

**TOWN OF WAYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
MEETING: MAY 15, 2018 @ 08:00AM
PUBLIC SAFETY BUILDING/EOC
38 COCHITUATE ROAD WAYLAND, MA 01778
MEETING MINUTES – DRAFT**

Chief Houghton, Chief Swanick and myself wish to extend our sincere thanks to those CERT Team members who met with us on Monday evening to help set-up the EOC for this event.

Members Present/Invited:

Brendan Decker (GIS), Fire Chief David Houghton (WFD), Supt. Arthur Unobskey (Schools), Pat Morris for Ben Keefe (Dir. Facilities), Police Chief Pat Swanick (WPD), Lt. Sean Gibbons (WPD), Julia Junghanns (Director, BOH), Ruth Mori (Health), Tom Holder (Director, DPW) also representing Wastewater, Joe Doucette (DPW), Geoff Larsen (Building), Doug Levine (BOS), Dave Fuller (DPW - Water), Paul Brinkman (Engineering) for Linda Hansen (ConCom), Elizabeth Doucette (Town Administration), Doug Levine (Board of Selectmen), Sandy Raymond (Library), Joseph Gordon (CERT), Rick Broomer (CERT), Doug Leard (LEPC Chair)

8:00AM Doug began the meeting by asking if there were any questions/corrections with the meeting minutes of February 22, 2018. Hearing none, Chief Swanick made a motion to accept. Seconded by Lt. Gibbons. A vote by those in attendance at that meeting was unanimous. None opposed.

Chief Houghton began the exercise by first explaining how this exercise will work and what the expectations would be for each invited participant. This event will be based on a real-life situation that may possibly occur in our community. All participants were encouraged to bring any supplies and information they feel they may need in order to make critical decisions. Any need for additional resources must be must be attainable, put into writing and presented to personnel sitting at the Logistics table. Everyone was told...“If you did not put it in writing you did not consider it or request it.” Over the next two hours there will be scheduled pauses in the action for any questions. Throughout the event there will be periodic “injects” into the scenario where critical events have suddenly developed and may require immediate attention by department heads.

All participants were given a copy of the Rules of Play, an organizational layout of the EOC that included table seating assignments for department representatives along with telephone extensions, pen and paper.

The event began with Chief Houghton reading the following scenario:

“Today is April 3, 2018 and it is 0800 hours and we have just had a tremendous winter with 4 feet of snow since January 1st. We are now in our third week of rain with an average rainfall of 2” per day. The ground is saturated, the storm drains are backing up, low lying areas are showing signs of water collecting and the Sudbury River is over the

road by 2” at Heards Pond and on the shopping center side of the bridge. River Road and Old Sudbury Road are currently with water 3 feet in from the sides of the road, Shore Drive is open with water nearing the back of the houses.

The projected weather is for heavy rain and winds for the next 24 to 48 hours.”

With this scenario all participants were asked to begin the exercise and to take whatever actions they deemed to be necessary.

As the scenario progressed notifications from arrived from:

- MWRA of serious concerns of a dam breach
- National Weather Service regarding predicted flood stage for the Sudbury River
- Town Hall showing signs of movement due to the high-water table
- Eversource reporting poles down on Route 20 and that power has been shut off for safety reasons.
- MWRA report that the Sudbury River Dam is cracking and failure is eminent.

At the conclusion of the exercise each participant was asked to complete a brief survey of the event outlining any comments, notes or suggestions. Chief Houghton informed all participants that we would hold a “Post Action Critique” of this event in the Fall.

Some questions/issues that were discussed:

- GIS does not have access to the main server from the Public Safety Building EOC. This is critical for access to mapping software.
- School Department CORI checks
- Communications concerns
- Food and sleeping accommodations for staff and potentially family members
- Shelter and Back-up shelters
- What if this event happened at 1800 hours? How would your actions change?

The participation by everyone present was greatly appreciated. Chief Houghton informed everyone that this table top exercise is one of many to follow. Our goal is to ultimately test town administration and all departments with potential “real life” incidents. At the end of this document are some of the participant’s comments, for your review.

A **SPECIAL THANKS** goes out to Joseph Gordon, Wayland’s CERT Team Coordinator and Rick Broomer, Wayland CERT Team Asst. Coordinator for their participation in this event. They both took time off from their regular work schedule to assist this morning. Both Joe and Rick served a vital role in assuming the position of ‘scribes” One of the roles of a scribe is to document and record the activity of each exercise participant. For example, when a request for resources is made by a department that request is documented (who made the request, what was requested, to whom the request was made, the date and time of the request). As a reminder, our Wayland CERT Team members are all volunteers. Thank you again.

10:00AM Meeting adjourned.

Respectfully submitted,

Douglas J. Leard

Doug Leard, MSEM
Chairman, Local Emergency Planning Committee

PHOTOS OF THE EMERGENCY OPERATIONS CENTER (EOC)



EOC Drill
Participant Comments, Notes and Suggestions
May 15, 2018

- Great session to highlight emergency preparedness
- Our office will have follow up on meetings to plan for as emergency based on the session
- I would recommend that IT be a part of the emergency team. In addition, a meeting will be initiated to work out connectivity for PSB command post as well as an alternate site
- Protocol for BOS and Town Administrator's Office will be established for efficiency in communication
- IT will further test a plan for data access
- Well organized
- Completely realistic
- Good to put faces in play, we are all on same team, and we have a group responsibility for the town
- Need SCADA access at both WWTPs and PS
- Drainage maps on PC
- Verify valve/gate capacity at gate house
- Assign authority control of dam to DPW
- UPN access to town servers
- What happens to servers if town building has no power?
- Town building records during flood and resulting building issues
- Understand/catalog all dams in town (public or private)
- This was quite an interesting exercise. I will go back and discuss with my staff.
- I think the topic of communications when no power/cell access is troubling. Not sure of solution
- Relocate town building staff to support sheltering and limited town business to try to relocate that to WMS
- Question if each department head would need to be in EOC or have a designated contact
- Determine number of cots/MRC items so define number of equipment known for Cert/MRC
- Work with long term assisted living facilities
- Good collaboration of staff experience and efforts
- Realistic series of events
- For next exercise, might suggest Hazmat scenario
- I thought the tabletop was good. It helps us to think through problems – troubleshoot what we would do and identify solutions
- This was very helpful – suggest we do different scenarios – maybe twice a year
- Number of cots and blankets?
- Long term sheltering needs and staffing
- Town building functionality if closed
- Where should I look for good scenarios for the schools to practice these exercises?

- How do I know if our communication tools are consistent with incident command?
- This was very helpful – I appreciate describing how we communicate
- Great exercise – hope we never need to use it
- Good communication between departments
- Add follow up to the after event
- Table top exercise where we can visually demonstrate a response
- Communication went very well
- Police/fire cooperation was needed. Worked well together – able to accomplish goals easily
- Very helpful exercise for bringing everyone into the room together and going through the motions to understanding the various roles that all of the department heads play
- It was critical to understand how the BOS decision making authority would be needed in the event of an emergency and how we would collaborate with the Town Administrator and WPD Chief to engage in a widespread communication operation
- It will be helpful and prudent to continue these exercises so all personnel are prepared in the event of an emergency
- Provide business model of temporary emergency use shelter. Put in place “auto-permitting” protocol – requirement 780 CMR 3113
- Continue to administer/enforce building code regulations related to construction in flood plain