

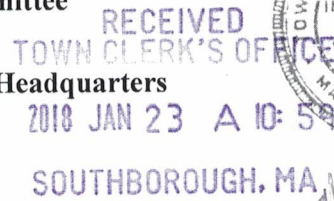


Town of Southborough, MA

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

Emergency Operations Center, Fire Department Headquarters  
21 Main Street

AGENDA



January 23, 2018

Dear all SEPC Members,

There will be a meeting of the Southborough Emergency Planning Committee (SEPC), (encompassing the LEPC), on **Tuesday, February 13, 2018** 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
- Updates:
  - Comprehensive Emergency Management Plan (CEMP): New online system hosted by MEMA
  - SEMA files on Town server
- Continuity of Operation (Government) Plan (CoOP/CoOG):
  - Brief review and reminder
- Membership Q&A:
  - Open discussion opportunity for members to ask any questions or get clarification on roles & responsibilities, operations, plans, future & provide input and suggestions
  - This will help identify gaps and areas/training to focus on in the future
- Training:
  - Table Top Exercise (TTX):
    - A brief TTX will be held to collectively as a group, using each members' area of knowledge, skills & resources, to address various EOC responsibilities for an isolated event/incident.
    - This will be a leaning atmosphere, were members can ask questions for guidance as needed.
    - Review and feedback of the TTX will help identify gaps and areas/training to focus on in the future
  - Facilitated by:
    - Neal Aspesi
- Open Discussion from Members
- Any other topics raised without prior notice
- Director's closing statement

Sincerely,

*Neal P. Aspesi*

Neal P. Aspesi – Chairman & SEMA Director of Operations