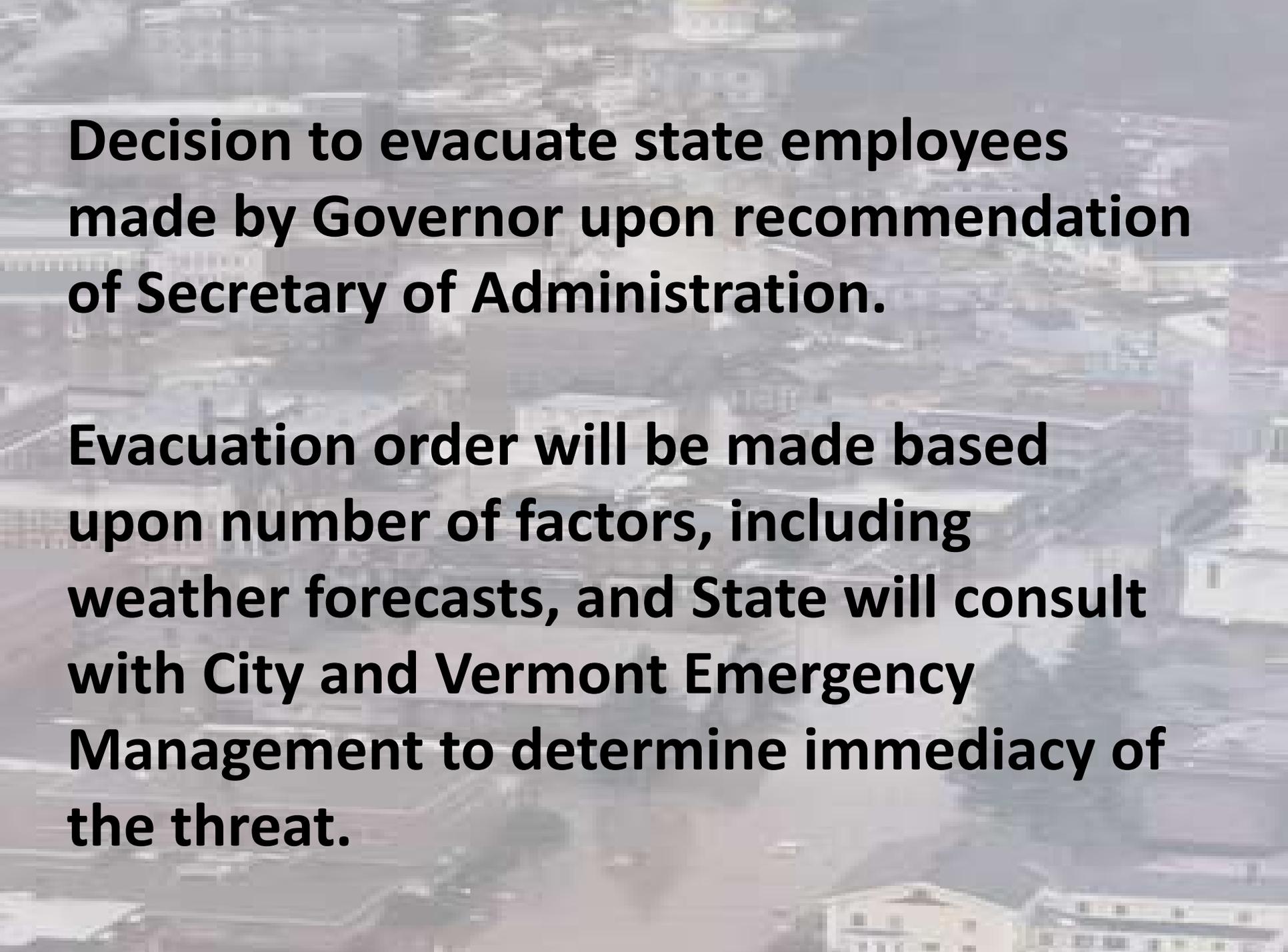




State of Vermont Building and General Services

**Continuity of Operations Plan
Flood Evacuation**

An aerial photograph of a city, likely Burlington, Vermont, showing a dense urban area with various buildings and streets. A large, prominent building is visible in the lower right foreground. The text is overlaid on the image in a bold, black, sans-serif font.

**Decision to evacuate state employees
made by Governor upon recommendation
of Secretary of Administration.**

**Evacuation order will be made based
upon number of factors, including
weather forecasts, and State will consult
with City and Vermont Emergency
Management to determine immediacy of
the threat.**



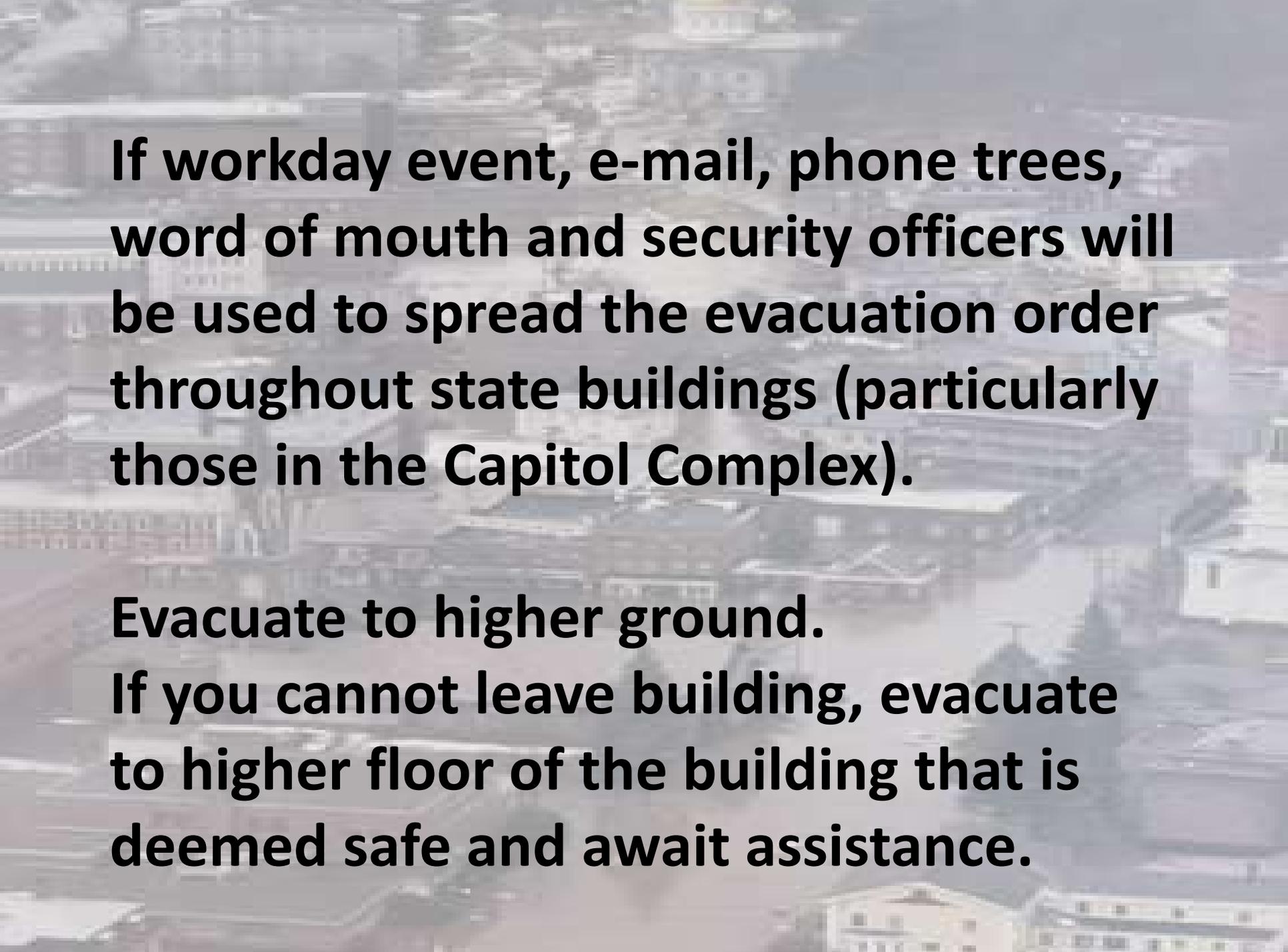
Alert from City Hall audible alarm warning system indicates flooding is occurring.

This is intended to be “final warning” that a flood event is occurring.

An aerial, slightly blurred photograph of a city with various buildings, streets, and greenery. The image serves as a background for the text.

City officials (Chief of Police; City Manager's Office) will call both BGS Director of Support Services and Deputy Secretary of Administration if flood event is occurring.

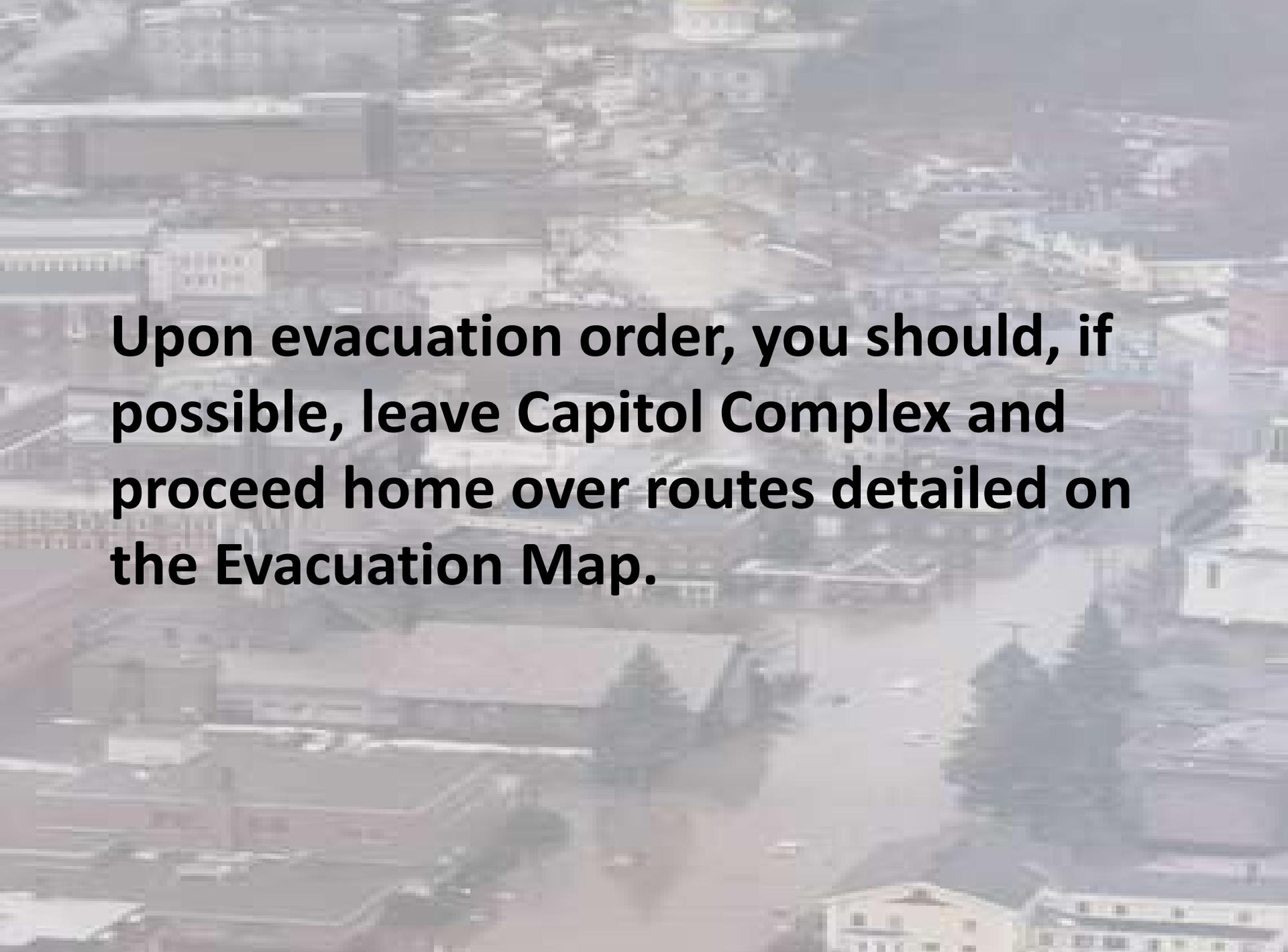
City will also contact VEM, who will in turn notify Commissioner of Human Resources and Governor's Chief of Staff.

An aerial photograph of a city, likely Washington D.C., showing a large, complex of government buildings in the center. The buildings are surrounded by other city structures and greenery. The text is overlaid on the image.

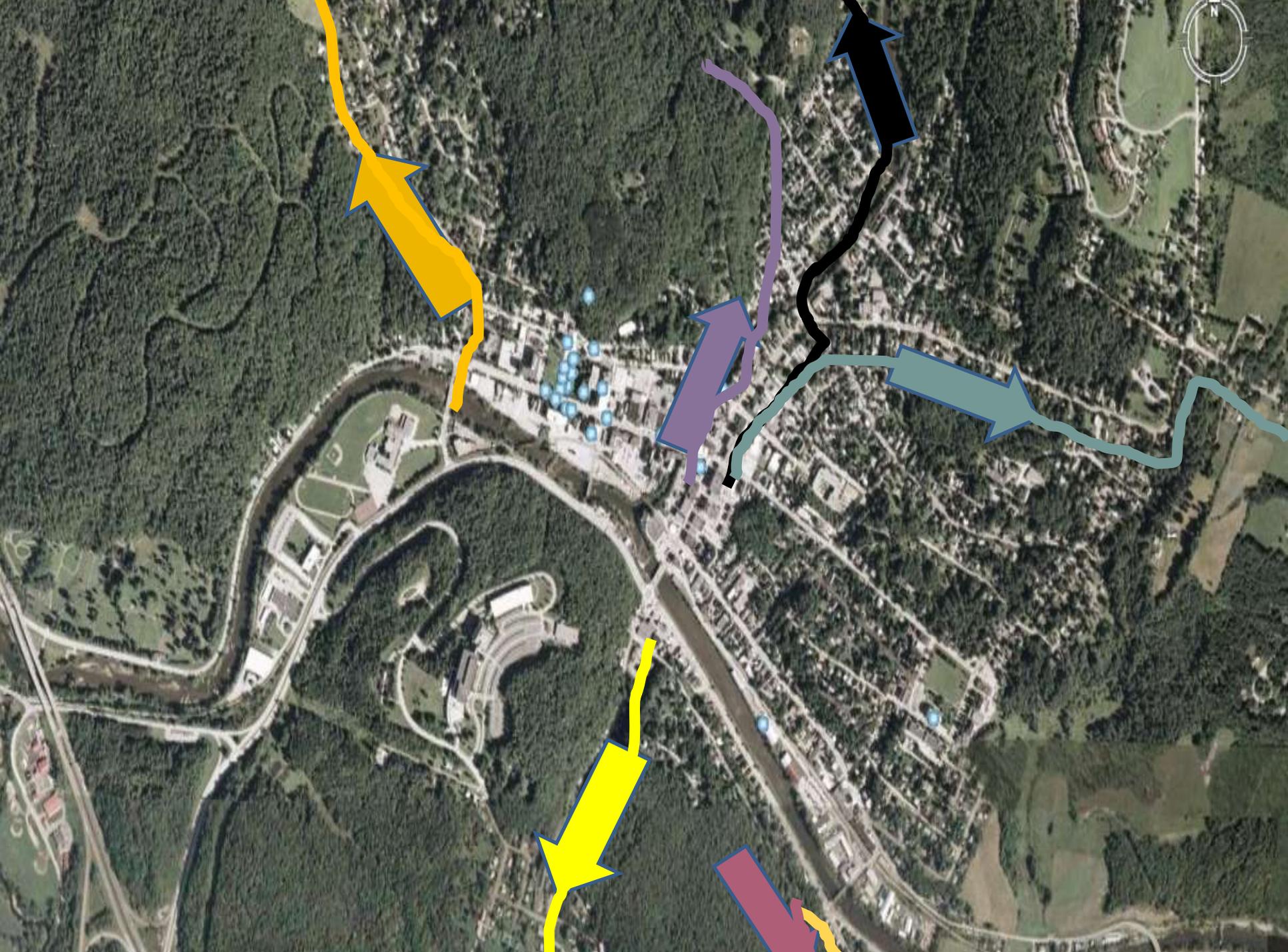
If workday event, e-mail, phone trees, word of mouth and security officers will be used to spread the evacuation order throughout state buildings (particularly those in the Capitol Complex).

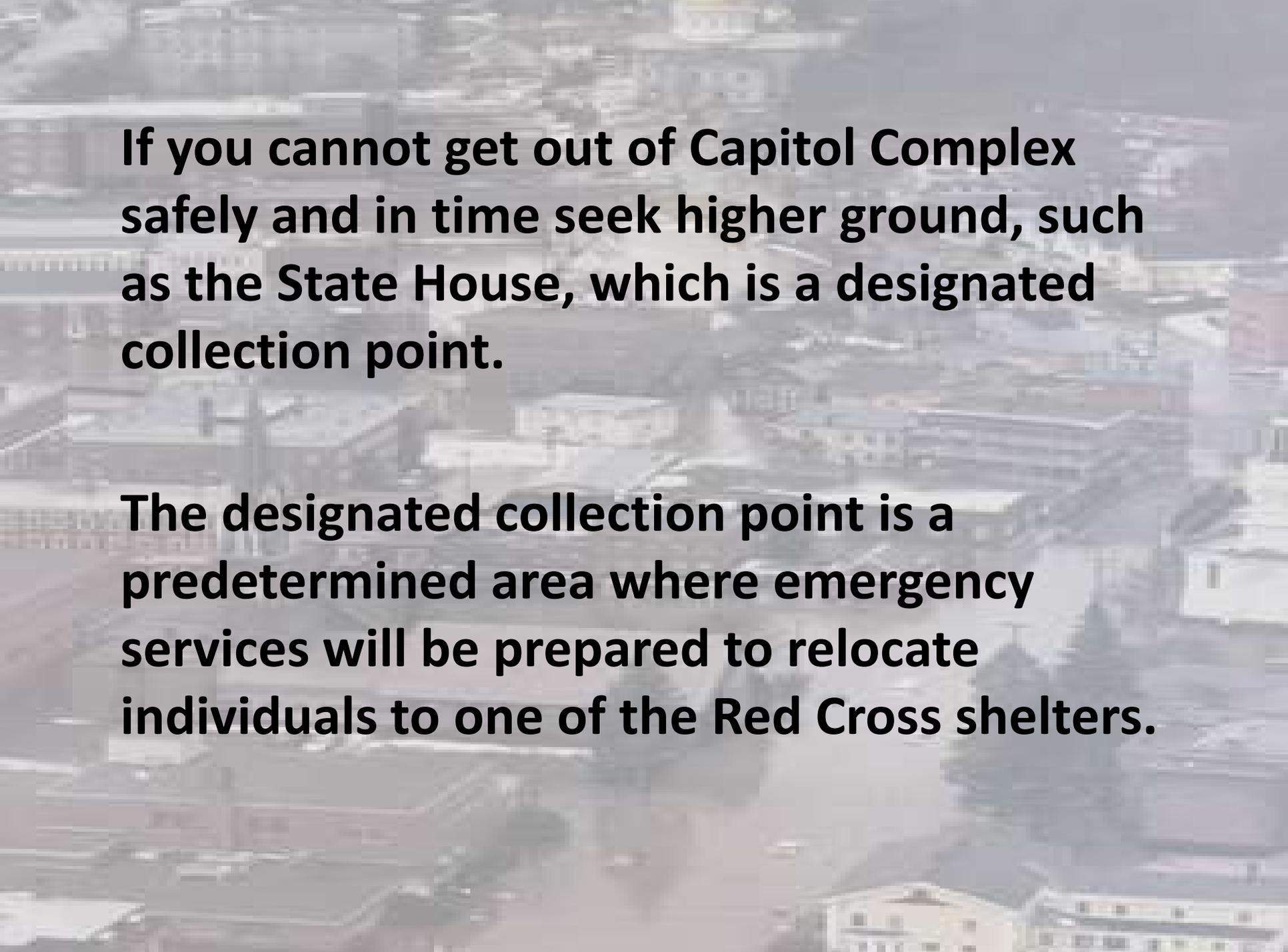
Evacuate to higher ground.

If you cannot leave building, evacuate to higher floor of the building that is deemed safe and await assistance.

An aerial photograph of a city, likely Salt Lake City, showing a dense urban area with various buildings and streets. The image is slightly faded and has a soft focus. Overlaid on the left side of the image is a large, bold, black text block.

Upon evacuation order, you should, if possible, leave Capitol Complex and proceed home over routes detailed on the Evacuation Map.



An aerial photograph of a city, likely Sacramento, California, showing a large, multi-story building complex in the center, which is the State House. The surrounding area is filled with residential and commercial buildings. The text is overlaid on the image.

If you cannot get out of Capitol Complex safely and in time seek higher ground, such as the State House, which is a designated collection point.

The designated collection point is a predetermined area where emergency services will be prepared to relocate individuals to one of the Red Cross shelters.

You will be asked to have family members pick you up at the designated Red Cross shelters and NOT the collection point.

If a building is being flooded and cannot be exited, you are to evacuate to a higher floor in the building. Do not try to exit through high or swift moving water.

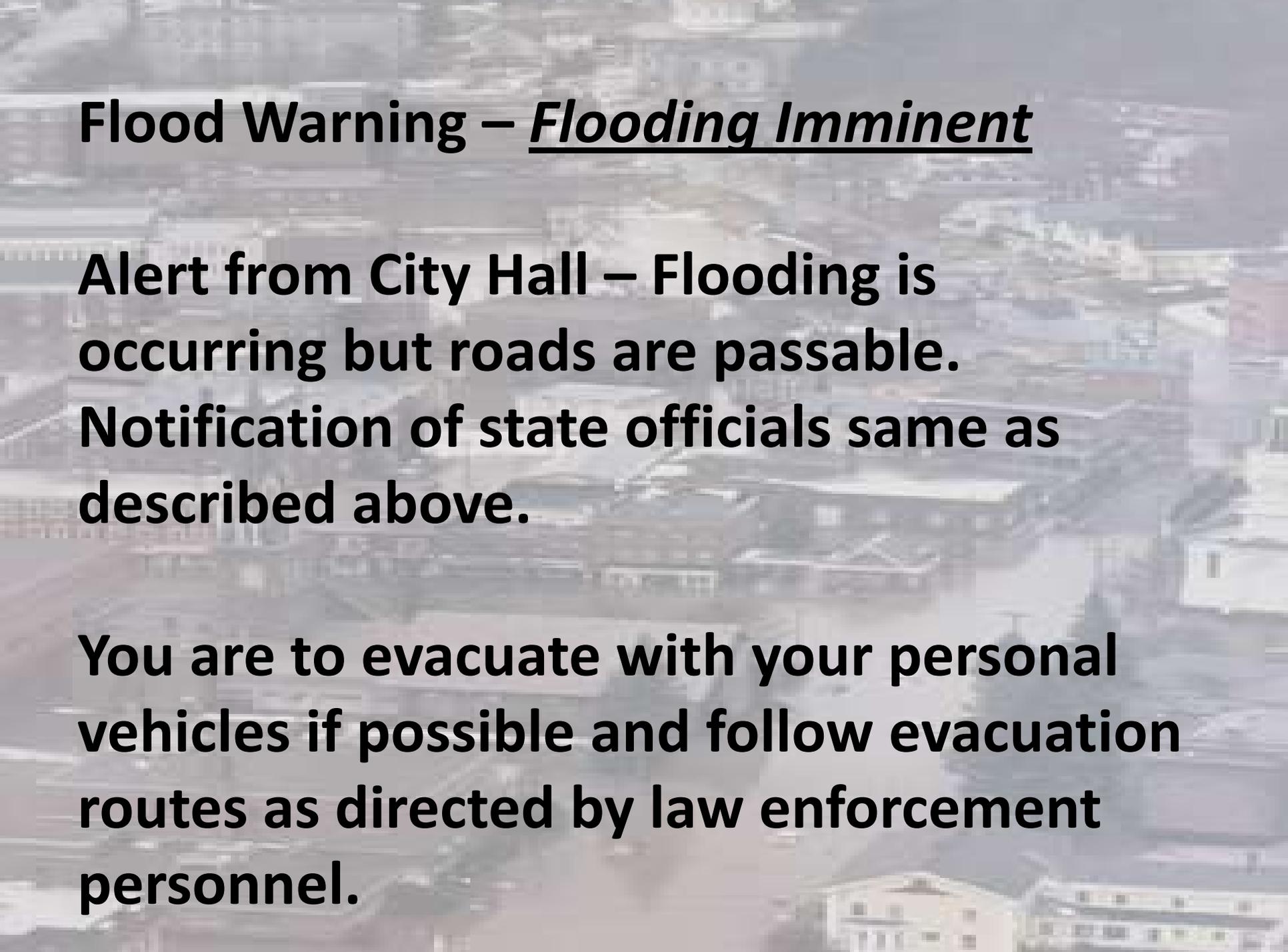
Call 911 and state the following:

Physical location of the building

Floor of the building

Number of State employees on the floor

If anyone is in immediate need of emergency medical services

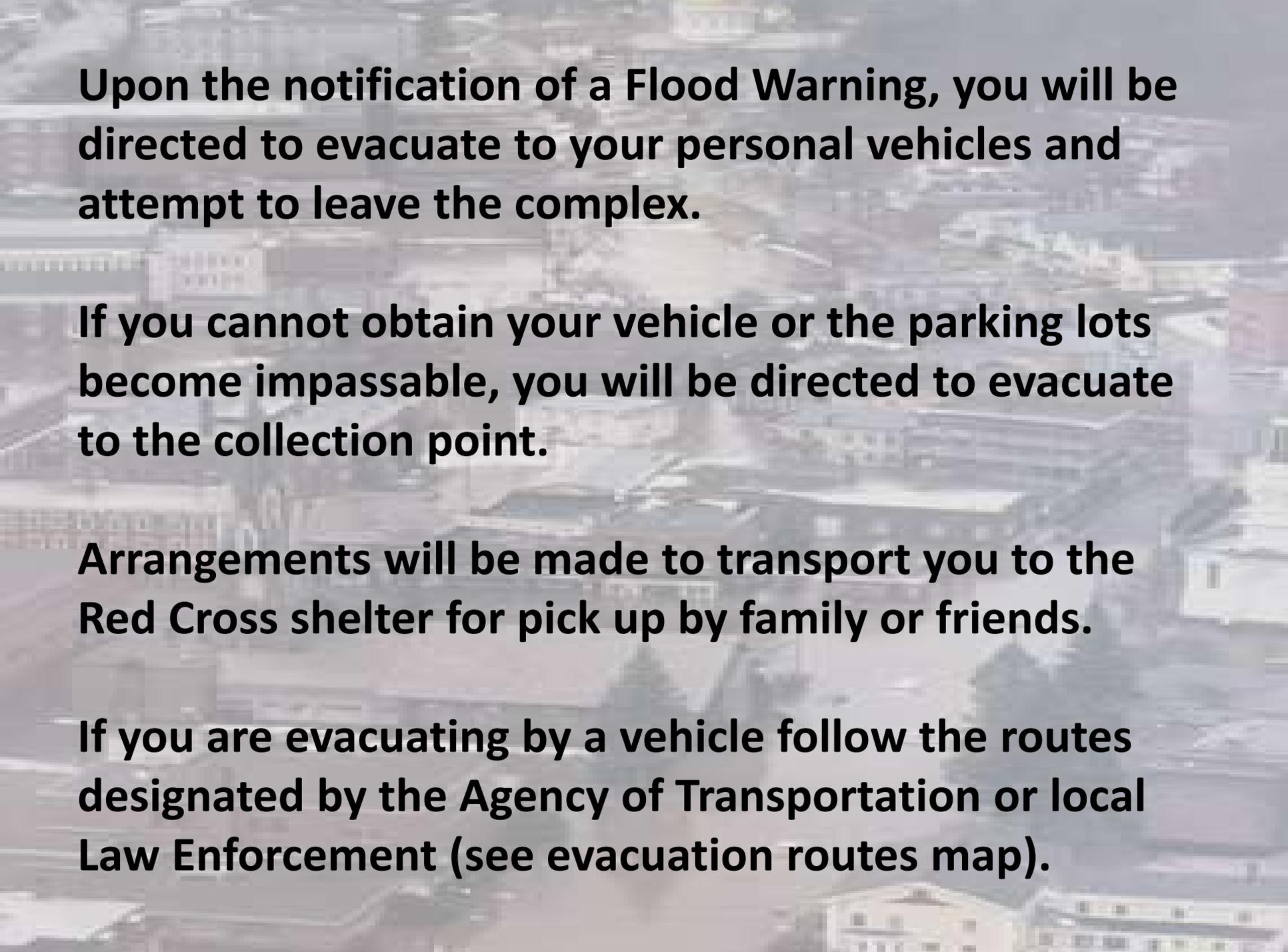
An aerial photograph of a city, likely San Francisco, showing a dense urban landscape with various buildings and streets. The image is semi-transparent, allowing the text to be clearly visible over it.

Flood Warning – *Flooding Imminent*

Alert from City Hall – Flooding is occurring but roads are passable.

Notification of state officials same as described above.

You are to evacuate with your personal vehicles if possible and follow evacuation routes as directed by law enforcement personnel.

An aerial photograph of a city, likely Los Angeles, showing a large stadium in the center. The text is overlaid on the image.

Upon the notification of a Flood Warning, you will be directed to evacuate to your personal vehicles and attempt to leave the complex.

If you cannot obtain your vehicle or the parking lots become impassable, you will be directed to evacuate to the collection point.

Arrangements will be made to transport you to the Red Cross shelter for pick up by family or friends.

If you are evacuating by a vehicle follow the routes designated by the Agency of Transportation or local Law Enforcement (see evacuation routes map).

Flood Watch

Rain and/ or warm weather are anticipated along with a Flood Watch from the National Weather Service. Conditions are favorable for a flood event.

Upon the notification of a Flood Watch, a decision will be made by the Governor's Office about the closure of Montpelier State office buildings. If the decision is made to close State offices due to a likely flood event, the closure will follow the same process and notification as a winter weather closing.

Security

Director of Support Services and/or Chief of Security will be notified by the City of Imminent Flooding

Chief of Security will notify:

Commissioner/Deputy Commissioner

Central District Director/DFM

Fleet

Email will be sent out to BGS Senior Staff

Security's 7/24 Telephone #

828-0777

Security

Security staff will go to 12 hours shifts, 6 days scheduled for duration of event.

One security officer per shift will be onsite as liaison for VT State police and National Guard.

Other officers will be assigned either at National Life in support of the Governor's office and McFarland State office building to provide parking support and building security.

***Security's 7/24 Telephone #
828-0777***

Facilities

Facilities Operation's role in a localized flood in Montpelier will be to protect the assets of the State of Vermont in the downtown area in a safe manner.

All attempts will be made to minimize water damage to low lying properties that have a history of basement flooding.

This will be accomplished by strategically placing equipment, staff and being ready with sandbags and damming materials to seal off water entry points as needed.

Local staff with a broad knowledge of the buildings, systems and utilities have been alerted and are ready to respond.

Additional support staff from other districts has been alerted and can be deployed as required.

Facilities

Pre-flood –

Monitor for leakage in buildings

Establish command center @ 10 Baldwin

Distribute portables (pumps & generators)

Distribute staff in pairs to monitor buildings make sure sumps are in place and functioning

During flood

Monitor water intrusion

Pump basements

Stay in touch with emergency responders to make sure we know how the flood is progressing and if any evac notices are given

After flood.

Clean up

Fleet

Security will notify Fleet Manager to begin evacuation of all fleet vehicles within the Capital Complex to designated area.

Fleet Manager will notify required staff to assist in the movement of Fleet Vehicles.

IT

Provide IT/Communication support during the establishment of Command Center at 10 Baldwin and continue support for the duration of the event.

Provide IT/Communication support in the relocation of BGS Command Staff to alternate site if required.

Administrative Management Services

Support Emergency Operations with:

Catastrophic purchases as required

Critical Vendor Payments

Workers Comp Payments

Employee Time/expense reports

Postal Service

Postal will be prepared to deliver mail and provide print services as needed,

Mail will be distributed to existing drops or alternate sites as directed by security or the Incident Commander.

Human Resources

Compile list and location of all BGS employees working in Capital Complex to include telephone numbers, cell phone numbers and email address.

Assist in accountability of BGS nonessential employees at evacuation site.

Compile skills list of all BGS employees