

Coordinated Training Subcommittee Meeting Summary



May 3, 2007 ● 10:00 a.m. – Noon
SPPG Conference Room ● 200 10th St, 5th Floor ● Des Moines

Participants:

Brian Bales, U.S. Attorney's Office
Dawn Gentsch, UI Center for Public Health Preparedness
Dave Hempen, Iowa Homeland Security and Emergency Management Division
Deanne Sesker, Iowa Department of Public Health
Mike Van Berkum, Iowa Department of Public Safety
Laurie Walkner, UI Center for Public Health Preparedness

SPPG Staff:

Sarah Dixon Gale
Arlinda McKeen
Rachel Scott

Opening and Overview of Agenda

McKeen opened the meeting and welcomed Mike Van Berkum, EdTrAC's new Iowa Department of Public Safety Co-Chair.

Sesker provided an update about the exercises that have taken place during the last couple of months. There was a tabletop called Amber Waves, which was a public-private partnership focused on preparedness issues. Sesker also mentioned Safeguard Iowa, a preparedness effort coordinated by the Iowa Business Council. There is still a lot of work to be done, especially around the issues of where to access information.

SPPG suggested inviting Ed Beaman to participate in EdTrAC in his role as lead of Safeguard Iowa.

Policy Council Meeting and Priorities

McKeen provided an update about the Policy Council meeting, which took place in April. Several new areas of focus came out of the meeting based upon what they see coming out of the Federal level. Some of the discussions focused on the storms Iowa experienced and lessons learned from the storms.

Shelter Management

Sesker indicated that the Red Cross used to play a large role in training on shelter management and now has stepped away from that, leaving the communities to operate shelters when events require them. Sesker commented that many of the communities that were hardest hit by the winter storms struggled with some of the considerations that are important in setting up shelters. EdTrAC was asked to think about putting together some information about shelter management. On the other end of the scale was the temporary sheltering so there is plan to close a shelter when it is appropriate.

- McKeen noted that at the national level, Red Cross has shifted into regional service areas, which does not allow them to provide the on-site personnel given a crisis. The effort to provide material to train communities to fill that need could be undertaken by EdTrAC.
- Scott asked what role local emergency managers would play at the county level.
- Hempen reported that he would see if there is shelter management curriculum available at the national level.
- Sesker noted EdTrAC should also try to secure the Red Cross curriculum.
- McKeen asked if this could be an opportunity for EdTrAC via the Preparedness Center to create a training DVD similar to the one done for pandemic influenza.
- Walkner indicated that was a good possibility.
- Dixon asked about the development of a lessons learned document about the winter storms.
- Hempen noted that shelter management and road closures are both issues. Our focus has been on the EOC, I believe.
- Sesker responded that price gouging was also an issue.
- Van Berkum commented that price gouging is a civil issue. Accessing the shelters is not the issues because people hear about where they are on the news. It is the management of them.
- Hempen agreed that there were hundreds of shelters; some of them were underutilized or mismanaged.
- Bales replied that there is a lot of information out there. Could we learn anything from the old cold war days or the civil defense days? Would that be instructive?
- Hempen commented there might be in some historical stuff. It would be good to look into it.
- Sesker also noted that at the Amber Waves event the banking industry noted that so much relies on electricity. They said only the older bankers would remember how to run a bank on paper.

Shelter Management Product

- Hempen asked how the group should process what the timeline would be.
- Scott noted it would be valuable to find out if people are aware of curricula at the June EdTrAC meeting. SPPG could also do some research. Does this relate at all to the quarantine issues? We need to focus on the final purpose and who the audience is as quarantine usually has a special needs/medical focus.
- Bales commented that the DVD would be a good way to convey this information. It would be great to have an "office in a box" that could be kept at shelters. The DVD, checklist and other instructions could be contained in the box. We have this at the

US Attorney's Office and I am responsible for updating it. It is designed to allow us to continue to function in a new location.

- Sesker responded that another product could be a template for each shelter to create their own plan. There is also some local responsibility to make sure these are updated at least once a year. We should draft a proposal to take to the June meeting. Marvin Schultz would be one subject matter expert to contact.
- Walkner noted that Proctor and Gamble has an interesting plan for continuity of operations as they would like to be self-sustaining given an event.
- Bales indicated that there are some basic needs issues that need to be addressed.
- The group decided the target audience would probably be school administrators, faith-based organizations, public health offices, civic organizations, and maybe hospitals.
- Hempen noted that the county coordinators could distribute the information to the shelters that have been designated. We could ask them where the shelters are in the counties.
- SPPG will follow up with Mahala and Rick from IEMA.
- Van Berkum responded that inmates are another issue to consider.
- The group decided that the purpose and goal of the project would be to provide training, materials, tools, templates, and a DVD to assist managers of shelters in planning, preparing, and maintaining a shelter. The group also thought this should be geared toward helping communities share resources and the coordination aspect of having many shelters.
- Sesker asked where the Citizen Emergency Responder Team (CERT) teams fit into this. Would they be interested in this?
- Hempen noted that Florida would be a good resource.
- The group decided the time frame for developing the final product would be six months to one year.
- The group also indicated that subject matter experts should include leadership at IDPH who managed shelters down south, local individuals from communities hardest hit in the winter storms, the National Guard, IEMA, a variety of managers of shelters, Attorney General's Office, etc.
- The group discussed that the materials, tools, and templates could include a DVD, PowerPoint slides, a mini course (train-the-trainer), checklists, discussion questions for communities, liability issues, plan templates, minimum requirements, an alert system that allows for prior preparation, how costs are tracked and reimbursed, etc.
- Sesker commented that this should be "what do you wish you would have had in hand" type information, but indicated that the communities involved in the storms should be contacted.
- Bales asked if there are minimum requirements that a shelter needs to have and could the local EMAs check to confirm that these places are safe.
- Van Berkum replied that you do not want to discourage sites from making themselves available to the public.

JIC

Sesker reported that there is a push from the Federal level to develop coordinated communication plans at the local level. IDPH has a tabletop exercise borrowed from Ohio and we brought in PIO officers from public health and health care organizations.

We need a good subject matter expert that can provide the information about what a good JIC is as there is a huge need and the emphasis needs to be on the local level and how it coordinates with the state.

- Hempen reported that if an event occurs within a jurisdiction, the PIOs would come together to develop the messages that would go out to the public. It is the timing of the message and it is rumor control.
- Van Berkum noted that IDPS has a policy on this, but he doesn't know if every agency does.
- Hempen replied that they do not and every event is local.
- Bales responded that he had worked very closely on foot and mouth disease with IDALS. We went to them and asked about communicating with the public. We found out they have very specific guidelines for communicating about certain issues. They wanted us to take their lead and there is a major coordinating element in all of this.
- Scott asked how much on PIOs and JIC is being covered at the HLS Conference?
- Hempen reported that there is one gentleman coming in to talk about this subject matter.
- Scott asked if a one page survey could be put together for those attending those two sessions relating to PIO/JIC.
- Hempen asked that this be coordinated with Bret Voorhees and Lucinda Robertson as they have been working on this issue at the state level.
- Sesker commented that locals need to be involved in this planning. A question for the survey could ask about whether they have "stood up a JIC?" There needs to be redundancy in these relationships even at the local level.

Special Needs Populations

- Sesker noted that this is a broad topic and could be partly addressed in the shelter management product development.
- Bales noted that there are civil rights/liberties issues to consider.
- Scott suggested that staff locate subject matter experts for the September meeting to begin to address this issue.
- Van Berkum commented that the Iowa School for the Deaf was an organization he had worked with to develop a special plan for evacuation.

Product Development

Lessons Learned Topic: EdTrAC

Scott discussed the LLIS as a potential for posting a lessons learned/best practices about EdTrAC. SPPG will draft a best practices document about EdTrAC and will contact Angie Harding about the EdTrAC lessons learned documents that have already been prepared.

The group also discussed developing a lessons learned document about the winter storms. Staff should contact Ann Garvey and Steve Miller about this issue.

JIC Product

This item will be discussed at the next subcommittee meeting.

EdTrAC Information Sharing Activities

EdTrAC Connect

Scott asked the group about the EdTrAC Connect. The group expressed that more needs to be done to get it out to the professional organizations.

- Hempen suggested that the latest EdTrAC Connect be made available at the HLS Conference.
- Gentsch also suggested staff try to attempt to get in touch with the communications person at each of the organizations.
- Scott asked if a line about the Connect could be added to the EdTrAC brochure so people could sign up to receive the Connect.

EdTrAC Brochure

Walkner noted that Harding is just waiting for a couple of quotes from the Policy Council members to complete the brochure.

Other Issues

The group also discussed several legal issues relating to quarantine and isolation, and employer/employee relationships given an illness or a disaster.

- Gentsch asked if EdTrAC should explore this issue and make some recommendations to employers.
- Bales replied that EdTrAC has focused primarily on the public sector, but it would be good to expand to try to tackle some of these issues with the private sector.
- The group discussed the challenges of integrating public and private sector efforts.
- Bales also brought up the issue of future terrorist activities on the United States. We need to continue to be aware of these circumstances and be prepared for them.