



Neighborhood Emergency Preparedness Program

**December 18, 2012
2:30-4:00 pm ET**

Conference Call Minutes

Present in Person: Ronnie Fetzko, Gail LaRosa, Lori Johnson

Present via Conference Call: Michelle Hill, Bonnie Stevenson, Tammi Ketcham, Denise Heady, Romanie Pierre, Margaret Levings, Marc Jean

Meeting Purpose:

- ◆ Discuss opportunity to participant in Statewide Hurricane Exercise (May 2013)
- ◆ Share reports and best practices from NEPP CHD Coordinators
- ◆ Address questions and concerns from County Health Department NEPP Coordinators

TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
Welcome, roll call & approve minutes		
Announcements	Status of exercise process for sustainment communities	
(Bonnie Gaughan-Bailey)	Community Resiliency Update- Capability Assessment Bonnie was not able to attend and provide updates.	The Annual Capabilities Assessment that was submitted November 30 containing your feedback was sent out to the NEPP coordinators December 13
Statewide Hurricane Exercise (Ben St. John)	Benny St. John is the statewide exercise coordinator and represents the Department of Health in planning meetings with the Division of Emergency Management (DEM). Planning has begun for next year's hurricane exercise. Benny represents and coordinates DOH involvement in exercises with outside partners. Some of the CHD NEPP Coordinators also serve as the CHD planner. If a community is interested in participating in the Statewide Hurricane Exercise (May 2013), the CHD planner needs to be involved as well as the community.	Statewide Hurricane Exercise: May 2013 Sustainment communities have a deliverable to exercise their current plan, and the Exercise Plan is due January 11



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	<p>The Exercise DDS Worksheet under “Exercise Related Materials” on the internet may be used to meet this deliverable. This two page document is due in January. Those communities that partner with CERT teams may have a direct link with DEM. It is best to have members of the community planning and participating in the exercise as well as partner agencies including DEM, local law enforcement or a county government agency.</p>	<p>If a community would like to participate in the statewide exercise, the Exercise Plan will be waived but you must let Ronnie know by January 11</p>
<p>Reports from Coordinators (New and existing coordinators share ideas to help be successful with the NEPP Program)</p>	<p>We have defined the difference between NEPP and Community Emergency Response Team (CERT). The goal of NEPP is for communities to take ownership of preparedness and define the hazards specific to the communities and develop preparedness plans to minimize the risk in their community. NEPP has an extra focus on health and safety efforts. CERT is funded by FEMA so they may purchase different supplies than NEPP.</p> <p>NEPP is using CDC Core Competency guidance and DHS Exercise Evaluation Guidelines as objectives for planning, training and exercising. In the document reviewed, you can see that the exercise objectives state that NEPP shall execute the alerting and notification process of the NEPP planning program, mobilize members, establish a command structure, rally and discuss Neighborhood Preparedness Activities.</p> <p>Last month we asked if there are any new ideas to help others within the NEPP program. Margaret and Romanie are new coordinators although one of their counties is in sustainment.</p> <p>Tammi is the MRC coordinator for her community so she is able to communicate with the neighborhoods easily and she also works with CERT.</p> <p>Romanie asked if we had an exercise calendar. There is one under DEM. For those of you who are planners, DOH has many</p>	



TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
	calendars.	
Best Practices from the field:	Polk County has done a variety of exercises. Denise stated that they have done exercises with all of the communities at one time in a Table-top format over 4 hours. The community leaders write their own plans as far as what their injects are for the exercise for the community. They are supplied with a “clean” map and another with “hazards.” They are provided an overall exercise scenario as it would be in a disaster. Ronnie stated that the minimum time that needs to be allocated for an exercise is 2 hours.	
Questions & Discussion	We have received most of the expense reports due December 14. Some counties have not begun spending. There is a spending report due January 11 that should state what you plan to spend. Please use the Approved supply list for ideas on what the community might need. If you have money for travel but would rather spend it on supplies you need to request a re-direct in order to move funds from one category to another.	Expense reports
Next Steps (Review deliverables and milestones and discuss upcoming events and deliverables)	Spending report Exercise plan (Sustainment only)	January 11 January 11
Next meeting		January 15, 2013; 2:30- 4:00 PM ET
Adjourn	4:00pm	