

## Erica M. Bornemann

619 Fontaine Hill Rd.

Morrisville, VT 05661

802-279-4049

Erica.bornemann@state.vt.us

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### Education

Bachelor of Arts  
Major: Political Science  
Minor: Public Administration

Western New England College  
Springfield, MA  
May 2008

Master of Public Administration

Norwich University  
Northfield, VT  
June 2010

### Employment Experience

*Chief of Staff, Vermont Division of Emergency Management and Homeland Security*

Waterbury, VT  
December, 2014

- Oversee the daily operations of the Division including the Planning, Operations and Logistics, Homeland Security, and Recovery and Mitigation Sections
- Maintain and track progress on the Statewide Emergency Management and Homeland Security Strategic Plan.
- Develop and implement policy initiatives in accordance with Division goals and objectives.
- Engage in leading disaster response and recovery activities in the State Emergency Operations Center.
- Oversee programmatic monitoring for all Division grant programs.
- Ensure human capital management activities occur consistent with Division goals and objectives.

*Planning Section Chief, Vermont Division of Emergency Management and Homeland Security*

Waterbury, VT  
November 2012-  
December 2014

- Engage in disaster response and recovery operations as the Planning Section Chief.
- Ensure the continuous revision and update of the Vermont State Emergency Operations Plan.
- Provide primary programmatic oversight of the Emergency Management Performance Grant and the Radiological Emergency Response Program Fund.
- Manage the Radiological Emergency Response Program.
- Ensure the annual development of the statewide Threat/ Hazard Inventory and Risk Assessment.
- Oversee the execution of the statewide critical infrastructure program including the Vermont Infrastructure Protection Plan.
- Implement statewide policy directives to enhance local and state emergency preparedness.
- Conduct an annual self-assessment and onsite assessment every five years of the Emergency Management Accreditation Program.

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- Emergency Management Program Specialist, Vermont Emergency Management* Waterbury, VT  
March 2011-  
November 2012
- Revise and update the Radiological Emergency Response Incident Annex to the State Emergency Operations Plan and all associated state-level plans and procedures.
  - Plan and conduct quarterly Vermont Yankee exercises including the 2011 and 2013 FEMA Graded Ingestion Pathway and Plume Phase Graded Exercises.
  - Ensure statewide compliance with the FEMA Radiological Emergency Preparedness Program Manual Planning Standards and Exercise criteria.

- Emergency Management Planner, Vermont Emergency Management* Waterbury, VT  
August 2008-  
March 2011
- Engage in disaster response activities within the State Emergency Operations Center under the Planning Section.
  - Coordinate the use and exercise of dam emergency action plans with state, local, and private sector officials.
  - Evaluate and facilitate exercises across the state designed with an all-hazards approach to prepare participants for disaster.
  - Liaison between state, local, and non-government officials for the planning and activation of the state's regional Med Surge/ Mass Care Facilities.
  - Plan and conduct the annual statewide Emergency Preparedness Conference.
  - Act as an Accreditation Manager during the successful accreditation of Vermont's emergency management program by the Emergency Management Accreditation Program.
  - Coordinate yearly revision and updates for the Department of Public Safety's Continuity of Operations Plan.

### Related Experience

- Lamoille County Co-Coordinator, American Red Cross, Northern Vermont Chapter* March 2010-  
January 2012
- Lead the Lamoille County Disaster Action Team in responding to and providing support for local and regional disasters.
  - Provide support in events that require shelter operations, client casework, feeding, and search and rescue services on a twenty-four hour basis.
  - Interface with local and state officials to promote the mission of the team.

### Skills and Training

Windows, Microsoft Word, Microsoft Excel, Microsoft Power Point, HTML  
Strong Organizational and Interpersonal Skills  
IS-100: Introduction to Incident Command System  
IS-200: Incident Command System for Single Resources and Initial Action Events  
IS-300: Incident Command System for Expanding Incidents  
IS-400: Advanced Incident Command System  
IS-700: National Incident Management System, An Introduction  
IS-800.A: The National Response Plan, An Introduction  
Homeland Security Exercise and Evaluator Program, Train-The-Trainer and Toolkit  
Orientation to Mission Assignment Processing  
The Effective Facilitator, Leadership Strategies Institute  
Emergency Management Assistance Compact Advanced Team Member  
Hazardous Materials Awareness Level  
EOC Operations and Planning for All Hazards  
Threat and Risk Assessment  
Leadership in Police Organizations