

Hospital Preparedness Planning Group

Meeting Minutes

June 8, 2007

Tara Lowe called the meeting of the Hospital Preparedness Planning Group to order at 9:08a on 6/8/07.

- I. Sign In**
- II. Introductions:** Everyone introduced themselves to the group around the room.
- III. Minutes from the 5/11/07** were reviewed and accepted with no changes.
- IV. SNS Presentation (see handouts):** Shirley Ewing, DSHS PHR-7 SNS Coordinator spoke to the group about the Strategic National Stockpile. One of the things this agency is tasked with is coordinating with treatment centers for ordering and receiving stockpiles during major biological events. Shirley distributed the following handouts for the group to reference:
 - Their **Standard Operating Guidelines** outlines strategies for sharing the assets with hospitals. Hospitals are considered direct delivery points from the warehouse.
 - **Overview of coordination with Treatment Centers.** See page 7 of this document for table. Shirley needs this completed page from every treatment center in the RAC. She agreed to send this form electronically.
 - Webcast Information - ***Hospitals, Treatment Centers, & Public Health: Partners in Emergency Planning & Response.*** The CDC said that this webcast recording will be fully available and viewable shortly. These are instructions to view it.
 - DSHS had received a planning guide from the CDC, including a checklist for **Coordination with Treatment Centers.** This 1-page document is a checklist of those items applicable to local hospitals in the region.

Overview: It is known the original stockpile won't be enough medication or medical equipment to meet every facility's needs. The initial stockpile will be apportioned out based on scope of event, where it occurs and who's at risk. This is managed at the state level. Once depleted, hospitals will have to order whatever they need. Turnaround from decision to deploy the stockpiles at CDC and getting it out to the state is 'within 12 hours.' DPS provides security for these delivery trucks.

Shirley also covered TIMS – Texas Inventory Management System – This was developed for the purposes of managing the stockpile. DSHS offers free

training to the people in each facility that would be in charge of ordering supplies. Jackie Haggerty is the trainer and can come right to your facility. Training *needs* to be provided to someone in each facility; there is no minimum number of participants for classes, but maximum for a class is about 10 people. It would also be helpful if several facilities can coordinate to train together in one place.

- V. HAM Radio Project Update:** The Texas Amateur Radio Emergency Service website TCARES.ORG has been upgraded. Maintainers of this site have also started a new (not yet live) site about the hospital radio systems in the region, to which they will link from TCARES.ORG. Access to certain areas of the new site will probably have password restrictions.

Joe Canfield had a meeting scheduled with Seton, after the HPG meeting, to finalize the cable location and the permanent place to install the antenna. He will be talking with Craig Sikes of DFW Communications about the locations of the radio systems. Joe still needs to talk with a representative from Scott & White. He does have the equipment for that hospital and will need to get started on their radio system.

Regarding HAM Radio classes, Joe is hoping to schedule dates in July. The plan is to mandate that students bring to class \$25 for the book (provided at the class), to ensure attendance commitment.

- VI. 07 Planning:** No further anti-viral and project pre-approvals will be accepted; all that were already received have been submitted to the state. We expect to hear back from the state 2-4 weeks from date of submittal.

- VII. DFW Regional Communications Presentation (see color handout):** Craig Sikes gave a PowerPoint presentation to the group. He and Melanie Tucker have been working together to develop a plan for area wide communications. This presentation represented what they are doing to address this issue. Please see the handout for key points of this discussion.

- VIII. Texas ESAR-VHP update (EMC credential – see handout):** Tara Lowe spoke on this topic. The state has purchased EMC credentials, but it is not yet known if this system will be managed on the state or regional level.

IX. Regional Operations Issues Discussion:

- Mass Fatality handout – See information on this handout for the class, being offered on June 20-21, 2007.
- Final dates for the private tours of the new Dell Children's Hospital are scheduled on June 19 @ 10:30A and June 21 @ 2:00P. If you wish to attend either day, please RSVP at mtucker@grandecom.net. There are other dates, but they will be 'open to the public' dates. Maps and directions will be emailed to the group.

- Next coalition meeting is June 27, 2007, 1:30PM at CTECC.
- NIMS handouts are provided to give more guidance on the topic of NIMS training. Melanie will send a link for the requirements expected of the trainers. Gilbert said that there is a person at the LCRA who would also have an answer to that.
- Helipad at South Austin Hospital is now fully functional.

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

- **Pandemic Flu:** Robert Haugland reported - The project this committee has been working on is putting together a form letter to be distributed by the RAC. This letter will request information about various facilities' pandemic flu plans, i.e. what they have in place. Today the committee collected comments on the draft. It should be finalized in time for the next meeting, and then can be put out to the HPG group for review.
- **Explosives:** Gilbert Gonzales reported - Discussed coming up with a hierarchy for contacting different entities e.g. in bomb threat situations. What agencies would be appropriate, especially in rural hospitals, for example
- **Chemical:** Toby Hatton reported - The committee has restructured. Toby Hatton is the new chair, and a newly-added member is Janet Woods from Scott & White. Toby will send out a list of people who have not yet submitted their information on the chemical survey. Also expecting information soon on HAZWOPER class (Melanie Tucker is to send a link).