

Hospital Preparedness Planning Group

Meeting Minutes

February 9, 2007

Melanie Tucker called the meeting of the Hospital Preparedness Planning Group to order at 9:02a on 2/9/07.

I. Sign In

II. Introductions: Everyone introduced themselves to the group. Joining the meeting was Leslie Gray from FTG and Jeremy Anderson from Grainger. Minutes from the 1/29/07 conference call were reviewed and approved with no changes.

III. HAM Radio Project Update: Joe brought a portable jump kit to show how it works/looks. This unit can do voice communications to another amateur radio unit or the computer can connect to another kit like it. It has the ability to send attachments; encrypted Word documents or Excel documents; only the receiving unit will be able to interpret them.

IV. Regional Drill – Feb. 21-22, 2007: Most of the drill activity injects will be on 2/21 between 10a – 2p. If you absolutely cannot participate in the whole drill, that day & time is the barebones minimum you must attend. They will be testing on Bed Surge capacity/capability and regional interoperability communications. EOC's should be up with Radios/EMSystem running. The scenario will most likely be explosive in the Austin area, with multiple other injects affecting the outlying areas. **If your facility has a satellite phone or any other contact numbers that Melanie may not already have, please email contact numbers to Melanie. For those hospitals not yet integrated with EM Bed Ready, you must submit a list of your bed availability for the morning of Feb. 21, to Melanie Tucker, using the 13 HaVbed categories.**

V. EMBED Ready Update: The last 2 facilities using bed tracking system for full housekeeping automation are going up next week. We are now finalizing the code to complete EMSystem integration. ETA for completion in February 16, 2007.

With regard to "trauma beds", it was discussed that most trauma facilities don't label their beds "trauma". Proposed that a separate "surge bed" page where individual facilities can name the beds as appropriate for their internal surge plan. By design, these beds could be turned off/on at facilities discretion. Classification for unavailable beds? Capture these on the surge page, and they won't be listed as available until you turn them on.

Facilities need to get their OR/ED beds added in time for the drill. If not, Melanie will capture that information by starting an event in EMSystem; tell her

what you can take in your EDs based on triage colors (red, yellow, green). **You may submit this to Melanie Tucker via email , no later Feb. 20th.**

VI. 07 Planning:

- Spending plans templates to go out Tuesday. The last column on the budget spreadsheet will have button to push to associate the description of expenditure with a performance measure. HRSA is not utilizing Critical Benchmarks this year; all planning will be bases on the performance measures/sentinel indicators. All forms must be submitted electronically no later than Tuesday, March 6, 2007.
- Project Approval forms (handout).
- Anti-viral approval forms (handout). This new form is for individual facilities to seek approval for purchasing antivirals for their staff and family members, not patient treatment.
- LOAs and MOUs have gone out to Administrators and CEOs. Michelle Fillman updated the group on which document as have been returned with signatures. Melanie Tucker advised HPG members to check with their administration regarding the LOA's and MOU's if they had not been returned to the CATRAC office. Expenditure plans will not be accepted from a facility that does not have a signed LOA and MOU on file.
- Jeremy Anderson, with Grainger, suggested April for Motorola Radio training. Purpose of the training is to be able to match radio capabilities with Austin Fire, etc. Will be approx. ½ day of training. **Submit the dates in April that will work best and a headcount of people needing training form you facility. We will schedule the training on the dates that works for the majority. We may also end up with two half day training sessions depending on the participation level.**
- **Monthly Hospital Reports:** Melanie will follow up on the 2 questions regarding RN and Dr. Levels 1-4. Tara Lowe updated the group on January monthly reports received to date. January reports are dues no later than Febraury 15th.

VII. Regional Operational Issues Discussion: No discussion

VIII. Committee Meetings 9:30-10:30: At this point, the HPG meeting adjourned and participants divided into their respective committees to discuss their focus issues.