



**COMMONWEALTH of VIRGINIA**  
*Department of Emergency Management*

MICHAEL M. CLINE  
State Coordinator

JANET L. CLEMENTS  
Chief Deputy Coordinator


BRETT A. BURDICK  
Deputy Coordinator

10501 Trade Court  
Richmond, Virginia 23236-3713  
(804) 897-6500  
(TDD) 674-2417  
FAX (804) 897-6506

January 5, 2010

**Memorandum**

To: The Honorable Timothy M. Kaine  
Members of the General Assembly

From: Michael M. Cline 

Subject: § 44-146.18 - Status of State and Local Emergency Operations Plans

The Local Planning Assistance (LPA) Program of the Virginia Department of Emergency Management (VDEM) Preparedness Division assists local governments with the review and maintenance of their Local Government Emergency Operations Plans (LEOPs) by attending local plan meetings, providing training and reviewing plans. There are 139 local jurisdictions with emergency management programs and each jurisdiction is responsible for maintaining and keeping current a local emergency operations plan (EOP). An EOP is deemed to be current if it is comprehensively reviewed and revised and adopted by the local governing board every four years, pursuant to the Code of Virginia §44 146.18.

During the 2009 training sessions, LPA staff demonstrated new planning tools developed in-house, including a basic plan template and hazard specific appendices. Training was also an opportunity to brief localities on recent legislation that impacts LEOPs. *The Comprehensive Preparedness Guide 101* (CPG 101), a Department of Homeland Security publication that outlines the planning process, was also introduced. Seven sessions were offered statewide to 116 participants from 60 local governments or other entities with a role in the emergency planning process of their locality.

The training sessions strengthened the partnership between VDEM and local governments and had a significant positive impact on LEOP status. During 2009, 28 plans were adopted, with 25 of the local jurisdictions requesting reviews and incorporating LPA staff comments. There are seven LEOPs under LPA review with the adoption by the local governing board to follow in the near future.

*"Working to Protect People, Property and Our Communities"*

Memorandum to Governor and Members of the General Assembly  
Page Two  
January 5, 2010

The following is a summary of the current LEOP status in the Commonwealth:

- There are 99 current LEOPs; approximately 71 percent of the jurisdictions have current plans.
- There are 40 plans that are expired of which 19 are expected to be adopted by the local governing boards by March 31, 2010. LPA has reached out to the local governments whose LEOPs will expire in 2010 to offer assistance and advise of available services.

LPA will continue to provide technical support to local governments by reviewing draft EOPs and attending plan committee meetings across the Commonwealth.

If you have questions, please contact me.

MMC/gonu

cc: The Honorable John W. Marshall  
The Honorable Robert P. Crouch, Jr.  
Division of Automated Legislative Services