

## 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.

Municipality	Town of Waterbury
LEMP Adoption Date	06/02/2025
NIMS Adoption Date	11/20/2014
EMD Name	Gary Dillon
Position	EMD
Primary Phone	(802) 371-7515
Alternate Phone	
Email	waterburyfd@waterburyvt.com
Public contact information	(802) 244-4300
POC 2 Name	Bill Woodruff
Position	Interim Municipal Manager
Primary Phone	802-839-6199
Alternate Phone	(802) 244-7033
Email	<a href="mailto:woodruff@waterburyvt.com">woodruff@waterburyvt.com</a>
POC 3 Name	Dani Kehlmann
Position	Natural Disaster Response Coordinator
Primary Phone	
Alternate Phone	
Email	VACANT

REMC Representatives	
REMC Emergency Services Appointee	
Email	
EMD REMC Representative	
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 at a **warned public meeting**, as stated above:

Signed\* \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 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 type="checkbox"/>	Completed Municipal Adoption Form	
<input 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 type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
<input type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
<input type="checkbox"/>	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk’s office)	
	Note that the public can call Vermont 2-1-1 for resources.	
<input type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
<input type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
<input type="checkbox"/>	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	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.	

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>