

Boston University Medical Campus

Community Liaison Committee (CLC)

National Emerging Infectious Diseases Laboratories (NEIDL)

MEETING NOTES

Tuesday March 26, 2013

6: 00 PM * 620 Albany Street

ATTENDING

Robert Francis, Co-Chairperson, CLC; Linda Lukas, Co-Chairperson, CLC; Kenneth Nwosu, CLC; Robert Timmerman, CLC; Chayla White, CLC; Valerie Shelley, CLC; James Keeney, CLC; Valeda Britton, Executive Director, Community Relations/Medical Campus, BU; Chimel Idiokitas, Assistant Director Community Relations/Medical Campus, BU; Elizabeth Leary, Associate Director, Government and Community Relations, Charles River Campus, BU; John Murphy, Interim Director, NEIDL; Ronald Corley, Associate Director, NEIDL; Kevin Tuohey, Executive Director, Research Compliance, BU; Stephen Morash, Director, Emergency Response Planning Division, EHS, BU;

Mr. Robert Francis opened the meeting at 6:10pm with introductions.

PRESENTATIONS

Incident Response Training

Mr. Tuohey gave an overview of the Boston University Emergency Response Plan, and explained that it incorporates three organizational elements.

1. Incident Command Response Team (ICRT)
2. School and Department Crisis Action Team (CAT)
3. Boston University Command Center (BUCC)

The ICRT usually consists of personnel from administration, safety, security, finance, operations, planning, logistics, information, and legal and liaison officers to address incidents based on their impact to

1. University wide areas
2. Charles River Campus
3. Medical Campus
4. NEIDL

Mr. Tuohey pointed out that the ICRT Incident Commander (IC) is the most senior qualified BU manager on site at the time of the incident. This person is responsible for the overall command of the emergency response. The IC is determined based on the nature of the incident and may be located in the command center or may function from the location of the incident depending on the emergency response required. BU utilizes the Incident Command System to respond to emergencies. It has been used for over thirty

years and is the foundation of the Federal National Incident Management System. Equally important is that it has flexibility and can grow or shrink depending on the circumstances. As such, it is comparable to a toolbox. You only utilize the tools necessary to deal with the task at hand.

Also, Mr. Tuohey mentioned that the NEIDL has specific emergency response procedures in place. These procedures are contained in the NEIDL Comprehensive Emergency Management Plan (CEMP), which was developed by BU at the request of the Boston Public Health Commission. It addresses emergency response planning through drills, exercises and other training programs that include the ICRT, CAT and external responders from local, state and federal agencies.

Mr. Tuohey concluded his part of the presentation by explaining that the Environmental Health and Safety Department (EHS) uses a plan, do, check, and act approach to emergency response planning. He then turned the presentation over to Mr. Stephen Morash, Director of the Emergency Response Planning Division of EHS.

Mr. Morash continued the presentation with the acronym “POETE”, which was introduced by the Federal Government after September 11, 2001 and is an important approach to emergency response planning:

- Plans – Do you have a set of plans to address emergencies?
- Organization – Do you have the team to carry out those plans?
- Equipment – Does your organization have the proper equipment?
- Train – Has your team been trained to use the equipment and carry out the necessary plan?
- Exercise – In conjunction with training, has your team performed exercises that simulate an emergency?

Mr. Morash said that Boston University conducts approximately ten emergency response training and exercise programs per year. At least three of these emergency response exercises will be NEIDL specific. The program will consist of seminars, drills (plans and procedures), exercises (tabletop and full scale) and the development of an after action report as well as a corrective improvement plan.

Mr. Tuohey said to get a better understanding on how much preparation goes into emergency response; it takes up to 12 meetings to complete one exercise. The CLC was invited to attend and participate in the second NEIDL specific emergency response tabletop exercise named “Operation Artemis” on March 27, 2012. Mr. Francis asked to attend the full scale Operation Artemis exercise to be held on April 29, 2013.

ADMINISTRATIVE

The meeting minutes from the March 5, 2013 CLC meeting were approved. It was agreed that future CLC meeting will be held on the third Tuesday of each month. The next three meeting dates *are as follows*:

- 4/16/13
- 5/21/13
- 6/18/13.
- *There will be no meeting in July and August*

COMMUNITY LIAISON REPORT

Ms. Valeda Britton asked the CLC if there was any community information they wished to share with each other. She also gave an update on the BU Fitness and Wellness Center at the Blackstone Community Center. There are currently 135 members consisting of youth and elders.

Ms Britton asked for CLC assistance in soliciting members for the NEIDL Safety Committee. Ms. Shelley asked how often the NEIDL Safety Committee met? Mr. Tuohey suggested the Committee might meet monthly. However, since this is a new Committee, more information would be forthcoming.

Mr. Francis and Ms Shelley agreed to sit on the NEIDL Safety Committee as they both have vast experience in the safety arena. They will attend alternate meetings to make sure the CLC and the community is represented.

CLC GUIDELINES

The CLC approved the following Organizational Guidelines for their future meetings:

- **Chairmanship:** To provide for an orderly transition from the six-member CLC to the larger CLC, it is suggested that Linda Lukas and Robert Francis continue to serve as co-chairs until November 2013. At that time, the members of the CLC will elect the Chair(s).
- **Term of Appointment:** All members are appointed to serve as CLC members until they resign in writing. Resignations by members shall be submitted in writing to the Executive Director of Community Relations. A copy of the resignation shall be sent to the Chair(s).
- **Vacancies:** When CLC membership drops below eight members, a nomination period will be established. Members will be chosen by the NEIDL Director from applications submitted through the self-nominating process.
- **Absences:** Members may be removed after three unexcused absences. A member's absence is unexcused if the member fails to notify the Executive Director of Community Relations by phone or email within a reasonable time that the member will not be attending the meeting. Vacancies shall be filled as set forth above.
- Meetings should be convened in the evening at approximately 6:00 P.M.
- Regular meetings shall be held on the third Tuesday of every month (not including July & August) or at the discretion of the Chair(s). Regular meetings may be cancelled or changed to another specific place, time and date provided that advance notice is given. Subcommittees, if and when appointed, may meet as scheduled.
- Meetings shall be for a set time. It is recommended that they should be of a two-hour duration. (If an extension is requested or needed, the Chair(s) should ask the CLC members for a ½ hour extension. At the conclusion of the extension, if further discussion is needed, the Chair(s) should arrange for the matter under discussion to be added to a future agenda.)
- Meetings shall adhere to the set agenda. During the meetings, the Chair(s) should conduct meetings in a manner that encourages open and constructive participation by all CLC members and ensures that community concerns are raised for discussion and consideration. Whenever possible, consensus should be achieved by the CLC members.

During these discussions, the Chair(s) will only recognize CLC members or direct questions to NEIDL leadership for answers of clarifications.

- Decisions will be made by consensus.
- After **all the agenda items are completed**, there should be a period of time to allow members of the general public time to discuss issues on the agenda. The Chair(s) should recognize the public participants in the order they signed up in and public participants should identify themselves. Remarks should be on point and address issues on the agenda. The Chair(s) may set a time limit for remarks in order to afford everyone in attendance an opportunity to address the meeting.
- The Chair(s) shall have the authority to keep the meetings orderly. In the case of rude and disruptive behavior, the Chair(s) will ask that the behavior cease. If the behavior persists, the Chair(s) have the right to adjourn the meeting or ask security personnel to remove the disruptive persons.
- The CLC can decide whether or not meetings should be open to the press. If press coverage is allowed, the Chair(s) shall open each meeting by asking any member of the press or any elected officials or their representatives to identify themselves.
- Minutes will be distributed to the CLC prior to the monthly meeting. Minutes will also be posted on the NEIDL website.

The CLC then had a discussion of suggested future agenda topics. They decided that transportation and safety would be among the topics of discussion for the April meeting. The CLC agreed to suggest future topics for the next three meetings and send them to Mr. Idiokitas. Ms. White asked that BU assist in the topic selection since most of the CLC is still learning about the NEIDL.

Mr. Francis and Ms. Lucas stressed the importance of CLC members attending and participating in meetings.

SCIENTIFIC & RESEARCH UPDATE

Dr. Ron Corley mentioned that he was interviewed by WBUR that morning. The producer mentioned that he would be interviewing community members who have opinions on the NEIDL. Dr. Corley requested that the producer attempt to interview community members that have a variety of opinions, not just one-sided.

Dr. Corley then addressed the news reports of a missing vial from a research facility in Galveston. The report stated that there was no breach of security at the lab and there was no indication of wrongdoing. Officials there suspect that the missing vial was destroyed during the lab's cleaning process, but the investigation is ongoing. The CDC was immediately notified after the vial was discovered missing. Dr. Corley reiterated that an effective defense against an insider threat is good inventory control.

Mr. Kenneth Nwosu asked if BU was aware of the inventory control system that Galveston uses. Dr. Corley said he believed that they were using a centralized system. The NEIDL is developing standard operating

procedures and processes for an inventory control system with limited access using a computerized freezer inventory system. Also, Dr. Corley explained that the NEIDL is exploring a computerized refrigerator inventory system.

Dr. Corley reminded the CLC that two inspectors from the CDC had just paid a courtesy visit to the NEIDL. The visit went fine. They will be back at a later date for a full inspection. The CDC will be inspecting all BSL-4 labs as well as foreign labs that receive federal funding.

REGULATORY

Mr. Tuohey gave a brief overview of the status of NEIDL permitting. The application for non-select BSL-3 agents was sent to the Boston Public Health Commission. The Massachusetts Water Resources Authority application is still outstanding.

The Co-Chairs closed the meeting at 8pm.