

TOWN OF SOUTHBOROUGH

Emergency Planning and Management Committee

December 29, 2009

Dear all EPMC Members,

There will be a meeting of the Town's Emergency Planning and Management Committee (EPMC) (formally the LEPC) on **Tuesday, January 12, 2010** at the fire department's headquarters building/Emergency Operation Center (EOC) located at 21 Main Street. The meeting will begin at 10:00 am.

The agenda for the meeting will be as follows:

- Director's opening statement
- Last Storm Ready Certification update – Neal Aspesi
- Southborough Town-Wide CoOP - Final Version/Roll-Out Status – Neal Aspesi
- Massachusetts Resource Tracking project information – Neal Aspesi
- Local Emergency Planning Committee (SARA Title II) Re-Cert Status – Neal Aspesi
- H1N1 (Swine Flu) Clinic After Action – Leslie Chamberlin/CERT/MRC Rep
- General discussion (old/new business)
- Questions
- Director's closing statement

Training: *(Dependent on time available following above):*

- Southborough Emergency Operations Center (EOC) – Process and Layout Update – Neal Aspesi/Mark Spruill
- Massachusetts/Southborough WebEOC: Introduction & Demonstration by Neal Aspesi & Chief Mauro.
 - WebEOC is an internet based computer program used by the Massachusetts & Federal (Region I) Emergency Management Agencies to effectively collect, document and share information during disasters. The Southborough Emergency Operations Center (EOC), when activated will be using WebEOC to communicate important information and submit requests for assistance & resources to the State Level Emergency Operation Centers.

Please make all attempts to attend this meeting. If you cannot, please notify me at (508-485-3235 ext. 437) or at naspesi@southboroughma.com. If you would like to receive a copy of the meeting minutes and/or any other pertinent information please ask.

****Additionally, could you contact Neal Aspesi at (naspesi@southboroughma.com) with your e-mail address so that we can forward meeting notices and important information to you. Currently we do not have your e-mail address or it is out dated.***

Very Truly Yours,

Neal P. Aspesi

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SEPMC – Chairman & SEMA – Director of Operations