Town of East Montpelier
40 Kelton Road, PO Box 157
East Montpelier, VT

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	Town of East Montpelier
LEMP Adoption Date	April 22, 2024
NIMS Adoption Date	May 7, 2012
EMD Name	Seth Gardner
Position	EMD; SB Chair
Primary Phone	802-272-3478
Alternate Phone	802-223-1370
Email	sethbgardner@hotmail.com
POC 2 Name	Jennifer Devine
Position	Town Administrator
Primary Phone	802-223-3313 x 204
Alternate Phone	802-522-5130
Email	manager@eastmontpeliervt.org
POC 3 Name	Guthrie Perry
Position	EM Road Foreman
Primary Phone	802-622-4217
Alternate Phone	802-223-5870
Email	highway@eastmontpeliervt.org

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

Signed* _____

Gina Jenkins, East Montpelier Road Commissioner
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* _____

Seth Gardner, 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.

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.

Local Emergency Management Plan (LEMP)

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	1
☒	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
☒	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
☒	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
☒	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	4
	Identification and monitoring process	4
☒	Shelters	
	Spontaneous and regional shelter information	5
	Opening information for local shelters (if any)	5
	Service information for local shelters (if any)	5
☒	Contact Information	
	Emergency Management personnel	6
	Response organizations	6
	Municipal officials / public works	6
	State, region, and adjacent municipality contacts	7

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