

## **DRAFT**

### **National Capital Region Emergency Preparedness Council**

#### **Meeting Summary Wednesday, July 12, 2006**

##### **1. Call to Order, Introductions and Announcements**

Chair Connolly called the meeting to order and asked that members introduce themselves. Minutes of the past meeting were approved. Chair Connolly said the highlight of the meeting would be to consider approval of the Strategic Plan OVERVIEW. Chair Connolly also stated that a number of individuals had put a lot of hard work into the document but elected officials have not reviewed the document. The Council scheduled another meeting for September 13<sup>th</sup> to adopt the Strategic Plan and the OVERVIEW. This will provide EPC members an opportunity to review the materials more fully. Chair Connolly then introduced Dennis Schrader to present and discuss the NCR Homeland Security Strategic Plan Overview.

##### **2. Action on the NCR Homeland Security Strategic Plan**

Dennis Schrader, Senior Policy Group representative from the State of Maryland presented the Strategic Plan Overview. He said the SPG would like the EPC to endorse the OVERVIEW and conceptual approval of Volumes I & II. Mr. Schrader added that the SPG would like a commitment from the EPC to support implementation of the plan by exercising appropriate oversight and serving as champions in gathering public support for the document. Merni Fitzgerald, Chair of R-ESF#15 External Affairs, also discussed the OVERVIEW, the Citizen Preparedness Communications Plan and Public Messaging for the Strategic Plan.

Tom Lockwood, Director of the Office of National Capital Region Coordination provided background on the Strategic Plan. He said there was an effort to be inclusive, collaborative and transparent in the development of the plan. Mr. Lockwood indicated that when development of the Strategic Plan began back in November 2004, it was clear that a large number of stakeholders would be needed. Meetings were held over a several months and almost 100 people attended one meeting. Further, people from various stakeholder groups were at the table. Finally, after several reviews of the draft document, the initial Strategic Plan came out last November.

Mr. Lockwood said once the core plan was in place last November, the key components needed were skilled, disciplined, and accountable project management; strong oversight; a predictable, reliable resource stream; and a commitment to fund sustainment. He indicated that during the process of developing the plan, four strategic themes emerged and were transformed into strategic goals. They included a

changed culture, an engaged community, an enduring capability and a sustained capacity. The core plan also includes the mission, vision, the goals, the objectives and initiatives.

Mr. Schrader indicated that the NCR Homeland Security Vision is “working together towards a safe and secure NCR”. He said the process and the accomplishments were discussed in meetings last year and that Congress had provided some feedback and requested more focus on outcomes, how things would get done, and timelines. Mr. Lockwood indicated that communications with participants in the process continued for several months and that the objectives were streamlined to twelve. They can be found in the November 17<sup>th</sup> document posted on the COG Website.

Mr. Lockwood said that in recent months the scope of the plan had been updated to address situation assessments, findings from EMAP, the National Plan Review, and the HSPD-8. He also updated everyone on the approach and process used to develop the plan, how Homeland Security Partners were engaged in the plan development, how the region intends to implement the plan using a government process, the availability of Strategic Plan documents for anyone to review, the alignment of the Strategic Plan with other plans, and the current discussions regarding performance measures and cost. Mr. Lockwood indicated that the good news is that this Strategic Plan now has been distributed to committees and others throughout the NCR for review and comment, that discussions had taken place with the Chair of the EPC, the Chair of the CAO’s Committee, and others. Now, the EPC has the opportunity to take the next 60 days to complete a final review of Volume I and II of the Strategic Plan with the support of the COG staff. Subsequently, they will engage congressional staff members and provide them with an update.

Mr. Schrader stated that the Senior Policy Group and the Chair of the EPC will be approving and signing the Strategic Plan and that he would like to see this completed on September 13, 2006. He anticipates that representatives from the NCR will be participating in Congressional hearings this fall. The hope is that local and state officials will endorse the Strategic Plan and support the process. The SPG wants to keep new projects on track in accordance with the time line in the Strategic Plan, and it would like to step up the level of readiness in the region over the next 12 months. A member of the EPC asked if the Senator from Ohio is planning to hold an additional hearing sometime in September. The response was yes. Mr. Schrader said this is what is driving the September 13<sup>th</sup> deadline to adopt the Strategic Plan. It was also noted that the NCR needs to start preparing for FY07 UASI funding and that 90 to 95% of the FY06 UASI funds will be going to support Strategic Plan Initiatives. It was also noted that future discussions need to address the strategy for sustaining UASI initiatives and for improved planning and implementation processes in the NCR. The Homeland Security Advisors indicated that they will be requesting their Governors and the Mayor to sign off on separate letters endorsing the Strategic Plan once it is approved.

Merni Fitzgerald, Chair of RESF-15, External Affairs presented a slide presentation and discussed Citizen Preparedness Communications and Public Messaging. She reported that a communications plan had been developed for the release of the Strategic Plan but it was not in final form. It was reported that considerable work had been done on the Strategic Plan since 2003. However, since last fall, time had been spent incorporating the results of a post Katrina review as well as an EMAP Assessment, and final technical adjustments are now being made to the Strategic Plan. Ms. Fitzgerald said a more detailed communications plan will be developed that will demonstrate regional cooperation. She added that the Strategic Plan should answer many of the public's questions. Ms Fitzgerald said the goal is to show the public how the Strategic Plan addresses weaknesses and strengths. Admitting to weaknesses can be used as the rationale for allocating funds in particular areas as opposed to allocating them in other areas, she explained.

Ms Fitzgerald stated that total awareness is one of the goals of citizen preparedness because it helps in getting personal preparedness information out to the public. She indicated that there are three primary audiences for the communications plan, including Members of Congress, Congressman Davis (who Chairs the Committee on Government Reform and asked follow-up questions about the Strategic Plan), and the general public. Ms Fitzgerald said Congressman Davis asked how the draft of the strategic plan impacted the preparation of their NCR UASI application and how would the strategic plan provide needed communications for future funding applications. The NCR responded to these and other questions in a letter to Congressman Davis. Chairman Connolly noted that Elected Officials are an important part of the audience and they haven't seen details of the Strategic Plan and that Homeland Security partners are also important.

Ms Fitzgerald wants to highlight preparedness in the roll out of the Strategic Plan to encourage preparedness efforts by the general public. She indicated that the Strategic Plan will be released in two phases to include: Phase I Pre-EPC Plan Adoption - This phase will be used to educate key Congressional Staff members about the Plan and to brief the NCR Elected Officials about the plan. Phase II Post-EPC Plan Adoption - This phase will be used to distribute the final plan to NCR Elected Officials, Homeland Security Partners, the Public and the Media. The NCR Homeland Security Plan will be presented to the EPC for formal adoption on September 13<sup>th</sup>. The EPC will have an opportunity to use Phase I Pre-EPC Plan Adoption to educate Congressional Staff and brief Elected Officials.

In Phase II Post-EPC Plan Adoption it will actually be out to the public. The key messages are that the strategic plan is not an emergency operations plan, but rather it is a strategic road map for disaster planning that shows how it fits in with everything in the region. The NCR has made significant progress and this is a continuation of regional planning for disaster preparedness.

It was reported that even before 9/11 the NCR collaborated regionally on emergency planning and preparedness. It had Memorandums of Understanding to provide Mutual Aid. The Strategic Plan is the latest example for this preparedness effort. Finally the

Strategic Plan will guide the region in how it invests homeland security dollars. The Strategic Plan will guide various funding decisions at all levels of government based on regionally identified needs.

The Chairman asked for a motion to approve the NCR Homeland Security Strategic Plan Overview. One of the members of the EPC made a motion to approve the plan with one stipulation: Where it says “30 Initiatives for Implementation in 2007 and Beyond,” it should note that the EPC is adopting that in concept only because it needs to be reviewed both in terms of priorities and in light of the latest UASI allocation. He wants to know the ability of the region to achieve the 30 Initiatives. Another EPC member said that initiative 4.2.3 which states develop and implement enhanced regional architecture, infrastructure, and concept of operations for communications and protection of sensitive and classified information should be in the first tier for implementation. A motion was made to approve the Overview of the Strategic Plan as a work in progress and the motion was seconded. Clarity of the Overview document came into question specifically regarding page VI. The Chairman made mention of fusion analysis in the document and commented that although it was a military term, he was not sure it would mean anything to the ordinary person. He asked that plain English be used for clarity throughout the document.

One of the EPC members commented, that having worked through the process, the text of the document itself wasn't too bad. The place he indicated that he had difficulty was in item number VI in the Chart in the Overview where some of the language was still cumbersome. It was suggested that the staff of EPC work with this group to make sure that this is the strongest document they can push out. It was reported that the narrative is much clearer and more focused than the chart illustrates. Dr. Brown said the vision statement should precede the mission, not the other way around as it is in the overview on page VII.

Chairman Connolly made a motion to approve the Overview with recommended changes to include placing all documents in common language as much as possible and moving the Initiatives to Volume I. The motion was seconded and approved.

### **3. FY 2006 Urban Area Security Initiative Funding**

Ed Reiskin led the discussion on the Homeland Security Funding (UASI) and provided a hand out for the committee members to follow during his presentation. Mr. Reiskin said the strategic plan is about policy, protocol, and coordination as well as funding, not just about UASI and other Homeland Security Grants. It is also about local dollars in local support and other grants. In the handout Mr. Reiskin defined UASI as the grant program providing financial assistance to address the unique planning, equipment, training, and exercise needs of high risk urban areas to assist them in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism. His handout also gave the funding history of UASI and how the funds were allocated. The goal is to have a higher funding stream. Homeland Security keeps trying to improve and therefore keeps changing the

process. During the FY06 UASI process, each area was rated on, per the Department of Homeland Security, its level of geographic and asset risk and the effectiveness of the region's application. Mr. Reiskin used his handout to discuss how the FY 2006 funds were being allocated.

The concerns with the evaluation were that an area's risk made up two thirds of the evaluation or formula. The application's effectiveness is only 1/3 of evaluation. The results of the risk evaluation for the NCR, per the initial DHS award document, found the NCR to be in the top 24% of all eligible Urban Areas. Regarding effectiveness the NCR application, it was found to be in the bottom 25% of all Urban Area submissions. One EPC member noted that Louisiana, Mississippi, and Alabama may be considered higher national risk by DHS after Katrina. The EPC and the SPG members highlighted the terrorism risk to places like Washington DC and New York and the continued need for UASI funding from DHS. Chair Connolly read an article from the New York Times by Eric Lipton. The article's headline read: "U.S. Terror Targets: Petting Zoo and Flea Market?" The Chair then remarked, "There are some flaws in the system."

Another concern with the evaluation of the region was that the NCR submission was found to lack innovation for planning. Every other element was found to be at or above average. The NCR practitioners are among the most experienced in the country. A DHS Undersecretary, in testimony to congress, said there was nothing wrong with the NCR application. Some of the projects that will be funded with FY06 UASI funds are the most critical for the region. They include Citizen Preparedness and Protection, Critical Infrastructure Protection, Interoperable Communications, Mass Care, Medical Surge, Law Enforcement and WMD. The CAO's and Senior Policy Group's commitment was to allocate FY06 UASI funds to address the highest priority initiatives with available funds. The final list of projects to be funded will be released next week. Mr. Reiskin provided an update of UASI funding to include the status of the funds spent and obligated for FY 2003 through FY 2005. The table indicates results for the following years: FY 2003 I spent 100%; FY 2003 II spent 97% and obligated 3%; FY2004 spent 76% and obligated 24% and FY 2005 spent 7% and obligated 90%. Since the DHS announcement of FY06 UASI funding levels, the decision has received lots of local/national political and media attention. The House Government Operations Committee had a hearing June 15<sup>th</sup>; the House Homeland Security Committee had a hearing June 21<sup>st</sup>; and a Post/Times Editorial Board meeting was held.

The NCR's message is that the region will not be less safe or secure, that the capabilities built over the last four years will not go away, that the NCR is disappointed by the award announced for the NCR, and that the NCR generally supports a risk based approach for UASI funding. With the level of funding the NCR will receive, it will not be able to accomplish as much as had been expected to enhance the region's preparedness. Nevertheless the NCR will proceed effectively and strategically.

#### **4. Citizens Preparedness Communications and Public Messaging**

Merni Fitzgerald, Chair of RESF-15 led the discussion on Communications and Public Messaging and NCR Citizen Preparedness Events. Ms. Fitzgerald provided a handout to the EPC and SPG with the highlights of her discussion. She indicated that the main goal of her presentation was preparedness. National Preparedness Month has only been around since September 2004 and it is a nationwide effort held each September to encourage Americans to take simple steps to prepare for emergencies in their homes, businesses and schools. The focus this year will be family preparedness. The website for the National Preparedness Month is [www.ready.gov](http://www.ready.gov).

Ms Fitzgerald reported that the NCR “Be Ready, Make a Plan” campaign was kicked off in the NCR in September 2005 during National Preparedness Month. The Z-card, A folded page that can be used to make a plan, is now available in several languages and R-ESF#15 still has a limited supply of them. There are two days next week when PIO’s from different localities will be able to come to a D.C. warehouse and pick up Z-cards. They have several thousand left but they will not cover every event or all the needs. In September 2006, National Preparedness Month efforts will be more decentralized. Each locality will plan its own activities and sustain the educational efforts to increase the number of people who become prepared. Throughout the month, citizens will be asked to “Be Ready, Make a Plan” and to take steps to prepare their families such as getting a family emergency supply kit, making a family emergency plan, being informed about different threats, and getting involved in community preparedness.

Ms Fitzgerald said the Campaign’s website is now on the District’s server at [www.makeaplan.org](http://www.makeaplan.org). IT officials and PIO’s have in-depth information and web sites sponsored by local jurisdictions. This year’s campaign will re-use print advertising which was used during the 2005 campaign. It will be included in publications, websites and brochures around the region. It will also be sent to the media as public service announcements because there is no money to buy new ads right now. Last year’s message will still work. There also are plans to have emergency preparedness inserts stuffed in customers’ public utility bills or tax notices including Pepco and other utilities. These inserts were never used during the campaign last year. Regarding Emergency Preparedness Alerts, they are linking a message about emergency preparedness to ongoing pandemic flu planning and flooding recovery events. In Fairfax County for example, money is being used to put out the general preparedness message. They have requested funds for the things that actually require money. Extending the campaign has been recognized as one of the key priorities and capabilities to bring up the level of preparedness in the region.

Ms Fitzgerald indicated that the NCR’s Communications Plan came out of the Strategic Plan discussion last fall. Through research it was discovered that very few Americans are aware of state and local plans for emergencies and terrorist attacks.

When it comes to excellence in Government only 19% of Americans say they are aware of these plans. Also, for specific instances whether it is regarding a terrorist attack or other incidents, 74% of the public is not aware of the plans that are in place. The reason this is important when it comes to personal preparedness is because if people don't know what they are expected to do in an emergency they are not going to take steps to be personally prepared.

Ms Fitzgerald reported that Fleishman Hillard International Communications and HMA Associates are working with the NCR communicators to develop a strategic plan to communicate the NCR's homeland security preparedness. Once awareness is raised regarding the region's planning, it should build credibility and confidence that will position the NCR to lead more effectively when disaster strikes.

Ms Fitzgerald presented a draft communications plan that was requested as part of the NCR's Strategic Plan development. It is built around a three-phase process: Stakeholder Input, Research, and Plan Development. The Research Report is due July 28<sup>th</sup> and the Final Strategic Communications Plan is due September 29<sup>th</sup>. The Communications Plan was funded by RESF-15. Ms. Fitzgerald included in her handout the NCR Citizen Preparedness Events List to encourage the attendance and participation of Elected Officials at those events. Any elected body that proclaims September as National Preparedness Month will be included on the updated list. Also, regional ceremonies that commemorate September 11<sup>th</sup> also will present opportunities to push out a preparedness message.

Mr. Lockwood asked about the thought of engaging the school systems in the campaign and wanted to know the status of that initiative. Ms. Fitzgerald replied that RESF-15, External Affairs needed to communicate more with school communicators, and said this is not one of their strengths, and they will have to do some work in this area. She indicated that she did not have much knowledge as to what is available in schools. An EPC member expressed suggested that when the students return in September, one of the forms that should be sent home for the parents to sign should be a form that explains the school policy and remind parents that during regional emergency, the safest place for the student is in school.

It was reported that one of the problems encountered with 9/11 was that parents rushed to the schools to pick up their kids and the region was gridlocked because people appeared to be headed in the opposite direction from where they worked to pick up their kids. One of the things a committee member would like to see on a regional basis is common emergency terminology for school systems to avoid misunderstandings when things are announced because each jurisdiction is currently under a different system. It stated that this is a work in progress. Libby Garvey said schools need to have an effective communications plan because when parents cannot turn on the radio and hear that children in a particular school are safe and unharmed they will be likely to leave work or their home to pick them up. Chairman Connolly said there needs to be regional criteria on this issue.

**5. Other Business, Information sharing and Topics for Next Meeting**

The EPC scheduled an additional meeting for September 13<sup>th</sup> for the final adoption of the NCR Homeland Security Strategic Plan. The goal is to adopt Strategic Plan before the Congressional hearing.

**6. Adjournment**

Chairman Connolly adjourned the meeting. The next meeting of the EPC will be held on September 13, from 2:00 - 4:15 pm in the COG Training Center.



NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL  
ATTENDANCE ROSTER – JULY 12, 2006

<u>NAME</u>	<u>JURISDICTION/AGENCY</u>	<u>Y/N</u>	<u>ALTERNATE</u>	<u>Y/N</u>
<b><i>Elected Officials</i></b>				
Phil Mendelson	District of Columbia	N		
Carol Schwartz	District of Columbia	Y		
Camille Exum	Prince George's County	N		
Robert E. Dorsey	City of Rockville	N		
Michael Knapp	Montgomery County	N		
Bruce Williams	City of Takoma Park	Y		
G.N. Jay Fiset	Arlington County	Y		
Gerald E. Connolly, Chair	Fairfax County	Y		
Joan DuBois	Fairfax County	Y		
<b><i>COG Committee Representatives</i></b>				
David Snyder	Transportation Planning Board	N		
Anthony H. Griffin	CAOs Committee	Y	Gordon Aoyagi	Y
Chuck Thompson	Attorney's Committee	N		
Natalie Jones Best	R-ESF 1: Transportation	Y		
Wanda Gibson	R-ESF 2: Communications	Y		
Chuck Murray	R-ESF 3: Public Works/Eng.	N		
Michael Neuhard	R-ESF 4: Firefighting	Y		
C. Douglas Bass	R-ESF 5: Emer. Management	Y		
Linda Mathes	R-ESF 6: Mass Care	N	Charles Blake	Y
Gregg Pane	R-ESF 8: Public Health	Y		
Jim Gorby	R-ESF 12: Energy	Y		
Polly Hanson	R-ESF 13: Public Safety	N		
Merni Fitzgerald	R-ESF 15: External Affairs	Y		
<b><i>State/Senior Policy Group</i></b>				
Ed Reiskin	District of Columbia	Y	Barbara Childs-Pair	N
Dennis Schrader	State of Maryland	Y		
Robert Crouch	Commonwealth of Virginia	Y	Janet Clements	N
<b><i>Departments of Transportation</i></b>				
Michelle Pourciau	DDOT	N		
John Contestabile	MDOT	Y		
Mary Lynn Tischer	VDOT	N		
<b><i>Federal Government</i></b>				
Thomas Lockwood	DHS/NCRC	Y	Ken Wall	N
Vacant	US Capitol Police			
Tom Foreman	OPM	N		
Vacant	GSA		Janice Arnold	N

Vacant	FEMA			
MG Guy Swan	Joint Force Command/NCR	N	COL Claudio	Y

<i>Other Stakeholders</i>				
Chuck Bean	Non-Profit Roundtable	Y	Terry Gainer	Y
John B. Childers	Consortium of Universities	Y		
Mike Maxwell	PEPCO	N	Kate Elliott	
Libby Garvey	Wash. Area Boards of Education	Y		
Robert Malson	D.C. Hospital Association	N	Jeff Elting	Y
Terri Freeman	Community Foundation	N		
Linda Mathes	Red Cross	N	Charles Blake	Y
Nancy Reed	GWBOT	Y	George Vradenburg	N
Dan Tangherlini	WMATA	Y	Matt Greenwald	Y
Elmer Tippet, Jr.	MWAA	Y		
Vacant	Citizen Corps			
Arthur Gosling	Wash. Area School Super.	Y	Fred Ellis	N
David Robertson	MWCOG	Y		

**OTHER ATTENDEES**

Heather Balsley  
 Emily Haley  
 Kevin Fanroy  
 Mark Boyer  
 Keith Sullivan  
 Jeff Keane  
 Barry Searle  
 Gordon Aoyagi  
 Bianca Warner  
 Ted Strickler  
 Sue Mahon  
 Barbara Krumsick  
 Elliot Harkay  
 Minna Davidson  
 Jacqueline F. Brown  
 Debbie Stargerwald  
 Brian Clifford  
 Mark Miller  
 Mercury T. Payton

