

**City of Takoma Park
Emergency Preparedness Committee
Thursday, September 13, 2012
Community Center Hydrangea Room**

Members Present: Jennifer Kurtinitis (Community Co-Chair), Andy Kelemen (Resident Member), Jim Stoddard (Washington Adventist Hospital), Edwin Monge (Washington Adventist University, Patrick Kimvilakani (Resident Member), Interim Police Chief Drew Tracy (for Takoma Park Police Department)

Members Absent/Excused: Kathe Quinn (Resident Member), Tom Horne (TPVFD), Robert Jones (MC OEMHS)

Others Present: Jessie Carpenter (Recording Secretary), Buddy Daniels, Kay Daniels-Cohen

1. Welcome and Approval of Minutes

Approval of minutes was deferred. The July and August minutes will be redistributed for the October meeting.

County OEMHS Update

Jenny provided an update:

- The County EOP is being revised.
- COOP classes continue.
- The Debris Removal Plan will be revised.
- Job aids for the EOC are being reviewed and updated.
- Outreach activities are being conducted in September.
- A preliminary investigation of the state of readiness of high-rise buildings has begun.

There was a question as to who is representing the City on the Debris Management Plan review.

Buddy asked if the Emergency Preparedness Committee wants to make a presentation to Boy Scout 97 (just outside of Takoma Park). Jenny will follow up with Buddy on this.

2. Briefing on WAH Exercise

Jim reported on the exercise held at WAH and WAU on August 1.

- It could not have gone better and came off without glitches. They learned a lot, and, as a result, improvements will be made.
- The exercise started with a preplanned call to 911 that a suspicious person was seen on campus. The Takoma Park Police arrived on the scene. Officers were issued simunition arms and used actual radio channels.
- Police had to move past approximately 20 wounded individuals to look for the active shooter. The officers found and eliminated the threat.
- The Montgomery County Fire Department arrived to triage the wounded.

- Incident command was set up at the Hospital. The Hospital was locked down during the incident. The exercise enabled the Hospital to learn about communication issues in lockdown during a medical surge. The lockdown with medical surge was a challenge. The Police Department sent a liaison to work with the Hospital. Police screened incoming patients.
- Police and Fire Department also did a hotwash and had ideas for doing things differently.
- The exercise was realistic. It may become an annual event. The actual exercise lasted from 11:30 a.m. to 12:45 p.m.
- Jim will do a white paper on what was learned. He would like to have better arrangements for observers next time.

3. Updates to the City Code

Jenny suggested that before the membership section of the Code is changed that a series of meetings be held with various entities to get a sense of if and when they want to be included.

Andy wanted to be sure that the Code enabled the Committee to do work on its own, including research and data collection.

Jenny will send the text to members for final comments and a vote at the October meeting.

4. Preparedness Month So Far

Jenny reported that Mayor issued a proclamation on September 4. She made a presentation to Council that evening. The presentation went well. There were questions about building captains in apartment buildings and neighborhood safety contacts.

The Committee discussed safety contacts. Buddy suggested starting out small and working with the Police Department so as not to duplicate efforts. CERTS should be included. The volunteers need to be empowered with training, communication, and occasional meetings.

Andy suggested that Safety contacts could have been invited to observe the exercise at WAH. The Police Department would need to communicate with them about issues and develop a mechanism to reach out to them.

Jenny suggested that the safety contact idea come back as a side project for Committee discussion.

Chief Tracy noted that the new Police Chief, Alan Goldberg, was considering having a 20-hour per week emergency management position instead of the combined Communications/Emergency Management position that had been suggested.

In response to a question about how the issue of emergency preparedness will remain important in light of the management turnover in Police and the City Manager's Office, Chief Tracy noted that Chief Goldberg is trained in the EOC.

Jenny also reported that the website has been updated. The Folk Festival EPC table went well. She had emailed all the CERTS in Takoma Park and did not receive a single response. She is considering personal contact by phone.

The letter and 30 packets have been prepared for the landlord packets.

Jenny provided follow up on the questions raised by the Committee concerning backup power in the Community Center building and computer backup and restoration.

The Committee discussed its plans for the October 7 Street Festival.

Jenny was asked to send an email noting upcoming events needing volunteers so that folks can look at their schedules to plan.

Adjourn

The meeting was adjourned at 10:00 a.m.

Minutes adopted October 11, 2012