

**TOWN OF WAYLAND  
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
MEETING: JUNE 24, 2014 @ 8:00AM  
PUBLIC SAFETY BUILDING  
MEETING AGENDA**

**PLEASE BE ON TIME. WE WILL START PROMPTLY AT 8AM. THANK YOU!**

**WAYLAND LEPC Mission Statement**

**“Wayland’s Local Emergency Planning Committee (LEPC) is a group of elected and appointed community representative who meet quarterly each year, for the purpose of promoting and facilitating the pre, present and post incident safety of all Wayland residents and business owners. LEPC takes an “All-Hazards” approach to public safety, emergency preparedness, and public health, which include hazardous materials incidents, natural disasters, manmade and terrorist events. Wayland’s LEPC goal is to manage public expectations and emergency preparedness concerns for the community by establishing a Continuity Of Operations Plan (COOP) for Town government, promoting and advocating for public education while improving communications before, during and after emergent events.” (Approved 06/20/12)**

- 8:00PM      1. Call to order by Chair.  
                    Review meeting agenda
- 8:05AM      2. Public comment
- 8:07AM      3. Approve Minutes from November 14, 2014 meeting
- 8:10AM      4. Individual Risk Assessment Presentation Per Department (5 min. each)  
(Review response to questionnaire submitted 6/17/14))
- Building Department
  - CERT
  - Council on Aging#
  - DPW#
  - Facilities
  - Fire/EMS
  - Health Department# & MRC
  - Housing Authority
  - Information Technology
  - Police
  - Schools
  - GIS/Surveyor
  - Board of Selectmen/Town Administrator

# = represents the presence of a governing Board

- 10:00AM 5. Suggested agenda items for next meeting
- 10:02AM 6. Concerns & comments
- 10:03AM 7. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any.
- 10:05AM 8. Adjourn

lepc meeting agenda 06242014

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**EMERGENCY OPERATING CENTER (EOC) QUESTIONNAIRE**

As I had indicated at the closing of our March 17, 2014 LEPC meeting, I was interested in asking each department to briefly discuss with the membership the potential risks they may face as the head of a department. This discussion serves three purposes: (1) it allows for other town departments to understand the potential issues your department may face, (2) it allows others to learn of the similarities, the differences and the consequences of decision making, and (3) it give you an opportunity to discuss your individual department concerns.

**PLEASE COMPLETE THIS QUESTIONNAIRE BELOW AND RETURN YOUR  
ANSWERS NO LATER THAN JUNE 17, 2014.**

**YOUR DEPARTMENT NAME:** \_\_\_\_\_

**PERSON COMPLETING THIS FORM:** \_\_\_\_\_

1. BRIEFLY DESCRIBE THE SCOPE OF SERVICE PROVIDED BY YOUR DEPARTMENT.
  
  
  
  
  
  
  
  
  
  
2. WHO HAS THE AUTHORITY TO MAKE DECISIONS IN AN EMERGENCY?  
IN YOUR ABSENCE WHO IS THE DECISION MAKER/ALTERNATE?
  
  
  
  
  
  
  
  
  
  
3. WHAT IS YOUR LEVEL OF AUTHORITY AS IT PERTAINS TO DECISION  
MAKING IN AN EMERGENCY?
  - a. STATUTORY?
  
  
  
  
  
  - b. TOWN BYLAWS?
  
  
  
  
  
  - c. TOWN BOARD? (DO YOU NEED APPROVAL FROM YOUR BOARD TO  
MAKE URGENT DECISIONS?)
  
  
  
  
  
  
  
  
  
  
4. WHAT DO YOU ANTICIPATE AS YOUR RESPONSIBILITY IN THE EOC?

5. HOW DO YOU BELIEVE THE EOC CAN ASSIST YOU IN AN EMERGENCY?
  
6. HOW DO YOU THINK THE INFORMATION TECHNOLOGY DEPARTMENT MAY BE ABLE TO ASSIST YOU?
  
7. HOW DO YOU THINK THE GIS DEPARTMENT MAY BE ABLE TO ASSIST YOU?
  
8. DOES YOUR DEPARMNET HAVE WRITTEN POLICIES AND PROCEDURES IN PLACE, SHOULD AN EVENT OCCUR?
  
9. PLEASE LIST 3 POTENTIAL MAJOR EVENTS THAT YOUR DEPARTMENT MAY FACE THAT WILL AFFECT THE TOWN OF WAYLAND AND WILL REQUIRE IMMEDIATE ATTENTION?
  - (1)
  
  - (2)
  
  - (3)

**PLEASE RETURN YOUR ANSWERS TO DOUG LEARD NO LATER THAN JUNE 17, 2014 TO: [DJL@emergencypreparedness4all.com](mailto:DJL@emergencypreparedness4all.com) OR TO [dogleard@realtour4u.com](mailto:dogleard@realtour4u.com)**

**Thank you very much.  
Doug Leard**