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**Vermont Emergency Management**  
**Vermont Department of Public Safety**  
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TO: Emergency Management Partners/RPC's  
  
FROM: Ed von Turkovich, VEM Engagement Section Chief  
  
SUBJECT: LEOP - LEMP Transition Guidance  
  
DATE: July 26, 2018

First, let me thank you all for the thoughtful and good work you are doing helping your communities become more disaster resistant through the creation and adoption of emergency management plans. This partnership is critical to the safety of our citizens and to the community resilience our State needs to have when emergencies occur.

In April, with your help and counsel, we rolled out the most recent edition of our Local Emergency Management Plan (LEMP) replacing the former Local Emergency Operations Plan (LEOP). As you know, it was designed to give our communities more flexibility in adopting a template more suitable to their needs. It was designed to avoid the “one size fits all” model of the past. Having said that, we now see some minor glitches that we would like to adjust in our guidance for you to be aware of when working with your communities in building their emergency management plans.

During the 2018-2019 transition year, as we migrate from the LEOP to the LEMP, we will accept plans with plan requirements that are incomplete or “under construction” as long as there is an explanation and timeline for when they will be completed and refiled with our office. All submissions must contain the following items:

- A. Completed Municipal Adoption Form
- B. Shelter information for local shelters
- C. Inventory of NIMS typed resources

Again, if a plan is to be submitted containing a planning element that is deemed “under construction”, please touch base with your VEM Regional Coordinator for their advice and feedback prior to submission.

The requirement for Vermont communities to have adopted Local Emergency Management Plans allows for three options. Towns can choose to adopt an LEMP Long form, the LEMP Short form or as in some cases, communities can select to build a customized emergency management plan. **The two** templates, if completed and adopted, will guarantee that communities with emergency management plans are eligible to receive the most favorable disaster match requirements from the State through the Emergency Relief and Assistance Fund (ERAF). Any of the three options will be acceptable.

We recognize that in some cases, a community may decide that an LEMP requirement is not applicable (N/A) to their community. If the decision is made that a certain planning requirement is deemed N/A, it must be documented in the plan with an explanation as to why the required element was deemed N/A, how it will



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impact the community's ability to manage an emergency and how it will be mitigated in the future. In these cases, prior to adoption and submission, I encourage you to contact our Regional Coordinators to explore the issue in more detail and to ensure the determination is fully vetted.

In the event you have any questions regarding this guidance amendment, please contact your VEM Regional Coordinator or contact me (VEM Engagement Section Chief, Ed von Turkovich), directly by phone at 802-585-6652 or by email at: [Edward.vonturkovich@vermont.gov](mailto:Edward.vonturkovich@vermont.gov)

Thanks again for being a valued partner in this effort.