



Meeting: **HCC Planning Subcommittee**

Date: March 2, 20201

Location: Zoom (Webinar)

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

Meeting Scribe: LaShanda Hernandez and Stephanie McKinnis

Number of individuals present:

Agenda	Discussion	Action Plan	Responsible Individual	Targeted Completion / Next Step
<p>Overview of changes to the current HPP Deliverables</p>	<p>Mrs. Stephanie McKinnis provided a brief update on the changes to the upcoming Infectious Disease Tabletop Exercise (TTX). The Infectious Disease TTX has been postpone until further notice.</p> <p>Ms. Jessica Dupree and Mr. Jacob Seil provided an update on the following deliverables:</p> <ul style="list-style-type: none"> <li>• Statewide Burn Annex</li> <li>• TSA-E Infectious Disease Annex</li> <li>• Burn Tabletop Exercise</li> <li>• Infectious Disease Tabletop Exercise</li> <li>• COVID-19 AAR (Mid-Point)</li> </ul>	<p>Recommendation to subcommittee and workgroup: Provide feedback to the Statewide Burn Annex.</p> <p>Continue working on the TSA-E Infectious Disease Annex to the Response Plan.</p> <p>Next year, conduct a tabletop exercise on the Burn Annex.</p> <p>Determine functions of the Burn Annex to exercise in 2022.</p>	<p>NCTTRAC EMCC Team</p> <p>HCC Planning Subcommittee and Training &amp; Exercise Workgroup</p> <p>Training &amp; Exercise Workgroup</p> <p>HCC Planning Subcommittee and Training &amp; Exercise Workgroup</p>	

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Call to Order, Welcome	Call to Order and Welcome conducted by Mr. Angel Juarez.			
Review Meeting Notes	Mr. Juarez reviewed the notes from the February meeting.			
Note Taking	Ms. LaShanda Hernandez reminded the subcommittee that Mrs. McKinnis will be the Note Taker for these meetings.			
Co-Chair	Mr. Juarez announced the HCC Planning Subcommittee is still looking for a Co-Chair			
Infectious Disease Surge Annex	<p>Ms. Hernandez stated the following functions will be the focus for the meeting:</p> <ul style="list-style-type: none"> <li>Safety and Infectious Control and Prevention</li> <li>Surge Staffing</li> <li>Patient Care Considerations</li> <li>Patient Destination Decisions</li> </ul> <ul style="list-style-type: none"> <li>• No recommendations for additions to the annex's Table of Contents.</li> <li>• No recommendations for additions to the "HCC Role &amp; Responsibilities Chart for all HCID".</li> <li>• Mr. Juarez and coworkers from various departments discussed the Infectious Disease Surge Annex and suggested for the sake of clarity, to limit the use of acronyms in the plan and include the long name or phrase.</li> <li>• Supply Chain, Supplies, PPE: Mr. Juarez suggested to follow the recommendations of CDC for Personal Protective Equipment.</li> </ul>		<p>NCTTRAC – EMCC Team will make the necessary revisions and update Appendix B: Index Acronyms &amp; Abbreviations.</p>	



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	standards of care, criteria: nursing ratio in ICU, caring for patients in Inter Mediate Care, <ul style="list-style-type: none"> <li>• No recommendations for additions to the “Recovery”.</li> <li>•</li> </ul>			
Training and Exercise	Mrs. McKinnis provided an update on the Training & Exercise Workgroup’s tasks for 2021-2022: <ul style="list-style-type: none"> <li>• Multiyear Training and Exercise Plan approved, submitted to DSHS and emailed to HCC-E Coalition.</li> <li>• Infectious Disease Tabletop postponed until 2022 or 2023</li> <li>• Upcoming three virtual tabletop opportunities for HCC-E Coalition.</li> <li>• Planning for the 2021 Coalition Surge Test Exercise will begin in July 2021.</li> <li>• Planning and the Burn Tabletop Exercise will take place between January 2022 – June 2022.</li> </ul>	Planning for the 2021 Coalition Surge Test Exercise will begin in July 2021. Planning and the Burn Tabletop Exercise will take place between January 2022 – June 2022.	Training & Exercise Workgroup  Training & Exercise Workgroup	
General Comments	HCC Planning Subcommittee requested a draft copy of the annex be emailed to everyone for review and to share with their coworkers for feedback.	Email the Infectious Disease Surge Annex to the appropriate HCC – E partners	Ms. Hernandez	By close of business on Wednesday, March 3, 2021.