

## Town/City of Coventry

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

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

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

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

Municipality	Coventry
LEMP Adoption Date	5/3/2021
NIMS Adoption Date	7/17/2001
EMD Name	Phil Marquette
Position	EMD
Primary Phone	802-673-2443
Alternate Phone	802-487-8091
Email	philmarquette@coventryvt.org
POC 2 Name	Ned Connell
Position	EMC/ Town Administrator
Primary Phone	802-754-2266
Alternate Phone	802-393-5525
Email	townadministrator@coventryvt.org
POC 3 Name	Scott Briere
Position	Chair - Selectboard
Primary Phone	802-272-0924
Alternate Phone	
Email	scottbriere@coventryvt.org

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

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

Signed\* \_\_\_\_\_

Phillip Marquette

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\* \_\_\_\_\_

Scott Briere

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.

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

<b>Municipal Adoption</b>		
<input checked="" type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input checked="" type="checkbox"/>
	Contact information for local authorities during an emergency	<input checked="" type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input checked="" type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/>
<b>LEMP Required Elements</b>		<b>Page</b>
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	1
<input checked="" 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
<input checked="" 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
	List of other local resources that could be used during an emergency (if any)	2
	National Incident Management System (NIMS) Typed Resource List	3
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	5
	Identification and monitoring process	5
<input checked="" type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	6
	Opening information for local shelters (if any)	6
	Service information for local shelters (if any)	6
<input checked="" type="checkbox"/>	Contact Information	
	Emergency Management personnel	7
	Response organizations	7
	Municipal officials / public works	7
	State, region, and adjacent municipality 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>

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Phil Marquette	
David Gallup	
Ned Connell	

## 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, EMC, Selectboard, Road Commissioner
<b>Preferred EOC Positions and Duties</b>	
EOC Manager	Management of EOC
Technical Support	Maps, IT, land records, answering phones
Administration	Resource Ordering, Public Information, Situational Awareness, Finance
Infrastructure	Roads, Buildings, Water District
People	Volunteers, Shelter
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Ned Connell	EOC Manager, Administration
Phil Marquette	EOC Manager, People, Technical Support
Scott Briere	EOC Manager, Administration
David Gallup	EOC Manager, Infrastructure
David Barlow	EOC Manager, Technical Support
Deb Tanguay	People (shelter access)
<b>Primary EOC Location</b>	
Facility / Address:	Coventry Community Center / 168 Main Street, Coventry VT
Phone Numbers:	802-754-2266
Equipment/Notes:	Generator, Kitchen, Internet, Phones
<b>Alternate EOC Location</b>	
Facility / Address:	Route 14 Town Garage – 482 Route 14 North
Phone Numbers:	802-754-6564
Equipment/Notes:	Generator, Internet, Phones

### 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 Chair Road Commissioner EMD EMC
Emergency spending limits:	Refer to Attachment A	
<b>Businesses with Standing Municipal Contracts</b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
No standing contracts		
<b>Other Local Resources</b>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Dump Trucks / Excavators	Desrochers	802-673-8278
Dump Trucks / Excavators	C&R Services	802-334-7655
Hardware	Pick & Shovel	802-334-8370
Long Arm Excavator	Tatro	802-373-1207 (Justin)
Rock Products and Trucking	Calkins Sand and Gravel	802-334-8418
Hydrant and Water	Municipal Services	Jeanne Desrochers 802-754-8746 802-673-4049
Dump Truck / Excavators	Mario Paul	802-766-4789
Dump Truck / Excavator	Dan Pepin	802-673-7049
Dump Truck / Excavator	Sicard	802-793-2151
State support that is usually at no cost to the municipality: <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> State support the municipality will normally eventually have to pay for: <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>		
<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>		

<b>National Incident Management System (NIMS) Typed Resources</b>												
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		Road Sweeper				1		
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)						Trailer, Small Equipment			N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump		1	1	1		
Aerial Fire Truck			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					3	
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						
Aerial Lift - Truck Mounted						Wheel Loader, Large						
Air Compressor					2	Wheel Loader, Medium					1	
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				N/A		Wood Chipper		N/A	N/A	N/A		
Generator					1	Wood Tub Grinder						
Grader		1		N/A								

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



## 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)	Newport PD – 802-334-6733 VSP Dispatch – 802-334-8881
Rural Edge – Chad McCormick (Formerly Gilman Senior Housing)	802-673-2067
Nadeau Mobile Home Park – Route 14	George Lawson
Redemption Road – Route 5	Floyd Kelley
Coventry Village School	802-754-6464
Poginy’s Mobile Home Park (Jason Poginy)	4089 Route 14 – 802-334-9958

## 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:	North Country Union High School
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
<b>Primary Local Shelter</b>	
Location / Address:	Community Center
Facility Contact(s):	Phil Marquette / Ned Connell
Phone Numbers:	802-673-2443 / 802-393-5525
Shelter Manager:	Town Employee
Staff Requirements:	Minimum 1
Services:	Warm Food Prep First Aid
Notes:	<p>No emergency supplies on site            Parking: park and ride, school, main street</p> <p>Capacity: 120 (warm), 75 (overnight) Generator? Y Pets Allowed? Y (upstairs) (maybe Bonnie or Oasis Pet Kennel?)</p>
<b>Alternate Local Shelter</b>	
Location / Address:	Coventry Village School
Facility Contact(s):	Todd Rohlen - 802-238-6454 Kelly Collins – 802-323-7624 Jessica Prue – 802-673-0876
Phone Numbers:	802-754-6464
Shelter Manager:	Town Employee
Staff Requirements:	Minimum 2 (Town Employee & School Representative)
Services:	Warm/Cool Overnight Food Prep Showers First Aid
Notes:	<p>Good Parking (look into if we can use it if school is in Session)</p> <p>Capacity: 100 Generator? Y Pets Allowed? TBD (maybe Bonnie or Oasis Pet Kennel?)</p>

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

Attachment A – Emergency Purchasing Authority
Attachment B – EMD Delegation of Authority

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

Position	Name	Phone numbers – indicate Mobile, Home, Work			E-mail
		Primary	Alternate		
<b>Local Emergency Management Team</b>					
EMD	Phil Marquette	802-673-2443 Mobile	802-487-8091 Office		<a href="mailto:philmarquette@coventryvt.org">philmarquette@coventryvt.org</a>
EM Coordinator	Ned Connell	802-393-5525 Mobile	802-754-2266 Office		<a href="mailto:selectboardclerk@coventryvt.org">selectboardclerk@coventryvt.org</a>
<b>Local Response Organization Contacts</b>					
Fire Chief	John Harlamert	802-673-2284 Mobile	802-334-7919 Office		<a href="mailto:john.harlamert@newportvermont.org">john.harlamert@newportvermont.org</a>
EMS Chief	Jeff Johansen	802-673-4929 Mobile	802-334-2023 Office		<a href="mailto:jeff.johansen@newportambulance.org">jeff.johansen@newportambulance.org</a>
Constable	Pedro Grondin (Constable) Jesse Testut (2 <sup>nd</sup> Constable)	802-535-1020 802-829-7150 Mobile			<a href="mailto:pedro.grondin@newportvermont.org">pedro.grondin@newportvermont.org</a> <a href="mailto:jmtestut@gmail.com">jmtestut@gmail.com</a>
State Police or County Sheriff	VSP – Derby Orleans County Sheriff	802-334-8881 802-334-3333			
Local Dispatch Center	VSP – Derby Newport PD	802-334-8881 802-334-6733			
<b>Local Public Works Contacts</b>					
Road Commissioner	David Gallup	802-673-5113 Mobile			<a href="mailto:roads@coventryvt.org">roads@coventryvt.org</a>
Drinking Water Utility	Coventry Fire District Dom Gervais (Chair) Pedro Grondin (Operator)	802-624-3044 802-535-1020			

Position	Name	Phone numbers – indicate Mobile, Home, Work			E-mail
		Primary	Alternate		
<b>Municipal Government Contacts</b>					
Town Administrator	Ned Connell	802-393-5525 Mobile	802-754-2266 Office		
Selectboard Chair	Scott Briere	802-272-0924			<a href="mailto:scottbriere@coventryvt.org">scottbriere@coventryvt.org</a>
Selectboard Alt	Phil Marquette	802-673-2443			<a href="mailto:philmarquette@coventryvt.org">philmarquette@coventryvt.org</a>
Selectboard Alt	David Gallup	802-673-5113 Mobile			<a href="mailto:roads@coventryvt.org">roads@coventryvt.org</a>
Town Clerk	Deborah Tanguay	802-673-8868 Mobile	802-754-2288 Office		
Town Treasurer / Finance	David Barlow		802-754-2288 Office		
Town Health Officer	Pedro Grondin	802-535-1020 Mobile			
Forest Fire Warden	Pedro Grondin Phil Marquette (Deputy)	802-535-1020 802-673-2443 Mobile			<a href="mailto:pedro.grondin@newportvermont.org">pedro.grondin@newportvermont.org</a> <a href="mailto:philmarquette@coventryvt.org">philmarquette@coventryvt.org</a>
Animal Control Officer	Renee Falconer	802-673-3791			
School Contact #1	Kelly Collins	802-323-7624			
School Contact #2	Jess Prue	802-673-0876			
School Contact #3	Todd Rohlen	802-238-6454			
School District Office	John Castle	802-334-5847			

**Town of Coventry  
2020  
Local Emergency Management Plan**

**Attachment A  
Purchasing Authority**

In the event of an emergency the Coventry Select Board agrees to forgo the adopted Purchasing Policy and authorize purchases directly related to the emergency management of the event as follows:

- Select Board Chair                      Full authority within their discretion.
- Road Commissioner                      Full authority within their discretion.
- Emergency Management Director    Up to \$2,000 for shelter related necessities and resident care.
- Emergency Management Coordinator    Up to \$2,000 for shelter related necessities and resident care.

Emergency related purchases are only applicable to items requiring immediate attention.

Signed this day of May 3<sup>rd</sup>, 2021

\_\_\_\_\_  
**Scott Briere / Chairman**

\_\_\_\_\_  
**Date**

**Town of Coventry  
2020  
Local Emergency Management Plan**

**Attachment B  
EMD Delegation of Authority**

We, the Select Board of the Town of Coventry, VT, hereby appoint Phillip Marquette as Emergency Management Director for the period of March 3<sup>rd</sup> 2021 thru to the 2022 Town Reorganization Meeting and have delegated to this individual the authority to perform the following functions:

- Ensure incident safety within the Town
- Provide overall leadership and accountability at the incident scene
- Set the incident objectives, strategies, and priorities
- Delegate authority to others

Additionally, the following authorities have also been delegated:

- Overall Operations of the Emergency Operations Center
- Emergency Shelter Operations
- Supervision of Volunteers
- Implement restrictions to preserve and protect public peace, health and safety.
- Purchasing of emergency supplies/equipment/materials in accordance with the emergency purchasing authority.

Signed this day of May 3<sup>rd</sup>, 2021

\_\_\_\_\_  
**Scott Briere / Chairman**

\_\_\_\_\_  
**Date**