

KET (KNOX EAST TN) REGION HOSPITAL COALITION MEETING

March 8, 2016

2:30

Knox County Health Department

Members/Attendance (attached)

Meeting Minutes

Update on Approved Purchases

- Flip chart quick response guides
Covenant will share their template that is being used. It is 13 waterfall pages, and will have an additional blank page so facility specific information can be inserted. The vendor is Universal. If anyone wants these for their facilities, they can tweak as needed from this template. The same vendor (David Haun) will need to be used in order for it to be completed within this grant period. If you are interested, use the template to make your specific changes and then you need to contact David directly at Universal. Specific prices were discussed for bulk orders and will be sent out to group. Security is meeting and discussing possible code changes, but group decided to move forward with purchases. If you are planning to order, let your RHC know.
- Go Bags for Evacuation (No Update)
- MCI Bags for Region 2 EMS- Will be allocated to 911 EMS providers within the region. These have been ordered and came in under budget and with 2 extra demo kits. John received quote and it exceeded approved amount. He took out certain tools from the kits (ax) and the new quote should be at or below budget. Will share when it is provided.

By Law Discussion:

Before voting, there are a few areas that should be clarified and will be added to by laws:

- In the case of missing or broken equipment, once it is placed at your facility, the upkeep responsibility is yours (including routine maintenance costs). If repair costs exceed what your facility can pay, you can put in a proposal for Coalition support to repair, but, the responsibility falls on the facility with the equipment to keep the equipment operational. This includes ventilators, generators, communications equipment, etc.
 - For regional purchases made on behalf of the facility (for example the air mattresses): The facility will have to provide proof that supplies are maintained for a period of one year. The RHC's are required to do an audit on supplies and will check to make sure all purchased items are on scene. If not, the facility will be responsible for replacing. Audits are usually done in September of each year.
 - Provisions will be made for sanctioned organizations eligibility requirements as far as funding opportunities, if group votes for the support. This will apply to agencies such as EMS, APIC, etc. There will also be flexibility of other
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projects are deemed necessary by the Active Voting Coalition members.

- Active membership requirements will change to 66% of meetings per year. This will encourage long term consistent membership.

Proposal Information

Parkwest is presenting two proposals that were seen as a facility gap after the contaminated water tabletop exercise facilitated by the KET Coalition.

- Proposal 1: \$6792.00
220 Gallon water tank storage for ability to temporarily run lab analyzing equipment during water pressure reduction or outage for approx. 46 hours
Motion to accept for vote: Sandy Monday, second: Carole Chambers
- Proposal 1: \$6,440.00
500 Gallon water tank storage for potable water, trailer and transport costs. This can be moved to another facility if needed. Water should stay potable for 12-18 months.
Motion to accept for vote: Trish Polfus, second: Sandy Monday

Exercise Information:

Pre-Exercise Directions

1. Go to the Knox/East TN Coalition Website (www.ketcoalition.org) and hover over the Member's Only Section – clicking on "Exercise and Events Docs". The exercise documents are under BP4.
 2. Download and print the following documents:
 - a. **These Directions** are available for download.
 - b. **Full Scale Exercise Plan** (at least 1 copy for each controller/evaluator)
 - c. **ICS Exercise Evaluation Guide (EEG)** – for the person evaluating your Command Center
 - d. **Hospital Care and Treatment Exercise Evaluation Guide (EEG)** – for the person evaluating your Emergency Department and additional copies for additional evaluators as necessary
 - e. **Patient Scenarios** (recommend printing these on card stock).
 - i. There are NO TRIAGE CARDS or COLORS assigned, as there is no "scene" where triage would be performed.
 - ii. You will have a variety of scenarios – print the amount you
 - iii. **Please ensure you include a variety of the pediatric scenarios and at least one death.**
 3. Contact your volunteers/schools and assure transportation plans have been completed.
 - a. School bus invoices can be sent to the hospital representative or to Wanda Roberts (etrhc.health@tn.gov) or Charity Menefee (charity.menefee@knoxcounty.org) directly. They need to be invoiced to the Knox/East TN Healthcare Coalition.
 - b. **Bus invoices MUST be submitted by April 30, 2016 if they are to be paid by the coalition. If they are not**
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submitted by that date, the hospital will be responsible for the bill.

- c. You may provide the scenarios to the volunteers/schools early, so that they can prepare for their roles. There will be no need to moulage for these scenarios. Each hospital shall set the rules with their assigned volunteers/schools on how things like pretend vomit should be handled at their facility.
 - d. If you are working with a school, contact them to see if class education is provided. This exercise is different, because it's not a traditional mass casualty incident. It may benefit the kids to hear how you are prepared to respond to a disease outbreak.
4. Arrange for meals for your volunteers/students.
- a. Meal invoices can be sent to the hospital representative or to Wanda Roberts (etrhc.health@tn.gov) or Charity Menefee (charity.menefee@knoxcounty.org) directly. They need to be invoiced to the Knox/East TN Healthcare Coalition.
 - b. **Meal invoices MUST be submitted by April 30, 2016 if they are to be paid by the coalition. If they are not submitted by that date, the hospital will be responsible for the bill.**
5. Ensure you have evaluators lined up. Evaluators must attend the Controller/Evaluator briefing at 1400 at Knox County Health Department on April 4, 2016.

Exercise Day Instructions April 5th

1. There is a tabletop exercise designed for your Incident Command personnel to discuss response actions during the first 72 hours of the water contamination event – focusing on facilities management issues and patient surge plans. Recommended start time is 0700, though you can choose to complete this portion at any time before the exercise.
 - a. Recommend including outside agencies (local emergency management, local EMS, local dialysis, local water utility, etc.) in this portion of the exercise to give realistic input for organizational questions and/or requests.
 - b. There will be NO exercise SimCell for this portion of the exercise.
 2. The FULL SCALE portion of the exercise will kick off at 0900.
 - a. There will be a Healthcare Resource Tracking System (HRTS) activation and Tennessee Health Alert Network (TnHAN).
 - b. It is up to you and/or your controller to determine when the patients and how the patients enter your hospital (aka - you or the controller you assign will determine the patient flow).
 3. **During the full scale portion of the exercise beginning at 0900, there will be a Simulation Cell (SimCell) available for use at 865-549-5308.**
 - a. **Don't forget to use "THIS IS AN EXERCISE" before and after all communications.**
 - b. The SimCell is available to provide you feedback/input in lieu of organizations NOT participating in the exercise. So, if your local Emergency Management Agency is participating with you, contact them with requests prior to calling the SimCell.
 - c. The SimCell will close by 1200.
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- d. **Your Regional Hospital Coordinators will also be available as normal at the Regional Medical Communications Center (RMCC) at 865-305-8500 or via their cell phones.** Do not contact the SimCell for normal communications you would have with your RHC.
4. Full scale exercise play should wrap up by noon. Contact the RMCC at 865-305-8500 when your full-scale portion is complete.
 5. Conduct a "hotwash" after action review with your key staff to gather feedback immediately after the exercise.
 6. There is a tabletop scenario in your exercise plan for 96 hour and recovery actions that you may utilize following the full-scale exercise for your incident command personnel.
 7. Ensure your evaluators complete and return their Exercise Evaluation Guides.

Post Exercise Actions:

There will be a Coalition Hotwash for controller/evaluators on April the 8th at 1400 at Knox County Health Department.

Upcoming Events

March 15	DOT Refresher	Walter.idol@ut.edu
March 16, 17	16 hr. DOT Initial	Walter.idol@ut.edu
March 24	8 hr. Hazmat Refresher	Walter.idol@ut.edu
April 1	NIMS/HICS class @ East TN Children's Hospital	Charity Menefee
April 2	Knoxville Marathon (4000-5000 participants)	
April 4, 5 and 6	24 hr. Hazmat initial course	Walter.idol@ut.edu
April 5	KET HCC Full Scale Exercise	
April 16, 17, 18	Knoxville Air Show	
April 17	U.T. Orange and White Game	
April 16, 17, 18	Bristol Spring Races	
May 22-28	Anniston HERT and HCL Course	Charity Menefee or Wanda Roberts
June 8	DOE Full Scale Exercise (Y-12 Facility)	

Other :

- Old DMS handhelds will be taken off hospital inventory lists.
 - U.T. will be participating in EVD assessment on March 31.
 - There is a new state program, Infection Control and Assessment Response Program (ICAR) that is offered as a free service to healthcare facilities. There is no licensing or punitive aspects. It's recommended for all hospitals, LTC, Out-Patient Centers, Acute Care Centers, etc. They may reach out to those facilities that have increased numbers. Dr. Kainer is over the program. For more information, contact: Gwen.Holman@tn.gov
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