



VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

Local Emergency Management Performance Grant (LEMPG)

2013 Work Elements

Program Period: July 1, 2013 – June 30, 2014

Please sign back page and submit to your VDEM Grant Administrator along with your Grant Application Package by August 9, 2013

To be eligible to receive funds from this program, locality must meet NIMS compliance requirements as established by the federal government and document NIMS compliance via NIMSCAST.

Planning

1. **Local Emergency Operations Plan (EOP):** Locality must have a current Emergency Operations Plan. A current plan is defined by §44-146.19 (E) of the Code of Virginia as undergoing a comprehensive review and revision, and being adopted by the locality's governing body every four years. Local EOPs that were adopted prior to July 1, 2007 will be readopted within five years of the previous adoption, and every four years thereafter. Grant awards will not be made to localities that do not have a current EOP as of August 1, 2013.
2. **College and University Coordination:** Each locality that has within its borders a public college or university, including community colleges, is required to coordinate planning with the institution, which includes collaboration with the designated emergency management point of contact. Each locality that has within its borders a private college or university is encouraged to coordinate planning with the institution.

Training and Exercises

1. FEMA Required Training:

- Current Coordinator and Principal Deputy Coordinator must have completed PDS certification by June 30, 2014. The PDS series is available entirely online. Proof of completion must be submitted.
- Current Coordinator and Deputy Coordinators must have completed IS100, IS200, IS700 and IS800 by June 30, 2014. Proof of completion must be submitted.
- Coordinators and Deputy Coordinators new to their positions after January 1, 2014 will complete at least the following courses and submit proof of completion:
 - Principles of Emergency Management (FEMA IS 230)
 - Emergency Planning (FEMA IS 235)
 - IS100, IS200, IS700, IS800

2. **Exercise Workshop:** Localities will attend the annual Regional Exercise Workshop sponsored by VDEM.

- **Exercise Participation:** All EMPG Program funded localities shall participate in at least one exercise during the program year.
 - *Localities actively engaged in the regional exercise program for the current year either as hosts or participants will be deemed to have met this local exercise program requirement.*
 - *Emergency Planning Zone localities actively engaged in the North Anna or Surry exercises as jurisdictional participants for the current year will be deemed to have met this local exercise program requirement.*

3. **Local Exercise Program:** All localities are to submit to their Regional Coordinator by June 30, 2014 a multi-year exercise program in accordance with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), Volume I: HSEEP Overview and Exercise Program Management. More details regarding this program can be found on the HSEEP website, located at: https://hseep.dhs.gov/pages/1001_HSEEP7.aspx.

- Exercises are to use components of the local EOP as the basis for development, and exercises planned in a three year period are to be progressively more complex and challenging.
- Funded localities are to prepare a post-exercise After Action Review (AAR) that documents performance in terms of areas of

strength and areas requiring improvement. In addition, an Improvement Plan matrix must be completed and used to update plans and procedures.

Crisis Management System

1. **Trained Personnel:** Locality shall maintain a cadre of personnel who are trained in, and have account access to, the state's online crisis management system (currently WebEOC).

Capability Reporting

1. **Submit Updated Local Capability Assessment for Readiness (LCAR).** §44-146.19 (F) of the Code of Virginia requires all political subdivisions to provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1 of each year. Locality will submit an updated LCAR no later than June 30, 2014.

Program Updates

1. **Coordinator's Briefings:** The Local Emergency Management Coordinator and/or principle Deputy Emergency Management Coordinator are required to attend at least one of VDEM's Coordinator's Briefings. The 2013 Coordinators Briefings will be held as follows:
 - 10/01/13 – Hampton
 - 10/08/13 – Waynesboro
 - 10/22/13 – Blacksburg

We agree to complete all work elements by June 30, 2014 and submit the required Final Report by July 31, 2014.

Local Coordinator of Emergency Management

Date

County Administrator/Town/City Manager

Date

VDEM Regional Coordinator

Date

State Coordinator

Date