

EOC Meeting

April 4, 2012

- Purpose
 - Discuss general EOC related issues
 - Review town Radiological Emergency Response Plan (RERP)
- Specific Goals
 - Identify any changes required to current RERP
 - If possible, develop updates to address changes to RERP
- Agenda
 - General
 - EM committee charter
 - Other topics
 - RERP
 - Required products
 - Traffic Control Points / Books
 - Alert Team Routes / Books
 - Others?
 - Twitter / Social Media
 - Identify other issues
 - Decision: finish now or need another meeting?

EM Committee Draft Charter

- Committee Role
 - Advisory or supervisory?
 - Planning or operations focus?
- Proposed Mission
 - The EM Committee advises the Emergency Management Director (EMD) and develops and maintains emergency operations plans in order to mitigate, prepare for, respond to, and recover from any emergency affecting the town.
- Responsibilities
 - Advise the EMD
 - Develop and Maintain Plans
 - Manage Subcommittees
- Members
 - Ex Officio: SB, Road foreman, constable, MVFC, MES, MC - Alliance, MHS?
 - EOC staff
 - Volunteers
- Meetings
- Subcommittees
 - EOC
 - Emergency Register
 - Neighborhood Networks (?)
 - ...

UNRESOLVED.

Outstanding issue: status of EM committee formed in 2007; EMD discussed with selectboard in November 2011 and, absent a defined charter or clear membership, SB and EMD agreed to proceed without a committee. However, at least two EOC members believed the 2007 committee was still viable.

Other Topics

- Mud Season Responders have capability to get through if necessary.
- Green-Up Day Highway Department already checking culverts, will be involved with Green Up Day.
- Mailing combination – MVFC / Emergency Register?
- Unfunded equipment requests: Reasonable idea, MVFC will consider.
 - 1: traffic cones, 2: fax/copier, 3: laptop
- March RERP Drill checks at Town Office

- Upcoming training:
 - Disaster LAN: with Brattleboro April 16 (9-noon) (Spencer, Glenn)
 - ICS 300: Wilmington, April 27-28 (8:30am-5:30pm) (Glenn)

- Next RERP Drill: May 16
- Next meeting TBD, no second RERP planning meeting required

RERP

- Proposed Review Format:
 - Address identified issues
 - Discuss general plan and identify any further issues
 - Decide whether to finish tonight or assign homework
 - Address further issues (tonight or May 2)
 - Turn in changes to VEM
- Identified issues:
 - Required products
 - Traffic Control Points (ATT 15) – map in IP book
 - Alert Team Routes (ATT 26) / Books – map in IP book, directions in ATT 24
 - Twitter / Social Media – not official (not formal part of plan, possible PIO resource)
 - Notes

Synchronization Matrix

	Unusual Event	Alert	Site Area Emergency	General Emergency		Post Emergency	
				Shelter-In-Place	Evacuate	Return	Termination
State	* Send pager message	* Send pager message * Review / approve EAS messages	* Notify towns * Review / approve EAS messages	* Notify towns	* Notify towns	* Notify towns	
EOC and Selectboard	* Notify SB, Schools, MC, WCSU ? Open EOC	* Open EOC * Notify Schools, MC, WCSU, Town Office * Review assets / identify requirements ? Prepare EAS message	* Notify schools, MC, Town Office, Special Needs, Rec Areas * Call in TCPs, RATs ? Prepare EAS message	* Notify all workers * Send RATs to verify residents are sheltering * Report shelter status to SEOC	* Notify all workers * Send RATs to direct residents to evacuate * Send TCPs to control traffic (monitor dosages) * Report evacuation status to SEOC * Publish town COG plan * Evacuate to alternate site	* Determine protective measures / reoccupation plan * Publish reoccupation plan * Reoccupy EOC * Coordinate reoccupation	* Return equipment * Replenish supplies * Conduct AAR * Report closeout to SEOC * Close EOC * Report AAR comments
Town Office			* Open town office	* Shelter in place * Prepare to evacuate	* Execute town COG plan * Evacuate	* Reoccupy town office	
Routing Alert Teams			* Assemble at EOC	* Tour town to verify residents are sheltering	* Direct residents to evacuate * Report evacuation status to EOC * Evacuate		* Return equipment
Traffic Control Points			* Assemble at EOC	* Shelter in place	* Control traffic * Evacuate	* Enforce protective measures as required	* Return equipment
Schools (MES, MHS)			* Notify campus * Stage buses	* Shelter in place	* Evacuate * Reunite students with parents/guardians	* Reoccupy school	
Marlboro College			* Notify campus	* Shelter in place	* Evacuate	* Reoccupy college	
Farmers		* Receive EAS message	* Gather critical documents * Prepare to shelter / evacuate	* Shelter in place * Shelter animals / use stored feed and protected water supplies * Prepare to evacuate	* Evacuate	* Reoccupy homes	
Residents		* Receive EAS message	* Gather critical documents * Prepare to shelter / evacuate	* Shelter in place * Prepare to evacuate * Evacuate	* Evacuate * Shelter in place	* Reoccupy homes	
Transients		* Receive EAS message * Transit roads	* Transit roads	* Take shelter * Transit roads	* Transit roads	* Transit roads * Tour area	

Notes

- ✓ Change: distribution limited, not controlled
- Change: one page format for IPs / general page formatting (VEM)
- ✓ Change: combine procedures for alerts/emergencies – not required
- ✓ Update: contact information (ADD staff notification list, general telephone listing)
- ✓ Update: communications (ADD figure 6) – on review OK but of little use
- ✓ Update: list of farms (ATT 8) – list small farmers (Clarence – OBE)
- ✓ Update: simplify operations log (ATT 13)
- ✓ Update: replace WWAY with WTHK
- ✓ Change – IP 12 update for Marlboro
- ✓ Update – control points and alert routes

- ✓ RFI: state Traffic Control Point plan? – none in Marlboro
- ✓ RFI: plan for western reception center? – maybe next year
- ✓ RFI: livestock during an evacuation? (leave them sheltered, hazmat teams will escort back in to care for them)
- ✓ RFI: responsibility for people who do not evacuate? (advise and track if possible)