

Region 2 Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Aspirus Weston Clinic – 14 February 2018, 1300-1600

<p>Location: Aspirus Weston Clinic, 4005 Community Center Drive, Weston, WI Room: 2nd Floor Conference Room Call in Number- (571) 317-3112 Pass code- 214-565-613 Go to Meeting Link: https://global.gotomeeting.com/join/214565613 First GoToMeeting? Try a test session: http://help.citrix.com/getready</p>		
Agenda Item	Talking Points	Action Steps
1. Introductions	Introductions. Attending: Documented on sign in sheet. Calling in: Documented on sign in sheet.	
2. Approve Minutes	Approve January minutes Discussion: None Motion to approve Jan Minutes: 1 st : Ed 2 nd : George Motion: Carried	
3. Review of agenda	Discussion: Motion to approve Feb agenda. 1 st : Jim 2 nd : Bob Motion: Carried.	
4. Facility Cyber Security	Video shared discussing cyber threats in hospitals: http://abcnews.go.com/Health/fears-hackers-targeting-us-hospitals-medical-devices-cyber/story?id=48348384 Hospital Preparedness and IT: increasing awareness of each others plans and efforts to enhance cyber security and hygiene. Aspirus Wausau Hospital brought a representative from IT to aid in discussion. In depth discussion on the importance of collaborating with IT to ensure preparedness needs are being met.	ASPR TRACIE Resources on Cyber Security: https://asprtracie.hhs.gov/technical-resources/86/Cybersecurity/86 Preparedness Planning Cyber Security Checklist: http://www.phe.gov/Preparedness/planning/cip/Documents/cybersecurity-checklist.pdf US Secret Service Cyber Hygiene and Cyber Security Recommendations: https://www.secretservice.gov/forms/Cyber-Hygiene.pdf?n=11000

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	Three links referenced to aid in preparedness planning for hospitals and other members.	
5. CST Exercise Logistics Overview	Discussed timeline, CST Matrix, and player briefing to be shared one week prior to exercise. Clarified two parts to the upcoming exercise. The functional portion will take place with low notice and tabletop facilitated discussion and after action review will take place on March 14 th at Marshfield Medical Center. Physical attendance is required for the March 14 th exercise.	HCC Coordinator to share CST Matrix and player briefing.
6. MOU	Final review draft sent out to hospitals for legal review. 3.31.18 desired signature date. Discussion that one over arching signed document per organization, I.e. "Aspirus, Ascension, Marshfield". One signed document will be needed per organization, not hospital.	All hospitals to have legal review final document and have executive sign by 3.31.18.
7. Regional Resource List	Many have been collected. Hospitals will have to discuss how to bolster the resource list moving forward. Discussion this resource list is needed for the HAZMAT TNT Course.	Cindy to develop and provide resource list for OLV, Good Sam, St. Clare's and St. Michael's.
8. WITRAC: Bed Count/ MCI Report (5 min)	Semi-monthly drills underway. ~ 67% within 30 min Goal of 85% (13/15 hospitals) 2 nd and 3 rd shift drills continuing Discussed the importance of having initiating facility identifiers when drilling and real life in title to know who is issuing. Discussed real life usage of this during a critical supply shortage. **Referenced Attachment**	HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.

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<p>9. WISCOM Report (5 min)</p>	<p>Roll Calls ongoing. Roll Calls ran by: Eagle River, HYMC, OLV Each hospital will have run a roll call by 06.30.2018 Marshfield awaiting install visit from Nielson AWH waiting on conduit to prep for install Training videos recorded HCC Coordinator working to finalize and publish. Discussed an issue where an “All Call” was put out by state at approx. the same time the region was scheduled to run a drill leading to lower response rates. **Referenced Attachment**</p>	<p>HCC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions.</p>
<p>10. Engaging Executives and Providers</p>	<p>Opportunities: Mutual Aid MOU Executive letter for CST CST After Action Review</p>	
<p>11. NCW HERC Updates</p>	<p>Please review minutes at: http://www.ncw-herc.org/what-we-do/meetings/</p>	
<p>12. Agency Updates</p>	<p>Round table discussion: Medexcel Central- Cindy Lee Buchkowski-Hoffmann started this week. She will oversee OLV, Good Sam, St. Clare's and St. Michael's. Aspirus Medford working on a HICs, WISCOM, WITRAC refresher and in-service. Flambeau- Updated on Josh's status. He will be out of the office for a few more months. Aspirus Riverview- Will be holding a Incident Command training and material management training. Memorial Medical Center- Will be holding a MOAB training, it is posted to the upcoming events at NCW HERC's website.</p>	<p>HCC Coord to post requested dates. HOSPITALS: PLEASE MAKE SURE YOU ARE SUBMITTING EXERCISE INFORMATION TO STATE VIA SURVEY. This is critical for grant funding: https://www.surveygizmo.com/s3/3321278/WHEPP-Exercise-and-Real-Event-Report-F-02007-01-2017</p>

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<p>13. Upcoming Training Opportunities (10 min)</p>	<ul style="list-style-type: none"> • Inf. Disease Exercise- April 24th, Virtual @ HDs • CST AAR- 03.14.18 • HAZMAT- TNT First receivers April 16-17 0900-1700 Nicolet (2 spots reserved per hospital, but need attendees for roster) • Psychological First Aid and Cyber Hygiene (06.2018) • Mass Casualty Tabletop (Oneida Co.)- 2nd Qtr 2018. • Nuclear Radiological Trg/Exercise (BP2) • CHEC Training has been approved will be looking to schedule • Look at http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings 	
<p>14. Region Resource Needs</p>	<ul style="list-style-type: none"> • WISCOM Radios (Marshfield and AWH) • MCI bags kits (To be presented in April) • Evacuation/Triage/Staging Trailer (pop-up Shelter) (parking lot)(BP2) 	
<p>15. Future Agenda Topics</p>	<p>RMCC Plan (April), MCI Kit Demo, HAZMAT First Receivers follow-up.</p>	
<p>16. Next meeting</p>	<ul style="list-style-type: none"> • March 14, 2018 0900-1200 Marshfield Medical Center • Next meeting April 11, 2018 (1300-1600) Aspirus Weston Clinic 	
<p>17. Adjourn</p>	<p>Motion to Adjourn. 1st: Ed 2nd: Chris Motion: Carried.</p>	
	<p>Please visit http://www.ncw-herc.org/ to find meeting minutes and other information</p>	