

DRAFT

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

National Capital Region Emergency Preparedness Council

Date: Thursday, November 4, 2004
Location: COG Board Room-Third Floor
777 North Capitol Street, NE
Washington, DC 20002

MINUTES

- 1. Welcome, Introductions, and Approval of Minutes:** Chair Carol Schwartz convened the November meeting of the National Capitol Region Emergency Preparedness Council at approximately 2:10 p.m. and welcomed everyone. Ms. Schwartz reviewed the agenda and expressed her appreciation for all the great work that is being done throughout the NCR to enhance emergency preparedness. The Chair gave everyone an opportunity to do self introductions and recognized Davis Robertson, COG Executive Director for announcements and program administration updates.

Upon motion made and seconded, the minutes of the September 14, 2004 meeting were approved as amended.

- 2. Announcements and Program Administration Updates:** David Robertson, COG Executive Director thanked the Chair and others for their continuing support. He indicated that an updated EPC Roster had been included in the packets and requested that an additional updates be provided to him. Mr. Robertson noted that, based on discussion at the last meeting, the Chair had sent letters to members of the congressional delegation representing our region to request their support of continued Urban Area Security Initiative (UASI) funding for the NCR and pending Mutual Aid legislation. He further noted that the Senate had passed Senate Bill 2845 NCR Mutual and the House of Representatives had passed HR 10 National Mutual Aid and that the bills had been referred to a Conference Committee. Mr. Robertson stated that SB 2845 met the needs of the NCR and that HR 10 contained items not desired by the NCR. He indicated that any letters of support to members of Congress regarding the Mutual Aid legislation would be appreciated. The Chair requested COG provide a draft letter of support and talking points along with names of members of Congress who the letters should be sent to as well as their email addresses and telephone numbers to members of the committee and county executives by November 8, 2004. Ms. Schwartz would like these individuals to contact the identified members of Congress by November 12, 2004.

The Chair requested COG develop materials noted above regarding Mutual Aid legislation and provide this information to members of the committee and county executives. Further, Ms Schwartz would like these individuals to contact congressional representatives and request their support of Mutual Aid legislation for the NCR.

- 3. Private Sector Briefing:** Chip Akridge, Greater Washington Board of Trade congratulated Carol Schwartz on her reelection to the Washington DC City Council. He indicated that the Board of Trade was working on common protocols that can be used throughout the NCR. Mr. Akridge reported that they are conducting business continuity training in Maryland, Virginia, and DC to help businesses prepare for emergencies. He stated that the Board of Trade continues to work on an inventory of goods that can be made available in a disaster situation. Currently, the inventory includes resources from approximately 100 companies. The Board of Trade continues to work on the economic impact that would result from disasters and Mr. Akridge would like to brief the EPG once the project is complete. He also reported that the Board of Trade will be conducting a workshop for local PIO's and the media in December in an effort to enhance the relationship between individuals in the two groups. Mr. Akridge encouraged the individuals working on the citizen public education campaign to take advantage of all the good work that has already been done. He indicated that he had recently seen a report indicating that public planners think 95% of the people will shelter-in-place after a disaster however when surveyed only 5% of the people indicated that they would shelter-in-place after a disaster. In closing, Mr. Akridge stated that planning, training, and exercises continue to be a work in progress at the Board of Trade.

Ms Schwartz thanked Mr. Akridge for his briefing and for the continuing support of the Board of Trade.

- 4. Transportation Briefing:** David Snyder made brief initial comments and introduced John Contestabile, MDOT. Mr. Contestabile briefed the Council on actions the region's transportation agencies are taking to strengthen emergency communications and coordination. These actions include supporting the development and use of the State of Maryland's transportation and emergency management tool, EMMA – Emergency Management Mapping Application – and its implication for assisting with regional incident management. EMMA is interoperable with various local, state, and federal systems. The State of Virginia has a system similar to EMMA and MDOT is working with them to connect the two systems. Once this is done and DDOT comes on board, a regional system will be in place for the NCR. David Snyder commended Mr. Contestabile on an excellent briefing and for a lot of hard work by the Maryland team in developing the EMMA. He indicated that RICCS did not appear to work as well as it could have for the train accident because there were no conference calls. Mr. Snyder stated that the area may not need a TRANSCOM if we have other agencies already performing the same functions. He indicated that maximum coordination

should occur each time there is an incident and that PIO's need to have the correct information. Finally, it was mentioned that COG may be able to perform more of a coordination role in the future. Robert Malson commended DC Fire and EMS on their response to the train accident. He indicated the EMMA may have applications in other areas and that RICCS worked well for the medical community during the train accident.

The Chair thanked David Snyder and John Contestabile for an excellent briefing and requested that they keep the EPC informed of the efforts to connect EMMA with the Virginia system and DC and make it a regional asset.

- 5. Urban Area Security Initiative Funding/Expenditures update:** Mr. Kral provided a handout to the EPC that provided information on FY03 and FY04 Urban Area Security Initiative spending allocations. He indicated that the conference on emergency preparedness for people with disabilities was a great success and the after action report is in development. Mr. Kral stated that 1000 portable radios had been purchased and that Fairfax County had assisted with the procurement of the last 500 radios. He said that 150 of the radios were used for the Marine Corps Marathon. Mr. Kral indicated that three million dollars had been allocated to hospital surge; that \$10M remained available for elevated threat levels; that three million dollars from FY04 remained to be allocated and that the CAO's were working on the allocation.

This was an information briefing and no further action is required regarding this item.

- 6. Briefing on Interoperability between Police and Fire Services:** Chief Rappoport briefed the EPC on interoperability between fire and police services and well as others. He indicated that police and fire throughout the NCR can generally talk to one another using organic radios or by going through available ACU 1000's. Chief Rappoport stated that the 1000 portable radios can be used to connect police and fire units that come from outside the area to support the NCR. He indicated that work remains to be done regarding the policies and procedures associated with the incident command (IC) structure. Chief Rappoport indicated that the Police Chief's Committee was working with Steve Kral on a sole source initiative to obtain the services of Mitretek Systems to identify a system from the many available systems that is the most consistent with the data needs of the police community in the NCR. He indicated that CAD systems still needed to be connected so that they can talk to one another. Finally, Chief Rappoport stated that the DEPC was looking at technology solutions to link EOC's.

This was an information briefing to the EPC on the current status of interoperability between the police and fire services.

- 7. Citizen's Education Campaign:** Steve Kral updated the EPC on the status of the UASI funded Citizen's Education Campaign. He indicated that FY03 UASI funds were approved for the Citizen's Education Campaign that included the private sector. Mr. Kral stated that a statement of work is on the street; that proposals have been received; and that the proposals will be considered by a selection panel. He said that there is already a lot of excellent information available and that it will be essential to leverage all this information as we move forward to enhance emergency preparedness in the NCR. Mr. Kral indicated that the contract should be awarded in early December and that it will have to go to the DC City Council for approval. The Chair stated that the City Council has an expedited five-day approval process for contracts. Mr. Kral said that work will begin on the contract immediately, once the contract is awarded.

Michelle Boykins provided a presentation on an existing education effort and product. A copy of her presentation was provided to members of the EPC. Ms Boykins indicated that the citizen's education campaign that she was briefing had been very successful. She stated that they had initially produced 500,000 copies of a Citizen's Preparedness Guide plus they had placed a PDF version of the document on their web site. The Federal Citizen's Information Center distributed more than 10,000 copies of the guide. They have distributed a total of more than 650,000 copies of the document. In addition, they have had more than \$20M of media donated to promote emergency preparedness. Further, they have hosted regional preparedness conferences in Ohio and Washington. Ms Boykins provided information that would indicate that they have developed and conducted a very successful citizen's education campaign.

Merni Fitzgerald updated the EPC on interim messaging in the NCR. She highlighted Red Cross, Ready.gov, and Citizen's Corps materials and the messages contained in these documents. Ms Fitzgerald stated that one message was: during an emergency, stop and listen and follow directions. RESF-14 has established and demonstrated a Virtual Joint Information Center (JIC). She indicated that Maryland, Virginia, and DC and many of the local jurisdictions in the NCR have their own citizen preparedness guides. DCEMA is conducting community neighborhood exercises. Several communities are issuing go kits and some have conducted their own education campaigns. Ms Fitzgerald indicated that local jurisdictions should continue these activities. She stated that the firm that receives the contract for the Citizen's Education Campaign will need to take advantage of available research and materials. Ms Fitzgerald stated that she saw the results of one survey indicating that 47% of women and 26% of men thought that we were ill prepared for terrorism. This indicates a possible gender gap that the contractor may have to consider. Comments from members of the committee indicated that the transportation community should be included; that the materials need to be brief; that people want to know how they are going to be alerted when there is no electricity and what actions they should take; that the emergency preparedness message needed to be summarized to key points; that \$4.5M is being invested in citizen alert notification systems in the NCR; that DHS is

working with the media to allow the President to interrupt TV programming in an emergency; that Arlington is purchasing a radio station so it an issue emergency information directly to the public; and that 2600 people had signed up for DC Alert Washington.

The Chair stated that she would like the contractor selected for the Citizen's Education Campaign to be on the agenda for one and one half hours on January 6, 2005 for a short briefing and an extended discussion. Further, the Chair instructed Steve Kral to contact her if he had any problem moving the contract through the DC City Council and that she would be happy to be of assistance.

- 8. Next Meeting/Adjournment:** The next meeting is Thursday, January 6, 2004, 2:00 p.m. The Meeting was adjourned at approximately 4:00p.m.