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2017 *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 (SEOC) if additional help or resources may be needed beyond mutual aid and local contractors (800-347-0488)**
4) **Alert the general population and evacuate as needed**
5) **Activate your Emergency Operations Center to support the Incident Commander as needed**
6) **Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed**
7) **Expand the ICS Structure as needed**
8) **Determine if additional operational shift staffing is needed**
9) **Conduct damage assessment. Report to SEOC**
10) **Conduct and document 'Emergency Repairs'**

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 Manager, Selectboard Chair, Fire Chief)

Job Title	First Name	Last Name	Work #	Radio call sign
Selectboard Chair	**Sharon**	**Bousquet**	**868-2088**	
Email Address	Cell #	Pager #	Home #	Time
sbousquet@highgatevt.org **Sharonbuosquet@fleetpride.com**			**868-3173**	
Job Title	First Name	Last Name	Work #	Radio call sign
Fire Chief	**Joe**	**Depatie**	**868-3261**	
Email Address	Cell #	Pager #	Home #	Time
joe@mccuinfuels.com			**868-5093**	
Job Title	First Name	Last Name	Work #	Radio call sign
Town Administrator	**Heidi**	**Britch-Valenta**	**868-4922**	
Email Address	Cell #	Pager #	Home #	Time
hbvalenta@highgatevt.org **hbvalenta@myfairpoint.net**	**238-2131**		**933-4411**	

County: **Franklin**
Date LEOP adopted: _____
Name of town EMD/C:
Date NIMS adopted: **July 5, 2012**

I, the select board member or EMD, 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: **2996 VT Route 78, Highgate Center, Vermont**

Telephone: **868-4697** Fax: **868-3064** E-mail: **hbvalenta@highgatevt.org**

Alternate communication method: **Foot messenger**

This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1st.

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Response and Recovery Guidelines

Please use this as an aid for baseline actions that should occur in an incident.

1) Establish an Incident Command Structure and make appropriate local decisions	☑	Time
a. Identify the Incident Commander	☐	
b. Identify the Incident Command Post	☐	
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))	☐	
d. Assess the situation (deploy assessment teams)	☐	
Determine casualties	☐	
Determine structure/infrastructure losses	☐	
Determine resource needs	☐	
Identify emergency access sites or isolated citizens	☐	
e. Request additional resources (Mutual Aid) if needed.	☐	
f. Secure a perimeter around affected area if needed	☐	
g. Consider potential staffing needs (extended or multiple operational periods)	☐	

2) Delegate Authorities to Incident Commander and request Declaration if appropriate	☑	Time
Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority)	☐	
If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration)	☐	

3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors		☑	Time
Call State Emergency Operations Center and notify that additional resources may be needed.	**1-800-347-0488**	☐	
If HAZMAT involved, contact HAZMAT Hotline	**1-800-641-5005**	☐	

4) Alert the general population and evacuate as needed	☑	Time
Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum)	☐	
Complete Planning Task #1 (see page 4)	☐	

5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5)			☑	Time
Facility Name	**Address**	**Phone Number**		
			☐	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			☐	

6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6)				☑	Time
Notify the American Red Cross that shelters are needed				☐	
Contact Shelter Manager				☐	
Shelter Name	**Physical Address/Location of the Shelter**	**Shelter Phone # and Manager Name**	**# of occupants**		
				☐	Opened: Closed:
				☐	Opened: Closed:
				☐	Opened: Closed:

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7) Expand the ICS Structure as needed (see Appendix A3 – Incident Briefing (ICS Form 201))

8) Determine if additional operational shift staffing is needed		☑	Time
Determine the operational period (8hrs, 12hrs, etc)		☐	
Identify staffing for future operational periods (see Appendix A3–Organizational Assignment List (ICS Form 203))		☐	
Develop plans for the next operational period (see Appendix A3– Incident Action Plan (ICS Forms 202, 203, 204, 205, 206))		☐	
	What is the Operational Period? **hrs to hrs**	☐	
	What is the briefing time? **hrs**	☐	
As the incident winds down, release excess resources as per demobilization plans		☐	

9) Conduct damage assessment. Report to the State Emergency Operations Center	☑	Time
Complete Planning Task #2 (see page 4)	☐	
Conduct a complete damage assessment for public and private damages. Submit Local Situation Report to the State Emergency Operations Center (see Appendix A2 – Local Situation Report)	☐	

10) Conduct and document 'Emergency Repairs'	☑	Time
Make roads passable and restore emergency access. Undertake Emergency Protective Measures (eg. removing debris threatening inhabited structures, culverts, and bridges). Emergency Protective Measures (temporary and permanent) must be consistent with the provisions of the Vermont Stream Alterations Rule (see Appendix C2)	☐	

11) Refer to your local codes and standards, including the most current Town Road and Bridge Standards as provided by the Agency of Transportation, Vermont Stream Alterations Rule (See Appendix C2), and local hazard mitigation plan before undertaking permanent repairs

Document (photographs, maps, invoices, material quantities) all repairs for future mitigation actions. (ex: roadside/ditch erosion, repair with larger culvert, replace with better materials, etc)

Area Damaged	Cost of repair	Mitigation Solution (see local Hazard Mitigation Plan)

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.

PLANNING TASKS

Please complete the white portion of these planning tasks prior to an incident occurring. During the incident, please complete the shaded portions.

Planning Task #1 High Risk Populations List (for special attention/possible evacuation during an incident)					
Complete this information before an incident				Complete this information during an incident	
High Risk Population Type (school, daycare, nursing home, medical equipment-dependent resident, handicapped resident)	**High Risk Population Location** (physical location)	**Point of Contact**	**POC Phone Number**	**Evacuated To** (physical location)	**Time**
DAYCARE	219 Gore Road	Highgate Laboratory Preschool	868-4259		
DAYCARE	218 Oak Haven Road	Corey, Amy	868-7208		
DAYCARE	155 Lamkin Street	St. Lawrence, Kerri	868-2663		
DAYCARE	78 White Tail Drive	Duprey, Kelly	868-2263		
DAYCARE	282 Cook Rd	Godin, Nicole	868-7792		
DAYCARE	Route 78	Amazing Spaces Child Care	868-2664		
DAYCARE	58 Autumn Way	Longway, Liza	309-5417		
DAYCARE	25 Maizefield Drive	Carr, Angela	868-6038		
DAYCARE	310 Cook Road	Minor, Diane	868-2140		
DAYCARE	58 Homestead Lane	Hallie Bigsby	868-6749		
DAYCARE	2235 Saint Armand Road	Gerrity-Parent, Amy	393-7515		
SCHOOL	219 Gore Rd	Highgate Elementary School	868-4170		
SCHOOL	100 Thunderbird Drive	Missisquoi Valley Union Middle and High School	868-7311		
MOBILE HOME PARK	Highgate 1966 Virginia Lane and Arthur Road, off Frontage Road	ANDCO Mobile Home Park - 9 lots Contact: Virginia Anderson	868-2529		
CHILDCARE	219 Gore Road	Champlain Valley Headstart	868-4170		

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LIBRARY	Mill Hill Road	Highgate Public Library	868-3970		
SPORTS ARENA	Gore Road	Highgate Sports Arena/Rec Center	868-4406		
MOBILE HOME PARK	Lamkin Street	Lamkin Street Trailer Park - 7 lots Contact: Karen Bouthillette	527-7312		
ALL RENTAL MOBILE HOME PARK	Route 78, east of Highgate Center, Pine Haven	N & A Pine Haven Inc. 7 lots. Contact: Norman Laroche	868-7032		
MOBILE HOME PARK	Paul's Court	Desorcie's Mobile Home Park – 5 lots Contact: Dave Desorcie	868-4409		
ALL RENTAL MOBILE HOME PARK	Route 78 Highgate	LynnLou Mobile Home Park Paul Paquette	524-6802		
RESORT	US Route 7 / Old Dock Rd	Tyler Place Contact: Pixley Hill	868-4000		

Planning Task #2 Major High Hazard and/or Vulnerable Sites List (locations to check for damage)				
Complete this information before an incident		Complete this information during an incident		
Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying area)	**Site Location** (physical location)	**Checked by**	**Status**	**Time**
HAZARDOUS MATERIALS	A.G. ANDERSON Frontage Road			
HAZARDOUS MATERIALS	CARROLL CONCRETE Frontage Road			
HAZARDOUS MATERIALS	Chevalier's Drilling Inc. Highgate Springs 868-7709 800-248-4082			

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HAZARDOUS MATERIALS	G. Boucher Fertilizer 2343 Gore Road Contact: Gilbert Boucher 868-3939			
AIRPORT	Franklin County Airport 629 Airport Road Contact: George Coy / Mike Reid Border Air Ltd 868-2822 8:30-4:30 Oct 15-Apr 15 8am-7pm Apr 15-Oct 15 N44-56.41 / W073-05.84			
UTILITY	HIGHGATE CONVERTER STATION VELCO, INC. 2694 VT ROUTE 78			
FAIR SITE	Franklin County Field Days Site Airport Rd. Contact: Jack Parent 868-2514 UNDERGROUND STORAGE TANK AVIATION FUEL 10,000 GALLONS JET FUEL 10,000 GALLONS			
DAM	Highgate Falls Dam / Hydroelectric Plant 428 Mill Hill Rd. Contact: Reg Belliveau Swanton Vill. Mgr. 868-3397/868-4200 Wanda Sloan, Plant Supervisor & Chief Operator			
HAZARDOUS MATERIALS	HIGHGATE JOLLEY 30 Gore Road (VT207) UNDERGROUND STORAGE TANK Gasoline 4,000 Diesel 4,000 Gasoline 10,000 Kerosene 1,000			
HAZARDOUS MATERIALS	Highgate Sand Plant 1745 Frontage Rd. Contact: Alan Pelkey, mgr 868-4306 868-0338			
INTERNATIONAL BORDER CROSSING	HIGHGATE SPRINGS PORT OF ENTRY 482 Welcome Center Road, Highgate Springs UNDERGROUND STORAGE TANK			

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	Diesel 600			
UTILITY	Highgate Substation 2759 VT Route 78 Contact: Reg Belliveau Swanton Vill. Mgr. 868-3397/868-4200			
GOVERNMENT SITE	Highgate Town Garage & Fire Dept 2996 VT Route 78 Contact: Patrick Loyer, Public Works Director 868-4697 x207 582-8393 cell 868-2752 home ployer@highgatevt.org or ployer42@yahoo.com Contact: Joe Depatie, Fire Chief 868-5093; cell 752-7390; home 868-5093 jdepatie@highgatevt.org			
LANDFILL SITE	Highgate Transfer Station (Casella) 442 Transfer Station Rd. Contact: 651-5493			
HAZARDOUS MATERIALS	Highgate Village Mobil 3108 VT Route 78 Contact: Tim Vallee 868-3555 524-8710 351-2901 UNDERGROUND STORAGE TANKS Gasoline 4,000 gallons Gasoline 4,000 gallons Gasoline 4,000 gallons			
TELECOMMUNICATIONS SITE	HYPERION VT ROUTE 78			
HAZARDOUS MATERIALS	Jolly Convenience Store 60 Gore Road Contact: 802-868-6778 S.B. COLLINS, INC.			
HAZARDOUS MATERIALS	Martin's General Store 2934 US Route 7 Highgate Springs Contact: Gilbert Gagner 868-4459 S.B. COLLINS, INC. UNDERGROUND STORAGE TANK Gasoline 4,000 gallons Gasoline 4,000 gallons Gasoline 8,000 gallons			

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HAZARDOUS MATERIALS	McCuin & Sons 3337 VT Route 78 Contact: Corey or Owen 868-3261			
	St. Louis Church 186 Lamkin Street UNDERGROUND STORAGE TANK Fuel Oil #2 or #4: 3,000 gallons			
GOVERNMENT	US Post Office, Highgate Ctr 38 St. Armand Road Contact: Cindy Shedrick 868-2576			
GOVERNMENT	US Post Office, Highgate Springs 2934 US Route 7 Contact: Lisa Young 868-2106			
UTILITY	Vermont Gas Systems, Inc. Highgate Springs Port of Entry			

* If additional space is needed, please attach information on a separate sheet.

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Planning Task #3 Pre-designated Local Emergency Operations Centers			
Facility Name	**Facility Address** (physical location)	**Facility Point of Contact**	**Facility Phone Number**
Primary:Highgate Elementary School	**219 School Street**	**Terry Brace 868-3003**	**868-4170**
Secondary: Misssisquoi Valley Union High School	**100 Thunderbird Drive**	**Steve Messier 868-9047**	**868-7311 x115**
Tertiary: Swanton Elementary/Mary Babcock School	**Grand Avenue**	**Reg Beliveau 868-3397**	**868-4920**

Planning Task #4 Functional Area/ Local Support Function	
Please identify agencies responsible for maintaining resource lists, found in Appendix B5.	
Local Support Function	**Agency Responsible for maintaining resource list:** (see Appendix B5- Resource Lists)
1. Transportation - *Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.*	
2. Communications - *Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.*	
3. Public Works & Engineering - *Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.*	
4. Firefighting - *Resources in support of structural and wildfire firefighting.*	
5. Emergency Management, Recovery & Mitigation - *Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.*	
6. Mass Care, Food & Water - *Resources available to coordinate sheltering, feeding and first aid for disaster victims.*	
7. Resource Support - *Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.*	
8. Health & Medical Services - *Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains.*	
9. Search & Rescue - *Resources locally available to locate, identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.*	
10. Hazardous Materials - *Resources available for response, inspection, containment and cleanup of hazardous materials.*	
11. Agriculture & Natural Resources - *Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency*	
12. Energy - *Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel.*	
13. Law Enforcement - *Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.*	
14. Public Information - *Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.*	

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Planning Task #5
Disaster Lead Agency/Coordinator

Who or what agency will likely be the lead for each type of disaster?

Agency	Drought	Flood	Fire	Winter Storm	Ice Storm	Power Outage	Infectious Disease	Animal/Plant Emergency	Mass Casualty Incident	Hazardous Materials Spill	Public Gathering	Civil Unrest	Other (Please Specify)	Other (Please Specify)	Other (Please Specify)
Road Crew	S	P	S	p	s	S			S	S	S	S			
Fire Department	S	S	P	s	s	S			S	S	S	S			
School		S	S	s	s	S									
Selectboard EMD	P	S	S	p	p	P	S	s	S	S	P	S			
EM Coordinator	S	S	S	s	s	S	S	s	S	S	S	S			
Law Enforcement		S	S	s	s	S	S		P	S	S	P			
Rescue		S	S	s	s	S	S		S	S	S	S			
Shelter Coordinator	S	S	S	s	s	S	S	s	S	S	S	S			
Animal Control Officer	S	S	S		s	S	s	p	S						
Recreation Coordinator	S							S	S	S	S	S			
Town Clerk	s	S		s	s	S					S				
Town Treasurer	S	S	S	s	s	S	S	s		S					
Fire Warden	s	s	S					s	s	s	S	s			

Planning Task # 6
Shelters

Shelter 1		
Shelter Name: **Highgate Elementary School**	**Physical Address/Location of the Shelter:** **219 School Street/Gore Road, Highgate ph 802-868-4170**	**Shelter Capacity:** **150**
Shelter Manager: **Terry Brace**	**Shelter Manager Cell #: 752-9086** **Shelter Manager #: 868-3003**	**Other Contact:**
☐ **Warming Shelter**	☒ **Overnight Shelter**	☐ **Red Cross Agreement?**
☒ **Has a Backup Generator**	☐ **Has wiring in-place for generator hookup**	
Shelter 2		
Shelter Name: **Missisquoi Valley Union HS**	**Physical Address/Location of the Shelter:** **100 Thunderbird Drive**	**Shelter Capacity:** **500**
Shelter Manager: **Steve Messier**	**Shelter Manager #: 868-7311x115** **Shelter Manager email:smessier@fnwsu.org**	**Other Contact:**
☐ **Warming Shelter**	☒ **Overnight Shelter**	☐ **Red Cross Agreement?**
☐ **Has a Backup Generator**	☐ **Has wiring in-place for generator hookup**	
Shelter 3		
Shelter Name: **Swanton Central School / Mary Babcock Elementary**	**Physical Address/Location of the Shelter:** **Grand Avenue**	**Shelter Capacity:** **500**
Shelter Manager: **Call Reg Beliveau**	**Shelter Manager #: 868-3397** **Facility #: 868-4920**	**Other Contact:**
☐ **Warming Shelter**	☐ **Overnight Shelter**	☐ **Red Cross Agreement?**
☐ **Has a Backup Generator**	☐ **Has wiring in-place for generator hookup**	

American Red Cross – Vermont & the New Hampshire Upper Valley Region: 1-800-660-9130
Burlington Office – (802)660-9130 *Rutland Office* – (802) 773-9159 *Brattleboro Office* – (802) 254-2377

Planning Task #7 - NIMS Typed Resources

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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					1
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper					
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)					1	Trailer, Small Equipment			N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump		3			
Aerial Fire Truck			N/A	N/A		Truck, Plow			1		
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					
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					1
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				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 w/attachments			1	N/A							

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Information about the NIMS Typed resources can be found at: https://rtlt.ptaccenter.org/Public/Combined

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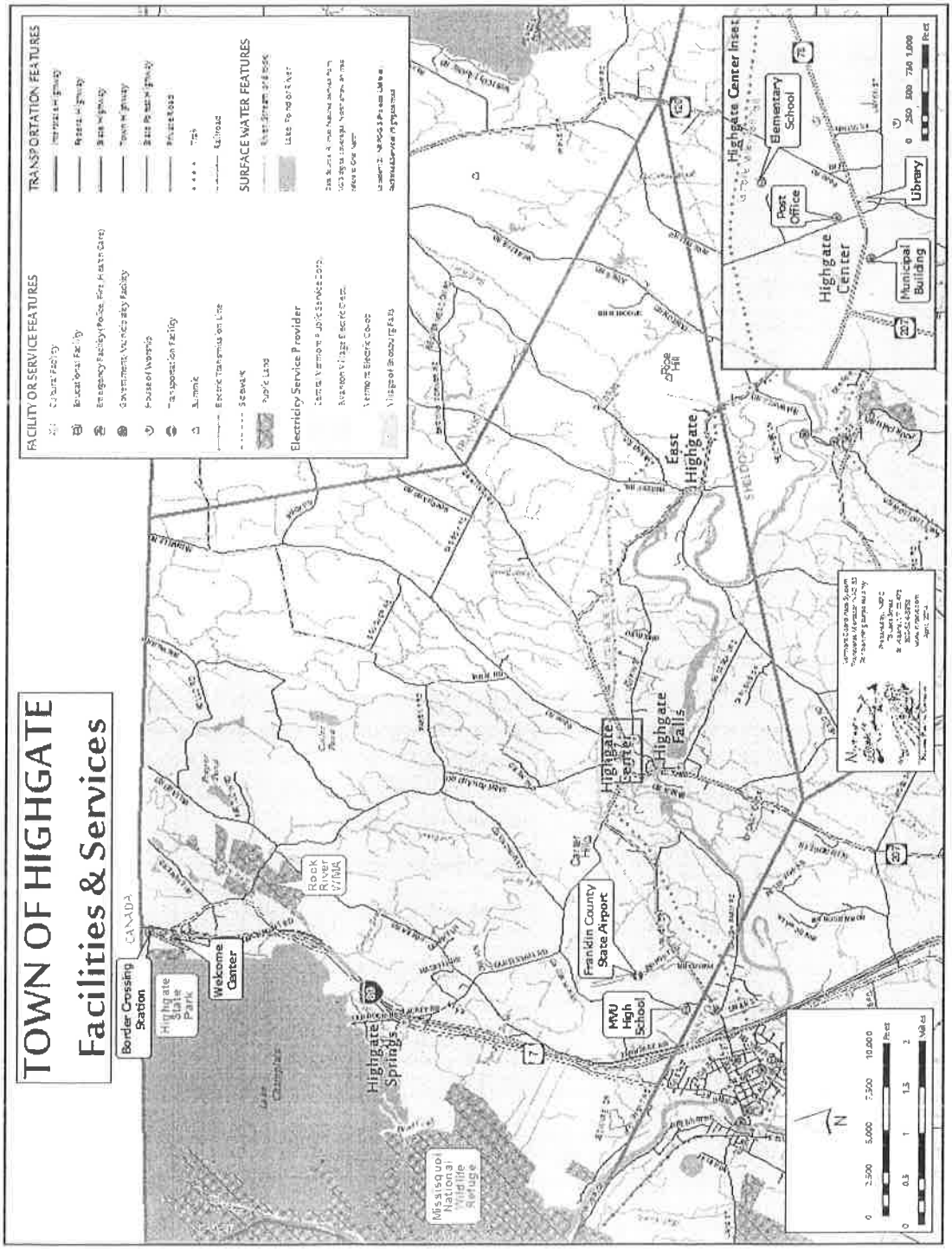
Town Maps



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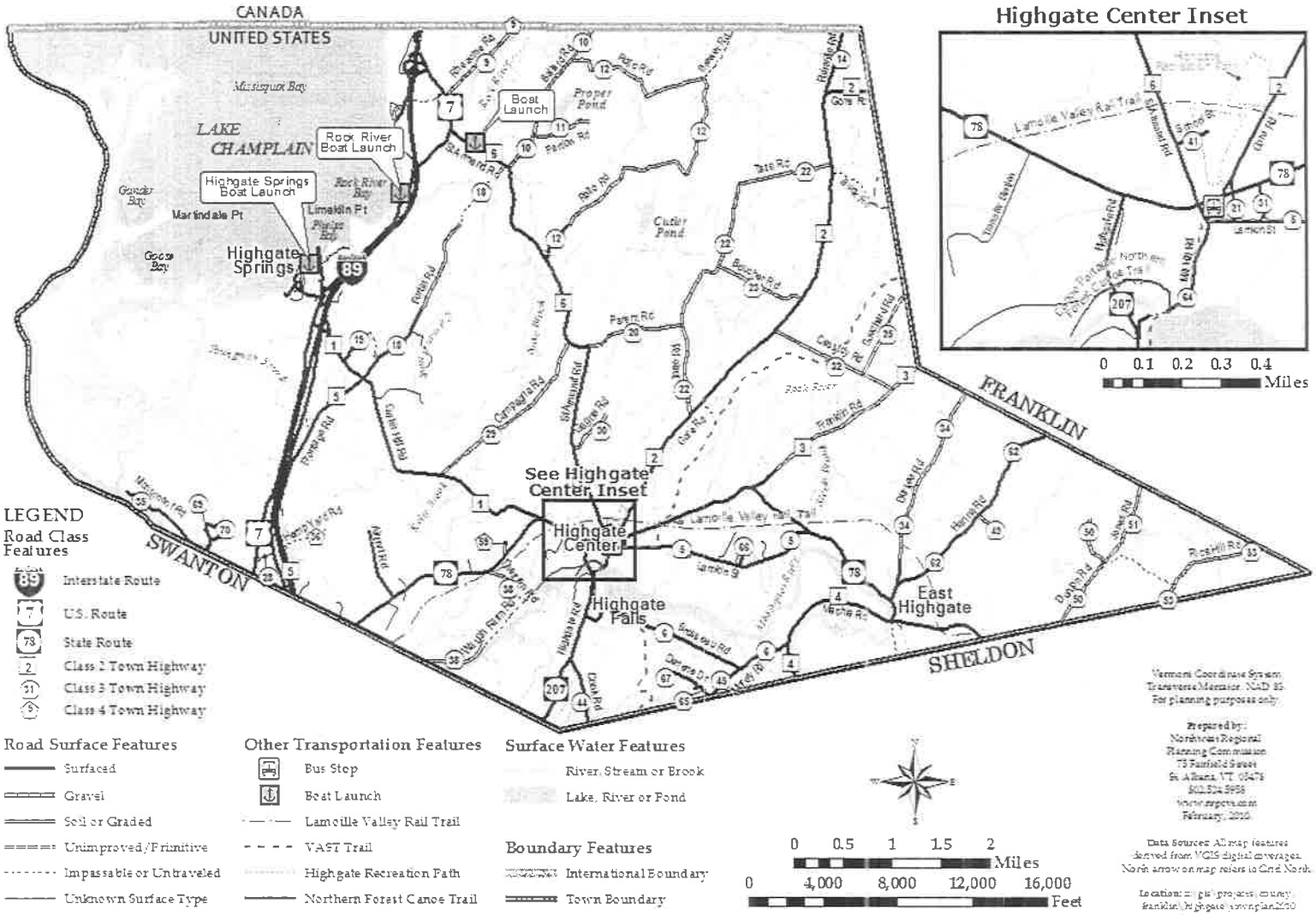
TOWN OF HIGHGATE
Transportation System Map 1 of 2



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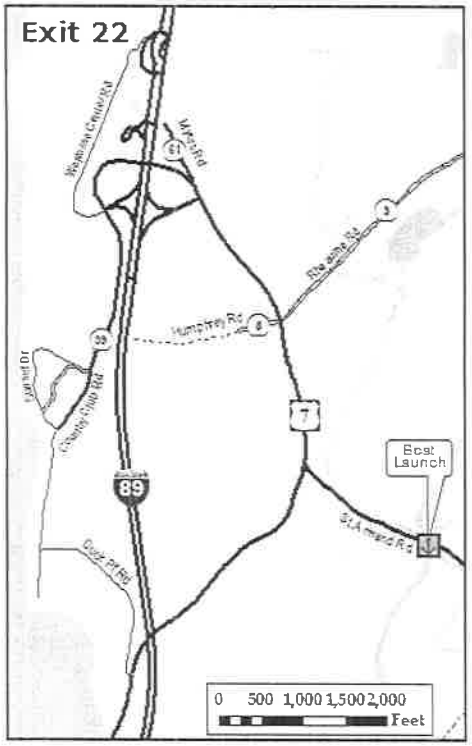
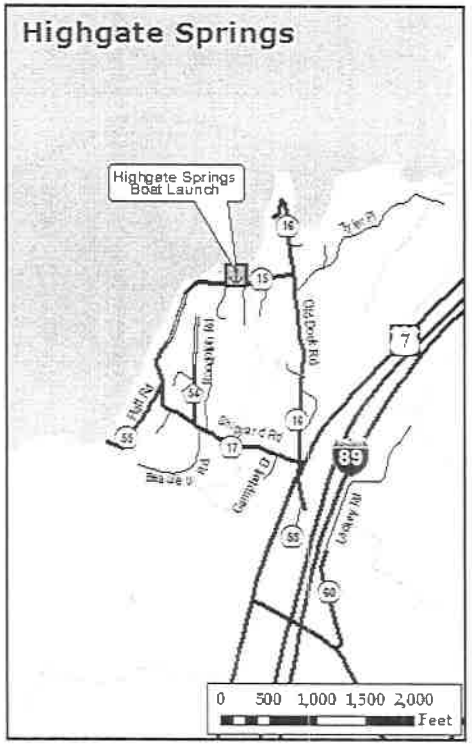
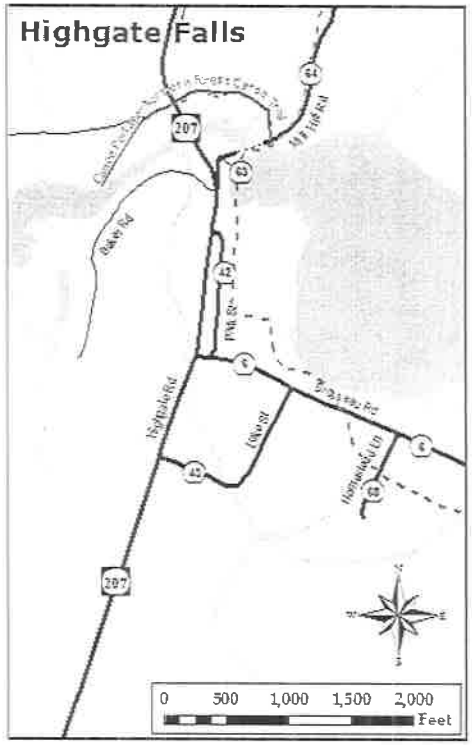
TOWN OF HIGHGATE
Transportation System Map 2 of 2







LEGEND

Road Class Features
- Interstate Route
- U.S. Route
- State Route
- Class 2 Town Highway
- Class 3 Town Highway
- Class 4 Town Highway

Road Surface Features
- Surfaced
- Gravel
- Soil or Graded
- Unimproved/Primitive
- Impassable or Untraveled
- Unknown Surface Type

Other Transportation Features
- Bus Stop
- Boat Launch
- Lamoille Valley Rail Trail
- VAST Trail
- Highgate Recreation Path
- Northern Forest Canoe Trail

Surface Water Features
- River, Stream or Brook
- Lake, River or Pond

Boundary Features
- International Boundary
- Town Boundary

Vermont Coordinate System
Transverse Mercator, NAD 83
For planning purposes only.

Prepared by:
Northwest Regional
Planning Commission
75 Fairfield St.
St. Albans, VT 05478
802.524.5958
www.nrpc.com
February, 2010

Data Sources: All map features
derived from VCGI digital coverages.
North arrow on map refers to Grid North.

Location: z:\gis\projects\county\
franklin\highgate\townplan2010

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Appendix A – Disaster Forms ..... A
Local Request for Emergency Declaration A1
Local Situation Report A2
ICS Forms A3

Appendix B – Local Documents ..... B
Communication Plan B1
Emergency Contact List B2
Mutual Aid Contact List B3
NIMS Resolution B4

Appendix C – References & Authorities C
Emergency Relief and Assistance Fund C1
Vermont Stream Alteration Rule C2
Minimum Grant Standards C3
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Appendix D – Templates ..... D
Emergency Management Ordinance D1
Delegation of Authority D2

INCIDENT RADIO COMMUNICATIONS PLAN	1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time

4. Basic Radio Channel Utilization

Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
King NIFC	V-Call 10	National Calling	155.7525/156.7		
King NIFC	V-TAC 1 11	Incident Command	151.1375/156.7		
King NIFC	V-TAC 2 12	Operations	154.4525/156.7		
King NIFC	V-TAC 3 13	Special Ops	158.7375/156.7		
King NIFC	V-TAC 4 14	DART/Fire Support	159.4725/156.7		
King NIFC					
King NIFC					
King NIFC					

5. Prepared by (Communications Unit)
Central Dispatch

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MUNICIPAL RESOLUTION
DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE MUNICIPALITY OF:

TOWN OF HIGHGATE

WHEREAS, In Homeland Security Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, Local and Tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, Local and Tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all Federal, State, Local, and Tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, Local, and Tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize Federal funding to enhance Local and State agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, WE THE SELECTBOARD of the Town of Highgate, by the virtue of the authority vested in us by the Constitution and Laws of the State of Vermont, do hereby establish the National Incident Management System (NIMS) as the State standard for incident management.

BY THE SELECTBOARD Dated this 5th day of July, 2011

Henry Rainville, Chair — Henry M. Rainville

Brian Rowell

Luke Choiniere — Luke Choiniere

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EMERGENCY CONTACT LIST

Emergency Management Contact List

PLEASE DO NOT USE THE SAME TELEPHONE NUMBERS IN MULTIPLE BOXES.

	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**EM Director / SLB chair**	Sharon	Bousquet	802-868-2088
	Date	Email Address	Cell #	Pager #	Home #
		sbousquet@highgatevt.org sharon.bousquet@fleetpride.com			802-868-3173
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**EM Coordinator / Town Admin.**	**Heidi**	**Britch-Valenta**	**868-4922**
	Date	Email Address	Cell #	Pager #	Home #
		hbvalenta@highgatevt.org hbvalenta@myfairpoint.net	**802-238-2131**		**802-933-4411**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Road Crew / DPW / Foreman**	**Patrick**	**Loyer**	**868-4697 x207**
	Date	Email Address	Cell #	Pager #	Home #
		publicworks@highgatevt.org	**802-582-8393**		**868-2752**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Fire Department / Chief**	**Joseph**	**Depatie**	
	Date	Email Address	Cell #	Pager #	Home #
		jdepatie@highgatevt.org	**802-752-7390**		**(802)868-5093**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Highgate Elem School**	**Jon "Patrick"**	**Hartnett**	**868-4170 x 202**
	Date	Email Address	Cell #	Pager #	Home #
		jhartnett@fnwsu.org			802-827-9991
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Selectboard Vice Chair**	Josh	LaRocque	802-673-8121
	Date	Email Address	Cell #	Pager #	Home #
		jlarocque@highgatevt.org joshuaclarocque@gmail.com	802-673-8121		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date				
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**MVU School**	**Dennis**	**Hill**	**868-4585**
	Date	Email Address	Cell #	Pager #	Home #

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		dhill@fnwsu.org	782-3974		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Animal Control Officer**	Vonnie	Lamotte	
	Date	Email Address	Cell #	Pager #	Home #
		vonnielamotte@yahoo.com vlamotte@highgatevt.org	**802-752-0434**		**868-4903**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Health Officer**	Jeff	Towle	868-7602
	Date	Email Address	Cell #	Pager #	Home #
		jeff@tylerplace.com jtowle@highgatevt.org	309-0592		868-3066
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Constable**	**Ben**	**Lowell**	
	Date	Email Address	Cell #	Pager #	Home #
		benjamin.lowell@us.army.mil	(802) 309-3904		**868-5871**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Clerk**	**Wendi**	**Dusablon**	868-4697 x201
	Date	Email Address	Cell #	Pager #	Home #
		wdusablon@highgatevt.org	**802-238-6453**		**868-9014**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Treasurer**	**Shelley**	**Laroche**	**868-4697 x204**
	Date	Email Address	Cell #	Pager #	Home #
		slaroche@highgatevt.org	**802-752-5727**		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Selectboard**	Bruce	Butler	
	Date	Email Address	Cell #	Pager #	Home #
		bbutler@highgatevt.org			
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Selectboard**	Randy	Connelly	
	Date	Email Address	Cell #	Pager #	Home #
		rconnelly@highgatevt.org rconnelly@gmail.com	(802) 782-1235		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Selectboard**	Steve	Lafar	
	Date	Email Address	Cell #	Pager #	Home #
		slafar@highgatevt.org			868-5048
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**MVU Public Safety**	**Steve**	**Messier**	**868-7311 x115**

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	Date	Email Address	Cell #	Pager #	Home #
		smessier@fnwsu.org			
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**MVU Bldgs & Grounds**	**Paul**	**Gregoire**	**868-7311 x149**
	Date	Email Address	Cell #	Pager #	Home #
		pgregoire@fnwsu.org			
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Hydroelectric Plant**	Joe	Stell	868-4100
	Date	Email Address	Cell #	Pager #	Home #
		Leonard.stell@state.vt.us	802-309-4364		802-868-3465
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Deputy Health Officer**			
	Date	Email Address	Cell #	Pager #	Home #
		Ben Lowell	(802) 309-3904		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Hwy Crew Member**	Nick	Scott	**868-4697 x207**
	Date	Email Address	Cell #	Pager #	Home #
		Nscott925@yahoo.com nscott@highgatevt.org	(802) 309-3958		
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Town Hwy Crew Member**	**Philip (Butch)**	**Brosseau**	**868-4697 x207**
	Date	Email Address	Cell #	Pager #	Home #
			802-309-0182		**868-4896**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**CBP Port Director**	**Kevin**	**Coy**	**868-2778**
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Fire Warden**	**David**	**Desorcie**	**868-4409**
	Date	Email Address	Cell #	Pager #	Home #
		ddesorcie@comcast.net	**802-343-8195**		**868-2777**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Other - Hwy Crew Temp**	**Gary**	**Ploof**	
	Date	Email Address	Cell #	Pager #	Home #
					868-2615
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		**Other - School Board Chair**	**Connie**	**Beyor**	
	Date	Email Address	Cell #	Pager #	Home #

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		cabeyor@comcast.net			**868-3371**
	Time Contacted	Job Title	First Name	Last Name	Work #
☐		Ambulance Service	**Walter**	**Krul**	**802-527-1244**
	Date	Email Address	Cell #	Pager #	Home #
		director@amcare.org			
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #
	Time Contacted	Job Title	First Name	Last Name	Work #
☐					
	Date	Email Address	Cell #	Pager #	Home #

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Mutual Aid List

	Functional Area	Agency	Phone	Contact
1. TRANSPORTATION				
☐	Time	Grand Avenue Enterprises	868-2761	Swanton
☐	Time	Northwest Vermont Public Transit Network	527-2181 868-2761 (days)	CCTA
☐	Time	Mathieu Enterprises Inc	878-4580	Richard Mathieu Fairfax
2. COMMUNICATIONS & ALERTING				
☐	Time	Vermont Emergency Alert System	800-347-0488	Duty Officer
☐	Time	Central Dispatch	524-2131	Central Dispatch
☐	Time	Clark Communications	893-7078 578-9750 (cell)	Horace Clark
☐	Time	Franklin County Mutual Aid	524-2131 524-2121	Central Dispatch Franklin County Sherriff
☐	Time	Franklin County Sherriff	524-2121	Sherriff Dispatch
☐	Time	Fairpoint Communications	(800) 279-2787	
☐	Time			
3. PUBLIC WORKS & ENGINEERING				
☐	Time	Vermont Emergency Management	800-347-0488	Duty Officer
☐	Time	Franklin County Mutual Aid	524-2131 524-2121	Central Dispatch Franklin County Sherriff
☐	Time	Bakersfield Town Garage	827-6133 (w) 827-6606 (h)	William Newett
☐	Time	Berkshire Town Garage	933-4156	Anthony Lussier
☐	Time	Enosburgh Town Garage	370-0429 (c) 933-7761 (w) 933-4018 (h)	Joey Clark
☐	Time	Enosburgh Public Works	933-4443 (w) 933-4601 (h)	Gary Atherton
☐	Time	Enosburg Falls Electric Light & Water Department	933-4443 (w)	Greg Clark
☐	Time	Enosburg Falls Highway Garage	933-2805 (w) 933-4601 (h)	Gary Atherton
☐	Time	Enosburg Falls Wastewater Dept.	933-6669 (w)	Rodney Allen
☐	Time	Fairfield Town	827-3290 (w)	Maurice Jettie

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		Garage	324-3556 (h) 370-4308 (c) 827-3858	Tom Howrigan
☐	Time	Fairfax Town Garage	309-9284 (c) 849-6377 (w) 849-6979 (h)	DJ Leach
☐	Time	Fletcher Town Garage	730-6017(c) 644-5137 (h) 849-6178 (w)	Brad Blaisdell
☐	Time	Franklin Town Garage	285-2180 (w) 393-1956(c)	Howard Vanselette
☐	Time	Georgia Town Garage	524-3323 (w) 524-2246 (h)	Wesley Coombs
☐	Time	Highgate Town Garage	868-4697 x207 (w) 393-2626 (c) 868-9909 (h)	Andy King
☐	Time	Montgomery Town Garage	326-4418	Jesse Underwood, Road Foreman Michael Snider, Public Works
☐	Time	Richford Town Garage	848-3379 (w) 309-8942 (c)	John Nutting
☐	Time	Richford Water & Sewer Plants	848-7040 (water plant) 848-3112 (sewer plant) 793-7339 (c)	Daryl Fithian
☐	Time	Sheldon Town Garage	233-9703 (c) 933-2524 (w) 933-8346 (h)	Hubert Spaulding
☐	Time	St. Albans City Public Works	309-1813 (c) 524-1504 (w) 527-0243 (h)	Alan Robtoy
☐	Time	St. Albans Town Highway Dept.	527-0739 (w) 782-0934 (c)	Steve Beauregard
☐	Time	Swanton Village Public Works	868-3397 (w) 868-4200 (After Hrs.)	Mike Menard
☐	Time	Swanton Town Garage	868-7281	Dan Billado
☐	Time	Swanton Village Water Treatment Facility	868-3397 (w) 868-4200 (After Hrs.)	Brian Bishop
☐	Time	Swanton Village Waste Water Treatment Facility	868-3397 (w) 868-4200 (After Hrs.)	Jim Irish
☐	Time	Westford Road Foreman	879-4306 (w)	Brent Meacham
☐	Time	VTRANS District	782-0802	Jim Cota, DTA

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		8		
☐	Time			
☐	Time			
		4 FIREFIGHTING		
☐	Time	Mutual Aid	524-2131 or 911 524-2121	Central Dispatch Franklin County Sherriff's Office
☐	Time	Enosburgh Fire	933-2445(h)	Mark Larose, Chief
☐	Time	Bakersfield Fire	827-6111	Todd Cosgrove, Chief
☐	Time	Berkshire Fire	782-3999 (c) 933-6177 (h)	Irving Weatherby, Chief
☐	Time	Cambridge Fire Department	524-2131 or 911 849-6012 (h) 742-3168 (c) 644-2201 (FD)	Alan Cary, Chief
☐	Time	Fairfield Fire	827-3809 (h) 393-9999 (c)	Tim Corey, Chief
☐	Time	Fairfax Fire	309-3807 (c) 849-2403 (h) 849-6075 / 2773 (Station)	Tom Snyder, Chief
☐	Time	Franklin Fire	316-6591 (C) 742-3859 (p) 285-6769 (h)	Justin Rainville, Chief
☐	Time	Georgia Fire	752-5813 (c) 524-9635 (h)	Keith Baker, Chief
☐	Time	Highgate Fire	868-3261 (w) 868-5093 (h)	Joe Depatie, Chief
☐	Time	Montgomery Fire	326-4753 (h)	William Baker, Sr, Chief
☐	Time	Richford Fire	848-7718 (w) 848-8025 (h)	Ken Pigeon, Chief
☐	Time	Sheldon Fire	272-0026 (c) 527-4731 (w) 524-2263 (h)	Rick Piaseczny, Chief
☐	Time	St. Albans City Fire	524-2166 (24x7)	Gary Taylor, Chief
☐	Time	St. Albans Town Fire	524-2517 (w) 527-7352 (h)	Bobby Cross, Chief
☐	Time	Swanton Fire	752-6047 (c) 524-2392 (h)	Tim Girard, Chief
☐	Time	Westford Fire Department	524-2131 or 911 343-5307 (c)	Randy Batella, Chief
☐	Time	Bedford Fire	450-248-2798	
☐	Time	Clarenceville / Noyan Fire Service	450-294-2464 450-294-2209	Peter Clark
☐	Time	Frelighsburg	450-298-5133	
☐	Time	Sutton Fire	450-538-2290	

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☐	Time	Phillipsburgh Fire Dept	450-248-4344 450-248-4281	Grant Symington
5. EMERGENCY MANAGEMENT				
☐	Time	Vermont Emergency Management	800-347-0488	Duty Officer
6. MASS CARE AND SHELTER				
☐	Time	Northern Vermont Chapter	1-800-660-9130	Tim Stetson, Director of Emergency Services
7. RESOURCE SUPPORT				
☐	Time	Vermont Emergency Management	800-347-0488	Duty Officer
☐	Time	Mutual Aid	524-2131 or 911	Central Dispatch
☐	Time	NW Medical Reserve Corps	752-5497 (c) 782-8019 (h)	Helen Short RN, Director
8. HEALTH AND MEDICAL SERVICES				
☐	Time	EMS District 1 Mutual Aid, MCI Protocol	524-2131	Central Dispatch
☐	Time	Northwest Medical Center	524-5911 524-1037 800-347-0488	Front Desk ER Emergency
☐	Time	AmCare Ambulance	527-1244 (w) 782-6116 (c)	Walter Krul
☐	Time	Bakersfield First Response / Rescue	827-3607 (h)	Scott Fleeger
☐	Time	Enosburgh Ambulance	933-2118 363-4518 (amb)	Robert Gleason
☐	Time	Fairfax Rescue	578-0255 (c) 849-6531 (h)	Michael Spaulding
☐	Time	Georgia First Response	752-5813 (c) 524-9635 (h)	Jeanne Dube
☐	Time	Missisquoi Valley Rescue	309-4364(c) 868-2352(w)	Leonard "Joey' Stell
☐	Time	Richford Ambulance (Health Center)	255-5584 (w)	Donna Sylva
☐	Time	Vermont Dept. of Health, St. Albans District	524-7970 (w) 309-1476 (c)	Judy Ashley, District Director
☐	Time	Franklin County Home Health Agency	527-7531	

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☐	Time	Northwest Counseling and Support Services	524-6554	
☐	Time	New England Poison Control Center	800-222-1222	
		USDA Food Safety Hotline	1-800-535-4555	
9. SEARCH & RESCUE				
☐	Time	Vermont Emergency Management	800-347-0488	Duty Officer
☐	Time	Vermont State Police	524-5993 524-2131	LT Maurice LaMothe Central Dispatch
☐	Time	Colchester Search and Rescue	655-1412	
10. HAZARDOUS MATERIALS				
☐	Time	Vermont HAZMAT Hotline	800-641-5005	Duty Officer
11. ANIMAL AND PLANT EMERGENCY SERVICES				
☐	Time	Vermont Emergency Management	800-347-0488	Duty Officer
☐	Time	Franklin County Humane Society	524-9650	Front Desk
☐	Time	University of Vermont Extension Service	656-2990	Front Desk
12. ENERGY				
☐	Time	Enosburg Falls Electric Light & Water Department	933-4443 (w)	Greg Clark
		Swanton Village Electric Hydro Electric Dam (HIGHGATE)	868-3397 (w)	Wanda Sloan
☐	Time	Swanton Village Electric	868-3397 (w)	Reg Beliveau Dan Plouff
☐	Time	Green Mountain Power	655-8414 773-8833	24x7
☐	Time	Vermont Electric Cooperate	(800) 773-9161 524-2131 524-2121	24x7 Central Dispatch FC Sherriff's Office

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☐	Time	VELCO	(800) 832-2667 524-2131 524-2121	24x7 Central Dispatch FC Sherriff's Office
			FUELS/HEAT	
☐	Time	Amerigas/Liberty Propane G	527-1287 434-2912	St. Albans
☐	Time	Blouin Brothers Oil G,K,O,P,D	933-4420	Enosburg
☐	Time	Blair Discount Fuels O,K,D	796-3282	Alburgh
☐	Time	Bourne's Energy P, K, O, D, Bio	326-8763	Swanton
☐	Time	Champlain Valley Plumbing and Heating O,K,G, Bio	388-4975	Middlebury
☐	Time	Clarence Brown O,K	524-2400	St. Albans
☐	Time	Energy Co-op of Vermont (oil and kerosene)	860-4090	St. Albans Fletcher Fairfax Georgia
☐	Time	Fred's Propane and Heating P	888-3827	Morrisville
☐	Time	Green's Ace Hardware G	933-7500	Enosburgh
☐	Time	H.G. Berger & Son, Inc. O,K	868-7697	Swanton
☐	Time	Joyal Fuels O,K,D	849-6066	Fairfax
☐	Time	McAllister Fuels O,K	848-3989	Richford

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☐	Time	McCuin Fuels, Inc. O,K	868-3261	Highgate
☐	Time	R.L. Vallee, Inc.	524-8710 351-2901	Business Off hour
☐	Time	Rowley Fuels O,K,P,G,D	893-7952	Milton
☐	Time	S.B. Collins, Inc. O,P,K,G,D,Bio	527-0116 933-5529	Business Off hour
☐	Time	Suburban Propane O,P,K,G	527-7755	St. Albans
13. LAW ENFORCEMENT & SECURITY				
☐	Time	Vermont State Police	524-5993 911	Lt. Maurice LaMothe St. Albans Barracks
☐	Time	Homeland Security Customs and Border Protection		
☐	Time	Franklin County Sheriff's Office	524-2121 or 911	Sheriff Robert Norris
☐	Time	St. Albans City PD	524-2121 or 911	Chief Gary Taylor
☐	Time	Swanton Police Department	868-4100 (w) or 911	Chief Leonard Stell
14. EMERGENCY PUBLIC INFORMATION				
☐	Time	Vermont Emergency Management (Emergency Alert System)	800-347-0488	Duty Officer
☐	Time	WLFE-FM / WWSR-AM)	524-2133 868-5870	Front Desk Matt Henry (off hour emergencies)
☐	Time	St. Albans Messenger	527-9771	
☐	Time	WPTZ	655-5455	
☐	Time	WCAX	658-6300	

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