

**Grant County Local Emergency Planning Committee**  
Mailing Address-108 South Glenn, 715 E Oklahoma Ave-Physical Address  
Ulysses, KS 67880  
620-356-4430  
LEPC/IPPW Minutes

Don Button called the November 18, 2021 Local Emergency Planning Committee Meeting and the Integrated Preparedness Planning Workshop to order at 1:05pm at 715 E Oklahoma Ave, Grant County Fire Department. Those present were Don Button and Vivian Button, Grant County Emergency management; John Crosby, Grant County Fire Chief; Jerry Jo Deckert, Ulysses City Council; Richard Everett, Southwest Kansas Health Initiative; Paul Fort, Grant County EMS Director; Cody Graber, Scout Energy; Christy Wooley, Compass Behavioral Health; and Jared McCauley, Bob Wilson Memorial Hospital.

Paul made a motion to approve the minute to the October 28 meeting with revisions. Christy seconded. Motion carried.

The LEPC received pipeline and dig safe information from Midwest Energy Inc.

**Old (Unfinished) Business**

**a. Covid-19 response update**

No one from the health department was at the meeting. Don talked about the numbers going up and down. The schools are doing lots of testing. OSHA (Occupational Safety and Health Administration) has suspended their vaccine mandate. CMS (Centers for Medicare & Medicaid Services) is still pushing for all facilities who accept Medicare and Medicaid to be vaccinated. Compass Behavioral Health is working on a policy. Centura has a policy in place. Bob Wilson Memorial Hospital is now at Code Purple which restricts visitors.

**b. IPPW (Integrated Preparedness Planning Workshop) finish**

➤ Identify Preparedness Priority Factors

▪ Identify current threats, hazards and risks

❖ DO WE WANT TO KEEP THESE THE SAME FOR 2021

The group decided to keep the same threats for 2021. Bad weather is always an issue whether it be cold and snow or hot and tornadoes. High winds are a threat with little rain and if a fire gets started it is hard to put out.

❖ 2020 threats to update (Save the Same 2021)

- ❖ 1. Severe Weather (which included all weather issues),
- ❖ 2. Wild land Fires,
- ❖ 3. Infectious Disease/bio Terrorism Major Disease Outbreak,
- ❖ 4. Utility and Infrastructure Failure,
- ❖ 5. Hazardous Materials,
- ❖ 6. Mass Casualty,
- ❖ 7. Animal Disease/FAD, Ag related Incidents, and
- ❖ 8. Terrorism/Agri-Terrorism/Cyber-security.

- We also reviewed the Regional Health Care coalition 2021 Threats and Hazards Assessment.

Severe Weather (Tornado)

Pandemic/HID  
Winter Storm  
Power Outage  
Mass Casualty Incident  
Workplace Violence  
Hazardous Materials  
Supply Shortages  
Communication Failure

- Analyze capability gaps / needs assessments
  - ❖ Better participation, we did not have participation from Law Enforcement, Fire Department, Hospital, Long Term Care, Schools or Public Works at the October meeting. At the November meeting we had participation from the Ulysses Police Chief, Grant County Fire Chief, the Director of Grant County EMS, Bob Wilson Memorial Hospital, Compass Behavioral Health, Ulysses City Council, Southwest Kansas Health Initiative, Scout Energy and Emergency Management.
  - ❖ Some training that Grant County needs
    1. Incident Command System
    2. Public Information Officer
    3. Emergency Operations CenterAt this time the State has decided to allow in person training to start in January.
- Establish Preparedness Priorities
  - Prioritize areas needing improvement- Core Capabilities to focus on
    - ❖ 1. Operational Coordination
    - ❖ 2. Public Information and Warning
    - ❖ 3. Public Health, Healthcare, and EMS
    - ❖ 4. Operational Communication
    - ❖ 5. Intelligence and Information Sharing
    - ❖ 6. Mass Care ServicesCore Capabilities to focus on with area of improvement and information including training
    - ❖ 1. Operational Coordination
      1. Participation from all organizations
      2. Training to understand roles and responsibilities
      3. When do you do an Incident Action Plan and how to pre-develop Incident Action Plans
        1. IS 100 Introduction to the Incident Command System
        2. IS 200 Basic ICS for Initial Response
        3. IS 700 An Introduction to the Incident Management system.
        4. IS 800 National Response Framework and Introduction

5. G300 Intermediate ICS for Expanding Incidents
    1. A G300 class is scheduled for Jan 18-20
  6. G400 Advanced ICS for Command and General Staff-Complex Incidents-is scheduled for Feb 16 & 17
  7. G191 Incident Command System/Emergency Operation Center Interface - will request
  8. IS2200 Basic Emergency Operations Center Functions
  9. G2300 Intermediate Emergency Operations Center Functions – will request
  10. G402 NIMS Overview for Senior Officials-will request
- Operation Coordination was discussed as a need to work on. It is very important that everyone work together during an incident. National Incident Management System (NIMS) training is a need. It helps people understand who is in charge. All responders and county personnel need to take the IS 100 Introduction to the Incident Command System, IS 200 Basic ICS for Initial Response, and IS 700 An Introduction to the Incident Management System. Some people need to take the IS 800 National Response Framework, An Introduction; G300 Intermediate ICS for Expanding Incidents and G400 Advanced ICS for Command and General Staff-Complex Incidents. To better understand how Incident Command and the Emergency Operations Center work together the G191 Incident Command System/Emergency Operations Center Interface. Some people who will be in the Emergency Operation Center need to take the IS2200 Basic Emergency Operations Center Functions and the G2300 Intermediate Emergency Operations Center Function. Don would like the elected official to take the classes listed above but he could conduct the G402 NIMS Overview for Senior Officials. Don said this one does not have a test.
  - The State will start allowing in person classes in January. They have rescheduled the G300 for January 18, 19 & 20, 2022 and the G400 for February 16 & 17, 2022 in Ulysses. Don will look into scheduling a G402 NIMS for Senior Officials. He will also look into scheduling the G191 Incident Command System/Emergency Operation Center Interface and G2300 Intermediate Emergency Operations Center Functions in the future. We also talked about utilizing Incident Action Plan (IAP) and developing them before an incident. You learn how to develop an IAP in the 300 class but if you do not utilize them for everyday projects, you may not remember how to complete one during an incident. If you already have an IAP started you just have to fill in the details for the present event. To take the G300 you need to take the IS-100.b or newer-Introduction to the Incident Command System, IS-200.b or newest- FEMA Incident Command System (ICS) for Single Resources and Initial Action Incidents and IS-700.a or newer-Introduction to the National Incident Management System (NIMS).

❖ 2. Public Information and Warning

1. Rumor Control
2. Monitoring social media

3. Training for PIO and Joint Information Center for all Departments
  1. IS-29 Public Information Officer-Awareness
  2. G290 Public Information Officer-Basic- request
  3. G291 Joint Information System-request
  4. IS-42 Social Media in Emergency Management
- We need to request the G290 Public Information Officer-Basic and G291 Joint Information System. The people who need these classes also need to take the IS-29.a online as a prerequisites or the newest version. It is also recommended you take the IS-100.c or newest Introduction to the Incident Command System and IS-909 Community Preparedness Implementing Simple Activities for Everyone.

❖ 3. Public Health, Healthcare, and EMS

1. Shortage of personnel/Resources
  2. Understanding the difference between day to day and Emergency Response
  3. Building a day to day plan to include Emergency Situations
  4. Do you have a Continuity of Operations Plan (COOP)
  5. When do you do an Incident Action Plan so everyone understands what has to be done and who is responsible for what.
- Public Health, Healthcare and EMS were discussed. We talked about the shortage of EMS, Hospital, Mental Health, Health Department and Long Term Care personnel and their roles and responsibilities. Paul talked about treating all patients like they do COVID patients, because of the changing symptoms. It was asked if Grant County has mandated the COVID vaccine. Grant County has not at this time. All of the medical personnel were considered HEROS since this pandemic started and now they are going to lose their jobs because they are not vaccinated. When the Health Department went to the Fire Department to give the COVID vaccine only two fire fighters got the vaccine.
  - We need to review or make sure we have Continuity of Operation Plans (COOP). Maybe do some training. KDHE did a program on COOP planning it can be found on Kansas Train course number 1101188. FEMA Emergency Management Institute has an IS-1300- Introduction to Continuity of Operations and IS-156-Building Design for Homeland Security for Continuity of Operations. The Health Department has an MOU with the Civic Center to work out of the Lawson Room. EMS has the Health Departments old refrigerator.
  - The Law Enforcement Center, Hospital, Western Prairie Senior Living, Part of EMS and Part of the Courthouse have backup power. We have utilized the Grant County Swimming Pool for shower facilities in 2006-2007 when part of the county was out of power for several weeks.
  - Look over ground rules for working from home and cyber security issues.

#### ❖ 4. Operational Communication

1. Understand the difference between formal and informal communications
  2. Addition training on Radio Equipment
  3. Have someone monitor social Media
  4. Rumor Control
  5. Understand who can talk on the radio and what goes over the radio and what needs to be face to face or over the phone
- County Public Information Training is a need for our county. To be recognized by the state as a qualified Public Information Officer (PIO) you need to take the IS-29 Public Information Officer-Awareness and G290 Public Information Officer-Basic. Most county PIOs are the County Clerk. Each department needs a PIO that has the knowledge of their department to help in a Joint Information Center (JIC) to assist the PIO for the county. The whole county needs to put out a single message. All messages have to be approved by the Incident Commander before being released. With all of the social media being used today it is important to have someone to keep an eye on messages and make sure if something is not correct to correct the information. Some locations utilize the Journalism classes at the High School to help watch social media since the younger generation uses it more. We need to check and see if we have a journalism class at the high school. Jerry Jo suggested the PIO be identified every year when City Council and Commissioners appoint people to positions.
  - See above under Public Information and Warning.
  - We need to conduct some training on radio equipment. What frequencies to utilize during an incident. Look at what information can go over the radio and what needs to be face to face or by phone. Our people are doing a good job but just do a refresher since we have a lot of new people.
  - We also need to check with the school to see if they have a journalism class or a communications class.
  - Radio towers with backup generator are Law Enforcement, Emergency Management and Emergency Medical Service. Fire Department and Road and Bridge do not have back up generation.
  - The Regional Council has a project to purchase VHF radios for communications with Spray planes that do water drops during fires. So the fire fighters can get out of the way before they drop the water. Black Hawks now have 800 MHz radios for communications with the full state template.

#### ❖ 5. Intelligence and Information Sharing

1. Sharing Need to know information with the people who need to know
2. Need to implement data security and cyber-security

1. TEEEX-Texas A&M Engineering Extension Service has cyber-security training on line and in person  
<https://teex.org>

- We discussed Intelligence and Information Sharing and how important it is during an event. Don talked about Cyber-security and the Regional has to use 25% of their funds on a cyber-security project. 25% of the FY 21 fund is \$105,000. The North Central Project is an assessment of what the counties have for cyber-security. The question was asked how you exercise for cyber-security. Some of the important things to remember are do not open links on the computer that you are unsure about and do not open mail from people you do not know. Jerry Jo suggested doing a comprehensive survey of servers and what companies use on their computer systems. Don talked about Liberal, Garden City and Dodge City all have Information Technology employees where the smaller counties do not. Supply Chain was discussed. Most Counties have a list of vendors that they utilize.

#### ❖ 6. Mass Care Services

1. Determine the Health Care needs of the Community
  2. Knowing the difference and needs between short term, temporary, long term shelters and public shelters that need to be available 24 hours a day/365 days a year.
- Mass Care Services was discussed next. Paul talked about storm shelter types and the county does not really have any. Temporary shelters for a few days were also discussed. The Civic Center was discussed but it does not have showers. The High Schools and other schools and showers were discussed. In 2006-2007 during the ice storm we utilized the Swimming Pool showers because they were open from 5:30am to 8:00pm. We opened a shelter at the Civic Center. It was set up for a family of two or up to 6 or 8 in a family but no one stayed because they were afraid someone would break into their homes. We utilized all avenues for information to the public including fliers handed out house to house. The radio station was down. The Incident Action Plans are very important during times like these.

- Define elements to improve greatest risks / impacts
  - ❖ Establish planning goals & deadlines
  - ❖ Define structure changes, shortfalls, staff turnovers
  - ❖ Identify new equipment, limitations, purchases
  - ❖ Examine training needed to close gaps
  - ❖ Assess corrective actions / new changes needing validation

#### ➤ Develop a Multi-Year Schedule

- Establish timelines for planning goals, training schedules, exercise dates
- Create multi-year calendar of activities
- Exercise Calendar for 2021-2023 was modified to:
  - 2021
  - First quarter      Workshop      Winter Storm

- Second Quarter Full Scale Or tabletop Public Health/Hospital Exercise/LTC Drive Thru or Walk thru Vaccine POD
  - Third quarter Table Top Active Shooter
  - Fourth quarter Workshop TEPW
- 2022
- First Quarter Full Scale Public Health/Hospital Exercise/LTC
  - Second Quarter Functional Active Shooter
  - Third Quarter Table Top HazMat
  - Fourth Quarter Workshop TEPW
- 2023
- First Quarter Table Top Public Health/Hospital Exercise/LTC/LEPC
  - Second Quarter Table Top Cyber-security/Utility Infrastructure failure/Coop
  - Third Quarter Full Scale HazMat/Rural Trauma/Chemical Spray rigs
  - Fourth Quarter Workshop TEPW

### Update calendar for 2022 to 2024

|                          |            |              |                                     |
|--------------------------|------------|--------------|-------------------------------------|
| 2022                     |            |              |                                     |
| First Quarter            | tabletop   | Jan 27       | USDA Exercise with Extension Office |
| Second Quarter           | tabletop   | March        | COOP Exercise with KDHE             |
| Third Quarter            | tabletop   |              | Active Shooter                      |
| Fourth Quarter           |            | October/Nov  | IPPW                                |
| 2023                     |            |              |                                     |
| First Quarter            | Full Scale |              | Public Health/Hospital Exercise/LTC |
| Second Quarter           | Functional |              | Active Shooter                      |
| Third Quarter            | Table Top  |              | HazMat                              |
| Fourth Quarter           |            | October /Nov | IPPW                                |
| 2024                     |            |              |                                     |
| First Quarter            | workshop   |              | Cyber-security                      |
| Second Quarter           |            |              | Health Dept/Hospital                |
| Third Quarter            | Functional |              | Weather –winter with sheltering     |
| Fourth Quarter           |            | October/Nov  | IPPW                                |
| Discussion from the IPPW |            |              |                                     |

### Exercise Information

The USDA has developed a virtual Tabletop Exercise that the county can participate in thru the Extension Office. It is on Agro-terrorism. We have a Foreign Animal Disease Plan that was developed several years ago. We can also review and update this plan during or after the exercise. So it was decided we will try to set this up for January. This exercise is already put together and we just have to participate.

KDHE is setting up a Continuity of Operations Table top exercise with a Tornado in Spring of 2022 with Health Departments and Counties. Look at what the immediate needs are during an event and what can wait. Richard has the questions for the table top exercise. We could set this up for after an LEPC meeting. During the exercise look at the Health Department building not being available and where will you set up the Health Department and what needs to be done first.

Exercises for the Second year possibly Public Information, Mass Care and Evacuation and Set up Shelter and bring awareness to what we have locally.

The main focus for exercise in the third year is to look at Intelligence and Information Sharing.

The Health Department and Emergency Management have Grant requirements for exercise to receive funds. Completing the IPPW (Integrated Preparedness Planning Workshop) is also a requirement of the Emergency Management Preparedness Grant (EMPG). The EMPG Grant requires two exercises plus the IPPW.

We discussed training needs. We will try to get the G 191 ICS/EOC Interface in January of 2024 and the g2300 in March of 2024. We will request the PIO Training G290 & G291 in March of 2023.

Finished the IPPW at 2:40

New Business

Spill Reports No reports

Elizabeth Rogers with the Extension office will provide us the information on the USDA Exercise with the Extension Office. We have the table top exercise planning for January 27 at 1:00pm with the LEPC meeting.

Dustin Laudick with Enel –Buffalo Dunes Wind Farm donated \$5,000 to the Grant County Fire Department.

Kansas Division of Emergency Management has started rescheduling training as of January. The G300 Intermediate ICS for Expanding Incidents is scheduled for Jan 18-20 and the G400 Advanced ICS for Command and General Staff-Complex Incidents-is scheduled for Feb 16 & 17. Both will be in Ulysses. Richard talked about an HSEEP class in February.

John talked about the Fire Fighter one class in process now and dealing with COVID issues.

Paul said EMS has been busy.

We discussed the vaccine mandate.

Richard Everett talked about how many Health Department Administrators in our area have left. Don said he saw a map and over half of the Health Department Administrators had changed.

The next regular meeting will be January 27, 2022 at 1:00pm at the meeting room of the Grant County Fire Station at 715 E. Oklahoma Ave. We will conduct the USDA Exercise with the Extension office at the same time.

Paul made a motion to adjourn and Cody seconded. The LEPC meeting was adjourned at 2:50pm.

Minutes respectfully submitted by Vivian Button.

