

# NCW HERC Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Aspirus Weston Clinic – 11 April 2018, 1300-1600

<p><b>Location:</b> Aspirus Weston Clinic, 4005 Community Center Drive, Weston, WI <b>Room:</b> 2<sup>nd</sup> Floor Conference Room  <b>Call in Number-</b> (571) 317-3112 <b>Pass code-</b> 214-565-613          Go to Meeting Link: <a href="https://global.gotomeeting.com/join/214565613">https://global.gotomeeting.com/join/214565613</a>          First GoToMeeting? Try a test session: <a href="http://help.citrix.com/getready">http://help.citrix.com/getready</a></p>		
Agenda Item	Talking Points	Action Steps
<b>1. Introductions</b>	Introductions. Attending: Documented on sign in sheet. Calling in: Documented on sign in sheet.	
<b>2. Approve Minutes</b>	Approve Feb minutes Discussion: None <b>Motion</b> to approve previous Minutes: 1 <sup>st</sup> : Ed 2 <sup>nd</sup> : George Motion: Carries	
<b>3. Review of agenda</b>	Discussion: <b>Motion</b> to approve current agenda. 1 <sup>st</sup> : Jim 2 <sup>nd</sup> : Cindy Motion: Carried	George in contact with Rural Wisconsin Send Word Now will be renewed Rural Wisconsin Healthcare Agencies Co-Op
<b>Old Business</b>		
<b>4. Facility Cyber Security</b>	Marshfield Clinic IT discussion. General discussion of types of known cyber threat and how they attack (Ransomware, Malware, Spyware, WannaCry) Key take-aways: <ul style="list-style-type: none"> <li>• Ensure strong &amp; interactive CBTs</li> <li>• Know what you're clicking and whom it is from</li> <li>• Be wary of attachments</li> </ul> Resources to be on the lookout for: Regional Cyberthreat Response books	ASPR TRACIE Resources on Cyber Security: <a href="https://asprtracie.hhs.gov/technical-resources/86/Cybersecurity/86">https://asprtracie.hhs.gov/technical-resources/86/Cybersecurity/86</a>  Preparedness Planning Cyber Security Checklist: <a href="http://www.phe.gov/Preparedness/planning/cip/Documents/cybersecurity-checklist.pdf">http://www.phe.gov/Preparedness/planning/cip/Documents/cybersecurity-checklist.pdf</a>  US Secret Service Cyber Hygiene and Cyber Security Recommendations: <a href="https://www.secretservice.gov/forms/Cyber-Hygiene.pdf?n=11000">https://www.secretservice.gov/forms/Cyber-Hygiene.pdf?n=11000</a>

# NCW HERC Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Aspirus Weston Clinic – 11 April 2018, 1300-1600

<p><b>5. CST AAR and IAP</b></p>	<p>Draft AAR shared. An outline of strengths, areas for improvement and improvement actions were discussed. Discussed and reviewed AAR, strengths and areas for improvement. Crash course in NIMS/ICS truly needed for partners in the region. NCW HERC would like to host a HICS course in BP1 supplemental.</p>	<p>HERC Coordinator to reach out to Region 6 Coordinator for HICS contacts.</p>
<p><b>6. Mutual Aid MOU</b></p>	<p>Discussed status of MOUs. Most have been collected, with a few outstanding.</p>	<p>Hospitals without MOU submit to do so ASAP. HERC Coordinator to follow-up with hospitals that have not yet submit to NCW HERC.</p>
<p><b>7. Regional Resource List</b></p>	<p>Link to the database shared. Discussed for next update additions that may be considered, with next annual update. Discussed the way in which the partners would like the data compiled.</p>	<p>HERC Coordinator to add last few submissions and organize all information to 1 single page with ability to organize columns.</p>
<p><b>8. WITRAC: Bed Count/ MCI Report</b></p>	<p>Link to drill report shared. Discussed regional tests focusing on MCI. State bed count drills to continue. Discussed response being important for both and NCW HERC is working hard to not over test, but ensure facilities are comfortable using resource available. Brief discussion on accuracy of reporting red, yellow, green, 1-4 and benefits and barriers to a consistent triage system in daily practice for in-patient. Visits being conducted by HERC Coordinator to continue. All 15 hospitals should have been visited by June 30, 2018. BP Supplemental 2018-19 quarterly rewards and acknowledgement discussed.</p>	<p>HERC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions. HERC Coordinator to continue conducting education to hospitals through June 30, 2018.</p>

# NCW HERC Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Aspirus Weston Clinic – 11 April 2018, 1300-1600

<p><b>9. WISCOM Report</b></p>	<p>Training resources posted to NCW HERC website. Discussed current infrastructure needs Aspirus Steven’s Point will need a radio installed this summer. Marshfield’s radio needs to be moved to a location where it will be able to be heard in a real-world event. Discussion of upgrades needed to type 2. State’s current stance is these upgrades will need to come from hospitals. Discussed that NCW HERC is seeking to re-engage with a SME to run drills and pick-up with the foot print that has been laid. One big objective of the SME will be completing phase 2 of the WISCOM improvement steps establishing matrix’ that are similar an encompass the expanding needs of the hospitals. Also, to help with training NCW HERC recorded videos: <a href="#">Link to YouTube Videos!!</a> Finally, 2<sup>nd</sup> and 3<sup>rd</sup> shift drills are to commence by July 1, 2018.</p>	<p>HERC Coordinator will continue to provide monthly updates. Contact HCC Coordinator with any questions. HERC Coordinator to continue conducting education to hospitals through June 30,2018.</p>
<p><b>10. Engaging Executives and Providers</b></p>	<p>NCW HERC is offering presentations to the coalition and the benefits of being involved, as identified in the NCW HERC Preparedness Plan.</p>	<p>Hospitals to contact HERC Coordinator if you would like to receive a presentation for your leadership.</p>
<p><b>New Business</b></p>		
<p><b>11. MCI Bag Demo</b></p>	<p>Reviewed contents of the MCI bag. The NCW HERC Board has voted to purchase 30 bags to be distributed to EDs and Emergency Management in the counties</p>	
<p><b>12. The Future of WHEPP Meetings</b></p>	<p>Discussed the future of meetings. Looking to go to a every other month meeting, to allow better engagement of other sectors.</p>	
<p><b>13. NCW HERC Updates</b></p>	<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>	
<p><b>14. Agency Updates</b></p>	<p>Aspirus Steven’s Point exercises upcoming. Aspirus plans to invite NCW HERC into exercises.</p>	<p>HERC Coord to post requested dates.</p>

# NCW HERC Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Aspirus Weston Clinic – 11 April 2018, 1300-1600

	Statewide tornado drills taking place this month.	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>
<b>15. Upcoming Training Opportunities</b>	<ul style="list-style-type: none"> <li>• <b>(04.24.18) Inf. Disease Exercise-</b> (ICP Specific)</li> <li>• <b>(04.16-17.18) HAZMAT- First Receiver TNT</b></li> <li>• <b>(05.23.18) Oneida County Mass Casualty TTX <i>rescheduling</i></b></li> <li>• <b>(06.13.18) Psychological First Aid and Cyber Hygiene</b></li> <li>• <b>(06.25-27.18) CHEC Training</b></li> <li>• Nuclear/Radiological Trg /Exercise (BP2)</li> <li>• FAC Training (BP2)</li> <li>• Mass Fatality (BP2)</li> </ul> <p>Check <a href="http://www.ncw-herc.org/eventscalendar/">http://www.ncw-herc.org/eventscalendar/</a> for upcoming events, meetings and trainings</p>	
<b>16. Region Resource Needs</b>	<ul style="list-style-type: none"> <li>• WISCOM Radio Aspirus Steven's Point</li> <li>• MCI bags</li> <li>• Evacuation/Triage/Staging Trailer</li> </ul>	
<b>17. Future Agenda Topics</b>	RMC Plan (April), MCI Kit Demo, HAZMAT First Receivers follow-up.	
<b>18. Next meeting</b>	<ul style="list-style-type: none"> <li>• <b>May 9<sup>th</sup>, 2018 1300-1600 and June 13<sup>th</sup>, 2018 1300-1600</b></li> </ul>	
<b>19. Adjourn</b>	<p><b>Motion</b> to Adjourn. 1<sup>st</sup>: Jim 2<sup>nd</sup>: Jim Sagan Motion: Carried.</p>	
	Please visit <a href="http://www.ncw-herc.org/">http://www.ncw-herc.org/</a> to find meeting minutes and other information	

NCW HERC Wisconsin Healthcare Emergency Preparedness Program  
(WHEPP)

Aspirus Weston Clinic – 11 April 2018, 1300-1600