



MECKLENBURG COUNTY Homeland Security Office

E. Winters Mabry, M.D.
Director

MINUTES AHAC PLANNING SUBCOMMITTEE MARCH 27, 2003

1. The AHAC met on March 27, 2003 at the Police and Fire Academy at 9:00 a.m. The total group met for one-hour to discuss general issues and then broke into their respective subcommittees for specific work.
2. The following topics were briefed and discussed in the general session:
 - a. Dr. Wynn Mabry:
The process and procedures for changing the local Threat Level from Yellow to Orange. The establishment for the CMPD Command Center augmented by MEDIC, Sheriff's Department, Fire Protection, and Public Health.
 - b. Mr. Wayne Broome:
NC to receive first responder grant money for distribution to the counties. We need to develop a recommended project list based on a needs assessment related to supporting the All Hazards Plan. A Regional Homeland Security Operational meeting will be held April 28, at the Police and Fire Academy.
 - c. Mr. Tony Bateman:
Distributed subcommittee assignments to review specific All Hazard Plan (AHP) annexes with the tasking to begin the revision process.
3. Dr. Mabry convened the AHAC Planning Subcommittee meeting with a review of its basic mission: **To update and revise the All Hazard Plan.** In order to do a thorough job, the following actions must occur:
 - a. Understanding the local threat situation
 - b. Understanding the local threat management system consists of 3 critical activity areas:
 - Prevention and protection programs
 - Emergency response
 - Mitigation and recovery programs

The All Hazard Plan focuses primarily on emergency response processes and procedures.

- c. Understanding that the update and revision process should involve a “SWOT” analysis approach with evaluation consisting of strengths, weaknesses, opportunities to improve and threats if no improvement occurs.
 - d. Understanding that from a “SWOT” analysis weakness area, we can identify limiting factors in personnel, training, equipment and exercises as opportunities to improve by state and federal grants.
4. Dr. Mabry announced the AHAC Planning Subcommittee update and revision assignments:
- Annex A – Hazard Analysis (1989 copy)
 - Annex C – Alert Notification
 - Annex E – Communication Plan (1990 copy)
 - Annex I – Public Alerting (1988 copy)
 - Annex J – Medical (1992 copy)

Initial discussion concerning the ANNEX assignments revealed a problem that the hard copies handed out were outdated and the CD-ROM contained the more current versions.

Mr. Joe Penner from MEDIC suggested quickly producing an All Hazard Plan critical project list that could be presented to the All Hazard Policy Group for discussion and prioritization as State First Responder Grants become available. Logically, this critical project list would be produced after a thorough update and revision of the AHP, but time and circumstances are driving the action forward. One solution would be a combined effort by the Planning and Operations Subcommittees to prepare a questionnaire for law enforcement, fire protection, emergency medical services, public health, and the medical community. The questionnaire would focus on each agency’s ability to support the current AHP and identify major limitation factors. A small working group from the two Subcommittees could collate the questionnaire inputs and categorize them according to the grant areas—personnel, training, equipment and exercises.

Dr. Mabry agreed to present the recommendation to the AHAC Executive Group, which will meet on Thursday, April 3, 2003 at 2:00 p.m.

5. The group was encouraged to begin to review the assigned ANNEXES and to make individual notes reflecting opportunities to improve the support from their agency’s perspective.
6. The breakout session adjourned at 11:15 a.m.