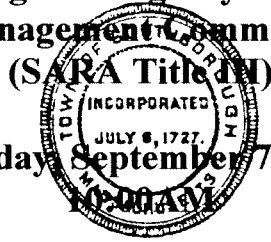


Town of Southborough, MA

**Meeting of the
Southborough Emergency Planning and
Management Committee
(SARA Title III)**

Tuesday, September 7, 2010



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SOUTHBOROUGH, MA

**Emergency Operations Center,
Fire Department Headquarters
21 Main Street**

AGENDA

There will be a meeting of the Southborough Emergency Planning and Management Committee (SEPMC), (encompassing the LEPC), on **Tuesday, September 7, 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
- General discussion (old/new business)
- Questions
- Director's closing statement


Note: Unless there are topics members would like to discuss, the majority of this meeting will be spent on the Table Top Exercise. Please make all effort to arrive before 10:00 am and allocate 1.5 hours for the exercise.

Training:

- Table Top Exercise (TTX) on Multiple Agency Coordination (MAC) Systems.
 - The Emergency Operations Center (EOC) is considered a MAC under the National Incident Command System (NIMS).
 - The principal functions and responsibilities of MAC entities typically include the following:

- Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
 - Establishing priorities between incidents in concert with Incident or Unified Command;
 - Acquiring and allocating resources required by incident management personnel in concert with the priorities established by Incident or Unified Command;
 - Anticipating and identifying future resource requirements;
 - Coordinating and resolving policy issues arising from the incident(s);
 - Providing strategic coordination as required.
- This TTX will present a hypothetical yet realistic emergency scenario on which the EOC/Committee Members will work within their designated roles, utilizing provided EOC materials, to manage the above stated actions.
 - The TTX is designed to encompass all EOC disciplines.
 - This will be very interactive and informative TTX which will test our knowledge, skills and abilities (KSAs).
 - The KSAs learned from this TTX will greatly improve the effectiveness and efficiency of the Southborough Emergency Operation Center (EOC) during actual activations and future trainings.
 - Facilitated by: Neal Aspesi & Mark Spruill.

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.


Neal P. Aspesi,
Chair/Director of Operations