

SWC Healthcare Preparedness Advisory Coalition (HPAC) Meeting Minutes

May 15, 2019

Bismarck-Burleigh Public Health / West Conference Room

Present at meeting: Crystalynn Kuntz, Kalen Ost, Valerie Vinchattle, Becky Ternes, Dana Pazdernik, April Bishop, Shannon Lennie, Lori Kottre, Kirk Greff, Vanessa Raile, Alan Aarhus, Annette Staael, Becky Worden, Doris Weiss, Jean Bon; Roxanne Eggers, Sharon Mormann, Ryan Bosch, Marlys Harrison, Tammy Theurer, Darren Repnow, George Walker, Kendra Roeder, Frank Balak, Nancy Farnham, Janessa Vogel, Bob Tracy

Via IVAN:

AGENDA

➤ **TABLE TOP EXERCISE: Loss of Communication by Cyber Attack**

Hand Outs: Loss of Communication Scenario with Questionnaire, After Action Briefing, Template for News Release, ICS 213 General Release form. Broke out into two groups to go through scenario.

HOTWASH

6 am

1-Would you be aware of this coming to work? Yes, via news coverage, text, state emergency weather radio or press release. No, if their phone was still on silent mode, and TV/Radio not on in the am they wouldn't be aware before arriving to work.

2-Would you do any prepping at this time? ICS setup, go through plans, policies, procedures, communication plan, issue radios, calling tree to staff and families. Make contact with the State. Print eMars and other information needed from EHR for care plans. Food inventory.

9:05

1-How are you preparing at your facility? Initiate runners to send message to radio station with news message. Get messages to families to know everything is OK and your plans. Use downtime procedures and consider lockdown to control traffic in and out of facility. Staff meetings look at short and long term plans.

9:15

1-How are you going to treat and transport Heart attack individual? Do you still send 3 dialysis individuals?

Assess if patient can be stabilized, assess and take by Van since unable to contact ambulance. Triage dialysis patients and send heart attack first, runner to see if dialysis is up and running.

9:20

1-How do you reach family to ask? Implement code search, notify law enforcement via radio, contact family if patient went home. If unable to contact police send runner to family home.

Note if phone lines are down the fire alarm system won't work and could falsely alarm

9:22

1-How are you going to treat and transport this individual (broken hip)? Treat, assess, transport if van is back, stabilize, and make comfortable if van is not available.

9:30

1-Medical Transport appointments? Cancel routine checkup exams, and others if timing is flexible. Runner to family if they could take patient to appointment.

9:35

1-How are you documenting EHR? What are you documenting? Down time procedures would be implemented, and document everything as you normally would.

9:45

1-What is your plan for staffing, meals, patient care and transportation needs? Staff would be asked to stay and hope others would come in. Bring kids in if a concern and possibly keep daycare open longer and could provide care for staff, using family members for assistance. Meals shouldn't be affected at this time due to 7-day supply on hand, switch to paper plates.

2- What is your plan of communicating to families and outside agencies? Runner based. Send news release that all is going well, running as normal and for staff to show up. Double check batteries are charged for radios. Setup volunteer coordinator to assign duties to some of those family members coming in.

9:50

1-What is your long term plan for communication? Prep work and have plan in place if communication goes down. Give supply order to delivery person to take back with them. If supplies coming from out of state, they do not have power/communication. May want to set up and emergency plan with suppliers so that they would continue deliveries as previously placed. Pay gas for volunteer runners.

2-What was your EOC activation? Emergency Operation Center 24/7 and keep 1 if not 2 on staff.

3-What process did you use for documentation of the event? ICS forms in addition to charting

4-What types of communication did you use? Radios, runners

Discussion regarding HAM Radios

- HAM radio contact via Local Emergency Manager, would be activated at be at the State Emergency Operations, would be able to communicate with 6 repeaters and 3 can go digital so that sensitive info could be conveyed. Recommend listening to radio stations since they would convey messages through them. Would try to activate as many people as possible to disperse between various facilities. Note most operators are volunteers and may be at their jobs and not be able to leave.
- The Department of Health in addition to DES can communicate between the HAM radio operators.

➤ AAR will be created for this table top exercise and sent out

➤ **Next Meeting:**

- July 17: Full scale exercise at your facility (will not meet at BBPH)
 - *NOTE* do not need to run that date and time, can be done at any time
 - FOR CMS credit engage as many outside departments as possible and create a news release and have it delivered to Crys at BBPH.
- September 18: After Action Report at BBPH
- November 20