

Local Emergency Management Plan

1. Emergency management planners

These are the people who wrote and maintain this plan. This must include the EMD.

Michael Leyden (EMD)

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.

Which municipal position(s) can activate the EOC?

Emergency Management Director (EMD), Emergency Management Coordinator (EMC), Town Administrator (incl. *Interim*, if applicable)

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Manager	Supervises and directs all EOC activities coordinating municipal support and response
Call Taker	Staffs phones and radio
Public Information Officer (PIO)	Tracks and answers any Requests for Information (RFI). Produces and posts public information and press releases.
Logistics	Tracks and coordinates any Requests for Support (RFS)

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Michael Leyden	EOC Manager
Peter Coffey	Alternate EOC Manager/ other roles as assigned by EOC Manager
Greg Faust, <i>Town Administrator</i>	Alternate EOC Manager/ other roles as assigned by EOC Manager
Sharon Lucia, <i>Town Clerk</i>	As assigned by EOC Manager
Kris Perlee, <i>asst. Town Clerk</i>	As assigned by EOC Manager
Freeda Powers, <i>Grant Admin.</i>	As assigned by EOC Manager
AZ Larsen, <i>Planning & Zoning Admin.</i>	As assigned by EOC Manager

Meridith McFarlane, <i>Rec. Dept. Director</i>	As assigned by EOC Manager
Aidan Lenihan, <i>Rec. Prog. Coord.</i>	As assigned by EOC Manager
Amy Smith, <i>Town Health Officer</i>	As assigned by EOC Manager
Primary EOC location	
Facility address:	Town Offices at Holley Hall (1 South Street, Bristol)
Phone numbers:	802-453-2410
Equipment and notes:	☒ generator ☒ internet ☒ phone line ☒ computers ☒ copy machine ☒ projector or large screen ☐ food prep
Alternate EOC location (if applicable)	
Facility address:	Bristol Fire Station (79 West Street, Bristol)
Phone numbers:	802-453-3201
Equipment notes:	☒ generator ☒ internet ☒ phone line ☒ computers ☐ copy machine ☒ projector or large screen ☒ food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available. Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits. Town Clerk/Treasurer and Town Administrator* Spending limits per the Bristol Purchasing Policy (Section VI.2) "The Town Administrator may award contracts and make purchases for the purpose of meeting a public emergency without following regular procedures)." <i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town</i>

vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.

Town or city owned resources (if applicable)

Type of resource	Name	Contact information
3 Fire Engines and Tanker	Bristol Fire Department	Fire Chief Brett LaRose
Grader, Compact Excavator, Road Sweeper, Snow Blower, 5 Plow Trucks, 2 Equipment Trailers, Wheel Loader (Medium), Road Sweeper	Bristol Highway Department	Eric Cota, Public Works Dept. Foreman bristolhighway@gmavt.net Town Garage: 802-453-4707

Businesses with standing municipal contracts (if applicable)

Type of resource	Name	Contact information
VTUMS (municipal water system management)	Jill Marsano	802-377-2316 info@vtums.com
Other contracts <i>on file</i> with Town Clerk (Examples: fuel for town vehicles fuel to heat town buildings, etc.)	Sharon Lucia, Town Clerk	clerk@bristolvt.org 802- 453-2410 ext. 5

Other local resources (if applicable)

Type of resource	Name	Contact information (802)
Excavators	ACC Excavation	434-5954/ 324-4183 (Rene)
	Acker	453-4678 / 343-0177(Chris)
	Driscoll	453-6495 /355-0260(Adam)
	Hallock	453-2828
	Heffernans	453-2587
	Kilbourns	453-4777 / 343-8521
	Mastersons	453-4341 / 349-6955 (Josh)
		349-6956 (Dagan)
Food	Cubbers	453-2400
	Shaws	453-4865
Transportation	Tri-Valley Transit	388-2287
Tree Removal	Browns	453-3351
	Sargents	349-7459
	Teachers	316-1545

State support that is usually at no cost to the municipality:

- [Vermont Hazardous Material \(HAZMAT\) Response Team \(VHMRT\)](#)
- [Vermont Urban Search and Rescue \(USAR, VT-TF1\)](#)
- [Vermont State Police Special Teams](#)

- Swiftwater rescue teams (both local and VT-TF1)
 - [Regional shelter support](#)
 - Subject matter expertise from state government agency or federal response agency
- State support and resources the municipality will normally eventually have to pay for:
- Supplies and equipment
 - VTrans equipment and personnel
 - Vermont National Guard support

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.

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)		1	N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

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

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

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.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):	VT-Alert Managers- Michael Leyden, EMD, Eric Cota, Sharon Lucia. Vermont Emergency Management 800-347-0488
Important local websites or social media channels (if applicable):	Web site: www.bristolvt.org ; Emergency Information Town of Bristol, Vermont Facebook: https://www.facebook.com/bristolvt/ Instagram: https://www.instagram.com/townofbristolvt/ Front Porch Forum: https://frontporchforum.com/bristol
Local newspaper, radio, TV (if applicable):	TBD with support of VEM PIO (as needed)
Public notice locations: These are physical locations that you are required to post meeting notices per 17 V.S.A. § 2641 . Two must be in town and the third must be in or near the town clerk's office.	• Inside and Outside Town Office • Lawrence Memorial Library • Bristol Beverage Center
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many 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. Dial 211 or (802) 652-4636.</i>	

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be 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. Please ensure these contacts have updated EMD contact information.

Organization or community	Contact information or method of coordination	Notes
CARE (Citizen Assistance Registration for Emergencies)	VEM Watch Officer (800) 347-0488	
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 – Kilbourn 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

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

MOU with MAUSD pending

Location and address:	Mount Abraham Union Middle & High School, 220 Airport Drive (owned & operated by MAUSD)
Facility contact(s):	Matt Tatro, Safety Coord. 802-989-2611 Mike Orvis, Facilities 453-3227/cell: 802-556-3579
Shelter manager:	Interim plan: EMD or EMC
Staff requirements:	ARC personnel as available + Town is working to identify and train volunteers in this capacity.
Services (select all the apply):	☒ Warming center ☒ Showers ☒ Cooling center ☒ Generator ☒ Overnight shelter ☒ Pets allowed ☒ Food preparation
Daytime capacity:	Auditorium: 600; Gym: 300-400; Cafeteria: 50 (1,200 total facility capacity)
Overnight capacity: (if applicable)	CONTINGENT on ARC trailer with resources (cots, etc.): 150-200 (need to verify with live drill/exercise in situ)
Notes:	

Alternate local shelter (if applicable)

Location and address:	Bristol Elementary School, 57 Mountain Street (owned & operated by MAUSD)
Facility contact(s):	As listed above for MAUSD
Shelter manager:	Interim plan: EMD or EMC
Staff requirements:	ARC personnel as available + Town is working to identify and train volunteers in this capacity.
Services (select all that apply):	☒ Warming center ☐ Showers ☒ Cooling center ☒ Generator ☐ Overnight shelter ☐ Pets allowed ☒ Food preparation
Daytime capacity:	100-200 (Total facility capacity 830)

Overnight capacity:	None currently
---------------------	----------------

Annexes (Optional, create and letter as needed)

Pending: Standardized Individual Call Intake Form
Pending: Media Contacts List
Pending: Shelter Operations Plan (local)
Pending: Integrated response and support Plan for Active Threat Incidents
Pending: Mass Gathering/Special Events
Link to forms: Local Emergency Management Plan Resources Vermont Emergency Management

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

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Michael Leyden	603-387-2561			EMD.bristolvt@gmail.com
EM Coordinator	Peter Coffey	453-3538 home	349-3900 cell		pcoffey@gmavt.net
Local response organization contacts					
Fire chief	Brett LaRose	798-2673 cell	453-6953 home		Chief@bristolfiredepartment.org Info@bristolfiredepartment.org
Deputy fire chief	Eric Forand	453-4167	585-0633 cell		DeputyChief@bristolfiredepartment.org
Assistant Chief	Kevin LaRose		989-4330 cell		assistantchief@bristolfiredepartment.org
EMS chief	Will Elwell	453-2472 (BRS non-emergency)	989-9290 cell		Welwell@bristolrescuevt.org
Chief of police	Bruce Nason	453-2533 work	349-5027 cell	377-0443 cell	Bruce.Nason@vermont.gov
Addison County Sheriff	Michael Elmore	(802) 388-2981			michael.elmore@vermont.gov
VT State Police-New Haven Barracks	Lt. Neil Carey	802-388-4919			neil.carey@vermont.gov
Local emergency services dispatch center (Fire/other)	Shelburne Communications Center	985-8051			James.Mack@Shelburnepdvt.org
Bristol Rescue EMS Dispatch	Middlebury Regional Central Communications Center	388-3286 Ext 204			
Local public works contacts					
Road Foreman	Eric Cota	453-4707 work	373-9676 cell		Bristolhighway@gmavt.net
Road Commissioner	TBD				
Town Garage	80 Pine Street	453-4707			
Drinking water utility	VTUMS	377-2316	922-1102		info@vtums.com
Wastewater Utility	VTUMS	377-2316	922-1102		

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Municipal government contacts					
Town Administrator	Greg Faust	453-2410 x1			Townadmin@bristolvt.org
Town Clerk/Treasurer	Sharon Lucia	453-2410 x5	363-6926 cell		Clerk@bristolvt.org treasurer@bristolvt.org
Asst Treasurer	Kris Perlee	453-2410 x7			Zoning@bristolvt.org
Selectboard Chair	Ian Albinson	453-7378 work	458-5576 cell		ianalbinson+sb@gmail.com
Selectboard alt	Michelle Perlee	453-2645 home	349-5200 cell		bdysense@comcast.net
Selectboard alt	Jessica Teets				jteets.sb.bristolvt@gmail.com
Selectboard alt	Joel Bouvier	453-2445	989-8311 cell		Joelbouvier@yahoo.com
Selectboard alt	Peeker Heffernan	453-2221 home	349-6876 cell		Peeker@gmavt.net
Town Health Officer	Amy Smith	802-385-7500			crspecialist@bristolvt.org
Forest Fire Warden #1	Brett LaRose	798-2673 cell			Chief@bristolfiredepartment.org
Forest Fire Warden #2	Eric Forand	585-0633 cell			DeputyChief@bristolfiredepatment.org
Animal Control Officer	Bristol Police	453-2533			
Tree Warden	John Sweptson	453-4192 work	377-5417 cell		Sweptsonarborworks@gmail.com
School Contact #1	Patrick Reen	453-6493	989-3911		Patrick.Reen@mausd.org
School Contact #2	Matt Tatro				
School District Office					
Other contacts (including neighboring EMDs)					
<i>Potential Citizen/Volunteers:</i>					
EOC staff	Fred Baser	453-4391	377-2635		Freddieb.fb@gmail.com
EOC staff	Eric Carter	453-6054	458-7109		Carter.insurance50@yahoo.com
EOC staff	Ted Lylis	377-1421			Tylis@gmavt.net
EOC staff	Michelle Perlee	349-5200			bdysense@comcast.net

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
EOC staff	Craig Scribner	453-3551			78scribs@gmail.com
EOC staff	Cecil Foster	453-4877			cecil@gmavt.net

2026 Addison County Emergency Management Directors and Coordinators

Town	EMD/EMC	Position	E-Mail	Phone # (802-)
Addison	Martin Haitz	EMD/SB Chair	mhaitz1@gmail.com	
Bridport	Tim Howlett	EMD/SB Chair	twhowlett@yahoo.com	758-2483
Cornwall	Ben Marks	EMD/SB Chair	bmarkscornwall@gmail.com	462-3536
Ferrisburgh	Bill Wager	EMC/Fire Chief	chiefwager@comcast.net	349-9153
Goshen	Ethan West	EMC	ethan@republicofvermont.com	
Leicester	Diane Benware	EMD/SB Chair	dianembenware@gmail.com	247-3786
Lincoln	Barbara Rainville	EMC	rainvb@gmavt.net	989-0068
Middlebury	Jason Covey	EMD/Police Chief	JCovey@middleburypolice.org	388-3191
	Mark Pruhenski	Town Manager	TownManager@townofmiddlebury.org	458-8000
Monkton	Stephen Pilcher	EMD/SB Chair	spilcher@monktonvt.com	425-2178
New Haven	Becky Hutchins	EMC	diesel@myfairpoint.net	349-4325
Orwell	Sandy Korda	EMD	Orwell911@gmail.com	989-1278
Panton	Bob Groff	EMC	emc@pantonvt.us	475-3464
Ripton	Erik Eriksen	EMC/Fire Chief	erikriptonc2@gmail.com	388-4506
Salisbury	Colin Foster	EMC		
Shoreham	Stephen Goodrich	EMD/SB Chair	stephen.s.goodrich1956@gmail.com	349-5351
	Jason Paquette	Road Foreman	shorehamroads@shoreham.net	

Contact Information

Starksboro	Charlene Phelps	EMC	luvtwins@gmavt.net	363-4276
Vergennes	David DiBiase Ron Redmond	EMD City Manager	dndibiase@gmail.com manager@vergenne.org	877-3637
Waltham	Paul McMahon	EMC	paul@ironworksdesign.net	989-3290
Weybridge	Megan Sutton	EMD	msutton@townofweybridge.org	545-6856
Whiting	Larry Wilbur	EMC	whitingcloverleaves@hotmail.com	623-7862