



Meeting: **HCC Planning Subcommittee and Training & Exercise Workgroup**

Date: September 1, 2020

Location: Zoom (Webinar)

Meeting Leader (Chair/Chair Elect/Lead): Mr. Angel Juarez and Mr. Doyle Carey

Meeting Scribe: LaShanda Hernandez and Stephanie McKinnis

Number of individuals present: 36

- Attendance documentation attached

Agenda	Discussion	Action Plan	Responsible Individual	Targeted Completion / Next Step
Welcome	Introduction of HCC Planning Subcommittee Co-Chair and Training & Exercise Workgroup Lead		Stephanie McKinnis	
Project Objectives	Mr. Jacob Seil provided an overview of the project objectives.			
HCC-E HVA Participation	Mr. Doyle Carey provided an overview of the HCC-E participation on the 2020 HVA. 76 partners completed the HVA survey. Mr. Carey encouraged the audience to work with their Emergency Manager to help them complete the survey	Complete the HVA Survey by September 18, 2020; results will be updated and discussed at the next combined meeting	EMCC Staff	
HCC-E Top Ten Hazards	Mr. Carey discussed the preliminary HCC-E top ten hazards: <ul style="list-style-type: none"> • Tornado • Epidemic/Pandemic • Inclement Weather • IT System Outage • Power Outage • Active Shooter • HVAC Failure • Generator Failure 			

	<ul style="list-style-type: none"> • Water Disruption • Communication / Telephony Failure 			
<p>Top Five Hazards by Zone</p>	<p>Mr. Carey provided an overview of the top five hazards by Zone:</p> <p>Zone 1: Tornado, Supply Chain Shortage Failure, Patient Surge, IT System Outage, and Workplace Violence/Threat</p> <p>Zone 2: Tornado, Inclement Weather, Power Outage, IT System Outage, and Epidemic/Pandemic</p> <p>Zone 3: Tornado, Fire, Inclement Weather, Epidemic/Pandemic and Hostage Situation</p> <p>Zone 4: Tornado, Inclement Weather, Infectious Disease Outbreak, Internal Flood, and Temperature Extremes</p> <p>Zone 5: Tornado, Epidemic/Pandemic, Power Outage, Inclement Weather, and IT System Outage</p> <p>Zone 6: Inclement Weather, Tornado, Fire, Flood, and Radiation Exposure</p> <p>Zone 7: Tornado, Epidemic/Pandemic, Inclement Weather, Generator Failure, and Active Shooter</p> <p>Zone 8: Tornado, Epidemic/Pandemic, Inclement Weather, Active Shooter, and IT System Outage</p>			
<p>Impacting Your Organization</p>	<p>Mr. Carey led the open discussion on how each hazard impact organizations. Partners addressed the following questions for each hazard:</p> <ol style="list-style-type: none"> 1. What operational challenges will or did your organization encounter from hazard? 2. What should your response be to this hazard? 3. Thinking about your staff, what reoccurring pattern do you see as a need for training? 4. Thinking about your challenges and our region, what important perspectives are we missing in our preparedness strategy in response to the ten hazards? 			

	<p>Operational Challenges to a Tornado and Inclement Weather:</p> <ul style="list-style-type: none"> • Patient concerns • Recovery Planning • Staffing (need for additional) • Transportation challenges • Centralized communication • Central location for assistance • HICS training • New facilities do not have access to resources provided by the RAC • Training on common equipment • Better weather updates; mapping to locate hospitals in targeted area and send warning messages to those facilities <p>Response Expectations:</p> <ul style="list-style-type: none"> • Receive warnings from central hub • Central Hub/location to contact for help (EMCC could be that resource) <p>Training Needs:</p> <ul style="list-style-type: none"> • Continuous training/refresher courses • HICS training • Training on evacuation equipment (in person training) • 			
	<p>Operational Challenges to an Epidemic/Pandemic:</p> <ul style="list-style-type: none"> • Staffing (shortage of nurses) • Testing and monitoring equipment • Testing issues • Shortage of respirators • Screening process (visitors, patients, delivery services' personnel, etc.) 			

	<ul style="list-style-type: none"> • Tents (cooling issues) for processing patients • PPE training (staff protection) • PAPER/PPE/EVS shortage (purchasing supplies) • Building safety • Capacity issues: Post-acute care and COVID-19 positive • Educating staff on long-term response and conducting a refresher training • HVAC airflow in hot zone areas of facility • Rehab and SNF transfers <p>Pediatric: screening parents (PPE for visitors) and staffing challenges</p> <ul style="list-style-type: none"> • The challenge is not the patients, it's the people that come with the patients. • Pediatrics experience the same issues as other hospitals <p>Response Expectations:</p> <ul style="list-style-type: none"> • Use resource pool from other departments that were shut down, to help ramp up surge units (to address staffing) • Cross train staff • Send staff to respond in different areas <p>Training Needs:</p> <ul style="list-style-type: none"> • Donning & Doffing training • Respirator equipment training • Overview of infectious control practices • HICS training <p>Operational Challenges to an IT System Outage:</p> <ul style="list-style-type: none"> • Restoring Wi-Fi to continue services to access medical records • Redundant communication with EMS and helicopter operators 			
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	<ul style="list-style-type: none"> • New staff not familiar with paper charting; however paper charting will be determined by the system and it is a standard for all their hospitals. <p>Response Expectations:</p> <p>Training Needs:</p> <ul style="list-style-type: none"> • Paper charting <p>Operational Challenges to a Power Outage:</p> <ul style="list-style-type: none"> • Generator backup • Generator failure • No backup system for AC <p>Response Expectations:</p> <ul style="list-style-type: none"> • Generators purchased by NCTTRAC. It would be worth looking into and all that comes with it. It will take an electrician to operate the generators but hospitals should have one on staff. • Swamp cooler and portable cooler to preplace in the hospitals <p>Training Needs:</p> <ul style="list-style-type: none"> • ICS training • HICS training • Communication Flow • Long-Term Response training • Command Center training 			
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	<p>Operational Challenges to an Active Shooter:</p> <ul style="list-style-type: none"> • During this COVID-19 outbreak, it is difficult to identify staff (due to face covering mandate) <p>Response Expectations:</p> <ul style="list-style-type: none"> • How do we define this hazard: should we focus on active shooter affecting our facility or active shooter affecting our region <p>Training Needs:</p> <ul style="list-style-type: none"> • Patient Tracking training • Active Shooter training • STAR Process training for MCI events <p>Additional training recommendations:</p> <ul style="list-style-type: none"> • HAM Radio classes for General Level certification <p>Gap Analysis: Recommendation: To choose five gaps to focus on for this program year.</p> <p>Gap 2: MCI Patient Destination Coordination</p> <p>Gap 3: Mass Patient Movement Patient Destination Coordination</p> <p>Gap 5: Operational use of redundant communications methods</p> <p>Gap 7: Patient tracking in MCI/hospital evacuation</p> <p>Gap 14: Implementation of regional MCI Framework</p>	<p>Follow up with previous vendor that conducted the Active Shooter TTX (COG)</p>	<p>Stephanie McKinnis</p>	
<p>Next Steps</p>	<p>Discuss the final data from the HVA survey and discuss the gap analysis.</p>	<p>Combine the October meeting to include HCC Planning Subcommittee and T&E Workgroup October 6, 2020 10:00am – 12:-00pm</p>		

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General Comments		Send the October calendar invite and meeting notes to participants		
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