

## 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	Arlington
LEMP Adoption Date	5/18/2026
NIMS Adoption Date	11/4/2005
EMD Name	Nick Zaiac
Position	EMD
Primary Phone	202-430-0913
Alternate Phone	202-731-0845
Email	<a href="mailto:Nick.zaiac@gmail.com">Nick.zaiac@gmail.com</a>
Public contact information	
POC 2 Name	Jamie Paustian
Position	EMC
Primary Phone	802-733-1961
Alternate Phone	NA
Email	<a href="mailto:jamie.paustian@arlingtonvermont.org">jamie.paustian@arlingtonvermont.org</a>
POC 3 Name	Vince Thompson
Position	EMC
Primary Phone	802-681-5812
Alternate Phone	NA
Email	Arlingtonfirec2@gmail.com



# Required Elements

REMC Representatives	
REMC Emergency Services Appointee	Jamie Paustian
Email	<a href="mailto:Jamie.paustian@arlingtonvermont.org">Jamie.paustian@arlingtonvermont.org</a>
EMD REMC Representative	Nick Zaiac
Email	Nick.zaiac@gmail.com

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

<b>Municipal Adoption</b>	
<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.
<b>LEMP Required Elements</b>	
<b>Page # (if not using a template)</b>	
<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 1
<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
	National Incident Management System (NIMS) Typed Resource List (if applicable) 3
<input checked="" type="checkbox"/>	Public Information and Warning
	Local VT-Alert managers (if applicable) 4
	Local website or social media information (if applicable) 4
	List of local media outlets (if applicable) 4
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk’s office) 4
	Note that the public can call Vermont 2-1-1 for resources. 4
<input checked="" type="checkbox"/>	Organizations and communities requiring additional coordination
	List of organizations or communities and contact method 5
<input checked="" type="checkbox"/>	Shelters
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1) 6
<input checked="" type="checkbox"/>	Contact Information
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs 8
	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. 9

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>