

**1. Develop Initial Message for municipalities and agencies**

When crafting initial message, be sure to include the following information:

- Description of event
- What action needs to be taken
- What action municipalities should take (i.e.: Notify town emergency management, look for HAN messages)
- Schedule for updates/ scheduled conference calls
- MACE Activation level
- Contact information for the MACE:

Ask if municipal contact wants information faxed/emailed

If yes, what is fax number/ email address? \_\_\_\_\_

**Message:**