

CITY OF PROVIDENCE

LOCAL EMERGENCY PLANNING COMMITTEE #5

c/o Providence Emergency Management Agency
& Office of Homeland Security
591 Charles Street
Providence, RI 02904
(401) 228-8000

Meeting Minutes of June 11, 2008

(Submitted by Dave Aucoin - Narragansett Bay Commission)

ATTENDEES:

Mike Russo – Save The Bay	John Bissonette - NBC
Grant Parker – PROMAR Marine	Brendan Duffy – National Grid
Henry Huppert – Brown University	Michael Dillon - PFD
Dave Aucoin – NBC	Steve Kosh - JWU
Kerry Britt – NBC	Erin Lambie - USCG
Domenic Fonseca – Colibri	Peter Marinucci – PEMA
Mike Duchesne – UNIVAR	Greg Myers – Providence College
Robin Guevarez – Aramark	Susan Mayo – JWU
Scott Atkin – Roger Williams Med. Center	Stephen Tremblay - PPSD
Steve Curtis – Provport/Waterson Terminal	Jim Celenza - RICOSH
Peter Gaynor – PEMA	John O’Reilly – RI Hospital
Filomena Lupo – Community Group Rep.	Bob Johnson – RIBI Security
Chris O’Connell – Dominion Energy	

- Meeting was called to order at 10:06 AM by LEPC #5 Chairman Assistant Fire Chief Michael Dillon in the Main Auditorium of the Providence Public Safety Complex, 325 Washington Street, Providence, RI 02903.
- Chief Dillon made a motion to suspend the reading of the minutes from the last meeting, as Dave had previously emailed them to all members. The motion was made, seconded, and accepted. Copies of the meeting minutes were also distributed at the meeting.

Correspondence/Handouts:

- Copies of the minutes from the previous meeting were distributed to all members.
- Jim Gaffey was unable to attend as he was on business in Maine.

Membership Committee Reports

City of Providence:

Communications: No Report.
Fire Department: *Chief Dillon*

- The PFD has just completed the first of four full-scale exercises that target specific hazards throughout the city and in the Port (MOTIVA, UNIVAR, and TEPPCO exercises will be next). The recent exercise was completed at National Grid two weeks prior to the LEPC meeting. The primary goal was to establish a Unified Response and test National Grid's emergency response plan in coordination with the PFD's response plan.
 - The drill went very well, but one firefighter was slightly injured.
 - Goals for each facility exercise:
 - Prevent a small incident from escalating,
 - Have specific tactics and strategies in place,
 - Tabletop the exercise with the other PFD shifts.
 - Problems identified during and after the drill:
 - Getting through security check points while initiating emergency response.
- April 28th Radiation Drill at Roger Williams Hospital:
 - Exercise went very well and displayed the success of the government and the private sector working together to respond to an emergency,
 - PFD was able to exercise their radiological response procedures, and also received additional radiological training on May 7th from the SERC.
 - RWH also exercised their own decontamination procedures during the drill.
- May 27th National Grid Oil Spill
 - PFD responded to a 50 gallon oil spill at 300 Charles St. Successful clean-up by a contractor company w/no impact.
 - Ethylene Oxide Alarm at Roger Williams Hospital. NO release of any hazardous materials, but Hazmat team was dispatched due to the nature of this toxic gas. Ethylene Oxide is used to sterilize surgical instruments.
- Port Gas Leak/Reverse 911 Call
 - Chief Dillon explained that a call did go out to nearby Port businesses,
 - The message stated that there was a gas leak near Allens Ave. and Ernest St., and that the fire dept. and gas company were on-scene and the situation was under control. Some Port companies did not receive a Reverse 911 call.
 - PFD will be launching a Public Education Campaign on the Reverse 911 calling system in the near future to let people know that the system is designed for early notification, *before* a situation becomes widely known by the general public.

- Tier II Reports
 - There were more Reports filed this year, but not all of them were submitted on time.
 - Jim Gaffey has been working with the Dept. of Labor to get businesses to submit their Reports to the PFD's Special Hazards Unit on disk so the Reports can be accessed electronically during an on-scene incident.
 - Chief Dillon stated that many companies that are supposed to be filing Tier II reports with the city actually are not doing so. Level 1 (life) hazards and Level 2 (chemical) hazards are of great concern at companies that are not reporting. Assistance for these companies is readily available from EPA and the state to get into compliance with Tier II reporting requirements.

Emergency Management: *Pete Gaynor*

- During the recent gas leak referenced by Chief Dillon, Pete stated that the city used the Emergency Notification System (ENS) instead of the Reverse 911 system. The ENS is owned by the Red Cross and PEMA uses it to make emergency notifications.
 - PEMA has been trying to use the ENS for only targeted groups, such as the Port.
 - Primary difference between the two notification systems is that ENS is much quicker and can also notify more people at once.
 - Using Reverse 911 to notify the entire city takes too long, but capabilities should increase about ten-fold once the other 8 UASI communities in the state are recognized.
 - The goal during the gas leak was to notify all nearby businesses as quickly as possible by using the ENS system.
 - The ENS call would go only to the primary emergency phone number for each company (these were gathered by NBC a few years ago, and are regularly updated by NBC).
 - Currently, any Reverse 911 call goes out to every main phone number at every Port facility. PEMA is working to fix this problem.
- *John Bissonette: NBC*
 - Reported that NBC did not receive an ENS call on the day of the gas leak and numerous employees were concerned. PEMA will be checking the call log to see if a call went out to NBC.
- Port Evacuation Drill
 - The June 4th annual drill was part of a month-long Hurricane Exercise, called "Hurricane Providence."
 - PEMA wanted to increase this year's participation by Port companies.
 - Dave provided PEMA with an updated facility contact list, and PEMA mailed letters out to each facility contact person requesting confirmation of

participation in the upcoming drill. 28 letters were mailed, but only 18 companies participated in the drill.

- PEMA will be mailing out an updated contact information list to all Port companies, whether or not they participated in the drill.
- The eventual goal is for 100% of the Port companies to be notified during a future emergency.
- Reverse 911 notification system was used to notify the Port during the evacuation drill.
 - 136 phone numbers were listed throughout the Port
 - 56 answering machines were caught,
 - 1 busy line,
 - 1 fax machine detected,
 - 13 hang-ups,
 - 2 “no dial tones,”
 - 2 “no ring,”
 - 7 “operator intercepts” (call went to a company’s switchboard),
 - 46 Reverse 911 notification calls were successful.
 - Pete encouraged the Committee to keep their contact information current by contacting Dave.
 - *Reverse 911 does call back if the person answering accidentally hangs-up.*
- Evaluation forms were sent to all Port companies after the drill for feedback.
- 10 simulated situation messages were sent to 3 companies during the drill (suspicious people fishing near the port, etc.) to encourage those companies to report the activity to either the PFD or the PPD. This was the first time these messages were used during the drill.
- Chief Dillon stated that these messages were a great idea for improving communication during an emergency.

- *Dave Aucoin: NBC*

- Reported to PEMA that NBC’s 24-hr manned Control Room did not receive the Reverse 911 message on the morning of the drill. Pete will check the computer log to see if a call was made. NBC did receive the call on the company’s Supervisor cell phone, which is also a 24/7 line.
- Pete explained how call logs aren’t available while a Reverse 911 call is going out; one has to wait for the entire system to finish calling to view the report. The ENS, however, gives real-time call log information while it is delivering the phone messages.

- *John O’Reilly: RI Hospital*

- Reported that RI Hospital recently conducted a successful internal exercise similar to the Reverse 911 notification system, and that RI Hospital would like to be more involved with Port exercises because of their proximity to the Port. RI Hospital would take in large numbers of casualties/injured people during a severe emergency.
- The issue of “what exactly is the Port?” was raised.

- Chief Dillon responded by defining the Port of Providence as “all businesses and property located east of Allens Avene, south of the I-Way Bridge, all the way to the city line.” The Port Sector Map may be expanded next year to allow for RI Hospital to become its own Sector, as well as JWU.

Inspections & Standards: No Report.

Mayor’s Press Office: No Report.

Planning & Development: No Report.

Police Department:

- Sgt. Joe Ianucci – Homeland Security Division
 - Training – 15 new officers have recently graduated from the Academy,
 - New members have been added to the Rifle, Shotgun, SWAT, and Taser teams,
 - Still working on a Memorandum of Understanding (MOU) to install up to 30 new cameras on the properties of colleges and schools,
 - In partnership with RIPTA, Behavioral Assessment Training, Anti-Terrorism, & SWAT Trainings will be conducted shortly.
 - PPD has purchased two new military dusenafs, which can transport equipment and up to 14 personnel during emergencies. Each vehicle can travel through up to 73” of water and 30” of snow. The dusenafs were acquired through the LESO Program (Law Enforcement & Support Organization) in conjunction with the National Guard. Each vehicle is worth \$53,000.

Colleges/Universities: No Report.

Public Property: No Report.

Public Works: No Report.

Solicitor’s Office: No Report.

Tax Assessor: No Report.

State of Rhode Island:

DEM: No Report.

Department of Labor:

- Chief Dillon is working with DOL to get more copies of facility Tier II Reports so all first responders will have the information. Pete Marinucci reminded the Committee that applicable businesses must submit their Tier II Reports under Federal Law.

RIEMA: No Report.

SERC:

- Chief Dillon spoke on behalf of the SERC (State Emergency Response Committee), stating that it has moved from the State Fire Marshall’s Office back to RIEMA, but has not really been active since January of this year.

- The Chairman of every LEPC in RI (9 total) is supposed to meet with the SERC on a monthly basis. The SERC is not currently active, but the Chief put his faith in the new RIEMA Director to reinvigorate the SERC.
- Sue Mayo remains an active member of the SERC Training Committee, which is still very active.

EPA: No Report.

- Jim Gaffey was away on business in Maine.

Coast Guard Sector Southeastern NE: *Erin Lambie*

- Next Port Safety & Security Forum will be held on Thursday, June 19th at the Crowne Plaza in Warwick,
- The next Area Committee Meeting (Environmental Group) will also be held on June 19th, in the afternoon at JWU,
- The After Action Report on the Marine Transportation Systems Recovery Tabletop Exercise is being finalized and does contain sensitive security information so hard copies cannot be mailed – the results can be discussed with Erin, and the final report will also be posted on Homeport,
- The Coast Guard will be re-writing their Area Maritime Security Plan (AMSP) over the next year, and Port facilities should be doing the same with respect to their Marine Transportation Security Act (MTSA) Facility Plans, which were first mandated 5 years ago,
- All facility and vessel plans fall under the Coast Guard’s Area Maritime Security Plan, and the Marine Transportation System Recovery Plan will now be included as part of the AMSP. The Coast Guard will be working closely with Port facilities to help them with their plans.

Hospitals: *Scott Atkin – Roger Williams Medical Center*

- Roger Williams Medical Center conducted a recent successful radiation drill with the PFD, during which actual low level, non-harmful amounts of radiation were used to trigger alarms.
- An explosion scenario was simulated and the emergency room was used as a de-con area, where employees were able to use instruments to detect actual amounts of radiation on the “victims.”

John O’Reilly – RI Hospital

- Expressed thanks to Jim Celenza for providing information on heat-related emergencies, which has since been passed along to all RI Hospital employees,
- In the process of bring the hospital’s “Hazard Vulnerability Assessment” to a close – ongoing hazard identifications and data collection,
- On-site security improvements are being made, and the hospital is taking more of an objective look at current security procedures in order to improve them,
- Conducted a recent Meds Distribution Drill with the PFD, and looking to update preparedness and response capabilities in the hospital pharmacy and the hospital’s Command Center. An After Action Report will be produced.

- John stressed the importance of all area hospitals working together during drills, and that all hospitals do have the same types of de-con equipment to gear up for a more solidified emergency response,
- Monthly Hazmat and de-con training for essential staff is on-going,
- Conducted a training exercise at Our Lady of Fatima Hospital,
- Worked with the town of Johnston at RI Hospital to conduct a mass casualty exercise, with over 70 volunteers,
- The hospital has had a few actual bomb scares, most recently yesterday, but all were determined to be hoaxes. Unified Command was setup with PPD as a precaution during each incident
- An upcoming RIEMA sponsored exercise will be held at CCRI for certain companies to practice working on community-related training,
- Will be working to reach 3 or 4 of the hospital's objectives during the exercise.

Red Cross/VNA: No Report.

RIPTA: No Report.

Facility Reprs./Owners:

- *Domenic Fonseca: Colibri*
 - PFD Engine 11 conducted a facility walk-through of the facility and was impressed with the operations and layout,
 - PFD also tested their 800 Mhz radios successfully in the area,
 - Colibri has established two safety committees: one in EP and one in Providence,
 - During the Port gas leak incident, the Colibri EP facility received an ENS message, which caused some local panic. The facility lies outside of the one mile perimeter for the ENS notifications, so Pete will look into why this happened.
 - Pete stated that the lessons learned from the Port Evacuation Drill will be summarized and sent out shortly,
- *Chief Dillon* explained how Dave setup a meeting with the Port facilities prior to the drill, and encouraged all facilities to keep their contact information up-to-date with Dave. All current contact information was used during this year's drill.
 - One feedback issue received by PEMA after the drill referred to the concern of not using RIPTA during an evacuation. This is a valid concern, but even driving up to RIPTA pickup points should still be considered.
 - Chief Dillon praised Brown U. for posting Shelter-In-Place procedures on the LEPC 5 website. SIP will almost always be used during an emergency, but evacuation still needs to be an option for any Incident Commander. PFD will always inform the public about wind conditions and possible shifts.
 - Pete stated that one of PEMA's goals is to **install 3 sirens (Voice/Mass Annunciators) throughout the Port** by the end of the summer.
 - Sirens are similar to the system at Brown University, and can be previewed on Brown's website.

- Sirens would give a loud tone, followed by voice instructions to follow. There are different tones for different types of emergencies.
 - The Siren system has been acquired through a UASI grant.

- *Steve Curtis – ProvPort/Waterson Terminal*
 - Steve raised the question of whether or not there are any future plans to actually bring response units into the Port during an emergency,
 - Chief Dillon responded by referencing the upcoming response drills planned with National Grid, UNIVAR, TEPPCO, and MOTIVA.
 - Steve suggested it would be a good idea to have first responders situated in the Port during an evacuation so that all Port tenants would better understand the nature of the emergency/drill at hand.
 - Pete stated that designated RIPTA pick-up points could be a good idea in the near future, and Chief Dillon reinforced the importance of life safety of all Port employees during any emergency.
 - Steve also informed everyone that Hudson and Global have merged, and Chief Dillon stated that the PFD is aware of this and the new company will be added to the Port list.

- *Dave Aucoin - Narragansett Bay Commission*
 - Dave reminded the Committee that during any Port evacuation, NBC will always evacuate to Rhodes On The Pawtuxet, under a special agreement with that facility. During this year’s drill, NBC was keeping all employees at their rally point until all other Port companies were accounted for. Chief Dillon stated that this is not necessary, and that employees may return to work once accounted for during a drill. The PFD will always be sensitive to the business community during a drill or emergency.

- *Chris O’Connell – Dominion Energy*
 - The sunken Russian Sub should be raised during the next two months,
 - Collier Point Park has been closed since last April due to safety concerns and there is no re-open date as of this meeting. PFD can still access the Park.

- *Chief Dillon – PFD*
 - Chief encouraged more input from facilities to see exactly what they would like assistance with.
 - Chief encouraged the Committee to send Dave an email anytime their companies would like specific assistance from the PFD

- *Sue Mayo – JWU/SERC Training Committee*
 - Sue informed the Committee that Hazmat Awareness Training is available for any applicable LEPC 5 members. One Hazmat training class could be offered for the entire LEPC 5 if there is enough need/interest. The PFD doesn’t give Hazmat Awareness training to its staff – only Haz Woper Awareness.

- If anybody is interested in sending some of their employees to the Providence Training Center to receive free Hazmat Awareness Training, then contact Chief Dillon, Sue, or Dave ASAP.

Providence Harbor Co-op: No Report.

OLD BUSINESS: None.

NEW BUSINESS:

- *Chief Dillon*

- On June 25th at 11:00 AM, MOTIVA will be holding a 100th Anniversary celebration/ceremony and the company has invited all Port facilities to attend. They will also be celebrating 50 years of operating within the Port of Providence.
- Elections for Committee officers will be held at the September meeting.
- A Sub-Committee needs to be formed to review the Providence Emergency Response Plan. Anybody interested in serving on the Committee should contact Dave as soon as possible. The Committee will meet during the month of August.
 - **Hurricane Providence Tabletop Exercise (6/10/08)**
 - The PFD approach during a hurricane will always be to take all *pre-incident* measures to reduce impacts (evacuating nursing homes, etc.).
 - Under the current plan, all Port facilities would get a call from the PFD 24 hours prior to landfall asking if a hurricane plan is in place, if they can operate, and if they need any assistance from PFD. Local, State, and Federal resources will also be included in the phone call.
 - Pete stated that if a hurricane ever hit the Port, then PEMA would close the Port, along with PPD, but additional security measures to ensure that only appropriate personnel re-enter the Port after the hurricane subsides still need to be implemented to ensure total security.
 - PEMA's goal is to relay accurate information to all Port companies (and city residents) from 96 to 24 hours prior to a hurricane's landfall. PEMA is developing a universal checklist to be used to account for all facilities and resources.
 - Pete informed the Committee that the city's Emergency Operations Center (EOC) is currently located in the Providence Police Conference Room at the Safety Complex. However, PEMA is still in the process of building what will be the city's primary EOC at its offices on Charles Street. The new EOC will be fully ICS/NIMS compliant, with an all-hazards design approach.
 - Steve Cascione (ABC 6) gave a presentation at yesterday's Hurricane Tabletop, indicating that it is only a matter of time

before New England is hit with a Category 3 hurricane, and also that wind damage would be more severe than water damage. Based on recent climate data, Southern New England should be hit with a major Category 3 hurricane by the year 2015.

Chief Dillon made a motion to adjourn the meeting. Motion was seconded and approved.

The next LEPC 5 Quarterly Meeting will be held on Wednesday, September 10th, 2008 at 10:00 AM in the Providence Public Safety Complex's Main Auditorium.

Please visit the LEPC #5 website at www.rilepc.org to check for previous meeting minutes, upcoming events, and important compliance information.