



## DuPage County Office of Homeland Security and Emergency Management

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Norman A. Sturm, Jr., Director  
William P. Babyar, Deputy Director

### Memorandum

**To:** Village/City Manager

**From:** David Bunge,  
DuPage County OHSEM Planning Coordinator

**Date:** June 07, 2012

**Subject:** Update Local Designated Emergency Management Coordinator

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DuPage County OHSEM is currently updating our files for each municipality and has discovered that most Notice of Appointed Emergency Management Coordinators on file are either missing or outdated. Therefore, we are requesting your help in providing the updated information and authorization of the current Emergency Management Coordinator/Officer for your particular jurisdiction.

Enclosed you will find the Designation of Local Emergency Management Coordinator form. Please sign and return the form to our office no later than **Friday, June 22, 2012**. You can mail it to us at 418 N. County Farm Road Wheaton, IL 60187 or by email at [oem@dupageco.org](mailto:oem@dupageco.org)

Thank you and should you have any questions, please do not hesitate to call my office at 630-407-2937.