

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM 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 who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

Municipality	Town of Westfield
LEMP Adoption Date	April 20 th 2026
NIMS Adoption Date	April 12, 2015
EMD Name	Maurice Doyon
Position	EMD
Primary Phone	H: 802-744-2437
Alternate Phone	
Email	jackiemoed@yahoo.com
Public contact information	802-744-2484 info@westfield.vt.gov
POC 2 Name	Jacques Couture
Position	Selectboard Chair
Primary Phone	H:802-744-2733
Alternate Phone	C:802-355-3496
Email	jcouture@maplesyrupvt.net
POC 3 Name	Niki Dunn
Position	Town Clerk
Primary Phone	W: 802-744-2484
Alternate Phone	C: 802-673-4861
Email	townclerk@westfield.vt.gov

REMC Representatives	
REMC Emergency Services Appointee	Eric Kennison, Road Commissioner
Email	kennisonandsonexc@hotmail.com
EMD REMC Representative	Maurice Doyon
Email	jackiemoed@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* Jacques Couture Printed Name: Jacques Couture
 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 at a **warned public meeting**, as stated above:

Signed* Jacques Couture Printed Name: Jacques Couture
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*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

Municipal Adoption	
<input type="checkbox"/>	Completed Municipal Adoption Form
<input type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.
LEMP Required Elements	
	Page # (if not using a template)
<input type="checkbox"/>	Emergency Management planners
	List of people who wrote or maintain the LEMP. Must include EMD.
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)
	EOC activation authority (minimum 1)
	EOC staff positions and corresponding duties (minimum 1)
	Potential EOC staff members (minimum 1)
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment
<input type="checkbox"/>	Resources
	Emergency purchasing agent and spending limits
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)
	National Incident Management System (NIMS) Typed Resource List (if applicable)
<input type="checkbox"/>	Public Information and Warning
	Local VT-Alert managers (if applicable)
	Local website or social media information (if applicable)
	List of local media outlets (if applicable)
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk’s office)
	Note that the public can call Vermont 2-1-1 for resources.
<input type="checkbox"/>	Organizations and communities requiring additional coordination
	List of organizations or communities and contact method
<input type="checkbox"/>	Shelters
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)
<input type="checkbox"/>	Contact Information
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency management planners

<p><i>These are the people who wrote and maintain this plan. This must include the EMD.</i></p> <ul style="list-style-type: none"> • <i>Maurice Doyon, Emergency Management Director</i> • <i>Bobby Jacobs, Fire Chief</i> • <i>Eric Kennison, Road Foreman</i> • <i>Jacques Couture, Selectboard, Chair</i> • <i>Richard Degre, Selectboard Member</i> • <i>Dennis Vincent, Selectboard Vice-Chair</i> • <i>Nicole Dunn, Town Clerk</i> • <i>LaDonna Dunn, Assistant Town Clerk</i>
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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, Fire Chief, Selectboard

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	<ul style="list-style-type: none"> • Supervises and directs all EOC activities coordinating municipal support and response
Public Information Officer	<ul style="list-style-type: none"> • Coordinates all messaging with Incident Commander(s) • Produces and posts public information and press releases • Monitors public media for useful information and to correct inaccurate reports • Monitor and create helpful information on social media • Update the municipal website with useful information.
Admin	<ul style="list-style-type: none"> • Maintains operations log • Supports incident commanders in documenting expenses for reimbursement
Situational Awareness	<ul style="list-style-type: none"> • Updates status board and map • Tracks and answers Requests for Information (RDI) from incident commander(s) and town officials
Logistics Support	<ul style="list-style-type: none"> • Tracks and coordinates fulfillment of any Requests for Support (RFS) from incident commander(s) • Provides resources for the EOC itself (coffee, food, sleeping areas, batters, fuel for generator, etc.)
Communications Support	<ul style="list-style-type: none"> • Staffs phones and radios

Potential EOC staff members	
<i>Name</i>	<i>Qualified position(s) and notes</i>
Maurice Doyon	Emergency Management Director, Any Position
Bobby Jacobs	Fire Chief – Any Position
Jacques Couture	Selectboard Chair – Any Position
Richard Degre	Selectboard – Any Position
Dennis Vincent	Selectboard Vice-Chair – Any Position
Niki Dunn	Town Clerk – Any Position
LaDonna Dunn	Assistant Town Clerk – Any Position
Primary EOC location	
Facility address:	38 School Street, Westfield, VT 05874
Phone numbers:	802-744-2484
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input type="checkbox"/> food prep
Alternate EOC location (if applicable)	
Facility address:	59 North Hill Road, Westfield, VT 05874
Phone numbers:	802-744-5466
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> 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.
When the EOC is active, the EOC Director may authorize the purchase of supplies, equipment, and services as required in support of ongoing incidents, up to a total of \$100. Purchases over \$100 require approval of the Selectboard or, if the Selectboard cannot reasonably meet because of the emergency, any available Selectboard member can authorize the purchase.

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 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
Heavy Equipment	Eric Kennison	(802) 744-6457
Signage	Eric Kennison	(802) 744-6457
Fuel	Eric Kennison	(802) 744-6457

Businesses with standing municipal contracts (if applicable)

Type of resource	Name	Contact information

Other local resources (if applicable)

Type of resource	Name	Contact information
Food	Westfield General Store	(802) 744-2223
Fuel	Westfield General Store	(802) 744-2223

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.

Local Building Supply	Hometown Hardware	W:802-744-6300		
Local Food Vendor or Prep	Westfield General Store	W:802-744-2223		
Local Food Vendor or Prep	Troy Country Store	W:802-744-2200		

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)			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://rilt.preptoolkit.fema.gov>

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

Drinking Water Utility	Rick Danforth Daniel McAvinney	H:802-744-6887 H:802-744-6272	M:802-323-6683 M:802-793-4380	
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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><i>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.</i></p> <p><i>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.</i></p>	
Local VT-Alert managers and managers of other notification systems (if applicable):	
Important local websites or social media channels (if applicable):	Town Website: westfield.vt.gov Town Facebook Page: facebook.com/TownofWestfieldVT
Local newspaper, radio, TV (if applicable):	Newport Daily Express The Chronicle
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.	Westfield Town Office, Westfield General Store, Westfield Recycling Center
<p><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></p>	

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
School Contact #1	Hunter Couture, Principal, Jay/Westfield Joint Elementary School; W: 802-988-4042; Fax 802-988-9813	
School Contact #2	Kelly Meunier, Secretary, Jay Westfield Joint Elementary School	Same Contact Numbers as Above
School District Office	Elaine Collins Superintendent NCSU; W: 802-334-5847, Fax: 802-334-6528	

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

Location and address:	Westfield Community Center 59 North Hill Rd. Westfield, VT 05874	
Facility contact(s):	Maurice Doyon, Jacques Couture	
Shelter manager:	Maurice Doyon	
Staff requirements:	2	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	50	
Overnight capacity: (if applicable)	50	
Notes:	40 Cots with blankets donated from Red Cross	

Alternate local shelter (if applicable)

Location and address:	Jay/ Westfield Elementary School 257 Revoir Flat Road Jay, VT 05859	
Facility contact(s):	Hunter Couture	
Shelter manager:	Hunter Couture	
Staff requirements:	2	
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	100	
Overnight capacity:	100	

Annexes (Optional, create and letter as needed)

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.

Primary Shelter Contact	Westfield Community Center	802-744-5466		
Primary Shelter Alt Contact	Hunter Couture, Jay Westfield Joint Elementary School	802-988-4042		

Contact Information

EM Director (EMD)	Maurice Doyon	H:802-744-2437		jacklemoed@yahoo.com
Public Information Officer (PIO)	Ladonna Dunn & Niki Dunn	M:802-673-9001 M:802-673-4861	H:802-744-6304	townclerk@westfield.vt.gov dialladonna@yahoo.com info@westfield.vt.gov nikidunn@rocketmail.com
Local Response Organization Contacts				
Fire Chief	Bobby Jacobs, Troy Volunteer FD	M:802-673-4144		Troyfire01@gmail.com
EMS Chief	Jeff Johansen, Newport Ambulance/Troy Rescue	W:802-334-2023	Fax:802-334-7536	Jeff.johansen@newportambulance.org
Chief of Police or Constable	1 st Constable – Constable –	H: H:		
State Police or County Sheriff	VT State Police Orleans County Sheriff – Jennifer Harlow	W802-988-4315 W802-334-3333	Fax:802-334-3307	Jennifer.harlow@vermont.gov
Local Dispatch Center	Newport Police Department	W:802-334-6733		
Local Public Works Contacts				
Road Commissioner	Eric Kennison	H:802-744-6457	C:802-673-5648	kennisonandsonexc@hotmail.com
Town Garage	Westfield Town Garage & Recycling Center		757 VT Route 100	
Drinking Water Utility	Rick Danforth Daniel McAvinney	H:802-744-6887 H:802-744-6272	C:802-323-6683 C:802-793-4380	Danforth.rick@yahoo.com dmcavinney@outlook.com
Municipal Government Contacts				
Selectboard Chair	Jacques Couture	H:802-744-2733	C:802-355-3496	jcouture@maplesyrupvt.net
Selectboard Alt	Richard Degre	H:802-744-2427	C:802-673-5840	degresselectboard@gmail.com

Contact Information

Selectboard Alt	Dennis Vincent		C:802-673-9357		Dennis.vincent.1960@icloud.com
Town Clerk	Niki Dunn	W:802-744-2484	C:802-673-4861		townclerk@westfield.vt.gov
	Asst – LaDonna Dunn	W:802-744-2484	C:802-673-9001		info@westfield.vt.gov
Town Treasurer / Finance Officer	Lisa Deslandes	H:802-744-2419	C:802-673-8721		treasurer@westfield.vt.gov
Town Health Officer	Shelley Martin	H:802-595-1888			imabizzililbee@gmail.com
Forest Fire Warden	Jim Crawford		C:802-673-6953		
Animal Control Officer					
School Contact #1	Hunter Couture, Principal, Jay Westfield Joint Elementary School	W:802-988-4042	Fax:802-988-9813		hunter.couture@ncsuvt.org
School Contact #2	Kelly Meunier, Secretary, Jay Westfield Joint Elementary School	W:802-988-4042	Fax:802-988-9813		kelly.meunier@ncsuvt.org
School District Office	Elaine Collins, Superintendent, NCSU	W:802-334-5847	Fax:802-334-6528		elaine.collins@ncsuvt.org
Local Contacts					
Red Cross	Sue Scott	H:802-744-2433	M:802-477-3466	800-464-6692	suescott24@gmail.com
VT211		211	802-652-4636		
Electrical Utility	Vermont Electric Co-op	802-635-2331			
Gas Utility	Propane – Bournes Oil- Oil Supply Corp	802-888-2611			
	Oil- Oil Supply Corp	802-744-2555			
Telecom Utility	Comcast	802-848-3825	800-934-6489		
Primary Shelter Contact	Westfield Community Center	802-744-5466			
Primary Shelter Alt Contact	Hunter Couture, Jay Westfield Joint Elementary School	802-988-4042			hunter.couture@ncsuvt.org

Contact Information

Senior Center Contact	Westfield Community Center	802-744-5644	802-744-2484	
Health Center/Clinic	North Country Hospital	802-334-7331		
Mental Health Services	NEK Human Services	802-334-6744	800-696-4979	www.nkhs.org
Home Health Services	Orleans Essex VNA (Lynn Limoges)	802-334-5213	Fax:802-334-8822	
Local Community Service Org	Northeast Kingdom Council on Aging, Meals on Wheels, Meg Burmeister & Lucy Lemay	802-334-2190 800-642-5119	By app. only	info@nekcouncil.org
Local Community Service Org	Lions Club, Denny Lyster, Connie LaPlume	Denny H:802-744-6839 Connie H:802-744-9927		
ATV or Snowmobile Club	Jim Sugden, VAST Roger Gosselin Scott Jenness, VASA	C:203-948-4573 C:802-274-4502 C:802-274-3870		countryridersnek@gmail.com orleanscountysnowmobilers@gmail.com scottmxz@gmail.com
Town Bank Contact	Community National Bank, Troy	C:802-744-2287		
Local Building Supply	Hometown Hardware	C:802-744-6300		
Equipment Rental Center				
Local Food Vendor or Prep	Westfield General Store	C:802-744-2223		
Local Food Vendor or Prep	Troy Country Store	C:802-744-2200		
Disaster Animal Rescue Team (DART)	Pope Memorial Frontier Animal Shelter	C:802-754-2228		
Adjacent Municipalities				
Town 1 EMD	Town of Jay, Kurtis Johnson	C:207-337-8827		

Contact Information

Town 2 EMD	Town of Troy, Robert Langlands	H:802-988-2663	C:802-673-9048	mudlane@comcast.net
Town 3 EMD	Town of Lowell Jerry Nick	C:802-673-9691		
STATE/FEDERAL Partners				
State Emergency Operations Center (SEOC)		800-347-0488 (24/7)	(802) 244-8721	
VTrans District Tech	District 9 (Derby) Jason Sevigny	W:802-334-4342	C:802-535-7767	Jason.sevigny@vermont.gov
Vermont Dept of Health		800-464-4343	802-863-7200	
State HazMat		800-641-5005	802-479-7561	
VT DPS Fire Safety Office	Tim Angell	W:802-479-7567		
ANR River Engineer	Chris Brunelle	802-777-5328		Chris.brunelle@vermont.gov
Regional Planning Commission	NVDA, Doug Morton	W:802-334-5861		info@nvda.net
U.S. Forest Service	Jared Nunery	C:802-595-5754		Jared.nunery@vermont.gov