



Neighborhood Emergency Preparedness Program

**October 16, 2012
2:30-4:00 pm ET**

Conference Call Minutes

Present in Person: Ronnie Fetzko, Lori Johnson, Bonnie Gaughan-Bailey, Michelle Sheffield

Present via Conference Call: Michael Gordon, Nina Mattei, Alicia Reyes-Perez, Antonio Gonzalez, Walter Thomas, Jack Tracy, Sonji Hawkins, Denise Heady, Sharlene Edwards, Solinka Murillo-McIntosh

Meeting Purpose:

- ◆ Discuss updates for Grant Fiscal Year 2012-2013
- ◆ Address questions and concerns from County Health Department NEPP Coordinators

TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
Welcome, roll call & approve minutes	Michelle Sheffield is the new Special Needs Shelter Consultant. Her background is in critical care with experience in disaster preparedness. She assisted in Hurricane Katrina transporting patients. She has 5 years of nursing management experience, primarily in cardiac care, but also some surgical intensive care.	Introduce Michelle Sheffield
Announcements	<p>Lori has sent out the second shipment of start-up kit materials to all of the counties.</p> <p>She has begun sending out the third shipment to several communities and will continue the third shipment to the remaining communities.</p> <p>Please note that the call in number has changed and we have a new website listed under the Bureau of Preparedness and Response, previously under the Office of Public Health Nursing.</p> <p>Discussion about, and development of, the new exercise guidance is ongoing.</p>	<p>Second shipment was sent to each Start-up County September 24-26.</p> <p>Lori will send an email as to when to expect delivery of the third and final shipment.</p> <p>http://www.doh.state.fl.us/demo/BPR/NEPP/nepp.html</p> <p>Ronnie has a meeting with Katie Pollard on October 17 regarding the Exercise Evaluation process.</p>
(Bonnie Gaughan-Bailey)	Community Resiliency Updates:	Reference FEMA's "Whole



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	<p>Bonnie is excited about another year of NEPP. It has been around for years and has expanded.</p> <p>The USC developed a Hazard Vulnerability Assessment (HVA) and GIS Map that may be helpful with identifying vulnerable areas where NEPP could be used.</p> <p>The Vulnerable Population GIS mapping, including socioeconomic data and census tracts, will be linked with the Department of Emergency Management's "Geospatial Assessment Tool for Operations and Response" (GATOR). GATOR will be enhanced to provide additional vulnerability information in a GIS format. This will provide a common operational picture/situational awareness for Florida Division of Emergency Management (DEM) and the State Emergency Response Team (SERT).</p>	<p>Community" doctrine</p>
<p>Plan Reviews</p>	<p>For Grant Fiscal Year 2010-11, a 12-page consolidated plan review summary report was sent to each NEPP participating CHD. As we are working on simplifying the program, a similar report was sent out this morning. This year's "Overview of Plan Reviews for 2011-12" is only five pages, requiring less reading time.</p> <p>In summary, for 11/12 <u>Start-Up</u>, there were scores ranging from 90% to 100%. The main reason for this is because most communities used the plan template provided in the NEPP toolkit. It is required that all community plans meet a minimum of 70% of the elements included in the template.</p> <p>The number one item lacking in <u>all the plans</u> reviewed was the vulnerable populations' assessment. Only had 25% of the plans included this information. To decrease the burden on CHD planners, a FAMU student was asked to assess Vulnerable populations for each 2012-13 NEPP County.</p> <p>Of the twenty-seven (27) <u>sustainment</u> plans submitted and reviewed, twenty-five (25) plans scored 70 percent and higher with an average of 85%.</p> <p>Please note that Plan Template Version 3.0 is now available in Microsoft Word</p>	<p>Draft Community Emergency plans are due November 9</p> <p>Word documents specific to your county will be sent to you by Lori and may be included in your draft plans due November 9 (include or reference it as an attachment on page 7).</p>



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	<p>in the online Toolkit.</p> <p>Thank you to Denise Heady for providing the oversight to the development of Haitian-Creole and Spanish versions.</p> <p>Please remember to make your plan community specific. Examples:</p> <ul style="list-style-type: none"> ○ If your community is only Spanish speaking, indicate that on your plan review. ○ Under the responsibilities section of the plan (pages 14-15), please indicate the name of the position, instead of the person's name, that is responsible for positions. By including the names in a referenced attachment, only the attachment will need to be updated if a community person responsible for a particular role changes. They may be hospitalized, move, die, etc. 	<p>Ronnie will send out the Haitian-Creole and Spanish versions of the Plan template and the NEPP PowerPoint to everyone after the conference call. (These are also now included in the online toolkit.)</p>
<p>Questions & Discussion</p>	<p>Ronnie has sent out the approved supply lists. Please note that several items have been added to the supply lists including: cots, fanny packs for triage purposes, and soap</p> <p>Ronnie has submitted a proposal to present NEPP at the upcoming FEPA conference in Orlando.</p> <p>One of the questions that were asked was whether or not we can use future agendas to discuss best practices among counties. It was suggested that this information can be included in the toolkit.</p> <p>Photos and other items were submitted in GFY 2010-11 prior to the Governor's Hurricane Conference. Posters were made and put on display at the Governor's Hurricane Conference in May. These will be posted to the NEPP website in the near future for everyone to see.</p> <p>Sonji Hawkins indicated that one of her communities uses their radios during Halloween to test their communication system as well as to keep children safe.</p> <p>Jack Tracy offered to assist start-up communities</p>	<p>January 2013</p> <p>Please call 407-858-1400, ext. 1112</p>



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	Discharge Planning Guide – Please use this guide as a resource because it has a lot of community information.	
Next Steps (Review deliverables and milestones and discuss upcoming events and deliverables)	<p>Ronnie will be meeting with Katie Pollard tomorrow in preparation for Training and Exercise Support Team meeting.</p> <p>Most of the expenditure reports have been received. If you have not sent yours in, please do so.</p> <p>Please note roles and responsibilities are identified in the Funding Agreement and MOA to include Draft Community Emergency Preparedness Plans</p>	<p>Ronnie meeting with Aaron Otis and Emily Wilson October 25, 2012</p> <p>Expenditure reports were due October 12, 2012.</p> <p>Due November 9, 2012</p>
Next meeting		November 20, 2012 2:30-4:00 PM ET
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