



Vermont Emergency Management
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2018 Local Emergency Management Plan Implementation Guidance

1. In 2019 Vermont local jurisdictions will no longer be required to utilize the single specific format in developing local emergency plans. Local jurisdictions must adopt a Local Emergency Management Plan (LEMP) which incorporates a standard set of minimum elements (attached). Vermont Emergency Management (VEM) and Regional Planning Commissions (RPCs) are providing guidance and technical assistance to ensure all local jurisdictions adopt their updated plans by May 2019. Local jurisdictions may use the current Local Emergency Operations Plan (LEOP) template or the updated Local Emergency Management Plan (LEMP) template in 2018.
2. In accordance with 20 V.S.A § 6 and the 2013 State Emergency Operations Plan, "each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan". Additionally, Vermont's 2013 National Incident Management System (NIMS) Implementation Plan requires local jurisdictions to have an LEOP as a condition of receiving federal preparedness funds. In 2014 the Vermont Secretary of Administration, in accordance with 20 V.S.A. § 45, set an up-to-date LEOP as one of the requirements for receiving an increased state contribution for reimbursement of infrastructure losses after a disaster through the Emergency Relief and Assistance Fund (ERAF).
3. Municipalities should review and update their emergency plans annually and readopt them between Town Meeting and May 1 every year. For 2018, as in previous years, communities may update or develop and submit an LEOP in accordance with previous guidance. However, municipalities may in 2018, and must in 2019, instead certify that they have a LEMP that contains key required elements (see enclosure). A valid certified LEMP shall be equivalent to an LEOP where Vermont NIMS and ERAF requirements specify an LEOP or EOP.
4. Municipalities report adoption of LEMPs through their Regional Planning Commission (RPC) with the LEMP Municipal Adoption Form (enclosed). Regional Planning Commissions (RPCs) shall collect adoption information and LEOPs / LEMPs from municipalities and forward them to VEM Regional Coordinators. For 2018, VEM Regional Coordinators shall review local plans for completeness and will coordinate with municipalities if the local plans are missing required elements. LEMPs that do not contain the required elements will be considered invalid.

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5. Municipalities may coordinate with VEM, though Regional Planning Commissions (RPCs) or Regional Coordinators, for assistance in developing and exercising their LEMPs. References, forms, templates, models, and examples are available at:

- <http://vem.vermont.gov/plans/local> (for LEOPs)
- <http://vem.vermont.gov/plans/lemp> (for LEMPs)

6. This guidance will remain effective until rescinded or superseded. VEM may publish an update for 2019 to clarify or simplify the new LEMP requirements, but does not intend to make extensive changes. VEM will continually update and publish templates, models, examples, and other supporting documents that municipalities may use to facilitate development, maintenance, and improvement of their emergency plans.

7. References.

7.1. 20 V.S.A § 6, Local organization for emergency management.

7.2. Rules for State Matching Funds under the Federal Public Assistance Program, CVR 10-000-001, Secretary of the Administration, October 23, 2012.

7.3. Vermont's Implementation Plan for the National Incident Management System, Vermont Department of Public Safety, Division of Emergency Management and Homeland Security, December 20, 2013.

7.4. 2013 State Emergency Operations Plan, Base Plan.



Encl
LEMP Municipal Adoption Form

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