

## Coordinating with Emergency Management Staff

It is very important to communicate with your local emergency manager when writing an Emergency Action Plan (EAP). Your emergency manager can be great resource for information and assistance in writing an EAP. Also, your EAP should be written so as to coordinate with any existing All Hazards Emergency Response/Operations Plans. Below is a list of discussion items by Step for you and your emergency manager.

1. *Guidance for Determining the Emergency Level* found in Step 2.
2. *Level of Emergency Determination Chart* to determine if other steps are needed in the response process Step 3.
3. *Level of Emergency Determination Chart* to determine who is responsible for each step Step 3.
4. *Level of Emergency Determination Chart* if hydraulic shadow map crosses community or county boundary Step 3.
5. Notification List for completeness Step 4.
6. Communication equipment used Step 5.
7. Communication plan proposed Step 5.
8. Other sources of contact information Step 6.
9. Annual review process as well as training and exercise opportunities Step 8/11.
10. Review list of EAP for completeness Step 9.
11. After action review process Step 11.
12. Process for meeting with the local emergency manager at least once every five (5) years to discuss any changes to the local All Hazards Emergency Response/Operations Plan that might affect the EAP Step 11.