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| **EPC Meeting****Emergency Preparedness**  | **Date**: November 9, 2023**Location**: Scottsville Town Hall**Time**: 3:30pm |
| **AGENDA****Meeting Goals**: Establish committee, review priorities, elect chairperson.**Attendees**: A. Morse, J. Maxwell, M. Culp, E. Payne, M. Courter (semi)**Absent**: None**Relevant Documents**: Agenda 11\_9\_23.docx |
| **Meeting Notes****Item 1**: Call to order and agree on agenda**Item 2**: Background on Committee FormationAileen briefed the group on the reasons and need for such a committee. As a result of events of a train derailment in East Palestine, OH and a local fire on Valley St., incidents spurred a need for deeper and more clear information on how to handle emergencies in town.Eddie made the point that we should not be duplicating work of other agencies. While this was agreed to by all, it was stated that some information should be customized for our local area, should be more broadly communicated, and we can fill in gaps that existing external agencies cannot or do not fill. It was also agreed that all work will be communicated to the Town Council, the Mayor, and Town Staff as is usual with any town established committee. **Item 3**: Election of ChairpersonConsensus: Jack Maxwell was nominated as the best candidate for the chairperson position.Decision: Elected unanimously by all committee members. Aileen Morse will act as scribe for the sessions.**Item 4**: State of Emergency Preparedness in ScottsvilleCommittee members discussed several topics that can be addressed through this committee, namely:* Group discussed communication and power outages in town. Mike mentioned rolling Verizon access points that we can look into for future long-term communication outages. They are supposedly available for deployment within 8-16 hours in an emergency. Mike will investigate further with VDEM (Virginia Department of Emergency Management).
* It was discussed that CodeRed was changed to Smart911 and the alert list from CodeRed was not automatically imported. Many residents may not have signed up so we should communicate the availability of this service.
* Group discussed the lack of E911 addresses on private and some rural roads. Eddie stated that this could cause issues for EMTs. Will look into how we can correct that and get E911 addresses posted for all Scottsville properties including businesses.
* Discussed current preparedness plans that were done in 2017. They probably should be updated and expanded to include more than flood risk. Brought up the issue that we do not know what our current evacuation shelter location is and that we should get that information cleared from the county as well as the transportation plans to get people there in the event of an emergency.
* Discussed how we help businesses by communicating the availability of AED devices, lock boxes for emergency access, the use of fire blankets over fire extinguishers, getting all restaurants to have LifeVacs on hand for choking hazards, etc. We will pursue as part of a general information campaign specifically for businesses. A separate one will be launched for residents.
* It was noted that we probably have not done an emergency derailment drill since 2017 so it might be good to start thinking about doing one next year.
* The group briefly discussed the list of maps provided by Jack Maxwell and discussed how we can best use them.

**Item 5**: Developing a Regular Meeting ScheduleCommittee agreed to meet bi-weekly on Thursdays at 3:00 until we get more established. Next meeting we will discuss priorities and develop a formal work program. |
| **Other Information****Follow-Up**: **Next Agenda**: Review priorities and examine next steps. Assign a work program. |

**ACTION ITEMS**

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| **Action** | **Responsible Person** | **Due Date** |
| * **Touch base with John Oprandy about risk management?**
 | **Morse/Culp** | **EOY** |
| * **Investigate Verizon emergency access point.**
 | **Culp** | **EOY** |
| * **Look into better E911 addresses for private roads.**
 | **Culp** | **EOY** |
| * **Investigate and communicate on LifeVac to local restaurants.**
 | **Morse/Maxwell** |  |
| * **Communicate the use of fire blankets vs. fire extinguishers.**
 | **Morse/Maxwell** | **EOY** |
| * **Investigate our current evacuation shelter and transport system in event of an emergency.**
 | **Culp** | **EOY** |
| * **Develop comm plans for community and incident command.**
 | **Morse/Maxwell** | **EOY** |
| * **Develop emergency preparedness templates.**
 | **Maxwell** | **EOY** |
| * **Send out calendar invites for next meetings.**
 | **Morse** | **11/12/23** |
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