



# FACILITY DISASTER PLANNING SUBCOMMITTEE

## ***MINUTES*** (from 7/15/10 Meeting)

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LEPC District VIII, 4000 Gateway Centre Blvd., Suite 100, Pinellas Park, FL 33782 - 727/570-5151, Staff Contact: John Meyer

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A meeting of the LEPC Disaster Planning Subcommittee was held on May 19, 2010 at 11:00 a.m.

**Attendees** - Bob Westly, Chet Klinger, Thea Dunmire, Holley Wade and John Meyer

### **Discussion Summary**

1. **Introductions.**
2. **Approval of *Minutes*.** Interim Chair Bob Westly asked if there were any corrections or additions to the May 19, 2010 Subcommittee meeting *Minutes*. Hearing none, Chair Westly asked for a motion to approve the *Minutes*. Following a motion by Thea Dunmire and a second by Chet Klinger, the *Minutes* were approved unanimously.
3. **Subcommittee Chair Nominations.** Chair Westly indicated that he will be relocating to the Florida panhandle in September 2010 and will need to step down as the “Interim Subcommittee Chair” but expressed a desire and willingness to participate via teleconference in the next Subcommittee meeting (i.e. October 21<sup>st</sup>). Following a motion by Mr. John Meyer and a second by Chair Westly, Mr. Chet Klinger agreed to serve as the “Interim Chair” until another nomination is received or Mr. Klinger is no longer able to serve in this capacity. Acceptance of Mr. Klinger as the Interim Chair was approved unanimously by those in attendance.
4. **Facility Disaster Planning Subcommittee (FDPS) *Mission Statement* and current Goals.** Mr. Chet Klinger provided a correspondence indicating what was perceived to be the Subcommittee Goals, as established in 2006. These goals consisted of:
  - assess and rate disaster potential from Tier II review (Outreach Team);
  - assess preparedness of high risk facilities (Outreach Team);
  - training workshops for improving disaster planning for large facilities (Education & Training Team);
  - outreach and educate all area hazmat facilities (Outreach Team);
  - arrange for speakers to support workshops (Education & Training Team); and
  - organize incentive program to recognize great planning, readiness, and response (Outreach Team)

The Subcommittee was unable to reach consensus on potential refinement of the Subcommittee *Mission Statement*, although it was agreed that potential revisions would/should reflect the Subcommittee's current and planned initiatives. The Committee agreed to proceed with the Survey initiative and to reconsider preparing a *Mission Statement* following evaluation of survey results. This item was deferred/tabled for future discussion.

5. **Committee Questions for Survey.** Ms. Thea Dunmire prepared a eight-question Survey designed for response by the Section 302 facilities within the Tampa Bay Region. Each of the facilities will be notified of the Survey via postcard and encouraged to participate in this brief, web-based, survey. Survey results will be evaluated and could/would serve as a local training needs assessment and perhaps guide the mission of the FDPS in the short term. The proposed questions are:

- What is the nature of your operations at your location? (*i.e. Manufacturing, Business to Business Services, Customer Services, or "Other" - to be specified*)
- How many employees do you have at this location? (*i.e. Under 10, 10-50, or Over 50*)
- What is an estimate of the total amount of chemicals or other hazardous materials you have at this location? (*i.e. Less than 55 gallons, 55-200 gallons, or Over 200 gallons*)
- Have you, or someone else from your organization, previously attended a training event put on by the Tampa Bay LEPC? (*i.e. Yes or No*)
- Please rate how likely it is that you would attend a training event on the following topics: (*i.e. rate categories were "Would not Attend, Unlikely to Attend, Might Attend, Likely to Attend, and Very Likely to Attend"*)
  - BCP Planning 101 - Learn the basics of preparing a Business Continuity Plan
  - Risk Assessment Workshop - Learn how to evaluate your organization's hazards and risks for your BCP
  - Using the FL BCP Software to Create a customized BCP
  - PS-Prep Certification - Learn about the options and benefits of certification of your preparedness plan
- What type of training format would you prefer? (*i.e. In-person with formal presentations by experts, In-person workshops, Scheduled webinars/fixed date & time, Computer based training available 24/7, or "Other" to be identified by surveyee*)
- Any other topics you would like to see the LEPC consider to provide training about? (*to be specified by surveyee*)
- Please provide your contact information if you would like to be notified about upcoming LEPC training events (*i.e. Name, E-mail Address & Phone Number*)

Ms. Thea Dunmire agreed to remove all acronyms from the proposed survey form and resubmit to Mr. John Meyer. In turn, Mr. Meyer would forward to all Subcommittee

members in an effort to solicit comments, recommendations or additional questions. It was agreed that a two week period to provide this review would be appropriate.

It was further agreed that the postcard encouraging completion of the brief, on-line, survey should come from the Local Emergency Planning Committee rather than the Facility Disaster Planning Subcommittee and conducting via the “advanced version” of *Survey Monkey*<sup>®</sup> software. Mr. Meyer agreed to prepare draft language to be provided on the postcard for review by Ms. Dunmire (and perhaps other Subcommittee members).

6. **Website Update.** Mr. Meyer demonstrated the location of the “*Disaster Planning Tips for Facilities Storing and Handling HAZMATs*,” which was added to the LEPC website.
7. **Discussion for Potential Insurance Rate Reductions for Hazmat Facilities commensurate on Extent of Hazmat Training.** Although members were in agreement of the concept, no updates were provided. Discussion ensued about the possibility of inviting insurance industry representative(s) to a future Subcommittee meeting to discuss the concept but it was concluded that further research into the potential invitee(s) would need to be conducted. In the interim of perhaps in lieu, inviting such representative(s) to the future *Brainstorming Session* was later discussed (see #9, below).
8. **Update of Oil Spill Recovery Operations.** Ms. Holley Wade advised the Subcommittee of current oil spill response and recovery efforts as she is aware and the extent of continued communication and coordination occurring across all levels of government.
9. **Other Issues/Comments.** Significant discussion ensued about the possibility of conducting another “Brainstorming Session,” the results of which could be utilized to guide future objectives of the Subcommittee. Consensus was reached that the timing of the proposed workshop should occur following receipt, compilation and evaluation of Survey results. While agreeing to facilitate such workshop, Mr. Chet Klinger identified that hosting such a meeting “sooner than later” may be beneficial in order to capitalize on the current focus of hurricane season and the BP incident. It was agreed that insurance industry representatives should be invited to attend the future Brainstorming Session.

The initial Brainstorming Session, conducted on April 20, 2006, was designed to “*brainstorm emergency preparedness and disaster recovery issues to develop a strategy for preparing for and responding to the effects of regional disasters as facilities with hazardous materials. The outcome of this workshop will be used as the basis for subsequent workshops to assist organizations that handle hazardous materials in preparing/improving and implementing their emergency preparedness and disaster recovery plans.*” Success of the prior Brainstorming event revolved around and concentrated on response to the following three questions:

- Should your evaluation of your vulnerability change when planning for a regional disaster as opposed to a facility-specific incident?

- How do your emergency plans address the fact that first responders, such as the local fire department, may be unavailable or unable to respond to an emergency at your facility during a regional disaster?
- How can communication channels be established and emergency notifications streamlined to facilitate appropriate emergency response?

Members were encouraged to submit copies of Subcommittee meeting notes and Minutes pre-April 2009 to Mr. Meyer for archiving purposes within the Subcommittee section of the LEPC website.

10. **Taskings.**

John Meyer:

- Send out “draft” *Minutes* from the July 15<sup>th</sup> Subcommittee meeting within two business days;
- Send out “draft” Survey questions to all Subcommittee members for two-week evaluation period;
- Request database of Section 302 facilities (i.e. Contact Names, Facility Name & Address) from the Florida Division of Emergency Management for the purpose of mailing postcards;
- Prepare draft postcard language encouraging participation in the Survey. Submit to Ms. Thea Dunmire for review and comment.
- Send out postcards to Section 302 facilities encouraging their participation in brief, on-line, survey by mid-September (or so); and
- provide survey results to Ms. Thea Dunmire and Ms. Holley Wade for future evaluation and discussion at the October 21, 2010 Subcommittee meeting.

Thea Dunmire:

- Update current Survey questions to remove all acronyms and submit to Mr. Meyer;
- Evaluate proposed postcard language encouraging participation in the Survey and
- Assess Survey results upon completion, as forwarded by Mr. Meyer.

Holley Wade:

- Assess Survey results upon completion, as forwarded by Mr. Meyer.

Chet Klinger:

- “Evaluate the feasibility of future *Brainstorming Session* prior to next meeting.”

All Subcommittee Members:

- Provide comments on the proposed Survey within a two-week period of receipt.
- Submit copies of notes and *Minutes* associated with prior Subcommittee meetings (occurring before April 2009) to John Meyer for posting to the LEPC/FDPS website.

**The meeting was adjourned at 12:50 p.m.**

**The next meeting is scheduled for Thursday, October 21<sup>st</sup> from 11:00 a.m. - 1:00 p.m. at the offices of the Tampa Bay Regional Planning Council/Local Emergency Planning Committee.**