

COMMUNITY ALLIANCE OF SARASOTA COUNTY

Community Disaster Preparedness Committee

MEETING SUMMARY

April 1, 2005

COMMITTEE MEMBERS PRESENT:

Bob Carter	Senior Friendship Centers
Cathy Emmett	Senior Friendship Centers
Diana French	Volunteer Connections
Bryan Pope	Salvation Army—Sarasota Corps
Dr. Carrie Springer	Coastal Behavioral Healthcare, Inc.
Stewart Stearns	Community Foundation of Sarasota County
Chris Stewart	First Step of Sarasota--FEMA Region 4
Kim Kutch	DCF—Suncoast Region
Lois Natiello	DCF—Suncoast Region
Alberto Suarez	United Way 2-1-1 of Manasota
Rev. Dr. Tom Pfaff	Goodwill Industries
Dr. Kay Glasser	Human Services Advisory Council
Miriam Lacher	Bayside Center – Sarasota Memorial Hospital
Donna Dunio	American Red Cross
Bob Berns	Voluntary Organizations Active in Disasters
Mike Bigner	Gulf Coast Community Foundation of Venice
Lee Johnson	Sarasota Family YMCA
Phil Gorelick	Jewish Family and Children’s Services

COMMITTEE MEMBERS NOT PRESENT:

Alex Young	United Way of Sarasota County
Bill Little	Sarasota County Health Department
Inaki Rezola	American Red Cross
Linda Wagner	Hospice of Southwest Florida
Aleda Kleckauskas	Hospice of Southwest Florida
Maj. Bert Tanner	Salvation Army—Sarasota Corps

OTHERS PRESENT:

Catherine McCue	FEMA - Region IV
Ron Grognet	American Red Cross – Volunteer
David Harrawood	Sarasota County Emergency Services

STAFF PRESENT:

Chip Taylor	Sarasota County Health and Human Services
Jeanne Hodaian	Sarasota County Health and Human Services
Pauline Tracy	Sarasota County Health and Human Services
Cher McGuirk	Sarasota County Health and Human Services

The Community Alliance's Community Disaster Preparedness Committee (**CDPC**) held its second meeting on April 1, 2005 at the County Administration Building in the Emergency Operations Center (EOC) at 8:30 a.m.

Jeanne Hodaian, Committee Coordinator, welcomed the members and guests in the absence of the Committee Chair (Alex Young). Jeanne provided an overview of the meeting agenda and introduced the first presenter -- Dave Harrawood of Sarasota County Emergency Management Services.

Presentations

1) County Emergency Operations Center (EOC). Mr. Harrawood provided a brief overview of the Emergency Operations Center, describing its purpose, organizational structure, structural integrity of the EOC facility, and technological capabilities. He described its role in coordination of information and resources to support incident management activities. [Note: Included in the handout folder was an Emergency Services Function (ESF) list, outlining the 17 ESF functions that are coordinated in the EOC system.]

2) Incident Command System (ICS). Cher McGuirk, Emergency Planner for the Sarasota County Health and Human Services Business Center, provided a background and overview of the Incident Command System (ICS). She explained the structure of the ICS, with the Incident Commander, Safety Officer, Liaison Officer and Public Information Officer, and the four major functions under the Command structure – Finance/Administration, Logistics, Operations, and Planning, describing how these sectors work to ensure coordination in the management of resources (human and material) during disaster incidents.

3) Expanded ESF-8 Command Post structure and draft structural chart. Linking the EOC and the ICS presentations to the planned Committee activities, Chip Taylor explained the proposed structure of the ESF-8 expansion and how it would look and work in coordination with the EOC, with the ESF-8 Expanded Command linked electronically with the EOC and the ESF-8 desk there.

As part of this presentation and related questions from the Committee members, several issues were discussed in more detail.

Discussion

During the presentation of the ESF-8 Command Post, Chip Taylor stated that the initial plan is to only activate the expanded Command Post post-event rather than pre-event. In response, Bob Carter and others suggested that they thought it would be more useful and effective to open the expanded ESF-8 pre-event or during the event rather than post-event. It was suggested that we consider opening the Command Post pre-event for the first actionable occasion in order to test this process for effectiveness and efficiency. Chip acknowledged that this will require some additional discussion before a definitive decision is made.

Mike Bigner stated that he felt the Committee and the planned initiative was on the right track, responding to many of the problems and issues that were identified during the "Lessons Learned" survey process – the coordination of volunteers and resources was the most important thing.

Diana French asked about the Volunteer Reception Centers and how these will be organized. Chip stated that five center sites will be identified and that Volunteer Connections needs to be ready to open and operate at least three Volunteer Reception Centers simultaneously. The other sites and responsible agencies will be identified in the near future.

Some discussion centered on the concern of a potential overlap with what is being proposed and the role of the American Red Cross. Donna Dunio (American Red Cross) assured the Committee members that she sees no conflict with what is being planned and ARC's disaster services role in the community. ARC is a partner with the County and plays an important role in the EOC (ESF 6 – Mass Care and ESF 11 – Food/Water). These activities are coordinated with ESF-8 as well as other ESFs.

Dr. Carrie Springer raised a concern about how requests for volunteers will be made and how this will be organized, also noting the issue of educating people in advance to ensure that procedures are adhered to. It was acknowledged that these issues will need to be thoroughly explored during the planning process to ensure clear guidelines since efficient volunteer coordination was one of the major problems identified during the 2004 hurricane season.

Chip Taylor reviewed the draft structural chart provided to Committee members depicting the proposed EFS-8 Command Post. He asked for feedback from members about the organization and content being proposed. What if anything should be added or deleted to the draft structure? He noted that we are considering placing Elder Care (and PSNS) as a separate section along with Human Services Health/Medical, rather than a sector under Human Services Team. Several individuals commented that they like the Team Leaders and/or Functional Teams concept proposed in the draft structure.

Much discussion centered on the database maintained by the United Way 2-1-1 of Manasota. Dave Harrawood and Alberto Suarez both see a role for 2-1-1 within this

ESF-8 Command Post structure and advocate for the addition of 2-1-1 to be reflected in the structure in some way. Dave reinforced the importance of using the 2-1-1 database and expanding its existing capacity, particular in the coordination of resources (human and material). We need to explore the importance of 2-1-1 and how it fits with disaster preparedness and response as well as for other community issues, and educate the public on 2-1-1 and the types of calls to place to 2-1-1. Dave also clarified how the 911 and 211 response systems are connected and how calls are triaged and handled through work orders during disaster responses.

A theme sounded by Dave and others is the importance of developing agency resource/asset lists and a system for storing and accessing this information for response and recovery activities. This is one of the planned activities of this Committee – to develop this agency resource list.

Kim Kutch noted that DCF is establishing its own south county EOC.

Miriam Lacher (Bayside Center) wanted to understand how we will be sure that agency staff follow protocols for coordination and communication, so avoiding duplication which happened last year. Jeanne explained that is why we are asking for agencies to adopt a Model Disaster Plan, or components of it, that will clearly outline coordination and communication procedures, which should disseminated to their staff, to reduce duplication of response and increase the capacity of agencies to meet the identified needs in a coordinated fashion.

Announcements

Chip Taylor provided Committee members with information about the *Behavioral Health Awareness Training (BHAT) for Terrorism and Disasters* being provided by the University of Miami's Disaster Epidemiology and Emergency Preparedness (DEEP) Center. This training workshop will be on Monday, May 16, 2005 from 8 a.m. to 4:30 at the Community Foundation of Sarasota County, 2635 Fruitville Road, Sarasota. To register, please email: registration@suncoastnonprofit.org or call Christie Lewis at 556-7102. The training is free and a continental breakfast and box-lunch are included. Advance registration is required. Seating is limited (maximum 75 individuals), so we request that agencies limit participants to only a few from their agencies. The BHAT training is open to Community Alliance members, which includes all persons/agencies participating in the Community Disaster Preparedness Committee. Please register soon, as two weeks in advance the registration will be opened to the public if seating remains.

Jeanne announced another training opportunity, also being provided at the Community Foundation of Sarasota on May 13 – *Compassion Fatigue and the Traumatic Stress Response Training*. This training is geared towards front-line staff who are at risk of burn-out and secondary traumatic stress. For information about this training contact Christie Lewis (556-7102) or check out the training information on the Nonprofit Resource Center website: www.suncoastnonprofits.org

Mike Bigner, Gulf Coast Community Foundation of Venice, provided members with the Final Report (February 2005) of the “Lessons Learned: A Review of Our Regional Disaster Response”. He also will email copies of this to Committee members.

Bob Berns (VOAD) offered to put everyone on his Weather Report list. Contact him if you would like to be included.

Jeanne provided a draft Glossary of Disaster Terms and requested people to provide feedback on suggested additions or deletions.

Next Steps

The next meeting will be a working meeting to map out what we need to do for the next two months to be ready for the upcoming hurricane season, outlining meeting agendas and tasks. We will define the Committee goals and objectives and identify the necessary subcommittees to address all of the issues and sub-committee tasks.

SCHHSBC also will provide a draft Model Disaster Plan and highlight the essential content and criteria to ensure coordination with the county’s comprehensive emergency management plan and SCHHSBC’s emergency operations plans, for those agencies that will have a desk at the expanded ESF-8 Command Post. Future meetings will discuss how existing human service agencies disaster plans can be adapted to ensure that coordination and communication structure.

Again, agencies that have disaster plans should provide Jeanne with a copy so that we can review content areas for coordination and adoption to a Model Plan.

NEXT MEETING: April 15, 2005 at 8:30 a.m. at the County Health and Human Services Business Center, Room 226 (Auditorium), 2200 Ringling Blvd., Sarasota