

# York Township EMA MINUTES

March 18, 2010 1907 hours York Township EOC

Type of Meeting: Regular Monthly

Meeting Called By: Kathleen Dellinger, Emergency Management Coordinator

Note Taker:

Attendees:

Kathleen Dellinger, EMC; Jack Dellinger, RACES; Jim Shaffer, Public Works & Engineering Branch Director; Dottie Anderson, Mass Care/Housing/Human Services Branch Director; Don Orwig, Transportation Branch Director; Anne Zarlenga, Public Health and Medical Services Branch Director; Jim Walsh, RACES

## Agenda topics

### **ITEM #1 Meeting Minutes**

Kathleen will provide meeting minutes based on her Agenda Notes.

### **ITEM #2 Approval of February's meeting minutes**

Approved as written.

### **ITEM #3 FIRE CHIEF'S MEETING**

Meeting will be Tuesday, March 22, 2010

### **ITEM #4 EOP FOR ASSISTED LIVING AND EXTENDED CARE FACILITIES IN YORK TOWNSHIP**

Anne Zarlenga, Public Health and Medical Services Branch Director, spent five hours in York Township EOC on Friday, March 5, 2010. She is compiling all the Emergency Operations Plans for the Assisted Living and Extended Care Facilities in York Township. She has created a notebook for each facility that has sent an EOP to us. She has divided each EOP into sections. She has contacted Jeff Joy at York County Office of Emergency Management for a list of the facilities for which we should have an EOP. After cross referencing York County OEM list to what plans we have on file, Anne will be requesting plans from any facility that does not have a plan on file with York Township EMA.

Jack Dellinger reported on sessions that he and Kathleen attended at the South Central Task Force Homeland Security Conference held at Harrisburg Area Community College. Among the sessions Kathleen and Jack attended were:

Hospital Evacuation & Use of START Triage  
Special Needs Patients in Mass Evacuations and Mass Care Settings

At these sessions there was much discussion regarding special needs patients in evacuation situations. Special needs patients cannot be taken care of in "normal" shelter situations such as Red Cross shelters. Red Cross shelters are not normally staffed by medical personnel, therefore special needs patients cannot be cared for in shelters set up by the Red Cross. Since Anne is an employee of Comfort Meadows of Leader Heights, she was asked about an evacuation of that facility and how patients would be cared for at a shelter. She stated that in the case of an evacuation of Country Meadows of Leader Heights, medical personnel would go with the patients to the shelter. She also stated that medical information goes with each patient to a shelter.

### **ITEM #5 ECRIN UPDATE**

Anne stated that she has received ECRIN forms from several small group homes with special needs patients. In the case of evacuation of these small group homes, it appears that relatives would be contacted to come to the group homes to evacuate the residents.

### **ITEM #6 REVIEW AND REWRITE OF THE YORK TOWNSHIP EMERGENCY OPERATIONS PLAN (EOP)**

Kathleen has begun to review our plan from 2008. All Emergency Operation Plans must be written to be NIMS compliant, meaning that any emergency, no matter the situation, can be handled in the same basic way. However, Kathleen feels that there are definitely some differences in how to handle a weather emergency compared to how a terrorism attack would be handled. Therefore, she has started lists of appendixes that will need to be added that are emergency specific. Lessons learned from the evacuation of Overlook at Springfield Apartments, this winter's blizzards and the 2010 Severe Weather Drill that took place this AM, will be incorporated into emergency specific appendixes. York Township EMA Notification and Resource Manual must be reviewed to update contact information for resources. We also need to attempt to get contacts for resources such as snowmobiles for use during snow emergencies.

### **ITEM #7 2010 SEVERE WEATHER DRILL**

Kathleen, Jack Dellinger, and Jim Walsh manned the York Township EOC this AM for the 2010 Severe Weather Drill. Kathleen, Jack and Jim handled drill messages via EMA radio, Amateur Radio Emergency Communications (EmComm) radios, and telephones. Kathleen kept the timeline by status board entries. Kathleen reviewed the status board entries with the staff present at this meeting. She explained when each member of the staff would have been called to report to the York Township EOC and what they would have needed to do in the event of a real severe weather emergency. Kathleen said that Mike Fetrow, Deputy Director of York County Office of Emergency Management, would like York Township EMA to conduct another severe weather drill in the near future. This drill will be conducted in the evening when most of the York Township EMA staff would be able to be present. If it works out for Mike, that drill will take place on Thursday, April 15, 2010, the date of our next regularly scheduled staff meeting. Kathleen will complete a report on this drill and distribute via email.

### **ITEM#8 SCREEN PRINTING OF OUR EMERGENCY VESTS**

Kathleen talked to Fred Krause about getting a purchase order to have our vests screen printed. Fred told her to talk to Kevin Lutz, Township Employee, about this. Kathleen talked to Kevin who is no longer able to get screen printing done, as the company he used is no longer in business. Kathleen will go back to Fred and again ask about a purchase order so that she can take the vests to be screen printed and have "York Township Emergency Management Agency" put on them.

**ITEM #9 STORM READY APPLICATION**

Kathleen said that York Township EMA participation in the 2010 Severe Weather Drill this AM hopefully will fulfill a requirement for York Township to become a PEMA and National Weather Service "Storm Ready" Municipality. Prior to the drill, she registered York Township EMA with PEMA as a participant in the drill. She will complete an after exercise report and forward it to PEMA. If this morning's drill participation does not count, because of the low number of staff participating, then a future drill will be needed. After that, the only requirement left to complete is for Kathleen to show satisfactory completion of the FEMA Independent Study Course #271, Anticipating Hazardous Weather and Community Risk. Jack Dellinger has already completed the course and stated that it is not an easy course to complete.

**ITEM #10 UPCOMING TRAINING**

Kathleen noted that flyers are on the sign-in desk for much upcoming training for Emergency Management Personnel.

- a. Schedule of York County Office of Emergency Management Quarterly Training – please make note in the change of the Wednesday night training from Wednesday, April 7 to Wednesday, April 14. Saturday morning training remains Saturday, April 10, 2010.
- b. ICS300 and ICS400 course announcements
- c. Exelon Training - April 17, 2010.
- d. PEMA Quarterly Meetings
- e. County of York Awareness Training
- f. PEMA State Conference

**ITEM # 11 NEXT MEETING**

Our next meeting will be Thursday, March 18<sup>th</sup>, 2010 6:00 pm. Please note this change in time from 7:00 PM to 6:00 PM to accommodate holding a Severe Weather Drill.

Meeting adjourned at 1948 HRS.