

## Sudbury LEPC VIP (Vulnerable In-town Populations) Subcommittee

Minutes of Meeting Wednesday, October 24, 2007; 10:00 AM, Longfellow Glen

**Present:** Barbara Bahlkow, Frost Farm; Michael Carroll, Assistant Fire Chief; Lt. Rick Glavin, Sudbury Police Department; Marilyn Fatherly, Longfellow Glen; Kristin Kiesel, Council on Aging; Ruth Mori, Parmenter VNA; David Mortimer, Chair, Sudbury Commission on Disability; Wayne Pultman, Wingate; Sally Sack, Springhouse Pond; Richard Simon, Coordinator, Sudbury LEPC;

**Also invited:** ; Stacy Carlin, Sudbury Pines Extended Care; Roberta Henderson, Sudbury Pines Extended Care; Jo-Anne Howe, Sudbury Housing Authority; Martha Lynn, Sudbury Town Social Worker; Elizabeth Weisner, Orchard Hill

<b>Next meeting</b>	Wednesday, November 28, 10:00 AM, Frost Farm Club House		
<b>Issue</b>	<b>Discussion</b>	<b>Decisions/Questions</b>	<b>Next Steps</b>
Minutes of meeting September 26, 2007	Minutes accepted as corrected		
New member	Welcome Wayne Pultman, Administrator at Wingate. Wayne has taken Cathy Congo's former position.		
<b>Old Business</b>			
CERT	<p>Barbara reported on CERT activity. There will be a drill November 14 at 7:30 PM at the Senior Center, in which the building will be set up as it would be if there was a need to use it as a shelter.</p> <p>CERT has been working to develop "overflow" shelters in all quadrants of town, so that if the two Red Cross certified shelters are full, people will have other places they can go.</p> <p>It has been learned that the L/S High School generator is not wired to operate the heating system, so if there was a power failure the building would not be heated.</p> <p>The lights in the locker/shower room</p>	<p>Signs are needed to help people know where to go.</p> <p>A shelter or shelters are needed in the southwest section of town. Sally pointed out that one may be needed close to Springhouse Pond, especially once Mahoney Farms and Grouse Hill are fully occupied. Barbara, Richard, and Dave Mortimer are doing site visits to each potential shelter.</p> <p>Most of the overflow shelters have no cots or blankets.</p> <p>Orchard Hill might be a potential overflow shelter.</p> <p>Shelters will have need of volunteers</p>	<p>Ruth has signs that will be useful. She will bring them to the Senior Center for Barbara.</p> <p>Barbara is working on a grid that shows all the shelters, with specific information about each.</p> <p>Richard will send Kris a list of potential jobs for these secondary volunteers, and she will put a request for volunteers in the Senior Center newsletter.</p>

	<p>at the Fairbank Building are not wired to the generator, so in the case of a power failure there would be no illumination in those rooms.</p>	<p>trained for secondary roles, such as greeting new arrivals, registering people, and food handling.</p> <p>It is likely that the Fairbank shelter would be designated for those 150 evacuees who have the greatest medical needs and/or are most vulnerable.</p>	
<p>Voluntary Registry</p>	<p>Knowing where there are people who need extra help in case of emergency are located would be vital in preparing for an emergency where there is some time to prepare. The Town of Plymouth has a “Special Needs Card” for residents to fill out, and a state task force is working on recommendations for developing voluntary registries.</p> <p>Kris has developed a draft of a form for use in developing a voluntary registry. Dave has met with Town Clerk Rosemary Harvell to see if such a form could be mailed out with the Town census. Rosemary said she would discuss this with Town Manager Maureen Valente.</p>	<p>Perhaps if the form cannot be sent out with the census, it could be included in the annual Town Report.</p> <p>In keeping with the state task force recommendations, perhaps the form could also be filled out on line.</p> <p>The information gathered would be kept confidential according to HIPAA guidelines, but the details of the guidelines are not wholly clear.</p> <p>It would be important to make the date of birth line optional. Firefighters need to know whether someone is 18 or older.</p> <p>Dave noted that 81 people had self-identified as having a disability on the Town census, and the Mass Commission for the Blind is willing to do a mailing to all those in town who are registered with the Commission.</p> <p>Who will do the data entry? Mark Thompson could make it possible to fill out the form on line.</p>	<p>Kris will make the suggested changes to the form, and then organize a meeting with Maureen Valente, Rosemary Harvell, Richard Simon, Dave Mortimer and herself to discuss how to get the forms mailed out.</p> <p>Kris will talk with Wayne Walker about HIPAA confidentiality.</p> <p>Kris will speak with Bob Leupold about the role of the public health nurse.</p>

		<p>Where would the forms be returned to? There would have to be a follow-up call to gather a few additional pieces of data such as emergency contact information.</p> <p>Should there be a lead role in this initiative for the Public Health Nurse?</p>	
<b>New Business</b>			
LEPC Tabletop Exercise	<p>The LEPC held a tabletop exercise at Town Hall October 23. It was attended by most department heads, as well as an official from MEMA and representatives from the League of Women Voters, Emerson Hospital, the Commission on Disability, Parmenter, and others. The situation involved a hurricane striking town. It was noted that in a region-wide emergency such as a hurricane, there would be no help from outside the town, since all the other towns would also be affected.</p> <p>There is still no answer as to how the need to shelter pets would be addressed.</p>	<p>The exercise highlighted things that still need to be done. For example, where will the Emergency Operations Center (EOC) be placed?</p> <p>If we can identify those who need special help ahead of time, we would be able to help them evacuate in a proactive way.</p> <p>Safety of first responders and staff is paramount, and plans must be made for the safety of the families of staff so that first responders are freed to do their jobs.</p> <p>The Senior Center staff needs training on caring for the emotional and psychological needs of evacuees.</p>	<p>All Town departments must be kept in the loop with one consistent message that can be used to inform the public, determined by the EOC.</p> <p>Shelters for family members are being developed in Concord.</p> <p>Barbara suggested that Beth Whitlock would be a good resource for such a training.</p>
Springhouse Pond	<p>Sally showed the group a packet of emergency information she has prepared for each resident of Springhouse Pond.</p>	<p>There are three people at Springhouse Pond with severe medical conditions, including one resident who is 100 years old.</p>	<p>Sally will develop a telephone tree for contacting Springhouse Pond residents in case of emergency.</p>
<b>Next meeting</b>	<p>Wednesday, November 28, 10:00 AM, Frost Farm Clubhouse</p>		