



Document Review Process

- 1) Review existing document at the EMA.
- 2) Review existing document for changes with offices, agencies, businesses, and/or groups covered by the document.
- 3) Schedule revision meetings.
- 4) Conduct revision meetings to document suggested changes (from After-Action Reports, meetings, laws or rule changes, etc.).
- 5) Rewrite and/or update document with accepted changes implemented.
- 6) Schedule future document review date.