**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 |  |  |  |
|  |  |  |  |  |