

DRAFT

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS National Capital Region Emergency Preparedness Council

Date: Wednesday, July 27, 2005
Location: COG Board Room-Third Floor
777 North Capitol Street, NE
Washington, DC 20002

MINUTES

1. **Welcome, Introductions, Approval of Minutes, and WMATA Report:**

Chair Bruce Williams convened the July meeting of the National Capitol Region Emergency Preparedness Council (EPC) at approximately 2:30 PM and welcomed everyone. He gave all attendees an opportunity to do self introductions and highlighted various items included in the packets. Chair Williams asked if there were any questions on the minutes from the May meeting and there were none. The minutes were approved.

Based on a request from the Chair, Matt Greenwald from WMATA provided a report on the actions that WMATA had taken since the two London bombing incidents. He reported that WMATA actions include an increase in K-9 patrols, more sweeps of the system, more training for staff and first responders, the placement of a training video on the WMATA web site, more reminders to passengers to report unusual activities to the station managers or call (202) 962 2121, and enhanced accountability for WMATA staff. Mr. Greenwald also reported that there are closed circuit television cameras available throughout the system, similar to London. David Snyder, Stuart Freudberg, and Carolyn Cunningham reported that they were in London during one of the recent bombing incidents. They each reported that the response was very timely and professional and that authorities did great job of keeping everyone informed through a variety of means.

Action Items:

- **Upon a motion being made and seconded, the minutes of the May 19, 2005 meeting were approved.**
- **Receive briefing on actions taken by WMATA since the two bombing incidents in London with emphasis on the need to report any unusual activity to a station manager or call WMATA.**

2. **Public Awareness Campaign Update and Discussion of National Preparedness Month Activities in the National Capitol Region:**

Barbara Childs-Pair provided an update on the Public Awareness Campaign. She reported that the training process had begun and the goal was to train 30,000 individuals in jurisdictions throughout the NCR. Ms Childs-Pair indicated that the media campaign will be focused on the population and it

will include radio, TV, newspaper, and transit advertisement. She said that, after considering several themes and testing them with various groups, they selected **“MAKE A PLAN, BE PREPARED”**. Ms Childs-Pair advised everyone that a web site would be set up for the campaign and it will be included in advertisement. She reported that the contractors had met with the Red Cross, various federal agencies, and some representatives from the private sector in their development of the campaign. Ms Childs-Pair indicated that they were continuing to work to determine the role of school systems. She stated that the goal will be to leverage everything that is going on in the NCR to include federal initiatives associated with “National Preparedness Month” to make the campaign a success. After some discussion, Ms Childs-Pair agreed to provide individual jurisdictions the research data compiled by the contractor for their individual jurisdiction.

Merni Fitzgerald reported that R-ESF#14 had met in the morning and worked on the scope of work. She indicated that they are working to insure that everything that is being done in the NCR is complimentary. She stated that they had identified 72 events that will be occurring in the NCR during National Preparedness Month. Arlington County will be targeting high rises and Fairfax County will target the faith based community. MWCOG, WMATA, and others will be having events. R-ESF#14 thinks the theme **“MAKE A PLAN, BE PREPARED”** will make a difference. Ms Fitzgerald reported the contractor will support the campaign through the end of October and that a coordinated transition to local PIO’s will be important. She requested UASI funding to continue the web site when the contractor goes away and it was agreed that this was a good idea. Ms Fitzgerald stated that the goal of the campaign is to insure that 50% or more of the population is prepared and to achieve that goal it will be necessary to address the various groups. She further stated that the turn over of people in the NCR is significant and that the campaign will have to continue in the future to maintain/improve preparedness in the NCR.

The Chair began the discussion by asking the question: will we be better prepared at the end of the campaign? Ms Childs-Pair indicated that we will have baseline research and we will have moved the percentage of the population prepared up to 50% or more. She stated that this is a continuous process that is not going to stop on September 30. Everyone will have a Z-Card with emergency information; materials will be going to individual homes; and the web site will be continuing. The Chair asked: will people know what to do in the first 15 minutes after an emergency event. Ms Childs-Pair responded that everyone will have a Z-Card with information, most people should have plans, citizens will know that local jurisdictions have plans, and we will have a saturation preparedness campaign simultaneously with the federal preparedness campaign in September to further educate the people. Further, it was stated that 30,000 volunteers and a number of volunteer groups will be trained to walk people through their plans and/or assist them in writing their plans on line. Mr. Snyder wanted to know if the campaign tells people what to do in an emergency situation. Ms Childs-Pair

responded that the Z-Card will tell people what to do in the first 15 minutes/where to go for information and that they should be receiving instructions from public officials within one hour through local media sources. Members of the EPC asked how are the results of the campaign going to be measured and who will provide the Z-Card to the people. Ms Childs-Pair responded that the results will be measured by an exit survey in October and that there will be a mass distribution of Z-Cards. Libby Garvey indicated that she would like to see the Z-Card before we move forward and that she would like to know if the EPC will have an opportunity to vote on the Citizens Education Campaign. The Chair advised her that the EPC would not be voting on the Public Awareness Campaign or the Z-Card and that the CAO's and the SPG would be voting on these items as they deem appropriate. Gordon Aoyagi indicated that local jurisdictions need to train/educate residents so they know that they need to be able to sustain themselves for 72 hours in an emergency and that they need to have a plan so they know what to do in an emergency. Ms Garvey asked how residents would be informed of a chlorine gas leak from a rail car in the middle of the night. Mr. Aoyagi informed her that the notification should be done by the local fire department. Craig Gerhart advised everyone that all the issues presented by Mr. Snyder and Ms Garvey are not going to be addressed by the Public Education Campaign. He stated that the focus of the campaign is on the preparedness of citizens; that it is being done in conjunction with National Preparedness Month (September); and that this is not a panacea. Ms Garvey asked who is going to alert people at 2:00 AM and provide them instructions in case of an emergency. Tom Lockwood advised Ms Garvey that "Alert and Warning" is a different issue. He stated that the purpose of the Public Awareness Campaign is to insure that people have an emergency plan and that they have a three day supply of food, water, and other items on hand. Mr. Lockwood requested that the NCR continue to coordinate campaign activities with the federal family. Steve Kral reported that Roam Secure has been installed in all local jurisdictions and people only need to register to receive emergency information and that reverse 911 will be installed in each 911 center in the near future. The Chair stated that the National campaign will be kicked off by an event at Union Station on September 1 and he would like to know how/when the NCR campaign will be kicked off. Ms Childs-Pair indicated that they are planning a luncheon kick-off for the NCR before September 1 and that everyone would be informed of the time and date. The Chair asked when the EPC could be briefed on the Public Awareness Campaign. David Robertson stated that he would work with Ms Fitzgerald and R-ESF#14 to set up a meeting or conference call to provide the information to the EPC. The Chair asked when would the roll-out be scheduled. Ms Childs-Pair indicated that she was working with Ms Fitzgerald to set it up and as soon as a time/location had been set everyone would be informed.

Action Items:

- **Ms Childs-Pair will provide individual jurisdiction research data compiled by the contractor to individual jurisdictions.**

- **Ms Childs-Pair will coordinate transition of activities from contractor to local jurisdiction PIO's prior to the end of October.**
- **Steve Kral will identify funds to extend the contract for the web site beyond the end of the current contract, October 31, 2005.**
- **Ms Childs-Pair will inform EPC members of the date and location of the kick-off event for the NCR Public Awareness Campaign.**
- **David Robertson will work with Ms Fitzgerald and R-ESF#14 to set up a meeting or conference call to provide information to the EPC.**

3. Office of National Capital Region Coordination Strategic Plan

Development: Tom Lockwood provided background information regarding the National Capital Region Strategic Plan and introduced a Booz Allen Hamilton representative who provided the EPC with a detailed update briefing on the Strategic Plan. A copy of the power point presentation was provided to members of the EPC. It was reported that the contractor had conducted 20-30 interviews in conjunction with Strategic Plan development. Mr. Lockwood stated that the final version of the document developed as a result of the June 9 meeting will be released on September 9 and that meetings of the working groups will take place in early August. George Vradenburg asked if the Strategic Plan will include EMAP, the 36 Capabilities, CIP, and the UASI initiatives. Mr. Lockwood responded that the Strategic Plan will initiatives included in HSPD 5, 7, and 8. He indicated that performance measures will be included in the next phase of the Strategic plan development. The Booz Allen Hamilton representative indicated that they are using the performance management approach and would be putting together a series of templates and mapping UASI initiatives into the Strategic Plan. Linda Mathes asked how individuals from all R-ESF members and others are being included in the Strategic Plan initiative. Mr. Lockwood responded that all R-ESF members and others are invited to a meeting on the Strategic Plan at Fort McNair from 3:30 to 5:30 PM on August 8, 2005. Mr. Vradenburg stated that it is extremely important that people be informed on where we are going with the Strategic Plan because there are a lot of changes taking place at the same time and the "process" is vital. Mr. Lockwood responded that we are sorting out where the NCR is going by coming up with a baseline and performance measures. John Childers expressed concern regarding coordination between federal and local officials during the aircraft overflight and the anthrax situations and wanted to know if we are going to do better next time. Mr. Lockwood responded that several meetings had been conducted as a result of the two situations and that technical solutions were developed and better coordination has been initiated between DC EMA and the Capitol. Mr. Childers asked how others in the area get notified when the Capitol is evacuated. Someone noted that this would be a DC EMA responsibility. Mr. Aoyagi recommended that Mr. Lockwood provide an update on the Strategic Plan and a follow-up briefing on the actions taken as a result of the aircraft overflight and the anthrax situations at the next meeting.

Action Items:

- **Mr. Lockwood needs to provide a follow-up briefing on the actions taken as a result of the aircraft overflight and the anthrax situations to preclude reoccurrence.**
- **Mr. Lockwood needs to provide an update to the EPC on the Strategic Plan and the process in place to make it more encompassing.**

4. Wrap Up and Adjournment:

Chair Williams thanked everyone for their attendance and participation in the EPC meeting. He indicated that he found the meeting to be tremendously valuable. Chair Williams advised everyone that that the next EPC meeting is scheduled from 2:00 PM to 4:00 PM on September 8, 2005 in the COG Board Room.

Action Item:

- **EPC members participate in next meeting from 2:00 PM to 4:00 PM on September 8, 2005 in the COG Board Room.**