessment, identification of support resources, and coordination of federal support of on-scene response operations.
4. Provide support for monitoring and determining the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas.
5. Consult and coordinate with appropriate local, state, or federal agencies and/ or private organizations regarding decontamination needs and activities. Coordinate with SSF 8 (Health & Medical Services) regarding decontamination of injured or deceased personnel.
6. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents and assist in monitoring or tracking such shipments to appropriate disposal facilities.
7. Report the locations and movement of deployed state assets, degree of contamination, and other available information (incident related Essential Elements of Information) to SSF 5 (Emergency Management).
8. Ensure appropriate communication and coordination in accordance with Division of Fire Safety Operations Center plans and guidelines.

Recover:

1. Terminate operations when the response phase concludes and the area has been stabilized by responsible personnel. Agency of Natural Resources (ANR) will track continued or needed remediation as necessary.
2. Ensure SSF 10 team members and their agencies maintain appropriate records of costs incurred during the event.

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3. Anticipate and plan for arrival of, and coordination with, FEMA ESF 10 personnel in the SEOC and the Joint Field Office (JFO).

Mitigate:

1. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
2. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

Primary Agency:

Department of Public Safety; Division of Fire Safety, Vermont Hazardous Materials Response Team

1. Identify, train, and assign DFS personnel to staff SSF 10 in the SEOC.
2. Ensure information located at the SSF 10 desk in the SEOC is maintained and updated on a regular basis. Ownership of this information belongs to SSF 10.
3. Provide and/ or coordinate technical assistance in:
 - a. Identifying hazardous material recognition and identification
 - b. Contaminated areas
 - c. Associated hazards with chemicals known in certain areas (Tier II)
4. Assist in coordinating responsible party responses or the use of Federal/State contractors to control and contain a hazardous material release to protect public health and/or the environment.

Support Agencies:

Common Responsibilities for each Support Agency:

1. Identify, train, and assign personnel as necessary to maintain contact with and prepare to execute missions in support of SSF 10 during periods of SEOC activation.
2. Provide operational, logistical, and technical support as necessary.

Specific Responsibilities for each Support Agency:

Agency of Agriculture, Food & Markets

1. Provide sampling and laboratory analysis assistance. Maintain equipment/ instrumentation and supplies necessary to perform chemical analyses on a variety of samples that may be associated with hazardous materials releases.

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2. Provide laboratory and technical assistance to secure and analyze suspected contaminated samples, and identify contaminants such as pesticides and certain other toxic materials in soils, vegetation, and water.

Agency of Natural Resources:

Department of Environmental Conservation

1. Coordinate with responsible party or the use of Federal/ State contractors to control and contain a hazardous material release to protect public health and/or the environment.
2. Provide expertise on environmental effects of oil, discharges, or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques.
3. Provide assistance, as requested, for scene access.

Agency of Transportation

1. Provide technical advice and assistance on transportation of hazardous materials and status of the state transportation network.
2. Provide assistance and guidance, as requested, for scene access.

Department of Health

1. Provide laboratory services to test and identify potential biological agents.

Department of Labor

1. Assist in coordination of the collection, securing and disposal of liquefied petroleum gas (LPG) containers.
2. Provide consultation on worker and public health and safety issues.

Department of Motor Vehicles

1. Provide technical assistance and information through the activities of the Truck Team.

Department of Public Safety:

Division of Emergency Management and Homeland Security

1. Review files submitted by industry regarding presence of chemicals covered under the EPCRA (Emergency Planning and Community Right to Know Act) Tier II program.
2. Provide communications and equipment to support operations in the SEOC.

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Vermont State Police

1. Provide and/ or coordinate security at incident scene as requested by the incident commander or VHMRT team chief.
2. Provide laboratory services (non-EPA analysis) for environmental samples.
3. Through the Vermont Intelligence Center (VIC), assess and verify status of National Terrorism Advisory System (NTAS) and provide any applicable threat information, as appropriate.

Department of Public Service

1. Provide technical advice and assistance regarding status and operation of intrastate pipelines.

Department of States Attorneys & Sheriffs' Association

1. Provide available transportation assets in support of SSF 10.

Vermont National Guard, Office of the Adjutant General

1. Provide support and technical assistance to VHMRT through the Civil Support Team (CST) as necessary.

American Red Cross

1. Provide mass care and/ or sheltering services to individuals evacuated from designated hazardous areas.

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TAB A TO STATE SUPPORT FUNCTION (SSF) ANNEX 10 OPERATING PROCEDURES

This document provides general guidance to the State Support Function (SSF) 10 Lead or other Agency Representatives who act as members of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response to a minor, major or catastrophic incident affecting Vermont.

SEOC Monitoring Level (including VY Unusual Event):

- 1. Receive notification of expected/occurring incident.
- 2. Make any internal agency notifications, as appropriate.
- 3. Report to the SEOC, if requested.

SEOC Partial or Full Activation Level (including VY Alert):

- 1. Receive and confirm notification of expected/occurring incident.
- 2. Make any internal agency notifications, as appropriate.
- 3. Report to the SEOC as soon as possible. If not a member of Department of Public Safety, sign in at security desk and obtain security badge.
- 4. Sign in on the ICS 211 form in the SEOC.
- 5. Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- 6. Open the DisasterLAN ticket manager & make appropriate entries concerning information received and actions undertaken.
- 7. Ensure adequate staffing requirements for 24-hour coverage, if necessary. Notify staff for subsequent shifts appropriately. Confirm names and hours of liaison staff with appropriate agencies.
- 8. Establish filing system for status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc.
- 9. Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for these assets.
- 10. Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- 11. Prepare for periodic incident coordination team situational updates and State Situation Report information requests. Refer to the SEOC Planning P for general guidance on when these updates will occur.

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- 12. Conduct shift change briefings, as needed.
- 13. Retain all documentation developed in support of your activities

DEMOBILIZATION

- 16. Receive demobilization briefing from SEOC Manager or Planning Section Chief.
- 17. Make any internal agency notifications, as appropriate.
- 18. Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- 19. Identify and update internal agency procedures, as needed.
- 20. Provide recommendations for changes to the SEOC Standard Operating Guidelines or these SSF Operating Procedures to the DEMHS Planning Section Chief.
- 21. Provide additional after action comments to the SEOC Manager as soon as possible or at a scheduled After Action Review.
- 22. Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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STATE SUPPORT FUNCTION (SSF) ANNEX 11 AGRICULTURE AND NATURAL RESOURCES

VTEOP
April 29, 2013

PRIMARY: Agency of Agriculture, Food and Markets and Agency of Natural Resources

SUPPORT: Secretary of State; Agency of Commerce & Community Development; Agency of Transportation; Department of Buildings & General Services; Department of Health; Department of Public Safety, Division of Emergency Management and Homeland Security, and State Police; Office of the Adjutant General, VT National Guard; University of Vermont Extension; Vermont Farm Bureau; USDA APHIS Veterinary Services; USDA APHIS Plant Protection and Quarantine; USDA Farm Service Agency; American Veterinary Medical Association; animal support groups (see Animal Disaster Emergency Plan – ADEP which is Tab 4 of this annex).

I. INTRODUCTION

Should a significant natural or man-made emergency occur, it could quickly overwhelm local government resources and their capability to provide necessary services, leading to a disaster situation. Such an emergency necessitates a plan to mitigate the situation utilizing State and/or Federal assistance. An emergency of this magnitude could pose a threat to all facets of Vermont agriculture and natural resources and could involve crops, agricultural wastes/discharge, nurseries, pesticides, maple groves, animal feeds, animal welfare, injured/displaced animals, dead animals, zoonotic disease, natural resources, and other related issues.

State government, private sector, and volunteer agencies assigned responsibilities involving emergency agriculture and natural resource issues are expected to have established operating procedures specifying their emergency support actions and be able to communicate and coordinate these actions in an emergency to best utilize available capabilities.

The multi-level, interagency response to an incident of this nature will be coordinated as outlined in the Base Plan of this document.

II. MISSION

The mission of this state support function is to provide the mechanism for coordination of state, local and private resources to control and to eradicate an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infectious exotic plant disease, or economically devastating plant pest infestation in response to a significant emergency involving animals (livestock and companion), and plants in Vermont. Additionally, the SSF provides emergency support to farms in Vermont. It further provides for protection of natural and cultural resources and historic properties resources prior to, during, and/or after an incident in Vermont.

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III. CONCEPT OF OPERATIONS

The Agency of Agriculture, Food and Markets and the Agency of Natural Resources are responsible for the coordination of all SSF-11 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining SSF-11 annex or implementing procedures within the scope of the functional responsibilities of each agency. All SSF-11 supporting agencies will assist the Agency of Agriculture, Food and Markets and the Agency of Natural Resources in the planning and execution of the above. The Agency of Agriculture will commit to respond to incidents under our purview and request the assistance of our support agencies when required.

- A. In coordination with, and in support of, the State-Rapid Assessment & Assistance Team (S-RAAT), SSF-11 will assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency.
- B. As the primary coordinating agency, SSF-11 will gather information from support agencies and other agricultural-related organizations throughout the state concerning their level of preparedness, and level of risk in the face of various emergencies.
- C. The Agency of Agriculture, Food and Markets, in partnership with animal support agencies (see ADEP), will coordinate pet evacuation, sheltering, rescue, and disposition. The Agency of Agriculture, Food and Markets will develop memorandums of understanding (MOUs) with these associations and any other appropriate organizations.
- D. The Agency of Agriculture, Food and Markets will coordinate equine, livestock, poultry and plant emergency response. The Agency of Agriculture, Food and Markets will develop MOUs with appropriate livestock related organizations.
- E. The Agency of Agriculture, Food and Markets, in coordination with VDH, will oversee public health, arboviral, and zoonotic disease issues.
- F. The Agency of Natural Resources with the support of the State Archivist is responsible for coordinating the implementation of the natural and cultural resources and historic properties elements of this function which include but are not limited to:
 1. Coordination of natural and cultural resources and historic properties identification and vulnerability assessment.
 2. Facilitate development and application of protection measures and strategies.
 3. Assist in emergency compliance with relevant Federal environmental laws during emergency response activities, such as emergency permits/consultation for natural resources use or consumption.
 4. Manage, monitor, and assist in or conduct response and recovery actions to minimize damage to natural and cultural resources and historic properties resources.
 5. Coordinate with SSF-3 and 10 on the removal of debris affecting natural and cultural resources and historic properties resources.
 6. Coordinate with ESF #3 to manage, monitor, or provide technical assistance on emergency stabilization (and during recovery, restoration) of shorelines, riparian buffer, zones, and hillsides to protect natural and cultural resources and historic properties resources

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- G. The Agency of Agriculture, Food and Markets, in coordination with appropriate support agencies, will provide limited assistance, if available, to exotic animal owners, in case of emergency. Exotic animal owners are urged to maintain full preparation and response capabilities, as specialty facilities for their animals may not be available through regular support channels.
- H. The Agency of Natural Resources, Department of Fish and Wildlife is responsible for the coordination of native wildlife emergency surveillance, monitoring and response.
- I. The SEOC will be the point of contact for all requests for animal and plant related assistance. The Agency of Agriculture, Food and Markets personnel will coordinate and staff SSF-11 the SEOC.
- J. The Department of Buildings and General Services will manage donated materials in accordance with SSF Annex 7 (Resource Support) of this plan.
- K. If criminal or terrorist activity is suspected in connection with an outbreak, the Vermont State Police or Division of Emergency Management and Homeland Security will be advised immediately. They will work closely with the responding veterinary or plant diagnostics staff to ensure the proper handling and packing of any samples and their shipment to the appropriate research laboratory for testing and forensic analysis.

IV. SSF 11 ACTIONS

- A. Preparedness:
 - 1. Provide for surveillance of emergency issues related to crops, animal feeds, fertilizers and pesticides.
 - 2. Provide for surveillance of plant pests of unknown or questionable origin, which may pose a potential or substantial threat to agriculture, horticulture, economy, the environment generally or public health of the state.
 - 3. Provide for surveillance for an animal disease, chemical, poison or toxin that may pose a substantial threat to the animal industries.
 - 4. Participate in state exercises and periodically conduct, SSF-11 exercises to validate this annex and supporting SOPs.
 - 5. Coordinate the identification of natural, cultural and historic resources in Vermont.
 - 6. Provide for surveillance of plant and animal disease and infestation that may pose a substantial threat to wildlife and other natural resources.
- B. Response

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1. Advise the Governor and appropriate support agencies of recommended protective actions should the results of surveillance indicate that those actions may be necessary.
2. Provide for inspection and assessment of livestock production facilities and products storage through VT Meat and Poultry Inspection and related food protection units in order to protect public health. Request federal support, as needed, for food-borne disease surveillance, inspection and verification of meat, poultry, egg and milk products in the affected areas. Laboratory support needs may also be identified and requested.
3. Provide consultation and coordinate response on animal and plant issues which impact public or animal health (disease outbreak, bio-terrorist attack, waste and carcass disposal); take reasonable measures to protect animals under emergency care from disease and injury.
4. Provide SSF-5 (Emergency Management, Recovery & Mitigation) with summarized information on the status of recommended and ongoing protective actions.
5. Coordinate with SSF-7 (Resource Support) regarding storage sites and staging areas for animal food and medical supplies.
6. Serve as a coordination point for livestock and equine related disaster assistance and assists with identification and location of housing and other related services for livestock.
7. In coordination with SSF 14 (Public Information), establish a Joint Information Center (JIC) that functions as the principal source of information about the disease outbreak or pest infestation response in the State. The JIC coordinates closely with Federal officials to ensure consistency in the information released to the communications media and the public.
7. Coordinate with SSF 6 as needed for mass care issues (ie. Coordination with DART teams).

C. Recovery

1. Continue response activities, as required.
2. Coordinate damage assessment of reported animal and plant facilities.
3. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
4. Assist support agencies for long term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners.
5. SSF-11, with support agencies, will coordinate the animal medical services needed for animal shelter and confinement areas.

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6. Coordinate with SSF-1 (Transportation), SSF-3 (Public Works & Engineering), SSF-8 (Health & Medical Services), and SSF-11 (Natural Resources-DEC) for the removal and proper disposal of animal waste and dead animals. When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.
7. SSF-11, with support agencies, will provide a reasonable level of assistance and care for livestock and animals impacted by disaster.
8. The Vermont Secretary of Agriculture, Food and Markets may request funds from USDA contingency or program accounts as needed to indemnify producers for animals and suspect animal and plant products seized or facilities held to control a disease as well as to pay the operational costs of the eradication of disease.
9. Ensure SSF-11 team members or their agencies maintain appropriate records of costs incurred during the event.
10. Ensure donated goods are handled through SSF-7 (Resource Support) with appropriate guidance from SSF-11.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Agency of Agriculture, Food and Markets

1. Preparedness and Mitigation
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation. On order, staff SSF-11 in the SEOC.
 - b. Develop operating procedures, response plans, and response teams to implement the Animal and Plant Emergency Services functions of SSF-11, including an alerting list of the appropriate response teams from supporting agencies for the EOC.

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- c. Participate in exercises to test operating procedures, and will see that all support agencies are included in training/test functions as appropriate.
- 2. Response
 - a. Provide Agency of Agriculture, Food and Markets staff to SEOC, as requested, and alerts response teams from supporting agencies as necessary.
 - b. Coordinate with agencies to assess and respond to animal and plant needs in the emergency area, and compile a situation report for the SEOC.
 - c. Relay and delegate assistance requests to proper agency through Operations Section, and assures final disposition of tasks assigned. This may include, but is not limited to, providing emergency transportation, medical care, or shelter and food for animals in need.
 - d. Coordinate activities of support agencies, and gather pertinent statistics and data for compilation.
 - e. Coordinate location of food and arranging for and feeding distressed, disaster impacted, and evacuated animals.
 - f. Coordinate animal disease diagnosis, control, and eradication consistent with agency mission. Utilize the Agriculture Laboratory for this purpose whenever possible.
 - g. Obtain samples for livestock hay and feed and perform laboratory tests for contamination and pesticide residues. Utilize the Agriculture Laboratory for this purpose whenever possible.
 - h. Conduct preliminary damage assessments of farms and farmlands to determine the nature and extent of crop damage.
 - i. Assist in clean up of unusually large agricultural wastes/discharge releases.
 - j. Conduct animal health, meat, dairy, feed, fertilizer and pesticide testing.
 - k. Perform DNA Sequencing for West Nile Virus and Plant Pests.
 - l. Identify unknown insects or arthropods and unknown plant pathogens.
 - m. Assist in developing GIS maps of quarantine or contamination sites.
- 3. Recovery
 - a. Coordinate the phase-down of animal emergency services through various support agencies, and within framework of EOC and SSF guidelines.
 - b. Coordinate with local contacts involved to collect appropriate data on animal services rendered, and to compile such data for a final report.

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- c. Coordinate return to owner or final disposition of unclaimed animals.
 - d. Coordinate animal disease diagnosis, control, and eradication consistent with agency mission.
- B. Agency of Natural Resources
1. General:
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation. On order, staff SSF-11 in the SEOC.
 - b. Develop operating procedures and response teams to implement the natural and cultural resources and historic properties resources functions of SSF-11 as indicated in the Concept of Operations above, including an alerting list of the appropriate response teams from supporting agencies for the EOC.
 - c. Coordinate native wildlife and natural resources emergency response.
 - d. Provide scientific/technical advice, information, and assistance to help prevent or minimize injury to and to restore or stabilize natural and cultural resources and historic properties resources. Areas covered include aquatic ecosystems; biological resources, including fish and wildlife, threatened and endangered species, and migratory birds; soil surveys; drought preparedness and mitigation; critical habitat, including environmentally sensitive and culturally significant areas; watershed survey, planning, protection, and rehabilitation; and reforestation and other erosion control; geology; hydrology, including real-time water flow data; earthquakes and other natural hazards.
 - e. Provide technical assistance to landowners and communities as appropriate to help assess the restoration needs for important fish and wildlife habitat and population restoration.
 2. Department of Environmental Conservation
 - a. Approve sites and methodologies for the disposal of animal carcasses.
 - b. Provide advice as needed to mitigate environmental impacts of response and recovery operations.
 3. Department of Fish and Wildlife
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation. On order, staff SSF-11 in the SEOC.
 - b. Provide native wildlife support within agency policy and statutory guidelines.

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- c. Provide limited assistance if available to coordinate zoo/exotic situations.
 - d. Provide transportation and equipment, if available.
 - e. Address issues of susceptibility and impact of disease in wildlife species.
4. Department of Forests, Parks and Recreation
- a. Provide technical expertise, laboratory support, and survey personnel for forest pest related emergencies during response and recovery operations.
 - b. Provide forest, state park and recreation facility support within agency policy and statutory guidelines during response and recovery operations.
 - c. Provide transportation and equipment, if available.
- C. Secretary of State
- 1. Assist with temporary licensing of veterinary care workers.
 - 2. Develop and be prepared to provide a list of cultural resources and historical records.
 - 3. Be prepared to provide and/or coordinate technical assistance and information concerning cultural resources and historical records threatened or impacted by disaster situations.
- D. Agency of Commerce and Community Development
- 1. Develop and be prepared to provide a list of historical and archeological resources.
 - 2. Be prepared to provide and/or coordinate technical assistance and information concerning historical and archeological resources threatened or impacted by disaster situations.
- E. Agency of Transportation
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
 - 2. Provide heavy equipment for excavating burial sites, moving animal carcasses for disposal and hauling materials for burning or fill.
- F. Department of Buildings and General Services
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
 - 2. Be prepared to assist SSF-11 with the receipt and distribution of donated goods (an SSF-7 function).

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3. Be prepared assist with identification of State facilities that are cultural resources or historical properties.

G. Department of Health

1. General
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
 - b. Provide public health guidelines including guidance for the diagnosis, prevention and control of zoonotic diseases, including rabies.
 - c. Investigating potential bioterrorism events, which may include human/animal health issues.
 - d. Develop and execute the State of Vermont Arbovirus Surveillance and Response Plan, and assist in developing and executing the Low Path / High Path Avian Influenza Plans and Highly Contagious Disease Plan (FMD).
2. Disease Control: Provide epidemiological and public health support investigating human/animal health issues, including the transmission of zoonotic diseases and potential human rabies exposure.
3. Waste Management: Provide sanitation and disposal support.
4. Environmental Health
 - a. Provide vector control support.
 - b. Provide dairy product and producer support, and sampling.
 - c. Provide water inspection and protection.

H. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.
 - b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-11 concerning Threat Condition Levels.
 - d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.
2. State Police

Through SSF-13 (Law Enforcement), coordinate assistance to SSF-11 for investigation of animal bites to humans and potential rabies exposure and enforcing

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animal ordinances or assist with establishing and maintaining bio-security checkpoints and traffic control on public highways in movement control zones.

- I. Office of the Adjutant General, VT National Guard
 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-11 during periods of activation.
 2. In support of the USDA-APHIS and Vermont Cooperative Emergency Response Plan for a Highly Contagious Animal Disease when other private and public resources have been exhausted: provide heavy equipment and personnel for excavating burial sites, moving animal carcasses for disposal and hauling materials for burning or burial.
 3. Assist with establishing and enforcing movement and quarantine restrictions as requested by SSF-13 (Law Enforcement).
- J. University of Vermont Extension
 1. Preparedness and Mitigation
 - a. Develop operating procedures to implement SSF-11, including an alerting list of UVM Extension responders including appropriate expertise at UVM in other departments.
 - b. Act as the primary point of contact to access appropriate expertise at UVM.
 - c. Coordinate with local UVM Extension personnel to participate in and provide information for the Animal Emergency Response Committee to be developed locally as outlined in Tab d to this annex.
 - d. Maintain web page for plant and animal emergency information and links.
 - e. Provide education and technical service to Vermont farmers, processors, and retailers and their communities.
 - f. Provide Plant Diagnostic Clinic Services as a part of the National Plant Diagnostic Network.
 2. Response
 - a. Provide UVM Extension personnel to SEOC as requested.
 - b. Assist in producing and releasing public service information through UVM and the SSF-14 (Public Information) and the SEOC.
 - c. Act as the primary point of contact to access appropriate expertise at UVM.

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- d. Coordinate through local UVM Extension personnel to assess local situation and identify animal emergency coordinator locally (assigned under the local emergency management director).
- 3. Recovery
 - a. Provide education and technical service to Vermont farmers, processors, and retailers and their communities to speed recovery.
 - b. Assist Agency of Agriculture, Food and Markets in monitoring recovery efforts and collecting data on damage assessment and ongoing needs and activities at impacted plant, livestock and equine locations.
 - c. Collaborate with the Agency of Agriculture, Food and Markets of to issue recovery assessments and reports.

K. Vermont Farm Bureau

- 1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
- 2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
- 3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
- 4. Identify all personnel and resource requirements to perform assigned missions which are in excess of the capabilities of the bureau.
- 5. Identify Vermont farmers and provide them with education on emergency preparedness.

L. Animal support groups (see ADEP, Tab d to this annex)

M. USDA APHIS Veterinary Services

- 1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
- 2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
- 3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
- 4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.
- 5. Providing technical and epidemiological expertise and laboratory diagnostic support for animal disease related emergencies

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6. Providing veterinary and veterinary technician support for emergencies in general.

N. USDA APHIS Plant Protection and Quarantine

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.
5. Provide technical, epidemiological, laboratory, and financial support for plant pest related emergencies

O. USDA Farm Service Agency

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.
5. When requested, providing staffing, coordination of resources, and documentation.

P. American Veterinary Medical Association

1. Notify, activate, and mobilize appropriate personnel and equipment to perform or support assigned functions as designated within this plan.
2. Designate and assign appropriate personnel, as requested, to staff designated facilities that are required, and provide representation when requested if possible.
3. Coordinate all actions with the appropriate primary agencies when performing their assigned missions.
4. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.

VI. FEDERAL INTERFACE

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- A. This Annex is designed to function cooperatively and in coordination with United States Department of Agriculture (USDA) Animal Plant Health Inspection Service (APHIS)/Veterinarian Service (VS) and USDA Food Safety Inspection Service (FSIS) animal and animal product protection plans that exist or are in development and addresses those elements of Emergency Support Function #11 (Agriculture and Natural Resources) that deal with control and eradication of an outbreak of highly contagious animal disease or highly infective exotic plant disease or an economically devastating plant pest infestation.
- B. ESF-11 is designed to coordinate with national public health organizations such as the American Red Cross and Centers for Disease Control (CDC) for public health support.
- C. Medical and rescue efforts associated with ESF-11 are supported by a variety of national agencies/organizations such as the American Veterinary Medical Association (AVMA), the American Humane Association (AHA), the Humane Society of the United States (HSUS), and the American Horse Protection Association (AHPA).
- D. SSF-11 will coordinate with federal/national organizations to obtain federal assistance when required.

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**TAB B TO SSF ANNEX 11
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-11**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

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DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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**STATE SUPPORT FUNCTION (SSF) 12
ENERGY**

VTEOP

PRIMARY: Department of Public Service

SUPPORT: Agency of Agriculture, Food and Markets; Agency of Natural Resources; Agency of Transportation; Department of Buildings & General Services; Department of Labor; Department of Public Safety, Division of Emergency Management and Homeland Security, Division of Fire Safety and State Police; Office of The Adjutant General, VT National Guard;

I. INTRODUCTION

- A. Energy includes producing, refining, transporting, generating, transmitting, conserving, building, and maintaining liquid petroleum fuels (especially gasoline, diesel fuel, heating oil, and propane), electric, and natural gas energy system components. Damage to a system can have a rippling effect on supplies, distribution, or other transmission systems.
- B. SSF-12 will closely monitor the electric and natural gas utilities operating in the state, as well as the status of liquid petroleum fuel supplies in the state, to ensure the integrity of power supply systems are maintained during emergency situations and any damages incurred are repaired and services restored in an efficient and expedient manner. SSF-12 will report to Vermont Emergency Management (SSF 5) the status of the above-mentioned energy supplies. SSF 12 will also assist the electric utilities with permitting for emergency restoration.

II. MISSION

SSF-12 assists in the provision of emergency power and other energy sources to support emergency response and recovery efforts and normalize community functions in the restoration of non-telecommunications utility systems as well as fuel oil and propane supplies damaged as a result of disasters. Support includes, but is not limited to: assessing energy and utility system damages, supply and requirements to restore such systems; and providing emergency information, education, and conservation guidance to the general public concerning energy and utility services.

III. CONCEPT OF OPERATIONS

- A. The Department of Public Service is responsible for the coordination of all SSF-12 administrative, management, planning, training, preparedness, and mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-12 SOP. All SSF-12 supporting agencies will assist the Department of Public Service in the planning and execution of the above.

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- B. Coordination with all supporting and other appropriate departments/agencies, organizations and utilities will be performed to ensure operational readiness.
- C. Owners and operators of investor-owned (private), and public utilities systems shall be responsible for the activation of plans for appropriate allocation of resources of personnel, equipment and services to maintain or restore utility service under their control.
- D. In coordination with, and in support of, the State-Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management officials, assist in developing strategies to respond to the emergency.
- E. Considerations for allocation of energy resources will include but are not limited to:
 - 1. Coordinating with state agencies and emergency response organizations to monitor fuel supply availability.
 - 2. Providing technical support of emergency activities being conducted by local EOCs or state SSFs as requested through the SEOC.
 - 3. Coordinating with utility representatives to determine emergency response and recovery needs.

V. SSF ACTIONS

The emergency operations necessary for the performance of this function include but are not limited to:

- A. Preparedness
 - 1. Develop and maintain current directories of suppliers of services and products associated with this function.
 - 2. Establish liaison with support agencies and energy-related organizations.
 - 3. Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.
- B. Response
 - 1. Provide status of energy resources to the SEOC Operations Section at least daily and, when possible, provide data by county.
 - 2. Provide energy emergency information, education and conservation guidance to the public in coordination with the SEOC Public Information Officer.

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3. Continually monitor the status of energy systems and the progress of utility repair and restoration activities.
4. Collect and provide energy damage assessment data to SSF-3.

C. Recovery

1. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
2. Continue to provide energy emergency information, education and conservation guidance to the public in coordination with the SSF 14 (Public Information).
3. Anticipate and plan for arrival of, and coordination with, ESF-12 and Department of Energy personnel in the SEOC and the Joint Field Office (JFO).
4. Continue to monitor restoration operations until all services have been restored.
5. Ensure that SSF-12 team members maintain appropriate records of costs incurred during the event.

D. Mitigation

1. Anticipate and plan for mitigation measures.
2. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

VI. RESPONSIBILITIES

A. Department of Public Service:

1. Identify, train, and assign PSD personnel to staff SSF-12 in the SEOC.
2. Maintain communications with electric utilities in responding to and recovering from emergencies regarding electric generating capacity shortages, electric generating fuel shortages, transmission and distribution line outages, and electrical service outages affecting the public. Report electric outages by county and expected restorations times.
3. Maintain communications with the natural gas utility regarding system conditions and supply of gas, and report gas system conditions.
4. Maintain communications with the Vermont Yankee nuclear power plant, and report plant conditions.

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5. Maintain communications with representatives of the petroleum fuel dealers, and report the status of liquid petroleum fuel supplies.
- B. Agency of Agriculture, Food and Markets
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. When requested, the Agency will provide information and recommendations concerning the impact of loss or shortage of energy resources on the agricultural community. The Agency will be provided the geographical extent of the outage, and then will let the EOC know if there are any farms in need of assistance.
- C. Agency of Natural Resources
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. Coordinate with and support all parties in debris management decisions and actions.
 3. Develop and maintain a debris management plan as a component of the state emergency operations plan, and apply it as appropriate in responding to and recovering from emergencies that generate debris, both natural and man-made.
 4. Provide expertise and human resources in forest resource damage assessment and management as an element in emergency response and recovery.
- D. Agency of Transportation
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. Apply necessary state resources, to include debris removal, in accordance with established priorities in response to an emergency. (An SSF 3 Function)
 3. Be prepared to assist in providing and/or coordinating transportation for critical energy resources. (An SSF 1 Function)
- E. Department of Buildings and General Services
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. Maintain and report the status of critical state facilities to SSF 12.

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3. Be prepared identify and acquire supplemental energy resources to support State facilities.

F. Department of Labor

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
2. Be prepared to provide technical assistance for worker health and safety during periods of disaster in accordance with the SEOP, Annex XV, Worker Safety and Health.

G. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.
 - b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-12 concerning general and sector-specific Threat Condition Levels.
 - d. Provide coordination for the implementation of protective actions or measures related to any change in Threat Condition level.
 - e. Provide assistance and coordination for Critical Infrastructure/Key Resources (CI/KR) preparedness, protection, response, recovery, restoration, and continuity of operations relative to the Vermont Critical Infrastructure Protection Program (VCIPP), National Response Framework (NRF) coordinating structures, National Incident Management System (NIMS) guiding principles and all Homeland Security Presidential directives.
 - f. Provide assistance and coordination to expedite information sharing and analysis of actual or potential impacts to CI/KR.
 - g. Facilitate requests for assistance and information from public- and private-sector partners in accordance with Protected Critical Infrastructure Information (PCII).
 - h. Provide for any necessary communication with US Department of Homeland Security.
 - i. Support and facilitate the operations of the Multi Agency Coordination group if activated.

2. Fire Safety Division

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- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 - b. Be prepared to provide or coordinate household or facility safety inspections, as needed, prior to use or reoccupation.
3. State Police
- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 - b. Plan for and coordinate security for vital energy supplies and facilities as a task of SSF-15.
- H Office of the Adjutant General, VT National Guard
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
 - 2. Be prepared to assist in providing security to designated utility, power and energy facilities.
 - 3. Be prepared to provide emergency power generation capability, as requested and available.

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**TAB B TO SSF ANNEX 12
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-12**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

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DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.

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STATE SUPPORT FUNCTION (SSF) 13 LAW ENFORCEMENT

PRIMARY: Department of Public Safety, State Police

SUPPORT: Office of Attorney General; Secretary of State; Agency of Natural Resources, Department of Fish and Wildlife, Law Enforcement Division; Agency of Transportation, Department of Motor Vehicles; Department of Corrections; Department of Liquor Control; Department of Public Safety, Division of Emergency Management and Homeland Security, Division of Fire Safety; Department of States Attorneys & Sheriffs; Office of the Adjutant General, VT National Guard; Civil Air Patrol; Criminal Justice Training Council; Vermont Association of Chiefs of Police

I. INTRODUCTION

Effective law enforcement is essential during emergencies or disasters to ensure protection of lives, critical infrastructure and other property. Local law enforcement officials are responsible for enforcement of laws, traffic control, investigation of crimes and other public safety activities within their jurisdictions. State assets which may be committed are primarily those of the Department of Public Safety, Division of State Police, Agency of Natural Resources, and the Department of Motor Vehicles with support from several other state departments/agencies.

II. MISSION

This annex establishes procedures for the command, control and coordination of all State and local law enforcement personnel and equipment to support local law enforcement agencies during emergencies. SSF-13 also establishes procedures for the use of the Vermont National Guard in security missions requested by local law enforcement agencies.

SSF-13 activities include:

- General law enforcement activities
- Maintaining public order
- Credentialing and access control at the incident site,
- Site security,
- Traffic and crowd control,
- Assistance for evacuations,
- Securing essential facilities, utilities and supplies,
- Analyzing conditions and making public safety and security recommendations,
- Assisting in developing appropriate warnings to the affected public,
- Providing security for the Strategic National Stockpile,
- Assisting with reconnaissance and surveillance,
- Coordinating criminal investigative activity,
- Providing safety and security training for responders,
- Force protection,
- Identifying and coordinating contracted services for public safety and security missions.

III. CONCEPT OF OPERATION

- A. Vermont State Police (VSP) is responsible for the coordination of all SSF-13 administrative, management, planning, training, preparedness, mitigation, response and recovery activities to include developing, coordinating, and maintaining the SSF-13 annex. All SSF-13 supporting agencies will assist VSP in the planning and execution of the above.

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- B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.
- C. In coordination with, and support of, the State-Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management officials, develop strategies to respond to the emergency.
- D. The principal state resources available within Vermont for support of law enforcement activities during a crisis period are the assets of VSP, Agency of Natural Resources, and the Department of Motor Vehicles. Under normal operating conditions, all operate as separate entities, each having their own chain of command. During a crisis period, however, these agencies will operate collectively, with VSP through a designated point of contact.
- E. The sheriff or chief of police is responsible for law enforcement activities within his/her local jurisdiction. When state law enforcement personnel and equipment are committed, a member of the VSP will be assigned to coordinate state activities with the local law enforcement officer in charge.
- F. Should an emergency situation develop and a local government official determines the need for state law enforcement assistance, and the Governor has not declared a state of emergency, the official should coordinate this request through their local chief of police and/or sheriff. Military support for law enforcement missions will be forwarded to the VSP Public Safety District Coordinator (PSDC), or his designee, for action.
- G. When a situation has intensified to such a level that the State Emergency Operations Center (SEOC) becomes partially or fully activated, state law enforcement local/regional commanders shall begin to coordinate their force assignments and requests for support with their representatives at the SEOC, who in turn, are coordinating with the VSP PSDC or designee.
- H. State law enforcement resources may be deployed prior to the Governor declaring a state of emergency. Coordination with appropriate representatives at the SEOC Operations Section will be accomplished as soon as possible.
- I. The local law enforcement agency in command will retain direction and control. VSP will coordinate directly with the local level law enforcement agency in control and will coordinate activities for all other state law enforcement agencies involved as it relates to general law enforcement duties.
- J. As the lead agency for law enforcement assistance, VSP will coordinate all general law enforcement assistance from state agencies. In cooperation with the Division of Emergency Management and Homeland Security (DEMHS), VSP will integrate law enforcement functions with other emergency actions.
- K. SSF-13 will receive and act on requests from local governments. Representatives from the law enforcement agencies will jointly decide on deployment of personnel and equipment. Individual agencies will maintain operational control of their resources in the field. Personnel assigned to assist local governments should inform the VSP PSDC or his designee of the conditions found and actions being taken by local and state personnel.

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- L. State law enforcement resources will continue to be regulated through the normal chain of command. State law enforcement resources will be made available to local law enforcement chiefs upon request, depending upon availability. Law enforcement agencies will provide needed personnel from officers located throughout the state to augment personnel located in or immediately adjacent to disaster areas.
- M. The Vermont Intelligence Center (VIC) continually monitors the threat of terrorist activities in coordination with the Department of Homeland Security, FBI and other federal partners as well as Canadian law enforcement and neighboring Provinces and surrounding States. The VIC advises the Commissioner of Public Safety and Director, VSP of appropriate preventive measures and protective actions. All State and Local agencies that identify a potential threat should report that information to the VIC. Agency preventive measures, protective actions or response actions in accordance with procedures outlined in respective SSF or agency annexes that relate to terrorism or weapons of mass destruction threats or incidents, will be coordinated with the VIC. Incident Annex 10D to this plan provides additional information on terrorism prevention and response actions.
- N. The Vermont National Guard is activated to State Active Duty (SAD) on approval of the Governor through an Executive Order. National Guard forces are to be deployed on a mission-by-mission basis to assist in the protection of life, property, and maintenance of law and order and will be utilized with, or accompanied by, representatives of supported law enforcement agencies.
- O. The National Guard must maintain task force, unit, and detachment integrity at all times. This ensures Guard commanders the ability to coordinate logistical support, mission support, and personnel accountability.
- P. Within the constraints outlined above, and with approval from the Governor's Authorized Representative, the National Guard unit commander may, if necessary, commit his troops to any task as the need arises; however, his assigned mission must receive top priority.
- Q. No use will be made of private security agencies or volunteers unless they are sworn and trained special deputies or auxiliary police. Such personnel will be the responsibility of the public safety agency which appoints and utilizes them.

IV. SSF ACTIONS

The emergency operations necessary for the performance of this function include but are not limited to:

- A. Preparedness
 - 1. Identify agencies, organizations, and individuals, capable of providing law enforcement support services and associated resource inventories.
 - 2. Analyze threats, hazards, critical facilities; determine law enforcement requirements, and develop plans to preposition assets.
 - 3. Train regular and support personnel in emergency duties.
 - 4. Develop plans to conduct initial damage assessment.
 - 5. Establish and maintain liaison with federal, state and local agencies.
 - 6. Develop and maintain standard operating procedures and plans, to include alerting lists of personnel and agencies.
 - 7. Participate in international, national and state exercises and conduct, at least annually, an SSF-13 exercise to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.

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- B. Response**
 - 1. Provide warning and communications in support of the communications and warning plans.
 - 2. Staff the State Emergency Operations Center (SEOC) as directed.
 - 3. Provide security to the SEOC.
 - 4. Secure evacuated areas, including safeguarding critical facilities, and control entry and exit to the disaster area as requested.
 - 5. Conduct initial damage assessment and report results to SEOC.
- C. Recovery**
 - 1. Phase down operations as directed by the SEOC.
 - 2. Continue those operations necessary to protect people and property.
 - 3. Assist in return of evacuees.
 - 4. Assist with reconstitution of law enforcement agencies as necessary.
 - 5. Require SSF-13 team members or their agencies maintain appropriate records of costs incurred during the event.
- D. Mitigation**
 - 1. Support and plan for mitigation or threat reduction measures.
 - 2. Support requests and directives from the Governor and/or DHS concerning threat reduction, mitigation and/or re-development activities.
 - 3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

- A. State Police**
 - 1. Identify, train, and assign VSP personnel to staff SSF-13 in the SEOC.
 - 2. Provide Public Safety District Coordinator as needed.
 - 3. Advise Director of DEMHS regarding SSF-13 supporting agencies required to be notified upon activation.
 - 4. Brief Director of DEMHS on threats and vulnerabilities.
 - 5. Advise the Director of DEMHS of general and sector specific National Terrorism Advisory System Alerts.
 - 6. Develop a consolidated law enforcement resource inventory to include alert lists.
 - 7. Develop and coordinate a comprehensive plan to marshal and deploy state law enforcement assets during emergencies.
 - 8. Develop a training program for all SSF-13 team members involved in emergency operations.
 - 9. In conjunction with DEMHS, develop plans to support initial damage assessment operations.
- B. Office of the Attorney General**
 - 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.
 - 2. Provide personnel during periods of activation.
- C. Secretary of State**
 - 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.
 - 2. Provide personnel during periods of activation.
- D. Agency of Natural Resources, Department of Fish and Wildlife, Law Enforcement Division**

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1. Identify, train, and assign ANR personnel to staff SSF-13 in the SEOC.
 2. Provide communications, facilities, equipment, personnel, and security during periods of activation.
- E. Department of Corrections
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.
 2. Provide communications, facilities, equipment, personnel, and security during periods of activation.
- F. Department of Liquor Control
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.
 2. Provide personnel during periods of activation.
- G. Department of Motor Vehicles
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.
 2. Provide communications, facilities, equipment, personnel, and security during periods of activation.
- H. Department of Public Safety, Division of Emergency Management and Homeland Security (DEMHS)
1. Provide communications and equipment to support operations in the SEOC.
 2. Provide personnel during periods of activation.
 3. Provide coordination for the implementation of protective actions or measures related to any National Terrorism Advisory System Alerts.
 4. Provide assistance and coordination for Critical Infrastructure preparedness, protection, response, recovery, restoration, and continuity of operations relative to the Vermont Critical Infrastructure Protection Program (VCIPP), National Response Framework (NRF) coordinating structures, National Incident Management System (NIMS) guiding principles and all Homeland Security Presidential directives.
 5. Provide assistance and coordination to expedite information sharing and analysis of actual or potential impacts to Critical Infrastructure.
 6. Facilitate requests for assistance and information from public- and private-sector partners in accordance with Protected Critical Infrastructure Information (PCII).
 7. Provide for any necessary communication with US Department of Homeland Security.
 8. Support and facilitate the operations of the Multi Agency Coordination group.
- I. Department of Public Safety, Division of Fire Safety
1. Provide State HAZMAT Response Team capability.
- J. Department of States Attorneys and Sheriffs' Association
1. Identify, train, and assign County Sheriff personnel to staff SSF-13 in the SEOC.
 2. Provide communications, facilities, equipment, personnel, and security during periods of activation.
- K. Office of the Adjutant General, VT National Guard
1. Identify, train, and assign VTNG personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.

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2. Provide communications, facilities, equipment, personnel, and security during periods of activation.
- L. Civil Air Patrol
 1. Identify, train, and assign CAP personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.
 2. Provide communications, facilities, equipment, and personnel during periods of activation.
- M. Criminal Justice Training Council
 1. Provide additional training capability in support of response to large incidents.
 2. Provide non-sworn personnel, as required.
 3. Provide communications equipment to support incident.
 4. Plan, coordinate, and execute canine operations in support of SSF-13 during periods of activation.
 5. Coordinate and provide required training to Federal law enforcement officers to allow them enforcement powers at state level.
- N. Vermont Association of Chiefs of Police
 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-13 during periods of activation.
 2. Provide personnel during periods of activation.

VI. FEDERAL INTERFACE

- A. This annex has a counterpart in Emergency Support Function #13 (Public Safety & Security) in the National Response Framework. Federal assistance is available from the Department of Homeland Security, Federal Bureau of Investigation, the Department of Justice and other federal agencies that will be identified by the State Police in their Standard Operating Procedures and accessed accordingly.
- B. Any federal assistance provided will be coordinated through the State Law Enforcement Coordinator at the SEOC. The State Law Enforcement Emergency Coordinator will ensure that the Commander of VSP is kept current of all issues involving the use of federal assistance within the State.

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STATE SUPPORT FUNCTION (SSF) 14 PUBLIC INFORMATION

VTEOP
July 30, 2015

PRIMARY AGENCY: Department of Public Safety, Division of Emergency Management and Homeland Security

SUPPORT AGENCIES: All State Support Functions and other agencies

- 1. INTRODUCTION.** The purpose of State Support Function 14 (SSF-14) is to disseminate information on emergencies to the general public through the news media and other avenues, including social media. SSF-14 is concerned with information on emergencies in which local governments have requested State assistance, to coordinate, prepare and disseminate all disaster-related information to the media. SSF-14 also coordinates, prepares and disseminates disaster-related information to the general public through the Public Inquiry Information Line at Vermont 2-1-1, coordinated by DEMHS
- 2. MISSION.** SSF-14 develops and disseminates a variety of information, education, and instructions to the general public, government officials, and the news media through direct contact, briefings, presentations, news releases and advisories, web site and social media engagement, and response to public and news media queries. Support includes, but is not limited to: serving as the official spokesperson concerning Division of Emergency Management & Homeland Security emergency management activities and involvement in emergency response and recovery operations; serving as the primary point-of-contact with the news media for DEMHS and; overseeing the Joint Information System (JIS), including the Joint Information Center (JIC) and Media Center, as required, to support emergency response and recovery operations; and coordinating community relations/outreach efforts as part of state emergency response and recovery operations.

3. CONCEPT OF OPERATIONS

- a. General. The SSF-14 staff will be located in the State Emergency Operations Center (SEOC) in Waterbury as a part of the Incident Coordination Team (ICT). During a nuclear power plant incident, SSF-14 staff will remain in the State Emergency Operations Center. SSF-14 will disseminate information to the media on response and recovery actions taken by the State Emergency Operations Center staff. SSF-14 will provide the media with an overview of the emergency situation. SSF-14 will not provide detailed information related to situations at the local level, as this information is best disseminated by local officials. However, SSF-14 will coordinate with local counterparts when circulating information about State activities and will seek assistance from local Public Information Officers when State personnel are in their area or when trying to confirm reports about local actions. SSF-14 can expect the media's interest in the event to be consistent with or exceed citizen's needs. The scope of information that must be provided to the media exceeds the resources of a single agency. Support from State agency communicators will be critical. Information must be disseminated from a central source – SSF-14.

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- b. Organization. SSF-14 will be staffed by the Department of Public Safety, Division of Emergency Management & Homeland Security designees and Public Information Officers or other appropriate staff from support agencies.
- (1) Lead Public Information Officer: All SSF-14 staff work is at the direction of the DEMHS Public Information Officer (DEMHS PIO). The DEMHS PIO oversees the information flow to the public.
 - (2) Department Spokespersons: SSF-14 will be staffed by the designated Department Public Information Officers who, along with Division of Emergency Management & Homeland Security officials, will serve as agency spokespersons. The DEMHS Public Information Officer may serve as a spokesperson concerning weather issues.
 - (3) Supporting Agencies: Other agency communications staff will assist with incoming news agency requests for information, preparing for news conferences, drafting news releases and handling reporter and citizen calls. The agency communications staff who assist SSF-14 during an emergency are not considered spokespersons for DEMHS or Department of Public Safety.
 - (4) Vermont Public Inquiry Information Line: Staff and volunteers at Vermont 211 will be responsible for answering calls to the Vermont Public Inquiry Information Line. Staffing will be coordinated through SSF-14 in conjunction with Vermont 211. SSF-14 will be responsible for activating the telephone lines and providing regular briefings for the Vermont Emergency Information Line. SSF-14 will determine the best time to activate the telephone lines based on volunteer resources available and projected impact of an emergency. SSF-14 will make the decision about when the Vermont Public Inquiry Information Line should be shut down.

4. RESPONSIBILITIES

- a. Department of Public Safety, Division of Emergency Management and Homeland Security
 - (1) Identify, train, and assign personnel to staff SSF-14 in the SEOC.
 - (2) Notify all SSF-14 supporting agencies, as needed, upon activation.
 - (3) Maintain a current inventory of resources, including trained/qualified personnel, which could support public information operations.
 - (4) Be prepared to liaison with the Governor's Communications Director in regards to emergency orders, State office closings, and media events involving the Governor.
 - (5) Develop and implement a comprehensive multi-media public information program which includes: Public Service Announcements which are close-captioned for the hearing impaired; and an emphasis on family preparedness through a coordinated print and broadcast campaign and public speaking engagements.
 - (6) Maintain a current list of media contacts.
 - (7) Participate in state and local exercises and conduct an annual SSF-14 drill or exercise to validate this annex and supporting procedures.

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b. General for all supporting Agencies, Departments and Organizations

- (1) Provide information to SSF-14 for the preparation of media releases during emergency situations, as requested. If media releases are prepared by supporting agency, all must be vetted through SSF-14.
- (2) Execute responsibilities as outlined in the SEOP Base Plan and in the SSF, Organizational and Support Annexes.
- (3) Provide personnel to the ICT, SRAAT, JIC, IFO and EOF, as requested and outlined in Tab 1 to SSF Annex 5 VTEOP, to assist SSF operations.
- (4) Identify staff technical experts to provide subject matter expertise, data, advice, and staff support for operations that fall within the domain of each agency.
- (5) Support emergency planning efforts, as requested.
- (6) Participate in preparedness activities, orientations, drills and exercises to support the execution of the SEOP and RERP.

c. Agency of Agriculture, Food and Markets

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to provide staffing to SSF-14 as identified in Tab 1 to Annex E of the VTEOP.
- (3) Be prepared to provide technical review of media releases related to agency matters.

d. Agency of Human Services

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to provide staffing to SSF-14 as identified in Tab 1 to SSF Annex 5 of the VTEOP.
- (3) Be prepared to provide technical review of media releases related to agency matters.

e. Agency of Natural Resources

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to provide staffing to SSF-14 as identified in Tab 1 to SSF Annex 5 of the VTEOP.
- (3) Be prepared to provide technical review of media releases related to agency matters.

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f. Agency of Transportation and Department of Motor Vehicles

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to provide staffing to SSF-14 as identified in Tab 1 to SSF Annex 5 of the VTEOP.
- (3) Be prepared to provide technical review of media releases related to agency matters.

g. Department of Buildings & General Services

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to acquire additional facilities and equipment in support of SSF-14 (An SSF-7 function).

h. Department of Health

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to provide staffing to SSF-14 as identified in Tab 1 to SSF Annex 5 of the VTEOP.
- (3) Be prepared to provide technical review of media releases related to agency matters.

i. Department of Public Safety

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to provide staffing to SSF-14 as identified in Tab 1 to Annex E of the VTEOP.
- (3) Be prepared to provide technical review of media releases related to agency matters.

j. Vermont Association of Professional Development Agencies (VAPDA)

- (1) Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-14 during periods of activation.
- (2) Be prepared to provide staffing to SSF-14 as identified in Tab 1 to SSF Annex 5 of the VTEOP.

5. FEDERAL INTERFACE

- a. This SSF is supported by National Response Plan ESF-15, External Relations. Federal response for this function will be limited to the provision of representatives from federal agencies as requested by the Director, DEMHS. These representatives are authorized to

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provide emergency/disaster assistance available under statutory or secretarial authorities. The Federal Coordinating Officer (FCO), appointed by the President, will coordinate the provision of federal assistance subsequent to an emergency or major disaster declaration, in conjunction with the State Coordinating Officer (SCO).

- b. Federal ESF-15 personnel will normally deploy to the state as a part of the ERT-A and later staff the DFO.
- c. SSF-14 will coordinate with Federal ESF-15 to obtain federal assistance as needed.

TABS:

- A - Operating Procedures
- B - Resources
- C - Joint Information Center (JIC)

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TAB A to STATE SUPPORT FUNCTION (SSF) ANNEX 14 OPERATING PROCEDURES

1. Direction and Control.

- a. Management of SSF-14: All SSF-14 staff work is at the direction of the SEOC PIO. The SEOC PIO oversees the information flow to the public via the press, social media, and other avenues. SSF-14 will also be staffed by public information officers from State agencies and departments.
- b. Spokespersons: The following persons are considered spokespersons for Department of Public Safety and Division of Emergency Management & Homeland Security and, in coordination with SSF-14, will be called on to speak with the media during an emergency: Commissioner, Department of Public Safety; Director or Deputy Director of the Division of Emergency Management & Homeland Security; Public Information Officer; SEOC Section Chiefs when designated by the Director.
- c. Crafting the Message: During an emergency, SSF14 can effectively manage communications with the media by crafting a unified message for the Division and the Department and act as the primary voice in communicating that message. SEOC PIO will work closely with the Division of Emergency Management & Homeland Security Director and the Governor's Office to coordinate these on-going messages to the media. Other DEMHS staff and State Support Functions may be brought into discussions about media and message, but they should not assume the role of Department spokesperson unless it is in coordination with SSF14.
- d. Gathering Emergency Information: The majority of the information that SSF-14 will disseminate to the public via the media will come from situation reports, local news releases and direct one-on-one contact with State Support Function personnel. Situation report information will be double-checked by SSF-14 staff before it is released to the media and public; emergency operations center staff should not quote situation reports to the media.
- e. Disseminating Emergency Information: State Support Function 14 will disseminate information to the media/public in the following ways:
 - (1) News Conferences: SSF-14 is solely responsible for coordinating and executing any news conference involving the Commissioner of the Department of Public Safety or the Director of DEMHS. When the Governor is to be present, SSF-14 will work with the Governor's Press Office to execute the news conference.
 - (2) Twice Daily Updates: If the situation requires it, twice a day at a minimum, SSF-14 will release emergency updates to the media. These updates contain information on weather, road closures, sheltering, military actions, school/office closings, environmental hazards and related information gathered from situation reports, local news releases and State Support Function personnel located in the State Emergency Operations Center. The Department and Division are best served by presenting the majority of this new information in a concise and organized manner, rather than in a stream of news releases throughout the day.

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- (3) News Releases: SSF-14 will write, edit and distribute all state news releases regarding an emergency in which the SEOC is activated. The SEOC PIO, in consultation with the Division of Emergency Management & Homeland Security Director and Governor's Office, makes the decision regarding what emergency information warrants a news release.
 - (4) Broadcast Interviews: To meet the needs of television and radio reporters, SSF-14 will ask Agency and Division officials to serve as spokespersons for on-air interviews. DEMHS personnel who are contacted directly by the media for a broadcast interview should route that request to SSF-14.
 - (5) Social Media: Information from press releases will be re-purposed for posting on social media sites. VT DEMHS Facebook and Twitter sites will be used by a designee for such purpose. Assisting agencies may also use information for their social media sites.
 - (6) Vermont Public Inquiry Information Line: SSF-14 will continually update Vermont Public Inquiry Information Line staff (Vermont 211) who are taking calls from concerned citizens in the impacted areas.
- f. Media in the State Emergency Operations Center: When a news reporter enters the Department of Public Safety building to cover emergency operations, SSF-14 should be notified. SSF-14 staff will escort the reporter to the area where the news conference is being held or permit them to photograph Emergency Operations Center activity. Reporters are not allowed to interview emergency operations center personnel unless the request has been vetted by SSF-14. Special requests for extended interviews or live shots within the State Emergency Operations Center should be submitted to SSF 14 and will be considered on a case-by-case basis.
- g. Working with Rapid Assessment & Assistance Teams: SSF-14 works with Rapid Assessment & Assistance Team Leaders when media ask to follow a Rapid Assessment & Assistance Team. The Rapid Assessment & Assistance Team Leader will serve as the team's spokesperson. If media rendezvous with a Rapid Assessment & Assistance Team and have not notified SSF-14, the team leader shall notify SSF-14.
- h. Staffing a Joint Information Center (JIC) or Incident Field Office (IFO): Depending on the severity and scope of the emergency, SSF-14 personnel may coordinate public information from a Joint Information Center (JIC) or Incident Field Office (IFO) located in or near an impacted area. In some cases, the Joint Information Center (JIC) or Incident Field Office (IFO) staff may serve as the primary facility for receiving and disseminating emergency public information.
- i. Working with Radiological Emergency Preparedness: SEOC PIO staff will play a role in radiological exercises conducted relative to Vermont Yankee and during actual events that merit state involvement. Whether on-site or working in consultation from the State Emergency Operations Center, they will write news releases, disseminate information to the media, execute news conferences and press briefings at the SEOC, staff news conferences at the Joint Information Center, post public information to social media, and work in coordination with the other Tri-State PIOs, the Governor's Press Office, and local public information personnel.

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j. Joint Field Office Operations: SSF-14 will be responsible for providing a Public Information Officer for Joint Field Office Operations, if needed. That Public Information Officer will maintain close contact with the SEOC PIO. Any news releases or media advisories regarding state recovery activities will be written and distributed from the SEOC PIO in Waterbury.

k. Disaster Recovery Center Operations: Due to limited staffing availability, SSF-14 will rely on State Agency Public Information Officers to staff Recovery Centers located throughout the impacted area.

I. Resources.

- (1) Human resources: The DEMHS PIO will coordinate the training of State agency public information personnel in SSF-14 operations to ensure an adequate source of competent assistance during emergencies.
- (2) Equipment: SSF-14 uses land-line and cellular telephones, and computers to disseminate information to the media and public. The Department of Public Safety will retain and update the Division of Emergency Management & Homeland Security's comprehensive media distribution list, used for the rapid and widespread delivery of emergency news releases.

2. PREPAREDNESS

- a. Maintain a current inventory of resources, including trained/qualified personnel, which could support public information operations.
- b. Develop and implement a comprehensive multi-media public information program which includes: Public Service Announcements which are close-captioned for the hearing impaired; Vermont Alert; the Emergency Alert System (EAS); and an emphasis on family preparedness through a coordinated print and broadcast campaign and public speaking engagements.
- c. Maintain a current list of media contacts.
- d. Participate in state and local exercises and conduct an annual SSF-14 drill or exercise to validate this annex and supporting procedures. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.

3. NOTIFICATION AND ACTIVATION

- a. State Warning Point: The State Warning Point notifies the DEMHS Duty Officer of incidents that have potential State public information implications.
- b. Initial State Emergency Operations Center Activation: When the State Emergency Operations Center is activated, the DEMHS Public Information Officer (PIO) or designee, will notify public information officers for each State agency and alert them of impending Public Information operations. Depending on the severity and scale of the emergency, the DEMHS PIO will notify the Governor's Communications Director.

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c. Agency Notification: Each agency will designate a person to assist in emergency public information operations. DEMHS will request that agency emergency communications officers report to the State Emergency Operations Center, as needed.

4. RESPONSE

- a. SSF-14 will publicize, through the media and internet resources, such as social media, response activities that support affected communities. Response activities that would be publicized include, but not limited to: location of shelters and feeding stations; location of comfort stations; boil water orders; road closure information; school and office closing information; environmental hazards; evacuation orders & routes; location of ongoing emergency operations.
- b. Be prepared to issue appropriate Vermont Alert and/or EAS messages to the public, as needed.
- c. Establish and publish the number for the Vermont Public Inquiry Information Line
- d. SSF-14 will continually brief the Vermont Public Inquiry Information Line on this information so that it can be disseminated directly to the public.
- e. SSF-14 will respond to media who request to follow State Rapid Assessment & Assistance Teams (S-RAAT) in the field and provide escorts as appropriate.
- f. SSF-14 will staff the S-RAAT if assistance is requested by local authorities.
- g. Be prepared to issue appropriate Public Service Announcements (PSAs) appropriate to the developing situation.
- h. Update social media sites like Facebook and Twitter

5. RECOVERY

- a. SSF-14 will respond to reporter inquiries for damage assessment statistics and estimates, as appropriate.
- b. SSF-14 will publicize the status of disaster declarations, types of assistance available to disaster victims, and recovery center locations.
- c. SSF-14 will respond, when asked, to staff a Disaster Field Office. The DEMHS PIO may seek assistance from State agency Public Information Officers or will contract for a Public Information Officer.
- d. Anticipate and plan for the arrival of, and coordination with, ESF 15 (External Relations) personnel in the SEOI and/or the DFO.
- e. Require SSF-14 team members and their agencies to maintain appropriate records of costs incurred during the event.
- f. Maintain regular updates on social media sites.

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6. MITIGATION

- a. SSF-14 will publicize significant accomplishments (Success Stories) that highlight mitigation.
- b. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.
- d. Update social media sites

ATTACHMENTS:

- 1 - All Hazard Procedures
- 2 - VY JIC Procedures

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ATTACHMENT 1 to TAB A TO SSF ANNEX 14 All HAZARD PROCEDURES

This attachment contains operating procedures by position for Joint Information Center (JIC) staff members.

Emergency Writer

Lead PIO

Media Manager

Municipal EOC Liaison

Public Inquiry Liaison

State Agency Liaison

Web Writer

Emergency Writer

1. Receive notification from State Emergency Operations Center Lead Public Information Officer that the State Emergency Operations Center has been activated, and report to the SEOC. Unless otherwise specified, the physical location of the State Emergency Operations Center is 103 South Main Street, Waterbury.
2. Upon arrival at the SEOC, obtain briefing from Lead Public Information Officer or Deputy Public Information Officer.
3. Request work station set up from Operations and Logistics.
 - a. Work space
 - b. Computer with internet access
 - c. Phone
 - d. Any other necessary space or tools
4. When instructed to do so by Lead PIO or Deputy PIO, prepare emergency outreach materials.
 - a. Emergency Alert System message.
 - i. Prepare message
 1. Include immediate protective actions for the public – no more than two.
 2. EAS must not exceed 90 seconds.
 3. EAS must be followed by a press release with complete details.
 4. Once prepared, obtain approval from Lead or Deputy PIO.
 5. If instructed to do so, obtain approval from Incident Commander.
 - ii. Issue message
 1. Utilize DEMHS EAS procedures to issue EAS message.
 2. DEMHS EAS procedures are located in the Watch Officer folder on the DEMHS Network and in hard copy in the SEOC Communications Center next to the EAS machine.
 3. If you are unable to issue the message using the EAS machine, contact the DEMHS Watch Officer (1-800-347-0488) and request that they send out the EAS message with the information provided.
 - b. Prepare press release for incident to include:
 - i. Immediate protective actions for the public
 1. Shelter
 2. Evacuation
 3. Other pertinent instructions
 - ii. Infrastructure interruptions
 1. Roads closures/conditions
 2. Power outages
 3. Other
 - iii. Status of situation
 - iv. Resources available to the public

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1. Shelters
2. Vermont 2-1-1
3. Vermont 5-1-1 road conditions
4. National Weather Service forecasts
5. Social media sites
- c. Obtain approval of press release
 - i. Request approval of press release from Lead PIO or Deputy PIO.
 - ii. If instructed to do so, obtain approval of press release from Incident Commander.
- d. If instructed to do so, email press release to Vermont Department of Public Safety listserv
 - i. If incident affects the entire state, send email to dps.mediastatewide@state.vt.us
 - ii. If incident affects southern areas of Vermont, send email to dps.mediasouth@state.vt.us
 - iii. If incident affects northern areas of Vermont, send email to dps.medianorth@state.vt.us
- e. If unable to send to VT DPS listservs:
 - i. (no permission) contact Lead/Deputy PIO or Public Safety Answering Point at 1-800-347-0488 with instructions to distribute press release to appropriate listserv as directed above.
 - ii. (listserv outage) contact Governor's office of VDH to issue emergency messages.
- f. Forward press release to Web Writer for posting to web site and other internet sites.
- g. If Web Writer is not available post press release to web platforms
 - i. Vermont Alert using the VT-Alert Press Release Guide.
 - ii. Post link to press release on Vermont Alert to VT DEMHS social media - "Vermont Emergency Management" on Facebook and Twitter.
 1. If unable to post to VT DEMHS social media sites (no permission) contact DEMHS Watch Officer (1-800-347-0488) and request contact information for VT DEMHS or VT State Police Public Information Officer
 2. Contact VT DEMHS or VT State Police Public Information Officer and request that they post link on social media
5. Correct misinformation from press releases if any is reported and confirmed.

Lead Public Information Officer

A Deputy Public Information Officer should carry out any or all duties of Lead Public Information Officer as outlined in this procedure if Lead PIO is unavailable or the Deputy PIO is assigned to do so.

1. Receive notification from Division of Emergency Management and Homeland Security Watch Officer that the State Emergency Operations Center has been activated. Unless otherwise specified, the physical location of the State Emergency Operations Center is 103 South Main Street, Waterbury.
2. In consultation with the DEMHS Watch Office and the DEMHS Director's Office, determine immediacy of need for public notification.
 - a. If immediate public notification is NOT needed, report directly to Vermont State Emergency Operations Center.
 - b. If immediate public notification is needed:
 - i. Obtain briefing from Incident Commander or VT DEMHS Watch Officer about the situation, including the impacted location(s), description of impact, and actions currently being taken in response to the incident.
 - ii. Prepare Emergency Alert Message if conditions warrant EAS as determined by Incident Commander or Watch Officer.
 1. Include immediate protective actions for the public – no more than two.
 2. EAS must not exceed 90 seconds.
 3. EAS must be followed by a press release with complete details.
 4. Once prepared, provide information to the Incident Commander and obtain approval from Incident Commander to issue this EAS message.
 - iii. Provide information to the DEMHS Watch Officer and request that they send out the EAS message utilizing the DEMHS EAS Procedures.
 1. DEMHS EAS procedures are located in the Watch Officer folder on the DEMHS Network and in hard copy in the SEOC Communications Center next to the EAS machine.
 2. If the DEMHS Watch Officer is unable to send out the EAS message, contact the State Warning Point (1-800-347-0488) and request that they send out the EAS message with the information provided.
 - iv. Prepare press release for incident to include:
 1. Immediate protective actions for the public
 - a. Shelter
 - b. Evacuation
 - c. Other pertinent instructions
 2. Infrastructure interruptions
 - a. Roads closures/conditions

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- b. Power outages
 - c. Other
 - 3. Status of situation
 - 4. Resources available to the public
 - a. Shelters
 - b. Vermont 2-1-1
 - c. Vermont 5-1-1 road conditions
 - d. National Weather Service forecasts
 - e. Social media sites
 - v. Obtain approval of press release.
 - 1. Provide press release to the Incident Commander and request approval to distribute.
 - 2. In absence of IC, obtain approval from head of State Support Function or State Agency primarily responsible for response.
 - vi. Email press release to Vermont Department of Public Safety listserv
 - 1. If incident affects the entire state, send email to dps.mediastatewide@state.vt.us
 - 2. If incident affects southern areas of Vermont, send email to dps.mediasouth@state.vt.us
 - 3. If incident affects northern areas of Vermont, send email to dps.medianorth@state.vt.us
 - vii. If unable to send to VT DPS listservs:
 - 1. (no permission) contact Lead/Deputy PIO or Public Safety Answering Point at 1-800-347-0488 with instructions to distribute press release to appropriate listserv as directed above.
 - 2. (listserv outage) contact Governor's office of VDH to issue emergency messages.
 - viii. Post press release as a Press Release on Vermont Alert using the VT-Alert Press Release Guide.
 - ix. Post link to press release on Vermont Alert to VT DEMHS social media - "Vermont Emergency Management" on Facebook and Twitter.
 - 1. If unable to post to VT DEMHS social media sites (no permission) contact DEMHS Watch Officer (1-800-347-0488) and request contact information for VT DEMHS or VT State Police Public Information Officer
 - 2. Contact VT DEMHS or VT State Police Public Information Officer and request that they post link on social media.
 - x. Report to Vermont State Emergency Operations Center.
- 3. Upon arrival at Vermont State Emergency Operations Center obtain briefing from Incident Commander.
 - 4. Request work station set up from Operations and Logistics.
 - a. Work space
 - b. Computer with internet access

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- c. Phone
 - d. Any other necessary space or tools
5. Contact the DEMHS Watch Officer (1-800-347-0488) and request contact information for incident-appropriate state agency communicators. Contact Governor's Press Secretary (contact information available in State Emergency Operations Plan SSF 14 Annex, Tab F Joint Information Center) and other incident-appropriate state agency communicators to provide situation details.
 6. Determine number of people needed to staff SSF-14 for one operational period and number of operational periods.
 7. Notify SSF-14 staff of activation and need for deployment. If you do not have contact information for SSF-14 staff members, contact information can be furnished by the DEMHS Watch Officer (1-800-347-0488)
 8. Coordinate SSF-14 team assignments if incident requires multiple positions.
 - a. Deputy PIO - performs any or all duties of Lead Public Information Officer if Lead PIO is unavailable or assigned to do so.
 - b. Emergency Writer – prepares emergency outreach materials
 - c. Web Writer – posts information on DEMHS website, facebook, twitter and Vermont Alert.
 - d. Media Manager – coordinates press conferences, provides updates to media and monitors media
 - e. Municipal EOC Liaison – maintains contact with local EOCs and provides public information updates
 - f. Public Inquiry Liaison – maintains contact with Vermont 2-1-1 and tracks public inquiry trends
 - g. State Agency Liaison – maintains contact with affected state agencies and coordinates public notification
 9. Prepare public outreach materials in accordance with step 2(b) above if needed. Public outreach materials include news releases, educational materials and web content. Additional information about creating these materials can be found in the State Emergency Operations Plan, SSF 14 Annex, Tab F Joint Information Center.
 10. Determine appropriate media spokesperson in advance of media inquiries or press conferences. Potential spokespersons include:
 - a. Incident Commander
 - b. VT Public Safety Commissioner
 - c. VT DEMHS Director's Office or Section Chiefs
 - d. Appropriate State Support Function lead or agency head
 - e. Public Information Officer
 11. Prepare spokesperson.
 - a. Arrange briefing with spokesperson identified in step 10 above.
 - b. Prepare talking points for incident.
 - i. Include information outlined in step 2(b)(iv) above.
 - ii. Consult with agencies involved in response and appropriate State Support Function lead to update information.
 12. Field media calls and arrange appropriate response.
 - a. Answer questions directly if call is for background information.

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- b. Determine if official spokesperson is needed for formal interview.
 - i. If formal interview is required, arrange time and location with media representative and spokesperson.
 - ii. Prepare spokesperson in accordance to step 11 above.
- 13. If media inquiries are extensive or it is otherwise necessary for effective communications arrange a press briefing.
 - a. Determine location of press briefing.
 - i. Consider location of spokespeople
 - ii. Consider constraints of current situation
 - 1. Response on-scene or at state EOC
 - b. Arrange for podium and other materials needed for press conference.
 - c. Coordinate with the State Emergency Operations Logistics Section to ensure appropriate displays are operational.
 - d. Determine spokespeople – with a maximum of four
 - i. Spokesperson identified in step 10 above
 - ii. Other appropriate response organizations
 - iii. Other appropriate state agencies
 - e. Coordinate media access to press conference location
 - i. Ensure no special clearance is needed
 - ii. Determine if media or spokespeople need escort at location
 - 1. Arrange for media escort if needed.
 - f. Notify Incident Commander of press conference
 - g. Notify Governor's press secretary of press conference (contact information available in State Emergency Operations Plan SSF 14 Annex, Tab F Joint Information Center)
 - h. Notify media of press conference via media release to media listserv as outlined in 2(b)(vi) above. Media release should include:
 - i. Location
 - ii. Time
 - iii. Spokespeople
 - iv. General subject of press conference
 - i. Prepare handout press release for media to receive after press conference
 - i. In accordance with 2(b)(iv) above
- 14. If media updates are determined to be on-going, establish a media center for reporters. If assistance is required in finding a media center, contact the SEOC Logistic Section.
 - a. Location should be convenient to press conference area
 - b. Location should have phone and internet access IF POSSIBLE
 - c. Location should allow for unaccompanied access to and from media center
 - d. A media liaison should be assigned to media center
- 15. Take part in situational briefings in SEOC
- 16. Take part in decision-makers meetings to determine protective actions for the public.

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17. When updates are available, issue public notification materials as outlined in 2(b) above.
18. Monitor Facebook and Twitter for the purposes of situational awareness and rumor control.
19. Share information on DEMHS Facebook and Twitter sites from responding agencies
 - a. VTrans
 - b. Vermont Health Department
 - c. Vermont State Police
 - d. State Utilities
 - e. National Weather Service
 - i. Burlington
 - ii. Albany
 - f. All other pertinent sites
20. Delegate duties above to appropriate SSF-14 staff position as outlined in step 8 above.

Media Manager

1. Receive notification from State Emergency Operations Center Lead Public Information Officer that the State Emergency Operations Center has been activated, and report to the SEOC. Unless otherwise specified, the physical location of the State Emergency Operations Center is 103 South Main Street, Waterbury.
2. Upon arrival at state EOC get briefing from Lead Public Information Officer or Deputy Public Information Officer.
 - a. Determine status of press releases, talking points, press kits, and advisories.
3. If media inquiries are extensive or it is otherwise necessary for effective communications and instructed to do so arrange a press briefing.
 - a. Determine location of press briefing.
 - i. Consider location of spokespeople
 - ii. Consider constraints of current situation
 1. Response on-scene or at state EOC
 - b. Arrange for podium and other materials needed for press conference.
 - c. Coordinate with the State Emergency Operations Logistics Section to ensure appropriate displays are operational.
 - d. Determine spokespeople – with a maximum of four
 - i. Potential spokespeople may include:
 1. Incident Commander
 2. VT Public Safety Commissioner
 3. VT DEMHS Director's Office or Section Chiefs
 4. Appropriate State Support Function lead or agency head
 5. Public Information Officer
 6. Other appropriate response organizations
 - e. Coordinate media access to press conference location
 - i. Ensure no special clearance is needed
 - ii. Determine if media or spokespeople need escort at location
 1. Arrange for media escort if needed.
 - f. Notify Incident Commander of press conference
 - g. Notify Governor's press secretary of press conference (contact information available in State Emergency Operations Plan SSF 14 Annex, Tab F Joint Information Center)
 - h. Notify media of press conference via media release to media listserv as outlined in 2(b)(vi) of Lead PIO Procedure. Media release should include:
 - i. Location
 - ii. Time
 - iii. Spokespeople
 - iv. General subject of press conference
 - i. Prepare handout press release for media to receive after press conference
 - i. In accordance with 2(b)(iv) of Lead PIO Procedure.

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4. If media updates are determined to be on-going establish a media center for reporters. If assistance is required in finding a media center, contact the SEOC Logistic Section.
 - a. Location should be convenient to press conference area
 - b. Location should have phone and internet access IF POSSIBLE
 - c. Location should allow for unaccompanied access to and from media center
 - d. A media liaison should be assigned to media center
5. Monitor all media via web sites, print, radio, and television.
 - a. Report misinformation to the Deputy PIO.

Municipal Emergency Operations Center Liaison

1. Receive notification from State Emergency Operations Center Lead Public Information Officer that the State Emergency Operations Center has been activated, and report to the SEOC. Unless otherwise specified, the physical location of the State Emergency Operations Center is 103 South Main Street, Waterbury.
2. Upon arrival at Vermont State Emergency Operations Center obtain briefing from Lead Public Information Officer or Deputy Public Information Officer.
 - a. Status of incident.
 - b. Local jurisdictions affected.
 - c. Status of local Emergency Operations Centers.
3. Request work station set up from Operations and Logistics.
 - a. Work space
 - b. Computer and internet access
 - c. Phone
 - d. Any other necessary space or tools
4. Communicate with the SEOC Operations section to determine contact information for local Emergency Operations Centers.
5. Contact local EOCs in affected communities.
 - a. Determine best direct contact at each local EOC for Public Information.
 - b. Arrange to receive all public notifications from jurisdiction.
 - c. Determine need for public notification.
 - d. Determine if appropriate public notifications are occurring.
 - e. Offer state assistance on public notifications. If requested, coordinate with SEOC Lead PIO to provide public notification through:
 - i. Emergency Alert System
 - ii. Vermont Alert
 - iii. Press Release
6. Report information from Local EOCs to Lead Public Information Officer or Deputy Public Information Officer.
7. Maintain contact with local EOC to determine if an offer of assistance is necessary.

Public Inquiry Liaison

1. Receive notification from State Emergency Operations Center Lead Public Information Officer that the State Emergency Operations Center has been activated, and report to the SEOC. Unless otherwise specified, the physical location of the State Emergency Operations Center is 103 South Main Street, Waterbury.
2. Upon arrival at Vermont State Emergency Operations Center obtain briefing from Lead Public Information Officer or Deputy Public Information Officer.
3. Request work station set up from Operations and Logistics.
 - a. Work space
 - b. Computer and internet access
 - c. Phone
 - d. Any other necessary space or tools
4. Ensure public inquiry line at Vermont 2-1-1 is active.
 - a. Using your phone, call Vermont 2-1-1 and confirm that it is functioning.
 - b. If not active, contact Lead Public Information Officer or Deputy PIO for purposes of activation
5. Maintain contact with Public Inquiry Supervisor at 2-1-1 to update public inquiry.
 - a. If direct contact information for Public Inquiry Supervisor is unknown, call 2-1-1 and request to speak with the Public Inquiry Supervisor.
 - b. Contact Public Inquiry Supervisor on a regular basis with information pertaining to:
 - i. Changes to incident response
 - ii. Further protective actions
 - iii. Opening of shelters
 - iv. Other pertinent information
6. Identify public inquiry trends. Three similar calls to public inquiry constitute a trend.
 - a. Public Inquiry Supervisor will report trends to the Public Inquiry Liaison.
 - b. After receiving notification from Public Inquiry Supervisor of trend, Public Inquiry Liaison will report trend to Lead or Deputy PIO who will confirm or deny trend.
 - c. Public Inquiry Liaison will report back to Public Inquiry Supervisor confirming or denying trend.

State Agency Liaison

1. Receive notification from State Emergency Operations Center Lead Public Information Officer that the State Emergency Operations Center has been activated, and report to the SEO. Unless otherwise specified, the physical location of the State Emergency Operations Center is 103 South Main Street, Waterbury.
2. Upon arrival at Vermont State Emergency Operations Center obtain briefing from Lead Public Information Officer or Deputy Public Information Officer.
 - a. Status of incident.
 - b. State Support Functions/State Agencies involved in response.
3. Request work station set up from Operations and Logistics.
 - a. Work space
 - b. Computer and internet access
 - c. Phone
 - d. Any other necessary space or tools
4. If affected state agencies have been activated in the State Emergency Operations Center, communicate directly with appropriate State Support Functions to determine need for additional contact with agencies.
5. If affected state agencies have not been activated to the SEO, determine in consultation with Lead PIO and Incident Commander who the appropriate contact at affected agency is for the purposes of public notification.
6. Contact agency public information representative to update situation and coordinate public notification.
 - a. Press releases may be written by agency or SSF-14.
 - b. All press releases must be reviewed by agency and Lead PIO at SEO.
 - c. Press Release guidance can be found in State Emergency Operations Plan SSF 14 Annex, tab F Joint Information Center.
7. Maintain contact with affected agencies throughout incident.

Web Writer

1. Receive notification from State Emergency Operations Center Lead Public Information Officer that the State Emergency Operations Center has been activated, and report to the SEOC. Unless otherwise specified, the physical location of the State Emergency Operations Center is 103 South Main Street, Waterbury.
2. Upon arrival at state EOC get briefing from Lead Public Information Officer or Deputy PIO.
3. Sign in to appropriate sites to provide for web posting. If you do not have log in information for these sites, you will not be asked to fill this role.
 - a. VT DEMHS web site (vem.vermont.gov)
 - b. VT DEMHS Facebook (facebook.com/vermontemergencymanagement)
 - c. VT DEMHS Twitter (twitter.com/vemvt)
 - d. Vermont Alert (vtalert.gov)
4. When instructed by Lead or Deputy PIO, post information to web platforms.
 - a. Material should come from press releases and other public notifications.
5. Maintain information on all formats to reflect current incident information and protective actions.
 - a. Add new incident information and protective actions.
 - b. Remove outdated incident information and protective actions.