

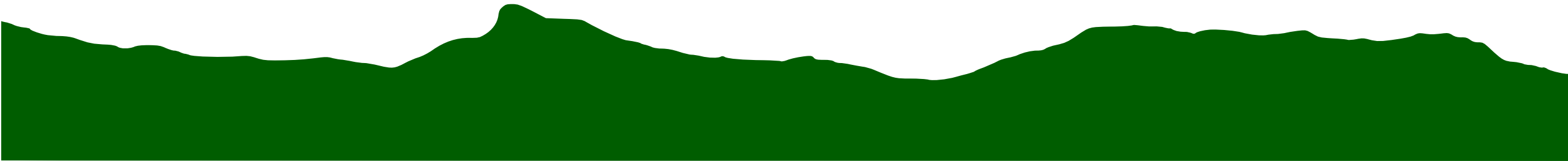
# Emergency Management Director as a Team Builder

Emily Harris, Northeast Regional Coordinator  
Vermont Emergency Management



# Overview

- Emergency Management in Statute
- Phases of Emergency Management
- Responsibilities of Emergency Management Director
- Key Skills of the Emergency Management Director
- Where to get assistance



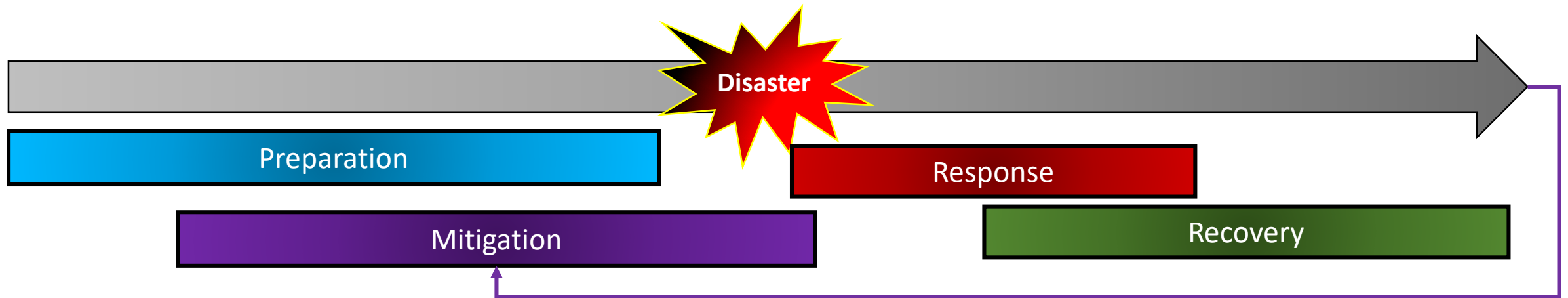
## 20 V.S.A. § 6 (Local Organization for EM)

- (a) Each town and city of this state is hereby authorized and directed to establish a local organization for emergency management **in accordance with the state emergency management plan and program**. Except in a town that has a town manager in accordance with chapter 37 of Title 24, **the executive officer or legislative branch of the town or city is authorized to appoint a town or city emergency management director who shall have direct responsibility for the organization, administration, and coordination of the local organization for emergency management**, subject to the direction and control of the executive officer or legislative branch. If the town or city that has not adopted the town manager form of government and the executive officer or legislative branch of the town or city has not appointed an emergency management director, the executive officer or legislative branch shall be the town or city emergency management director. The town or city **emergency management director may appoint an emergency management coordinator and other staff as necessary to accomplish the purposes of this chapter**.

# What Does An Emergency Management Director Look Like?

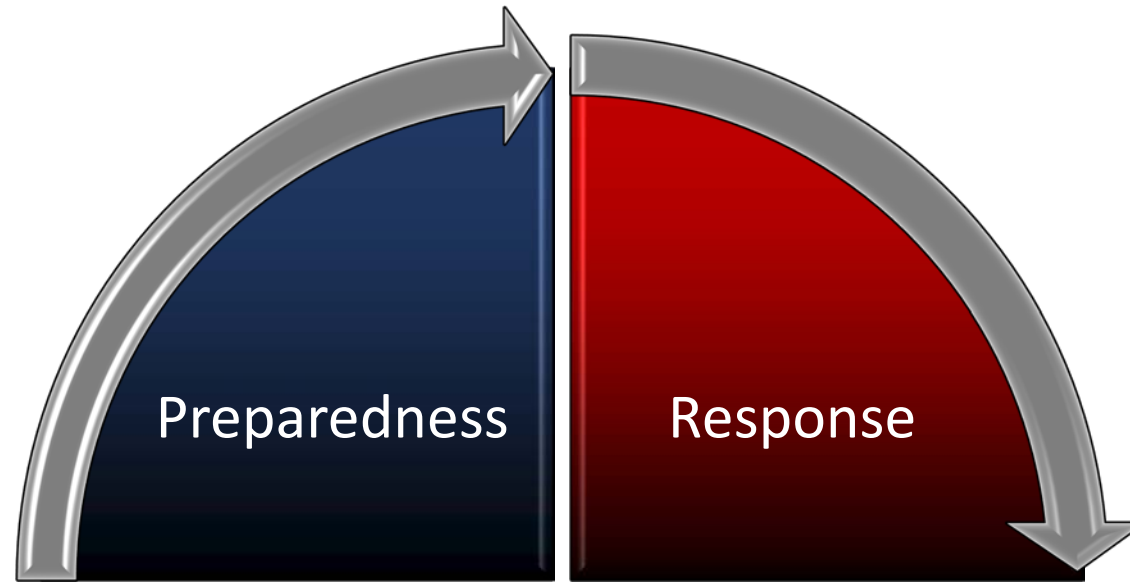


# Emergency Management Directors are Always in a Phase



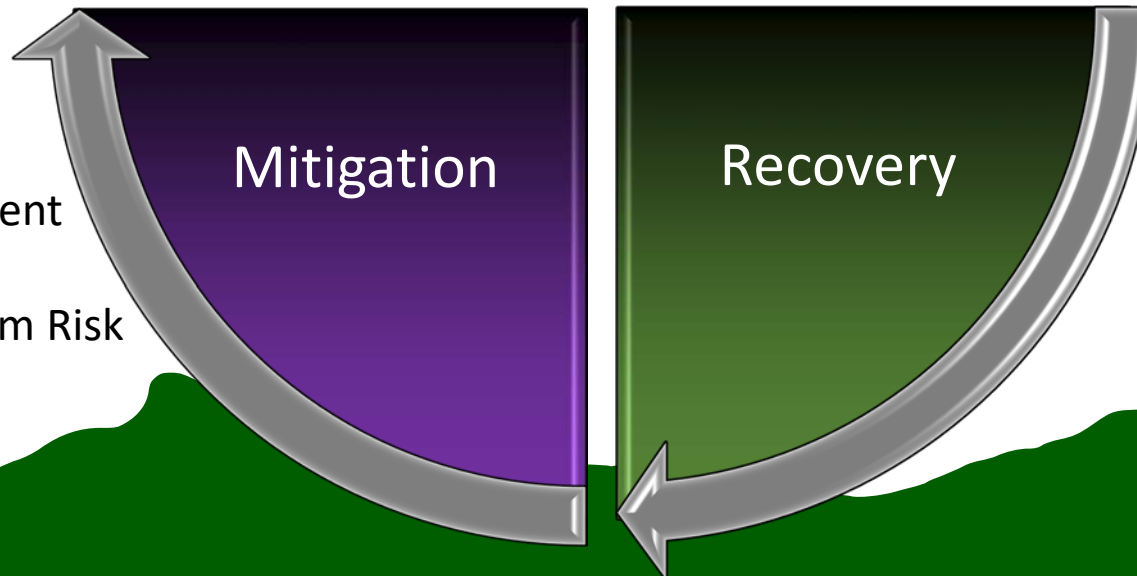
# The Four Phases of Emergency Management

- Response Planning
- Training and Exercises
- Community Outreach
  - VTAAlert



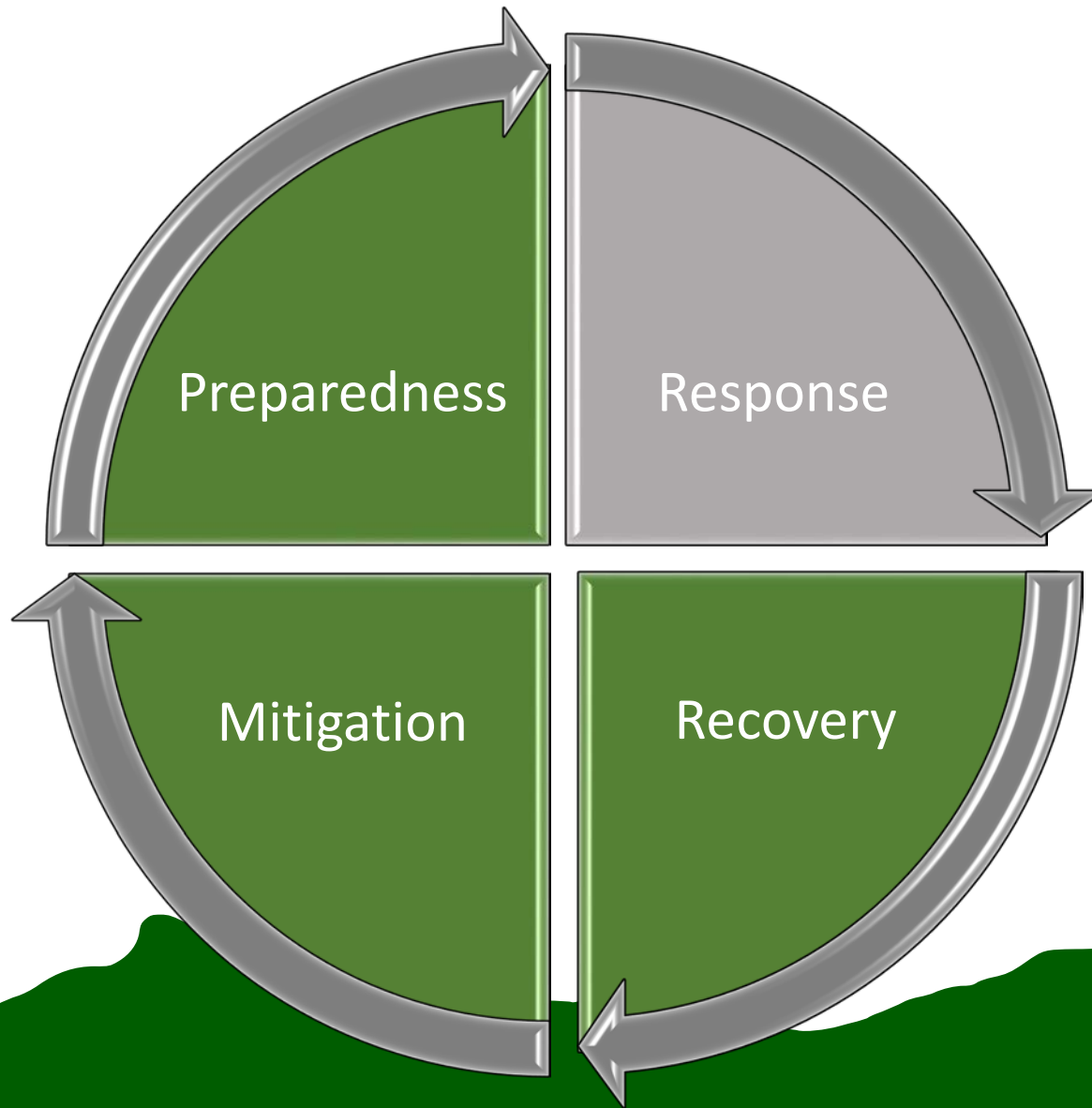
- Support Response
  - Life Safety
  - Incident Stabilization
  - Property/Environmental Preservation
- Coordinate with State/Local Emergency Operations Centers

- Planning / Hazard Assessment
- Public Education
- Reduce/Eliminate Long-term Risk



- Public Infrastructure Repair
- Debris Management
- Housing
- Health/Social Services
- Economy





# Essential Responsibilities

- Develop and promulgate Local Emergency Operations Plan (LEOP)
- Coordinate Emergency Management training and exercising
- Identify and coordinate resources
- Organize community groups to support local EM
- Develop and execute a budget for local EM
- Coordinate grant management

**LOCAL EMERGENCY OPERATIONS PLAN**

**Emergency Steps**

- 1) Establish an Incident Command Structure and make appropriate local decisions
- 2) Delegate Authorities to Incident Commander and request Declaration if appropriate
- 3) Contact State Emergency Operations Center and request Declaration if appropriate
- 4) Alert the general population and local contractors (900-137) if additional help or resources are needed
- 5) Activate your Emergency Operations Center (EOC) and request Declaration if appropriate
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- 10) Conduct damage assessment. Report to EOC

**Future Steps**

- 11) Refer to your local codes and standards, Vermont Stream Alterations Rule, and local hazard mitigation plan before undertaking permanent repairs
- 12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet
- 13) Conduct an after-action review and develop an improvement plan

**Jurisdictions' Points of Contact: Identify by priority the top three people to be Points of Contact for your Town during an emergency (ex: EMD, Town Mgr, Selectboard Chair, Fire Chief)**

Job Title	First Name	Last Name	Work #	Home #	Radio call sign	Time Contacted

County: \_\_\_\_\_  
Name of town EMD/C: \_\_\_\_\_  
Date LEOP adopted: \_\_\_\_\_  
Date NIMS adopted: \_\_\_\_\_  
I, a select board member, town/city/village manager, or mayor, certify that this Local Emergency Operations Plan has been adopted (certifying individual must have taken, at minimum, ICS 402 or ICS 100 training): \_\_\_\_\_  
Physical Municipal Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alternate communication method: \_\_\_\_\_ E-mail: \_\_\_\_\_  
This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1st.  
Template 2015 For Official Use Only





# Key Skills

## Communication

### Planning

- Define End State
- Determine Objectives
- Develop Action Steps

### Organizing

- Define Functions
- Identify Resources
- Align and Assign Responsibilities

### Directing

- Motivating/Activating
- Trust and confidence-growing
- Team-building
- “Be nice”

### Controlling/Monitoring

- Develop Measures of Effectiveness
- Assess Progress
- Report
- Re-hone Plan

# Regional Coordinators & Regional Planning Commissions

**Max**

## Northwest

max.kennedy@vermont.gov  
802.881.2411  
60 Towns  
Population: 254K (40%)

**Emily**

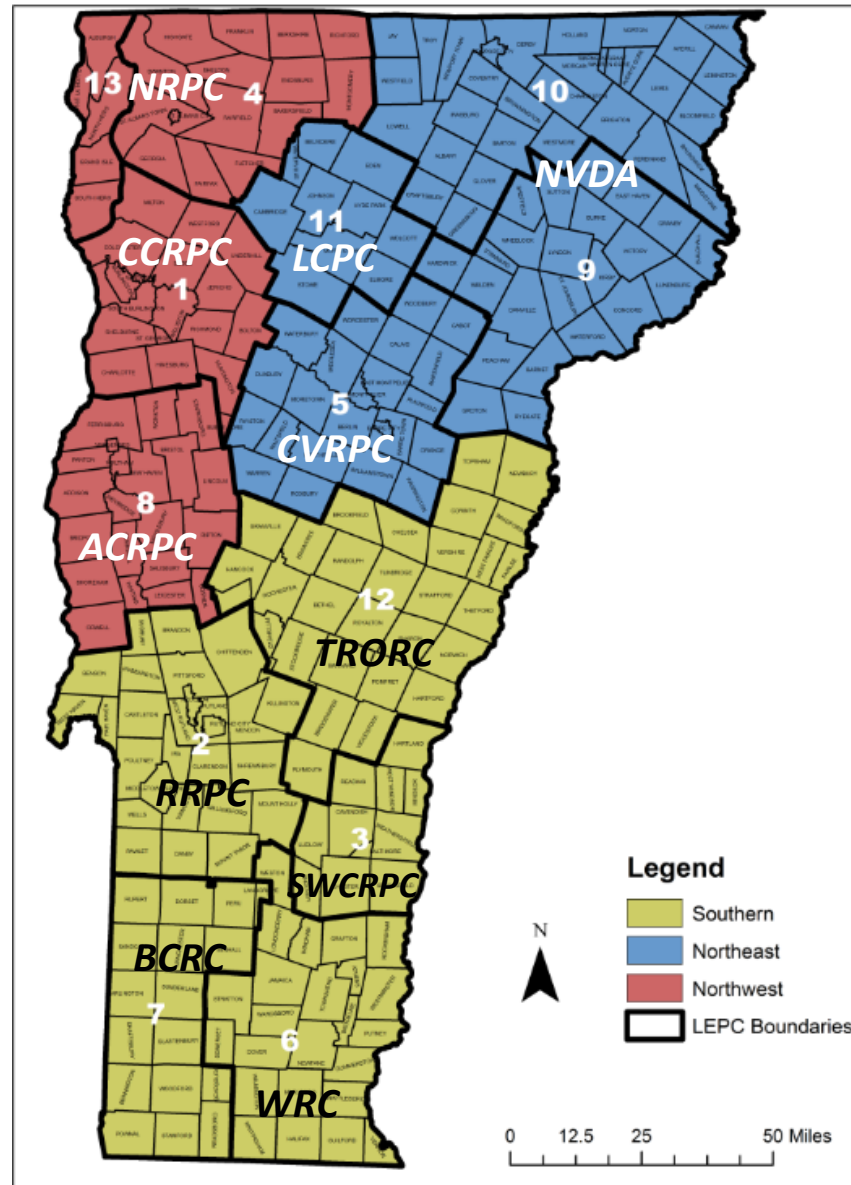
## Northeast

emily.harris@vermont.gov  
802.241.5385  
85 Towns  
Population: 166K (27%)

**Rich**

## South

richard.cogliano@vermont.gov  
802.505.1699  
107 Towns  
Population: 205K (33%)



**Addison County Regional Planning Commission**  
VACANT | 802.388.3141

**Chittenden County Regional Planning Commission**  
Lee Krohn | lkrohn@ccrpcvt.org | 802.846.4490 (x30)

**Northwest Regional Planning Commission**  
Shaun Coleman | scoleman@nrpcvt.com | 802.524.5958

**Central Vermont Regional Planning Commission**  
Laura Ranker | ranker@cvregion.com | 802.229.0389

**Lamoille County Planning Commission**  
Ryan Murphy | ryan@lpcvt.org | 802.888.4548

**Northeastern Vermont Development Association**  
Bruce Melendy | bmelendy@nvda.net | 802.748.5181 (x20)

**Bennington County Regional Commission**  
Allison Strohl | alangsdale@bcrcvt.org | 802.442.0713 (x7)

**Rutland Regional Planning Commission**  
Mary Lamson | mary@rutlandrpc.org | 802.775.0871 (x206)

**Southern Windsor County Regional Planning Commission**  
Allison Hopkins | ahopkins@swcrpc.org | 802.674.9201 (x113)

**Two Rivers-Ottauquechee Regional Commission**  
Tory Littlefield | vlittlefield@trorc.org | 802.457.3188 (x123)

**Windham Regional Commission**  
Alysa Sabetto | asabetto@windhamregional.org | 802.257.4547 (x113)