

## Local Emergency Management Plan Municipal Adoption Form 2023

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the Rutland Regional Planning Commission (RRPC) 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 <sup>1</sup>	
Alternate Phone <sup>1</sup>	
Email	
Public Contact <sup>2</sup>	
POC 2 Name	
Position	
Primary Phone <sup>1</sup>	
Alternate Phone <sup>1</sup>	
Email	
POC 3 Name	
Position	
Primary Phone <sup>1</sup>	
Alternate Phone <sup>1</sup>	
Email	

<sup>1</sup>Indicate whether phone is mobile (M), home (H), work (W).

<sup>2</sup>EMD Public Contact will be posted on the [VEM website](#).

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

\*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.

**Once completed, send Adoption Form and copy of Local Emergency Management Plan to Rutland Regional Planning Commission.**



## 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)
	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
	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 standing municipal contracts that can be used during an emergency
	National Incident Management System (NIMS) Typed Resource List
	List of other local resources that could be used during an emergency
	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>

## **NIMS Adoption Document for**

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS  
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE

WHEREAS, Homeland Security Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to provide a consistent nationwide approach for federal, state, local, and tribal governments to work together to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, Presidential Policy Directive (PPD)-8 describes the approach to national preparedness, including the National Preparedness System, as the instrument the nation will employ to build, sustain, and deliver core capabilities; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources improve the ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are integral to various incident management activities, including emergency management training programs.

NOW, THEREFORE, I, \_\_\_\_\_, of \_\_\_\_\_, by the virtue of the authority vested in me by the Constitution and Laws of the State of Vermont, do hereby establish the National Incident Management System (NIMS) as the standard for incident management.

GIVEN under my hand and the Privy Seal of  
this \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand and \_\_\_\_\_.

BY  
/s/ \_\_\_\_\_

Municipality: \_\_\_\_\_

Date Updated: \_\_\_\_\_

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	

## 2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	
<b>Preferred EOC Positions and Duties</b>	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Communications Support	Staffs phones and radio
Situational Awareness	Tracks and answers any Requests For Information (RFI)
Logistics	Tracks and coordinates any Requests For Support (RFS)
Public Information Officer	Produces and posts public information and press releases
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
<b>Primary EOC Location</b>	
Facility / Address:	
Phone Numbers:	
Equipment/Notes:	
<b>Alternate EOC Location</b>	
Facility / Address:	
Phone Numbers:	
Equipment/Notes:	

### 3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:		
Emergency spending limits:		
<b>Businesses with Standing Municipal Contracts</b>		
Type of Contract	Name	Contact Info
<b>Other Local Resources</b>		
Type of Resources/Skills	Name	Contact Info
State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police and Special Teams</li> <li>• Community Emergency Response Teams (CERTs)</li> <li>• Swiftwater Rescue Teams</li> <li>• Regional Shelter Support</li> <li>• State government agency expertise / services</li> <li>• Federal response agency expertise</li> </ul> State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> <li>• Supplies and equipment (including sandbags)</li> <li>• VTrans Equipment and Personnel</li> <li>• Vermont National Guard Support</li> </ul>		
<i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i>		

<b>National Incident Management System (NIMS) Typed Resources*</b>											
<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>	<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper	N/A	N/A	N/A	N/A	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)						Trailer, Small Equipment	N/A	N/A	N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	
Aerial Apparatus, Fire						Truck, Plow	N/A	N/A	N/A	N/A	
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering					
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)						Water Pump, Water Distribution					
Fire Boat				N/A		Water Pump, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A		Wheel Loader, Medium	N/A	N/A	N/A	N/A	
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A	
Generator	N/A	N/A	N/A	N/A		Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A		N/A means FEMA does not NIMS Type this piece of equipment.					

\*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List:  
<https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	
Local Newspaper, Radio, TV:	
Public Notice locations:	
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

#### 5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
Bayada Home Health	802-775-7272
Bayada Home Care	802-774-5111
Bayada Hospice (24-hour)	802-282-4122
CARE (Citizen Assistance Registration for Emergencies)	800-347-0488
Rutland Mental Health / Emergency Services (24-hour) (mobile)	802-775-1000 802-779-4383
Southwest Vermont Council on Aging / Helpline (8-4 M-F) Courtney Anderson, Director of Nutrition, Wellness and Community Services	1-800-642-5119 802-772-7828 (8-4 M-F) 802-734-0484 (mobile)
United Way of Rutland County Ashley Bride, Executive Director	802-773-7477 802-353-0175 (mobile)
Visiting Nurse Association & Hospice (8-4 M-F) Nicole Moran (24-hour) Mike Delehanty (24-hour)	802-775-0568 802-353-1052 (mobile) 802-683-9041 (mobile)
Vermont Council for Independent Living	802-779-9021

## 6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<b>Spontaneous Sheltering</b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b>Regional Shelter</b>	
Location / Address:	Rutland High School / 22 Stratton Road, Rutland
Opening Contact:	State EOC 800-347-0488; American Red Cross 833-583-3111
Phone Numbers:	Glenn Scott, Shelter Manager 802-236-8266 Additional Numbers: 802-773-1983 / 802-770-1199
<b>Primary Local Shelter</b>	
Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool   Overnight   Food Prep   Showers   Healthcare
Notes:	
	Capacity:                      Generator?                      Pets Allowed?
<b>Alternate Local Shelter</b>	
Location / Address:	
Facility Contact(s):	
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool   Overnight   Food Prep   Showers   Healthcare
Notes:	
	Capacity:                      Generator?                      Pets Allowed?

### Annexes (Optional, create and letter as needed)


See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.



## Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
<b>Local Emergency Management Team</b>					
EMD					
EM Coordinator					
<b>Local Response Organization Contacts</b>					
Fire Chief					
Assistant/Deputy Fire Chief					
EMS Chief					
Chief of Police or Constable					
State Police or County Sheriff					
Local Dispatch Center					
<b>Local Public Works Contacts</b>					
Road Foreman					
Road Commissioner					
Town Garage					
Drinking Water Utility					
Wastewater Utility					
<b>Municipal Government Contacts</b>					
Town Administrator					
Town/City Manager					
Selectboard Chair					
Selectboard Alt					
Selectboard Alt					
Town Clerk					

## Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Treasurer / Finance					
Town Health Officer					
Forest Fire Warden					
Animal Control Officer					
School Contact #1					
School Contact #2					
School District Office					
Other Contacts					