

Elected Official Emergency Preparedness

Do you know what to do?

TRAINING SERIES FOR ELECTED OFFICIALS, TOWN ADMINISTRATORS, AND LOCAL BOARDS OF HEALTH

Emergency
Meetings



Managing
Volunteers



Risk
Communications



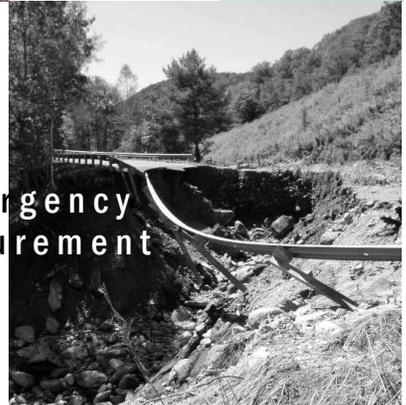
Documentation



Emergency
Borrowing



Emergency
Procurement



FEMA
Assistance



Elected Official Emergency Preparedness



What do I say
to the
public?

Date: 12/7/17
Time: 6:00–9:00 p.m.
(Snow date 12/14)

Risk Communication Skills for Local Officials:

The selectboard chair or mayor is often considered a town's public information officer (PIO), since they are considered the top ranking official and someone who routinely interfaces with the public. Benefit from learning not only what it takes to be a good PIO, but also how to refer to someone else in the community who may be designated to play that role. Mary Kersell, public information officer for the Northwestern Massachusetts Incident Management Team, will provide an orientation to the public information function and the role of the public information officer in the emergency response environment, including coordination between public information officers when there are multiple disciplines or jurisdictions working on the same incident.

OMG—the
paperwork!

Date: 1/11/18
Time: 6:00–9:00 p.m.
(Snow date 1/16)

Mastering the Paperwork, aka Administrative Preparedness:

Representatives from MEMA will teach participants what it means to declare a state of emergency, how one would go about doing so, and what documentation during and after a disaster is necessary to provide a complete project worksheet for FEMA public assistance. Workshop instructors will then give an overview of FEMA's public assistance program, as well as other forms of assistance such as that available through the MA Department of Transportation, MA Department of Housing and Community Development, and the Natural Resources Conservation Program. Proper documentation of donations and volunteer labor will also be discussed. The MA Department of Revenue will provide guidance on financial regulations, such as emergency borrowing, and FRCOG's certified procurement officer will cover emergency procurement procedures. Bob Dean, former town administrator and selectman in Buckland, will speak briefly about how Open Meeting Law pertains to calling emergency meetings of public boards. The seminar will then transition into an overview of how table top exercises are conducted, giving attendees some familiarity with what to expect during the March tabletop.

You are not
alone

Date: 2/8/18
Time: 6:00–9:00 p.m.
(Snow date 2/15)

Effectively Managing Disaster Volunteers:

FRCOG's Regional Preparedness program manager, Tracy Rogers, and public health emergency planner, Greg Lewis, will share their knowledge of what volunteer organizations are available to you during a disaster, what they do, and how to reach them. They'll also give an overview of the Western MA Spontaneous Unaffiliated Volunteer Plan, which was developed to help communities handle the influx of well-intentioned, but untrained and unvetted, volunteers that arrive unannounced on your doorstep.

Let's put it
to practice

Date: 3/1/18
Time: 5:30–9:30 p.m.
(Snow date 3/8)

Tabletop Exercise:

This exercise will give you an opportunity to practice the skills you learned in the seminar series by running through a discussion-based exercise. The exercise scenario will involve a tornado the likes of the one that Conway suffered in February 2017, but affecting multiple towns. The affected towns' emergency operations centers are open and must coordinate their response and information disseminated to the public. Following the event, towns will have to determine what documentation is necessary and determine what types of public assistance they may be eligible to receive. **You must have taken all three seminars above, or have taken similar trainings in the past, in order to participate in the exercise.**

All seminars and the exercise will take place in the William B. Allen Conference Room at the
John W. Olver Transit Center, 12 Olive St, Greenfield.

Feel free to bring your own dinner to the seminars; a full dinner will be provided during the exercise in March.

To register for the series, please email registrations@frcog.org.

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