

**TOWN OF WAYLAND**  
**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**  
**Meeting minutes of June 20, 2012**

Present: Police Chief Robert Irving/Emergency Manager; Fire Chief Vincent Smith; Town Administrator Fred Turkington; Police Lt. Pat Swanick; Police Sgt. Tom Galvin, Building Department Jay Abelli; School Superintendent Paul Stein; Council On Aging, Julie Secord; DPW, Stephen Kadlik; Director Board of Health, Julia Junghanns' BOH/MRC Ruth Mori; LEPC Chairman, Doug Leard

Missing: Alf Berry (Surveyor), Brendan Decker (GIS Coordinator), John Moynihan (Public Buildings Director), Don Ouellette (DPW Director), Gwen Sams-Lynch (Information Technology), John Senchyshyn (Human Resources) (on vacation)

Meeting opened by LEPC Chair, Doug Leard

Review and Discussion of the proposed LEPC Mission Statement: (proposed additions)

**WAYLAND LEPC Mission Statement**

**“Wayland’s Local Emergency Planning Committee (LEPC) is a group of elected and appointed community representatives 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 includes hazardous materials incidents, natural disasters, manmade and terrorist events. Wayland’s LEPC goal is to manage public expectations and address 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.”**

Doug previously discussed with Fred Turkington the concept and the need for the Town of Wayland to establish a Continuity of Operations Plan (COOP). Fred suggested that Doug make this initial presentation to the LEPC committee. Below please find a brief review of the more important power point presentation slides:

*(Beginning of PowerPoint presentation)*

**Continuity of Operations Plan (COOP)**

***Continuity of Operations Planning is defined by the National Continuity Policy Implementation Plan (NCP/IP) and the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20) as “an effort within individual executive departments and agencies to ensure that the Primary Mission Essential Functions (PMEF’s) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies” Continuity of***

*Operations began during the Cold War under President Dwight Eisenhower in preparation for a potential nuclear attack.*

### *10 Step Plan to COOP*

- 1. Project initiation*
- 2. Risk assessment*
- 3. Business impact analysis (BIA)*
- 4. Develop orders of succession & authority*
- 5. Business continuity strategies*
  - a. Determine alternate facilities to operate*
  - b. Determine communications (town & public)*
  - c. Managing vital records (what & how?)*
  - d. Summarize human capital (id essential functions personnel)*
- 6. Emergency response*
- 7. Plan development*
- 8. Creating awareness and training programs & maintaining and exercising coop plan*
- 9. Public relations & crisis coordination*
- 10. Avoiding disaster and interaction with governmental agencies*

### *What Should You As Town Employees Understand About COOP?*

*As a town employee you must understand how your customers (town residents) use and benefit by the product(s) and services you produce.*

*If you understand this, you will better understand what you need to do. By understanding this need you will have a better chance of getting customers & residents to “buy in” !!*

*What is our next threat? A nuclear attack? A mass shooting of a group of people? A simple broken sprinkler head in the town building at 2:00AM destroying vital town records? A tornado? A hurricane? A major snow storm like 1978? An ice storm? A major flood? What about a “cyber-attack” on the information technology of our town, our state or our country affecting finances, our power grid, etc.?*

***SO WHERE DO “WE” GO FROM HERE?***

***REMEMBER: UNTIL THE COOP IS TESTED, YOU DO NOT HAVE A PLAN!***

*Doug then showed a brief 10 minute video <http://zomobo.net/play.php?id=tfv5JASJxbA> (a simulation) presented by CNN showing what could possibly happen is one person simply downloaded an infected "MARCH MADNESS" app on a smartphone.*

*(End of PowerPoint presentation)*

How prepared are you???? How prepared are we????

The next meeting date will be in October 2012.

Please submit to me any potential agenda items you wish to discuss at the next meeting.

Meeting adjourned

Minutes prepared by  
Doug Leard, Chair - LEPC