



Neighborhood Emergency Preparedness Program

**January 17, 2012
2:30-4:00 pm ET**

Conference Call Minutes

Present in Person: Rhonda Fetzko, Lori Johnson

Present via Conference Call: Michelle Hill, Howell Batts, Judith Tear, Walter Thomas, Jack Tracy, Sonji Hawkins, Susan Mackenzie, Denise Heady, Paula Anderson, Marc Jean

WebEx Recordings:

Streaming Recording Link: <https://suncom.webex.com/suncom/ldr.php?AT=pb&SP=MC&rID=66219167&rKey=f14d7d17b1ca99cb>

Download Recording Link: <https://suncom.webex.com/suncom/lsr.php?AT=dw&SP=MC&rID=66219167&rKey=e3ccf8a96907d203>

- ◆ Review and finalize Plan Template Revisions (Community Emergency Preparedness Plan requirements)
- ◆ Review deliverables and milestones and discuss upcoming events and deliverables
- ◆ Address questions and concerns from County Health Department NEPP Coordinators

TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
Welcome, roll call & approve minutes		
Announcements	Vulnerable Population Satellite	January 27 10-11:30
Community Resiliency Updates (Bonnie Gaughan-Bailey)	Bonnie was not able to participate in conference call	
Strategize Plan Template Revisions	<p>Plan template 2.6 will be revised and sent out.</p> <p>Community site lead information has been added to template. The Community Planning Committee was added to Community site and demographic information.</p> <p>Hazard Vulnerability Assessment – Please reference county CMP and make sure community members are aware of hazards specific to community (page 7).</p>	



Florida Department of Health
Office of Public Health Nursing

TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
	<p>Please note that “Training” and “Exercise” information has been updated on page 13 of the template (with a recommendation to include the training plan as an attachment)</p> <p>ICS is recommended for all community members to have.</p> <p>Additional resources section has changed on the template.</p>	
Questions & Discussion	<p>Paula Anderson explained the Training and Exercise Support Team (TEST):</p> <p>Trainings and exercises that are “Preparedness” (ASPR and CDC) funded, should be put through TEST so that subject matter experts can review them and make revisions/recommendations as necessary.</p> <p>Prior to (and even after) conducting a training or exercise, go to the TEST website and complete the forms about the training or exercise. This provides the Training and Exercise Support Team an opportunity to review and make revisions/recommendations related to any training/exercises being conducted.</p> <p>There are some guidelines on the website that should be reviewed periodically because the standards may change.</p>	<p>The NEPP Training Plan and Pandemic Influenza workshop scenario (both available on the NEPP Website) have been approved by TEST.</p> <p>Ronnie will follow up on requirements related to exercises using a different format.</p>
Next Steps (Review deliverables and milestones and discuss upcoming events and deliverables)	<ul style="list-style-type: none"> - Expenditure report - Training – community members must receive training related to their plan - DRAFT Community Emergency Preparedness Plan Due - Expenditure Reports - Sustainment – Exercise Plans Due - All – POD plan - All – Spending plan due 	<ul style="list-style-type: none"> - 2 counties past due - Confirmation email Due January 27 -DRAFT Due January 31 - February 13 - February 17 - February 28 - February 28
Next meeting		February 22 from 2:30-3:30 PM
Adjourn	4:00PM	