

# Agenda

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- ▶ Minutes Review/Approval
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- ▶ Follow Up/Update From Last Meeting
- 
- ▶ 2017 Gap Analysis (To Meet New Budget Deadline)
- 
- ▶ Pediatric Surge Full Scale Exercise Update
    - ▶ Patient Tracking
    - ▶ Moulage Kits
- 
- ▶ CMS/LTC Exercise
- 
- ▶ Subcommittees
    - ▶ Training Updates
- 
- ▶ Budget
- 
- ▶ REAC/TS
    - ▶ Cytogenetic Biodosimetry Laboratory
    - ▶ Disaster Plans
- 
- ▶ Real Event/Exercise/Training/Conference Attendance/Lessons Learned
    - ▶ Code Pink UTMC
    - ▶ Joint Commission
    - ▶ NIMS/HICS
- 
- ▶ Other
    - ▶ Facebook Page
    - ▶ HAM Radios
- 
- ▶ Upcoming:
    - ▶ October
      - 16: 2017 KET Full Scale Exercise Controller/Evaluator Meeting
      - 19: 2017 KET Full Scale Exercise
      - 26: CMS/LTC Full Scale Exercise Planning Meeting 2:00
    - ▶ November
      - 2: 2017 CMS/LTC Full Scale Exercise
    - ▶ February
      - 8-9, 2018 TEEEX PER 211 Medical Management of CBRNE Events
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# Minutes

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

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

<b>Gap Analysis</b>	<b>Charity Menefee</b>
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According to the new timeline set in place by ASPR, it is time to follow up our HVA approval from last month with our Gap Analysis. It was suggested we consider using the previous Gap Analysis (done in April 2017). Sandy Monday made a motion to approve 042017 Gap Analysis for this budget period (NBP2 July1, 2018-June 30, 2019). Motion second by Paul Parsons. None opposed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Place new date on Gap Analysis and post on website	Charity Menefee/Wanda Roberts	10/31/17

<b>Pediatric Surge FSE Update</b>	<b>Charity Menefee</b>
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- All exercise documents are on our website. You can find them under the members only tab, exercise and events docs- October 2017 KET HC Full Scale Exercise. <http://www.ketcoalition.org/exercise-events/>
- Logistical Instructions. This was requested as a reminder of baseline instructions for all our seasoned participants and a good checklist for the newer ones. Please read over these instructions carefully, including what your responsibilities are with your controllers/evaluators and volunteers. (Three facilities will be adding decon to the exercise: UTMC, ETCH and Fort Loudoun Medical Center) and were reminded not to get students wet. Make sure your logistics for students is in place (where they will meet, how they will be presented, where they will go after).
- Anthony Cavallucci with the National Weather Service in Morristown will be drafting exercise weather injects for us. These will be sent out the day before and day of exercise. We will send out a TNHAN and activated HRTS 15 minutes after tornado warning inject sent. One you receive alerts, begin play.
- We will post all injects on HRTS, so it is vital you have it pulled up in your Incident Command. Facilities will be asked to respond on HRTS as well. Responses can be nested under the requests. When you respond, make sure, when prompted, you do not check to have your message emailed or texted. That will send it to everybody. You just want to post it to the message board.
- Medic: Medic's play will be done via HRTS. You will be asked to respond to a few questions so medic can gauge how much blood is needed and availability. They will treat every request as a local incident only. Medic will send Charity a list of questions that will be posted.
- Regional Forensic Center: The Regional Forensic Center is playing. Each site needs to have one death, two if possible. The deaths will need to be reported to the Regional Forensic Center. The number to call will be posted on HRTS during the exercise.
- Red Cross: We will put out a request regarding family reunification. It will be posted on HRTS during the exercise.
- There is a facility status update form on our website under the members only tab. <http://www.ketcoalition.org/facility-status-update-form/>. If you would like to play around with this during the exercise, please do. This is new and will be a good time for us to find out what does and doesn't work about it.
- We've posted a lot of patient scenarios. Pick the ones you want to use, but make sure the majority are pediatric. Card stock works best when printing these.
- Patient Tracking: When you're putting names of patients in the system, one of them needs to be your emergency

manager's name (For instance: Parkwest would be Paul Parsons). There is a webinar Thursday at noon for training. The system is easy to use. We'll provide user name and passwords before the exercise. Everyone will be logging on with the same credentials.

- If you need to end exercise play early for any reason, "Timeout". Call the RMCC and post on HRTS.
- Bring your evaluation forms to the hotwash.
- Invoices for busses and lunch (for student volunteers only) need to be sent to Wanda or Charity.
- Media: As always, KCHD's Community Relations personnel will let local and regional media know about the event on the day of the event. Portions of the exercise will be filmed at UTMC and the RMCC and a media packet will be sent out after the exercise. We will post the video on our web and Facebook pages.
- Keep your participation feedback forms. If there are overarching observations made on them, bring that information to the hotwash to share.
- Moulage kits and dolls will be given out for the hospitals to use for the exercise
- **Pediatric surge carts are ready for pick up. Oseana will be available on Monday October 16<sup>th</sup> from 1-5 at East TN Children's Hospital, if you would like to pick up before your exercise. A list of items (and amount) in carts was requested as well as the vendors for replacement if needed.**
- HAM radios- Hospitals are asked to simulate getting an operator for your system internally. Jim Snyder will send a list of all who've been through the HAM training. He will also provide information on the upcoming classes. We will put something on HRTS for the HAM operators during the exercise.

**CONCLUSIONS**

Dates:

October 12 1200 Patient Tracking Webinar <http://stateoftennessee.adobeconnect.com/rl3syy58jg58/> Call in number: 888-450-5996, passcode 397176

October 16 2:00 KCHD Evaluator/Controller Meeting

October 16 1:00-5:00 Pediatric surge cart pickup at East TN Children's Hospital

October 19 Exercise

October 25 2:00 KCHD Hotwash

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Medic will send questions to Charity for exercise	Medic	ASAP
Provide username and password for patient tracking system	Charity Menefee	Before exercise
List of items and number of items in Pediatric Surge Carts	Oseana Bratton/Christy Cooper	ASAP
Contact of vendors for replacement of items in carts	Oseana Bratton/Christy Cooper	
Patient Tracking Webinar	Any interested	October 12 @ 12:00
If you haven't done already, identify controllers/evaluators and turn names into Charity/Wanda	All	ASAP
List of hospital personnel who have been through and passed the HAM operators training	Jim Snyder	ASAP

**LTC FSE Update**

**Charity Menefee**

- Exercise details - Nov. 2<sup>nd</sup> – 130 facilities are participating. If you are connected to one of these facilities, the information for that exercise is on the website. <http://www.ketcoalition.org/exercise-events/>
- The next meeting is Oct. 26<sup>th</sup>.
- A Simcell will be provided.
- Facility Status Form – Participants will be using the facility status form on our website. . <http://www.ketcoalition.org/facility-status-update-form/> This will allow us to see their participation as well as practice for an actual event. It includes 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.
- Anyone who did not register is welcome to share all the online documents so they can conduct their own exercise.

CONCLUSIONS		
Dates: October 26 1:30 Controller/Evaluator Exercise Meeting (mandatory) 1:30 Bridewater PlaConference Center November 2: Exercise		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None for Coalition		

Training Sub-Committee Update	Charity Menefee
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- The training sub-committee needs to meet again and finalize trainings for this period.
- We would like to do some additional ABLs trainings for the region. We will follow up for information on that. According to the survey done by UT, most facilities have little to no trained staff.
- We've been approached about "Stop the Bleed" training. <https://www.dhs.gov/stopthebleed> It is a controlled/stop bleed training for lay people through Homeland Security. You can find free resources on their site. This program is being presented currently through UT Medical Center. We may want to consider hosting additional trainings for schools, law enforcement and the general community. In West TN, the healthcare coalition purchased "Stop the Bleed" kits for each law enforcement vehicle. Kits range in cost between \$50-100.00. Oseanna has been asked to help with providing these trainings focusing on pediatric victims.
- Nathan Sweet requested funding for Emotional Trauma Life Support (ETLS) training. More to come.
- Region 1 hosted pre-hospital training for EMS on de-escalating during and after an event. It was so successful, they are offering the same training, but geared towards pediatrics. Oseanna will get more information on this.
- If you have any training requests/ideas, please let us know.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow up on ABLs trainings for the region	Charity Menefee/Wanda Roberts	December 31, 2017
Check about "Stop the Bleed" trainings	Charity Menefee/Wanda Roberts	December 31, 2017
Contact Nathan Sweet about ETLS training	Charity Menefee/Wanda Roberts	October 31, 2017
Check with Region 1 about pre-hospital training	Oseanna Bratton	Before next mtg.

REAC/TS	Angie Bowen
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- Angie asked how many facilities had REAC/TS written into their plans? Currently all Tennova have it listed as a suggestion. Those who have it written into plan: Roane Medical Center, Methodist Medical Center, Fort Loudoun Medical Center and UPMC. If they are not written in, REAC/TS would like to encourage the inclusion. They are a free consult resource if there ever is a need.
- Part of REAC/TS is the Cytogenetic Biodosimetry Laboratory (CBL). For a description of what the lab does, you can follow this link: : <https://orise.orau.gov/reacts/cytogenetic-biodosimetry-laboratory.html> The lab would like to host a meeting with lab directors or decision makers to discuss building a network of labs as part of planning/preparation for a radiation-related surge event. There are only two labs in the nation that do this testing so its important to build these networks. Angie will send the information out to Wanda and Charity and they will pass along to the hospitals. Janet Rowe suggested they contact LabCorp since most facilities use them.
- State will be doing a series of radiation tabletops in January/February. No firm dates yet, more to come.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Inclusion of REAC/TS into plan	All interested	
Send information regarding CBL for distribution	Angie Bowen	

Budget	Charity Menefee
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We have not spent much and need to be moving on those larger purchases approved by Coalition.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Gather information on approved budget items and what	Charity Menefee/Wanda Roberts	ASAP

needs to be done to purchase		
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<b>Real Event/Exercise/Training/Conference Attendance/Lessons Learned</b>	<b>All</b>
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CMS visited UTMC. They were very thorough, climbing under desks, going in locked rooms. There were no significant findings. CMS also visited all the Knox Tennova sites. The consensus was, CMS is much more detailed than joint commission and you have 45 days post visit for corrections.

Jefferson Memorial Hospital had joint commission three weeks ago. Survey went well. It was suggested they make sure all documents reflect the same times, even if they are charted later. The timeline should be consistent.

LaFollette Medical Center: They are surveyed annually. Facilities should pay attention to the use of space heaters and extension cords.

Oseana has met with several facilities and looked over their pediatric notebooks. She is willing to do that for anyone else as well. Contact her directly if you are interested. [OMBratton@etch.com](mailto:OMBratton@etch.com)

Methodist Medical Center had a Code Pink exercise during the third shift. There were many lessons learned and recommended everyone exercise with all shifts. It was a great learning experience for those who often miss exercise play.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

<b>Upcoming Trainings/Meetings/Exercise Information</b>	<b>All</b>
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- October 19, 2017 KET Full Scale Exercise
- October 26, LTC FSE Full Scale Exercise Planning Meeting 1pm
- October 27, 28 Amateur Radio Accelerated Technician Licensing Class
- November 2, 2017 Long Term Care Full Scale Exercise
- February 8-9, 2018 TEEEX PER 211 Medical Management of CBRNE Events – Registration will open later

<b>Other</b>	<b>All</b>
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We now have a Facebook and YouTube page. Please visit, like and share. When having an event/exercise, please take photos and send so we can add to our Facebook page. <https://www.facebook.com/kethealthcarecoalition/> and <https://www.youtube.com/channel/UCW4eUoY2czTzG1gQzZAuNcQ>

HAM Radio's- Hospital Net participation sheet was passed around. Last month there were only 8 facilities that participated. We will be using this test to document our redundant communications so we need everyone's participation. If there is a reason you are not operating your HAM radios, please let Wanda or Charity know. For the regions, you can contact your EMA director is you need a list of local operators. Future participation records will be kept on the coalition website.

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.

Generator: Per the by-laws, Jellico Community Hospital has requested an extension on using the generator at their facility. Charity and Wanda presented the request for them. New by-laws with 30 day stipulation was provided to Jellico Community Hospital on September 7, 2017. There were concerns with extended use putting the generator out of its intended use for emergency situations. Motion was made by Tonya Shott, second by Janet Rowe, none opposed to leave the generator in place until November 1, giving the facility time to secure other means for long term use. Fountain City towing will be contacted to move the generator to LaFollette Medical Center. They will house the generator and maintain pm's in case it is needed. Jellico will be asked to provide maintenance logs or certification of professional servicing.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide information/photos to Wanda/Charity when you have an exercise or event to post on our Facebook page.	All	



Hospital - Knox	July 07/11/17	Aug 08/08/17	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
East Tennessee Children's Hosp.	X	X		<i>W</i>								
Christy Cooper												
Bill Thurman												
Steve Bohanan	X	X	X	<i>SB</i>								
Fort Sanders Regional Hospital		X		<i>RM</i>								
Other												
North Knoxville Medical Center	X*	X	X	<i>W</i>								
Other		X										
Chris Whitt												
Christy Nelson												
Tanessa Stephens				<i>PP</i>								
Parkwest Hospital	X	X	X	<i>PP</i>								
Paul Parsons												
Physicians Regional Med. Center	X	X	X	<i>OP</i>								
Other S												
Steve Oran												
Tonya Shott	X	X		<i>JS</i>								
Turkey Creek Medical Center	X	X										
Other												
U.T. Medical Center	X	X		<i>JC</i>								
Janet Rowe												
David Pittman												
Brian Hitch	X	X	X	<i>GH</i>								
Penninsula Hospital	X	X										
Other	X	X		X								
Todd Roberts												
Phil McDaniel												
Covenant Health	X	X		<i>FM</i>								
Other												
Phil McDaniel												
Blount Memorial Hospital	X	X										
Other				X								
Marcus Sheppard												
Ann Heary Wendy												
Claiborne County Hospital	X	X	X	<i>MC</i>								
Other												
Mike Campbell												
Fort Loudon Medical Center	X	X	X	<i>DL</i>								
Other												
David Walton												
Jefferson Memorial Hospital	X*	X*	X*	<i>X*</i>								
Other	X*	X*										
Debbie Justice												
Wanda Fisher												

Hospital-East









	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												
Jim Snyder		X		9/10								
Other												
REAC/TS												
Angie Bowen				9/10								
Wayne Baxter												
Fresenius Kidney Care												
Jim McCammon	X											

Other Attendees:

Name	Organization	Email	Phone
Katrina Tyler	TDH	Katrina.T.Tyler@tn.gov	865 549-5343
Wendy Munciey	BMH	wmunciey@bmnnet.com	865-980-4832