

# Local Emergency Management Plan Municipal Adoption Form

**Town/City of** Richmond  
203 Bridge St.  
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.

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

<b>Municipality</b>	Richmond, VT
<b>LEMP Adoption Date</b>	April 1, 2024
<b>NIMS Adoption Date</b>	May 21, 2012
<b>EMD Name</b>	Josh Arneson
<b>Position</b>	EMD
<b>Primary Phone</b>	W: 802-434-5170
<b>Alternate Phone</b>	M: 802-316-7563
<b>Email</b>	jarneson@richmondvt.gov
<b>POC 2 Name</b>	David Sander
<b>Position</b>	Selectboard Chair
<b>Primary Phone</b>	M: 802-622-4307
<b>Alternate Phone</b>	
<b>Email</b>	david.sander@richmondvt.org
<b>POC 3 Name</b>	Dennis Gile
<b>Position</b>	Fire Chief
<b>Primary Phone</b>	W:802-434-2002
<b>Alternate Phone</b>	M:802-316-7558
<b>Email</b>	richmondfiredept@richmondvt.gov

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

Signed\* \_\_\_\_\_

Josh Arneson  
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\* \_\_\_\_\_

David Sander, Selectboard Chair  
Printed Name, Selectboard / council member

**Once completed, send adoption form (2 pages) 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.



Local Emergency Management Plan (LEMP)

# Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

Municipal Adoption		
<input checked="" type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input checked="" type="checkbox"/>
	Contact information for local authorities during an emergency	<input checked="" type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input checked="" type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/>
LEMP Required Elements		Page
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	1
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	1
	EOC staff positions and duties (minimum 1)	1
	List of potential EOC staff members (minimum 1)	1
	Facility information for potential EOC locations (minimum 1)	1
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	2
	List of municipal contracts that can be used during an emergency (if any)	2
	List of other local resources that could be used during an emergency (if any)	2
	National Incident Management System (NIMS) Typed Resource List	3
<input type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	4
	Local website / social media information (if any)	4
	List of local media outlets (if any)	4
	Public notice sites for non-phone/Internet information	4
	Vermont 2-1-1 contact information	4
<input type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	4-5
	Identification and monitoring process	4-5
<input type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	5
	Opening information for local shelters (if any)	5-6
	Service information for local shelters (if any)	5-6
<input type="checkbox"/>	Contact Information	
	Emergency Management personnel	7
	Response organizations	7
	Municipal officials / public works	7-8
	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>