

Emergency Management (EM) Committee

October 3, 2012

- Meeting Purpose
 - Review current EM initiatives and issues
- Specific Goals
 - Identify any desired changes to EM Committee charter
 - Get committee feedback on current initiatives
 - Identify desired EM spending for FY13
- Agenda
 - Committee Charter
 - EM Project Review
 - Neighborhood Networks
 - Emergency Notification
 - Volunteer Coordination
 - Community Shelters
 - Memos of Understanding
 - BEOP Update
 - EM Budget
 - Upcoming Events

Also – introduced Rusty Sage as the new EM Coordinator, with primary duties as a general backup EMD and managing individual EM training for the town.

Committee Charter

Approved as modified!

- **Mission**

- The EM Committee advises the Emergency Management Director (EMD) in the development and maintenance of emergency operations plans in order to mitigate, prepare for, respond to, and recover from any emergency affecting the town.

- **Responsibilities**

- Advise the EMD
- Support plan development and maintenance
- Manage subcommittees

- **Meetings**

- Minimum of 2 meetings/year
- 7:00pm, 1st Wednesday of a month in the EOC

Two general meetings a year, with two additional planning sessions (for those interested) to go over the basic (BEOP) and radiological (REP) emergency plans.

- **Subcommittees**

- Emergency Operations Center (EOC)
- Emergency Register Committee
- Neighborhood Networks

- **Members**

- Town Road Foreman
- Town Constable
- Town Health Officer
- Rescue Services
- Town Communication Coordinator
- Marlboro Volunteer Fire Company
- Marlboro Elementary School
- Marlboro College
- Meeting House School
- Marlboro Alliance
- ... other volunteers

Changed from Rescue Inc Trustee – important point being to have someone familiar with local rescue services which include Deerfield Valley Rescue and Whitingham Ambulance

While no-one is currently in this category, this allows for individuals with relevant skills/experience to join the committee with the EMD's approval.

EM Project Review

- Neighborhood Networks
 - Charter and initial organization complete
 - Need 2-5 more Area Organizers to begin
- Emergency Notification
 - "Marlboro Emergency Notification System" (MENS) is active using CodeRed system
 - VTAlert coming eventually
- Volunteer Coordination
 - Need a volunteer coordinator
- Community Shelters
 - Marlboro Elementary School and Marlboro College have American Red Cross (ARC) surveys
 - ARC designation and support requires a town committee

Program is still viable even if interest is low – at a minimum, keep on shelf and can implement during an emergency if needed. Selectboard may be able to help recruit Area Organizers; can also announce at Town Meeting and seek volunteers there.

System currently only has landline phone numbers; EMD can add mobile numbers if people want to register them. EMD should advertise capability more; emergency register can also solicit numbers when requesting updates.

Goal is to have someone who could set up volunteer systems, even if he/she might not be available to execute them. During an emergency, there will probably be a volunteer group (under ICS operations) that works out of the Town Office. EM Committee recommended two people who might be interested.

Local shelters can be more useful in emergencies than larger centralized ones. Requires volunteers in a town committee to conduct an annual rehearsal for ARC support (which is good but different from the ARC actually running the shelter). EM Committee recommended someone who might be interested in leading such a committee.

EM Project Review

MOUs are due for an update! Previous MOUs are at least two years old, would be good to refresh and consolidate them. Should include coordination for the school and town with surrounding towns and any contractors in the area. EMD will take lead.

Request For Information (EMD will ask VEM); during an emergency the town can request and the state will provide support (if available), but is an MOU required, are there costs involved?

BEOP is complete, just needs review and update. Set a planning session for the first Wednesday evening in December (the 5th) to go over current BEOP and identify and/or make any required changes. Any and all interested EM Committee members are invited but it will not be a full committee meeting.

- Memos of Understanding (MOUs)
 - Town Continuity of Governance
 - School Evacuation Sites
 - Halifax
 - Wilmington
 - Dover
 - Newfane
 - Brattleboro
 - Dummerston - Guilford - Whitingham
 - Contractors
 - Transportation
- BEOP Update
 - Basic Emergency Operations Plan (BEOP) requires annual review
 - Radio grant requires more detailed communications portion
 - EMD goal: turn in update in December/January

EM Budget

- Pay and Stipends
 - EM Director: \$16,000
 - EM Coordinator: \$4,000
 - Secondary Pager Carrier: \$1,500
 - Radiological Officer: \$1,000
- Exercises, up to \$4,000
- General Activities
 - Communications: \$1,776
 - Generators: \$1,280
 - Office Supplies: \$600
 - Mailings/Meetings: \$350
 - **Remainder: \$994**
- Funded Equipment
 - 2 Mobile Radios
 - 5 Pagers*
 - 2 Portable Radios*
- Other Grants:
 - 5 Mobile Radios
- Other Priorities:
 - EOC mapboard (\$100)
 - EM portable radios (2 for \$671, 50% match)
 - Projector bulb (\$200)
 - Antenna for backup radio (\$500)
 - Folding tables (\$100)
 - Fax/Printer/Scanner (\$300)
 - EMD laptop (\$1,000)
 - ID Card Maker (\$1,500)
 - HF radio network (\$5,000)
 - Extra office supplies

Reasonable cut
line for general
funding priorities

May be able to go further down list with end of year funds if there is unused money within Marlboro EM budget or from other towns

The EM budget primarily comes from state grants, so the EM Fiscal Year (FY) runs from July – June.

** Items with an asterisk provide only partial funding and require a 50% match*

Upcoming Events

- Planned Events:

- December 5: Planning Workshop (EMD)
- December 5: Marlboro BEOP Review
- January 9: Tabletop Exercise (EMD)
- February 13: RERP Exercise (EOC)
- March 6: Marlboro REP Review
- May 8: RERP Exercise (EOC)
- June 5: Graded RERP Exercise (EOC)

Planning events leading up to state graded Radiological Emergency Response Program (RERP) exercise in June

After graded exercise, make next quarterly drill (September 2013?) a different focus for the town – e.g. natural disaster, fire, hazmat spill

- Other Potential Events:

- Emergency Preparedness meeting
- Initial Neighborhood Networks meeting
- Catastrophic Exercise 2014 participation

Public meeting, particularly useful for new residents – February is good month, relatively slow period leading up to Town Meeting.

First meeting will happen as soon as group has enough Area Organizers.

Worth looking into – Brattleboro participated in last exercise and it was a good opportunity to leverage training assets that aren't usually available.

- Next EM Committee Meeting:

- Wednesday, April 3, 7:00pm in the EOC