

MEMO

From: Emily Harris, VT Emergency Management Engagement Section Chief

Date: December 19, 2024

Subject: Summary of changes to Local Emergency Management Plan requirements

Local Emergency Management Plan requirements and short & long form templates have been updated. Starting with your 2025 submission, you will need to meet the [new requirements](#). Minor modifications were made throughout to clarify language, remove duplication, and update fonts and styles for accessibility – a summary of other changes is found below. It is always a best practice to include everyone with a role in your plan in the development of the plan, so please make sure you include broad representation from the whole community as you update your plan to meet these new requirements.

Municipal Adoption form:

- Changed submission deadline from May 1 to June 1.
- Local Emergency Management Plan submission is now through your Vermont Emergency Management Regional Coordinator, not Regional Planning Commission.
- Added language that we share your contact information with emergency partners with life safety needs during an emergency.
- Added opt out for sharing your contact information with emergency partners outside of an emergency.
- Added public contact information for the Emergency Management Director. This information was previously solicited separately and is available on [our website](#).
- Added [Regional Emergency Management Committee](#) appointees. This information was previously solicited separately.

Plan Requirements

- Local Emergency Management Plan Planners must include the Emergency Management Director.
- Emergency Operations Center Equipment and notes now includes checkboxes for suggested items.
- NIMS typed resources were reduced from 57 to 8 resource types. Other relevant resources should be captured in the new sections of town or city owned resources, and other local resources.
- Added clarifying language on emergency spending limits, noting that the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.
- Public notice sites clarified that it must be 2 locations in town and a third location “in or near the town clerk’s office”.
- “Vulnerable Populations” section updated to “Organizations and communities requiring additional coordination” and includes more types of organizations & communities.
- A local shelter, which the city or town has the authority to open, must be identified.
- Language added in the shelter section about siting shelters in areas individuals and resources can access in a variety of disasters, and information that shelter support may be in the form of a regional shelter.
- Removed regional shelter identification, as locations are determined at the time of the disaster.

Your [Regional Coordinator](#) is ready to assist you with this transition. Please reach out to them with any questions.