Federal Executive Board

All Hazards Committee Teleconference

Tuesday June 11, 2013 1-3 pm

Teleconference # 1-954-356-7850

Chairperson - Michael Self - West Palm Beach VAMC

Recorder - Cindy Lang - WPB-VAMC

Michael Self opened the meeting at 1:07 pm.

ATTENDANCE - Present:

Michael Self - WPB VAMC

Cindy Lang - WPB VAMC

Dorothy Jenkins - FEB

Jaqui Arroyo - FEB

Tony Lee - TSA - on behalf of Tim Lewis TSA FLL

David Silva - HHS Miami -

Rick Miller - South COM

EXCUSED:

John Fenn - FEMA Region 4

Holly Hollingsworth - FEMA

Bob Young - TSA FLL

Danny Alonso - DHS/CBP

Sheila - Cabrera - Secret Service

Pat Folts - OCB (Office of Cuba Broadcasting)

Eileen Lopez - Tome - CIS - Miami

George Colson - FDOH - (Retires today)

Elizabeth Sharp - TSA - FLL

Mark Morgan - Miami VA

Lt. Chris Kimry - Reassigned

Submitted by Recorder
Cindy Lang RN BSN MPH CIC
Senior Infection Preventionist
West Palm Beach VA Medical Center

Purpose: This committee is an organization of Emergency Managers, or individuals assigned to emergency management responsibilities. Their mission is to (1) provide a forum for communicating and

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Purpose Continued:

Assessing government-wide emergency management policies and sharing best practices; (2) promote collaboration across agency lines and with FEMA; and (3) help educate South Florida federal community on emergency preparedness, response, recovery, and mitigation issues.

The Purpose was read by Michael Self, Chairperson.

(I) Approval of Minutes (May meeting was cancelled)

April 9, 2013 minutes were reviewed and approved.

Next month (July 9, 2013) Michael Self will bring the last two sets of minutes to the FEB office for signatures.

II ANNOUNCEMENTS

Jaqui Arroyo had 2 announcements

A. Quick Series Emergency Management Guides

Quick Series makes Emergency Preparedness publications as booklets covering topics on

- Hurricane Preparedness
- Public Safety
- COOP

You can purchase & customize booklets to your organization

Pricing → relatively inexpensive for all that you receive

Other FEBs have purchased them

Michael Self has also purchased products in the past:

→ Stress Management for Emergency Responders

The Mental Health (MH) staff members at the VA were very impressed with the content of this publication

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Emergency Responders are given information on how to recognize stress and address it.
$3.61 apiece

→ Hurricane Preparedness Booklet - also very good $4.09/copy
→ Disaster Recovery - $3.87/copy
→ Planning for Continuity of Operations - Very Good! $6.46/copy
This COOP booklet is 3 times as thick as the others
An agency can utilize it to assess current COOP
→ Antiterrorism Quick Reference Guide for Public Safety
The QuickSeries Company does not charge extra for adding your agency LOGO to the cover of each booklet and a certain amount of words.

Michael Self put the VA logo + 4 lines of text on VA booklets to include 2 Contact People/their titles + phone #s for FREE

The booklets are impressive - they have been well received at WPB VAMC
→ Mike Self will bring a sample of the VA booklets to the July meeting
→ Jaqui Arroyo will bring those from the FEB + the 2013 catalogue

Each FEB Committee has $500 allocated for funds
If this committee would like to do a book for All Hazards Committee that is possible
OR - you can take it to your own organization for local purchase

This QuickSeries Guide will be a New Business item on the Next Agenda (July 9, 2013)

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II Announcements Continued

B. Interagency Emergency Management Exercise - Sept 11, 2013

Jaqui Arroyo spoke with John Fenn, our FEMA contact about this drill.

John will be in FL on 6/20/13 for the FEB Board meeting which has an Emergency Preparedness focus.

John Fenn → not as a speaker - but using travel funds

He will talk with Jaqui Arroyo about training after the 6/20 Board.

He has invited us to attend this meeting

John worked with the Atlanta FEB for their interagency exercise, which he is duplicating down here with their permission

1 day event - 1) notification / 2) activation / 3) relocation / 4) access to central record
Atlanta event was a TORNADO 5) reconstitution

We may wish to choose a HURRICANE scenario

We could do the drill on September 11, 2013

John Fenn will train in August (no specific date yet)

+ We can get the exercise done by the end of the year.

He will send a flyer + a manual to FEB

Jaqui Arroyo will share it with the AH committee

→ Date → 9/11/13 - is not good for Michael Self as the VA has a scheduled survey for the Emergency Management Program

We can change the exercise to another date.

→ TSA has 9/11 commemorative ceremonies on 9/11/13 throughout the Airport

Perhaps John Fenn can be asked if 9/10 - Tues - when the FEB Emergency Management Committee meets - or 9/13 would work

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We will try to avoid Monday + Friday dates as people may be absent from work on those days

9/10/13 is a scheduled FEB committee meeting

9/11 → Some advise that it is not a good idea to distract the date of a potential real world event anniversary date - has a real risk of an event

9/10 - if the drill is scheduled for Tues 9/10/13, then on Monday evening, 9/9/13, - we will have to send activation notices to the members who will play
A Hurricane will knock out utilities
We must notify people + test the notification process.

Day of Play → is all day on 9/10/13
Hot Wash - next day 9/11 → avoid or have it 9/12 or 9/13
8Am - 4pm on Tues 9/11

All Hazard Committee members can serve as evaluators

III OLD BUSINESS

1. COOP / Pandemic Issues

A. Review the interagency pandemic plan that was developed during the height of the H1N1 pandemic period

Cindy Lang reviewed the 25 page "Pandemic Resource Handbook" which was developed in DRAFT format in 2009.
Much work was done on this document.
Cindy Lang is updating the web-site references that are outdated.

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III OLD BUSINESS-

1. COOP / Pandemic Issues - continued

A) We are proposing the finalization of a South Florida FEB Pandemic Influenza Plan 2013

The plan is issued to the South Florida Federal Community in an effort to provide a coordinated and uniform plan for how Federal agencies will handle wide-spread absenteeism and the maintenance of critical functions in the case of a pandemic influenza outbreak.

The document is intended for incorporation into your Office/agency internal pandemic flu plan.

It is requested that All Hazards Committee members bring their facility/agency Pandemic Flu Plan (if they have one in place) to the July 9th Face to Face meeting at the FEB.

Please review this document, which will be resent to Committee members & be prepared to discuss it at the July 9th F2F meeting.

B. CLOSED POINTS OF DISPENSING of Vaccinations (Seasonal & Pandemic Flu)

Cindy Lang discussed the Draft Version of the Memorandum of Agreement Between Florida Region 7 Health Departments And (_____)

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→ The MOA is very refined and it delineates the responsibilities of the County Health Departments (CHDs) (Miami-Dade, Broward, Palm Beach & Monroe) and the Closed Point of Dispensing (POD) organization for activities related to the prophylaxis of individuals and their family members in the event of a catastrophic biological incident or other significant public health threat.

→ The MOA outlines the scope of work between the Closed POD and the CHDs

→ The MOA does not create a contractual relationship between the parties.

Jaqui Arroyo provided some background information on the MOA Draft, which was written by the CHDS.

We may wish to discuss what is missing in the document that would prevent an agency from signing the MOA.

The FEB met with agencies in board meetings with the Health Department & discussed the MOA and reasons why they were hesitant to enter an agreement with the CHDs

Even the DOD had a regulation in the form of a memo from Administration that directed the DOD to go into partnership with the local health departments They even took it to the SOUTH COM Director of Operations & still the MOA was not signed.

We are unsure of the reasons why people are reluctant.

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There may be fear of liability

The contract (MOA) basically says:
Tell us the number of employees in your organization and the location (physical address) and give us a Point of Contact and in the event of a disaster we will contact that person & transport & give you the prophylaxis.

The Health Department presented the MOA to the FEB
They ~~were~~ were willing to talk with contact people 1:1
Headquarters will send us supplies as needed.

We will discuss this further at the July 9th meeting OPEN.

III OLD BUSINESS

2. Emergency Preparedness Training

→ A. FEB AHC Training Needs Survey Report

The Emergency Preparedness survey was sent out by Mike Self. The top 4 choices – picked training events with the most votes to try to pursue (not this year) but in FY14.

2014 ① Advanced Professional Series (APS)
G191 Incident Command System / Emergency Operations Center Interface

② NIMS ICS All Hazards Incident Management Team (AHIMT)
Position Specific –
L962 ~~M~~ NIMS ICS AHIMT Planning Section Chief

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(3) Continuity Excellence Series
G/ICS 402 - Incident Command System (ICS) Overview for Executives and Senior Officials

(4) Emergency Management Series
G 194.4 - Preparing for Post-Disaster Responsibilities

2015 (1) Advanced Professional Series (APS)
G 358 Evacuation and Re-entry Planning

(2) NIMS ICS All Hazards Incident Management Team (AHIMT)
Position Specific
L 967 NIMS AHIMT Logistics Section Chief

(3) Continuity Excellence Series
L/G240.a Leadership and Influence

(4) Emergency Management Series
G 363 - Hurricane Readiness for Coastal Communities

2016 (1) Advanced Professional Series (APS)
G 358 - Evacuation and Re-entry Planning

(2) NIMS ICS All Hazards Incident Management Team (AHIMT)
Position Specific
L 962 - NIMS ICS AHIMT Planning Section Chief

(3) Continuity Excellence Series
L 155 - Building Design for Homeland Security

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2014 continued

(4) Emergency Management Series
G194.4 Preparing for Post Disaster Responsibilities

FEB All Hazards Committee Exercise Survey 2014-2016

Exercise Type -	Exercise Type
Hurricane	Pandemic
Active Shooter	Logistics Support

Take it from here → work up for FY 2014 - 4 courses
& line up instructor so FEB can offer to our members
Go forward with it.

Jaqui Arroyo - Work with John Fenn / FEMA / County EOC
Region 7 - South Florida Regional Security Domestic Task Force
Coast Guard
Region 7 SF RSDTF - has a list of people who can do the training

We have $500 per year for training
District 7 has people trained who can teach
Mike Self knows an instructor also
We have a list -

Embedded copy of the above survey is in the agenda
Go forward → Line up training for FY 14

Exercise Type -
Hurricane for this year -
Do 1 exercise each year
We must decide what to do in 2014

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Q Logistical Support Exercise → what does this entail

A As an example – if we have a water spout come into land off Fort Lauderdale which hits the Federal Courthouse & Federal Jail + they need equipment to respond beyond their capability + staff & vehicles → We ask the FEB for help & response to help.

It is not a deeply involved or lengthy exercise
Has FEB ever coordinated anything like that?

Another example – the Medical Center has a list of all equipment & supplies deployable for NIMS
ie – If someone asks for a "FRONT END LOADER"
You can get anything from a Bobcat to a huge machine

Q Have other agencies developed lists of equipment & supplies?

We must be specific in types of equipment requested

Currently there is no real association for "year" with any exercise except for a Hurricane exercise for this year

We must assign dates to the type of exercise

III OLD Business – 2 Emergency Preparedness Training

→ B. Incident Command System Training – IS 300 + IS 400
Mike Self embedded an E-mail message from Richard Allen who advised us to Contact FDEM & request that they have someone from FEB to access the instructor listing.

Jaqui Arroyo will accept this action item & will report at the July 9, 2013 FEB AHC meeting.

Lieutenant Chris Kinney transferred to another station
He gave us an E-mail message with his replacement
We can reach out to him for 300/400 training

→C. Mission Essential Functions (MEF) June 2013
Each agency needs to define its Mission Essential Functions to actively plan risk assessment & COOP planning
No need for training voiced

Jaqui Arroyo → We requested training from FEMA before John Fenn came on board -
We can ask him on 6/20/13 at the board meeting

→D. Telework and its Role in Emergency Preparedness Management (9/13]
September 2013
We are waiting for travel funds - or can do it VTC
August → a "lost" month for most people - wrapping up

We may need to do this by VTC - she probably won't get money

30 people are members of the All HAZARDS Committee (AHC)

October - 2nd week - Fiscal people getting new funding divied out - so this is a busy week

1 Hour Training

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October 8, 2013 10/8 = FEB Committee meeting
Who do we want to have listen to it?

When will we have it? At same location as committee mtg
10-11AM - followed by committee meeting

VTC - Capability could reach more people
Adobe Connect is also an option

Put something out to members to see who would be interested

Jaqui Arroyo will send something out - to see if agencies are interested -
Jaqui will talk with Kimberly on 10/8 for VTC or Adobe Connect

Adobe Connect is good since a person is not required to leave his/her desk

→ E. Building Design for Homeland Security for 2016
(Risk Management Series E/L 155/156)

If we can get it before 2016 - that is "cool" too
John Fenn spoke about it + we can ask him on 6/20

→ F. Devolution Training
→ G There is a certified list of instructors
We will follow up on that, too.

Willis mailgroup - Jaqui Arroyo will send out
willis@a.mil

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OLD Business

[3] Emergency Preparedness Exercises

→ [A] Training and Exercise Survey

Average 80's - Scores Jan to Now

Once we level off with # of members

June should be ~~constant~~ Consistent

List comprised of Agency Heads

Must notify OPM

Dept. of Commerce

& FEMA

Qualification - # should compare apples to apples

We can talk about setting our goal at 80%

→ [B] All Hazards Committee members attempts to identify exercises around Florida or SE Florida.

[4] SEQUESTRATION

[A] Effects of budget cuts on FEB members' Agencies and their effects on EM readiness

We discussed effects of budget cuts at the last meeting

Mike Self reported that there has been no effect at the VA

Joqui Arroyo - states that she read in the newspaper that Congress will cancel all furloughs for NOAA due to hurricane season.

NOAA = National Oceanic and Atmospheric Administration

Shall we leave the topic of Sequestration on the agenda or should we close it out? Short discussion ensued.

Consensus: Close it out & add again as new business if necessary in the future

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5. Committee Mission and Strategic Plan

→ A. Develop an Annual Strategic Plan that has metrics for obtaining goals, outcomes and progress for long-term projects

At the last meeting (April) we thought this was good & should incorporate it but it still needed some more work.

We need to sit down as a group - eye to eye / Face 2 Face with an Objective timeline & data sources
We can do it at the next meeting:

(1) We will discuss the Pandemic Items from Cindy Lang
(2) we can hammer out the Strategic Plan

B The Strategic Plan can be presented to the FEB for their oversight as to how the Committee is
(1) Conducting business
(2) Completion of Goals, and
(3) Current progress reporting

6 All Hazards Plan Status

→ A All Hazards Plan - Status of members' final versions of their Agency's All Hazards Plan
Perform a HVA for your agency to figure out what hazard vulnerabilities to specific annexes for response to Hurricanes / Internal fires, etc.

B Members to check on their Agency's Plan

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We have spoken at length about this topic in previous meetings

C. Hazard Vulnerability Analysis development and Sharing with FEB

D Sample All Hazards Plan

Generic sample plans have been embedded in the agenda.
Feedback has been received.
We won't push it any further.
This topic has been on the Agenda for 4 or 5 months
We will Close it out.
The Agencies are free to utilize the HVA as they wish.

7 FEB Incident Reports to OPM - Important Topic

→ A OPM monitors emergency situations and requests reports from FEB. Committee to develop a standardized, Simple report for the participating Agencies to use when reporting their status to the FEB during emergency situations / events.

A draft SITREP (Situation Report) is embedded In the agenda

Page 1 is good as it stands.

Comments -

Page 2 contains additional information requested that is optional but not necessary.

Question Does OPM require specific things to be reported? Does everything on this form (SITREP) conform to their requirements?

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① Have all STAFF been accounted for?

② Are there agencies that cannot stand-up → go on with their mission essential functions?
Do they need something?
MEF = Mission Essential Functions
PMEF = Primary Mission Essential Functions

This is all information we need to help the agency locally.

If they ask us → We ask members if they need something
If they do need something → We go out & find it for them

① Account for persons
② When can you perform MEF?
Account for missing staff

Do away with #2 Communications -
Page 2 → Second page of SitRep
We bring up logistics needed - & cover that as #3

1 Page then → Red / Yellow / Green
to indicate if operative

Clinic - Branch status
Question synopsis of current situation for the agency

For SitRep
- Staffing & communications
- Logistical needs
- Points of Contact

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Provide this SITREP form to all agencies
This is the form we request you use - to send us
You can make up your own communication schedule

FEB keeps OPM aware of our recommendations during emergency
We call as soon as an emergency ~~event~~ is over
Our report is given usually within 2 days

On Day 1 post emergency some agencies are still trying
to account for the following:
Administrative leave status in effect
Usually after 1-2 days all agencies are restored to MEF

During Hurricane Wilma - there was a considerably longer delay
It was a full week before all agencies were back up & running

Send this out + tell what communication schedule you will use

During HURRICANES → we know what to expect
Do pre-hurricane contact notification

Remind them of Hurricane drill on 6/20
F/u with phone call
Pull up the form + go down the form
Mike Self will make changes & send it out to everyone

→ (8) Agency Executive Job Action Sheet
A. Agency Executive position in member's Incident
Command Center / Incident Management Team?
If so, do they have a Job Action Sheet for the position?

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We will close this item out.
The VA is the only agency with an executive position for which a job Action Sheet exists.

[9] State Liaison Membership on the Committee
[A] Committee needs to ask a state liaison to be a member

Jaqui Arroyo will send an E-mail & give a call to George Colson's replacement.

Jaqui will make Mike Self aware of her findings

OPEN Item

[10] Around the Table
→ [A] Open forum around the phones

(1) Jaqui Arroyo → Board meeting 6/20 –
AHC members can meet folks

[Q] (2) Mike Self asks what type of identification is required for entry to SouthCom for the 6/20 FEB meeting.

[A] → You need your VA ID, which has your name on it –
Government ID or Drivers license will work
→ Your name is on the list Michael → so you are good

Captain Miller → Welcome to the committee
Conference of the Americas – 10AM Mike Self.

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IV New Business - None

V Adjourn

Next meeting - July 9, 2013
South Florida Federal Executive Board
4780 SW 64th Avenue Suite 103
Davie, FL 33314

1 PM

(2) FEB Board Meeting 6/20/13 @ 10AM - US Southern Command Conference Center of the Americas - Room 215-217 9301 NW 33rd St. Doral FL 33172
Mr. Lewis has been assigned to another airport (Miami)
Tony Lee will get back in touch with us regarding this via an E-mail or phone call

Quarterly FEB Board Meeting
Thursday June 20, 2013

10:00 am – 12 Noon
Conference Center of the Americas
Room 215-217
9301 NW 33rd St.
Doral, FL 33172

Respectfully Submitted

Cindy Lang, RN, BSN MPH, CIC
Senior Infection Preventionist WPB VAMC