_____ **OFFICE OF EMERGENCY MANAGEMENT**
(Town/City Name)

2012 MUNICIPAL EMERGENCY MANAGEMENT WORK PLAN

Please note: If you have volunteers involved in your program, and you plan to use their hours as in-kind match, please be sure to list the activities they will be involved in. Also, please list under "facilities and equipment" any equipment or EOC improvements you have included in your budget. Equipment or improvement projects must be less than $5,000.

1. PLANNING:
   - Complete annual updates to the Municipal Emergency Operations Plan.
   - Participate in the update process for the _____ County hazard Mitigation Plan.
   - Complete mutual aid agreements with local non-governmental organizations.
   - Develop an alert roster to contact the Municipal Officers/Officials of an impending emergency.

2. TRAINING/EXERCISES:
   - Complete training incident command, emergency management, hazardous materials, damage assessment and disaster recovery.
   - Maintain training records that documents the above training.
   - Participate in municipal public safety drills and County disaster exercises.

3. EDUCATION AND AWARENESS PROGRAM:
   - Publish periodic disaster preparedness articles in local newsletters.
   - Distribute family disaster preparedness information to municipal residents through Town Office.

4. FINANCE AND ADMINISTRATION:
   - Complete and submit invoices for the Local EMPG grant.
   - Track your Local EMPG grant hours for the EM work tasks.
   - Provide the County EMA office with updated Public Safety resource and personnel information.

5. FACILITIES AND EQUIPMENT:
   - Conduct monthly radio communications checks with the County EMA.
   - Establish a location to be your municipal Emergency Operations Center (EOC). Report on all communications information for this EOC (i.e., phone numbers, fax numbers, e-mail, radio information, etc.)
   - IF YOU HAVE REQUESTED FUNDING FOR EQUIPMENT: Purchase and install [type of equipment]
   - IF YOU HAVE REQUEST FUNDING FOR EOC OUTFITTING: Purchase and install upgrades to EOC: [list equipment, materials, etc.]

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Municipal Emergency Management Director