

Municipality: Town of Bristol Date Updated: 04/22/2024

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Valerie Capels	Town Administrator, EMD
Peter Coffey	Deputy EMD

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 / Deputy EMD
Preferred EOC Positions and Duties	
EMD - Capels Deputy EMD-Coffey	Supervises and directs all EOC activities coordinating municipal support and response
Staff / Volunteers	Staffs phones and radio
PIO - Bouvier	Tracks and answers any Requests for Information (RFI)
Logistics	Tracks and coordinates any Requests for Support (RFS)
PIO - Bouvier	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Fred Baser	453-4391 / [REDACTED]
Eric Carter	453-6054 / [REDACTED]
Michael Leyden	453-7305 / [REDACTED]
Ted Lylis	[REDACTED]
Michelle Perlee	[REDACTED]
Craig Scribner	453-3551 / [REDACTED]
Cecil Foster	453-4877 / [REDACTED]
Primary EOC Location	
Facility / Address:	Holley Hall, 1 South Street, Bristol, VT 05443
Phone Numbers:	(802) 453-2410
Equipment/Notes:	Wi-Fi, phones, computers, scanner, printers, meeting room, backup generator
Alternate EOC Location	
Facility / Address:	Bristol Police Dept., 72 Munsill Ave Fire Station, 79 West Street, Bristol, VT 05443
Phone Numbers:	453-2533-3201
Equipment/Notes:	Generator, conference room, kitchen facility, Wi-Fi, phones, computers, printers.

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: Town Treasurer – Anthony Delmonaco Town Administrator – Valerie Capels		
Emergency spending limits:	Per Bristol Purchasing Policy, Section VI.2	
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
VTUMS	Jill Marsano	377-2316 / info@vtums.com
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info / After Hours</i>
Excavators	ACC Excavation	453-5954 / 324-4183 (Rene)
	Acker	453-4678 / 343-0177 (Chris)
	Driscoll	453-6495 / 355-0260 (Adam)
	Hallock	453-2828
	Heffernan's	453-2587
	Kilbourn's	453-4777 / 343-8521
	Masterson's	453-4341 / 349-6955 (Josh) / 349-6956 (Dagan)
Food	Cubber's	453-2400
	Shaw's	453-4865
Transportation	Tri-Valley Transit	388-2287
Tree Removal	Brown's	453-3351
	Sargent's	349-7459
	Teacher's	316-1545
State support that is usually at no cost to the municipality: <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 • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans equipment and personnel • Vermont National Guard support 		
<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>		

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	N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A		
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A		
Mobile Communications Unit		1	N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	1	
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper	N/A	N/A	N/A	N/A	1	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	1	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A		
Public Safety Dive Team	N/A	N/A	N/A	N/A		Track Loader	N/A	N/A	N/A	N/A		
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	2	
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A		
Fire Engine (Pumper)	2	1	N/A	N/A		Trailer, Small Equipment	N/A	N/A	N/A	N/A		
Firefighting Crew Transport	N/A	N/A	N/A	N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A		
Aerial Apparatus, Fire	N/A	N/A	N/A	N/A		Truck, Plow	N/A	N/A	N/A	N/A	5	
Fire Officer	N/A	2	N/A	N/A								
Foam Tender	N/A	N/A	N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A		
Hand Crew	N/A	N/A	N/A	N/A		Truck, Tractor Trailer	N/A	N/A	N/A	N/A		
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering						
Engine Strike Team	N/A	1	N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)	N/A	1	N/A	N/A		Water Pump, Water Distribution						
Fire Boat	N/A	N/A	N/A	N/A		Water Pump, Wastewater						
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck					N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A		
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A		
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A		
Air Compressor	N/A	N/A	N/A	N/A		Wheel Loader, Medium	N/A	N/A	N/A	N/A	1	
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A		
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A		
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A		
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A		
Generator	N/A	N/A	N/A	N/A		Wood Tub Grinder	N/A	N/A	N/A	N/A		
Grader	N/A	N/A	N/A	N/A	1							

*Information about the NIMS Typed resources can be found at: <https://rtilt.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:	Web site: www.bristolvt.org Facebook: https://www.facebook.com/bristolvt/ Instagram: https://www.instagram.com/townofbristolvt/ Twitter: @BristolTownAdm Front Porch Forum: https://frontporchforum.com/bristol
Local Newspaper, Radio, TV:	See attached list.
Public Notice locations:	Inside and outside Town Office, Lawrence Memorial Library, Bristol Beverage, Web site, Martin's Hardware
<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>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Nursing Home – Living Well	453-3946
Day Care – Bristol Family Center, Orchard Terr.	453-5659
Day Care – Susan Owen-Jankowski, 1000 South Rte 116	453-4071
Day Care – Wendy Chase, 3419 North Rte 116	453-3710
Day Care – Patricia Smith, 28 South Street	453-7827
Day Care – Erica Bouvier, 15 Pleasant Street	453-3456
The Evergreens Private Senior Care Home – Brian Heady, Evergreen Drive	(843) 385-3593 theevergreens96@gmail.com
Mobile Home Park – Maple Ridge, South Rte 116	877-2626
Mobile Home Park – Lauritsen, off Pine Street	877-2626
Mobile Home Park – Kountry Trailer Park	877-2626
Mobile Home Park – Blaises MHP, Rocky Dale Rd.	453-4207
Meals on Wheels – Christine Czarny	862-6253
Project Independence (Middlebury)	388-3983

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:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Mount Abraham Union Middle & High School, 220 Airport Drive
Facility Contact(s):	Mike Orvis
Phone Numbers:	453-3227 / 989-9753
Shelter Manager:	To be determined.
Staff Requirements:	To be determined.
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	To be determined: food, volunteers Capacity: 1,200 Generator? Yes Pets Allowed? Y / N
Alternate Local Shelter	
Location / Address:	Bristol Elementary School, 57 Mountain Street
Facility Contact(s):	Jenni Utter, Admin. Assist. (jenni.utter@mausd.org), Bill Huggett, Assistant Principal (bill.huggett@mausd.org)
Phone Numbers:	453-3227
Shelter Manager:	To be determined.
Staff Requirements:	To be determined.
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	To be determined: food, volunteers Capacity: 830 Generator? No Pets Allowed? Y / N

Annexes (Optional, create and letter as needed)

Standardized Individual Call Intake Form
Media Contacts List

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	Valerie Capels	453-2410 (w)	██████████	██████████	townadmin@bristolvt.org
Deputy EMD	Peter Coffey	453-3538 (h)	██████████		pcoffey@gmavt.net
EM Coordinator					
Local Response Organization Contacts					
Fire Chief	Brett LaRose	798-2673 (c)	██████████	453-3201 (FD non-emergency)	bristolfiredepartment@gmail.com
Deputy Fire Chief	Eric Forand	453-4167	██████████		bristolfirevt@gmail.com
Rescue Squad Chief of Service	Will Elwell	453-2472 (BRS non-emergency)	██████████		welwell@bristolrescuevt.org
Chief of Police & Constable	Bruce Nason	453-2533 (w)	349-5027 (c)	██████████	bruce.nason@vermont.gov
County Sheriff	Michael Elmore	388-2981			
State Police	Lt. Cory Lozier	388-4919	← Dispatch		Cory.Lozier@vermont.gov
Local Dispatch Center	Shelburne	(802) 985-8051			jon.marcoux@vermont.gov
Local Public Works Contacts					
Public Works Foreman	Eric Cota	453-4707 (w)	██████████	██████████	bristolhighway@gmavt.net
Assistant DPW Foreman	TBD				
Town Garage	80 Pine Street	453-4707 (w)			
Drinking Water Utility	VTUMS	377-2316 (c)	922-1102		info@vtums.com
Wastewater Utility	VTUMS	377-2316 (c)	922-1102		info@vtums.com

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
Municipal Government Contacts					
Town Administrator	Valerie Capels	453-2410 (w)	██████████	██████████	townadmin@bristolvt.org
Town Clerk	Sharon Lucia	453-2410 (w)	██████████		clerk@bristolvt.org
Asst. Town Clerk	Kris Perlee	453-2410 (w)			zoning@bristolvt.org
Selectboard Chair	Joel Bouvier	453-2445 (h)	██████████	██████████	joelbouvier@yahoo.com
Selectboard Alt	Michelle Perlee	453-2645 (h)	██████████		bdysense@comcast.net
Selectboard Alt	Ian Albinson	453-7378 (w)	██████████		lanalbinson+sb@gmail.com
Selectboard Alt	Peeker Heffernan	453-2221 (h)	██████████		peeker@gmavt.net
Selectboard Alt					
Town Treasurer / Finance	Justin Bouvier	453-2410 (w)	██████████		treasurer@bristolvt.org
Town Health Officer	Diane Cushman	453-4163 (h)			wombats@gmavt.net
Deputy Health Officer	VACANT				
Forest Fire Warden	Edward Shepard	453-2821 (h)			
Forest Fire Warden-Key Person #1	Brett LaRose	798-2673 (c)		453-3201	bristolfiredepartment@gmail.com
Forest Fire Warden-Key Person #2	Eric Forand	585-0633 (c)		453-3201	bristolvtfire@gmail.com
Tree Warden	John Swebston	453-4192 (w)	██████████		swebstonarborworks@gmail.com
Animal Control Officer	Bristol Police	453-2533 (o)			
School Contact #1	Patrick Reen	453-6943 (w)	██████████		Patrick.Reen@mausd.org
School Contact #2					
School District Office					
Other Contacts					