

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM 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 who should have authoritative local information and authority to request resources are listed at right.

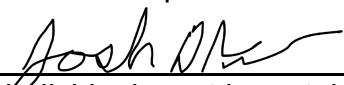
VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

REMC Representatives	
REMC Emergency Services Appointee	Michael Chiarella
Email	director@richmondrescue.org
EMD REMC Representative	Josh Arneson
Email	Jarneson@richmondvt.gov

Municipality	Richmond
LEMP Adoption Date	April 6, 2026
NIMS Adoption Date	May 21, 2012
EMD Name	Josh Arneson
Position	Emergency Management Director (EMD)
Primary Phone	802-434-5170
Alternate Phone	802-316-7563
Email	Jarneson@richmondvt.gov
Public contact information	802-316-7563
POC 2 Name	Adam Wood
Position	Selectboard Chair
Primary Phone	802-735-4702
Alternate Phone	
Email	Adam.Wood@richmondvt.org
POC 3 Name	Duncan Wardwell
Position	Emergency Management Coordinator (EMC)
Primary Phone	802-556-4779
Alternate Phone	
Email	dwardwell@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*  Printed Name: Josh Arneson

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 at a **warned public meeting**, as stated above:

Signed* _____ Printed Name: Adam Wood

Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*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		
<input checked="" type="checkbox"/>	Completed Municipal Adoption Form	
<input checked="" type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
LEMP Required Elements		Page # (if not using a template)
<input checked="" type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	1
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	1
	EOC staff positions and corresponding duties (minimum 1)	1
	Potential EOC staff members (minimum 1)	1
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	2
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits	2
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	2 - 3
	National Incident Management System (NIMS) Typed Resource List (if applicable)	4
<input checked="" type="checkbox"/>	Public Information and Warning	
	Local VT-Alert managers (if applicable)	5
	Local website or social media information (if applicable)	5
	List of local media outlets (if applicable)	5
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk’s office)	5
	Note that the public can call Vermont 2-1-1 for resources.	5
<input checked="" type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	5-6
<input checked="" type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	7-8
<input checked="" type="checkbox"/>	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	10-12
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	12

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>