

SWC Healthcare Preparedness Advisory Coalition (HPAC) Meeting Minutes

May 16, 2018

Bismarck-Burleigh Public Health / West Conference Room

Present at meeting: Crystalynn Kuntz, Kalen Ost, Valerie Vinchattle, Annette Lucia, Shannon Lennie, Janessa Vogel, Jean Bon, Rochelle Schaffer, Keith Holzer, Rachael Buchwitz, Doris Weiss, Andy Roach, Amber Holznagel, Brad Erickson, Daren Repnow, Rebecca Nielson, Becky Worden, Neil Johnson, Marlys Harrison, Tom Doering, Jolene Lunde, Anna Odenbach, Arthur Skrardevsky, Gary Stockert, Mary Senger, Vanessa Raile, Erica Reiner, Morgan Hodgson, Kendra Roeder, Kathy Seidel, Theresa Schmidt, Melissa Nordsvan, Adenna Benz, April Bishop
Via IVAN: Devils Lake

AGENDA

➤ **Tabletop Exercise**

- Tabletop Summer Storm Exercise – Split into three groups to cover each objective.
- Crys will provide AAR for everyone.

➤ **HOTWASH**

• **GROUP 1 – EOC ACTIVATION**

When do you activate –

EOC activation, dialogue before – weather warnings across facility.

Overhead announcement; Computer-based messaging (text)

Most facilities have plans whether it be overhead page mass text

Activate EOC after impact. Evacuation would take place after the event

Who fills the roles –

Rolls filled by emergency management teams (ICS)

EOC set up to work in shifts – IC may change as event roles (some facilities such as Sanford have 3 names per role)

Where to evacuate –

Immediate would be horizontal to the new building (band aid for a while until determine safe)

Need to have a PLAN B for your building

Generators were discussed-how often tested how long can you operate vendors for gas repairs.

Life Safety: Triage employees, visitors, patients

Incident Stability: Horizontal relocate – evacuate building

Preservation of Property: Structure-engineering

NOTE from Crys: List of ICS forms can be found on FEMA ICS forms (Can operate the during the first period by just using the 201 form). For the full scale work through at least the 201 or maybe a few more.

(HOTWASH continued)

• **GROUP 2 – EVACUATION or SHELTER IN PLACE**

When do you shelter in place –

No time to shelter but are you should be aware.

3 hrs: 6am – 9am Change of shift

6am was a bit too early; would wait until about 9am timeframe to shelter in place when we felt it was imminent.

Where and how do you shelter in place –

Would try to move as many residents as possible inward hallways or away from windows then down to first floor or basement. Moving patient to basement east to North. Shelter in hallways first with wheelchair, then move to first floor depending on time.

If this would happen during night time it would be challenging for staffing.

Set up temporary command center

When and how do you evacuate –

Is evacuation even an option.

Would evacuate after the storm.

With how rapid storm is moving all we could do is shelter in place then assess damage, injuries.

Can we send some home can we keep some how many do we send?

Utilize NDDOH tracking system and contacting them for evacuation assistance and placement.

Since we already utilize tracking system would be able to follow up where patients are going.

Facilities have a list of where to send patients.

State Dept., Burleigh county, would send staff to go with patients to help assist in care.

Once people are safe: Assess people, assess property

NOTE from Crys: It is important to know HVAC system and how to shut it down if necessary

(HOTWASH continued)

GROUP 3 – COMMUNICATION PLAN

When, who, and how do you call? How do you connect when you can't call?

At 6 am would start to alert/notify current staff of severe weather and to prepare the facility.

At 9am activate Incident Command Team by using the calling tree

At 9:20 put out a regroup to call to bring in more staff to help with evacuation and calling city emergency management team – state radio, and the health department.

One person named communication contact to yield calls coming in and calling out for assistance

Use walkie-talkies to communicate within the building

Computers email

Liaison will utilize white board to make assignments

If communications are down with landlines, computers would assign a liaison driving to Public Health to connect with them.

What contact information would be important to have?

Staff information and information of families that will need to be contacted.

Will need a list of who is in the building

Vendors – gas for generators

Emergency Management –State Health Department in case of needing to evacuate

Medical Plan-ICS 206?

Medical Plan – ICS 205 or 205 (A) communication list

-Naming one individual to be writing this information down as things are occurring – suggest completions on a white board as it could be constantly changing – then complete form afterwards.

NOTE from Crys – it will probably be unsafe with downed power lines

But the path of destruction is more localized so outlying buildings in town are probably going to be ok

If you call for help and help doesn't come keep calling.

➤ **Upcoming Exercises and Trainings:**

- CHI St. Alexius Health – Decon exercise June 20th 9am – 12pm.

➤ **Next Meeting:** July 18th – Full Scale Exercise ****No meeting on this date****

- You will be completing the exercise using your own plans and forms at your own facility.
- Will email the exercise the beginning of July.

2018 dates for HPAC Meeting 9am at BBPH 500 E Front Ave on the third Wednesday of the month.

September 19th – AAR/IP Review

November 21st – TBA