



## Marlboro Emergency Management Emergency Management Committee

October 4, 2012

### CHARTER

1. This is the charter for Marlboro's Emergency Management (EM) Committee. It defines the mission, responsibilities, and membership of the committee. The EM Committee is part of the town's EM organization; it is not a town committee.

2. Mission. The EM Committee advises the Emergency Management Director (EMD) in the development and maintenance of emergency operations plans in order to mitigate, prepare for, respond to, and recover from any emergency affecting the town.

3. Responsibilities.

a. Advise the EMD. The EM committee should give opinions on or make recommendations to the EMD for any town EM issues. The EMD is responsible for making EM decisions and is not bound by the committee's advice, but the EMD should not consistently or egregiously ignore committee recommendations.

b. Support Plan Development and Maintenance. The EM committee assists the EMD in developing and maintaining EM related plans, including an all-hazard Basic Emergency Operations Plan (BEOP) and a Radiological Emergency Plan (REP).

c. Manage Subcommittees. The EM committee coordinates and supports the activities of subcommittees as required.

4. Membership.

a. EMD. The EMD (and EM Coordinator, if appointed) is responsible for tracking membership and supporting meetings (including scheduling, keeping notes, and tracking tasks and attendance). The EMD controls the committee membership.

b. Ex-Officio Members. By virtue of their office, the following people are members of the EM committee:

- Town Road Foreman
- Town Constable
- Town Health Officer
- Town Communication Coordinator
- EM Subcommittee Chairs

c. Organizational Representatives. Because of their interest in emergency operations, the following organizations may have representatives on the EM committee:

- Marlboro Volunteer Fire Company
- Rescue Services
- Marlboro Elementary School
- Marlboro College
- Meeting House School
- Marlboro Alliance

d. Volunteers. The EMD may accept interested community members to the EM committee depending on the number of active members, the committee's requirements, and the volunteers' potential contributions. Volunteer members should attend meetings regularly. There is no nomination, acceptance, or dismissal process beyond EMD approval and volunteers may resign at any time.

## 5. Meetings.

a. General. The EM committee should meet at least twice a year to review any ongoing projects and town issues. Meetings will usually take place in the EOC on the first Wednesday of a month at 7:00pm.

b. Planning Meetings. Interested members of the EM committee should review and revise the REP and BEOP with the EMD every year. The EMD will review the REP in the spring/summer and the BEOP in the fall/winter.

c. Public Attendance. EM committee meetings are open to the public. Generally meetings will be informal and participation from non-members will be welcome, but if non-members disrupt the meeting the EMD will establish and enforce public participation segments for the meeting.

## 6. Standing Subcommittees.

a. Emergency Operations Center (EOC). The EOC manages town operations to prepare for, respond to, and recover from emergencies affecting Marlboro. The EMD leads the EOC, which can be considered an EM subcommittee but has Standing Operating Guidelines (SOGs) instead of a charter.

b. Emergency Register Committee. The Emergency Register Committee collects, manages, and safeguards information about residents who have or expect to have special needs during an emergency in order to support them during an emergency.

c. Neighborhood Networks. The Neighborhood Networks program is an Emergency Management-supported system for supporting communications among residents of Marlboro. It is intended as a system for sharing information between the town and residents, especially during disasters and other emergencies.

7. References.

a. Vermont Statutes Annotated, Title 20, Section 6 (20 VSA §6) – Local organization for emergency management.

b. Local Emergency Management Director's Guidebook – Vermont Emergency Management (VEM) publication, updated 1 June 2011.

8. The Emergency Management Director should review this document every year and update it as required. It is valid until updated or rescinded.

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Glenn E. Herrin  
Emergency Management Director