**GUIDE TO LOCAL EMERGENCY OPERATIONS PLAN TEMPLATE, VERSION 5.0**

*August, 2016*

In response to a number of requests from local Emergency Management Directors, DEMHS convened a work group of local and state partners to update and enhance the Local Emergency Operations Plan (LEOP) template. One of the biggest local issues was to make the LEOP more operational. As a result, most of the areas where the municipality provides unique details are now fillable. Also, the new template is organized somewhat differently than the old template, as explained below. There are many helpful links in the document, as well as an LEOP Resources Page on the DEMHS website at <http://www.ct.gov/demhs/cwp/view.asp?a=4871&Q=582186&PM=1>

Most areas that need to be filled in by the municipality are indicated with yellow highlighting and brackets, as are some editorial comments by the drafters. An effort has been made to provide all ESF titles used by the State or by one or more DEMHS Region. Some of the variations are indicated in brackets as well. Red boxes indicate key points. Technical guidance on how to update the table of contents and/or section headings is located at <https://support.office.com/en-us/article/Update-a-table-of-contents-6c727329-d8fd-44fe-83b7-fa7fe3d8ac7a>.

The following is a summary of the different sections:

* Title page, Signature Page, Plan Distribution, Record of Changes, Table of Contents
* Part 1—*Introductory Material and Overview*—includes an explanation of the base plan and the supporting documents, which are found in Parts 3 and 4. Contains an initial listing of ESFs (p.8). Also contains list of acronyms and definitions.
* Part 2—*Base Plan*—outlines overall concept of operations, including the purpose and scope of the LEOP, situation overview, vulnerabilities, planning assumptions, direction and control. Situation Overview contains fillable sections that allow municipality to fill in key details about the community. Direction and Control includes NIMS and ICS structure, municipality-specific ESF information, debris management concept of operations, long term recovery and mitigation. Base Plan also includes emergency management phases, training and exercise, administration, record-keeping, finance, logistics, and emergency powers, including continuity of government, legal powers and authorities, mutual aid, shared EMD services, and plan maintenance.
* Part 3—*LEOP Annexes and ESF Crosswalk*—Part 3 and Part 4 support the Base Plan. Part 3 contains links to general operational materials as well as a crosswalk/index for each ESF with links to ESF support documents in the LEOP. Part 3 is also the place that the municipality will put any stand-alone annexes or appendices. Many concepts found in the annexes to the previous LEOP versions are now located in Part 4.
* Part 4—*General Position Aids and ESF Position Aids*—Part 4 is made up of Position Aids intended to be used as operational tools. Position Aids are divided into two categories. General Position Aids are useful for most incidents regardless of which ESFs are involved in the incident, and include general preparedness checklists. ESF-specific Position Aids provide tools for leadership personnel, EOC positions, or other supporting emergency operations positions. Within each Position Aid are Job Action Sheets and Go! Documents. Job Action Sheets provide position-based guidance and highlight possible considerations for staffing a particular position in different incidents. Go! Documents include tools like contact lists, maps, organizational charts, quick references, flow charts, blank forms, templates, checklists, and procedures.