

# Minutes

Start: 2:30 – End: 4:00  
 Minutes Review/Approval  
 David Walton-motion  
 Robert Laney-second  
 None Opposed

<b>Follow Up From Last Mtg.</b>	<b>Charity Menefee</b>
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None

<b>Performance Measures</b>	<b>Charity Menefee</b>
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Charity reminded folks to review the performance measures available on the website. The big measure we have to work on coming up is the Surge Exercise. Charity and Wanda will work with the hospitals that have volunteered to participate to get the ball rolling for this functional exercise.

<http://www.ketcoalition.org/wp-content/uploads/2015/05/2017-2022-healthcare-pr-capabilities.pdf>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Upcoming surge exercise requirements	Charity Menefee/Wanda Roberts	June 30, 2017

<b>Pediatric Surge FSE Update</b>	<b>Charity Menefee</b>
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- Scenario - Charity reviewed the scenario including the optional decon scenario. Decon event will be kept off the HRTS event to avoid confusion. The exercise controllers will need to inject this information. Information will be given before the exercise and then the fairground will be “hit” and then the patient surge will start.
- Involvement - You need to let Charity know ASAP if you plan to participate.
- Media participation – Charity reviewed the media plan. As always, KCHD’s Community Relations personnel will let local media know about the event on the day of the event, but this year a couple of additional options include letting the media know about the event a couple of days ahead of time to allow the media to interview personnel at hospitals beforehand or during the event. An additional option is to have the health department Community Relations staff prepare videos during the event to distribute to media so they have footage they can use in the news and will also be put on the coalition website. Charity asked that everyone let her know what their preference is for the available options.
- Moulage kits – Angela will be putting together moulage kits along with a video and instructions. Angela will be distributing the kits to the schools as well as all the hospitals.
- Ham radios - Trish asked if HAM radios will be involved. Charity will follow-up with HAM radio personnel to find out if they would like to be involved.
- Pediatric Surge carts – David asked if the carts would be available for the event. Oceana said they are waiting on IO needles, but the carts should be ready in the next couple of weeks. Oceana will let Wanda know when it is ready to go and they will work to get them out.
- Baby dolls – Angela will get some baby dolls for each hospital to use for patient babies during exercise.
- Patient Tracking – We will be using the new patient tracking system for the exercise. The hospitals are responsible for taking the patient scenarios that will be on the website. Each hospital will take the ones they want, create a name and unique number. The unique number will be the hospital’s initials followed by the patient number. Exact directions will be on the website. Just-in-time training will also be put on the website.
- Website – Charity said everything will be put on the website in member’s only under Exercises so keep an eye out on it.
- Controllers and Evaluators – Charity said we will need your controllers and evaluators as soon as possible so they can be invited to the meeting on Oct. 16<sup>th</sup> at 2pm here at the health department. The exercise itself is Oct. 19<sup>th</sup>. Get invoices to Charity/Wanda for expenses related to role players/exercise. The hotwash will be October 25<sup>th</sup> at 2pm at the Health Department. Controllers/Evaluators should plan to attend that if at all possible as well. Charity and Wanda can help to

get controllers and evaluators. Please let them know your needs. Also, Charity did ask Caleb Lawson if TEMA could mention the exercise to the county EMA Directors as a potential source for controller/evaluator support.

**CONCLUSIONS**

**Dates:**

October 16 2:00 KCHD Evaluator/Controller Meeting

October 19 Exercise

October 25 2:00 KCHD Hotwash

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
If you are participating let Charity or Wanda know	All	ASAP
Let Charity know media options for exercise	All	ASAP
Moulage kits: build and distribute	Angela Allred	October 19
Discuss HAM operations with Jim Snyder for exercise	Charity/Wanda	ASAP
Pediatric surge cart completion/distribution	Oseana Bratton	October 16
Dolls for exercise	Angela Allred	October 16
Patient Tracking- hospitals will need to do just in time training on website	Participating hospitals	October 16
Upload/ Review exercise information on website	Wanda Roberts	ASAP
Identify controllers/evaluators and turn names into Charity/Wanda	All	ASAP

**LTC FSE Update**

**Charity Menefee**

- Exercise details - Charity said this exercise will take place on Nov. 2<sup>nd</sup> – over 100 facilities are participating. If you are connected to one of these facilities, the information for that exercise is on the website. The next meeting is Oct. 26<sup>th</sup>. Charity said we will have a SIM Cell for this exercise for them to call in.
- Facility Status Form - Charity said she has put a new form on the website – essentially taking the HICS Facility Status Form and shortened it. This will allow us to see their participation as well as practice for an actual event. It has things like organization name, organization type, contact’s first and last name and phone number, structural damage assessment, power assessment, water assessment, sewage assessment, communication assessment, and a free-form area. They will hit submit and four people will receive the email, Charity, Wanda, Laura White and Angela Allred. Trish asked if it would be possible to put something like that on HRTS. Charity said not at this time, but hopefully one day it will be possible. Paul suggested adding HVAC to the form.
- Additional facilities - Trish asked if additional people could participate. Charity said at this time we are full, but anyone is welcome to share all the online documents so they can conduct their own exercise.
- Subcommittee – Charity said we will try to start a subcommittee for this group that will be quarterly. Representatives from that meeting can attend the larger coalition meeting. Participants in that group will be given priority in next year’s exercise and following exercises. The first meeting will be the second Thursday in December.

**CONCLUSIONS**

**Dates:**

October 26 1:30 Controller/Evaluator Exercise Meeting (mandatory) 1:30 Bridgewater PlaConference Center

November 2: Exercise

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None for Coalition		

**Ped. Surge Project Update**

**Oseana Bratton**

Oseana said she is waiting on emails to go out on a state level on IRB, and hopefully training will be coming soon.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Upcoming surge exercise requirements	Charity Menefee/Wanda Roberts	June 30, 2017

<b>National Healthcare Coalition Conference</b>		<b>Charity Menefee</b>
Five posters were accepted. Everyone who is involved has worked hard on this, and these people will be going out to San Diego in December. Wanda will be working on the logistics of that.		
Exercise Program- Trish Polfus/Paul Parsons		
Pediatric Project- Christy Cooper/Angela Allred		
Hospital Decon Team- David Walton/Marcus Sheppard		
Gatlinburg Fire Event- Phil McDaniel/Brennan Mitchell		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All attendees need to make sure registration, conference registration and airfare has been made. Let Wanda know when you have this done.	Attendees	When completed

<b>Newsletter Update</b>		<b>Charity Menefee</b>
Draft edition has been completed. Please get it out to your leadership team (including administrative and clinical leadership) when it is sent to you. Please copy Wanda and Charity when you send it out to others in your leadership team.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Share newsletter with leadership	All	When recieved

<b>Grant Closeout Report</b>		<b>Charity Menefee</b>
Last report was a self-evaluation report based on capability measures. We scored all 8 and 9s on the report and justifications were written out for each score. Charity said overall, she thinks we all did an awesome job, and she thanked everyone for their help in this success.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

<b>Real Event/Exercise/Training/Conference Attendance/Lessons Learned</b>		<b>All</b>
Joint Commission: Mike Campbell said they had a two-day survey, and it went very well and he was very proud of all the staff. He was surprised when they walked in 6 months early, but otherwise it went very smoothly.		
Paul Parsons said due to Hurricane Irma said his lab was assisting a lab that was closed indefinitely.		
Hurricane Irma & Harvey-: Charity asked that hospitals let her or Wanda know if anyone is assisting other places due to Hurricane Irma or other events such as that. She also asked that they keep an informal log of any evacuees. Charity, John Brinkley, and Colin Ickes also gave updates on teams that were deployed to assist with Hurricane Irma and Harvey efforts.		
Eclipse: Colin – Things went smoother than expected including in Sweetwater. The city major stayed in the EOC during the event.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

<b>Upcoming Trainings/Meetings/Exercise Information</b>		<b>All</b>
September 11-13, EMAT Meeting (HPP Day on 9/11) Gatlinburg: This will be rescheduled – Charity will let everyone know when this happens.		
October 19, 2017 KET Full Scale Exercise		
October 26, LTC FSE Full Scale Exercise Planning Meeting 1pm		
November 2, 2017 Long Term Care Full Scale Exercise		
February 8-9, 2018 TEEX PER 211 Medical Management of CBRNE Events – Registration will occur		

Other	All	
<p>From now on – when registering someone for an event on the coalition website – you will need to add all the information for each participant including their own email address. Participants will also get an automatic email after registering for an event confirming that their registration is complete.</p>		
<p>Oceana – the TEEXS Pediatric training was cancelled that was supposed to be in Johnson City. It will be rescheduled at a later date.</p>		
<p>Oceana – She has had inquiries about pediatric burn information – there is a new handbook and class (ABLS). There are three options, live, online (\$175) or self-learning (\$250). There is a group discount. Charity said there is a side-group working on this (Janet and Marcus), so we will add Oseana to that group. Wanda sent out an inquiry, and Charity will resend this to find out more so the folks at UT will have situational awareness on this for planning purposes.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide burn survey information to Janet or Wanda	Janet Rowe	ASAP





	July 07/14/14	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Jerlico Community Hospital												
	Kaye Macentette											
	Kathy Gumble	KP										
Lafollette Medical Center												
	Missy Turner	KP										
	Ben Owens											
Lakeway Regional Hospital												
	Perry Davis											
Other												
LeConte Medical Center												
	Brenan Mitchell	X										
Other												
Methodist Medical Center												
	Trish Poffus	X										
Other												
Morristown Hamblen Healthcare												
	Elaine Rose	X										
Other												
Newport Medical Center												
	Stephanie Sneed											
	Paula Mitchell											
Big South Fork Medical Center												
	Wayne King											
Other												
	Eddie Cross	X										
Roane Medical Center												
	Sandy Monday	X										
Other												
Sweetwater Hospital Association												
	Melissa Harris											
	Beverly Holley	X*										
Knox County Health Dept.												
	Charity Menefee	X										
	Larry Hutsell	X										
	Angela Allred	X										
	Cindy Sovastian											
Knox County EMA												
	Colin Ickes											
	Judy Wasik											
East TN. Reg. Health Office												
	Wanda Roberts	X										
	Jack Cochran											

one prone: Verbie Justice  
 Perry Davis  
 Melissa Harris  
 Kelly Kuntz

County

State





	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Cherokee Health												
Karen Clawson												
Other												
Premier Surgical												
Steve Ross												
Other												
Amateur Radio Communications			RA									
Jim Snyder												
Other												
REAC/TS												
Angie Bowen												
Wayne Baxter												
Fresenius Kidney Care												
Jim McCammon		X										
Jim												

Other Attendees:

Name	Organization	Email	Phone
Chris Dixon	Prime Med		
Quincy Swanson	KCHD		
ANDREW RANDRZO	PRIME MEDICAL TRAINING		
Judy Wasik	KEMA	iwasik@knoxvilletn.gov	865-556-9523
Chris White	NKMC	DarvynsWhite@tennora.com	606-389-8356

\*P - Phone Participant