



DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

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The Douglas County Emergency Management/Local Emergency Planning Committee Board met on April 14, 2016. Chair Ron May welcomed and thanked everyone for attending, then called the meeting to order at 8:30 a.m. Introductions were made. A motion by Chris Lesser to approve the January 7, 2016 minutes; Chief H. Wayne Riley seconded and the board unanimously approved the April minutes. Those present included:

Attending:

Tom Damewood	Bill Winegar	Jeanette Klamm	Ron May
Bob Newton	H. Wayne Riley	Jane Blocher	John Bradley
Trent McKinley	Keith Browning	Bill Edwards	Brian Foote
Andrew Foster	Larry Gray	Kay Johnson	Ken Keiter
Bud Waugh	Shaun Coffey	Shannon Oury	Mike Russell
Chris Lesser	Greg Neis	Randy Roberts	

Others Attending:

Robyn Krutz	David Hogg	Jillian Rodrigue	Zane Steves
Jim Martin	Jamison Honeycutt	Kate Meghji	Chris Croucla
Rich Barr	Gary Goombi	Justin Henke	Gary Tolle
Jennifer Kelley			

Presentation:

Staff Updates:

- Local representative Gary Tolle, from Southern Star Central Gas Pipeline partnered with co-workers Justin Henke and Jennifer Kelley to present to the Board on the national gas transmission pipeline system that runs through Douglas County and their facilities.

Plans-

- EM is partnering with LDCFM, LMH, and LDCHD to update the Mass Fatality Plan for Douglas County. The updates will ensure the plan is more jurisdictional specific.
- EM is assisting the Lawrence Humane Society, local veterinaries, Lawrence Animal Control, and the ASPCA to build an Animal Response Plan as an annex to the EOP. This will be a standalone annex for large magnitude events like evacuation during a disaster. This will ensure that the county will have trained people who can be activated that know how to handle animals, including both pets and livestock.
- The United Way is taking the lead on writing and implementing the Spontaneous Volunteer Plan. The plan is critical to manage spontaneous volunteers in Douglas County in an emergency or disaster.
- David is also working on updating the Douglas County Emergency Management COOP plan. As a requirement of EMAP, COOP plans are not only necessary for the EM department, but any department or ESF that has essential functions within Douglas County should have an updated COOP plan. David will

reach out to these partners to work with them to review, update, and submit their plans. If your agency does not have a plan or needs assistance updating your current COOP plan, please reach out to David.

- The Strategic Plan serves as a guidance giving us directions, goals, and objectives for Emergency Management to utilize. In addition to the guidance it provides, it also assists EM by helping reach several standards that are required to be met for the EMAP accreditation process. After reviewing the Strategic Plan, a motion by Bob Newton to approve the plan was made. Chief H. Wayne Riley seconded the motion and the board unanimously approved the Emergency Management Strategic Plan.

Volunteer Updates:

CERT/Skywarn/ACT-

- All of the volunteers were brought into the EOC to conduct the Radio Etiquette exercise. The goal of this training was to get all volunteers involved and to give them an opportunity to practice radio etiquette conversations, provide more detailed information during the conversations, and more on their strategic placement.
- A full CERT class is being scheduled for June or July of 2016. There will be an additional focus on preparing CERT volunteers on how to assist their families quickly and how to respond to an emergency timely.
- CERT volunteers set up a station at the Haskell Preparedness Fair on March 31st, 2016.
- ACT will meet in June for their EOC/LMH exercise.

Grants:

HMEP-

- The 2016 Chemtrade Functional Exercise has been accepted and signed off on by the State. A meeting with the contractor and staff members is scheduled for next week to determine planning meeting and exercise conduct dates. If your agency is participating, please determine which representative you will designate to sit on the Planning Team. Please document salary and benefits of personnel involved in the planning and exercise conduct as that is how we meet our match requirement (If you would like to gather up that information to send into Robyn early you are all welcome to do so).
- The Commodity Flow Study (CFS) contract has now been signed. Tetra Tech is the contractor for this study. After the study is completed, a representative of the contractor will come out to the LEPC Full Board Reorganization meeting and give a presentation of the findings including discussion of the timeline, data collection and field survey strategy, compiling and reviewing existing data, questionnaires that were developed, and what facilities were interviewed and the findings in those interviews. The completed CFS, grant matching information and all closeout forms are due to KDEM by August 31st, 2016.
- Teri has submitted the grant proposals for the 2017 HMEP grant year. KDEM will notify DCEM regarding the status of the grant proposals sometime in October of 2016. The following three applications were submitted to the state;
 - ✓ Tabletop Exercise involving Hazardous Materials Transportation- This multi-jurisdictional exercise will allow Douglas County agencies to meet, interact, train, and assess strengths and areas of improvement when responding to a hazardous materials transportation incident.
 - ✓ Hazmat IQ- an emergency response hazmat training taught by firefighters in order to train and educate first responders. This is an 8 hour course created to strengthen hazmat awareness, operations, and decision-making skills.
 - ✓ Emergency Operation Center Leadership Exercise for Hazardous Materials Responders- this course will teach participants skills needed to respond to, manage, and recover from hazardous material incidents in a total immersion training environment.

After approvals of 2017 HMEP, we will begin to look ahead at applying for 2018 HMEP. If there are any Hazmat and transportation specific exercise and trainings that you or a surrounding agency may need, please let us know and we apply for them for the 2018 HMEP year.

Outreach:

- The 2016 Pursuit of Preparedness Campaign was presented to the students of Baldwin City Intermediate School on March 21st. It was a huge success and reached over 103 students and their families. We began with a severe weather presentation and finished the campaign with a kit give away. Every item in the kits was donated by local businesses and community members. Our goal is to reach 150 students annually so Robyn will be researching another group to present to before the Pursuit of Preparedness is complete for 2016.

Severe Weather Awareness-

- Weather 101 was Monday, March 21st, 2016. Between 80 and 90 attendees were present. This was the basic informational class about severe thunderstorm development, identification of important features, and safety and preparedness tips. This class was free to the public, hosted by DCEM and presented by the National Weather Service in Topeka and held at the Lawrence Art Center.
- Severe Weather Awareness Week was March 14th through the 18th. EM participated in numerous interviews including interviews with KPR, Cumulus Weather, students of KU and a daily interview with KLWN in which we gave away one emergency kit to listeners daily. The Statewide Tornado Drill was to be conducted on Tuesday, March 15th at 1:30PM (DCEM siren activation only) and 6:30PM (the typical test) but only the 1:30PM activation was done due to the threat of severe weather during the evening. The 6:30PM test was postponed to the backup date on Thursday, March 17th. This was both a holiday and a KU game day and presented a challenge and lots of community confusion. It was also a change from previous years because it was an effort to encourage individuals and businesses to practice their plans during the evening hours when severe weather is more likely.
- The 16th Annual Severe Weather Symposium was held at the KU Memorial Union on Saturday, March 5th. This was a day of training designed to provide instruction in advanced storm development, spotter safety, and the importance of spotter reports. There were between 150 and 160 individuals in attendance for this event. The presentations included storm videos, expert speakers from both the public and private sectors, and was concluded with a panel discussion with the presenters, National Weather Service meteorologists, and local television meteorologists. It was a great event for volunteers and staff to practice utilization of the Accountability System. An AAR will be created and will address the many new ideas for new sponsors and the need for a new venue for the 2017 year.

Other:

IMT-

- Douglas County is the program manager for Northeast Kansas Incident Management Team (IMT). In the last month or two, EM coordinated two different activations of that team. An IMT is deployed after a county requests assistance from the State. At that point we get notification and then activate the team. Two Douglas County agencies, Kanwaka and Willow Springs were actually deployed by IMT. Wakarusa Township was also offering up resources for those events.

ESF Meetings-

- With the review of the Countywide Emergency Operations Plan, we have started bringing ESF groups into the EOC. Once a month, an ESF group will meet to go over the plan, their organization's roles and responsibilities, and the processes associated with the activation of the EOC. This will allow for updates or changes to be made to the plan, provide us with current contact information, and allow for the ESFs to gain more familiarity with their roles and responsibilities in the EOC. We have started with ESF 1 and are moving through the ESF's while combining similar ESF's. Our first EFS group to be brought in was Public Works. It was a great opportunity for discussion and ideas about putting together a tabletop exercise for Public

Works. This month a review of ESF groups 4, 9, and 10 will be combined with local fire departments to coordinate plans between agencies and get them familiar with the EOC.

EOC Activation-

- As KU moved through the tournament, the EOC was activated during the Elite 8 game; it was a great exercise to prep the EOC for a live event to practice roles and responsibilities, and test room functions.

Info Sharing:

- Tom Damewood with Lawrence Memorial Hospital shared with the committee that they are working on an internal Functional Exercise for severe weather for the second shift employees. The main goal is to get Incident Command established and get the first and second shift workers coordinating and working together. Tom offered the LEPC members the opportunity to participate as observers or evaluators in the exercise.
- James Honeycutt with the Haskell Indian Health Center will be testing what they call "Code Grey" which is their Active Shooter policies that are already in place either in July or August. Updates to the policies have been made to reflect Homeland Security suggestions/requirements. In addition, "Code Green", Haskell's Internal or External Emergency Event will be tested.
- Shaun Coffey with LDCFM discussed the importance of ICS 300 and 400 and asked the committee representatives to look within their agencies and think about attending these classes to better prepare their agencies for an emergency or disaster. These classes will help to build a better understanding of the role an agency will assume during an incident and how to communicate in a common language among other agencies.
- Jillian with EM let the committee know that both NIMS and ICS courses have been updated. These updates include additional focus on EOC's. Because of these changes, it may be time for your agency to take a refresher course to be subjected to these new concepts, ideas, and information.
- Gary Goombi with Haskell Indian Nations University shared that they are working on their COOP plan with EM and just conducted their Haskell Preparedness Fair. In addition, they are working with LKPD to get them access to campus security cameras in case they need them for investigations.
- Jeanette Klamm with the City of Lawrence Utilities discussed her agency's new lead awareness campaign. So far the testing that they have done in the city has come back with good results, but the outreach program will make citizens aware of the risks and give them the tools to determine what they need to do if they believe they are at risk. The Utilities department will be presenting on the campaign to the City Commission on April 27th.
- Zane Steves with KDEM announced that the 2016 Emergency Response Guidebooks have arrived.
- Rich Barr with Emergency Communication discussed Smart911. Smart911 is a free national service provided by Emergency Communications (911) of Douglas County, Kansas. It is 100% private and secure where a Safety Profile can be created for households that can include the vital personal and medical information needed by response teams to have in the event of an emergency. When 9-1-1 is dialed, the profile is immediately available allowing call takers and first responders to assist faster and more effectively. Information such as health issues, number of people in the household, descriptions of pets, and photos of children can be included.
- John Bradley with Bradley Animal Hospital discussed that emergency plans were still being written and put into place for veterinarians and boarding of animals.
- Jane Blocher with American Red Cross discussed the fire in Junction City and the steps that their agency took to help the military families through that event.

Motion was made, seconded by Chris Lesser to adjourn meeting; seconded by Chief H. Wayne Riley. Motion carried. The meeting was adjourned by Chair Ron May.