

Local Emergency Management Plan Municipal Adoption Form

**Town of Richmond
203 Bridge Street
Richmond, VT 05477**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Municipality	Richmond, VT
LEMP Adoption Date	April 15, 2019
NIMS Adoption Date	May 21, 2012
EMD Name	Josh Arneson
Position	EMD
Primary Phone	W:802-434-5170
Alternate Phone	M:802-316-7563
Email	jarneson@richmondvt.gov
POC 2 Name	David Sander
Position	Selectboard Chair
Primary Phone	M:802-735-3158
Alternate Phone	M/H/W:
Email	David.sander@richmondvt.org
POC 3 Name	Denis Gile
Position	Fire Chief
Primary Phone	W:802-434-2002
Alternate Phone	M:802-316-7558
Email	richmondfiredept@richmondvt.gov

Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

Printed Name, Selectboard / council member

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Municipal Adoption	
	Municipal Adoption Form
x	Municipal adoption of National Incident Management System (NIMS)
x	Contact information for local authorities during an emergency
x	Certification that LEMP meets Vermont NIMS / Implementation Guidance
x	LEMP adoption by local selectboard / city council (annual)
x	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
	Planners
x	List of people who wrote / maintain the LEMP
	Municipal Emergency Operations Center (EOC)
x	Activation authority
x	EOC staff positions and duties (minimum 1)
x	List of potential EOC staff members (minimum 1)
x	Facility information for potential EOC locations (minimum 1)
	Resources
x	Emergency purchasing agent and spending limits (if any)
x	List of standing municipal contracts that can be used during an emergency
x	National Incident Management System (NIMS) Typed Resource List
x	List of other local resources that could be used during an emergency
	Public Information and Warning
x	VT-Alert contact information
x	Local website / social media information (if any)
x	List of local media outlets (if any)
x	Public notice sites for non-phone/Internet information
x	Vermont 2-1-1 contact information
	Vulnerable Populations
x	List of organizations/facilities that serve local vulnerable populations
x	Identification and monitoring process
	Shelters
x	Spontaneous and regional shelter information
x	Opening information for local shelters (if any)
x	Service information for local shelters (if any)
	Contact Information
x	Emergency Management personnel
x	Response organizations
x	Municipal officials / public works
x	State, region, and adjacent municipality contacts

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>