

Implementation in Normal Times: What and When?

The community Emergency Operations Plan includes several segments that should be implemented during normal times. Recap those items in a separate document so that you can follow up. Remember that this is a community plan. It is not just EMA’s responsibility.

Sample

Plan Segment	What	Due	Distribution?	Person Responsible
Maintenance				
	Update emergency contacts	Every 6 months, beginning June	Contact list	
	Review MOUs	Every September	Partner agencies	
	Exercise Plan	December	Partner agencies	
	Collect notes from exercises and incidents	See Exercise Plan for dates; following incidents		
	Special Needs Registry update			
Public Education				Education Team
	Talking Points	May 30		
	Brochure	May 30		
	Speaker schedule	July 1		
	Public Forums	March and September		
Revision				
	Assemble team			