

Ad Hoc Working Group Report

Strategic Goal 3.3 (a)

“Implement a comprehensive and up-to-date emergency response plan, implement a multi-layered emergency warning system, including a low power FM radio station, and conduct periodic drills.”

Prepared by Randy Kreps
August 27, 2009

Ad Hoc Working Group Report Strategic Goal 3.3 (a)

Members of the Ad Hoc Working Group for Strategic Goal 3.3(a)

At various times, the Ad Hoc Working Group consisted of Nat Alprin, Hy Badler, Tom Boisvert, Carol Brown, Bill Flanders, Jerry Guske, Jim Kinter, Randy Kreps, Don Plautz, Doug Rockafellow, and Ann Symmers.

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Our action item was to help “prepare for and respond to community emergencies in a timely and effective manner” and create recommendations for a strategy to: “Implement a comprehensive and up-to-date emergency response plan, implement a multi-layered emergency warning system, including a low power FM radio station, and conduct periodic drills.”

Task 1: Update the existing Emergency Response Plan, including coordination with Fluvanna County and other regional agencies

By LMOA Policy 19.08, amended in March of 2006, the General Manager of LMOA is tasked with coordinating the development, implementation, and yearly changes to an Emergency Operations Plan to be reviewed by the Board of Directors annually. The present EOP is being updated by the General Manager and reviewed by the Board of Directors annually.

The Safety and Security Committee reviewed the LMOA Emergency Operations Plan and found that the coordination with Fluvanna County agencies, the Fluvanna Sheriff’s Department, the Virginia Department of Forestry, and the Virginia Department of Conservation and Recreation Division of Dam Safety is good and would be effective in an emergency.

Task 2: Explore options for a multi-layered emergency warning system for the entire Lake Monticello community

The list of potential threats defined in LMOA Policy 19.08 is adequate. Historically, the most likely emergencies of greatest risk experienced at Lake Monticello have been severe summer storms, winter storms of various types, potable water contamination, and power outages.

After much research into the methods and costs by which emergency information could be most effectively disseminated, the Ad Hoc Working Group developed a chart of recommended warning system component options. (Attachment A) It is important to note four things of interest on this chart.

1. The components listed offer the widest possible delivery of emergency information if adopted as a whole.
2. Most of the warning plan components are within the present communications infrastructure and require only the time of staff and/or resident volunteers to implement.
3. About 13% of the community do not have cable TV and are unable to access Channel 10 or 14 for information. The addition of being able to “stream” our TV Channel 10 onto the LMOA web site would effectively communicate what is happening at the Lake to everyone having access to the internet. This would be a significant new emergency communications tool that is really cost effective with a small start up fee to purchase the equipment needed.

4. The establishment of an FM radio station at the Lake would do much the same auditorally for emergency communications but carries a very high initial price tag and would require much more system maintenance. There is a possibility of some federal grant money available for this.

Along with identifying these components, the committee developed a proposed Emergency Warning System for possible inclusion in the EOP. (Attachment B) This system is based on common emergency planning formats and should easily be adapted into our EOP.

Task 3: Develop a plan for periodic emergency drills to assess community readiness for emergency

The Ad Hoc Working Group felt that plans for conducting periodic drills should be accomplished through the General Manager's office as part of the Emergency Operations Plan using existing protocols, the communication components described in Attachment A, and the warning system described in Attachment B.

Ad Hoc Working Group Recommendations

- \$ The first eleven warning system components found in Attachment A should be included by the LMOA General Manager in emergency planning as soon as possible as they offer the greatest cost-benefits for immediate implementation of emergency communication at Lake Monticello.
- \$ The suggested Emergency Warning Plan (Attachment B) should be included, along with the first eleven warning system components (Attachment A), in the LMOA Emergency Operations Plan as soon as possible to give clear guidance for effective communication with residents in preparation for, during, and after emergencies.
- \$ The creation of a low power FM station (Attachment A) should be seriously considered for inclusion in the Five Year Plan to be implemented as finances allow. Its inclusion would provide the widest possible emergency communication net for Lake Monticello.
- \$ The LMOA General Manager should oversee the development and implementation of protocols for conducting periodic emergency operations drills as soon as possible.
- \$ The General Manager should utilize community volunteers, LMOA staff, and members of key committees such as Broadcast Communications, Safety and Security, and Buildings, Roads and Grounds to implement the Emergency Warning Plan and maintain the emergency warning system components.

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Attachment A

LAKE MONTICELLO EMERGENCY WARNING SYSTEM COMPONENTS

	<u>Component</u>	<u>Implementation</u>	<u>Cost</u>	<u>Cost Analysis</u>
1.	* Link LMOA.org with on line emergency links	finding/ adding links	periodic updates	\$0
2.	* Link LMOA.org to local emergency info page	establishing site linkage	periodic updates	\$0
3.	<i>New Homeowners Packet</i>	writing emergency pages	initial time	\$0
4.	Seasonal <i>Friday Flyer</i> emergency additions	writing planning items, creating broadcast slides	initial time, periodic updates	\$0
5.	* <i>LM Residents Phone Directory</i> emergency planning pages added	writing the pages	annual updates	\$0
6.	* Add specified information extension #300 to LMOA phone number	establishing the extensions, writing general scripts, and recording the information	initial time, periodic updates	\$0
7.	Channel 10 emergency preparation & warning slides	writing general scripts and specific warning scripts	initial time, emergency updates	\$0
8.	Channel 10 emergency crawl messages	writing specific warning scripts for crawl, implementing the system	initial time, emergency implementation	\$0
9.	Cable TV audio override	relearning the system	initial time, emergency implementation	\$0
10.	Patrol car warning horns	developing usage protocols	emergency implementation	\$0
11.	Link Channel 10 to LMOA.org for “streaming”	writing specific scripts, implementing the system	initial time, emergency implementation, \$5,200 - equipment	\$5,200
12.	Low power FM station	licensing fee, dedicated broadcasting/ antenna space, hardware/contracting fees	initial time, periodic update, major monitoring @ \$25,000	@\$25,000

* already implemented

EMERGENCY WARNING SYSTEM

Resident Preparation Phase

Educate residents to conduct personal emergency preparation.

Educate residents as to where to go to get information if an emergency situation appears to be pending.

Educate residents as to where to go to get information if an emergency is declared at Lake Monticello.

LMOA Preparation Phase

Educate all staff and key volunteers in the protocols used for emergency warning activation.

Pending Emergency Phase

Alert key staff and personnel of a possible emergency situation as soon as possible to activate emergency warning protocols and give residents general early advisories.

Emergency Operations phase

Activate communications protocols for specific emergency information to residents.

Recovery Phase

Communicate general or specific post emergency information to residents as needed.