

INITIAL PLANNING MEETING (IPM) MINUTES

September 10, 2014

The University of West Florida's (UWF) Hazmat Exercise 2015 Initial Planning Meeting (IPM) was held on September 10, 2014, at UWF, 11000 University Pkwy., Bldg. 58, Pensacola, FL.

Attendees at this meeting were:

Ahlen, Kathy	West Florida Regional Planning Council
Ammons, Craig	Escambia County
Coulter, Ken	Okaloosa County Special Ops
Faircloth, David	UWF
Fehl, KC	Ascend Performance Materials
Fisher, Anthony	UWF
Gilmore, Elton	Escambia County
Gilmore, Eric	FDOH
Mewborn, Steve	Santa Rosa County EM
Porter, Aric	FDOH
Robinson, Peter	UWF
Schrock, Alan	UWF
Schwartz, Matt	UWF
Smith, Anthony	Escambia County
Stafford, Wanda	FDEM
Vanselow, Howard	West Florida Regional Planning Council

Purpose. The purpose of this meeting was to discuss the exercise overview, objectives, participants, and design and venue site visit with the Exercise Planning Team. These minutes provide an overview of the meeting, including agreements made among exercise planners.

Overview of Activities

Exercise Overview. The UWF Hazmat Exercise 2015 is scheduled for March 10, 2015. The location of the exercise is at the University, located at 11000 University Pkwy., Bldg. 58, Pensacola, FL. The exercise will be a full scale exercise (FS) with an approximate start time of 9:00 a.m. and completion of 12:00 p.m.

Exercise Design. The planning team discussed the exercise design objectives, policies, procedures, and plans to be tested and/or validated, the scenario, and exercise participants.

The following objective was discussed during the meeting:

Objective: Emergency response personnel shall administer proper levels of decontamination to responders and victims prior to transport to hospitals in accordance with established procedures.

Mission Area: Response

Homeland Security Exercise and Evaluation Program (HSEEP)

Initial Planning Meeting (IPM) Meeting

**UWF Hazmat
Full Scale (FS) Exercise 2015**

Core Capability: Environmental Response/Health & Safety

The scenario was discussed in general and determined as a Hazmat / Radiological incident in the University's Biology and Chemistry lab building, Building #58. The incident occurs during the spring semester, on February 24th, with classes in session. The exercise will use current weather conditions of the day.

Exercise Venue

The planning team did performed a walkthrough of the purposed venue site. The building consists of classrooms, research labs, and offices. The radio-active research lab is located on the bottom floor in Room 027, with research labs, biochemistry, and chemistry labs above it.

Action Items

Subgroups of the planning team will meet to develop draft objectives and the scenario. The Master Scenario Events List (MSEL) Workshop is tentatively scheduled for December 10th.

Next Meeting

The next meeting is scheduled for November 12, 2014.