

# Local Emergency Management Plan Municipal Adoption Form

**Town/City of** Westford  
1713 VT Route 128  
Westford, VT 05494

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.

<b>Municipality</b>	Westford
<b>LEMP Adoption Date</b>	4/11/2024
<b>NIMS Adoption Date</b>	12/03/2009
<b>EMD Name</b>	Francois Ross
<b>Position</b>	EMD
<b>Primary Phone</b>	(414)-510-3840
<b>Alternate Phone</b>	
<b>Email</b>	fross72@outlook.com
<b>POC 2 Name</b>	Bill Cleary
<b>Position</b>	Selectboard Chair
<b>Primary Phone</b>	(802) 598-4833
<b>Alternate Phone</b>	
<b>Email</b>	selectboard@westfordvt.us
<b>POC 3 Name</b>	Holly Delisle
<b>Position</b>	Town Administrator
<b>Primary Phone</b>	802-878-4587
<b>Alternate Phone</b>	802-881-2799
<b>Email</b>	townadmin@westfordvt.us


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

Signed\* 

Holly (Holisha) Delisle

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\* 

William Cleary

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	
<input checked="" type="checkbox"/>	Municipal Adoption Form
	Municipal adoption of National Incident Management System (NIMS) <span style="float: right;"><input checked="" type="checkbox"/></span>
	Contact information for local authorities during an emergency <span style="float: right;"><input checked="" type="checkbox"/></span>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance <span style="float: right;"><input checked="" type="checkbox"/></span>
	LEMP adoption by local selectboard / city council (annual) <span style="float: right;"><input checked="" type="checkbox"/></span>
LEMP Required Elements	
	Page
<input checked="" type="checkbox"/>	Planners
	List of people who wrote / maintain the LEMP <span style="float: right;">1</span>
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)
	Activation authority <span style="float: right;">1</span>
	EOC staff positions and duties (minimum 1) <span style="float: right;">1</span>
	List of potential EOC staff members (minimum 1) <span style="float: right;">1</span>
	Facility information for potential EOC locations (minimum 1) <span style="float: right;">1</span>
<input checked="" type="checkbox"/>	Resources
	Emergency purchasing agent and spending limits (if any) <span style="float: right;">2</span>
	List of municipal contracts that can be used during an emergency (if any) <span style="float: right;">2</span>
	List of other local resources that could be used during an emergency (if any) <span style="float: right;">2</span>
	National Incident Management System (NIMS) Typed Resource List <span style="float: right;">3</span>
<input checked="" type="checkbox"/>	Public Information and Warning
	VT-Alert contact information <span style="float: right;">4</span>
	Local website / social media information (if any) <span style="float: right;">4</span>
	List of local media outlets (if any) <span style="float: right;">4</span>
	Public notice sites for non-phone/Internet information <span style="float: right;">4</span>
	Vermont 2-1-1 contact information <span style="float: right;">4</span>
<input checked="" type="checkbox"/>	Vulnerable Populations
	List of organizations/facilities that serve local vulnerable populations <span style="float: right;">4</span>
	Identification and monitoring process
<input checked="" type="checkbox"/>	Shelters
	Spontaneous and regional shelter information <span style="float: right;">5</span>
	Opening information for local shelters (if any)
	Service information for local shelters (if any)
<input checked="" type="checkbox"/>	Contact Information
	Emergency Management personnel <span style="float: right;">6</span>
	Response organizations <span style="float: right;">6</span>
	Municipal officials / public works <span style="float: right;">6-7</span>
	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>