

HPP Meeting Minutes
March 1, 2018
Time: 11:00am-12:00pm

INTRODUCTIONS – (SEE SIGN IN SHEET)

GRANT UPDATES – ELIZABETH MERSON

- None

COMMUNICATIONS – ELIZABETH MERSON (ROBIN HENDRY OUT SICK)

- GETS and WPS did a test after the Eagles Superbowl Parade and had a 95% call completion rate.
- ReddiNet Training at each hospital base station meeting in the month of March, please send your MICNs. ANMs, ED Clerks, and other ED staff to attend.
- ReddiNet responses from the February 26th MCI went well. All hospitals responded promptly.

HOSPITALS COMMUNICATIONS PLAN– DENISE YI

- Please see attached flyer for best practices for Facility Communications Plans developed by a Healthcare Coalition in Minnesota. (Facility Communications Plan)
- <http://www.cwhealthcarecoalitions.org/resource-library/>

PHEP WEBSITE – ELIZABETH MERSON

- PHEP solicited feedback on PHEP website. Group suggested that the following elements be added to the PHEP website
 - Plans and SOPs
 - HVAs
 - Disaster Healthcare Coordination
 - 1.MHOAC/ 17 Functions
 - 2.CHADOC
 - 3.EOM
 - Resources Library (Forms)
 - 1.SITREP
 - 2.Resource Request Forms
- Group did not see the need to add plan templates because their corporate offices provide templates for them to customize.

ROUNDTABLE

- Group – Would like to tour County Emergency Operations Center (EOC) and Joint Information Center (JIC)
- Group- concerned about the Surge Test.
- R.Clayton – French Hospital is due to break ground on ER remodel at the end of April/beginning of May.
- E. Lauriston – Sue Rainy has left as ED Director, and Bridgette Bateman will be interim ED Director.

UPCOMING EVENTS

- EMAD Drill on March 21st, 2018
- Tour of EOC and JIC on June 7th, 2018 from 11:00 am-12:00 pm (Please see attached flyer)

MEETING ADJOURNED AT 12:15

NEXT MEETING: SLO-DHCC

April 12, 2018

10:30 am - 12:00 pm

CHP Headquarters

4115 Broad Street, #B, San Luis Obispo, California 93401

Facility Communications Plan

Emergency Communications

Tactical Communications:

- List communications systems that the hospital has available for tactical communications. (Include primary, secondary, and all back up systems). Consider the following: telephone, cell phone, internal radios, e-mail, fax, CAHAN, ReddiNet, HAM radios, Brown Net and others.
- Ensure CAHAN access equipment, routers, room lights and ability heat room are on backup generation.
- Identify which additional communication systems have access to back up generator.
- If the hospital has gaps in communication prioritize systems for acquisition.
- Identify responsibility for maintenance and testing of communications systems.
- Define the minimum requirements for exercising each system.
- Identify whether or not the facility has an agreement for priority restoration of telephone service with the phone service provider.
 - If not, identify a person to contact your phone service provider and ensure this is in place.
- Identify whether or not the facility has applied for and received a Government Emergency Telecommunication Service (GETS) card. Government Emergency Telecommunications Service (GETS) is an emergency communications service designed to be used when National Security and Emergency Preparedness (NS/EP) personnel are unable to complete emergency calls through their regular telecommunications means.
 - If not, identify a person responsible for making the application.
 - Information available at <http://www.fcc.gov/pshs/emergency/gets.html>

Public Information Communication:

- Identify who has responsibility to authorize release of information (e.g., approve press releases).
- Identify hospital spokespersons for pandemic influenza and other predictable scenarios
- Describe how the hospital would participate in a local joint information center (JIC) and how it would coordinate messaging with the state.
- Identify how the hospital would notify families on patient status in a situation where visitors are restricted.
 - Identify responsible department or position.
 - Consider any alternative solutions if staffing does not allow for hospital staff to fulfill this role.
- Consider pre-scripting public messages for anticipated emergency conditions, such as visitor restrictions, how to access health care when normal processes have been altered, etc.
 - Reference or include pre-scripted messages.

Staff Information Communications:

- Describe how staff will receive notification of altered work schedules or assignments
- Describe how staff (on and off duty) will be briefed on the status of the situation
 - Frequency of briefings
 - Method(s) of briefings (e-mail, website, written memos, hot line)

Training:

- Describe staff training requirements regarding use of emergency communications systems.