

**CHESAPEAKE
MASS DISASTER PLANNING COMMITTEE**

Meeting Date: Thursday, December 20, 2007

Chesapeake Health Department – 1st Floor, Auditorium

Attendees Kim Bogan (CHD), Linda Boyette (CHD), Jeff Carter (CPD), Kurt Cash (CPD), Jennifer Foster (CGH), Lindsay Herbert(CHD), Joe Ishmael (CPD), Marie Kane (CPD), Jenifer Lupin (CHD), Michelle Oblinsky (EOM), Robert Rendin (CHD), Rosemary Torre-Mills (CSB), Barbara Robinson (CPS), Clyde Sheely (CPS), Tony Torres (CPD), Susan Van Horn (Human Svcs), Marian Vollmer (CHD), Becky Washburn (CHD), April West (CHD), Wayne White (CHD)

Minutes by : J. Lupin

Project /Agenda Item	Discussion	Action Required	By Whom/When
1. Introductions	R. Rendin introduced Captain Tony Torres and his Police Planning Committee including, Specialist-Kurt Cash, Sergeant Wayne White, Sergeant, Joe Ishmael, Sergeant Marie Kane, and Sergeant Jeff Carter.	N/A	N/A
2. Review/Approval of Previous Minutes	Minutes from the September 27, 2007 meeting were approved.	N/A	N/A
3. Exercise “Special Delivery 07”	<p>a. R. Rendin showed local TV media clips from Exercise Special Delivery 07</p> <p>b. R. Rendin distributed the After Action Reports from Special Delivery 07.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
4. Chesapeake Police Department Safety Security Briefing	<p>T. Torres gave a PowerPoint presentation outlining Point of Dispensing (POD) and Residential Delivery security planning by Chesapeake Police Department (CPD)</p> <p>Phase I-Assembly- CPD will assist in safeguarding POD /Assembly sites and the bus routes. Officers will evacuate all unauthorized personnel at the site, set up a perimeter to provide security, maintain traffic and site crowd control. Police dispatcher will be with School Bus Dispatchers. Two officer saturation units will accompany buses and be located along corridors of routes. Special teams (SIRT and SWAT) will be available to collapse on any situation that might occur. CPD Committee members detailed the traffic flow patterns for each POD site, including Grassfield High School as a possible addition to the four established PODs</p>	Create a plan for Drive-Thru PODs in case severe weather conditions are present	T. Torres &CPD Planning Committee ?/08

	<p>Phase II-Drive-Thru/Walk-In POD- Those who have complicated issues or have not received meds will be directed to the Drive-Thru/Walk-In POD sites. CPD will maintain crowd control and traffic flow in this Phase. Using the one-way bus ramps, traffic will be filtered to the Drive-Thru site. Drivers will receive pre-packaged meds in 3 car “slots”. Those with questions or issues will be directed to a staging area where they can be further assisted. Parking will be provided for those that wish to receive meds by the Walk-In method where trained professionals can screen them for the proper meds.</p>	<p>Address what measures need to be taken in order to prepackage meds for Drive-Thru</p>	<p>R.Rendin/Mar 08</p>
<p>5. Plan Refinement Issues</p>	<p>a. Sites- Based on geographical coverage and population center factors, there was a general consensus to add Grassfield High School as a possible 5th POD site</p> <p>b. POD Drive-Thru- General consensus that it is acceptable to use Drive-Thru concept.</p> <p>c. Rural Delivery- Rural delivery can possibly be completed with smaller buses that are available from Chesapeake Public Schools. The best way to reach these residences to drop meds at mailboxes.</p> <p>d. City Employee Staffing- CHD and Emergency Management met with Deputy City Manager, Dr. Bailey, regarding the need for 800+ city employees in order to run dispensing in a real emergency. She agreed that the number was reasonable and ran it past the city Manager. The City Manager gave on OK, so we now have commitment for staffing.</p> <p>e. GIS Routes-Original GIS routes, based on elementary school routes, are being replaced by more accurate and comprehensive routes. The total number of occupancies of condos, apartments, townhomes, hotels and nursing homes have been added to more accurately reflect the demographics of neighborhoods..</p> <p>f. Businesses- Since all residents will be receiving home delivered antibiotics, general consensus among committee members was that businesses should be not receive antibiotics for the purpose of conducting “closed” PODs.</p>	<p>Project staffing increases and effect on routes</p> <p>Incorporate into CHD EOP</p> <p>Modify EOP to request Authority from Head Post Master to use a mailbox drop during a real emergency situation</p> <p>Incorporate City staff resource into EOP.</p> <p>Continue mapping routes</p> <p>Delete business related closed PODs from plans</p>	<p>R. Rendin/Feb 08</p> <p>R. Rendin/Feb 08</p> <p>R, Rendin/Feb 08</p> <p>R. Rendin/Feb 08</p> <p>M. Oblinsky & J. Lupin/Feb 08</p> <p>R. Rendin/Feb 08</p>
<p>6. First Responder Cache</p>	<p>a. Availability Status- Chesapeake’s cache of antibiotics for first responders was transferred to he Fire Department. Specific planning will now occur to detail how this cache will be dispensed to Police and Fire</p>	<p>Conduct planning meeting</p>	<p>Fire,Police, and Health officials/Jan 08</p>

	<p>personnel</p> <p>b. Exercise- A potential-Small Scale Exercise could be performed to practice how Police, Fire and Health Department first responders will pick up and receive meds.</p>	Consider planning a cache distribution exercise	Fire,Police, and Health officials/Jan 08
7. Special Delivery '08	<p>a. Tabletop exercise to address staffing and security issues</p> <p>b. Full Scale Exercise to address Institutions/ Businesses and Rural Residences</p>	<p>Schedule</p> <p>Schedule</p>	<p>R. Rendin, T. Torres, & MDPC Members /Mar 08</p> <p>R. Rendin/ MDPC Members/ Mar 08</p>
8. Training CD	<p>A segment of a recently developed mass dispensing training CD, supported by the Cities Readiness Initiative (CRI) was demonstrated. The CD details the scope and purpose of the CRI/mass dispensing, what is expected of participants, and a summary of ICS, A quiz tests knowledge at the end. Each participant gets a Certificate of Completion. All applicable personnel will receive the CRI CD in the near future</p>	Distributed to all potential participants and interested individuals.	Lupin/Jan 08
9. Ad hoc Issues	<p>R. Mills inquired if CSB workers will be first responders.</p> <p>A role-specific CD is being developed to outline JAGS.</p> <p>Sergeant Kane encouraged looking at the precinct population to incorporate with current GIS information to provide more even bus routes</p> <p>The Trust for America named Chesapeake one of the top 3 states in the nation for emergency preparedness of this nature.</p>	<p>Determine First Responders</p> <p>Update status</p> <p>Acquire demographic information</p> <p>N/A</p>	<p>MRPC/Mar 08</p> <p>R. Rendin/Mar 08</p> <p>M. Oblinsky/Mar 08</p> <p>N/A</p>
10. Next Meeting	March 17, 2008, 9:30 am CHD 2 nd Floor Library	Attend	All