

2023 Local Emergency Management Plan Municipal Adoption Form

**Town of Derby  
124 Main Street  
Derby, VT 05829**

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.

<b>Municipality</b>	Town of Derby
<b>LEMP Adoption Date</b>	08/07/2023
<b>NIMS Adoption Date</b>	12/07/2015
<b>EMD Name</b>	Craig Ellam
<b>Position</b>	EMD
<b>Primary Phone</b>	802-873-3381
<b>Alternate Phone</b>	802-323-3081
<b>Email</b>	ellamcraig@outlook.com
<b>POC 2 Name</b>	Grant Spates
<b>Position</b>	Selectboard Chair
<b>Primary Phone</b>	802-673-5000
<b>Alternate Phone</b>	802-895-4012
<b>Email</b>	grantspates@yahoo.com
<b>POC 3 Name</b>	Brian Smith
<b>Position</b>	Selectboard Vice-Chair
<b>Primary Phone</b>	802-766-4962
<b>Alternate Phone</b>	802-249-5920
<b>Email</b>	honestbriansmith@yahoo.com

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

Signed\* Craig Ellam

Craig Ellam

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\* Grant Spates

Grant Spates, Selectboard Chair

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.



# 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		
X	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	X
	Contact information for local authorities during an emergency	X
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	X
	LEMP adoption by local selectboard / city council (annual)	X
LEMP Required Elements		Page
X	Planners	
	List of people who wrote / maintain the LEMP	1
X	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
X	Resources	
	Emergency purchasing agent and spending limits (if any)	2
	List of municipal contracts that can be used during an emergency (if any)	2
	List of other local resources that could be used during an emergency (if any)	2
	National Incident Management System (NIMS) Typed Resource List	3
X	Public Information and Warning	
	VT-Alert contact information	4
	Local website / social media information (if any)	4
	List of local media outlets (if any)	4
	Public notice sites for non-phone/Internet information	4
	Vermont 2-1-1 contact information	4
X	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	5
	Identification and monitoring process	5
X	Shelters	
	Spontaneous and regional shelter information	6
	Opening information for local shelters (if any)	6
	Service information for local shelters (if any)	6
X	Contact Information	
	Emergency Management personnel	7
	Response organizations	7
	Public Works	7
	Municipal and other contacts	8

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>

# 2023 Local Emergency Management Plan

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Bob Kelley, Town Administrator	
Bruce Melendy, NVDA	

## 2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	EMD/Selectboard
<b>Preferred EOC Positions and Duties</b>	
EOC Director, Craig Ellam	Supervises and directs all EOC activities coordinating municipal support and response
Faye Morin	Staffs phones and radio
Nancy Gosselin	Tracks and answers Requests For Information (RFI)
Bob Kelley	Tracks and coordinates any Requests For Support (RFS)
Grant Spates	Produces and Posts Public Information and press releases
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Brian Smith	802-766-4962, 802-249-5920
Brad Shattuck	802-766-8080, 802-535-1325
Stephen Gendreau	802-766-5121
Karen Chitambar	802-323-2376, 802-334-2981
<b>Primary EOC Location</b>	
Facility / Address:	Derby Line Fire Station, 239 Elm St, Derby Line, VT 05830
Phone Numbers:	802-873-3222
Equipment/Notes:	Phone, internet, restroom, generator, kitchen, refrigerator, microwave
<b>Alternate EOC Location</b>	
Facility / Address:	Derby Town Garage, 3427 US Rte 5, Derby, VT 05829
Phone Numbers:	802-766-2405
Equipment/Notes:	Phone, internet, restroom, generator, microwave.

### 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 Administrator, Town Clerk, EMD, Road Foreman		
Emergency spending limits: \$2,000 without Selectboard approval		
<b>Businesses with Standing Municipal Contracts</b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Add fuel, elect, ... provider to Town		
<b>Other Local Resources</b>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Fuel	Freds Energy	802-766-4949
Hardware building supplies	Poulin Lumber	802-766-4971
Hardware building supplies	Sticks & Stuff	802-487-6272
Food & Water & sandwiches	Walmart	802-624-8012
Food & Water & Sandwiches	Shaws	802-334-8466
Food & Water & Sandwiches	Price Chopper	802-334-1475
Food & Hot meals	Derby Village Store	802-766-2215
Sand & Gravel	RG Gosselin	802-766-8815
Sand & Gravel	IRD Sand & Gravel	802-673-0699
Heavy Equipment	Ducharme Excavating	802-873-3647
Heavy Equipment	Jason Patenaude Excavating	802-274-0162
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police and Special Teams</li> <li>• Community Emergency Response Teams (CERTs)</li> <li>• Swiftwater Rescue Teams</li> <li>• Regional Shelter Support</li> <li>• State government agency expertise / services</li> <li>• Federal response agency expertise</li> </ul> <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> <li>• Supplies and equipment (including sandbags)</li> <li>• VTrans Equipment and Personnel</li> <li>• Vermont National Guard Support</li> </ul>		
<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						Hydraulic Excavator, Large Mass Excavation					
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					1
Mobile Communications Unit					1	Hydraulic Excavator, Compact					
All-Terrain Vehicles					1	Road Sweeper					1
Marine Vessels						Snow Blower, Loader Mounted					1
Snowmobile					1	Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer			1		
Firefighting Brush Patrol Engine					1	Trailer, Dump					
Fire Engine (Pumper)	2	1				Trailer, Small Equipment					
Firefighting Crew Transport						Truck, On-Road Dump		2	4		
Aerial Fire Truck					1	Truck, Plow	2				
Foam Tender						Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer					
HAZMAT Entry Team					1	Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pumps, Water Distribution					
Fire Boat						Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck					
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer					
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe				1	1
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small	1				
Electronic Boards, Arrow						Wheel Loader, Skid Steer					
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights						Wood Chipper					
Generator	2					Wood Tub Grinder					
Grader	1										

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

#### 4. Public Information and Warning

<p><i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i></p>	
<p>VT-Alert message - State: Other VT-Alert managers:</p>	<p>Vermont Emergency Management: 800-347-0488</p>
<p>Important Local Websites / Social Media channels:</p>	<p><a href="http://www.Derbyvt.org">http://www.Derbyvt.org</a></p>
<p>Local Newspaper, Radio, TV:</p>	<p>Newport Daily Express, WMOO 92.1 FM, WIKE 1490 AM, WCAX, NEK-TV</p>
<p>Public Notice locations:</p>	<p>Derby Municipal Building, Derby Post Office, Derby Line Post Office</p>
<p><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></p>	
<p>To provide information for 2-1-1</p>	<p>Dial 211 or (802) 652-4636</p>

## 5. Vulnerable Populations

*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</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Michauld Memorial Manor, 47 Herrick Rd, Anne Steinberg	802-873-3152
Derby Elementary School, 907 Elm St, Rhonda Lucas	802-873-3162
NCUJHS, 57 Jr High Dr, Nicole Corbit	802-766-5101
Derby Mobile Home Park, 2477 US Rte 5, Doreen Phillips	802-828-3022
Shattuck Hill Mobile Home Park, 224 Shattuck Hill Rd, Donna Beleau	802-771-9123
Grenier Mobile Home Park, Roy St, Roger Grenier	802-323-6110
Derby Center Mobile Court, 27 Boucher Circle, R Cotnoir	802-238-1896
Derby Early Childhood Center, 907 Elm St, Jessica Judd	802-873-3162
Helping Hands Childcare & Preschool, 84 Canusa Ave, Ivy Crowe	802-873-5028
Little Angel's Daycare, 288 Jambash Peak Rd, Lisa Duncan	802-673-6888
Daycare, 2477 Route 5, Donna Keement	802-766-2204
Daycare, 37 Sunrise Drive, Anitra Tester	802-766-4107
Daycare, 1867 Route 111, Deanna Jenness	802-673-2411
Daycare, 1522 Holland Rd, Amy Jacobs	802-323-3964
Daycare, 2186 Hinman Settler Rd, Donna Baker	802-487-4198
Daycare, 3004 Route 5, Jessica Giroux	802-393-3395
Daycare, 180 Fontaine Rd, Sheila Driver	802-895-2846
Daycare, 673 Salemview Heights, Tammy Charland	802-766-5345
Daycare, 527 Elm St, Kathleen Hardy	802-673-0119
Daycare, 1876 Beebe Rd, Lisa Gratton	802-497-7106
Daycare, 40 Corkins St, Michaela Fields	802-323-4554
Daycare, 2205 VT Rte 111, Melanie Isabelle	802-323-3626

## 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>	
<b>Spontaneous Sheltering</b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b>Regional Shelter</b>	
Location / Address:	NCUHS, 209 Veterans Ave, Newport, VT 05855
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	802-334-7921
<b>Primary Local Shelter</b>	
Location / Address:	Derby Elementary School, 907 Elm St, Derby Line, VT 05830
Facility Contact(s):	Rhonda Lucas
Phone Numbers:	802-873-3162
Shelter Manager:	Craig Hansen
Staff Requirements:	Minimum of 2
Services:	Warm/Cool Y Overnight Y Food Prep Y Showers Y Healthcare N
Notes:	Capacity: 350 Generator? Y Pets Allowed? N
<b>Alternate Local Shelter</b>	
Location / Address:	Derby United Church, 3064 US Rte 5, Derby, VT 05829
Facility Contact(s):	Pastor Mike Haddad
Phone Numbers:	802-766-3159-H, 774-210-2169-C, 802-766-5500-W
Shelter Manager:	Pastor Mike Haddad
Staff Requirements:	Minimum of 2
Services:	Warm/Cool Y Overnight Y Food Prep Y Showers N Healthcare N
Notes:	Capacity: 150 Generator? N Pets Allowed? Y

### Annexes (Optional, create and letter as needed)


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	
<b>Local Emergency Management Team</b>					
EMD	Craig Ellam	802-873-3381-Home	802-323-3081-Cell		<a href="mailto:ellamcraig@outlook.com">ellamcraig@outlook.com</a>
EM Coordinator					
<b>Local Response Organization Contacts</b>					
Fire Chief	Craig Ellam	802-873-3381-Home	802-323-3081-Cell		<a href="mailto:ellamcraig@outlook.com">ellamcraig@outlook.com</a>
Assistant/Deputy Fire Chief	Dennis Jacobs	802-334-5737-Home	802-673-0154-Home		
EMS Chief					
Chief of Police or Constable	Matt Sheltra	802-766-2637-Home			
Vermont State Police - Derby	Debra Munson	802-334-8881-Work			<a href="mailto:Walter.Smith@vermont.gov">Walter.Smith@vermont.gov</a>
Orleans County Sheriff's Dept	Jennifer Harlow	802-334-3333-Work			<a href="mailto:jennifer.harlow@vermont.gov">jennifer.harlow@vermont.gov</a>
Local Dispatch Center	Willison PSAP/Newport PD Dispatch	911			
<b>Local Public Works Contacts</b>					
Road Foreman	Jason Nye	802-766-2405-Work	802-624-6011-Cell		<a href="mailto:derbygarage@derbyvt.org">derbygarage@derbyvt.org</a>
Road Commissioner	Stephen Gendreau	802-766-5121-Home	802-334-6100-Work	802-624-1323-Cell	
Town Garage	Derby Town Garage	802-766-2405			<a href="mailto:derbygarage@derbyvt.org">derbygarage@derbyvt.org</a>
Drinking Water Utility	Derby Center/Derby Line	802-766-5313-Derby Center	802-873-3420-Derby Line		<a href="mailto:villagedc@outlook.com">villagedc@outlook.com</a> <a href="mailto:dlvillage@derbyvt.org">dlvillage@derbyvt.org</a>
Wastewater Utility	Derby Center, Derby Line	802-766-5313-Derby Center	802-873-3420-Derby Line		<a href="mailto:villagedc@outlook.com">villagedc@outlook.com</a> <a href="mailto:dlvillage@derbyvt.org">dlvillage@derbyvt.org</a>

## Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
<b>Municipal Government Contacts</b>					
Selectboard Chair	Grant Spates	802-766-5000-Work	802-895-4012-Home	802-673-5000-Cell	<a href="mailto:grantspates@yahoo.com">grantspates@yahoo.com</a>
Selectboard	Brian Smith	802-334-1996-Work	802-766-4962-Home	802-249-5920-Cell	<a href="mailto:honestbriansmith@yahoo.com">honestbriansmith@yahoo.com</a>
Selectboard	Brad Shattuck	802-766-8080-Home	802-535-1325-Cell		<a href="mailto:bradshattuckmotors@gmail.com">bradshattuckmotors@gmail.com</a>
Selectboard	Stephen Gendreau	802-334-6100-Work	802-766-5121-Home		
Selectboard	Karen Chitambar	802-337-7921-Work	802-334-2981-Home	802-323-2376-Cell	<a href="mailto:kchitambar@gmail.com">kchitambar@gmail.com</a>
Town Administrator	Bob Kelley	802-766-2017-Work	802-624-4911-Home	802-356-6420-Cell	<a href="mailto:bob.kelley@derbyvt.org">bob.kelley@derbyvt.org</a>
Town Clerk/Treasurer	Faye Morin	802-766-4906-Work	802-766-2149-Home	802-310-2810-Cell	<a href="mailto:derbytownclerk@derbyvt.org">derbytownclerk@derbyvt.org</a>
Town Health Officer	Elijah Capron	802-673-4873-Cell			<a href="mailto:elcapron@hotmail.com">elcapron@hotmail.com</a>
Forest Fire Warden	Craig Ellam	802-873-3381-Home	802-323-3081-Cell		<a href="mailto:ellamcraig@outlook.com">ellamcraig@outlook.com</a>
Animal Control Officer	Renee Falconer	802-525-3539-Work	802-525-3086-Home	802-673-7603-Cell	<a href="mailto:rfalconer@nchsi.org">rfalconer@nchsi.org</a>
North Country Union Junior High School	Kevin Hodgeman	802-766-2276-Work			<a href="mailto:kevin.hodgeman@ncsuvt.org">kevin.hodgeman@ncsuvt.org</a>
Derby Elementary School	Craig Hansen	802-873-3162-Work			<a href="mailto:craig.hansen@ncsuvt.org">craig.hansen@ncsuvt.org</a>
North Country Supervisory Union	John Castle	802-334-5847-Work			<a href="mailto:John.Castle@ncsuvt.org">John.Castle@ncsuvt.org</a>
<b>Other Contacts</b>					
Orleans County Sheriff's Department	Jennifer Harlow	802-334-3333-Work	802-673-3641-Cell		<a href="mailto:Jennifer.harlow@vermont.gov">Jennifer.harlow@vermont.gov</a>