

## Region 2 Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Aspirus Weston Clinic – 13 December 2017, 1300-1600

**Location:** Aspirus Weston Clinic, 4005 Community Center Drive, Weston, WI **Room:** 2<sup>nd</sup> Floor Conference Room

**Call in Number-** (571) 317-3112 **Pass code-** 214-565-613

Go to Meeting Link: <https://global.gotomeeting.com/join/214565613>

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Agenda Item	Talking Points	Action Steps
<p><b>1. Introductions</b></p>	<p>Introductions.            Attending: Documented on sign in sheet.            Calling in: Documented on sign in sheet.</p>	
<p><b>2. Approve Minutes</b></p>	<p>Nov 2017            Discussion: None  <b>Motion</b> to approve November Minutes:            1<sup>st</sup>: Ed 2<sup>nd</sup>: Jane            Motion Carried.</p>	
<p><b>3. Review of agenda</b></p>	<p>Discussion:            Following up from board meeting discussion, add IT to the discussion. It is important to parallel IT with preparedness planning. Discussion that planning and prep may be going on that we are unaware of.            Cyber Security and major communications disruption are rated as a priority in the HVA. Real life incident of comm. interruption related to a server discussed.  <b>Motion</b> to approve December agenda.            1<sup>st</sup>: Ed 2<sup>nd</sup>: Jim            Motion Carried.</p>	<p>Hospital partners are asked to reach out IT locally. Have conversations related to IT preparedness and a ensure an established contact.</p> <p>Hospital partners are asked to invite IT to present and discuss IT Preparedness/ Cyber Security Feb 14<sup>th</sup>.            Question brought up by hospital peers: Does your facility have cyber insurance?</p>
<p><b>4. NCW-HERC Chair and WHEPP Representation</b></p>	<p>Jim Monarski voted in as NCW-HERC Chair at board meeting 12.13.17.            Josh Englund acknowledged as WHEPP representative.            Discussed an accident will delay Josh's ability to attend meetings until Spring 2018.</p>	

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	<p>NCW-HERC board requested the WHEPP group identify a “proxy” to attend board meetings in Josh’s absence. Discussion. <b>Motion</b> Jane and Bob (Flambeau) will alternate and stand in as proxy. 1<sup>st</sup>: Jim 2<sup>nd</sup> Cathy Motion carried.</p>	
<p><b>5. MOU</b></p>	<p>Discussion and review of MOU. Notes and comments made. Language and definitions added related to WISCOM and WITRAC. Discussion how relevant the MOU will be to area and region medical coordination and hospital evacuation. Discussion and agreement that the MOU needs to be kept as nonrestrictive has possible. MOU needs to be adaptable. Joint Commission (EM02.02.09), JCAHO, ASPR standards do not speak directly to the need for a MOU, but having a MOU will help meet many standards. HCC Coordinator to synthesize the comments and changes. One more round for review to be provided before sending the document to legal for review. Initial discussion to request legal has completed review by March 30, 2018. <b>**Referenced Attachment**</b></p>	<p>HCC Coord to clean up and provide to WHEPP group for final review before sending to legal.  After final review completed, WHEPP group will be asked to present the document to legal and executives to review by March 30, 2018.</p>
<p><b>6. MCI Mass Casualty Cart SBARF</b></p>	<p>Reviewed SBARF document developed by Marshfield Medical Center, Langlade Aspirus, HCC Coordinator and RTAC Coordinator. Coalition is willing to commit \$20000 to the project, or approximately \$1300 per hospital. Discussion of what needs to be included discussion on ways to get the price tag down on presented kits. Discussed what is really needed inside the kits: Minimum of 10 tourniquets, quick clots, chest seals.</p>	<p>HCC Coordinator identify a contents list and pricing. To bring back at January meeting.</p>

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	<p>Hot bags from Flambeau reference for building. Discussion that this project will segue into “Large Event Response Kits” <b>**Referenced Attachment**</b></p>	
<b>7. RMCC Plan</b>	<p>Drafting underway. Review began. Comments provided. Sections include:</p> <ul style="list-style-type: none"> <li>• Triggers for Activation</li> <li>• Purpose</li> <li>• Scope and Authority</li> <li>• Initiating Facility Checklist</li> <li>• Responding Facility Checklist</li> <li>• Roles and Responsibilities</li> </ul> <p>Discussed need to reconvene the AMCC/RMCC Work Group. <b>**Reference Attachment**</b></p>	HCC Coordinator will seek to reconvene the AMCC/RMCC Group.
<b>8. WITRAC: Bed Count/ MCI Report</b>	<p>Drilling to continue. Goal of routinely exceeding 85% (13/15) response rate in 30 minutes established with the hospitals. 40-67% November. <b>**Reference Attachment**</b></p>	<p>HCC Coord will maintain as a monthly agenda item. HCC Coordinator to communicate with facilities with poor response rate to determine issues.</p>
<b>9. WISCOM Report</b>	<p>Discussion post Nov “Roll Call” Matrix reprogramming suggested for all. Corrective action plan:</p> <ol style="list-style-type: none"> <li>1. Establish functionality for all 15 (ASAP)</li> <li>2. Common Channel (HRCRD 2 CLE)</li> <li>3. Common Matrix (recommended)</li> <li>4. Maintenance</li> </ol> <p>Currently still in phase 1. Facilities update. Eagle River- Replacement part to be ordered and installed. St. Michael’s-Installed. Needs to be drilled.</p>	<p>HCC Coord will maintain as a monthly agenda item. HCC Coord to work with SME and Vendor to get 4 hospitals in need functional.</p>

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	<p>AWH-Will reconvene upon new Emergency Manager's start MMC- Teleconference scheduled to discuss options moving forward.</p> <p>Follow-up discussed from NCW-HERC board meeting:</p> <ul style="list-style-type: none"> <li>• Increasing frequency of WISCOM Roll Call</li> <li>• Youtube WISCOM Edu Video to be created</li> </ul> <p>The importance of WISCOM related to large scale events discussed.</p> <p><b>**Reference Attachment**</b></p>	
<b>10. Outstanding WHEPP needs</b>	<p>Outstanding needs reviewed: <del>NIMS Compliance</del>-all 15 hospitals collected UV lights MOUs-a few outstanding. <b>Resource List</b>-primary need. Many outstanding.</p>	WHEPP partners asked to submit their outstanding UV light MOUs and Resource Lists to HCC Coordinator ASAP.
<b>11. Engaging Executives and Providers</b>	<p>Opportunities: Mutual Aid MOU SBARF for MCI kits. Executive letter for CST CST After Action Review</p>	
<b>12. NCW – HERC &amp; State HCC Updates</b>	<p>Please review minutes at: <a href="http://www.ncw-herc.org/what-we-do/meetings/">http://www.ncw-herc.org/what-we-do/meetings/</a></p>	
<b>13. Agency Updates</b>	<p>Round table discussion Ascension Northern Hospitals- Active shooter drills simulating active gunfire to be conducted over the next month. Marshfield Medical Center will host CST. Large events may be held in Marshfield in the future. Hospice Home Care- CDP course Healthcare Leadership Course. Discussed experiences and real events during training.</p>	<p>HOSPITALS: PLEASE MAKE SURE YOU ARE SUBMITTING EXERCISE INFORMATION TO STATE VIA SURVEY. This is critical for grant funding: <a href="https://www.surveygizmo.com/s3/3321278/WHEPP-Exercise-and-Real-Event-Report-F-02007-01-2017">https://www.surveygizmo.com/s3/3321278/WHEPP-Exercise-and-Real-Event-Report-F-02007-01-2017</a></p>

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<b>14. Region Training Needs</b>	<ul style="list-style-type: none"> <li>• HAZMAT-One First receivers April 16-17 0900-1700 Nicolet</li> <li>• CHEC Training-Request sent to state</li> <li>• ICS-Posted to NCW-HERC site</li> <li>• Cyber Security</li> <li>• CISM</li> </ul>	HCC Coordinator to identify a Cyber Security training and CISM training.
<b>15. Region Resource Needs</b>	<ul style="list-style-type: none"> <li>• WISCOM Radios</li> <li>• MCI bags kits</li> <li>• Evacuation/Triage/Staging Trailer (pop-up Shelter) (parking lot)</li> </ul>	
<b>16. Future Agenda Topics</b>	IT/ Cyber Security (Feb)	All WHEPP members requested to send topics to HCC Coord.
<b>17. Next meeting</b>	<ul style="list-style-type: none"> <li>• <b>Next meeting January 10, 2018 (1300-1600) Aspirus Weston Clinic</b></li> </ul>	
<b>18. Adjourn</b>	<b>Motion</b> to Adjourn. 1 <sup>st</sup> : Jim 2 <sup>nd</sup> : Becky Motion carried.	
	Please visit <a href="http://www.ncw-herc.org/">http://www.ncw-herc.org/</a> to find meeting minutes and other information	