

Local Emergency Management Plan Municipal Adoption Form

Town/City of GRAFTON

117 Main St. PO Box 180
GRAFTON, VT 05146

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

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

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

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

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

Municipality	Grafton
LEMP Adoption Date	4/22/2019
NIMS Adoption Date	10/23/2006
EMD Name	Bill Kearns
Position	EMD
Primary Phone	802 843 2552
Alternate Phone	802 843 1320 h 802 289 2393 c
Email	townadmin@grafftonvt.org
POC 2 Name	Allan Sands
Position	Deputy EMD
Primary Phone	802 875 2279 h
Alternate Phone	802 289 1951 c
Email	asandswpc71@vermontel.net
POC 3 Name	Eric Stevens
Position	EMC
Primary Phone	802 843 2568
Alternate Phone	
Email	ericstev@vermontel.net

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

Signed* _____

William G. Kearns, EMD

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

Joseph Pollio, Chair Grafton Selectboard.

Printed Name, Selectboard / council member

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

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



Local Emergency Management Plan (LEMP)

Required Elements

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

Municipal Adoption		
<input type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	☒
	Contact information for local authorities during an emergency	☒
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	☒
	LEMP adoption by local selectboard / city council (annual)	☒
LEMP Required Elements		Page
<input type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	1
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	1
	EOC staff positions and duties (minimum 1)	1
	List of potential EOC staff members (minimum 1)	1
	Facility information for potential EOC locations (minimum 1)	1-2
<input type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	2
	List of municipal contracts that can be used during an emergency (if any)	2-3
	List of other local resources that could be used during an emergency (if any)	3-4
	National Incident Management System (NIMS) Typed Resource List	5
<input type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	6
	Local website / social media information (if any)	6
	List of local media outlets (if any)	6
	Public notice sites for non-phone/Internet information	6
	Vermont 2-1-1 contact information	6
<input type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	6
	Identification and monitoring process	6
<input type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	7
	Opening information for local shelters (if any)	7
	Service information for local shelters (if any)	7
<input type="checkbox"/>	Contact Information	
	Emergency Management personnel	9
	Response organizations	9
	Municipal officials / public works	9-10
	State, region, and adjacent municipality contacts	3-4

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

Local Emergency Management Plan

1. Emergency Management (EM) planners

These are the people who wrote and/or maintain this plan.

Bill Kearns, EMD, Town Administrator	Rich Thompson, Fire Chief Danny Taylor, Highway Foreman
Allan Sands, Deputy EMD, Selectboard	Kim Record, Town Clerk
Eric Stevens, EMC	Michelle Dolloph, Assistant Town Clerk

2. Municipal Emergency Operations Center (EOC)

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

Who, by position, can activate the EOC? Bill Kearns/Allan Sands

Preferred EOC Positions and Duties

EOC Director Bill Kearns	Supervises and directs all EOC activities coordinating municipal support and response
Eric Stevens	Staffs phones and radio
Allan Sands	Tracks and answers any Requests for Information (RFI)
Allan Sands	Tracks and coordinates any Requests for Support (RFS)
Pub Info Officer	Produces and posts public information and press releases

Potential EOC Staff Members

<i>Name</i>	<i>Notes / Contact Information</i>
Kim Record	802 843 2419 krecord@graftonvt.org
Michelle Dolloph	802 842 2419 mdolloph@graftonvt.org
John Gregory	802 843 2514 802 289 2022 jgregory@vermontel.net

Primary EOC Location

Facility / Address:	220 Bell Road, Grafton (above intersection of Fisher hill and Bell Rd. in the meeting room of highway garage)
Phone Numbers:	Highway garage 843 2456 initially. Phone jacks in EOC will be activated and assigned numbers by VTel as needed.
Equipment/Notes:	Two portable computer (primary has email address TownAdmin@graftonvt.org , secondary has graftonic@vermontel.net , Wi-Fi, printer, Epson interactive projector, 2 meter ban radio, fire/rescue (KCF415) radio with local freqs, Maps, "T" card system, 6 portable radios on Town Municipal freqs, emergency power generator, white boards, tables and chairs and filing and storage cabinets, kitchenette and bathroom.

Alternate EOC Location

Facility / Address:	Town hall, upstairs 117 Main St., Grafton
Phone Numbers:	832 2552, and 843 2419
Equipment/Notes:	Two portable computer (primary has email address TownAdmin@graftonvt.org , secondary has

	graftonic@vermontel.net , Wi-Fi, printer, 2 meter ban radio, fire/rescue (KCF415) radio with local freqs, Maps, "T" card system, 6 portable radios on Town Municipal freqs, emergency power generator, tables and chairs. Other needs would have to be brought in from primary EOC.
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3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:	Selectboard, Town Highway Foreman Danny Taylor, or as appointed by the Selectboard, which will be IC or EMD	
Emergency spending limits: As set in the Delegation of Authority. Initially \$5,000, then as set forth in Delegation. Exception, If the emergency is such that no delegation can be executed AND the event is a Presidentially Declared Disaster, this is set forth in the Emergency Management Policy which delegates this authority to EMD.	Initially Town Highway Foreman: Danny Taylor, then as Delegated by Selectboard to EMD or IC	
<i>Businesses with Standing Municipal Contracts</i>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Fuel – Vehicles, Heating and Heating Maintenance.	James and James	802 463 3122
Phone service, new phones	VTel	800 279 4049, 802 885 9000
Computer Tech	Dominion Tech Computer Services	802 655 0880
Solid Waste	Waste Management	800 847 5303
Emergency Generators	Brookfield Services	802 485 6567
Uniforms	UniFirst	800 879 6149
Drinking Water	Leader Distributing	802 254 6093
Copier	Cannon	800 220 0330

Fire Extinguisher	Johnson Control	802 879 6149
Post Office	Grafton Post Office	802 843 2335
Welding gases	Air Gas of Keene	866 935 3370
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Backhoe, Excavator; Dozer, Dump Trks, other Heavy Equipment	Jamie Gregory Trucking and Excavating	802 843 1024, 802 376-6495 jgregoryte@vermontel.net
Backhoe, Excavator, Dump Trks, other heavy equipment	Ivor Stevens	802 869 1092, 802 376 5647 istevensgm@vermontel.net
ATVs/road reconnaissance	Gus Plummer	802 289 4177 ajpelectric@gmail.com
Rescue, Fire, Search and Rescue, and Mutual Aid Departments	Grafton Volunteer Fire Dept. and Grafton Rescue and Southwest NH Mutual Aid (Keene)	911, by radio to KCF415, GVFD Station Tel.# 802 843 2401
Town of Chester Town Hall – Highway Equipment and Mutual Aid EMS	Clerk	802 875 2173 deborah.aldrich@chestervt.gov
Town of Townshend Town Hall – Highway Equipment	Clerk Highway	townshendtownclerk@gmail.com 802 365 7309 802 365 7300
Town of Windham – Highway Equipment	Clerk Highway	802 874 4211 802 874 4211
Town of Rockingham – Highway Equipment	Clerk Highway	802 463 4336 clerk@rockbf.org 802 463 4336
Town of Springfield – Emergency Equipment and Highway Equipment	Town Manager Fire Chief Police Highway	802 885-2104 tosmanager@vermontel.net 802 885 4546 rthompson@springfieldvtfire.org 802 885 2113 802 886 2208
Vermont State Police	Dispatch	802 722 4600/ 911
Windham County Sheriff	Offices	Emergency 802 365 4949 Phone 802 365 4942 Fax 802 365 4945

Windham Foundation – Coordination of Response Operations and Heavy Equipment	Business Offices	802 843 2211
Temporary Shelter Food	Grafton Cares – Dennis Hunt	802 869 2674 huntd@vermontel.net
Ambulance	Golden Cross	911 or KCF415 or through Town Fire and Rescue
Local ATV/Snowmobile club or ATV/snowmobile owners. Welfare Checks, Road Damage checks and Search and Rescue	Grafton Outing Club	Amber Stevens Ivor Stevens 802 869 1092 h, 802 376 5647 c istevensgm@vermontel.net Jamie Gregory 802 843 1024 h, 802 376-6495 c jgregoryte@vermontel.net
Hospital Emergency Room	Grace Cottage Hospital	802 365 7357
Electric Emergency	Green Mountain Power	Al Neff District Ops 802 777 4713 Mike Burke (GMP Operations) 802 655 8520 o, 802 324 8012 c Outages 888 835 4672
Emergency Radio Commo	RACES	800 347 0488
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support <p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

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

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

4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town website www.graftonvt.org Face Book sites: Grafton News, Grafton Fire and Rescue, Chester Telegraph
Local Newspaper, Radio, TV:	Grafton News Chester Telegraph (on-line newspaper) Brattleboro Reformer
Public Notice locations:	Town website: www.graftonvt.org Town Hall (porch and inside bulletin boards MKT Main St. bulletin board.
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
Name / Notes	Contact Info
CARE (Citizen Assistance Registration for Emergencies) Seniors and home bound	(Supporting PSAP) Grafton Cares huntd@vermontel.net 802 869 2674
Green Mountain Power (GMP) list of vulnerable persons when electricity out – App Map (App Store “Green Mountain Power”	App Map, GMP
See Page 4 Local ATV and Snowmobile Organization - Grafton Outing Club -Assigned to do Welfare Checks and Damage assessment of infrastructure when safe during incident response and recovery.	See Page 4 above. Grafton Outing Club

6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
Spontaneous Sheltering	
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 	
Regional Shelter	
Location / Address:	Brattleboro, White River Junction
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	Call Red Cross as situation arises.
Primary Local Shelter	
Location / Address:	Warming Shelter Town Hall see notes below.
Facility Contact(s):	Town Offices
Phone Numbers:	802 843 2419 or 843 2552
Shelter Manager:	Town Staff
Staff Requirements:	1 person
Services:	Warm/Cool Lunch/Water
Notes: Warming shelter: Town Hall Upstairs 117 Main St. Grafton	<p><u>Statement:</u> In our experience no one in Grafton will go to a shelter. However, warming shelter – 8 am to 4 pm only - may be needed in winter, as a place to warm and return home or as a place to warm before going to an overnight Red Cross shelter.</p> <p><u>Warming Shelter</u> will be open as necessary at: <u>Grafton Town Hall:</u> Capacity 30, Generator-Yes, Pets Allowed in carriers or on leash, NOT HANDICAP ACCESSIBLE must be able to navigate one flight of stairs</p>
Alternate Local Shelter	
Location / Address:	Warming Shelter at GES
Facility Contact(s):	Town Offices
Phone Numbers:	802 843 2419 or 843 2552
Shelter Manager:	To be appointed if this shelter is opened
Staff Requirements:	2 persons
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes: Warming shelter: Grafton Elementary School 70 School St. Grafton (When school not in session)	<p>See <u>Statement</u> above.</p> <p><u>Warming Shelter</u> will be open as necessary at: <u>Grafton Elementary School:</u> Capacity 100, Generator-Yes, Pets allowed in carriers or on leash.</p>

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Annexes (Optional, create and letter as needed)

A1 Town Map (Map is posted in Town Hall, EOC and Grafton VFD)
A2 Local Jurisdiction Request for Emergency Declaration FF (Fillable Form)
A3 Local Situation Report FF
A4 ICS 201 Incident Briefing FF
A5 ICS 202 Incident Objectives FF
A5 ICS 203 Organization assignment List FF
A5 ICS 204 Assignment List FF
A5 ICS 205 Incident Communications Plan FF
A5 ICS 206 Medical Plan FF
A5 ICS 207 Organizational Chart FF
A5 ICS 209 Incident Status Summary FF
A5 ICS 211 Check in List FF
A5 ICS 213 Message Form FF
A5 ICS 214 Unit Activity Log FF
A5 ICS 215 Operational Planning Worksheet FF
A5 ICS 216 Radio Requirements Worksheet FF
A6 Incident Commander's Organizer (National Wildlife Coordination Group pms 206)
B1 Emergency management Ordinance – Grafton 2015
B2 Incident Delegation of Authority Template - Grafton
B3 List of Delegations of Authority FF
C1 GVFD Station Roster 4.17.2019
C2 WRC Emergency Contact for SitRep
D1 Instream EPM Fact Sheet
D2 Instream EPM Guide

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

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Bill Kearns	802 843 2552 w	802 843 1320 h	802 289 2393 c	graftonic@vermontel.net townadmin@grattonvt.org
EM Coordinator	Eric Stevens	802 843 2568			ericstev@vermontel.net
Deputy EMD	Allan Sands	802 875 2279 h		802 289 1951 c	asandswpc71@vermontel.net
Local Response Organization Contacts					
Fire Chief	Rich Thompson	802 843 1334 w	802 843 1270 h	802 289 4487 c	rjthompson@vermontel.net
Assistant/Deputy Fire Chief	Robbie Sprague	802 843 2288 h		802 384 2288 c	twostepbranch@vermontel.net
EMS Chief	Keith Hermiz	802 843 1160 h		802 952 9593 c	
Constable	Michael Waysville	802 875 2240 h			
State Police or County Sheriff	VT State Police	802 722 4600			
Local Dispatch Center	VT State Police	802 722 4600			
Local Public Works Contacts					
Road Foreman	Danny Taylor	802 843 2456 w	Pager 802 290 9874	802 289 1508	townshed@grattonvt.org
Road Commissioner	Selectboard	802 843 2552 w			townadmin@grattonvt.org
Town Garage	Danny Taylor	802 843 2456 w			townshed@grattonvt.org
Drinking Water Utility	n/a				
Wastewater Utility	n/a				
Municipal Government Contacts					
Town Administrator	Bill Kearns	802 843 2552 w	802 843 1320 h	802 289 2393 c	townadmin@grattonvt.org
Town/City Manager	n/a				
Selectboard Chair	Joe Pollio	802 843 8846 h		802 249 3531 c	redlandfarmer@reagan.com
Selectboard Alt	Stan Mack	802 843 2266 h		802 380 9430 c	firebarn@vermontel.net
Selectboard Alt	Allan Sands	802 875 2279 h		802 289 1951 c	asandswpc71@vermontel.net
Selectboard Alt	Cathy Siano-Goodwin	802 869 2548 h		802 230 8611 c	dini@vermontel.net
Selectboard Alt	Josh Hearne	802 344 0133 h		802 376 8802 c	jphearne@yahoo.com
Town Clerk	Kirm Record	802 843 2419 w			krecord@grattonvt.org

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Treasurer / Finance	Kim Record	802 843 2419 w			krecord@graftonvt.org
Town Health Officer	Jay Karpin	802 451 0007 h			jayhkarpin@gmail.com
Forest Fire Warden	Bill Brown	802 843 2523 h		802 380 0131	Beebster143@yahoo.com bbbrown@vermontel.net
Animal Control Officer	Michael Waysville	802 875 2240 h			
School Contact #1	Liz Harty, Principal	802 843 2495 w			elizabeth.harty@wnesu.com
School Contact #2	MaryBeth Culver, Secretary	802 843 2495 w			
School District Office	WNESU	802 463 9958 w			
Other Contacts					
SEE State Regional and Local OTHER RESOURCES ON PAGES 3 AND 4 ABOVE, AND GVFD ROSTER IN ATTACHMENTS					

LOCAL JURISDICTION REQUEST FOR EMERGENCY DECLARATION

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

- Director of Emergency Management
- Member of Legislative Body
- City/Town Manager
- Mayor

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

Grafton, VT

This disaster began on _____ (mm/dd/yyyy). We have activated and utilized our Local Emergency Operations Plan. I request that the State of Vermont activate and utilize its Emergency Operations Plan and authorize any resources needed to respond to, mitigate and recover from this disaster.

I shall send the initial Local Situation Report to the State Emergency Operations Center as soon as it is completed;

OR,

The initial Local Situation Report is attached to this request.

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

Signature _____

Printed or typed name and title _____

Contact information for confirmation (email/ph/fax/radio): _____

**Telephone the State Emergency Operations Center at (800) 347-0488 or (802) 244-8721
and
email this request as promptly as possible to SEOC at dps.dlanplanning@state.vt.us
or fax 1-802-241-5556**

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

Vermont Local Situation Report

IF YOU REQUIRE IMMEDIATE ASSISTANCE, PLEASE CALL 1-800-347-0488

City/Town of Grafton, VT

Report # _____

Date: _____

Time: _____

No assistance requested

Point of Contact

Who has been appointed as the Incident Commander (name and title)? _____

Reporting Point of Contact (name and title): _____ POC Contact number: _____

Local Emergency Operations Center

A local EOC has been activated

A local EOC has NOT been activated

Location of Local EOC: _____

Local EOC Director: _____

Local EOC contact number: _____

Critical Elements of Information

What is the nature of your Disaster? _____

Are there any injuries in your community? No Yes. How Many? _____

Are there any deaths in your community? No Yes. How Many? _____

Evacuation Status: No evacuations at this time Yes. If yes, # evacuated _____

Are any individuals isolated? No Yes. If yes, # Buildings _____ #Individuals _____

Have you opened a shelter? If so, what are the locations? No Yes _____

Areas of town without power: _____

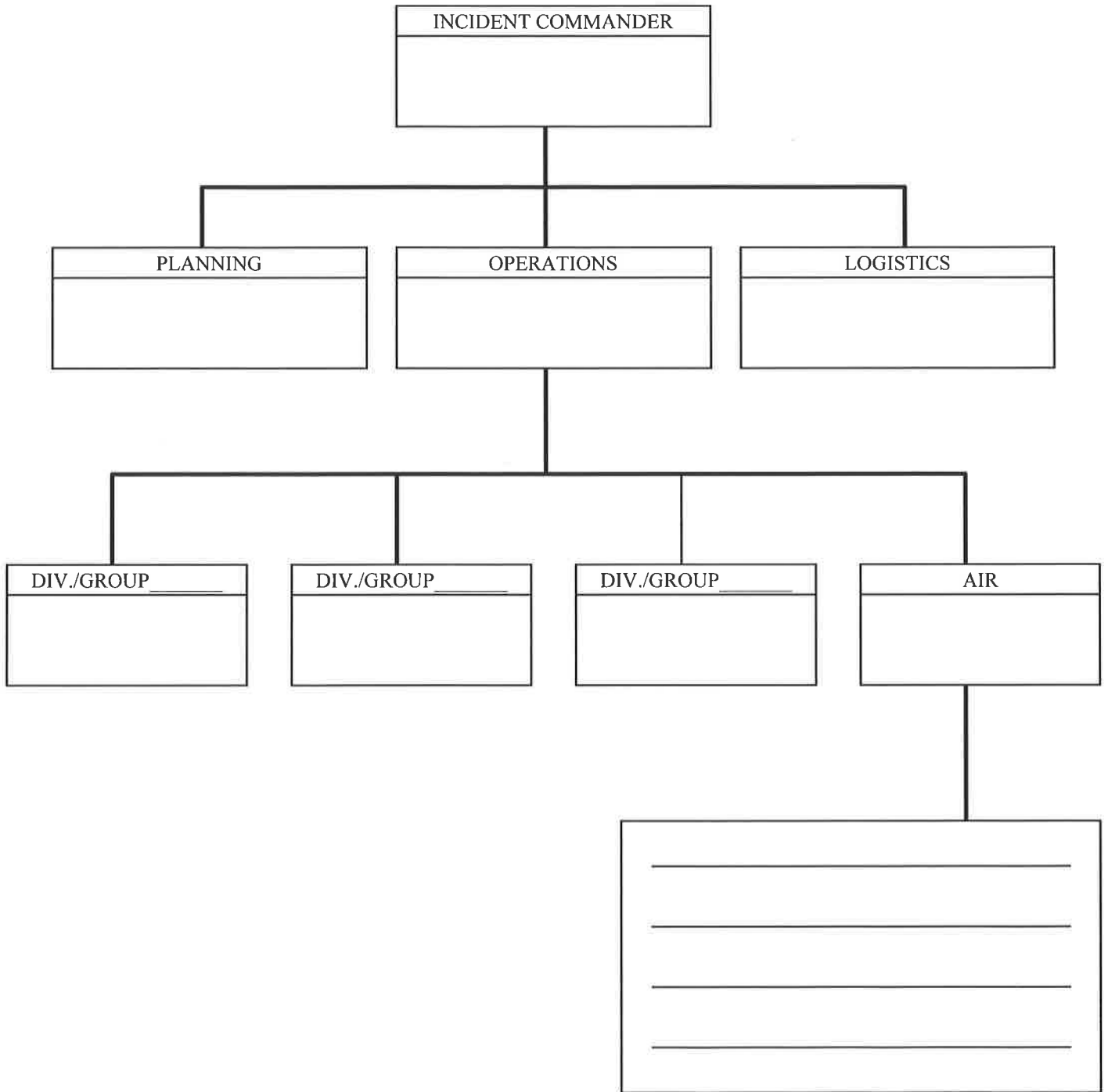
Are there any school closures: _____

What is the status of your roads and bridges? All passable The following roads and/or bridges are closed: _____

Any Questions, please call the State EOC at (800) 347-0488

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
ICS 201 (12/93) NFES 1325	PAGE 1	5. PREPARED BY (NAME AND POSITION)	

7. CURRENT ORGANIZATION



ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED																																																																
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)																																																																		
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DIRECTOR																																																																				
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FOOD UNIT																																																																				
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COMPENSATION/CLAIMS UNIT																																																																				
COST UNIT																																																																				

ICS 203	9. PREPARED BY (RESOURCE UNIT)
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1. BRANCH	2. DIVISION/GROUP	ASSIGNMENT LIST
-----------	-------------------	------------------------

3. INCIDENT NAME	4. OPERATIONAL PERIOD DATE _____ TIME _____
------------------	---

5. OPERATIONS PERSONNEL

OPERATIONS CHIEF _____	DIVISION/GROUP SUPERVISOR _____
BRANCH DIRECTOR _____	AIR TACTICAL GROUP SUPERVISOR _____

6. RESOURCES ASSIGNED THIS PERIOD					
STRIKE TEAM/TASK FORCE RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	TRANS. NEEDED	DROP OFF PT./TIME	PICK UP PT./TIME

7. CONTROL OPERATIONS

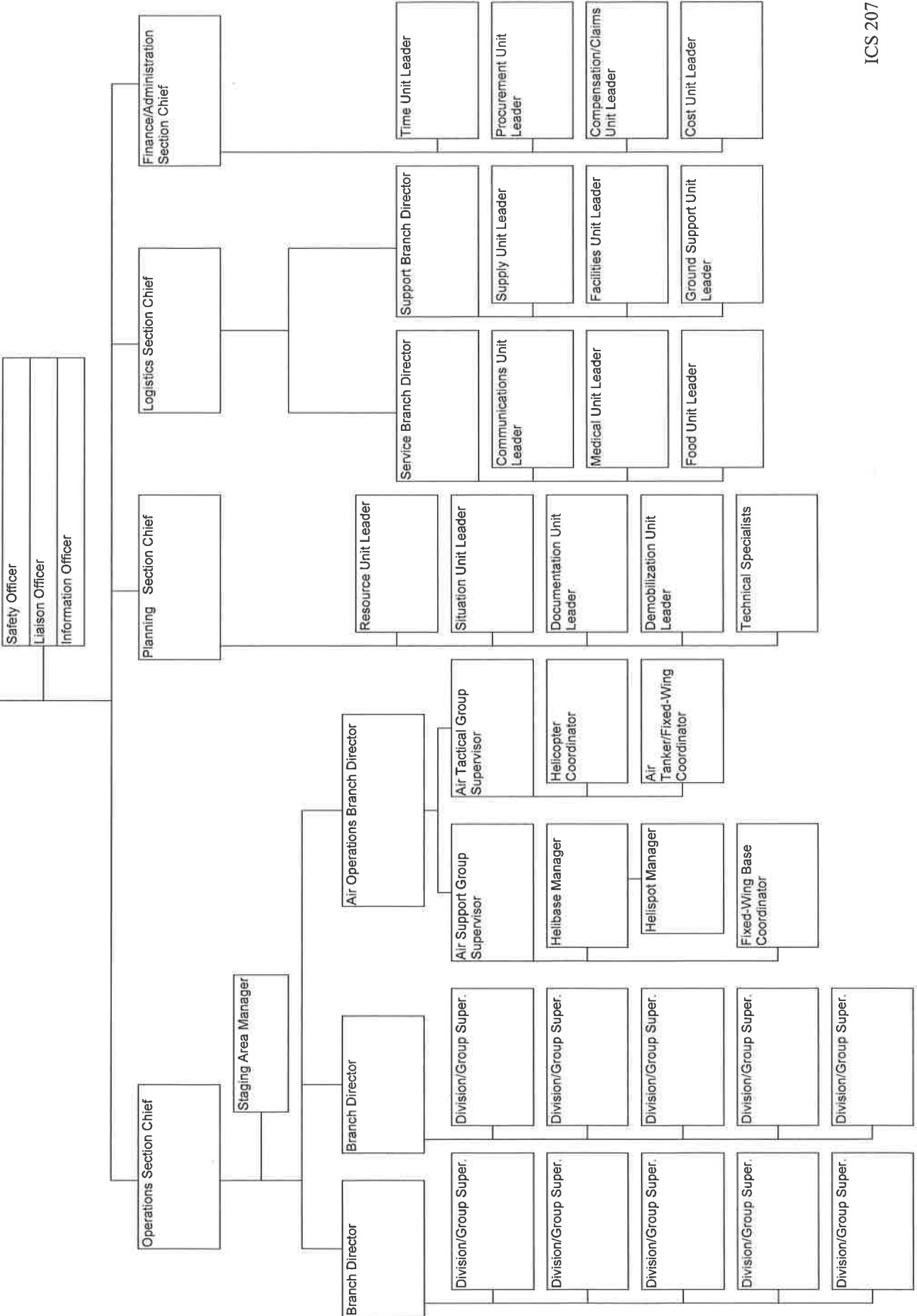
8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV/GROUP TACTICAL					GROUND TO AIR				

PREPARED BY (RESOURCES UNIT LDR.)	APPROVED BY (PLANNING SECTION CHIEF)	DATE	TIME
-----------------------------------	--------------------------------------	------	------

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD				
5. INCIDENT MEDICAL AID STATIONS								
MEDICAL AID STATIONS	LOCATION			PARAMEDICS				
				YES NO				
6. TRANSPORTATION								
A. AMBULANCE SERVICES								
NAME	ADDRESS	PHONE	PARAMEDICS					
			YES NO					
B. INCIDENT AMBULANCES								
NAME	LOCATION			PARAMEDICS				
				YES NO				
7. HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		YES	NO	YES	NO
8. MEDICAL EMERGENCY PROCEDURES								
ICS 206 8-78	9. PREPARED BY (MEDICAL UNIT LEADER)			10. REVIEWED BY (SAFETY OFFICER)				

Incident Commander _____
 Operational Period _____
 Date _____ Time _____



INCIDENT STATUS SUMMARY

1. Date	Time	2. INITIAL ___ UPDATE ___ FINAL				3. Incident Name						4. Incident Number																	
5. Incident Commander		6. Jurisdiction		7. County		8. Type Incident				9. Location				10. Started Date _____ Time _____															
11. Cause		12. Area Involved		13. % Contained		14. Expected Containment Date _____ Time _____		15. Ext Control Date _____ Time _____		16. Declared Controlled Date _____ Time _____																			
17. Current Threat						18. Current Problems																							
19. Est Loss		20. Est Savings		21. Injuries		Deaths		22. Line Built				23. Line to Build																	
24. Current Weather WS WD Temp RH				25. Predicted Weather WS WD Temp RH				26. Costs to Date				27. Est Total Cost																	
28. Agencies																													
29. Resources																										Totals			
KIND OF RESOURCE		SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST		
ENGINES																													
DOZERS																													
CREWS																													
HELICOPTERS																													
AIR TANKERS																													
TRUCK COS.																													
RESCUE / MED																													
WATER TENDERS																													
OTHER																													
OVERHEAD PERSONNEL																													
TOTAL PERSONNEL																													
30. Cooperating Agencies																													
31. Remarks																													
32 Prepared By												33. Approved By												34. Sent To					
																								Date		Time		By	

GENERAL MESSAGE

TO:

POSITION

FROM

POSITION

SUBJECT

DATE

MESSAGE:

DATE

TIME

SIGNATURE/POSITION

A Publication of the
National Wildfire Coordinating Group



INCIDENT COMMANDER'S ORGANIZER

The Incident Commander's Organizer is designed to provide an IC with method to organize a rapidly evolving incident. Its use is voluntary and should be considered personal documentation. IC's will adapt this system to the unique nature of each incident.

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NWCG Operations and Training Committee

<https://www.nwcg.gov/publications/206>



PMS 206
NFES 2906

March 2015

Indicators of Incident Complexity

Common indicators may include the area (location) involved; threat to life, environment and property; political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident. The following are common contributing indicators for each of the five complexity types.

TYPE 5 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> Incident is typically terminated or concluded (objective met) within a short time once resources arrive on scene For incidents managed for resource objectives, minimal staffing/oversight is required Resources vary from two to six firefighters Formal Incident Planning Process not needed Written Incident Action Plan (IAP) not needed Minimal effects to population immediately surrounding the incident Critical Infrastructure, or Key Resources, not adversely affected 	<ul style="list-style-type: none"> Incident Commander (IC) position filled Single resources are directly supervised by the IC Command Staff or General Staff positions not needed to reduce workload or span of control

TYPE 4 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> Incident objectives are typically met within one operational period once resources arrive on scene, but resources may remain on scene for multiple operational periods Multiple resources may be needed Resources may require limited logistical support Formal Incident Planning Process not needed Written Incident Action Plan (IAP) not needed Limited effects to population surrounding incident Critical Infrastructure or Key Resources may be adversely affected, but mitigation measures are uncomplicated and can be implemented within one Operational Period Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction 	<ul style="list-style-type: none"> IC role filled Resources either directly supervised by the IC or supervised through an ICS Leader position Task Forces or Strike Teams may be used to reduce span of control to an acceptable level Command Staff positions normally not filled to reduce workload or span of control General Staff position(s) normally not filled to reduce workload or span of control

TYPE 3 Incident Complexity Indicators

General Indicators	Span of Control Indicators
<ul style="list-style-type: none"> Incident typically extends into multiple operational periods Incident objectives usually not met within the first or second operational period Resources may need to remain at scene for multiple operational periods, requiring logistical support Numerous kinds and types of resources may be required Formal Incident Planning Process is initiated and followed Written Incident Action Plan (IAP) needed for each Operational Period Responders may range up to 200 total personnel Incident may require an Incident Base to provide support Population surrounding incident affected Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple Operational Periods Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction 	<ul style="list-style-type: none"> IC role filled Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level Command Staff positions may be filled to reduce workload or span of control General Staff position(s) may be filled to reduce workload or span of control ICS functional units may need to be filled to reduce workload

INCIDENT OBJECTIVES	Incident
Operational Period	Date
General Control Objectives	
Weather Forecast for Period	
Hazard Identification	

FIELD WEATHER OBSERVATIONS

Incident: _____ Date: _____

Time				
Location				
Aspect				
Elevation				
Wind Speed				
Direction				
Sky Cover				
Dry Bulb				
Wet Bulb				
RH %				
Dew Point				

Additional Observations

INCIDENT MEDICAL PLAN

Incident: _____ Date: _____

Medical Personnel/Stations on Scene

Name/Contact	Location

Ambulance Services

Name	Phone	Address	Paramedics Yes/No

Hospitals

Name	Phone	City	Helipad Yes/No	Burn center Yes/No

ALS - Helicopter

Name	Location	Helicopter Type

Emergency Medical Procedures

BRIEFING CHECKLIST

Situation

- Fire name, location, map orientation, other incidents in area
- Terrain influences
- Fuel type and conditions
- Fire weather (previous, current, and expected)
- Winds, RH, temperature, etc.
- Fire behavior (previous, current, and expected)
Time of day, alignment of slope and wind, etc.

Mission/Execution

- Command
Incident Commander/immediate supervisor
- Leader's intent
Overall objectives/strategy
- Specific tactical assignments
- Contingency plans
- Medevac plan
Personnel, equipment, transport options, contingency plans

Communications

- Communication plan
Tactical, command, air-to-ground frequencies
Cell phone numbers

Service/Support

- Other resources
Working adjacent and those available to order
Aviation operations
- Logistics
Transportation
Supplies and equipment

Risk Management

- Identify known hazards and risks
- Identify control measures to mitigate hazards/reduce risk
- Identify trigger points for reevaluating operations

Questions or Concerns?

INCIDENT ACTION PLAN (IAP) CONTENTS

- | | |
|----------------------------------|-------------------------------|
| 1. Incident Objectives (ICS 202) | 7. Medical Plan (ICS 206 WF) |
| 2. Organization List (ICS 203) | 8. Safety Analysis (ICS 215A) |
| 3. Division List (ICS 204 WF) | 9. Air Ops Summary (ICS 220) |
| 4. Fire Weather Forecast | 10. Unit Log (ICS 214) |
| 5. Communication Plan (ICS 205) | |
| 6. Safety Message (ICS 208) | |

TOWN OF GRAFTON EMERGENCY MANAGEMENT ORDINANCE

The Selectmen of the Town of Grafton hereby ordain:

ARTICLE I – THE OFFICE OF EMERGENCY MANAGEMENT

Section 1. Short Title.

This Ordinance shall be known and may be cited and referred to as Emergency Management Ordinance of the Town of Grafton.

Section 2. Intent and Purpose.

- (1) It is the intent and purpose of this Ordinance to establish a local organization that will ensure the complete and efficient utilization of all the Town's facilities to combat attacks or other disasters as defined herein.
- (2) The Town of Grafton's Emergency Management Appointed Officers will be the coordinators for all activity in connection with emergency management; they will be the instrument through which the Town Selectmen may exercise authority and discharge the responsibilities vested in them in VSA Title 20, Part 1, Chapter 1, Section 6, and as amended in this Ordinance.

This Ordinance will not relieve any Town Department of the moral responsibilities or authority given to it by State statutes or local Ordinance, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies.

Section 3. Definitions.

- (1) The following definitions shall apply in the interpretation of this Article:
 - (a) "Emergency Management" means the preparation for and carrying out of all emergency functions, other than the functions for which military forces or other federal agencies are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by enemy attack, sabotage, or other hostile action or from flood, fire, storm, or other natural causes, or from radiological incidents or hazardous chemical or substance incidents and the preparation and planning designed to insure that this Town is prepared to deal with such disaster or emergencies and includes civil defense activities.
 - (b) "Attacks" shall mean a direct or indirect assault against the Town of its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, radiological, chemical or biological warfare, or sabotage.
 - (c) "Disaster" includes natural and man-made disaster but is not limited to actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic or other impending or actual emergency or calamity endangering or threatening to endanger health, life or property or constituted government.
 - (d) "Emergency Management Forces" shall mean the employees, equipment and facilities of all Town departments, boards, institutions and commissions; in addition, it shall include all volunteer personnel, equipment and facilities contributed by, or obtained from, volunteer persons or agencies.
 - (e) "Volunteer" shall mean contributing a service, equipment or facilities to the emergency management organization without remuneration.
 - (f) "Emergency Management Volunteer" shall mean any person duly registered, identified and appointed by the Town of Grafton's Emergency Management Director, appointed as prescribed in this Ordinance.

TOWN OF GRAFTON EMERGENCY MANAGEMENT ORDINANCE

preserve critical resources. Such regulations may include, but shall not be limited to, the following:

1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the work of emergency management forces, or to facilitate the mass movement of persons from critical areas within or without the Town.
2. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
3. Such other regulations necessary to preserve public peace, health and safety.
4. Regulations promulgated in accordance with the authority above will be given widespread circulation by proclamations published and uttered by newspaper, social media and radio. These regulations will have the force of Ordinance when duly filed with the Town Clerk and violations will be subject to the penalties provided in State statute, Town Ordinance or Policies.

- (c) The Emergency Management Director shall order emergency management forces to the aid of other communities when required in accordance with statutes of the state, and he/she may request the state, or a political sub-division of the state, to send aid to the Town of Grafton in case of disaster when conditions in the Town are beyond the control of the local emergency management forces.
- (d) The Emergency Management Director may obtain vital supplies, equipment and other properties found lacking and needed for the protection of health, life and property of the people, and bind the Town for the fair value thereof.
- (e) Emergency Management Director may require emergency services of any Town officer or employees. If regular Town forces are determined inadequate, the Director may require the services of such other personnel as he can obtain that are available, including citizen volunteers. All duly authorized persons rendering emergency services shall be entitled to the privileges and immunities as provided by State law, Town Policies and Ordinances for regular Town employees and other registered and identified emergency management and disaster workers.
- (f) The Emergency Management Director will exercise his/her powers conferred upon him/her by the Policies and Ordinances of the Town, and all powers conferred upon him/her by any statute or any other lawful authority.

(2) Town Emergency Management Coordinator.

- (a) The Town Emergency Management Coordinator shall be responsible to the Emergency Management Director in regard to all phases of the emergency management activity. Under the supervision of the Director, he/she shall be responsible for the planning, coordination and operation of the emergency management activity in the Town. Under the supervision of the Director, he/she shall maintain liaison with the state and federal authorities and the authorities of other nearby political sub-divisions as to ensure the most effective operation of the Emergency Management plan. His/Her duties shall include, but not be limited to, the following:
 1. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

TOWN OF GRAFTON EMERGENCY MANAGEMENT ORDINANCE

The Vermont Statute

Title 20 : Internal Security And Public Safety, Chapter 001 : Emergency Management § 24. Penalties

Any person violating any provision of this chapter or any rule, order or regulation made pursuant to this chapter which rule, order or regulation shall be filed with the secretary of state, shall, upon conviction thereof, be punishable by a fine not exceeding \$500.00 or imprisonment not exceeding six months or both.

Town of Grafton, VT- Emergency Delegation of Authority

I, the chief elected official of the Town of Grafton, hereby appoint _____ (name) as municipal Incident Commander for responding to / recovering from _____ (incident) until _____ (date), and have delegated to this individual the authority to perform the following functions:

- Provide overall leadership and accountability for responding organizations
- Ensure incident safety
- Set the incident objectives, strategies, and priorities
- Delegate authority to others
- Coordinate for mutual aid and other external support
- Spend, or commit the municipality to spending, up to _____ (note any processes or restrictions below)

Additionally, the following authorities have also been delegated:

The following restrictions have been set on this authority:

Signed this day of _____

(Signature of chief executive officer or chief elected official)

(Printed name of chief executive officer or chief elected official)

Authorized by the Selectboard at its meeting on _____. (Except when, due to the emergency a quorum is not available, then state authority for delegation:

List of Delegations of Authority

“Delegations of authority identify who is authorized to act on behalf of senior leadership or other officials for specified purposes and ensures that designated individuals have the legal authorities to carry out their duties. To the extent possible, these authorities should be identified by title or position, and not by the individual office holder’s name. Generally, predetermined delegations of authority will take effect when normal channels of direction are disrupted and will terminate when these channels are reestablished.”¹

Below, please indicate the signed delegations of authority within your jurisdiction. Please attach those delegations to this document for ease of reference. A Delegation of Authority template has been included in the Templates appendix of this plan.

Name & Title	Date Executed	Authority

¹ (Federal Emergency Management Agency, 2009, pp. f-1)

Grafton Fire and Rescue
Contact list updated 4/17/19

<p>Eric Stevens Retired Chief 1186 Rt. 121 East H 802-843-2568 ericstev@vermontel.net Fire 06/83</p>	<p>Richard Thompson Chief (58 C1) 700 Fisher Hill Rd. H 802-843-1270 W 802-843-1334 Cell 802-289-4487 rjthompson@vermontel.net FF1</p>	<p>Keith Hermiz Rescue Captain (58 RC1) 511 Chester Rd., P.O. Box 97 H 802-843-1160 Cell 802-952-9593 KHERMIZ@gmail.com Fire 7/03 FF1</p>
<p>Tim Bosch GFA Trustee 3730 Simpson Brook Rd. Townshend 05353 P.O. Box 232, Grafton H 365-9293 Cell 802-380-0120 timbosch@sover.net Fire 03/98 FF1</p>	<p>Robbie Sprague Asst. Chief (58 C2) 946 Fisher Hill Rd. H 802-843-2288 Cell 802-384-2288 twostepbranch@vermontel.net Fire 2/11 FF 1</p>	<p>Stanley Mack GFA President 83 Dug Rd., P.O. Box 73 H 802-843-2266 W 802-843-2255 Cell 802-380-9430 firebarn@vermontel.net Fire 12/79</p>
<p>Matthew Haseltine 1195 Roach rd Chester VT H 802-875-2023 Cell 802-380-7287 mhaseltine@icloud.com</p>	<p>Richard Desrochers 26 Woodchuck Hill Rd. H 802-843-2301 richardd@vermontel.net Fire 1/01</p>	<p>Bill Watson GFA VP 3 Main St., PO Box 59 H 802-843-1034 M 585-739-2062 bwatsonb.wv@gmail.com</p>
<p>Rob Hallock Lt. (58 C5) 199 Wyman Hill Road H 802-843-1255 Cell 802-275-2784 RobHallock@Hotmail.com Fire 2/11</p>	<p>Nathaniel Noyes Capt. (58 C3) P.O. Box 54 Cambridgeport, VT 05141 H 802-869-2959 W 802-380-8648 noyesmasonry@vermontel.net Fire 5/13</p>	<p>Bill Kearns 300 Hinkley Brook Rd. H 802-843-1320 W 802-885-2104 Cell 802-598-1414 mabkearns@vermontel.net Fire</p>
<p>Dominick Schmidt 3234 Simpson Brook Rd Townsend 05253 H 802-365-9116 domenickschmidt23@gmail.com</p>	<p>Brian Schmidt 3234 Simpson Brook Rd Townsend VT 05253 H 802-365-9116 icautorestoration@gmail.com</p>	<p>David Rogers 1100 Fisher Hill Rd. H 802-843-3566 JETTKOOL@live.com Fire 2/11</p>
<p>David Ross 275 Chester Rd. P.O. Box 71 H 802-843-1112 djross@vermontel.net Fire 11/02</p>	<p>Mark Rushton Sam Rushton Keltsey Rushton 1440 Rte. 121 East H 802-843-2719 Cell 802-384-3726 MarsutonFarm@vermontel.net Fire 2/11</p>	<p>Lain Stevens Home: 80 Walker Rd Athens H 802-869-1091 Cell 802- lainstevens@yahoo.com Fire Junior</p>

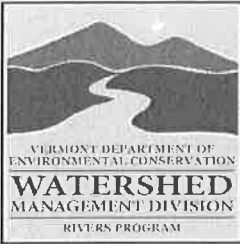
Keene Mutual Aid 1-866-352-1291
Radio KCF 415

Fire Station Non-Emergency 802-843-2401
P.O. Box 191, 711 Rt. 121 E
Radio KNGW 669

Representing	FirstName	LastName	Title	Email	Phone
Athens (primary)	Don	Caponcelli	Assistant EMD	dcaupon@marlboro.edu	802-869-2590 or 802-251-7621
Athens (primary)	David	Bemis	EMD / Selectboard/Emergency C	david.bemis@vermont.gov	802-869-3268
Athens (secondary)	Tim	Stevenson	Emergency Committee Coordinat	bereal@vermontel.net	802-869-2141
Brattleboro (primary)	Mike	Bucossi	Fire Chief	dbucossi@brattleboro.org	(802) 254-4831
Brattleboro (secondary)	Sue	Fillion	Planning Director	sfillion@brattleboro.org	802-251-8112
Brattleboro (secondary)	Brian	Bannon	Zoning Administrator	bbannon@brattleboro.org	802-251-8111
Brookline (primary)	Mike	Winot	Co EMD	mwinot174@comcast.net	802-365-4215; 802-3450976
Brookline	Mike	Fontaine	Co EMD	mfontaine0976@gmail.com	802-365-4215; 802-365-4377
Brookline	Guy	Tanza	Town Clerk	guytanza@earthlink.net; brook763@comcast.net	802-365-4648
Dover	Richard	Werner	EMD / Fire	rlw@wbmvt.com	802-380-7731
Dover (secondary)	Bob	Holland	Road Commissioner	dvrhwv@sover.net	802-380-1533 or 802-464-2000
Dummerston	Dawn	Hubbard	EMD	emd@dummerston.org	(802) 257-1496 or 802-2467262
Grafton (primary)	Al	Sands	EMD	asandswpc71@vermontel.net	802-2891951 or 802-8752279
Grafton (secondary)	Eric	Stevens	EMC/Fire Dept	ericstev@vermontel.net	802-843-2568
Grafton (secondary)	Bill	Kearns	Deputy EMD	townadmin@qraftonvt.org	802-843-2552 OR 802-2892393
Grafton (secondary)	Danny	Taylor	Hwy Foreman	townshed@vermontel.net	802-843-2456
Guilford (primary)	Chuck	Carrier	EMD	emd@guilfordvt.net	413-397246
Guilford	Sheila	Morse	Selectboard Chair	sheilamorse@guilfordvt.net	781-492-3050 or 802-254-5265
Guilford	Jared	Bristol	Fire Chief	ibristol@comcast.net	802-451-6826 or 802-257-8986
Guilford	Paeder	Rude	Town Manager	pederrude@guilfordvt.net	802-254-6857
Halifax	Peggy	Rafus	EMD	peggyrafushalifaxemd@gmail.com	802-490-8221 or 802-368-7378
Jamaica (primary)	Paul	Fraser	EMD / Fire / Selectboard	frasercrew@aol.com	802-874-8193 or 802-233-2772
Jamaica (secondary)	Andy	Coyne	Selectboard	andrews@svcable.net	802-275-2403 or 802-874-4196
Jamaica (secondary)	Terri	Garland	Treasurer	jamaicatreasurer@svcable.net	802-874-4681
Londonderry	Kevin	Beattie	EMD	kevnshar@comcast.net	802-548-8246
Londonderry (secondary)	Kelly	Pajala	Town Clerk	clerk@londonderryvt.org	802-824-3356
Londonderry (secondary)	Robert	Neld	Town Administrator	townadmin@londonderryvt.org	(802) 824-3356 (Office) or 518-852-4021 cell
Marlboro	Aaron	Walsh	EMD	teacherwalsh@gmail.com	
Marlboro	Dave	Elliot	Road Commissioner / Fire	marlborofirechief@myfairpoint.net	802-257-0252
Newfane (primary)	Todd	Lawley	Fire / Road Forem / Selectboard	newfanegarage@svcable.net	802-365-4754
Newfane (secondary)	Jay	Wilson	EMD	twilson@sover.net	802-254-0672
Newfane (secondary)	Shannon	Meckle	Admin Asst	tnewfane@svcable.net	802-365-7772 x4
Putney (Primary)	Tom	Goddard	Fire Chief	chief@putneyvt.org	802-387-4372 or 802-579-9526
Putney (Secondary)	Brian	Harlow	Road Foreman	highway@putneyvt.org	802-579-5560 or 802-387-5730
Putney (Secondary)	Karen	Astley	Town Manager	tm@putneyvt.org	802-2361444 or 802-387-5862
Readsboro (primary)	Amber	Holland	Town Administrator	admin@readsborovt.org	802-423-5652
Readsboro (secondary)	Carl	Marchegiani	EMD	canangel5@hotmail.com	802-423-7674
Rockingham	Ron	Lake	EMD/Police/Fire	ronald.lake@vermont.gov	802-463-1233 or 802-376-9831
Rockingham (secondary)	Shane	O'Keefe	Town Manager	manager@rockbf.org	802-463-3964 or 802-288-9999
Searsburg	Tony	Kilbride	EMD	searsburftc@gmail.com; losiekil2@yahoo.com	802-579-6365 or 802-464-7369
Searsburg (secondary)	Danny	Hollister	Constable		802-380-0534 or 802-464-5040
Stratton	Chris	Liller	Road Foreman	garage@townofstrattonvt.com	802-380-1328 cell
Stratton	George	Rigoulot	EMD	zdogbeer@gmail.com	802-896-6863 or 8605-504487

463-3059 road foreman

Stratton (secondary)	Kent	Young	Town Clerk	townclerk@townofstrattonvt.com	802-896-6184 or 802-896-6707 home
Stratton (secondary)	Al	Dupell	Selectboard Chair	dupes7@myfairpoint.net	802-345-5920 cell or 802-896-6186 home
Townshend (primary)	Sherwood	Lake Jr.	EMD	slakejr@gmail.com	802-451-6266 or 8028744219
Townshend (secondary)	Craig	Hunt	Deputy EMD	craig@townshendvt.net	802-365-4251 or 365-7300x103
Vernon (primary)	David	Emery	Emergency Coordinator	vernonemdg@gmail.com	8025799931 or 802544487
Vernon (secondary)	Josh	Unruh	Deputy EMD	protege0703@yahoo.com	8023801637
Vernon (secondary)	Todd	Capen	Fire Chief	vfdchief51@gmail.com	8023806214 or 8022542425
Vernon (secondary)	David	Walker	Road Commissioner	vernonhighway@gmail.com	802-254-9428 or 802-256-1648
Wardsboro	Warner	Manzke	EMD	wmanzke@msn.com	802-384-1974
Westminster	Russ	Hodgkins	Town Manager	Manager@westminstervt.org	(802) 722-4255 or 802-376-7533
Weston (primary)	Mark	Falango	EMD	mfalango@comcast.net	802-824-3535 or 802-343-9590
Weston (secondary)	Cheryl	Barker	Selectboard Assistant	selectboard@westonvt.org	802-824-6988
Whitingham	Wayne	Wood	EMD	woodv82a@gmail.com	413-265-3302 or 802-368-2940
Whitingham (secondary)	Stanley	Janovsky	Fire Chief/Road Commissioner	hwy@whitinghamvt.org	8023682466 or 8027808184
Wilmington (primary)	Scott	Moore	Fire Chief	smoore@wilmingtonvt.us	802-464-8022 or 802-780-9452
Wilmington (secondary)	Joseph	Szarejko	Police Chief	ioseph.m.szarejko@vermont.gov	802-464-8593
Wilmington (third)	Scott	Tucker	Town Manager	stucker@wilmingtonvt.us	(802) 464-8591
Windham	Imme	Murath	EMD	windham.town@gmail.com; ism777oth@yahoo.com	802-875-8755 or 8023423422
Windham	Mike	McLaine	Town Clerk	mtmcaine@hotmail.com	8028744211
Winhall	Jeff	Whitesell	Police Chief	ward57j@hotmail.com; jeffery.whitesell@vermont.gov	8022972121 or 8026885611 or 802-297-1013
Winhall (secondary)	Lissa	Stark	Town Manager	townadmin@winhall.org	8022972119 or 8026818510



Municipal Authorization of Emergency Protective Measures to Protect Life and Property: The Municipality's Roles and Responsibilities

New Under the 2012 Rivers Bill

Selectboard members (or their designees) may authorize instream work to address threats to life or imminent severe property damage.

BUT

The municipality must notify ANR of the authorization and the project must meet specific implementation standards.

How To Plan For the EPM Process

- ◆ Review guidance materials available from ANR (see below)
- ◆ Discuss with Regional Emergency Preparedness Planners
- ◆ Assign Roles and Responsibilities in your town's LEOP



The Municipality's Responsibilities At-a-Glance

Stage 1: Municipal Approval and Notification to ANR

1. Municipality receives request for approval or identifies a need to conduct an Emergency Protective Measure.
2. Municipality determines if the proposed measure qualifies for local approval as an EPM.
3. Projects that don't qualify for local approval may be considered under the ANR Stream Alterations Program.
4. If the measure is authorized, the municipality must notify ANR by phone and electronically within 24 hours.

Stage 2: Preliminary ANR Authorization

5. Municipality receives confirmation that the notification was received.
6. Municipality keeps the local approval and the Agency contact confirmation on file at the town office and on the job site.
7. Municipality is contacted by a River Management Engineer with preliminary approval or denial.
8. Municipality files the River Management Engineer contact at the town office and project site.

Stage 3 : Final ANR Authorization

9. Municipality provides the final project documentation to the Agency within 30 days of project completion.
10. Municipality keeps final project documentation on file for use in the FEMA disaster assistance application process.

Additional Information

- ◆ Municipal Guidance Document http://www.watershedmanagement.vt.gov/rivers/docs/MunicipalGuidance_EPMs.pdf
- ◆ Municipal Guidance Video <https://www.youtube.com/watch?v=F2WAnNZjSU8&feature=youtu.be>
- ◆ Stream Alterations Rule http://www.watershedmanagement.vt.gov/rivers/docs/rv_SARule_12_24_13.pdf

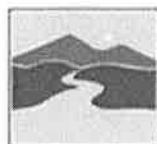
A Municipal Guide to Authorizing Instream Emergency Protective Measures In Accordance with Vermont Law



Vermont Agency of Natural Resources

Rivers Program

March, 2015



VERMONT DEPARTMENT OF
ENVIRONMENTAL CONSERVATION
WATERSHED
MANAGEMENT DIVISION

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Introduction

Flood events give rise to emergency situations in which flood-related erosion and deposition threaten life or property. Addressing these threats often requires rapid implementation of emergency protective measures which cannot afford to be slowed by standard permitting procedures. Vermont law (10 V.S.A. § 1021) gives members of a municipal governing board (i.e., selectboard) the authority to approve stream alteration measures necessary to preserve life or to prevent severe imminent damage to public or private property without pre-approval from the State. While this delegation of authority is essential, many emergency protective measures approved locally and undertaken during disaster recovery have not benefitted from the necessary technical assistance to ensure that:

- Flood and erosion-related vulnerabilities related to river instability have been minimized;
- Protective measures will qualify for federal and state disaster relief funding with sufficient documentation and by adhering to adopted codes and standards;
- The public and abutting landowners have been provided sufficient notice and assurance; and
- Fish and wildlife habitats are protected to the greatest extent possible given the emergency nature of the work.

In 2012, Act 138 was passed into law with the intent of minimizing the State's vulnerability to flood and erosion hazards. Among other things, Act 138 requires that emergency protective measures meet specific conditions as established in the Agency of Natural Resources' Stream Alterations Rules. The Agency of Natural Resources (the Agency) subsequently established an emergency protective measure approval process that facilitates the rapid response required in emergencies yet adheres to the requirements of Act 138. The approval process established by the Agency creates a pathway for the implementation of Emergency Protective Measures which are prior-approved by a qualified person at the local level and receive final authorization from the Agency when found to meet the conditions listed in the Stream Alterations Rule.

This guidance document is intended to help municipal officials understand and uphold their responsibilities in authorizing, implementing and reporting emergency protective measures. The content provided in this guidance is taken from the Stream Alterations Rule. In order to maximize usability of this document, much of the content taken from the rule has been abbreviated. For more complete information on Stream Alterations Regulations, including regulation of emergency protective measures, see the Vermont Stream Alterations Rule at: http://www.watershedmanagement.vt.gov/rivers/docs/rv_SARule_12_24_13.pdf.

Definitions

Habitable structure: Any enclosed, roofed structure; residential, commercial, or industrial; public or private, that is fit for people to enter and utilize.

Imminent Threat of Severe Damage to Property: Recent or ongoing flooding which has or is threatening to cause damage which, left unaddressed, would become severe.

Improved property: A habitable structure, the property immediately surrounding a habitable structure, public utility or transportation infrastructure, and private bridges or culverts and associated infrastructure providing primary access to a habitable structure.

Qualified Person: A state or municipal governmental representative or entity that has legal authority to make a public health or safety determination. This authority may be delegated by the municipal governing board.

Overview of the Authorization Process

The Emergency Protective Measure authorization process has been designed to facilitate the rapid response required to address flood-related imminent threats to life or imminent threats of severe damage to property, while at the same time meeting the reporting requirements and implementation standards established in Act 138. As shown in Figure 1, the process consists of three stages, each of which contain a number of intermediary steps, possible pathways and outcomes. The three stages include:

1. Municipal Approval,
2. Preliminary ANR Authorization, and
3. Final ANR Authorization.

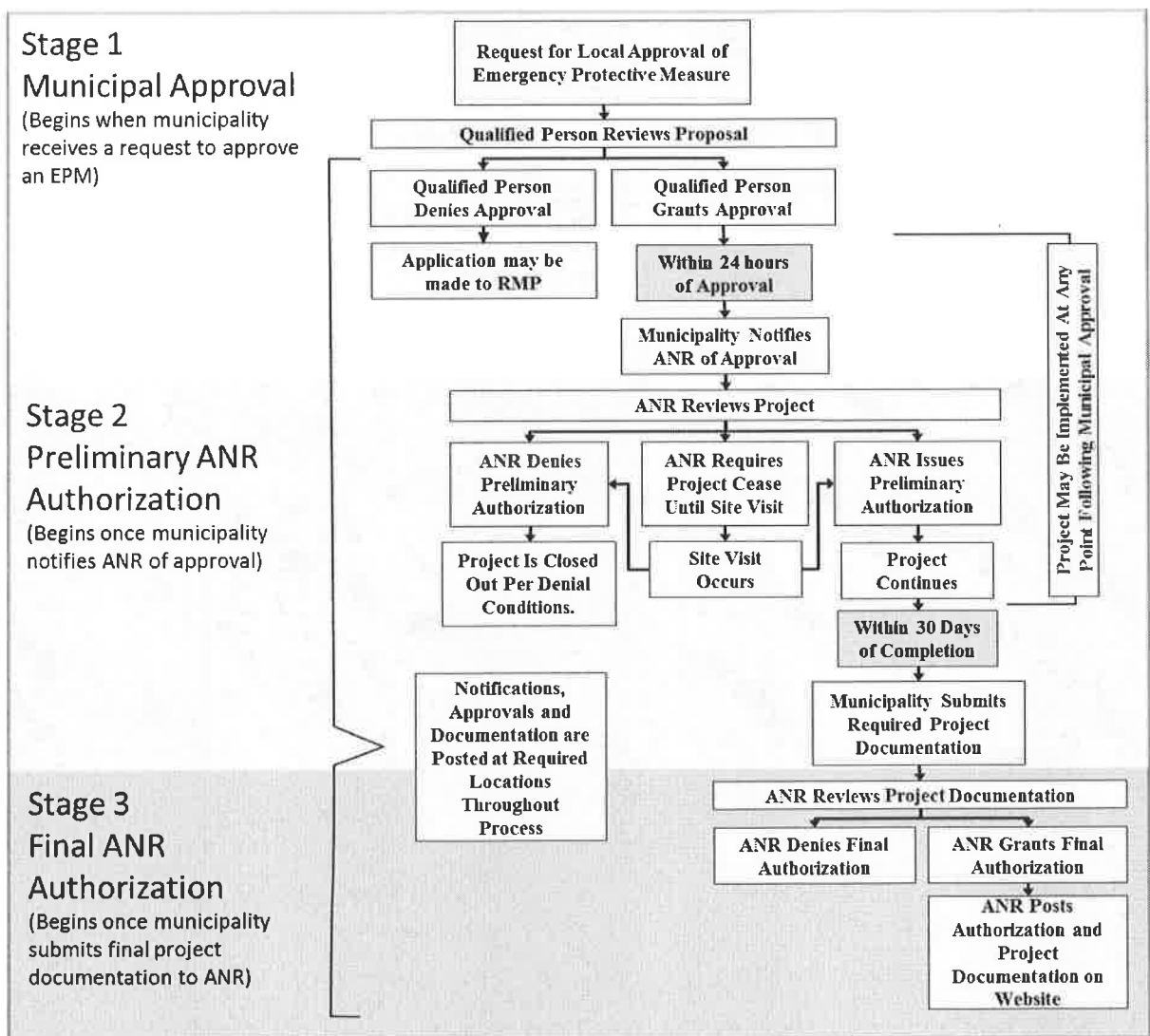


Figure 1. The 3 Stage Emergency Protective Measure Authorization Process

Stage 1: Municipal Approval

As shown in Figure 2, the municipal approval stage begins when a municipality either receives a request for approval of an Emergency Protective Measure from a private citizen or identifies the need to implement an Emergency Protective Measure to protect life, public property or infrastructure. It is completed when the municipality either denies the request because there is no imminent threat or approves it and notifies the Agency. Under Vermont law, a qualified person may approve a proposed Emergency Protective Measure if it's determined to meet the following conditions:

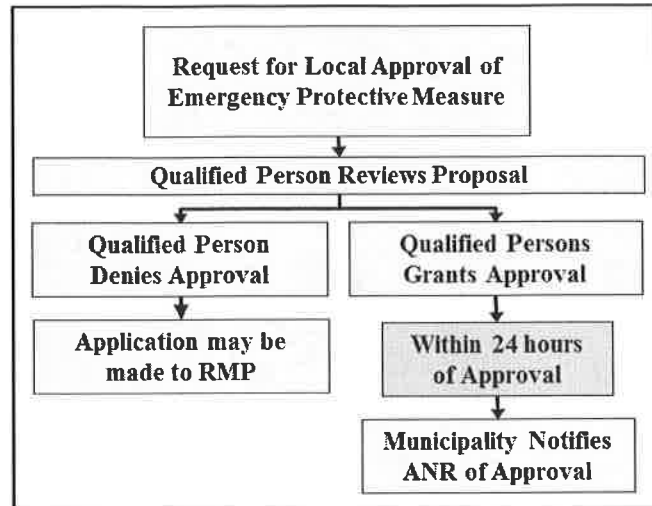


Figure 2. Stage 1: Municipal Approval

- ◆ Is necessary to preserve life or to prevent severe imminent damage to public or private property, when such property has experienced damage or is under threat of imminent failure within the next 72 hours;
- ◆ Is limited to the minimum amount necessary to remove imminent threats to life or property. To meet this criteria, the emergency measures must be proportional to the threat and shall cease when the threat to life or threat of severe damage to a property has ended;
- ◆ Where the measure is intended to prevent severe imminent damage to an unimproved property, if threats to public safety do not exist, it shall meet the stream alteration standards (see subpart 27-402 of the Stream Alterations Rule.);
- ◆ Where the measure is intended to prevent severe imminent damage to an improved property it shall meet the Implementation Standards provided below; and
- ◆ Will not adversely affect the public safety by increasing flood or fluvial erosion hazards.

If an imminent threat is not identified and the request to approve an activity as an emergency measure is denied, the project proponent may seek authorization for the project directly from ANR under either the Stream Alterations General or Individual Permits

Imminent Threat
A threat of severe imminent damage to property entails a scenario where recent or ongoing flooding has, or is threatening to cause damage which, left unaddressed, would become severe.

If the proposed measure is approved by the municipality it may proceed and the municipality must contact the Agency **within 24 hours** by phone and electronically (see the options below) with the following information:

- ◆ The location (i.e., nearest street address) of the emergency measures,
- ◆ A description of the imminent threat to life or property,

- ◆ A description of the emergency protective measure designed to address the threat (see pages 8 to 9 for these measures).

Phone notification must be made to either the regional River Management Engineer (see Figure 3 below) or the Rivers Program central office at 802-828-1535. River Management Engineer contact information can be found at http://www.watershedmanagement.vt.gov/rivers/docs/rv_contact.pdf.

Electronic notification must be made either via email to the Rivers Program’s Montpelier office at ANR.WSMDRivers@state.vt.us, or the Rivers Program’s Emergency Protective Measure Notification Form at <http://www.watershedmanagement.vt.gov/ContactRivers.htm>. The online Emergency Protective Measure Notification Form has been designed to be the simplest and most efficient means for making an electronic notification and is the recommend means of doing so.

Stage 2: Preliminary ANR Authorization

Figure 4 shows the second stage of the process. Upon notification from a municipal official that an Emergency Protective Measure has been approved, the Agency shall either:

1. Deny authorization based on the grounds that there is no imminent threat to life or severe imminent damage to property within 72 hours.
2. Preliminarily approve (verbally and electronically) the Emergency Protective Measure, either as planned or with conditions deemed necessary to address an imminent threat to life or property and to comply with the Implementation Standards listed in Subchapter 7 of the Stream Alterations Rules.
3. Require that instream activities or berming cease immediately until a site visit can be made by the Agency. The Agency may then deny or issue preliminary authorization of an emergency protective measure, with explicit written conditions, consistent with the emergency provisions of a stream alteration general permit.

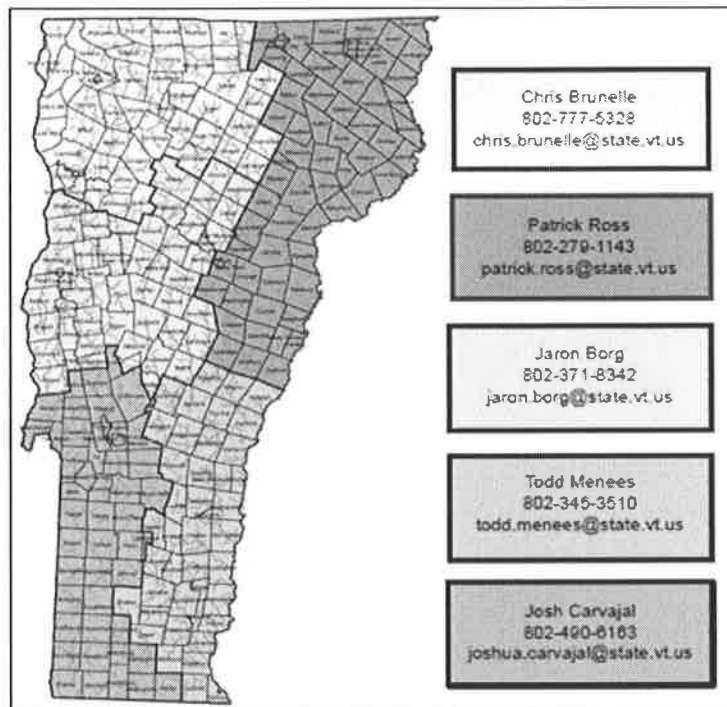


Figure 3. River Management Engineer Contact Information

If the Agency denies the preliminary authorization *before* the project has begun, the project proponent may apply directly to the Agency for authorization under either the general or individual permits. If the preliminary authorization is denied *after* the project has begun, it will be shut down with conditions and the project proponent may apply directly to the Agency for authorization under either the general or individual permit process. If the project has been completed in a manner inconsistent with the Stream Alteration Rules, the Agency may take enforcement action or work with the municipality and the project proponent to bring the project into compliance with regulatory requirements.

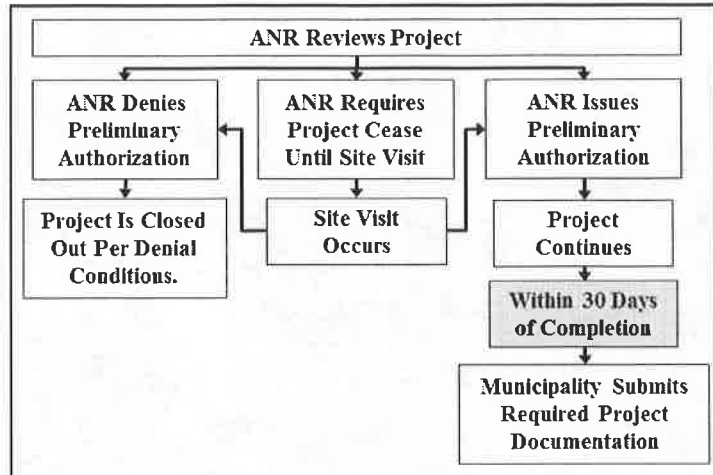


Figure 4. Stage 2: ANR Preliminary Authorization Process

Where a project receives preliminary authorization, it is the responsibility of the municipality to submit the following project documentation to the Agency **within 30 days of project completion**:

- ◆ Copies of all written notifications provided by the municipality to the Agency;
 - Email confirmation of contact via the web-form or copy of initial contact email
 - Any supporting emails
 - Any hand written notification information

- ◆ Copies of any preliminary authorizations issued by the Agency;

- ◆ Written verification and photo documentation that the emergency protective measures were carried out to meet the Implementation Standards established in Subchapter 7 of the Stream Alteration Rules;
 - Photos showing, as best possible, the pre and post-project conditions
 - Project sketch showing pre and post-project conditions

- ◆ Map documentation of the location where the emergency protective measure was completed, depicting the approximate beginning and ending point of the stream segment in which the measure was taken. Narrative information should accompany the map explaining the approximate length of the stream segment where the work was completed; and

- ◆ Documentation of the types and quantities of instream material removed and/or the protective fills required. Narrative information describing the methods used to determine quantities should accompany the quantity calculations.

Upon request of the municipality, the Agency may grant additional time for the submission of the required documentation for a period not to exceed 30 additional calendar days.

Stage 3: Final ANR Authorization

All emergency protective measures must receive final authorization from the Agency either in an individual or general permit. Stage three, the final authorization stage, is shown in Figure 5 and begins once the Agency has received all project documentation from the municipality.

An Emergency Protective Measure shall receive final authorization from the Agency where it;

- ◆ Is approved by a qualified person, and
- ◆ Is consistent with the standards for implementation contained in Subchapter 7 of the Stream Alterations Rules and listed in this document.

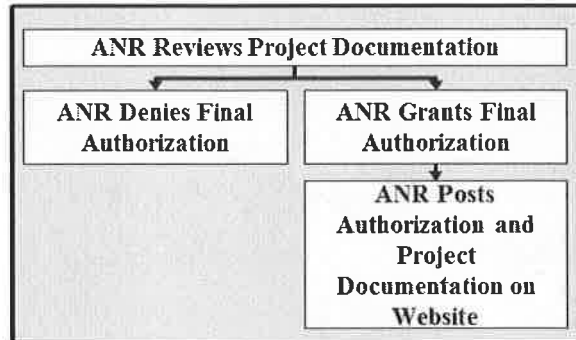


Figure 5. Stage 3: ANR Final Authorization Process

Final authorization of emergency measures to establish or stabilize temporary infrastructure shall include requirements for permanent repair or replacement, including a date when any permanent repair or replacement work must be completed. A stream crossing structure is considered repairable when damages do not exceed 50 percent of the cost of replacing the crossing as it existed prior to the emergency, and it is feasible to repair the crossing so that it can perform the function for which it was being used. All stream crossings deemed by the Agency not to be repairable shall be removed in a manner, as allowed by federal and state law, or shall be replaced with a permanent structure that meets the standards set forth in subpart 27-402 of the Stream Alterations Rule.

Public Notice Requirements

A public notice process will help to prevent confusion, frustration and discontent among abutting landowners and concerned citizens. Notifications, authorizations, and documentation, as they are issued, shall be placed:

- ◆ On-site where and when the emergency protective measures are being undertaken,
- ◆ On file at the municipal clerk’s office of the town in which the measures are being undertaken during the emergency and until a final authorization is provided, and
- ◆ On file with the Agency where they shall be posted on an Agency webpage for a period of no less than 90 days after the final authorization is issued.

Qualifying Activities and Implementation Standards

The Stream Alterations Rule describes the specific activities and associated standards that a project must meet to qualify as an Emergency Protective Measure. See subpart 27-402 of the Stream Alterations Rule for more detailed information. Technical terms that are used below have been defined in subpart 27-01 of the Rule.

Emergency protective measures shall be limited to the following activities and authorized where they conform to the following standards, and when the Secretary has determined that the measure will not pose an imminent threat to life, public health, or safety.

Removal of Flood-Related Deposits

Removal of flood-related deposits (i.e., dredging sediment and debris) that would otherwise divert stream flows normally contained in the channel, and result in an imminent threat to life or severe damage to an improved property within 72 hours.

- Sediment and debris (including woody debris) excavation must not result in a cross section (i.e., channel width and depth) larger than the pre-flood cross-section.
- Extending sediment and debris removal, horizontally or vertically, beyond that necessary to preserve life or to prevent severe damage to improved property is not an emergency protective measure and must have prior authorization from the Secretary.
- Windrowing sediment and debris to the margins of the channel may be authorized as a temporary measure where immediate access and mobilization for off-site transport of excavated materials is not possible. The project proponent shall be responsible for the removal of any windrowed material placed on the channel banks and within the river corridor or floodplain as directed by the Secretary.
- Excavation of instream material to relocate a stream channel will only be authorized as an emergency measure where it is necessary to address vertical or lateral stream channel movement that would otherwise represent an imminent threat to life or improved property.
- Excavating new channels that did not exist immediately prior to the flood event is not permitted without prior approval from the Secretary and a determination that doing so would be consistent with Stream Alterations Performance Standards.

Streambed and Streambank Fills

Placing fill material within the stream channel to align and/or armor the stream bed or streambank, or provide access to critical facilities or infrastructure to mitigate an imminent threat to life or severe damage to improved property within 72 hours.

- Fills placed to establish or re-establish streambank armor as an emergency protective measure shall not encroach into and narrow the bank full width of the stream channel, or create an acute horizontal streambank misalignment.

- Raising and stabilizing a stream bed shall only be conducted when overseen by a qualified river engineer or their designee. The work must have prior Agency approval and be conducted in a manner that:
 - Aligns the vertical stream bed profile with that of upstream and downstream segments;
 - Establishes a channel width-to-depth ratio consistent with equilibrium conditions;
 - Increases floodplain connectivity;
 - Restores or re-establishes resistance to bed scour; and
 - Maintains surface flow.

Temporary Stabilization / Restoration of Infrastructure

In-stream construction activities to temporarily stabilize or restore flood damaged critical infrastructure, including bridges, culverts, roadways, wastewater, or water systems, and electric and telecommunications facilities, in order to address an imminent threat to life or property, or maintain emergency services access.

- Any measures necessary to temporarily establish or stabilize infrastructure shall meet the implementation requirements for dredge, fill, or berming activities listed in this document.
- Any fills used to stabilize and restore infrastructure that narrow the bankfull width of the stream channel, creates an acute horizontal streambank misalignment, and/or is comprised of undersized or otherwise unsuitable materials shall be considered temporary and shall be removed once the infrastructure has been permanently stabilized or replaced.

Temporary Construction of Berms

Berms may only be established, constructed or maintained in a flood hazard area or river corridor where they are necessary to preserve life by preventing stream flows from impinging directly on an improved property. Berms constructed for this purpose shall be considered temporary and shall be removed coincident with the removal of threats to public safety unless subsequently authorized under a Stream Alterations Individual permit.

Worksheets

Municipal Responsibilities At-a-Glance
Determining Project Eligibility for Authorization as an EPM
Documenting Consistency with Implementation Standards

The Municipality's Responsibilities At-a-Glance

This series of steps is intended to provide a concise look at the responsibilities the municipality must uphold in the Emergency Protective Measure process.

Stage 1: Municipal Approval (see page 4 for further information)

1. The municipality receives request for approval or identifies a need to conduct an Emergency Protective Measure.
2. A qualified person(s) documents the proposed measure and determines if it qualifies for local approval using the question and answer sheet on the following page.
3. If the request for approval is denied by the municipality the project proponent may apply for a Stream Alterations permit with the Rivers Program.
4. If the request for approval is granted, the project proceeds and the municipality is required to notify the Agency of the local approval by phone and electronically within 24 hours of approving it.

Stage 2: Preliminary ANR Authorization (see page 5 for further information)

5. The municipality receives confirmation that the notification was received.
6. The municipality keeps the local approval and the Agency contact confirmation on file at the town office and on the job site.
7. The municipality receives a contact from the Regional River Management Engineer with either a denial, order to halt all work until a site visit is made, or preliminary approval to continue with the project.
8. The municipality files the River Management Engineer contact on file at the town office and the project site.

Stage 3: Final ANR Authorization (see page 7 for more information)

9. The municipality provides the final project documentation to the Agency within 30 days of project completion.
10. The municipality keeps final project documentation on file for use in the FEMA disaster assistance application process.

Determining Proposed Project Eligibility for Approval as an Emergency Protective Measure Step-By-Step

Upon a request to approve, or identification of a need to conduct an Emergency Protective Measure, a qualified person(s) determines if the proposed project qualifies for approval by answering the following questions.

- 1) Will flooding or flood erosion or deposition create significant damage to life and/or property within 72 hours if no action is taken? **Yes / No**
- 2) Is the threatened property improved or unimproved? **Improved / Unimproved**
- 3) Is the proposed protective measure(s) necessary to preserve life or to prevent severe imminent damage to public or private property? **Yes / No**
- 4) Is the proposed protective measure limited to the minimum amount necessary to remove the threat(s) (i.e., the emergency measures are proportional to the threat and shall cease when the threat has ended). **Yes / No**
- 5) What category of activity(s) is the proposed mitigation measure (check all that apply)?
 - Channel dredging to increase channel conveyance
 - Channel armoring to limit further vertical or lateral channel movement
 - Repairing flood-damaged infrastructure
 - Constructing temporary berms
- 6) Is the proposed protective measure consistent with the applicable Implementation Standards described in the Stream Alteration Rule (See: Documenting Emergency Protective Measures and Determining Consistency with Implementation Standards)? **Yes / No**
- 7) Will the proposed protective measure adversely affect public safety by increasing flood or fluvial erosion hazards? **Yes / No**
- 8) Does the proposed protective measure minimize the damage to other riparian landowners, damage to fish life or wildlife, and avoid adverse effects to the protected values of an Outstanding Resource Water? **Yes / No**

Documenting an Emergency Protective Measure and Determining Consistency with Implementation Standards

Step 1: Photograph the site before and following the project.

- Capture the emergency site, the stream, and surrounding land-area immediately upstream and downstream. Be sure to capture the threatened property.

Step 2: Sketch the project site showing pre-project conditions:

- Planform (as seen from the air): Show the segment of river that includes the project site and one channel-width upstream and one channel-width downstream (e.g., if the channel is 20 feet wide extend the sketch 20 feet upstream and downstream of the project site). Include the following:
 - Approximate north arrow
 - Channel width,
 - Location of significant erosion and/or deposition,
 - Direction of flow,
 - Proximity of the threatened property,
 - Any points at which flow is or may overtop the banks and the most likely location it will return to the channel, if within the project sketch, and
 - Location of proposed measures.
- Cross Sections: Sketch the cross-section of the emergency site showing the channel and adjacent land-area. Include the following:
 - Channel width and depth,
 - Location of significant erosion and/or deposition,
 - Proximity of the threatened property, and
 - Proposed measures (i.e., cuts or fills).

Step 3: Quantify the volume of cuts and fills to include with final project documentation. Sketches showing linear feet and depth of cuts and fills along with project invoices or expense reports are acceptable documentation of cut / fill volumes.

Step 4: Use your observations, photographs and sketches to determine whether the proposed measures will meet the applicable implementation standards for a particular activity as listed below.

Removal of Instream Materials

- The channel has filled in to the extent that flows normally contained in the channel would be diverted from the channel at the emergency site and cause threats to life or severe damages to public or private property within 72 hours.
- Excavation of instream deposits (including woody debris) is required to create critical stream channel conveyance and keep flows in the channel in order to prevent severe damage to an **improved** property.
- Excavation will not extend horizontally or vertically beyond what is necessary to establish the pre-flood cross section or restore geomorphic stability.
- Any excavated material that is temporarily stored on the top of the streambanks or within the river corridor will be removed by the project proponent as directed by the Agency.
- Flood deposits are causing lateral and/or vertical channel movement that do represent an imminent threat.
- The project will not entail excavation of a new channel that did not exist prior to the flood event.

Stream Bed or Streambank Protection

- The project will protect a property from further damage or resist flow velocities acting on the stream bed or banks that would otherwise cause fluvial erosion hazards and threats to life or severe damages to public or private property within 72 hours.
- Fills placed to establish or re-establish streambank armor will not encroach into and narrow the bankfull width of the stream channel, or create an acute horizontal streambank misalignment.
- Where the project aims to raise and stabilize a stream bed, there is oversight of a qualified river engineer or their designee to ensure that:
 - The vertical stream bed profile is aligned with that of upstream and downstream segments;
 - The final channel width-to-depth ratio is consistent with equilibrium conditions;
 - Floodplain connectivity is increased; and
 - Resistance to bed scour is restored or re-established.

Temporary Stabilization / Restoration of Infrastructure

- In-stream construction activities are necessary to address an imminent threat to life or property by restoring or creating temporary critical infrastructure (i.e., bridges, culverts, roadways, wastewater, or water systems, and electric and telecommunications facilities).
- Any removal of in-stream material, stream bed and streambank protection, and temporary berming that may be necessary to temporarily establish or stabilize infrastructure, shall meet the applicable implementation standards.
- Permanent repair or replacement of infrastructure shall comply with the final authorization of emergency measures which shall include requirements including a date when any permanent repair or replacement work must be completed.
- Any fills placed to stabilize or restore infrastructure are located within the footprint of the infrastructure as it existed prior to the emergency and do not encroach into and narrow the bankfull width of the stream channel or create an acute horizontal streambank misalignment.
- Any fills placed to stabilize or restore infrastructure are appropriately sized and otherwise suitable for streambank and/or roadway embankment stabilization; except as temporary construction-related fills as necessary for infrastructure restoration.

Construction of Temporary Berms

- Establishment, construction, or maintenance of a berm in a flood hazard area or river corridor is necessary to preserve life by preventing stream flows (i.e., including those below flood stage) from impinging directly on an improved property.
- Berms constructed for this purpose shall be considered temporary and shall be removed coincident with the removal of threats to public safety.
- Berms may be constructed, or, in the case of an emergency protective measure, be allowed to remain in place, only upon the issuance of an individual stream alteration permit.

Example Project Documentation

Project Site Photographs
Project Sketches
Map Documentation
Cut/Fill Determinations

Example Project Photo-Documentation

Photo-documentation should provide a complete picture of the project from the streambed to the roadway or structure. Photo-documentation typically doesn't require more than two or three well taken photos both before and following the project.



This vertical slope is vulnerable to catastrophic failure and represents an imminent threat.

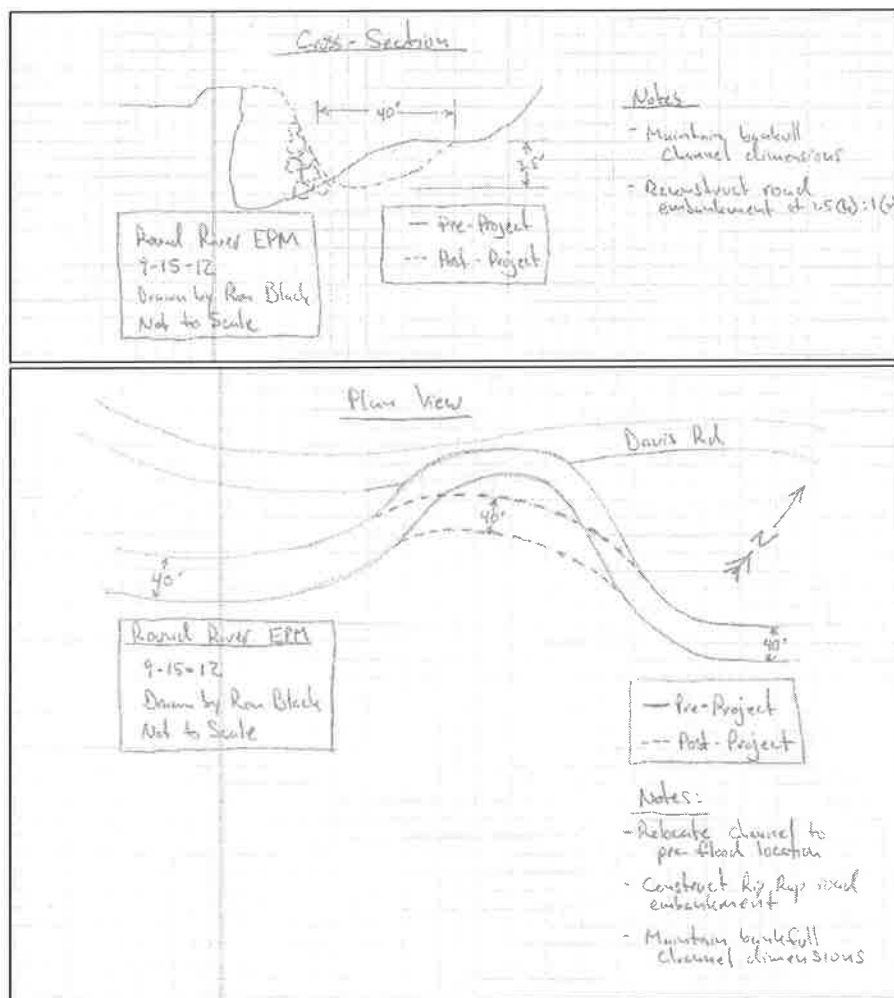


This photo shows the site after implementation of the Emergency Protective Measure.

Example Project Sketches

Project documentation sketches should ideally include cross section and plan views showing pre and post project conditions. Sketches should contain project name, the name of the person that drew the sketches and a date. Sketches do not need to be to scale. Simple dimensions are critical. Notes that indicate simple project purpose such as “rebuild road embankment” and goals such as “maintain bankfull channel dimensions” are helpful.

The drawings below provide an example of well-drawn sketches.



Example Map Documentation

Map documentation can be a hand drawn sketch, an annotated copy of an aerial photograph taken from the internet or an annotated copy of a paper map such as an atlas or town tax map. The map should be at a scale that shows enough detail for somebody unfamiliar with the site to locate it on the ground. The map should contain the following:

- Project Name,
- Town,
- Project Purpose,
- Name of the person who created the map,
- Date drawn,
- Landmarks including;
 - stream name if it is named,
 - nearby road names, and
 - structures with E911 addresses.
- Indication of that start and endpoints of the project(s), and
- Length of stream that is directly affected by the project.

