

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

Minutes of meeting Wednesday, January 31, 2007; 10:00 AM, Musketahquid Village

Present: Barbara Bahlkow, Catherine Congo, Wingate; Lt. Rick Galvin, Sudbury Police Department; Frost Farm; Jo-Anne Howe, Sudbury Housing Authority; Kristin Kiesel, Council on Aging; Ruth Mori, Parmenter VNA;

Also invited: Gabriele Cohen, Springhouse Pond; Michael Carroll, Assistant Fire Chief, Marilyn Fatherly, Longfellow Glen; Roberta Henderson, Sudbury Pines; Martha Lynn, Sudbury Town Social Worker; Elizabeth Weisner, Orchard Hill;

<b>Next meeting</b>	Thursday, March 1, 2007 10:00 AM, either Wingate or Longfellow Glen		
<b>Issue</b>	<b>Discussion</b>	<b>Decisions/Questions</b>	<b>Next Steps</b>
Introduce Richard Simon, Coordinator of the Sudbury LEPC	Richard explained that the original impetus for the Local Emergency Planning Committees (LEPC) grew out of the chemical spill in Bhopal, India, with the intent of planning for hazardous waste spills. Since that time, the mission has been updated to include planning for all types of emergencies including terrorism, pandemics, and natural events.	<p>The role of the LEPC is planning only, not execution of the plan. It serves as a forum for community concerns and gives citizens a change to be part of the planning process. In emergencies, neighborhood and local action will be needed immediately.</p> <p>The Sudbury LEPC is a member of Crossroads LEPC, a collaboration of Wayland, Sudbury, Weston, Lincoln, and Concord.</p>	
Minutes of Meeting December 6, 2006	Minutes accepted as submitted		
<b>Old Business</b>			
<b>Updates</b>			
Wingate	Wingate is required by JCAHO to have a disaster plan, and by the state to have a Continuity of Operations plan (COOP), which includes community linkages and a renewed commitment to coordinate with local authorities.	Evacuation of Wingate residents would be challenging, including transportation not only for the people, but for food, medical supplies and medical records as well.	This sort of contingency is part of the police and fire comprehensive planning. Rick will get plan details, and inform the group of the salient details.

Frost Farm	<p>Barbara has developed a telephone tree. Four people at Frost Farm are contacts for the police and fire, and each of the four will call 10 residents.</p> <p>Barbara and the Trustees are making arrangements to keep a copy of the keys for each resident in the Club House for use in emergencies.</p>	<p>Frost farm would like a generator for the Club House, but funding may be an issue since it would cost \$30-\$40,000. Frost Farm is not a 501(c)(3), and so can't apply for many grants.</p>	
Musketahquid	<p>Jo-Anne reported that depending on budget status, they are considering purchasing a generator that could heat or cool the whole Community Room/office building.</p>	<p>Placement of the generator is a factor, since it runs on diesel fuel, and the exhaust needs to be kept away from the building.</p>	
Senior Center	<p>The Senior Center has been working with the Firefighter's Union to get Lock Boxes for seniors who can't afford them. The Union generously funded 18 lock boxes. The program is offering them to people on the emergency call list, with the understanding that if someone can afford to pay for the box, they will be asked to donate \$60, which would be used to purchase another lock box for someone who couldn't afford it. The boxes will be installed free of charge by the Senior Center Fix-It program volunteers.</p>	<p>How can a Sudbury resident get a lock box if they are not part of this program?</p>	<p>Kris will check with Chief MacLean to see how an individual would go about ordering a lock box.</p>
Longfellow Glen	<p>Marilyn reported that they are looking to buy a generator in the next year for the community room and the storage rooms, which could always be used as shelters if the need arose.</p>		
Police Department	<p>Lt. Galvin reported that the police, as the information hub for the town, can</p>		<p>Kris will put info on the cell phone</p>

	<p>send out a Reverse 911 message to the whole town if need be (although under the current system that might take 9-10 hours) but can also send a message to just certain areas of town. The PD is in talks with Wayland to consider sharing lines for Reverse 911. In addition, with permission from the Town Manager, a faster message delivery can be provided by purchasing time on additional lines.</p> <p>The PD is running a cell phone program. People donate their old cell phones, which can be used to call 911 even if there is no contract on the phone. Then others can have the cell phones for use in emergencies. Currently cell phone 911 calls go to the State Police, but under a new system to be in use soon they will be routed to the local police.</p>	<p>program in the Senior Center newsletter.</p>	
<p>Resource grid</p>	<p>The group is completing a grid of resources for seniors and people with disabilities that are available with the group members.</p>	<p>Once the grid is completed, it will be possible to see where there are gaps in service, and this information will be used to plan updates and expansions of service and emergency planning.</p>	<p>Kris will enter updated info into the grid.</p>
<p>Isolated seniors and people with disabilities</p>	<p>One task for the group is to identify those community members who might need special attention in an emergency, but who are not known to the group.</p>	<p>This area will be explored in greater depth at the next meeting.</p>	
<p><b>New Business</b></p>			
<p>Tabletop exercise</p>	<p>Lt. Galvin spoke about the value of a tabletop exercise to assist emergency planners. Cathy Congo said Wingate would like to participate in such an exercise and volunteered to host one for the group. We would also like to hear more about the Lawrence experience with flooding in the spring of 2006.</p>		<p>Cathy will speak with the police and fire chiefs to see if such an exercise can be developed by the group's next meeting. If so, the meeting will be at Wingate. If not, the meeting will be at Longfellow Glen.</p>

Information/education meeting			Tabled for now
<b>Next meeting</b>	Thursday, March 1, 2007 10:00 AM, either Wingate or Longfellow Glen		

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