

Local Emergency Management Plan Municipal Adoption Form

Town/City of

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.

Municipality	
LEMP Adoption Date	
NIMS Adoption Date	
EMD Name	
Position	EMD
Primary Phone	
Alternate Phone	
Email	
POC 2 Name	
Position	
Primary Phone	
Alternate Phone	
Email	
POC 3 Name	
Position	
Primary Phone	
Alternate Phone	
Email	

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 (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.



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