

# Agenda

Start: 2:30 – End: 4:00

2:30-2:35	Welcome	Jim McCammon
2:35-3:35	Active Shooter Training	Officer John Morgan, Knoxville Police Department
3:35-3:45	MOU Discussion	Wanda Roberts/ Jim McCammon
3:45-4:00	Sharing <ul style="list-style-type: none"> <li>• Relevant Coalition News</li> <li>• Regulatory/Compliance Updates</li> <li>• Exercise/Plan Updates</li> <li>• Future Meeting Ideas</li> <li>• Other Items</li> </ul>	Jim McCammon

\*HAM Radios will be distributed for those facilities that had participants in the training.

## Group 4 Minutes

Start: 2:30 – End: 4:00  
 Minutes Review/Approval  
 -Minutes were approved  
 None Opposed

<b>Follow Up From Last Mtg.</b>	
---------------------------------	--

None

<b>Welcome/Introduction</b>	<b>Wanda Roberts</b>
-----------------------------	----------------------

<b>Active Shooter Training</b>	<b>Officer John Morgan, Knoxville Police Department</b>
--------------------------------	---

Officer Morgan presented an Active Shooter Training to the attendees focusing on personal actions and recommendations for planning actions for the organization. The presentation and video are available on the KET Coalition website under the CMS 17 meeting documents. The Run, Hide, Fight video is available at <https://www.youtube.com/watch?v=5VcSwejU2D0>.

<b>MOU Discussion</b>	<b>Wanda Roberts</b>
-----------------------	----------------------

The Knox/ East TN Healthcare Coalition has a Memorandum of Understanding (MOU) that all members sign. In lieu of individual MOUs between CMS 17 partners, we recommend the Coalition MOU that establishes a relationship with ALL of our partners. The MOU states that you will be willing to share information and resources as you are able to do so – there are no firm requirements. It's also a great network of resources at your own disposal if your facility needs support (staff or stuff) during a disaster/event. The MOU was updated in December 2017, and states that it remains in effect until it is terminated. We will send it to review. Wanda Roberts and Charity Menefee (the Regional Hospital Coordinators) maintain the MOU, so all information goes to them. When you receive it, you will get a signature page to sign and return to Wanda ([etrhc.health@tn.gov](mailto:etrhc.health@tn.gov)) or Charity ([charity.menefee@knoxcounty.org](mailto:charity.menefee@knoxcounty.org)). After your signature page is received, you will then be added to the master list of participating organizations. All the signature pages will be scanned in so you have this documentation if you need it for your licensure.

Wanda will ask Stuart Horwitz at TDH Health Licensure to get his opinion on whether the KET HC MOU will meet the specific dialysis to dialysis requirements as outlined in the state rules and regulations.

<b>Relevant Coalition News</b>	<b>Wanda Roberts</b>
--------------------------------	----------------------

Coalition HVA: The coalition is working on updating the HVA (Hazard Vulnerability Analysis). The last one is still on the website and is considered the current one until the next one comes out. The new one should be available in July and you will be notified so you can include it in your emergency plan. Jan said she submitted the HVA template and gave copies to her human resources representative.

Coalition Budget: If there is any training you need or an asset that would benefit everyone, please let Wanda or Jim McCammon (as your Coalition representative) know so they can funnel that up to the coalition so it can be considered for funding in the larger coalition group.

<b>Regulatory/Compliance Updates</b>	<b>Jim McCammon</b>
--------------------------------------	---------------------

None at this time.

<b>Exercise/Plan Updates</b>	<b>Jim McCammon</b>
------------------------------	---------------------

The community-wide KET HC exercise will be in the fall. The date is to be determined. The next CMS 17 Group 4 meeting in September will focus primarily on the exercise.

**Future Meeting Ideas**      **Jim McCammon**

None provided. Please let Wanda or Jim know if you think of ideas following the meeting.

**Other Items**

HAM Radio Field Day, June 23<sup>rd</sup> Ft. Dickerson Park. They say that it's a fun day for the family. There will be demonstrations. There will also be a HAM radio 101 class for new users. Feel free to bring your radios to better learn how to use them.

**Next Meeting Date**      **Date: September 13, 2018**

Registration is available today on the coalition website calendar.





**Knox County Health Department: Emergency Preparedness Department**

**Meeting:** CMS 17 – Group 4 Meeting

**Meeting Date:** Thursday, June 14, 2018 8:30 AM

**Facilitator:** Wanda Roberts

**Place/Room:** KCHD Community Room

Name	Organization	Email
Brenda Lee	FMC Loudon	brenda.lee@fmc-nc.com
Lisa Jefferson	FMC-NA Lafayette	lisa.jefferson@fmc-na.com
Keretta White	FMC- Newmarket	loral.A.white@fmc-na.com
Debbie Harman	FMC West Knox	debra.harman@FMC-NA.com
Amy McLarty	FMC Roanoke	Amy.McLarty@fmc-nc.com



**Knox County Health Department: Emergency Preparedness Department**

Meeting: CMS 17 – Group 4 Meeting

Meeting Date: Thursday, June 14, 2018 8:30 AM

Facilitator: Wanda Roberts

Place/Room: KCHD Community Room

Name	Organization	Email
LISA MOORE	FKC East Knoxville	lisa.moore@fmc-na.com
Peggy Eldridge	FKC Morristown	peggy.eldridge@FMC-NA.com
Rhonda Wallace	DCI - Caryville	rhonda.wallace@dcinc.org
LEA LASTER	FKC Newport	lea.laster@fmc-na.com
Katherine Welda	FKC Skyway	Katherine.Welda@FMC-NA.COM
Brigetta Nethery	FKC - TN River Area	brigettn.nethery@fmc-na.com
Dawn Cunningham	Davita Knox East	dawn.cunningham@davita.com
Crystal Helpingstone	DCI Knoxville	Crystal.helpingstone@dcinc.org
Elaine Howell	DaVita - Knox Central & Campbell Station	elaine.howell@davita.com