July 30, 2024

8:45 a.m. to 4:00 p.m.

1001 Terminal Road, Lansing, MI 48906

Executive Conference Room

**Attendees**:

*[names]*

**Purpose**:

This all-day orientation session will provide a basic understanding of roles and responsibilities for new Emergency Preparedness Coordinators (EPC) with the Local Health Departments (LHD). It will be conducted at the Division of Emergency Preparedness and Response (DEPR) in Lansing and via Teams if the distance for the new EPC is too great.

**Agenda**:

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| **Time** | **Description** | **Presenter** |
| 8:45 a.m. | Arrival |  |
| 9:00 a.m. | Welcome | Jessica Gould |
| 9:05 a.m. | The Basics   * The National Incident Management System (NIMS) & Incident Command System * Michigan’s Emergency Management System and How Public Health Fits In * Michigan Department of Health and Human Services (MDHHS) & the Community Health Emergency Coordination Center (CHECC) * Legal Authorities for MDHHS * Public Health Emergency Preparedness (PHEP) Funding * Required Training and Optional Conferences * Capabilities and the Work Plan * The Role of the Emergency Preparedness Coordinator | Jim Koval |

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| 10:00 a.m. | Michigan Health Alert Network (MIHAN) | Denise Fleming |
| 10:30 a.m. | The Process of Planning: How to Produce Readable and Operational Plans | Kerry Chamberlain |
| 11:15 a.m. | Break |  |
| 11:30 a.m. | Activity Writing: Action Plan, Grant Writing, and More | Kerry Chamberlain |
| 12:30 p.m. | Lunch (at a nearby restaurant) | All (bring money) |
| 1:45 p.m. | Meet and Greet DEPR Staff | All |
| 2:00 p.m. | Finance   * Expenses: What is Allowable and What is Not * 3-month and 9-month Budgets * Who to Contact at DEPR with Finance Questions * Meet Your Finance Officer to Learn Internal Processes | Janis Tipton  Shiquita Holley |
| 2:30 p.m. | Medical Countermeasures | Jeannie Byrne  April Walton |
| 3:30 p.m. | Forging Partnerships | Jeannie Byrne  April Walton |
| 3:45 p.m. | Wrap-Up and Handouts | All |