

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
LOCAL EMERGENCY OPERATIONS PLAN REVIEW CHECKLIST**

MUNICIPALITY _____ DATE OF LAST LEOP REVIEW/UPDATE _____

DATE RECEIVED BY DEMHS: _____ DEMHS REVIEW COMPLETED BY: _____

Per CGS Sec. 28-7 (a), in order to be eligible for any state or federal benefits under Chapter 517 of the Connecticut General Statutes, each town or city of the state must have a current emergency plan of operations submitted to DESPP/DEMHS by January 1, 2017 and biennially thereafter. The LEOP must address all the activities and measures of civil preparedness identified in Connecticut General Statute Section 28-1(4), as well as the provisions of FEMA’s Community Planning Guide (CPG) 101, v.2. 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. If this notice is submitted along with any updated contact information, no other action with this checklist is necessary.

Plan Criteria	Guidance Crosswalk	Examples of locations in LEOP Template and/or list of related ESFs (There may be other locations or ESFs as well)	Check box if this criteria is in your LEOP	Please indicate where this criteria is located in LEOP (Include section and page numbers) Add any municipal notes here	DEMHS Staff Comments
1. Plan is signed by CEO and EMD.	CGS Sec. 28-7 FEMA CPG 101 V 2.0 Page 3-12	LEOP Template, p.2	<input type="checkbox"/>		
2. Copies of the plan have been distributed to agency heads and appropriate other partners	FEMA CPG 101 V 2.0 Page 3-12	LEOP Template, p. 2, Part 1	<input type="checkbox"/>		
3. Record of Changes	FEMA CPG 101 V 2.0 Page-3-12	LEOP Template, p.2	<input type="checkbox"/>		
4. Table of Contents	FEMA CPG 101 V 2.0 Page 3-13	LEOP Template, p.4	<input type="checkbox"/>		
5. Lists any Functional Annexes	FEMA CPG 101 V2.0 Page 3-15	LEOP Template Part 3 LEOP Annexes and ESF crosswalk, Part 4, General Position aids and ESF Position aids	<input type="checkbox"/>		
6. Lists any Hazard Specific Appendices	FEMA CPG 101 V2.0 Page 3-18	LEOP template part 3 LEOP Annexes and ESF crosswalk, Part 4, General Position aids and ESF Position aids	<input type="checkbox"/>		

7. Promulgation Statement	FEMA CPG 101 V 2.0 Page 3-12	LEOP Template p. 7 Part 1	<input type="checkbox"/>		
8. Approval and Submittal to DESPP/DEMHS	CGS Sec. 28-7	LEOP Template p. 7 Part 1	<input type="checkbox"/>		
9. Plan Development	CGS Sec. 28-7(a) FEMA CPG 101 v 2.0 Page 3-15	LEOP Template p. 8 Part 1	<input type="checkbox"/>		
10. Acronyms and Definitions (Glossary)	FEMA CPG 101 v 2.0 (see page C-12)	LEOP Template Part 1	<input type="checkbox"/>		
11. Describes the LEOP purpose.	FEMA CPG 101 v 2.0 Page 3-13	LEOP Template Part 2 Base Plan Purpose and Scope	<input type="checkbox"/>		
12. Defines the scope of preparedness and incident management activities necessary for the jurisdiction.	CGS Sec. 28-1(4)(i) FEMA CPG 101 v 2.0 Page 3-13	Entire LEOP	<input type="checkbox"/>		
13. Describes the LEOP situation and assumptions	FEMA CPG 101 V2.0 See Page 3-13	LEOP Template Part 2 Base Plan	<input type="checkbox"/>		
14. Describes organizational structures, roles and responsibilities, policies and protocols for providing emergency support, including LEOP organization, assignment of responsibilities, administration, and logistics.	FEMA CPG 101 V2.0 See Page 3-14	LEOP Template Part 1 Introductory Material and Overview, Part 2 Base Plan	<input type="checkbox"/>		
15. Describes LEOP concept of operations	FEMA CPG 101 V2.0 Page 3-13	LEOP Template Part 2 Base Plan	<input type="checkbox"/>		
16. Describes the LEOP development and maintenance	FEMA CPG 101 V2.0 Page 3-15	LEOP Template Part 2 Base plan	<input type="checkbox"/>		

17. Describes the LEOP authority and references	FEMA CPG 101 V2.0 Page 3-15	LEOP Template Part 2 Base Plan	<input type="checkbox"/>		
18. Describes Direction and Control	FEMA CPG 101 V2.0 Page 3-14	LEOP Template Part 2 Base Plan	<input type="checkbox"/>		
19. Identifies local EOC and describes procedure for EOC activation	FEMA CPG 101 V2.0 Page 3-11	LEOP Template Part 2 Base Plan; Part 4 Position Aids	<input type="checkbox"/>		
20. Describes procedures for communicating with DEMHS Regional Offices/state emergency management	State Response Framework	ESF 5 Emergency Management	<input type="checkbox"/>		
21. Addresses hazardous materials	CGS Sec 22a-600 thru 22a-611	ESFs 10, 3, 4, 8, 13	<input type="checkbox"/>		
22. Addresses bomb threats	CGS Section 28-1 (4)(iii)	ESF 13	<input type="checkbox"/>		
23. Addresses essential debris clearance	CGS Section 28-1(4) (iii)	ESFs 3, 14, 11 (Natural Resources)	<input type="checkbox"/>		
24. Facilitates Response and short term recovery activities	FEMA CPG 101 V2.0 See page B8	All	<input type="checkbox"/>		
25. Provides for immediate essential repair and restoration of damaged vital facilities	CGS Section 28 -1(4)(iii) immediately repair and restoration	ESF 3 Public Works, ESF 2, ESF 12	<input type="checkbox"/>		
26. Recovery measures (such as firefighting, rescue, emergency medical, health, sanitation services)	CGS Section 28-1(4)(iii)	ESFs 14, 3, 4, 5, 8, 9	<input type="checkbox"/>		
27. Designation of local recovery coordinator and development of a long term recovery program	State Disaster Recovery Plan	ESF 14 Recovery	<input type="checkbox"/>		
28. Identifies shelters and describes sheltering procedures	CGS Sec. 28-1 (4) (i) when appropriate, the nonmilitary evacuation ... pets and service animals	ESFs 6, 8 , 19	<input type="checkbox"/>		
29. Addresses evacuation of pets, service animals	CGS Sec. 28-1(4)(i)	ESFs 11, 6	<input type="checkbox"/>		

30. Town has considered whether to provide for nonmilitary evacuation of livestock and horses.	CGS Section 28-7(a) requires every municipality to consider whether to provide for nonmilitary evacuation of livestock and horses		<input type="checkbox"/> Yes, town will provide evacuation <input type="checkbox"/> No/NA		
31. Addresses control of traffic, panic and provision of emergency public information	CGS 28-1(4)(ii) control of traffic and panic	ESFs 1,2,13,15	<input type="checkbox"/>		
32. Describes warning procedures and communications resources	CGS Sec. 28-1(4)(i) the provision of suitable warning systems	ESF 2	<input type="checkbox"/>		
33. Addresses evacuation, shelter and care of persons (Mass Care ESF 6 annex or summary checklist)	CGS Sec. 28-1(4)(ii) evacuation of personnel to shelters	ESFs 6, 19	<input type="checkbox"/>		
34. If town participates in CERT, MRC or other volunteer program, emergency activation procedures have been reviewed and followed	Ex. Advisory Bulletin 2009-1 Revised July 21, 2009 RE: CERT Activation Policy	ESF 5	<input type="checkbox"/>		
35. Predesignates jurisdictional and or functional area representatives to the Incident Commander or Incident Command wherever possible; identifies ESF Contacts	FEMS CPG 101 V2.0 See Page 3-2 and 3-14	ESF 5; LEOP Template Parts 2, 3, and 4	<input type="checkbox"/>		
36. Incorporates use of WebEOC into communications procedures and situational awareness to facilitate common operating picture	State Response Framework	ESF 5; LEOP Template Parts 2, 3, and 4	<input type="checkbox"/>		
37. Emergency Contact Information is current	FEMA CPG 101 V2.0 Page 3-12	ESF 5	<input type="checkbox"/>		
38. Describes procedure for declaring local state of emergency	CGS Sec.28-1 (8) CGS Sec 28-8a.(a) CGS Sec 28-22a	Local CEO ESF 5	<input type="checkbox"/>		

39. If a town is sharing EMD services with another town, CEO has signed agreement with other town(s); agreement is annex to LEOP	CGS Sec 28-7(a) CPG 101 V2.0 Page 3-15	ESF 5, LEOP Template Part 2 Base Plan and Part 3 Annexes	<input type="checkbox"/>		
40. Is flexible enough to use in all emergencies (all-hazards)	CGS 28-1 (4) Definition of Civil Preparedness	All	<input type="checkbox"/>		
41. Outlines paid/volunteer emergency management personnel recruitment and training strategies	CGS Sec. 28-1(4)(i)...the recruitment and training of personnel State Response Framework Regional Emergency Support Plan Regional Training and Exercise Plan	ESFs 5, 16 (Volunteer Management)	<input type="checkbox"/>		
42. Addresses procurement and stockpiling of necessary materials and supplies	CGS 28-1 (4)(i) The procurement and stockpiling of supplies and necessary materials	ESF 7	<input type="checkbox"/>		
43. Addresses emergency welfare measures	CGS Sec. 28-1 (4) (iii) ...emergency welfare measures	Chief Executive Officer, ESF 5, ESF 6 Mass Care, ESFs 7,8,14	<input type="checkbox"/>		
44. Describes pre- and post- incident public awareness, education and communication plans and protocols	CPG 101 V2.0 Pages 3-2, 3-16	ESF 15 (Public Information)	<input type="checkbox"/>		
45. Annex for School Safety and Security Plans	Public Act No. 13-3 Section 86, now codified in Connecticut General Statutes Sections 10-222m and 10-222n, providing an all-hazards approach to emergencies at public schools	General Position Aids, School Superintendent; Part 4 Annexes and ESF Crosswalk	<input type="checkbox"/>		
46. Annex for Make Safe Protocol For Clearing Blocked Roads	Connecticut ESF 12 All Hazards Energy and Utilities Annex, Version 1.0, dated August 2013 and signed by the DESPP/DEMHS Deputy Commissioner William P. Shea on August 21, 2013.	ESF 12 Energy and Utilities; LEOP Part 4 Annexes and ESF Crosswalk	<input type="checkbox"/>		
47. Annex for Dam Safety and Emergency Action Plans	PA 13-197 requires High (Class C) or Significant (Class B) hazard dam owners to develop and implement emergency action plans (EAP) and update the plan every two years.	ESF 3, ESF 11 (Natural Resources; LEOP Part 4 Annexes and ESF Crosswalk	<input type="checkbox"/>		