Local Emergency Management Plans (LEMPs)

Emergency Preparedness Conference

September 8, 2018

VERMONT
Emergency Management

Purpose and Agenda

- Purpose: Review and discuss the new Vermont Local Emergency Management Plan (LEMP) purpose and requirements

- Authorities
- Background
- Requirements
- Adoption and Reporting
- State LEMP Use
- LEOP Conversion
- Early Adoption Notes
- Open Discussion

Standard Acronyms
EM - Emergency Management
EMD - Emergency Management Director
RPC - Regional Planning Commission
VEM - Vermont Emergency Management

Planning Aphorisms

- Slow is smooth, and smooth is fast
- Anything's easy if you're not the one who has to do it
- Perfect is the enemy of good enough
- Plan early, plan twice
- It's only a lot of reading if you do it
- Plans are nothing, planning is everything

Authorities

- Why do municipalities need local emergency plans?
  - 20 V.S.A § 6 and 2013 State Emergency Operations Plan - Each town and city of this state is hereby authorized and directed to establish a local organization for emergency management in accordance with the state emergency management plan and program…
  - 2013 Vermont National Incident Management System (NIMS) Implementation Plan - requires plan as a condition of receiving federal preparedness funds
  - 20 V.S.A. § 45 - requires plan for increased state reimbursement of infrastructure losses through the Emergency Relief and Assistance Fund (ERAF)

Background

- Replaces Local Emergency Operations Plan (LEOP) …which replaced Basic Emergency Operations Plan (BEOP) …which replaced the Rapid Response Plan (RRP)

- LEOP Issues:
  - Primarily seen as check-the-block tool for reporting to the state
  - Contact info most useful part during an emergency
  - Single format mandated for all towns and cities
  - Forms hard to customize

- Working Group
  - Goal: action-oriented framework that guides a municipality in coordinating emergency operations
  - 1 VEM rep, 2 RPC reps, 3 EMDs
  - Drafted and refined requirements and templates between October 2017 and March 2018

- VEM announced LEMP requirements on May 7, 2018
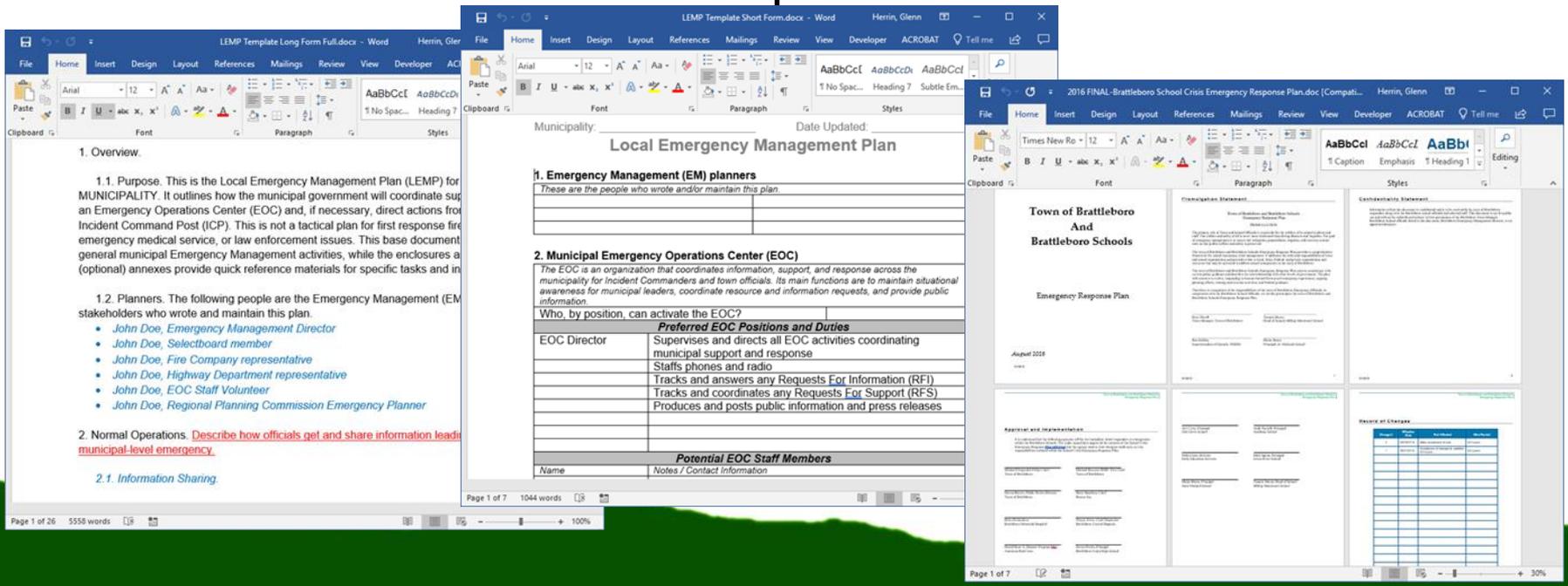
Requirements

- Formats
- Planners
- EOC
- Resources
- Public Info
- Vulnerable Populations
- Shelters
- Contact Info

LEMP Required Elements	Page
☐ Planners	
List of people who wrote / maintain the LEMP	
☐ Municipal Emergency Operations Center (EOC)	
Activation authority	
EOC staff positions and duties (minimum 1)	
List of potential EOC staff members (minimum 1)	
Facility information for potential EOC locations (minimum 1)	
☐ Resources	
Emergency purchasing agent and spending limits (if any)	
List of standing municipal contracts that can be used during an emergency	
National Incident Management System (NIMS) Typed Resource List	
List of other local resources that could be used during an emergency	
☐ Public Information and Warning	
VT-Alert contact information	
Local website / social media information (if any)	
List of local media outlets (if any)	
Public notice sites for non-phone/Internet information	
Vermont 2-1-1 contact information	
☐ Vulnerable Populations	
List of organizations/facilities that serve local vulnerable populations	
Identification and monitoring process	
☐ Shelters	
Spontaneous and regional shelter information	
Opening information for local shelters (if any)	
Service information for local shelters (if any)	
☐ Contact Information	
Emergency Management personnel	
Response organizations	
Municipal officials / public works	
State, region, and adjacent municipality contacts	

Requirements - Formats

- LEMP Implementation Guidance sets REQUIREMENTS, not FORMATS
  - Templates are available in short and long forms
  - Other formats are acceptable!

Requirements - Planners

- List of people who wrote / maintain the LEMP

Requirements
 - Emergency Operations Center

- Activation authority

- EOC staff positions and duties (minimum 1)

- List of potential EOC staff members (minimum 1)

- Facility information for potential EOC locations (minimum 1)

Requirements - Resources

- Emergency purchasing agent and spending limits (if any)

- List of municipal contracts that can be used during an emergency (if any)

- List of other local resources that could be used during an emergency (if any)

- National Incident Management System (NIMS) Typed Resource List

Requirements - Public Information and Warning

- VT-Alert contact information

- Local website / social media info (if any)

- List of local media outlets (if any)

- Public notice sites for non-phone/Internet information

- Vermont 2-1-1 contact information

Requirements
- Vulnerable Populations

- List of organizations/facilities that serve local vulnerable populations

- Identification and monitoring process

Requirements - Shelters

- Spontaneous and regional shelter information
- Opening information for local shelters (if any)
- Service information for local shelters (if any)

Requirements - Contact Information

- Emergency Management personnel
- Response organizations
- Municipal officials / public works
- State, region, and adjacent municipality contacts

Adoption and Reporting

Local official validates that LEMP has all required elements

Selectboard / City Council formally adopts LEMP

Municipality forwards adoption form and LEMP to RPC

RPC records key information (and forwards to VEM)

State LEMP Use

- VEM records key contact info from adoption form and uses it to contact key leaders during emergencies

- VEM files current local plans…
  - As a backup in case originals are damaged or lost
  - For record, in case there is a question of grant eligibility
  - For reference, in case the state needs to request local resources during an emergency

LEOP Conversion

LEMP	LEOP
Adoption Form	Jurisdiction info, page 1
Planners	**New**
EOC	Planning Task 3, page 5, **plus EOC activation, roles/duties, and potential staff**
Resources	Appendices B4,5,7 and Planning Task 7, page 7, **plus emergency purchasing info**
Public Info and Warnings	**New**
Vulnerable Populations	Planning Task 1, page 4, **plus identification / monitoring process**
Shelters	Planning Task 6, page 6
Contact Info	Appendix B3
Optional Annexes	Appendices B1,2,6,8-10

Early Adoption Notes

- Observations based on municipalities using the LEMP in 2018:
  - Some confusion over changes between public draft and final official requirements
  - Adding page number to adoption form checklist

Open Discussion

- Some potential topics…
    - Templates
    - Samples and Examples
    - Framework vs. Incident Specific Plans
    - Incident Annexes
    - Best Practices