# **Local Emergency Operations Plans (LEOP)**

## Frequently Asked Questions (FAQs)

*August, 2016*

1. How often does the LEOP have to be revised and/or updated?

*Under Connecticut General Statutes Section 28-7(a) as revised in 2015, the plan must be submitted to DESPP/DEMHS no later than January 1, 2017, and then every two years thereafter. Previously, an annual review had been required; however, DESPP/DEMHS sought a change to that requirement. The current plan and accompanying checklist should be submitted to the appropriate DESPP/DEMHS Regional Coordinator by January 1st.*

*Starting with the plan due on January 1, 2019, the municipality may submit a notice stating that the previous plan on file with its DEMHS Regional Office is current and remains unchanged. Changes in contact information should be reviewed on an ongoing basis and kept up-to-date. Any revisions, including personnel changes and contact information, should be submitted to your DEMHS Regional Coordinator. The local Emergency Management Director is responsible for providing all holders of the plan with any such notifications, submissions, and/or revisions.*

1. Is a whole new plan required to be developed if I have one that works for our municipality?

*No, although the new LEOP template has fillable sections and is designed to be more operational, so you may choose to use it, or to enhance your current plan with parts of the template.*

1. What are the municipality’s options for reviewing our plan and submitting it by January 1, 2017?

* *All municipalities must submit the LEOPs they are currently using to their CT DESPP/DEMHS Regional Offices no later than January 1, 2017.*
* *All LEOPs must meet statutory requirements and the standards in FEMA CPG 101, v2. These requirements and standards are outlined in the LEOP Review Checklist.*
* *You can coordinate with your DEMHS Regional Office for assistance and advice.*
* *You have two options regarding the level of LEOP update and the format:*
* *Option A: Review your existing LEOP using the checklist, and if you are satisfied that it meets the standards, including your own municipal needs, make technical revisions and updates but make no major changes to the existing current LEOP and submit it as is to your DEMHS Regional Office;*
* *Option B: Take a look at the revised LEOP template and decide to make revisions to your existing current LEOP, using that document and/or any other resources that you have available to you. Working with municipal subject matter experts and your DEMHS Regional Office, make changes by January 1, 2017 and submit a revised plan. If the review and revision of the plan cannot be completed by January 1st, submit your current plan by January 1st and then submit a completed revision as soon as possible thereafter. We recognize that a full revision can take some time to complete.*

1. If our municipality chooses Option A: Technical Revisions / No Major Changes to LEOP, what are the next steps and the schedule for submittal?

* *Review the current LEOP;*
* *Update contact lists and make any technical revisions necessary;*
* *Submit the Local Emergency Operations Review Checklist Form, with an electronic copy of your current plan, to your CT DESPP/DEMHS Regional Office no later than January 1, 2017.*

1. If our municipality chooses Option B: Revised LEOP for 2017, what are the next steps and the schedule for submittal?

*This applies if you are adding new sections, new annexes, revisions based on new template:*

* *Review the current LEOP (your DEMHS Regional Office will be glad to work with you);*
* *Consider using any of the following to enhance or bring your plan into compliance;*
* *The new LEOP template, including its new operational tools;*
* *Any other community procedures or tools that the municipality has developed or uses;*
* *Your neighbor! - incorporate best practices and tools developed by communities like yours;*
* *You can submit a first draft for review at any time before or after January 1st to your DEMHS Regional Office;*
* *Submit the final signed LEOP to your DEMHS Regional Office no later than January 1, 2017.*

1. What is required to be in the LEOP?

* *The LEOP must comply with Title 28, Chapter 517 of the Connecticut General Statutes, as amended, and such local ordinances, charter provisions or other local or state laws as may be applicable. Under Section 28-7(a), an LEOP that meets these requirements must be in place in order for a municipality to be eligible for state or federal emergency management or homeland security benefits under Chapter 517. The LEOP should also be developed in coordination with the State Response Framework.*
* *Additionally, the LEOP should be developed following the guidance provided in the “Comprehensive Preparedness Guide (CPG) 101”, Version 2.0, published by the Federal Emergency Management Agency (FEMA).*
* *An LEOP Review Checklist has been developed by DESPP/DEMHS; this should be used to compare and evaluate your LEOP for compliance with the minimum requirements.*

1. Is there a required format for the LEOP?

*No. However, at a minimum, the LEOP must address certain issues and concerns for emergency operations in accordance with state statutes. The LEOP Review Checklist which has been developed by should be used to compare and evaluate your LEOP against these minimum requirements. Further, in response to municipal suggestions as to content, and to aid with meeting the statutory requirements, DEMHS developed an optional LEOP template with tools to make the plan more operational and useful to the municipality.*

1. If I have material that needs to be put in the plan or that I want to add to the plan but it is not covered in the template or my current plan, what do I do?

*Municipalities are encouraged to include all materials pertinent to emergency operations in their plans, regardless of whether they use the template. The template is flexible; it can be expanded or shrunk to meet the needs of your community. Feel free to add Standard Operating Procedures, policies, etc… Use the LEOP format as a convenient way to keep track of all your emergency management tools.*

1. If it is not an LEOP review year, do I have to wait to make changes to our plan?

*No. Revisions and updates may be performed at any time, in any year. The contact lists maintained for purposes of emergency management should be updated regularly.*

1. What level of detail needs to be included in the Contact Lists in our LEOP?

*Emergency contact information should be included in a local LEOP. However, for purposes of securing sensitive information, the detail of telephone numbers and names can be omitted from the actual published document and replaced with a placeholder that states, “Detail maintained on file at the EOC and with the DESPP/DEMHS Regional Office under separate cover.” These contact lists can be stored in a separate location readily available to emergency operations staff. The LEOP template provides suggested contact lists to consider keeping on file.*

1. How does the LEOP template relate to the EMD-CEO Handbook?

*The template has been developed in coordination with and to be supported by the Local Emergency Management Director and Municipal Official Handbook as well as the Quick Reference Guide to Emergency Management in Connecticut.*

1. What changes have been made to the LEOP template and what are the highlights of the new template?

* *FLEXIBLE template to suit the needs of each individual community*
* *Fully optional to use the template – can use another format instead*
* *Can be shortened or expanded – scalable!*
  + *Provides new useful tools for the EMD and other municipal officials*
  + *Opportunity to add detailed position checklists, SOPs, annexes, etc.*
* *Fillable format with many pre-formatted tables to prompt for information*
* *Functional sections for use as operations plan and/or training materials*
* *Allows the EMD to quickly set up the EOC*
* *Provides easily referenced tools with organization primarily by ESF*
* *Reduced redundancy*
* *Consolidation of administrative, logistical and concept of operations discussions*
* *Elimination of multiple references* 
  + *Position information now in one place and organized by incident command or EOC position, including ESF liaisons*
  + *Similar information such as communications, public notification, etc. brought together by ESF or subject matter*
* *Refers to Emergency Support Functions and Incident Command Structure*
* *Brings the L EOP and the EOC into common language and functions*
* *Correlates to the Regional Emergency Support Plan (RESP) and State Response Framework*
* *Supported by existing tools*
* *Local Emergency Management Director and Municipal Official Handbook*
* *Quick Reference Guide to Emergency Management in Connecticut*

1. Why were changes made to the LEOP template?

* *There are many lessons learned since the previous template update as well as general changes to typical operational structure that can now be better reflected under the new template.*

1. What process was followed to update the LEOP template?

* *The process began last year with a survey sent to all Connecticut EMDs.*
* *DEMHS then convened a committee made up of the DEMHS regional planners, Regional Coordinators, an EMD from a small town in each Region and an EMD from a large municipality in each region.*
* *The committee met three times to gather suggestions and ideas. Individual meetings were held between planners in the regions and the representatives.*
* *The process was done in consultation with the subject matter experts in each of the areas of the LEOP.*
* *The template was then developed, was revisited with the working group, reviewed internally by DEMHS, and is now being presented.*

1. Regarding the new LEOP template, where did the annex materials from the previous template go?

*The annex materials are still present in the LEOP. However, the municipal representatives on the LEOP working group requested that materials be presented in a way that made it easy to take out related pages and “go” with them for quick operational use. Therefore, previous annex materials have been consolidated by ESF in the new LEOP template.*

*Crosswalks by ESF are included in Part 3 to quickly locate materials in the new LEOP template by ESF. Administrative, logistical and concept of operations discussions previously included in the annexes have been consolidated into the base plan (Part 2) to reduce redundancy and ensure consistency. Part 4 provides General Position Aids and ESF Position Aids, bringing together Job Action Sheets with Go!Documents covering ESF roles and responsibilities in one place.*

1. What is the purpose of the Job Action Sheets in the new LEOP template?

* *Allow the EMD to quickly set up the EOC*
* *Allow the EMD to scale up or down the level of response needed*
* *Customized Job Action Sheets can be added by the Municipality to the LEOP*
* *Great EOC training tool*
* *Provides EOC personnel, including ESF liaisons, with a reference document highlighting*
* *Job functions and considerations*
* *Relevant internal/external partners*
* *Optional table for EMD to add a detailed Job-Specific Duties Checklist for each position*
* *Emergency Support Function Structure, allows for interaction with the*
* *Regional Emergency Planning Team (REPT)*
* *State Emergency Operations Center*
* *All levels of local government to be informed and involved*

1. What is the purpose of the GO! Documents in the new LEOP template?

* *GO! Documents are PRINT READY and READY TO GO! Documents.*
* *These can be carried by the EMD for when emergencies and disasters strike so that all the most important reference materials are on hand.*
* *Copies can be maintained at the EOC and also provided to the CEO.*
* *They allow the EMD or Designee to focus on priority goals and tasks, provide a “Road Map” to mobilize and demobilize response, suggest ICS Forms for documentation, reimbursement, and after action reporting, and offer tools for EOC training.*
* *GO! Documents can be used to analyze an incident, plan for it and compose the community response.*
* *GO! Documents are comprised of useful tools:*
* *Quick references of procedural matrices and checklists as well as job aids*
* *Contact list, declaration and activation templates*
* *Map placeholders, organizational charts*
* *Blank forms*
* *Municipality can add customized GO! Documents to the LEOP*

1. Will there be regional presentations to the EMDs and support for them?

*Yes. There will be a rollout meeting in each region for the EMDs and the DEMHS regional staff will assist the local EMDs with the development of their plans.*

1. Are there additional explanatory materials available and where are they located?

*Yes! An LEOP Resources web page has been set up on the DEMHS site at* [*http://www.ct.gov/demhs/cwp/view.asp?a=4871&Q=582186&PM=1*](http://www.ct.gov/demhs/cwp/view.asp?a=4871&Q=582186&PM=1) *. Links include this FAQ, a copy of Connecticut General Statutes Title 28, and other pertinent references such as the CPG-101, the LEOP Review Checklist, Local Emergency Management Director and Municipal Official Handbook, Quick Reference Guide to Emergency Management in Connecticut, and existing annex templates. ICS Forms are also located in Web EOC.*