

# Minutes

Start: 12:30 PM End: 2:00 PM

<b>Welcome</b>	<b>Philip Hipps</b>
<p>Welcomed group and introduced himself and asked for any items that needed to be added to agenda for today's meeting. Introduced Charity and round the room introductions.</p>	
<b>Coalition MOU</b>	<b>Charity Menefee</b>
<p>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 (<a href="mailto:etrhc.health@tn.gov">etrhc.health@tn.gov</a>) or Charity (<a href="mailto:charity.menefee@knoxcounty.org">charity.menefee@knoxcounty.org</a>). 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 if for your licensure.</p>	
<b>HVA Update</b>	<b>Charity Menefee</b>
<p>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.</p>	
<b>Coalition Website</b>	<b>Charity Menefee</b>
<p>Reminders about Coalition Website:</p> <ul style="list-style-type: none"> <li>• Sign-up/Sign-in is for Membership Works to be registered for Coalition site to get updates on CMS17 information and meetings. You will use a unique username and password that was created when you registered.</li> <li>• If you are accessing any other area of the website and are asked for a password it is: <i>password99</i></li> <li>• Under Members Only -&gt; CMS 17 you will find meeting minutes from past CMS 17 Quarterly meetings and any other resources shared at meetings</li> <li>• Under Guidance -&gt; CMS you will find resources that are helpful to emergency planning for your facility             <ul style="list-style-type: none"> <li>○ Resources for CMS EP Rule</li> <li>○ List of East Region EMA Directors</li> <li>○ Link to ASPR</li> </ul> </li> <li>• Under Disaster Assistance             <ul style="list-style-type: none"> <li>○ Facility Update form – this was used in last year's exercise and will used in future events/exercises</li> <li>○ Assets – this shows the Regional Coalition assets that are available in the event of incident</li> <li>○ Regional Medical Communication Center (RMCC) contact information if an event happens at your facility.</li> </ul> </li> </ul> <p>Please get familiar with the Coalition website. There is a lot of valuable information on the website that can help your facility.</p>	

<b>Exercise</b>	<b>Charity Menefee</b>
The coalition is working on planning the next exercise which will likely be in the fall of this year. The next meeting in September will focus on the exercise.	
<b>Coalition Budget</b>	<b>Charity Menefee</b>
If there is any training you need or an asset that would benefit everyone, please let Phillip or Charity know so they can funnel that up to the coalition so it can be considered for funding in the larger coalition group.	
<b>Survey Experience Sharing</b>	<b>Phillip Hipps</b>
Members had free time to share information from CMS survey experiences at their facility. <ul style="list-style-type: none"> <li>• See ETAG Attachment</li> </ul>	
<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 <a href="https://www.youtube.com/watch?v=5VcSwejU2D0">https://www.youtube.com/watch?v=5VcSwejU2D0</a> .	
Facilities within Knoxville City limits can contact Safety Education Officer at 865-215-1510 to see about having someone come to your facility to conduct security survey of your facility. Facilities outside Knoxville City limits can contact their local police department to see if security surveys can be conducted.	
<b>Future Meeting Topics/Ideas</b>	<b>Phillip Hipps/Charity Menefee</b>
<ul style="list-style-type: none"> <li>• Phillip suggested having an opportunity in the future to share HVA tools that are simple and easy to use. Charity referred everyone to Kaiser Permanente HVA tool on coalition website that Coalition is using to complete 2018 Regional HVA.</li> <li>• Contact Phillip Hipps, Tracy Smith, or Charity Menefee with any idea for future meeting topics/ideas.</li> </ul>	
<b>Next Meeting Date</b>	<b>Thursday, Sept. 13, 2018</b>
Register online at <a href="http://www.ketcoalition.org/calendar/cms17-quarterly-meeting-group-2-3/">http://www.ketcoalition.org/calendar/cms17-quarterly-meeting-group-2-3/</a>	
Or go to the coalition website at <a href="http://www.ketcoalition.org">www.ketcoalition.org</a> , click on “Calendar” then click on click through the months to get to September, click on “CMS17 Quarterly Meeting Group 2” and register. You should receive a confirmation email. If you do not, please contact Charity	