



Local Liaisons Process



Objectives

1. Familiarize EMD/EMCs and other local officials (listed in the LEMP) with the Local Liaison process and understand what to expect during an event.



What are the Local Liaisons?

- Following an event, and after life safety issues have been addressed and stabilization has been achieved, the focus transitions to assessment.
- Local Liaisons are a component of the State Emergency Operations Center within the Situation Awareness Section. Local Liaisons work to obtain impact and damage assessments to provide an early “snapshot” of incident impact on individuals and households, infrastructure, government, and businesses. This role is fulfilled by the 11 RPCs throughout the state.
 - RPCs have a unique strength due to their connections to local government, intimate knowledge of the infrastructure and vulnerable or hazard prone locations within their region.,



What does the information collected by the Local Liaisons do?

Information collected by the SEOC through Local Liaisons and other partners (AOT and DFS for example) provides insight to the overall impact, allowing for resource allocation to be prioritized to those with the greatest need.

The results of these assessments set the stage for Federal assistance programs such as Public Assistance (PA) or Individual Assistance (IA) and whether the Governor will submit a Presidential Emergency or Major Disaster Declaration request to the president through FEMA.

The earlier the SEOC can assess impact, the earlier the resources can get to those in need; through internal coordination, mutual aid requests from neighboring states, or Federal Assistance programs.



Activation

- RPC personnel are contacted by the SEOC or VEM and requested to collect reports from their communities within a specified timeframe.
- RPCs reach out to local EMDs and/or one or more of the three locally designated points of contact and compile information, which is submitted to the SEOC Situational Awareness Section during SEOC activations or to the VEM Planning Section Chief or his/her designee when the SEOC is not activated.





Sample Local Liaison activation email:

Subject: Local Liaison Activation

Good morning RPCs,

VEM is activating the Local Liaisons to collect information and damages related to the recent ice jams from all towns.

For this activation, please complete **Sections 1, 3, 4, and 6** of the Local Liaison spreadsheet. For Section 4, when you provide numbers on the extent of damages (the columns that ask for minor, major, and destroyed houses, mobile homes, etc) please also include the general location of where the homes are located. This does not need to be the specific address, but the general area.

Please note – VTrans District 2 has already been reporting and has touched based with most of their municipalities. They noted no reports of any road or bridge damages at this point. There were spots where water came up onto the road, but receded without major problems.

Please make sure to have all of your information in your Sharepoint file no later than **1:45 today**. We understand that not all areas may be affected, but as always, please also include reports of no damage (or 0) if applicable. Please let me know who your primary local liaison contact will be today and who I should contact if I have any questions.



Information Collected

Section	Category
1	State Assistance, POC for information in spreadsheet and incident status
2	EOC Status and EOC Manager or IC contact information
3	Shelter status
4	Life safety
5	Lost power and school closures
6	Road and public infrastructure damage
7	Residential home damage
8	Business, farm and cultural and historic building damage



SECTION	QUESTION		
1	Municipal Point of Contact for information (Name/Position)	3	Shelter open?
	Contact made? If no, continue to attempt contact		If Open, Shelter Location and Hours
	Date of Update		If Open, Shelter Population
	Time of Update	4	Are you aware of any isolated individuals?
	Situation status:		If yes, list number.
	Is State Assistance Needed? If yes, have the town hang up and call 1-800-347-0488		Are you aware of any evacuations?
	Has the municipality requested a Governor's Emergency Declaration?		If yes, list number of evacuations.
2	EOC Open?	Are you aware of any injuries?	
	Point of Contact - EOC Manager name	If yes, list number of injuries.	
	POC Phone	Are you aware of any deaths?	
	Additional Information	If yes, list number of deaths.	
			Additional casualty information



5	Any residential Single Family damages?
	If yes, list # affected, and classification of damage in the following colums.
	Number of residential Single Family homes with Minor damage.
	Number of Single Family homes with Major damage.
	Number of Single Family homes destroyed.
	Any Residential Mobile Home damages?
	If yes, list # affected, and classification of damage in the following colums.
	Number of residential Mobile homes with Minor damage.
	Number of Mobile homes with Major damage.
	Number of Mobile homes destroyed.
	Any residential apartment damages?
	If yes, list # affected, and classification of damage in the following colums.
	Number of residential apartments with Minor damage.
	Number of residential apartments with Major damage.
Number of residential apartments destroyed.	

6	Any areas of town without power?
	If yes, where?
	Any school closures?
	If yes, which schools?
7	Are you aware of any damaged roads?
	If yes, estimate road damage cost.
	If yes, is your VTRANs District Tec aware of these damages?
	Additional road information.
	Are you aware of any other public infrastructure damages?
	If yes, other known Public Damage cost estimates.
8	Any Business damages?
	(# damaged & # closed due to incident)
	Farm Damage (# damaged) If none, enter 0.
	Cultural & Historical Damage (# damaged properties) If none, enter 0.



How you can prepare

1. Ensure your LEMP contact information is updated whenever there are changes and relay the updates to your RPC: cforde@ccrpcvt.org
2. Review the questions with stakeholders and those on the LEMP to discuss how you would best obtain this information timely and accurately.
3. Work to establish plans and procedures on information collection
4. Reach out for assistance:
 1. <https://vem.vermont.gov/programs/emd/partners>