

Comment [EMH1]: This Sample LEOP is designed to serve as a reference for towns as they fill out their LEOP. Commentary has been placed in some sections to offer clarity. This LEOP has been "filled out" with fake information to show what a completed LEOP base plan should look like.

Emergency Steps

- 1) Establish an Incident Command Structure and make appropriate local decisions
- 2) Delegate Authorities to Incident Commander and request Declaration if appropriate
- 3) Contact State Emergency Operations Center (SEOC) if additional help or resources may be needed beyond mutual aid and local contractors (800-347-0488)
- 4) Alert the general population and evacuate as needed
- 5) Activate your Emergency Operations Center to support the Incident Commander as needed
- 6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed
- 7) Expand the ICS Structure as needed
- 8) Determine if additional operational shift staffing is needed
- 9) Conduct damage assessment. Report to SEOC
- 10) Conduct and document 'Emergency Repairs'

Future steps

- 11) Refer to your local codes and standards, Vermont Stream Alterations Rule, and local hazard mitigation plan before undertaking permanent repairs
- 12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet
- 13) Conduct an after-action review and develop an improvement plan

Jurisdictions' Points of Contact: Identify by priority the top three people to be Points of Contact for your Town during an emergency (ex: EMD, Town Manager, Selectboard Chair, Fire Chief)

Job Title	First Name	Last Name	Work #	Radio call sign
EMD	Joe	Grey	555-555-5555	
Email Address	Cell #	Pager #	Home #	Time Contacted
Joe.Grey@fakeaddress.com	555-888-8888	555-666-6666	555-555-4444	
Job Title	First Name	Last Name	Work #	Radio call sign
Fire Chief	Jane	Gold	555-555-5555	W1MG
Email Address	Cell #	Pager #	Home #	Time Contacted
JGoldFake@address.com	555-999-9999	555-444-4444	555-666-7777	
Job Title	First Name	Last Name	Work #	Radio call sign
Police Chief	Jack	Green	555-111-2222	
Email Address	Cell #	Pager #	Home #	Time Contacted
Police@faketown.com	555-333-3333	555-666-2222	555-555-4545	

Comment [EMH2]: These should be 3 unique individuals that can be reached during an emergency, including events that occur outside of normal business hours.

Comment [EMH3]: These "time contacted" grey boxes are designed to be filled out during an incident.

Comment [EMH4]: The date adopted is the date that the plan was adopted by the jurisdiction during that year.

Comment [EMH5]: NIMS must be adopted by each jurisdiction in the state of Vermont. If jurisdictions have not adopted NIMS, please refer them to Appendix D1 – NIMS Adoption.

Comment [EMH6]: Not only is this highest ranking official certifying that the LEOP has been adopted by the jurisdiction, but they are also certifying that, per the Statewide NIMS Implementation Plan, they have taken ICS 402 or ICS 100 training. ICS 100 training can be taken over the internet, and can be found at: <http://www.training.fema.gov/IS/NIMS.aspx>. Classroom offerings for ICS 100 and ICS 402 can be found at: <http://vcjtc.vermont.gov/training/courses/homeland>. This training must be completed by October 1, 2014 or within 6 months from the date this individual was hired.

Comment [EMH7]: Examples of alternate communication methods would be an additional phone number, a monitored radio frequency, etc.

Comment [EMH8]: If a jurisdiction has not submitted their updated LEOP within this timeframe, they will not be considered to have an updated plan with DEMHS. Once they do submit a plan for that calendar year, they will then be considered to have an updated plan. This is especially important when jurisdictions apply for grants, or when towns seek reimbursement after a disaster has been declared.

County: **Jefferson** Date LEOP adopted: **3/27/2014**

Name of town EMD/C: **Joe Grey** Date NIMS adopted: **6/17/2001**

I, the select board chair or town manager, certify that this Local Emergency Operations Plan has been adopted (certifying individual must have taken, at minimum, ICS 402 or ICS 100 training): **Bethany Blue**

Physical Municipal Address: **1235 Purple Street, Faketown, VT**

Telephone: **555-333-8888** Fax: **555-333-8881** E-mail: **Faketown@fakeaddress.com**

Alternate communication method: **Telephone: 555-333-8889 / Monitored frequency: 45.52000**

This Local Emergency Operations Plan must be adopted annually, after town meeting day, and submitted by May 1st.

Response and Recovery Guidelines

Please use this as an aid for baseline actions that should occur in an incident.

Comment [EMH9]: The items on this page and the following page are designed to be filled out during an incident. These are just baseline actions – jurisdictions may choose to take additional actions.

1) Establish an Incident Command Structure and make appropriate local decisions		<input checked="" type="checkbox"/>	Time
a. Identify the Incident Commander			
b. Identify the Incident Command Post		<input type="checkbox"/>	
c. Start a log of actions taken (see Appendix A3- Activity Log (ICS Form 214))		<input type="checkbox"/>	
d. Assess the situation (deploy assessment teams)		<input type="checkbox"/>	
	Determine casualties	<input type="checkbox"/>	
	Determine structure/infrastructure losses	<input type="checkbox"/>	
	Determine resource needs	<input type="checkbox"/>	
	Identify emergency access sites or isolated citizens	<input type="checkbox"/>	
e. Request additional resources (Mutual Aid) if needed.		<input type="checkbox"/>	
f. Secure a perimeter around affected area if needed		<input type="checkbox"/>	
g. Consider potential staffing needs (extended or multiple operational periods)		<input type="checkbox"/>	

2) Delegate Authorities to Incident Commander and request Declaration if appropriate		<input checked="" type="checkbox"/>	Time
Have highest ranking town official delegate authority to and meet with Incident Commander as appropriate (see Appendix D4 – Delegation of Authority)		<input type="checkbox"/>	
If needed, the highest ranking town official should sign the Local Jurisdiction Request for Emergency Declaration, and send to DEMHS. (see Appendix A1 – Local Jurisdiction Request for Emergency Declaration)		<input type="checkbox"/>	

3) Contact State Emergency Operations Center if additional help or resources may be needed beyond mutual aid and local contractors		<input checked="" type="checkbox"/>	Time
Call State Emergency Operations Center and notify that additional resources may be needed.	1-800-347-0488	<input type="checkbox"/>	
If HAZMAT involved, contact HAZMAT Hotline	1-800-641-5005	<input type="checkbox"/>	

4) Alert the general population and evacuate as needed		<input checked="" type="checkbox"/>	Time
Alert the Public (including special needs or vulnerable populations) of the hazards of the event at the outset and during the event (including protective actions and evacuation information). Suggested methods (siren, PA, door-to-door, town website, facebook, twitter, front porch forum)		<input type="checkbox"/>	
Complete Planning Task #1 (see page 4)		<input type="checkbox"/>	

5) Activate the Emergency Operations Center to support the Incident Commander as needed (See Planning Task #3 on page 5)			<input checked="" type="checkbox"/>	Time
Facility Name	Address	Phone Number		
			<input type="checkbox"/>	
Maintain communications with the SEOC (DisasterLAN, Phone, Fax, Email)			<input type="checkbox"/>	

6) Contact the Shelter Coordinator and American Red Cross (800-660-9130) to arrange a shelter opening if needed (See Planning Task #6 on page 6)				<input checked="" type="checkbox"/>	Time
Notify the American Red Cross that shelters are needed				<input type="checkbox"/>	
Contact Shelter Manager				<input type="checkbox"/>	
Shelter Name	Physical Address/Location of the Shelter	Shelter Phone # and Manager Name	# of occupants		
				<input type="checkbox"/>	Opened: Closed:
				<input type="checkbox"/>	Opened: Closed:
				<input type="checkbox"/>	Opened: Closed:

7) Expand the ICS Structure as needed (see Appendix A3 – Incident Briefing (ICS Form 201))

8) Determine if additional operational shift staffing is needed		<input checked="" type="checkbox"/>	Time
Determine the operational period (8hrs, 12hrs, etc)		<input type="checkbox"/>	
Identify staffing for future operational periods (see Appendix A3–Organizational Assignment List (ICS Form 203))		<input type="checkbox"/>	
Develop plans for the next operational period (see Appendix A3– Incident Action Plan (ICS Forms 202, 203, 204, 205, 206))		<input type="checkbox"/>	
	What is the Operational Period? hrs to hrs	<input type="checkbox"/>	
	What is the briefing time? hrs	<input type="checkbox"/>	
As the incident winds down, release excess resources as per demobilization plans		<input type="checkbox"/>	

9) Conduct damage assessment. Report to the State Emergency Operations Center		<input checked="" type="checkbox"/>	Time
Complete Planning Task #2 (see page 4)		<input type="checkbox"/>	
Conduct a complete damage assessment for public and private damages. Submit Local Situation Report to the State Emergency Operations Center (see Appendix A2 – Local Situation Report)		<input type="checkbox"/>	

10) Conduct and document ‘Emergency Repairs’		<input checked="" type="checkbox"/>	Time
Make roads passable and restore emergency access. Undertake Emergency Protective Measures (eg. removing debris threatening inhabited structures, culverts, and bridges). Emergency Protective Measures (temporary and permanent) must be consistent with the provisions of the Vermont Stream Alterations Rule (see Appendix C2)		<input type="checkbox"/>	

11) Refer to your local codes and standards, including the most current Town Road and Bridge Standards as provided by the Agency of Transportation, Vermont Stream Alterations Rule (See Appendix C2), and local hazard mitigation plan before undertaking permanent repairs		
Document (photographs, maps, invoices, material quantities) all repairs for future mitigation actions. (ex: roadside/ditch erosion, repair with larger culvert, replace with better materials, etc)		
Area Damaged	Cost of repair	Mitigation Solution (see local Hazard Mitigation Plan)

12) If damages result in a Federal Declaration, request 406 mitigation when completing a Project Worksheet.

13) Conduct an after-action review and develop an improvement plan.

PLANNING TASKS

Please complete the white portion of these planning tasks prior to an incident occurring. During the incident, please complete the shaded portions.

Comment [EMH10]: The white portions of these planning tasks are designed to be completed as part of the base plan. The shaded portions are designed to be completed during an incident, and are referenced in the tasks on the previous 2 pages.

Planning Task #1					
High Risk Populations List (for special attention/possible evacuation during an incident)					
Complete this information before an incident				Complete this information during an incident	
High Risk Population Type <small>(school, daycare, nursing home, medical equipment-dependent resident, handicapped resident)</small>	High Risk Population Location <small>(physical location)</small>	Point of Contact	POC Phone Number	Evacuated To <small>(physical location)</small>	Time
Sunshine daycare	33 main street	Sarah Sunshine, Owner	555-444-5555		
Bows Daycare	44 South street	Bobby Bow, Owner	555-666-7777		
Faketown Elementary School	133 School Street	Felicia Friend, Principal	555-444-3333		
Faketown Middle School	166 School Street	Francis Ford, Principal	555-444-3334		
Picard Nursing Home	15 River Road	Polly Picard, Director	555-888-9966		

Planning Task #2				
Major High Hazard and/or Vulnerable Sites List (locations to check for damage)				
Complete this information before an incident		Complete this information during an incident		
Site Type: (ex: dam, culvert, bridges, railway crossing, low-lying area)	Site Location <small>(physical location)</small>	Checked by	Status	Time
Davis Farm Culvert	7554 River Road			
Old Red Barn Bridge	54 Bridge Street			
Culvert	14 Main Street			
Culvert	4523 Leaf Road			
Low-Lying Area	16 Shallow Farm Road			

Comment [EMH11]: Some jurisdictions may require more line items for Planning Tasks 1 & 2. They can either choose to add this onto a separate sheet, or increase the number of rows in each of these two tables, resulting in multiple pages for the planning task.

* If additional space is needed, please attach information on a separate sheet.

Planning Task #3			
Pre-designated Local Emergency Operations Centers			
Facility Name	Facility Address (physical location)	Facility Point of Contact	Facility Phone Number
Primary: Faketown Volunteer Fire Department	16 Smile Street – Large Conference Room	Chief Gold	555-555-5555
Secondary: Faketown Town Office	35 Municipal Street	Cindy Crimson, Town Clerk	555-999-2222
Tertiary: Faketown Middle School	166 School Street	Francis Ford, Principal	555-444-3334

Comment [EMH12]: Emergency Operation Centers should be listed in order of preference for use. In the Response and Recovery guidelines, towns are asked to reference this list when deciding on a location for their EOC.

Planning Task #4	
Functional Area/ Local Support Function	
Please identify agencies responsible for maintaining resource lists, found in Appendix B5.	
Local Support Function	Agency Responsible for maintaining resource list: (see Appendix B5- Resource Lists)
1. Transportation - Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	Highway
2. Communications - Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.	Fire Department
3. Public Works & Engineering - Resources in support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.	Highway
4. Firefighting - Resources in support of structural and wildfire firefighting.	Fire Department
5. Emergency Management, Recovery & Mitigation - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.	Selectboard
6. Mass Care, Food & Water - Resources available to coordinate sheltering, feeding and first aid for disaster victims.	Selectboard
7. Resource Support - Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.	Police Department
8. Health & Medical Services - Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of human remains.	Selectboard
9. Search & Rescue - Resources locally available to locate, identify and remove persons from a stricken area, including those lost or trapped in buildings and other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.	Police Department
10. Hazardous Materials - Resources available for response, inspection, containment and cleanup of hazardous materials.	Fire Department
11. Agriculture & Natural Resources - Assets available for use in coordinated response in the management and containment of communicable diseases in an animal health or plant emergency	Selectboard
12. Energy - Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel.	Selectboard
13. Law Enforcement - Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.	Police Department
14. Public Information - Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.	Selectboard

Comment [EMH13]: In this section, please include the agencies responsible for maintaining resource lists pertaining to that particular Local Support Function. These resources lists may be maintained in Appendix B5 of this Local Emergency Operations Plan.

Comment [EMH14]: Per statute (Title 20, Chapter 171, § 2673) "The chief engineer, or in the chief's absence, the assistant highest in rank present at a hazardous chemical or substance incident or fire, shall have charge of the fire apparatus and of the companies and persons attending the hazardous chemical or substance incident or fire for the purpose of containing, controlling or extinguishing the same, and may remove goods and effects out of a building or place endangered by the hazardous chemical or substance incident or fire."

Comment [EMH15]: See comment above pertaining to Title 20, Chapter 171, § 2673.

Planning Task #5 Disaster Lead Agency/Coordinator															
Who or what agency will likely be the lead for each type of disaster?															
Agency	Drought	Flood	Fire	Winter Storm	Ice Storm	Power Outage	Infectious Disease	Animal/Plant Emergency	Mass Casualty Incident	Hazardous Materials Spill	Public Gathering	Civil Unrest	Other (Please Specify)	Other (Please Specify)	Other (Please Specify)
Road Crew / Public Works				X	X										
Fire Department		X	X						X	X					
Town Selectboard	X					X	X	X							
Law Enforcement											X	X			
1 st Response / Rescue															
Shelter Coordinator															
Animal Control Officer															
Town Health Officer															
Town Clerk															
Town Treasurer															
Other (Please Specify)															
Other (Please Specify)															
Other (Please Specify)															

Comment [EMH16]: This table aids you in identifying which agency would most likely be the lead for various disasters.

Planning Task # 6 Shelters		
Shelter 1		
Shelter Name: Faketown Elementary	Physical Address/Location of the Shelter: 133 School Street	Shelter Capacity: 50
Shelter Manager: Michael Mauve	Shelter Manager Cell #: 555-999-2222 Shelter Manager Pager #:	Other Contact: Home: 555-004-3322
<input checked="" type="checkbox"/> Warming Shelter	<input checked="" type="checkbox"/> Overnight Shelter	<input checked="" type="checkbox"/> Red Cross Agreement?
<input checked="" type="checkbox"/> Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	
Shelter 2		
Shelter Name: Faketown Community Center	Physical Address/Location of the Shelter: 546 Daisy Lane	Shelter Capacity: 30
Shelter Manager: Rose Tyler	Shelter Manager Cell #: 802-333-7755 Shelter Manager Pager #:	Other Contact:
<input checked="" type="checkbox"/> Warming Shelter	<input checked="" type="checkbox"/> Overnight Shelter	<input type="checkbox"/> Red Cross Agreement?
<input checked="" type="checkbox"/> Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	
Shelter 3		
Shelter Name:	Physical Address/Location of the Shelter:	Shelter Capacity:
Shelter Manager:	Shelter Manager Cell #: Shelter Manager Pager #:	Other Contact:
<input type="checkbox"/> Warming Shelter	<input type="checkbox"/> Overnight Shelter	<input type="checkbox"/> Red Cross Agreement?
<input type="checkbox"/> Has a Backup Generator	<input type="checkbox"/> Has wiring in-place for generator hookup	

Comment [EMH17]: Double clicking on these boxes will give you the option to check them

American Red Cross – Vermont & the New Hampshire Upper Valley Region: 1-800-660-9130
 Burlington Office – (802)660-9130 Rutland Office – (802) 773-9159 Brattleboro Office – (802) 254-2377

Planning Task #7 - NIMS Typed Resources

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	1				
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper				1	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted					
Snowmobile	N/A	N/A	N/A	N/A	2	Track Dozer				1	
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer	1			N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)						Trailer, Small Equipment			N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump					
Aerial Fire Truck			N/A	N/A		Truck, Plow	4	1		4	
Foam Tender			N/A	N/A		Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer				N/A	
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe			1		
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium			1		
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A	
Generator						Wood Tub Grinder					
Grader		1		N/A							

Comment [EMH18]: For the 2014 LEOP, RPCs have been asked pre-populate this planning task for each individual jurisdiction, based on information previously collected in 2013. For this table, please update/fill in the number of each typed resource that your jurisdiction has. Additional information about each type can be found at: <https://rttt.ptaccenter.org/Public/Combined> N/A indicates that that particular type is not applicable for that resource.

Information about the NIMS Typed resources can be found at: <https://rttt.ptaccenter.org/Public/Combined>

Town Maps

Please insert town maps here. These maps can include things such as roads, town boundaries, shelter locations, high hazard/vulnerable sites, etc.



Comment [EMH19]: This is just a sample of a map that a town may include in this section of the plan. The town can choose to include maps if they wish.

Appendix A – Disaster Forms	A
Local Request for Emergency Declaration	A1
Local Situation Report	A2
ICS Forms	A3

Comment [EMH20]: These forms are typically filled out during an incident

Appendix B – Local Documents	B
List of Delegations of Authority	B1
Communication Plan	B2
Emergency Contact List	B3
List of Mutual Aid Agreements.....	B4
Resource Lists.....	B5
Maps, Diagrams, Plans, and Attachments.....	B6
CPOD Profile	B6.1

Comment [EMH21]: These items should be filled out before an incident.

Comment [EMH22]: This is a summary sheet of all of the delegations of authority established within the town.

Comment [EMH23]: This section contains communications information and an ICS 217.

Comment [EMH24]: This Emergency Contact List is the same file that was in the previous BEOP. It is a place for jurisdictions to keep additional contact information that may be relevant during an emergency..

Comment [EMH25]: This is the same file that was in the previous BEOP – it is a place for towns to identify Mutual Aid Agreements already in place, as well as contact information.

Comment [EMH26]: These lists identify resources that are available locally and regionally. For information about resources available regionally, please contact your regional planning commission.

Comment [EMH27]: This is a place for jurisdictions to put Maps, Diagrams, Plans and Attachments that they would like to have included as part of the LEOP. Some jurisdictions may opt to attach their Hazard Mitigation Plan in this section, for ease of reference..

Comment [EMH28]: Not all towns will have a Commodity Point of Distribution (CPOD), but those that do have CPODs should fill out this profile and submit it to their RPC.

Appendix C – References & Authorities	C
Emergency Relief and Assistance Fund.....	C1
Vermont Stream Alteration Rule	C2
Minimum Grant Standards.....	C3
Vermont Statute Title 20, Chapter 1	C4
NIMS Executive Order.....	C5

Appendix D – Templates	D
NIMS Adoption	D1
Mutual Aid.....	D2
Emergency Management Ordinance	D3
Delegation of Authority	D4