**LOCAL EMERGENCY PLANNING COMMITTEE - SUB COMMITTEE**

**June 24, 2014**

**Police Station - EOC Training Room**

**140 Winter Street**

**MINUTES**

**PRESENT:** John Mulveyhill, Chairman

Matt Brennan

Charlotte Jenkins

Jonathan Tose

David Phillips

Jason Cappello

Bob Kenney

**RECORDING SECRETARY**: Christine Malloy

Chairman Mulveyhill called the Local Emergency Planning Sub Committee meeting to order at 9:00am.

**ANNUAL DRILL - 1ST MEETING OF SUB COMMITTEE 2014**

* Not a full scale exercise this year, instead do several small exercises in this room (learn how to use equipment before exercises)
* Crash cart needs to be assembled before any exercises can be held
* Watch command, can add DPW on an eight (8) hour shift
* Dispatch can do all data entry of information
* EOC that went correctly; trying to remember how it was run compared to the EOC that did not run well.
* Mr. Tose suggested one incident that would escalate: for example an earthquake; it would bring in all agencies (health, fire, police, school, hospital, gas, etc).
* Mr. Phillips agrees one big drill but suggests some small drills to learn how to use the EOC Training Room.
* Chairman Mulveyhill stated the first class will be to learn how to use laptops.
  + Need to load personnel information/contact list
  + The first class will be a learning curve
* Mr. Tose suggested incorporating a few small exercises into one big drill with certain disasters in mind; training should all happen within a week's time.
* Chairman Mulveyhill stated nothing will happen until after July 4th. After the 4th of July celebration he will book the classroom, drill and tabletop, all will happen by August/September timeframe.
* Chairman Mulveyhill stated the smart board at EOC Training Room (at Police Station) has links to Fire Chief's office and Kenan Connell's office at DPW so all three boards are linked together.
* The crash cart has six (6) laptops, router and mobi.
* The last practice run, tele-conference went well it was in the Police Chief's office in the Police library.
* Chairman Mulveyhill stated the LEPC needs to find out, in an emergency who will set up the crash cart and the EOC room; these are logistical issues. Chairman Mulveyhill will speak with Mr. Gallagher today regarding:
  + Set up of equipment in this training room
  + Next meeting
  + Who is back up for I.T.
  + Who is back up for equipment set up
* Mr. Tose asked is the IMC on the laptops? Can Chairman Mulveyhill make sure these laptops are interconnected with iPads and laptops? Chairman Mulveyhill stated yes, he can do that. Are the new laptops XP?

**DRILL #1**

Get acclimated to equipment in the EOC Training Room at Police Station. At this next meeting all members should play with equipment with a component of an emergency. This next meeting should be two (2) hours long; first hour for the first shift of responders, second hour for second shift of responders.

Chairman Mulveyhill stated the committee will hold three meetings total. After the first meeting the group will decide what to do at the second meeting and at the second meeting it will decide what to follow up on at the third meeting.

Mr. Tose stated resources have not been updated online (for example, where backhoes are kept, etc.).

Chairman Mulveyhill stated he updates the CEM Plan (it's called the E-CEM now, it's electronic.

**NEXT THREE STEPS FOR SUB COMMITTEE**

Drill #1: Horseshoe shaped table meeting at EOC Training Room, Police Station

Punch list

Learn the equipment in the room

Drill #2 After action

Drill #3 Full tabletop (soup to nuts)

Bring full committee in for this meeting

Mr. Tose suggested getting Steve Tilly involved.

Fallon is going to want to run its own EOC.

Ms. Cooper-Zack will not be here, she will have a hand-radio person present. This is the new "Massachusetts Hospital Policy".

Animal Control officer will come into play. It was suggested a minor review of animal evacuation in drill.

Chairman Mulveyhill stated he received a donation of ten (10) dog crates for pet shelter in case of evacuation.

Mr. Brennan stated regarding licensing for livestock, dogs, and kennels; this committee needs to think about kennels for emergency situations.

**NEXT MEETING**

The next meeting of the LEPC Sub Committee will be announced at a later date.

**ADJOURNMENT**

Ms. Jennings made a MOTION to ADJOURN at 9:50AM. Mr. Brennan SECONDED the MOTION. It was UNANIMOUSLY VOTED.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Mulveyhill, Chairman

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_