

# ***Hospital Preparedness Planning Group***

## ***Meeting Minutes***

May 11, 2007

Melanie Tucker called the meeting of the Hospital Preparedness Planning Group to order at 9:08a on 5/11/07.

- I. Sign In**
- II. Introductions:** Everyone introduced themselves to the group around the room.
- III. Minutes from the 4/27/07** were reviewed and accepted with no changes.
- IV. EMBed Ready Update:** The group was encouraged to keep up with their Bed Ready information, and to let Melanie Tucker know if there was more training needed on the tool. Seton is assigning a project manager to the process to ensure that all of their facilities on the system, including Dell Children's, Williamson and Hays as they each open.
- V. Dell Children's Hospital update:** The facility will open at the end of June. The request was made during the last CATRAC General Membership & Board meeting to pick dates for a tour, go over processes including EMS and hospital transfers. A better understanding is needed regarding protocol when both a parent and child are injured, facility-to-facility transfers, etc. The group will be notified when tours are scheduled.
- VI. HAM Radio Update:** Joe Canfield reported that the cable ordered for Dell Children's Hospital has been received. Low Loss Plenum Coaxial cable had to be ordered for this facility, as the cable runs are in the air ducts, and this cable is both fire-rated and does not emit poisonous/noxious fumes. Will be getting a cost estimate from a contractor for the cable pull. Also has a meeting scheduled with Seton Williamson to assess needs.

The jump kits Joe has been building are ready. He will be installing the hospital-type radio system at the district office of the DPS.

Scott & White Hospital will be brought onboard as well; their ED Director is Janet Woods.

*Question from group:* Do all new facilities need the Plenum rated cable? *Joe Canfield:* No, only if the runs go through air ducts. If the ducts are separate, this is not a requirement.

*Question from group:* Do the HAM radios need to be tested monthly? *Joe Canfield:* It is a Good Thing to test the radios, and he is investigating getting someone in Taylor to do the testing, but it is not a necessity.

**VII. 07 Planning:** Melanie Tucker & Tara Lowe have met with all the regional facilities regarding spending plans. Still needed are a few corrective forms from some agencies. We have not received any approvals back yet. They need to compile a complete budget once all the corrected information is in.

**VIII. 08 HRSA RFP Application:** We have received letters of support from from most hospitals, EMCs, Public Health Region 7, Austin-Travis County Health Department, CAPCOG, and Homeland Security Task Force.

**IX. Texas Hurricane Conference – Galveston, TX:** Melanie read the names of HPG reps who attended the conference. The attendees were able to split off to numerous classes scheduled around the same times.

- **Special Needs Shelters:** Melanie will download some interesting documentation on Special Needs Shelters. She was able to attend the planning meeting with Galveston area reps.
- **ESAR-VHP:** Tara went to this class. Will start testing it in June; AM Credentialing. At the next hospital contractor meeting, we'll find out how it will be rolled out to the region.

**X. A-133 Audit:** Melanie has received emails from certain facilities, requesting HRSA funding from CATRAC in order to cover the cost of their A-133 audit. The audits are triggered by receipt of \$500k cumulative to a facility, though it doesn't need to all come from the same federal grant source. These are federal funds which are contracted with the state, and CATRAC is contracted to manage the grant. The grant does allow for administrative funds to be used for the A-133 audit that the funds will trigger. However, this only applies to the contractor (CATRAC). The state laws do not allow for these administrative funds to funnel down to the hospitals, as they are subcontractors/subrecipients, for any financial audits.

**XI. Regional Operations Issues Discussion:**

- Robert Haugland went to the Risk & Threat Assessment Class. Mostly law enforcement, healthcare personnel, security, health department staff. They ran exercises on vulnerability on various locations such as highschools and hospitals. Highly recommended class.
- Question from the group, regarding any plans for HAZMAT training courses?  
*Melanie:* Yes, that and HAZWOPER and train-the-trainer courses will be scheduled.
- NIMS training schedule and requirements will be distributed again.

**XII. Committees:** The committees broke out for talks for about 30 minutes before the group reconvened to report on their discussions.

- **Pandemic Flu:** The committee plans on drafting a letter from the committee to persons with authority in facilities requesting policies they have regarding Pan Flu so we can collaborate on a Regional level. The Committee also plans on sending out an official letter to hospitals asking if they have plans for alternative methods to dispensing anti-virals and for alternative staffing.

Also discussed were the vendors of anti-virals. Many facilities share the same vendor. Possibility to set up an agreement with these vendors where x-amount of medication would be made available/set aside for a specified facility for x-number of hours before being released for sale to another facility in need.

- **Explosives:** The committee plans to make sure everyone receives a copy of the CD containing Gilbert's IEDs presentation. Gilbert will be contacted regarding getting the paper copy to go with the presentation.