**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**National Capital Region Emergency Preparedness Council**

**Date: Wednesday, February 13, 2013**

**Time: 2:00 p.m. – Arrival/Networking**

**2:30 p.m. – Convene Meeting**

**4:30 p.m. – Adjourn Meeting**

**Location: Training Center, Lobby Level**

**777 North Capitol Street NE**

**Washington, DC 20002**

**Draft Meeting Notes**

**1. Welcome, Announcements, Introductions and Approval of Minutes**

* 1. Paul Quander, New Chairman of the Emergency Preparedness Council (EPC), welcomed members and thanked everyone for their continuing support.
  2. Self introductions by EPC Members took place, and Chuck Bean (Executive Director of MWCOG) made opening comments stating that this meeting with the EPC is his first since becoming the COG Executive Director and noting that he attended the first meeting of the EPC.
  3. Frank Principi of Woodbridge and Phil Andrews of Montgomery County agreed to serve as co-chairs of the EPC. Chairman Quander asked for a motion and it was granted to approve the appointments.
  4. Chairman Quander announced May 8, 2013, September 11, 2013, and November 13, 2013 as the meeting dates for 2013 and reviewed the meeting schedule and EPC 101 Handout.
  5. Chairman Quander asked if there were any objections to the November 14th minutes and there were none. He asked for and received a motion to approve the minutes. They were approved.

**REPORTS/OBJECTIVES**

**2. EPC Work Focus and Program for Calendar Year 2013- Objectives**

2.1 Chairman Quander opened up for discussion the EPC Work Focus and Program for Calendar Year Objectives. Enhancing NCR Resilience to Cyber Security was the first outlined objective. He outlined articles from The “New York Times” that read “Hackers from China were trying to obtain government information”. The Chairman emphasized cyber security as a priority because it affects each one of us. During the open discussion, one of the members commented that Cyber Security demands primary focus and a critical first step is to define cyber security. Other comments suggested that Cyber Security should be a “priority” and “a main focus” because of the potential threats for the National Capital Area.

2.3 Chairman Quander asked for a motion to accept the Objectives in the order it was listed on the agenda. However, it was held off pending a discussion of the three objectives later in the agenda as requested by members.

**ADMINISTRATIVE REPORTS**

**3. UASI GRANT UPDATE**

3.1 Tim Fitzsimmons, Chief, Grants Management Division provided a status report on all open UASI grants. He reviewed the FY 2010 and 2011 UASI status and reported that the FY 2010 UASI grant is 70% expended with 58% fully reimbursed to subgrantees. This subgrantee draw-down pattern is consistent with prior grant years. He also reported was that FY 2010 sub-grants award will end on April 30, 2013. Grants have been closed out at 99.9% expended over the last two years.

3.2 With the FY 2011 UASI period of performance (September 1, 2011-August 31, 2014) Fitzsimmons reported that currently, the FY 2011 UASI grant is 27% expended with 13% fully reimbursed to subgrantees. The $59,392,477 grant doesn’t end until August 2014. Decisions on extension availability and policy will be addressed in spring of 2013. FY2011 UASI Spending Status indicates that 59% of awards were allocated to projects.

3.3 Tim Fitzsimmons reported that the FY2012 UASI award amount is $51,839,027. The Subgrant period of performance is from September 1, 2012 to May 31, 2014. Personnel positions (Exercise & Training, Planning, NIMS) began spending FY2012 funds starting January 1, 2013. All FY2012 sub-grants must start spending funds no later than July, 2013. According to the FY2012 UASI Spending Status, most of the awards have been allocated to projects.

3.4 For the FY2013 Grant Outlook, Tim Fitzsimmons reported that the Current Continuing Resolution runs through March 2013. The FY2013 grant application timelines is dependent on the budget appropriation dates. The sequestration will not impact current awarded grants and will likely have a significant effect on potential FY2013 grants. He also made mention that FEMA just gives two years for Period of Performance. Chris Geldart, Director of District of Columbia Homeland Security and Emergency Management Agency confirmed the aforementioned statement.

3.5 Tim Fitzsimmons is assuming that the two year period of performance will start in September 2013 and expire August 2015.

**4. PRESIDENTIAL INAGUARATION 2013 “SNAP SHOT” LOOK AT INITIAL AFTER ACTION REPORT**

4.1 Chris Geldart provided a look on the January 21, 2013 Presidential Inauguration. He mentioned that around 800,000 to 1,000,000,000 were on the National Mall. 797,787 Metrorail trips, 5,683 commuter Amtrak Rail passengers, 1,221 buses were parked in designated areas, 60 Serve DC and 800 DDOT volunteers directed patrons to shuttles and buses. In reference to Public Safety, they responded to over 178 calls for assistance from the National Mall, 45 patients were transported to area hospitals; 2,618 officers from 86 outside law enforcement agencies provided support. Geldart remarked that “all in all, it (inauguration) was a success”.

4.2 Chris Geldart reported in reference to Preliminary AAR Findings that robust planning and participation from all District of Columbia, Federal and NCR partners ensured successful operations during the Inaugural period. WebEOC was accessed by approximately 200 District personnel. HSEMA kept a log of official and non-official events, which outside agencies found useful. Civil Disturbance Unit officers were adequately trained prior to the event, resulting in the effective management of authorized demonstrations. He also reported that coordination between USSS, Park Police and MPD for the event security went well, specifically for planning and executing pedestrian egress. A handout of statistics was provided.

4.3 Chris Geldart reported that with Preliminary Findings, the Department of Public Works successfully supported operations during the Inauguration period. With training, District stakeholders found pre-event exercises, drills, and other training activities to be helpful for planning efforts; however, the large amount of training events sometimes conflicted with operational planning.

4.4 Egon Hawrylak, Deputy Commander of Joint Forces Headquarters reported that compared to past Inaugurations, the 2013 Inauguration had no opening ceremony; there was an added White House brunch/reception. No Presidential departure ceremony took place, and two Oaths of Office took place (Sun 1/20 & Mon 1/21). Also noted, was the fact that there were only two official Inaugural Balls. A handout was provided

4.4 Egon Hawrylak listed the NSSE Primary Agencies, as well as the Executive Steering Committee, 25 Subcommittees and their functions. He also highlighted observations that were made during the 57th Inaugural event in order to make changes for future events. One of the main observations was to have an Early designation of the NSSE, creating a Critical Infrastructure Coordination Center, Critical Events List, increased Social Media Engagement, and multiple Rehearsal of Concept (ROC) Drills.

4.5 Egon Hawrylak also pointed out that with the Rehearsal of Concept (ROC) Drills; two drills were executed using large floor maps. Other 2013 Inauguration Observations included a single, integrated Joint Task force, early and parallel planning among Mission Partners. Credentialing needs improvement. Hawrylak emphasized that everyone needs credentials (from bus driver to marching participant), and that Intelligence oversight needs improvement.

4.6 Chairman Quander commended the region, stating that they should really applaud themselves for the Inaugural Event, and how it was handled. He labeled it “a class act”.

**5. NCR RESILIENCE TO CYBER SECURITY**

5.1 Gail Bohan provided an update regarding the development of a Cyber Security Framework for the National Capital Region (NCR). She stated that “cyber 9/11 could happen imminently” and that the population has been under threat. She referred to an incident in South Carolina where a critical error occurred (from pressing the wrong button an e-mail) where 6.4 million records (SSN, bank accounts etc) were lost. As a result a Malware attack was spread and currently a mitigation plan has been put in place.

5.2 Ms. Bohan noted that threats could come from many sources such as terrorists, nation states, hacktivists, cyber criminals, disgruntled insiders, and also phishing. She also highlighted that President Obama signed a new cyber security Executive Order on February 12, 2013. She displayed a chart showing the growth of cyber threats from the 1980’s to the present day with threats such as convergence, staging, Sophisticated C2 and phishing.

5.3 Gail Bohan stated that the Cyber Security Framework Project will improve cyber resiliency, identify opportunities for improvement, improve communications, and improving regional response to attacks through better coordination among federal, state, local, and private sector partners. Also she noted that the Senior Leaders Seminar is being led by the Critical Infrastructure Protection (CIP) Regional Program Working Group and that it will focus on Cyber Security. Outcomes will be used to inform the scope and focus of the regional cyber framework project.

5.4 Gail Bohan also reported that the Project Team is working directly with the DHS Cyber Security Division to leverage resources in carrying out the project.

5.5 It was reported that the expected outcomes over the next 2-3 months include completion of 10-20 Cyber Resilience Reviews at regional Critical Infrastructure and Key Resource sites such as NCRNet jurisdictions, Energy, Healthcare, and Water and Wastewater in the region.

5.6 Chris Geldart reported on the Bio Watch program now in use can be used as a model to improve information sharing about cyber threats. It is governed by DHS, instituted by CDC with a lab director for each jurisdiction. In case of a threat similar to the Anthrax scare, the lab directors would receive samples (i.e. white powder, Anthrax) then proceed to assess, conduct analysis, and identify possible solutions based on a time line. The aforementioned is a step-by-step process and lab directors would report their findings to the jurisdictions. Ms. Bohan added that hopefully jurisdictions in the region would proceed to develop a similar process to address a Cyber Security situation.

5.7 Chairman Quander suggested that a Senior Leader Seminar should be held in mid-May so that it can help inform the Cyber-Security Framework by identifying the gaps and other issues that need to be discussed and included in the Cyber-Security Framework.

5.8 One member suggested that communications is another aspect that should be discussed during Senior Leader Seminar. Another suggestion was to focus the Senior Leader Seminar on actionable activities consistent with national and regional priorities. Steve Kral (Metro) highlighted and reinforced that Cyber Attack is (according to an HHSC committee hearing held today) the number one threat in the U.S. and noted that there is another committee meeting on Cyber Security to be held on February 14, 2013. Frank Principi indicated a need to have the private sector involved if the focus is on critical infrastructure. Principi indicated that “an objective must be realized a year from now”. Emphasis on radio and utilities for residents was another suggestion. Power outages, communications outages, and interdependencies such as transportation/communication were discussed in open discussion.

5.9 Phil Andrews requested that the Senior Leader Seminar be moved to late May 2013 after the budget processes are completed by most jurisdictions. Chairman Quander asked if there were any objections to move a motion to move the SLS meeting to May 20 or later, with the subject of “Cyber Security”. The motion was moved and approved.

**6. INCREASE PERSONAL PREPAREDNESS THROUGH WORKPLACE BASED INITIATIVES**

6.1 Jack Brown, Chair of the Emergency Manager’s Committee briefly discussed the objective to increase personal preparedness through workplace based initiatives. He reported that it’s important to prepare businesses because “better prepared businesses contribute to better community recovery”. COOP, and emergency team plan reviews and “coaching” were emphasized, as well as evacuation plan briefings and the use of guides/tools to conduct risk assessments.

6.2 Jack Brown also noted that the “Buddy System” is an excellent tool to use with evacuation plan exercises. He highlighted how imperative preparation can be in “what if” situations, and “shelter-in place” preparation. As a means to meet these objectives, he noted that table top exercises, CPR/AED safety are important.

6.3 With the handout Mr. Brown provided, Workforce Preparedness, through Bag Lunch Employee Sessions are vital as well. Personal preparedness, family readiness, Arlington Alert and alternate routes to respective homes were noted points.

6.4 Linda Mathes, CEO, American Red Cross, National Capital Region, urged all to be prepared and to include incentives to have loved ones stay prepared. She provided a handout, displaying the ARC NCR Weekend Disaster Report that included a map of the National Capital Region. She also urged all to make a plan, get a kit, and be informed. Preparedness ensures workplace continuity through caring for individual families

6.5 Ms. Mathes emphasized the fact that exuding preparedness leadership “is a must “and that everyone should take advantage of available resources such as the Red Cross Ready Rating. The Ready Rating Program is free, web-based, self paced program which provides a framework for organizations to prepare for emergencies. Ms. Mathes mentioned how American Red Cross has one of the best online systems in the U.S. She also reported that the American Red Cross also has four mobile apps available for free including: Earthquake App, Wildfire App, Hurricane App and First Aid App.

6.6 Feedback included suggestions to have a program to alert parents as to where their young school children are located in the event of an emergency. The need to have an emergency plan for the school your children attend was considered to be a must have by parents. Also a campaign should be coordinated to assist those who ride Metro and other forms of public transportation.

6.7. Steward Beckham, Director of FEMA Office of National Capital Region Coordination spoke about Employee Preparedness, and noted that by preparing for emergencies, employees can enhance the safety of their families and strengthen their ability to execute their mission. He mentioned that no organization can perform its core functions without key personnel, and that promoting employee preparedness is an organizational responsibility. Mr. Beckham noted that getting employees prepared makes agencies more resilient and it ensures the continuity of essential governmental functions and services.

6.8 Mr. Beckham provided a printed guide of Emergency Preparedness for employees in the National Capital Region. He also noted the availability of FEMA online independent courses as well as workplace certifications and an agency preparedness checklist.

6.9 Chairman Quander asked thought-provoking questions such as “when will we be in a position to get this done?” and “How do we get to the point of completion? How can it be measured?” He asked for comments. Kelly Coyner commented that a goal should be set in terms of how the preparedness measures will effectively take place. Another comment was made that “we’ll never be done (with emergency preparedness) because the area is so transient”. Another suggestion that was made was to “get the government employees to invest time in CPR Training”. Jim Schwartz noted that the kits are huge, albeit maintenance aspects. The two most predictable things are weather related emergencies and workplace gun violence. As an urban region, the latter incidents are occurring even more often. Individuals need to have preparedness kits available at home, in their car, and at work because they do not know where they will be when an emergency occurs. Chairman Quander proposed that the aforementioned issues be addressed (in terms of a further discussion and a possible campaign) in order to have sustainability. Jack Brown commented that emergency preparedness is an emergency management responsibility that Emergency Manager’s Committee will lead this effort and will be prepared to provide a briefing at the next meeting of the EPC.

**7. USAI MANAGEMENT REVIEW AND UPDATE TO NCR HOMELAND STRATEGIC PLAN**

7.1 Chuck Bean reviewed the UASI Management Review process and its connectivity to the Goals, Objectives, and Initiatives in the NCR Strategic Plan. Kelly Coyner noted that the update on the Strategic Plan is in progress and that the goal is to have the update in draft in the spring and to have it available for approval by the EPC at its meeting in September 2013.

7.1 Chairman Quander made a motion to accept the Objectives 1-3 as Objectives for 2013. The motion was moved and approved.

**8. NEW BUSINESS**

8.1 Jim Dinegar made a suggestion to convene a conference call with Governor of Massachusetts and converse with him as to what went well with the Emergency Weather Conditions, what didn’t go well.

8.2 Jim Dinegar noted that, if an American is selected to be the next Pope, the NCR could experience even more traffic congestion and large crowds based on the fact that we have the National Shrine, and National Cathedral located in the region.

**9. ADJOURNMENT**

9.1 Chairman Quander requested a motion to adjourn the meeting, which was approved.