

# EOC Meeting

March 7, 2012

- Purpose
  - Discuss general EOC related issues
  - Review status of town EM projects
- Specific Goals
  - Develop RERP Training Pay policy recommendation
  - Set meeting schedule for 2012
- Agenda
  - REP Update
  - Policies
  - Town EM Projects
  - ICS and the Town EOC
  - EOC SOP
  - 2012 EM Calendar
  - Other Topics

# REP Update

- Radiological Emergency Preparedness (REP) Changes
  - Vermont Yankee is not expected to shut down in near future
  - Relationship between Entergy and the state government is becoming increasingly adversarial
- Effects
  - VEM is reviewing existing Radiological Emergency Response Plan (RERP) program
  - RERP funding is under increasing scrutiny
  - Town updates to plan due to VEM in May (goes to SB in June)
- Planning
  - April 4 session to review plan and identify desired changes
  - May 2 session to review and approve changes
  - Possible town informational meeting

# Policies

- Policies are relatively formal rules or procedures
  - Useful for ensuring common understanding and execution of potentially sensitive processes and issues
  - Sets firm standing guidance - but can be changed as required
  - General process:
    - Someone drafts initial version
    - EOC reviews, modifies, and recommends final version
    - Selectboard approves (or kicks back) policy
- What policies do we need?
  - RERP Training Pay (next slide)
  - Emergency Register (privacy issues?)
  - Emergency Notification System (privacy issues?)
  - EMD Job Description (better as informal SOP)

# Radiological Training Pay (DRAFT)

1. This policy lays out the general rules by which the Town of Marlboro pays people for participation in radiological training in accordance with Vermont Radiological Emergency Response Plan (RERP) funding. The state provides funding (up to \$4,000/year in FY12) for the town to conduct radiological training, primarily consisting of participation in quarterly drills and radiological officer training. No-one may receive pay twice (from the town and state) for the same work.

## 2. RERP Pay and Stipends.

a. The town pays the Emergency Management Director (EMD) for managing the town RERP. The pay covers the EMD's time and most expenses and therefore the EMD is not eligible for further reimbursement for RERP training.

b. The secondary pager carrier receives a stipend under the RERP. This is general compensation for his or her skills and experience, including time spent coordinating RERP activities and notification drills. The stipend does not cover participation in drills or training.

c. The radiological officer receives a stipend under the RERP. This is general compensation for his or her skills and experience, including time spent maintaining and conducting quarterly inventories of radiological equipment. The stipend does not cover participation in drills or training.

## 3. Radiological Training.

a. Emergency Operations Center (EOC) staff are expected to participate in quarterly radiological training drills when they are available or as the town directs (for employees). Participants must sign in and out; the EMD will coordinate payment (as below) for their time.

b. Any EOC staff member may request compensation for RERP specific training (see enclosure). The EMD must approve the reimbursement in advance. Generally RERP funding will pay for instruction time but not mileage, expenses, and independent study time.

## 4. Pay Rates.

a. Town Employees. When Marlboro requires an employee to participate in RERP training, the town pays the employee normally. The state reimburses the town at the employee's usual hourly pay rate (overtime is the town's responsibility if applicable).

b. Non-Employee EOC Staff. When an EOC staffer who is not a town employee participates in RERP training, the town pays the staff member \$20/hour by the half-hour (rounded up). This rate also applies if a staffer works for the town but RERP training is not part of the employee's duties and the town does not pay for their time (e.g. selectboard members at a drill, town employees who volunteer with the EOC independent of their town duties).

5. Reimbursement. As soon as possible after RERP training, the EMD will request reimbursement for participants through the town treasurer. Marlboro is responsible for providing initial compensation (e.g. writing checks for drill participation), and on a quarterly basis the EMD will file a request with the state to reimburse the town.

## 6. Example.

a. Addie, Beulah, and Clovis participate in a quarterly RERP drill from 9:00am to 1:40pm (4:40, rounded up to 5 hours). Addie works for the town, RERP drills are part of her job, and her salary averages \$18/hour. Beulah works for the town part time for \$30/hour but RERP drills are not part of her job. Clovis is the radiological officer and does not work for the town.

b. Addie should receive her normal salary; the EMD should request state reimbursement of  $\$18 \times 5 = \$90$  for the town for her time. Marlboro should pay Beulah and Clovis  $\$20 \times 5 = \$100$  each; the EMD should request \$200 from the state for their time.

7. The EMD should review and update this policy no later than 2017 or as required by changes in the state RERP.

# Town EM Projects

Should this group be a town committee?

Project	Lead/Deadline	Status
Neighborhood Networks	Town Committee TBD	Neighborhoods are the best structures for maintaining good channels of communication between the town and ALL residents (up and down). At a meeting on February 1, residents identified a good initial breakdown of neighborhoods and many potential communications means. The town will be looking for committee members to flesh out the plan after Town Meeting.
Marlboro Emergency Notification System	Glenn Herrin March 2012	An automated system for passing on messages to as many residents as possible before, during, and after an emergency would be tremendously useful. Long term, Vermont is fielding a system called VTAlert (similar to <a href="#">NYAlert</a> ) beginning in early 2012, but another system (Code Red) is available now through Entergy. The current plan is to implement VTAlert by March.
Green Up Day	Glenn Herrin May 5 2012	The major blockages from Irene are clear, but there is a lot of debris on the ground and in streams and ditches. During the spring Green Up Day, the town will encourage people to check ditches and culverts for debris and blockages (clearing it if safe to do so or notifying the highway department if not).
RERP Review	Glenn Herrin May 2012	The state and town must review Radiological Emergency Response Plans (RERP) annually. The EOC members and any other interested residents will meet at least twice in the spring to adjust the plan as needed.
Volunteer Organization	Marlboro Alliance (tentative) TBD	The best time to identify organization, tasks, training, and resources for volunteers in an emergency is before one hits. Potential goals would be to have a database of volunteers and their skills/certifications/resources and to have a Volunteer Coordinator join the EOC staff.
Community Shelters	Glenn Herrin TBD	The American Red Cross (ARC) is conducting a Community Sheltering Initiative through 2013. Marlboro has at least three potential shelter locations, which could be full ARC shelters, ARC-supported shelters, or community shelters. The EMD is coordinating initial site surveys with those locations; the next steps are an ARC review of the surveys and coordination of Memorandums Of Understanding (MOUs) between the sites and ARC. Marlboro may also want to be able to establish community shelters with or without ARC support.
BEOP Review	Glenn Herrin October 2012	The town should review its Basic Emergency Operations Plan (BEOP) annually. The EOC members will do an initial review, host an informational meeting and discussion, and then adjust the plan as needed.

People who are not part of the EOC may have important planning input, a committee used to exist, and keeping the EOC members as the core is good; however, having a committee that is too big would be inefficient. EMD will draft a charter for discussion at the next meeting.

# ICS and the Town EOC

## EOC supporting incident

- Typically short-lived, focused incidents mostly handled by first responders
  - Major fire
  - Chemical spill
  - Hostage situation
- Incident Commander (in field) has overall lead
- EOC provides support as incident commander requires
- EOC is mainly reactive
- EOC staffed at minimal levels

## EOC directing incident

- Typically long-lived, widespread incidents requiring multiple resources
  - Flooding
  - Ice storm
  - Pandemic
- Incident Commander is in the EOC (EMD?)
- EOC establishes full ICS structure
- EOC is proactive
- EOC staffed as fully as possible

This is basically a good summary – best practice is for the town to follow ICS regardless of emergency and the EOC should be part of the ICS structure.

# EOC SOP

- Big Orange Book (BOB)
- Duty Positions
  - Do RERP positions match normal EOC positions?
  - RERP seems to represent “worst-case” requirements
- Training Recommendations (sample next slide)
- Memorandums of Understanding (MOUs)
  - Should be in a binder, EMD will search files
- What else do we need in the book?
  - General map of where equipment is stored
  - Basic radio / comms procedures
  - EOC setup checklist

# Training Recommendations

(Sample!)

Position	IS-100 (ICS Basic)	IS-700 (NIMS Intro)	IS-800 (NRF Intro)	ICS-200 (ICS for incidents)	VT EOC Ops	G-191 (ICS/EOC Interface)	ICS-300 (ICS Intermediate)	ARC DS Overview	Disaster LAN	Position Specific Courses
Selectboard Member	X			F				X		X
EMD	X	X	X	X	X	X	X	X	X	X
Emergency Svcs Coordinator	X	X	X	F		F	X	X		X
Comms	X	X	X	F	F	F	X		X	F
Recorder	X	X	X	F	F				X	
PIO	X	X		F				X		X
Radiological Officer	X	X	X	F		F			X	F
Volunteer Coordinator	X	X		F		F		X		
Agency Representative	X			F	X					

X = recommended  
F = RERP funded

Sample for discussion – collecting info, will firm up in April. Training frequency (one-time/annual)?

# 2012 EM Calendar

<b>January</b>	
<b>February</b>	<b>Emergency Preparedness Meeting (February 1)</b> VEM RERP Review
<b>March</b>	Town Meeting (March 6) <b>EOC Meeting (March 7)</b> <b>RERP Drill (March 14)</b>
<b>April</b>	<b>RERP Planning Session 1 (April 4)</b>
<b>May</b>	<b>RERP Planning Session 2 (May 2)</b> <b>RERP Drill (TBD)</b> RERP Plan Changes Due FY12 Budget Closeout
<b>June</b>	
<b>July</b>	
<b>August</b>	<b>BEOP Planning Session 1 (August 1, T)</b> <b>RERP Drill (TBD)</b>
<b>September</b>	<b>BEOP Planning Session 2 (September 5, T)</b> Town Fair (September 8) <b>Emergency Preparedness Meeting (TBD)</b>
<b>October</b>	FY14 Budget Request Due
<b>November</b>	Annual EM Conference <b>RERP Drill (TBD)</b>
<b>December</b>	

# Other Topics

- Computer/Printer and Fax/Copier
- E-Mail Use and Attachments? OK
- Marlboro EOC gmail account/password - changed
- Food for meetings – light refreshments OK, fruit!
- Road equipment – barricades, cones
  
- Upcoming training:
  - ICS 200: Woodstock, March 15 and 22 (6-10pm)
  - Disaster LAN: 1 slot with Brattleboro April 16 (9-noon) (Spencer)
  
- Next RERP Drill: March 14
- Next Meeting: April 2 (RERP review)