

# ***Hospital Preparedness Planning Group***

## ***Meeting Minutes***

March 9, 2007

Melanie Tucker called the meeting of the Hospital Preparedness Planning Group to order at 9:03a on 3/9/07.

### **I. Sign In**

**II. Introductions:** Everyone introduced themselves to the group. Joining the meeting was Jeremy Anderson from Grainger and Sandi Henley with PHR7HD. Minutes from the 2/23/07 were reviewed and accepted with no changes.

**III. EMBed Ready Update:** Melanie gave updates specific to individual hospitals per Leslie Gray's emailed update.

- **Seton:** Still waiting on a response to how long before they're ready for the integration.
- **Children's Hospital:** They will be meeting proactively before they open to get the system in place so they'll be ready from Day 1.
- **Austin State Hospital:** Woody Woodruff still needed to speak to the tech for EM Bed Ready (Charlie).
- **St. David's:** On daily upload files, there is a last bit of coding that needs to be done so it can be autofed.
- **Heart Hospital:** Is live and autofeeding.

**IV. HAM Radio Update:** Going to install HealthSouth Surgical's radio setup as soon as the antenna installation is complete. Cornerstone of Austin changed location of their HAM radio set up from 1<sup>st</sup> to 3<sup>rd</sup> floors, greatly reducing length of cable needed.

Joe Canfield will be checking on status of Terminal Node Control delivery, which should have been shipped 2 weeks prior, to complete the DPS-DDC HAM radio jump kits.

Joe will also be adding an additional antenna to the set up in LaGrange at Fayette County Hospital to improve reception.

**V. 07 Planning:** Melanie Tucker reminded the group that all expenditure plans were due March 6<sup>th</sup>, 2007. This included spending plans, project approval forms, anti-viral purchase approval forms, etc.

- **LOAs and MOUs:** Michelle Fillman read the names of hospitals which hadn't yet turned in their Letters of Agreement and/or Memorandums of Understanding. Expenditure plans can not be considered without these forms being in CATRAC's files.
- **Monthly Hospital reports:** Tara Lowe read the names of hospitals which had not yet turned in spending plans, project approval forms, etc. She also mentioned the names of hospitals that hadn't sent in Monthly Hospital Questionnaires for January, reminding the group that the monthly reports are due on the 15<sup>th</sup> for the previous month. They should be sent to her electronically at [catracad@grandecom.net](mailto:catracad@grandecom.net).

**VI. Radio Communications Training:** Melanie Tucker suggested two dates to handle this training and the group consensus was April 27, 2007, directly after the HPG meeting. The HPG meeting will be only one hour (9a-10a), and the radio training will be 2 hours, from 10a-12p. Discussed doing full 4-hour training on another Friday when interoperability communication radios come in.

**VII. NIMS Training:** Gilbert Gonzalez has scheduled NIMS training dates with LCRA. On 4/26/2007, from 8a-4:30p in the North Austin Medical Center auditorium, class is 100 & 700 (basic understanding of NIMS). The follow-up courses, 200 & 800 (total certification) are scheduled on 5/4 and 5/11/2007. Gilbert will follow up with an email containing this information.

**VIII. GETAC Disaster Task Force meeting:** Melanie attended meetings on 3/7 & 3/8/2007. There are two groups within the task force - EMS & Hospital. The state now has some buses that can be used as ambulances. There was discussion about the protocols for treatment on these buses.

In cases of shelters where there are special needs patients, established that hospitals, where able, would help staff alternative care facilities.

Also looking at condensing state into 8 Emergency Response Districts. Trauma Service Areas would combine into large Hub regions, i.e. Austin, San Antonio, Houston, Dallas, El Paso, etc.

EMS and Hospital side, discussed strike team protocols. How to develop strike teams in the region: Health Care Strike Teams on the Hospital side and Ambulance Strike Teams on the EMS side. Teams consist of 4 units. Then, once packet of resources is sent out, looking at reimbursement after one operational period of 12 hours.

**IX. Regional Operational Issues Discussion:** Cristy Knapp asked if the After Action Report from NERRTC was sent yet. Melanie said it hadn't, but she would send it out upon receipt.

**X. Committee Meetings 9:30-10:00:** *At this point, the HPG meeting paused and participants divided into their respective committees to discuss their focus issues.*

**XI. Committee Chair Reports:** The HPG meeting re-convened for the following progress reports. Committee meeting minutes should be emailed to [mtucker@grandecom.net](mailto:mtucker@grandecom.net).

- **Weather – Albie Shaffer reported:** Committee discussed building a template of policies and procedures that acts as a minimum standard of performance and response under a weather-related event. First established and are reviewing the Hazard Vulnerability Analyses for individual facilities; required that they be related and compared to local government and county HVAs. Then, the committee asked for samples of current facility weather processes and emergency procedures. During this meeting, provided a template from Bakersfield, CA from which to build a Hicks-Compliant process for this. Albie will distribute to committee members beginning next week. Objective is to provide a template plan to serve as basis for minimum standards, within 2 HPG meetings (4/6/2007).
- **Chemical – Leslie Hinson reported:** Waiting for data collection. Deadline is set for next meeting; it's critical that everyone get that info (inventory tool from last meeting) to Leslie Hinson either via email or bring a hard copy to the next meeting. Also in process of literature review to gather what are the most effective plans in place. The committee has some pieces, but need more examples. Leslie won't be at the next meeting, so Christy Knapp will facilitate that one.
- **Explosives – Gilbert Gonzales reported:** He hopes to have the PowerPoint presentation ready to distribute to the committee by the end of next week, then out to everyone by the next HPG meeting. After that, the committee focus will be on proper procedure of recognition and avoidance, who to call, how to get around to what agencies. Especially for hospitals in rural areas, regarding whose jurisdiction they fall under (e.g. Sherriff's Department or DPS) for what they are encountering.
- **Pandemic Flu – Kim Gill reported:** The committee had put together a data collection tool last week. They refined it today with new questions, which Kim Gill read to the group. Kim will type this up and distribute to everyone.

*Meeting was adjourned at 10:38am.*