

**City of Takoma Park
Emergency Preparedness Committee Meeting
August 27th, 2015 7:00-8:30pm Hydrangea Room**

	Item	Who	Time	Hr
1.	Welcome	Jenny	5 min	7:05
2.	<i>Sub-committee Reports</i>			
	a. City Brief	Ron	15 min	7:20
	b. County Brief	Joe	5 min	7:25
3.	Out of Area Contacts	Tom	15 min	7:40
4.	Preparedness Month Planning	Ron	35 min	8:15
5.	New Business	Open	5 min	8:20

Next Meeting:

- Thursday, September 24, 2015

Links to training

- Virginia Department of Emergency Management - <http://www.vaemergency.com/em/training>
- Maryland Emergency Management Agency - <http://www.mema.state.md.us/calendar/index.asp>
- Federal Emergency Management Agency - <http://training.fema.gov/is/crslist.asp?page=all>
- International Federation of the Red Cross - <https://ifrc.csod.com/client/ifrc/default.aspx>
- Disasterready.org - <http://www.disasterready.org>

Event Calendar

- Folk Festival - Sunday September 20, 10:30am-6:30pm
- Street Festival - Sunday October 4, 10:00am-5:00pm
- Lifelong Takoma Day - Saturday October 10, 10:00am-5:00pm

Attendance:

- Present: Ron Hardy, Jenny Kurtinitis, Andy Kelemen, Herma Percy, Kamelah Jefferson,
- Guest: Buddy Daniels
- Absent: Claudine Schweber, Rebecca Chestnut, Tom Horne, Joe Corona

City Brief

- Apartment outreach - overall pretty well received. Apartments were selected by looking for ones that have a general open area where people could meet. Met woman, Mary Gordon, who is interested in volunteering with emergency management type stuff. Ron is going to have her work on faith-based outreach
 - 5 buildings last week
 - 5 this week
- Drug Take Back September 10am-2pm
- FEMA Corps will be on board to assist with Folk & Street Festivals
- Developing Active Shooter scenario with WAH

County Brief

- Developing calendar of Preparedness month events
- Functional needs brochures now available in Spanish
- Recent shelter situation, going to review SOPs and see what needs to be updated
- Working with volunteer groups to see what kind of services they can provide during emergencies

Out of Area Contacts

- Suggestion to run at Street Festival instead of Folk, expect to catch more people that way
- 1 message out bound during an emergency reduces 10 inbound messages

Preparedness Month Planning

- *Purpose* - focus on citizen preparedness - further define
 - Look at 3 buckets - **general preparedness**
 - City employee preparedness
 - Citizen preparedness
 - Training
 - From April - Citizen most popular among attendees - focusing on seniors and youth
 - How to utilize the media? Some kind of insert for the newsletter
- *2015 Options*
 - Meeting To Dos
 - Discuss radio messaging

- Review questions - Ron to send
 - Discuss speaker - move to oct, Ron to request room, will promote to the community
 - Home Fire event -
 - Takoma Radio - preparedness messages
 - Council Presentation - Sept 8, yearly brief out, paired w Proclamation
 - Emergency Kit Promotion - have updated flyer. Add piece for general promotion of specials at local stores since at least 1 item is typically included on weekly specials - *DONE*
 - Folk Festival - Sept 20
 - Partner with radio group to deliver messages to out of state contact - JK email Tom to confirm
 - F/U re: radios
 - Sign up - JK will send out in early Sept
 - FEMA Corps - JK & RH to ID contact and see if they could come to each
 - Emergency Preparedness Trivia Night at Olive Lounge/Republic/Busboys/Kin Da
 - Patrick tasked with setting up date & time
 - Prizes - do we want to do? If so, use headlamps?
 - Update website – fun facts - will be part of overall new website
 - Apartment outreach - Ron to set up tables at apartment buildings and talk to folks on their way home - Ron is doing, see above
 - Speaker
 - RH to reach out to Pepco contact, and possibly Edward from MEMA for meeting on Sept 24. Oct 22 meeting date is back up
 - Will promote to the general public
 - Ron to see if Azalea Room is available
 - Papal visit is a conflict for Sept meeting, will see if can join for Oct
- *2016 Planning*
 - [FEMA Preparedness Month Toolkit](#)
 - *Red Cross Home Fire event - JK reached out to Wendi to what it would entail to organize.*
 - *Great Shake Out - October 15 <http://www.shakeout.org/southeast/maryland/> Can inquire at the cluster office for the public schools. Have they ever heard of it. Tom will reach out.*
 - *Assemble Landlord packets -*
 - TTX with City Department Heads
 - CERT Training
 - Camp In
 - Engaging with the Lifelong Takoma activities
 - Connecting to EF