



Health & Human  
Services Coordinating  
Council for Pinellas County  
14155 58<sup>th</sup> St N, Clearwater, FL 33760  
Phone: 727-582-7951

## ***DISASTER RECOVERY LEADERSHIP NETWORK***

**Thursday, May 26, 2011 - 9:00 a.m. to 11:00 a.m.**

Park Station, Room 202  
5851 Park Boulevard  
Pinellas Park, FL 33781  
Venue Phone: 727-541-0805

### **AGENDA**

#### **Welcome and Introductions:**

*Jerry Wennlund, Chair*

#### **Consent Agenda:**

- Approval of February 24, 2011 Minutes

*All*

#### **Old Business:**

- Analysis of Tornado Response
- Service Matrix

*Denise Groesbeck, Rod Cyr, Micki Thompson*

*Joe Baldwin*

#### **New Business/Status Reports:**

- Post Disaster Redevelopment Planning Grant
- RMC Exercise (June 3, 2011)

*David Walker*

*Rod Cyr*

#### **Information:**

- Summit 2011 (May 5, 2011)
- COAD Exercise (May 4, 2011)
- PROUD

*Shelba Waldron*

*Stephanie Walker*

*Denise Groesbeck*

**Next Meeting: Thursday, August 25, 2011**  
**JWB Children's Services Council, 14155 58<sup>th</sup> St N, Clearwater, FL 33760**  
**Venue Phone: 727-547-5600**

**HHSCC Website: [www.hhsc-pinellas.org](http://www.hhsc-pinellas.org)**



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## DISASTER RECOVERY LEADERSHIP NETWORK

Thursday, February 24, 2011 from 9:00am – 11:00am  
Park Station: 5851 Park Boulevard, Pinellas Park, FL 33781  
Venue Phone: 727. 541.0805

### MINUTES

#### **Welcome and Introductions - Jerry Wennlund, Chair**

Mr. Jerry Wennlund opened the meeting at 9:04am

#### **Consent Agenda - All**

Approval of December 2, 2010 Minutes

**Motion:** Betty Tribble

**Second:** Rod Cyr

**Vote:** All in favor: Unanimous

#### **Old Business:**

#### **Child Care Licensing Executive Order - Kathy Krause**

A letter (in meeting packet) was written and sent to Governor Crist last year about modifications to the childcare regulations in the event of a disaster.

The State needs a quorum to lower the child care regulations in normal circumstances; however in an emergency/disaster, there is no quorum needed. Centers can reopen without regular regulations.

To obtain an Emergency Childcare license, an Emergency Childcare Waiver form must be completed by contacting the PCLB, who will forward the info and forms. This process has to be done prior to any disaster. The Waiver states: "...emergency childcare provided under this temporary waiver must cease within 72 hours of the cessation of a declared state of emergency for Pinellas County."

Ms. Majorie Massarsky talked about all the children displaced from schools and child care facilities due to the police activity after Monday night's shooting of a police officer, causing a manhunt that went into Tuesday. The schools and child care services worked together and R' Club and the YMCA shared space so that all the children were safe.

#### **Approve Amended Charter – Joe Baldwin**

The Charter was amended by adding one line stating that the group would meet at minimum of 4 times per year. Suggests that the task teams meet more often to meet the Grant requirements.

#### **New Business:**

#### **Post Disaster Redevelopment Planning Grant - David Walker**

It was suggested that for the next meeting, all teams working on the grant deliverables give a progress report.

The County has put together a Post-Disaster Recovery Plan. This is for long-term redevelopment after an emergency/disaster. (see meeting handout – PDRP Update)

The County is hoping to create action plans not policies. Decision authority is an important aspect to look at too.

The actions to be taken for the Health and Human Services section must be completed to

report to the Board on September 30 and the structure in final draft by December (deadline). We are waiting on the state to clarify the deliverables for the grant

---A discussion of the Service Matrix ensued.

The service matrix is too labor intensive and not efficient. Talked to 2-1-1 Tampa Bay Cares, about agencies entering their info into the 2-1-1 database, and then a list would be extracted of Pinellas County agencies. A team would then look at this list and decipher whether these entities are under health or DRLN and we could identify the gaps. Then tag in the 2-1-1 system so that next year, we can pull them and place any new agencies accordingly.

There is info needed in the matrix that is not available in the 2-1-1 TBC database, but they are looking at repurposing some fields.

It was suggested that the contract management take the lead on making the decisions for these changes.

---Further discussion ensued.

There are 2 teams:

- 1) Technology Team - lead by Rod Cyr, working with Stephanie Walker and Edward Perry at 2-1-1.
- 2) Health and Human Services Team - Natalie Jackson has volunteered to lead the Capacity Analysis part of the Health and Human Services team (HHS).

Action Item: Need to determine what fields are really needed. (The minimum set for the Service Matrix.)

The DRLN made the decision originally in the Communications Plan on what information is significant to be used.

**RMC Exercise - Rod Cyr**

The RMC exercise is scheduled for June 3, 2011. Still need volunteers. This exercise will primarily be orientation but also an exercise. There are currently 75 people on the list to help people understand what we are doing. Hope to video and upload to YouTube for what to expect when reporting to the exercise.

Ms. Betty Tribble confirmed the COAD is to set up at Erwin Tech on May 4<sup>th</sup>. This includes all the faith based partners. The local RMC can tap into the faith based resources. ESF-15 has confirmed that they will participate. The COAD is prepositioned in terms of a disaster

Mr. Baldwin will work with Rod reaching out to the right group of people to participate in this. Kathy Krause to volunteer with Rod Cyr.

**Summit - Shelba Waldron**

Recommendation that the insurance piece be part of the Summit. Lynne McChristian would be the speaker from Insurance Information Institute. This piece is very important.

Ms. Groesbeck confirmed that by end of business today (3/24/2011), HHSCC will know the Grant deliverables are and how they need to be incorporated into the Summit. Mr. Joe Baldwin will forward them on to Shelba.

National Hurricane conference is scheduled for April 18-22 in Atlanta, GA. The speakers will be at the National Summit on Friday 4/22/2011 – the date of the DRLN Summit.

Website to the National Hurricane Conference: <http://www.hurricanemeeting.com/>

**Other Teams to Meet Deliverables - Joe Baldwin**

- Teams Identified
1. Service Matrix Team
  2. Technology Team
  3. RMC Team - Rod Cyr, Bertha Battle, Natalie Jackson
  4. Training - Shelba Waldron

**Status Reports: PROUD - Denise Groesbeck**

PROUD is moving forward, but case management is unsure of where to start. PROUD is looking for a site to operate out of post-disaster. A workgroup is putting together a participation group. A volunteer and maintenance packet has already been established. The Committee is also looking to draft a Promissory Note for individuals who use PROUD resources as a bridge loan for repairs.

Effective August 1, 2010; the House Bill 7069 imposed more stringent background screening requirements on volunteers that work more than 10 hours a month. PROUD is currently looking for a resolution for the local and out-of-state volunteers that will assist during a disaster. All volunteers during a disaster will be working more than 10 hours month.

**COAD – Stephanie Walker**

The COAD focus is to determine technology for a service matrix to map and working with CAN.

New flyers are available now.

COAD meetings are held the 3<sup>rd</sup> Wednesday of every month from 9:30a – 11:30a and the website is: [www.phpcoad.org](http://www.phpcoad.org)

**Announcements: ALL**

May 25<sup>th</sup>. Tampa Meta - Leadership Summit for Preparedness which will cover disaster resiliency and working together during a disaster and through the recovery process. Register online free event, but limited space. Will be held at USF. Hosted by Centers for Disease Control and Prevention (CDC), the CDC Foundation and Harvard.

Link: <http://meta-leadershipcommunity.org/calendar/event/2011/5/25/257803>

Emergency Operations Center: On February 25, 2011 there is a Special Needs meeting at 10:00am-12pm. Please spread the word about healthcare in preparation of a disaster.

National Kit Party Day will be held June 18, 2011. This event is a day to encourage people to have disaster preparedness kits for their homes.

Website link: [www.greathurricaneblowout.org](http://www.greathurricaneblowout.org).

**Mr. Weddlund: Adjourned the meeting at 10:55am**

**Next Meeting:  
Thursday, May 26, 2011**

**Park Station • 5851 Park Boulevard, Pinellas Park, FL 33781 • 727-541-0805 x 1442**

**HHSCC Web Address: [www.hhscc-pinellas.org](http://www.hhscc-pinellas.org)**



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## **Pinellas Hope 2011 Tornado Timeline**

**Tuesday, March 31, 2011**

At **10:13 a.m.** an E-mail Alert is issued from Pinellas County Emergency Management advising of potential heavy rains, damage from wind gusts and possible tornadoes throughout the day.

At **12:14 p.m.**, Pinellas Hope reports to 2-1-1 that 150 tents and a number of trees are down. They do have tents in reserve but need laundry detergent to wash soaked and muddy items. They also need assistance in clearing trees from professional crews with equipment. Pinellas Hope has no electricity, so 2-1-1 provides an emergency contact cell phone number to be used only for offers to help with the professional tree cutting/removal.

At **12:32 p.m.**, 2-1-1 advises that since the road adjacent to Pinellas Hope is *not* a County roadway, the County would be unable to assist. This is a role for the COAD.

At **12:40 p.m.**, 2-1-1 reports that Pinellas County Emergency Management will send someone from Fire to assess the situation at Pinellas Hope. If it's a matter of only trees down and are not a threat to safety, they will have to wait.

At **12:40 p.m.** a second E-mail Alert advises that the National Weather Service has issued a tornado watch for portions of northern and central Florida counties and coastal waters, including Pinellas County.

At **12:53 p.m.**, 2-1-1 reports that the EOC is not officially activated.

At **1:44 p.m.**, a third E-mail Alert advises that the St. Petersburg/Clearwater airport is without power and will remain so for the next several hours. The phone lines are also non-operational. The County Fleet Operation back-up power for the Sheriff's 800mhz radio system is damaged. There is structural damage to homes being reported in Largo – roof damage, pool enclosures, etc. and damage to condominium units in Indian Shores/Indian Rocks Beach area. Approximately 5,000 customers are out of power with pole and line damages; the heaviest concentration is in the Largo, Seminole and Indiana Shores area.

At **1:49 p.m.**, 2-1-1 advises that the City of St. Petersburg is looking to see how they could assist with the trees. Lutheran Services of Florida in Tampa has offered assistance by possibly providing chain saw crews.



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## Disaster Recovery Leadership Network

May 26, 2011

### Topic: 2011 DRLN Preparedness Summit

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#### **RECAP AND INFORMATION:**

The 2011 Summit focused on last year's participant recommendations to include information regarding insurance, presented by Lynne McChristian of the Insurance Information Institute: *Is Your Agency Properly Protected?* and a more experiential COOP planning session, presented by Angela Devlen of Mahila Partnership. The Summit also addressed the DRLN Communication Plan and the Post Disaster Redevelopment Plan Grant.

There were 67 people pre-registered for the event and approximately 60 in attendance. As evidenced by the returned evaluations, the Summit was well received and successful. Of the 14 evaluations returned, the majority consensus was a very positive #5 (the highest) response on the main evaluation questions. (see attached summary report of detailed evaluation results) . There were, however, over 35 COOP exercise evaluations returned that spoke of many recommendations for future summits and trainings.

The COOP exercise was the most anticipated part of the Summit and focused on the impact of a catastrophic hurricane. The exercise was not intended to specifically address questions related to the individual agencies' COOP plans, but to open a dialogue of issues to address when employees return to work at their agencies. The exercise also gave those facilitating the exercise an opportunity to look at common themes of gaps in the COOP plans, as well as future opportunities for training. The DRLN would like to thank Angela Devlen for volunteering her time in the preparation and presentation of the exercise.

#### **RECOMMENDATIONS (2012 Summit and Fall Training Session):**

- Reach out to a wider audience for participation to include middle management for dissemination of information down to the frontlines.
- Bring in someone associated with transportation to address needs relative to transportation issues in the event of a disaster.
- Provide an expert in technology back-up and communication alternatives to speak.
- Provide an expert on the issues of poverty and client education to speak.
- Provide a more detailed insurance presentation
- Hold a mid-year Fall training session (8 hours) that is separate from the Communication Plan, allowing more time for education in an array of topics and a longer table top exercise that explores a wider range of disaster related scenarios. (i.e. HAZMAT disaster, terrorist attack, flood disaster, etc.)
- Continue to bring a focus back to staff and client preparation.
- Improve the evaluation response at future Summits and trainings.





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## **COAD Exercise - May 4, 2011**

The emergency declaration is the trigger to activate the Recovery Management Center (RMC) and needs to be clearly defined in the Communications Plan.

### **Situation Reports:**

- Identify key people who should be on Ready Alert from EM and confirm with EM that they are on the Ready Alert List.

### **Communication:**

- Update all contact information for those who will staff the RMC and those who would be involved in the conference call that determines if the RMC will be activated (e.g. call down list).  
Be sure the contact information includes cell phones.
- Those who should be included in the conference call to determine potential activation of the RMC: EM, HHSCC, DRLN chair and co-chair, RMC managers, 2-1-1, and the lead agencies responsible for staffing the RMC (e.g. CCC, JWB)
- A conference call needs to occur even in the event of a smaller emergency (example: tornado), but these calls would probably take place after the event as we may not have prior notice
- HHSCC will take the lead to arrange the call

### **RMC ESF 15 Requests to EOC:**

- Current request form (double-sided) needs to be changed to two separate papers for ease in faxing (number the pages at the top before faxing for proper order)
- The paper version of the form needs more room to write
- Need instructions for the request form
- The RMC would be the point of contact on the form; don't use the name of the person, form should be used with "recovery manager" as the contact
- Add return fax number to the request form
- One request per form (example: if you need food and water, that would be two separate requests, and if you needed food for two locations, that would also be two separate requests)
- The request form should be programmed into the data base for potential email or web-site request capability

### **Tracking System Needed for:**

- Time/response "stamping"
- Personnel/staff
- Separate files (data base): 1) track requests and 2) track response/requests filled
- Use a number location on the forms

### **Information Technology:**

- The RMC to move system from access-based to web-based. (This can be done in time for the June 3<sup>rd</sup> exercise.)
- The system should pre-populate the EOC logistics request form
- The Matrix was reduced to 17 elements and 2-1-1 will provide/update the matrix. The child-care providers will be kept separately.