

Top 12 things a new EMD/EMC should do:

- 1. Meet with your Regional Planning Commission (RPC) Emergency Management Lead and Vermont Emergency Management (VEM) Regional Coordinator.
- 2. Take the free, online, [FEMA IS-230D Fundamentals of Emergency Management](#).
- 3. Network with other local EMDs for expertise and mutual aid.
- 4. Read your Local Emergency Operations Plan (LEOP) cover to cover and rewrite it (including annexes) to make it your own.
- 5. Identify your stakeholders by name.
- 6. Form a local Emergency Management Committee/Working Group.
- 7. Sign-up for [VT Alert](#).
- 8. Ensure you are on key State e-mail groups.
- 9. Ensure delegation of authority is written and signed.
- 10. Learn jurisdiction-specific spending procedures.
- 11. Mobilize and organize community members to support your plan.
- 12. Integrate your thinking into the Local Hazard Mitigation Plan process.