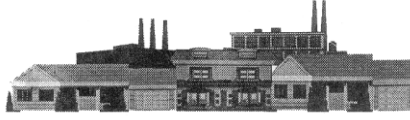


KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE



Managing our Risk Together

General Committee Meeting

May 27, 2015

Blessed John XXIII Pastoral Center

South Charleston, WV

Dr. Matt Blackwood, Chair called the KPEPC General Membership Meeting to order at 12:00 p.m. David Hoge moved that the minutes of the March 25, 2015, meeting be approved; Roy McCallister seconded the motion and the minutes were unanimously approved as written.

Attendees introduced themselves and gave the name of their company / organization.

Program: Update on Upcoming High-Rise Full-Scale Structure Exercise – June 6, 2015

Presenter: Dr. Matt Blackwood, Homeland Security Coordinator-WV Dept. of Agriculture

Matt Blackwood reported that for nearly a year, planning has been ongoing for the upcoming High-Rise Full-Scale Structure Exercise to be held Saturday, June 6, 2015. A planning High-Rise Exercise Seminar was held October 21, 2014. The Table-Top Structure Exercise was held January 22, 2015. Monthly meetings have been held each month with bi-monthly meetings being held in May.

The exercise objectives linked back to the Core Capabilities: Planning; Operational Coordination; Public Information and Warning; Operational Communication; and Public Health and Medical Services.

Matt stated that participants needed for the full-scale exercise are:

- **Players:** Personnel who will have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players will discuss or initiate actions in response to the simulated emergency.
- **Observers:** May not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
- **Facilitators:** Provide situation updates and moderate discussions. They also provide information or resolve questions as required.

- **Evaluators:** Observe and document certain objectives during the exercise. Their primary role is to document player discussion, including how and if those discussions conform to plans, policies, and procedures.

Matt reported that the exercise objectives of upcoming drill all link back to the core capabilities:

- Planning
- Operational Coordination
- Public Information and Warning
- Operational Communication
- Mass Care

Matt discussed the details of the full-scale high-rise drill from initial notification, incident size-up, and initial actions to command / control. Matt stated that this drill will involve so many entities and will be a great opportunity for all entities to plan, coordinate, and train in the event of an actual emergency.

For Example:

1. Demonstrate the ability to implement relevant SOGs and plans to respond to a high-rise, mass casualty event in a timely manner.
2. Demonstrate ability to monitor media reports and social media, provide timely updates regarding the incident every 30 minutes, and utilize variety methods to alert the public of the incident.
3. Immediately demonstrate the ability of the Charleston Fire Department to effectively coordinate integrated emergency operations with other response agencies in accordance with NIMS and local procedures or guidelines in response to large-scale incident.
4. Demonstrate the ability of first response agencies and hospitals to effectively coordinate mass care services including patient evacuation, triage, transportation, and treatment in a timely fashion.
5. Demonstrate ability to maintain interagency communication using the State Interoperable Radio Network and other communication systems during an incident involving multiple agencies.

Matt reported that planning for this upcoming drill has already realized successes.

- The Charleston Fire Department has been training on their SOG's and has revised these procedures.
- NiSource has upgraded and tested their stand-pipe connections and gas shut-off valves.
- Communication issues have been addressed by Roy McCallister regarding utilization of interoperable radio systems and siren systems.

- Hospitals have been communicating and working toward setting up KCEAA Field Hospital.

After providing details of the High-Rise Drill, Matt stated that volunteers were needed to serve as role players, observers, controllers, planners, evaluators etc. Any organizations or groups volunteering will receive a Certificate of Participation for their help. Each participant will receive a tee-shirt and meals will be provided the day of the drill.

Matt stated that after the High-Rise Drill Exercise, an after-action conference will be scheduled. This conference will allow us to review all aspects of the drill and responses and determine if changes will need to be incorporated into The Plan.

OFFICERS REPORTS:

Chair

Matt Blackwood

No Report.

Vice Chair:

Wanda Marks

Wanda Marks asked the membership to consider participating on one of the KPEPC committees. The help would be greatly appreciated.

Secretary/Treasurers Report:

Cheryl Ingraham

Cheryl Ingraham provided the members with the KPEPC Financial Report ending May 31, 2015. She explained the budget details and provided balances to all KPEPC accounts. Cheryl reported that \$61,314 had been received by customer contributions; outstanding contributions total \$10,950. Jacque Gumm will be re-invoicing unpaid members by the end of June 2015.

KPEPC Committees / Committee Chairs

Business Outreach

Janet Briscoe

Communications

Bill Porterfield

Community Outreach

Krista Farley Raines

Drill Planning & Exercise

Tom Keefer

Finance

Cheryl Ingraham

Hazard Assessment & Planning

C.W. Sigman

Membership Committee

Nanci Keenan

Mutual Resource

Steve Carver

Plan Implementation & Evaluation

Bob Sharp

Training Committee

Eric Tissenbaum

Business Outreach

Janet Briscoe

Not present; No Report.

Communications

Not Present; No Report

Bill Porterfield

Community Outreach

No Report

Krista Farley Raines

Drill Planning & Exercise

Not Present.

Tom Keefer

- High-Rise Full-Scale Structure Exercise - Saturday, June 6, 2015

Hazard Assessment & Planning

C.W. Sigman

C.W. Sigman reported that the Hazard Assessment & Planning Committee has conducted an after-action review thus far regarding the 2014 water crisis. C.W. stated that a lot of valuable information has been shared. The committee plans to meet with the health care community as well as WV American Water to review The Plan to change EOC operations to an Emergency Support Function (ESF) format. Those entities would then coordinate with the ESF assigned to them. C.W. stated that the committee met prior to the general membership meeting to review changes to The Plan.

Membership

Not Present; No Report.

Nanci Keenan

Mutual Resource

Not Present; No Report.

Steve Carver

Plan Implementation & Evaluation (PIE)

Bob Sharp

Bob Sharp reported that he has had a change in job positions. He is retiring from the Charleston Fire Department Friday, May 29th with 28 years of fire service experience. He will begin his new position as Chief Deputy Fire Marshal for the state of West Virginia, Monday, June 1st. With the new job position, Bob stated that he is resigning as Chair of the PIE Committee.

Bob Sharp reported that the PIE Committee has working closely with the Hazard Assessment & Planning Committee with the KPEPC – Water Crisis AAR. Previously, review sessions have been held to look at how emergency response of the water emergency related to the Kanawha Putnam Emergency Management Plan (The Plan). The attendance to these sessions has been exceptional, enabling the committees to determine what worked well and what disconnects were identified. Matt stated that language and small revisions to the annexes of The Plan that have been affected by recent emergencies. These issues will be addressed during 2015.

Training

Eric Tissenbaum

Eric Tissenbaum reported that he participated in the Safety EXPO (May 6-9, 2015). Matt Blackwood reported that a Bovine Response Training was held May 2nd at the Putnam County Fair Grounds. Matt reported that WV Dept. of Agriculture assisted with this training.

Matt stated that the training proved very helpful with response to an actual emergency that occurred May 16th. A cattle truck traveling on I-64 overturned injuring and killing cattle resulting in shutting down the interstate.

David Hoge announced upcoming training sessions:

Continuity of Operations Program Managers Course – June 23rd-25th: To be held at State Police Academy. Contact David Hoge for registration information. NOTE: Course has been postponed until fall.

Spiritual Care Disaster Class – June 1st & 2nd: A Spiritual Care in Disaster class, sponsored by WV DHHR and WV DMAPS will occur on June 1-2, 2015 at Blessed John XXIII Pastoral Center, June 1st.

ADMINISTRATOR REPORT:

Larry Zuspan provided an update of the ongoing Indoor Warning Project. The purpose of this project was to determine if the Federal Signal IP-Informer (internet protocol) device is a practical solution for indoor warning disaster notification. Due to the technical requirements of programming each device, integration internet protocols at each receiving and sending locations, and incorporating these devices into the production Outdoor Disaster Warning computer software at Kanawha County Metro 911, the project team determined the IP-Informer devices will not be used for this project.

The project team will investigate replacing the IP (internet protocol)-Informer device with an RF (radio frequency)-Informer that requires minimal configuration. These devices work much like a weather alert radio.

Meeting Adjourned: 12:55 p.m.